

European Council of the University System of Georgia – Berry College Policies

<http://www.ecstudyabroad.net>

4-5 week summer programs in London, St. Petersburg, Paris, Berlin, Madrid & Waterford; 2 week May program in Edinburgh

Tenured, tenure-track, or continuing lecturer faculty are invited to apply to teach on European Council programs. Once selected by the EC to participate, each faculty is expected to recruit 8-10 students from their institution to cover costs: airfare, housing, some meals, modest per diem - benefits depend on program.

Berry faculty are paid by Berry College according to its summer pay policy, based on the number of enrolled Berry students in the *program*, not in the faculty member's two classes. For example, a faculty member teaching on the EC-London program would be paid for 2 classes at full pay if 8 or more Berry students enroll in the London program. For fewer than 8 Berry students, pay for both classes would be prorated according to summer pay policy. Berry students enrolled in other EC programs would not improve the pay for the London faculty member.

Faculty teach one upper division and one lower division course. If faculty members are not accepted to one program, they may be contacted to participate in another. Faculty members should indicate in the proposal whether they are flexible or will only participate in the requested site. Classes are 2.5 hours MON and WED; field trips TUE/THU; FRI-SUN free.

Berry students are required to take two, 3-hour elective courses and will be charged \$100 per credit hour for these hours on *any* EC program in which they participate, regardless of whether a Berry faculty member is teaching on the program. This \$600 will be charged by the business office and apply to faculty salaries. Some programs require a culture course of 1-2 credit hours, which students must take, according to EC policy. However, they are not charged \$100 per credit hour for this course.

Students enroll in a special section of STA 305 created by the Registrar. Classes offered by Berry faculty do not need approval, but other classes require approval on the IP course approval form. Students receive the form and other paperwork during their advising session with Berry's International Programs (IP) Director. Students apply by completing the EC application, which is signed by the student and IP Director, who forwards it to the EC Coordinator after the advising session. Then the students pay the EC application fee on the EC website.

Final grades for Berry College students need to be on European Council letterhead, signed by the EC Coordinator. The IP Director will email the Coordinator toward the end of the program to remind her of this. The transcripts are sent to the IP Director, who forwards them to the Registrar.

An orientation is provided to program faculty in the fall; instructors are required to attend two other meetings, one in April and the student orientation in May. One faculty member will be reimbursed mileage by IP for these meetings. If more than one faculty member is teaching for the EC, ridesharing should be arranged. The expected timeline is:

- mid March - course proposals submitted for programs in *following* year
- mid April - faculty notified of selection by directors
- early September - brochures distributed
- early September – faculty orientation

- early fall - student recruitment begins
- mid April – faculty workshop
- early/mid May – student orientation with faculty

Opportunities to be Program Director (3 year term; administrative and budgetary responsibilities; maybe teaching) and Site Director (no teaching, admin & student services work) also available.

Please contact [Sarah Egerer](#) (706-233-4065), IP Director, if you have questions or intend to apply. It may be difficult to support more than one faculty member on a program, so it is important for IP to be able to plan accordingly.



Berry College International Programs