

# **Berea International Summer Term (BIST) Instructors' Handbook**

(Updated Feb. 2017)

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## **1. BEREIA INTERNATIONAL SUMMER TERM COURSE POLICIES AND PROCEDURES**

The procedures for Berea International Summer Term (BIST) courses require attention to detail by staff members in a number of offices, the BIST Instructors, and students. Good communication among all the participants in the process is essential. Dropping a stitch can result in an unbelievable tangle. Procedures have evolved over a number of years and are summarized by this document. Please read the following carefully and ask questions about anything that is unclear. Make suggestions about changes that could improve the process.

On the Moodle Site for BIST instructors, you will find a collection of samples of forms and other handouts for various administrative tasks. The forms are identified by numbers in bold in the following paragraphs. Most can be adapted for your course.

### **BIST Instructor Duties and Responsibilities**

1. Academic Content: You are responsible for the academic content of the Program; including the syllabus, book orders and printing, classrooms and lectures.
2. In-Country Travel and Logistical Arrangements: It is your responsibility to make all in-country logistical arrangements, including accommodations, local transportation, meals and excursions. (The staff of the CIE can help book your international air travel through our contacts and coordinate transportation from Berea to the airport.)
3. Budget: You must abide by the budget that was approved for this BIST course and turn in all documentation within 30 days of the end of the BIST course.
4. Course descriptions: You are obligated to carry out the course as you described it within your BIST course proposal that has been approved.
5. Recruitment for the Course. The CIE staff will assist you in advertising the course through its Website, posters, and other appropriate means. However, you should expect to promote your Course to students and your peers, to visit classes and create printed and e-publications as needed.
6. Enrollment: CIE coordinates the student enrollment process, including developing the application form. All students are required to submit an application on-line using Abroad Office, by the dates specified by CIE, typically in October each year. The CIE will verify the eligibility of each applicant (including, but not limited to, probation status). You will select students, based on eligibility requirements, the application and other resources, including interviews and additional paperwork.

7. **General Supervision of Students:** You will supervise and direct students in the academic and intercultural goals of the Course both while in this country and while abroad. You are the primary adult responsible for the supervision and welfare of the students participating in the Course. Among other things, you are responsible for supervising and monitoring each student's conformance to Berea College and BIST policies, rules, regulations and standards of conduct. You should be familiar with the Behavioral Expectations and Disciplinary Procedures (4) a copy of which the BIST students sign when they apply for the course). You agree to **report any and all significant medical conditions within 24 hours of occurrence, as well as all emergency situations and hospitalizations, to the appropriate CIE staff member** as indicated in the Education Abroad Emergency Protocol contained in the BIST Instructors' Manual. You further agree to **consult with CIE staff immediately prior to any student separating from the Course.**

### **Cancellation**

Berea College reserves the right to discontinue this Course at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of this Course are safety and security concerns, failure of an instructor to comply with this BIST Instructors' Handbook, and insufficient enrollment. If this Program does not reach the minimum enrollment (of 20 students) by the application deadline, or drops down to below 17 prior to departure (due to students dropping out), it may be cancelled.

### **Withdrawal**

It is expected that you will not withdraw from the position of BIST instructor for the Course, except in an emergency. If it is impossible for you to serve, you must immediately notify the CIE and the Dean's Office. Depending on the withdrawal date, the Course may be cancelled or a replacement instructor obtained.

### **Collaboration with the Center for International Education**

The Center for International Education (CIE) will act as a resource and help you as you carry out these duties. You must work in collaboration with the staff of the CIE to deliver the highest quality Program. Because there are individual as well as shared responsibilities, you and the CIE Staff must plan to communicate well and regularly.

### **F-1 International Students in BIST courses:**

BIST courses are the only way an F-1 international student may receive funding to study abroad (the one exception is Foreign Language majors who may apply to study abroad for a semester). Prior to applying for the BIST course, F-1 international students must have a valid F-1 visa with a re-entry date of at least one month after the BIST course's return date.

F-1 international students must notify our International Students and Scholars Adviser, Susan Rosa, of their intent to apply for a BIST course at least two weeks prior to the application deadline for BIST courses.

F-1 students should be aware that they will responsible for additional costs, such as visas, transportation for visa interviews, immunizations, etc.

### **Non-Student Participants:**

BIST courses are intended to provide Berea College students with a unique learning experience abroad.

**Spouses/Domestic Partners and/or a mature dependent** of a BIST Instructor may be allowed to join the BIST course abroad, but each case must receive prior written permission from the CIE and the Dean's Office. Once approved, full payment of the Course Fee Spouses/Domestic Partners or mature dependents must be paid prior to booking airline tickets or other expenses.

**Faculty "piggy backs."** Occasionally, Berea College supports a teaching faculty member to accompany the instructors of a BIST course. In such cases, the Dean's Office covers 2/3 of the course fee, while the faculty member pays 1/3 of the course fee. Such payment must be made by the faculty member prior to the booking of flights or other expenditures.

**Non-students** are generally not allowed to 'tag along', although exceptions are sometimes permitted on a case by case basis. If a BIST instructor is considering allowing someone other than the enrolled Berea College students to participate in any or all of the BIST itinerary, he or she should contact the Director of the Center for International Education well in advance, and seek written permission. In such cases, the non-student participant must pay the full course fee prior to the booking of flights or other expenses.

### **Financial Reporting:**

Berea College requires complete financial reporting of all expenses incurred by the BIST course. Below are in-depth details about how this should be done, but in general, you must obtain and then submit receipts for each expense, and your bookkeeping must be submitted to the Dean's Office within 30 days of returning from abroad.

### **Travel:**

*Both BIST instructors and all BIST students should travel together from Berea College to the destination country. They should remain together throughout the course. Both BIST instructors and all BIST students should travel back to the USA together.<sup>1</sup>*

Concerning an exception to this policy for a student due to "Dismissal, Withdrawal or Departure", see page 17 of this handbook.

Concerning an exception to this policy for an instructor, he or she should submit a written request to the Academic VP / Dean and to the Director of International Education well before booking airline tickets. Please note that exceptions to this policy for an instructor are rarely granted. Also note that in no case can a proposed extension of an instructor's time in the destination country after the BIST course exceed the length of the BIST course because of tax issues contained within IRS regulations.

### **Communication and Changes:**

It would be helpful for instructors to keep the CIE up-to-date on any changes (or considered changes) to the enrollment. In other words, if someone drops and /or you are considering adding someone from your waiting list, please share this information with us by email via the

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<sup>1</sup> This policy was adopted by the Administrative Committee in April, 2016.

#CenterforInternationalEducation distribution list in Outlook.

Any changes to the itinerary should also be shared with the CIE staff by email via the #CenterforInternationalEducation distribution list.

Requests for changes to the BIST budget should be rare, since students' planning and financial aid decisions are based on the published costs. In exceptional cases, requests to change the BIST budget should be submitted to Dean's Office via email to Susan Vaughn.

### **General Procedures:**

1. The BIST Instructors will send a list of the selected students, their student ID/B number, to the Education Abroad Adviser in the Center for International Education, Ann Butwell. She will arrange for a check in Banner to ensure students are not on any type of probation and let the BIST Instructors know if anyone is not eligible to participate in the course. (This could be done with a short list prior to the selection decision.) The final list of those selected will be sent to Student Financial Aid Services, to Student Accounts, and to the Residence Life Office.
2. Students who have been approved to participate in the course must sign a Commitment Form (2) when selected to enroll in the course. The Commitment Form is handled by the BIST Instructors. No deposits should be collected from students. All students must sign commitment forms before expenditures can be made on their behalf. Students are responsible for any costs incurred in their name (e.g. airline tickets, housing deposits). BIST Instructors are responsible for submitting charges to the Student Accounts Office for students who have signed a commitment form and then withdraw after expenses have been incurred.
3. The account number (expense line) to be used for check requests and other expenses will be assigned by Susan Vaughn. All course related expenses including BIST Instructor expenses should be charged to the assigned expense line. The course fees paid by students will be directed to the course fee income line in the home ORG when assessed in January. Detailed reports of all account activity can be provided by the department chair of the home ORG of the BIST course.
4. Both BIST Instructors should have chip-enabled P-cards (Berea College credit cards/ "purchasing cards"). If you don't already have one, please apply for one at least two month before needing to make purchases for their course. Cheryl Hinkle, Accounts Payable Supervisor, can assist with an application and answer questions about using the P-card. Applicants will recommend the monthly spending limits and single purchase limits needed for the P-card. Applications need to be signed by the department chair and the V.P. Spending that will exceed the single purchase limit on the P-card (for instance, payments to

local service providers) should be made by check or wire-transfer. If cash withdrawal capacity is desired, be sure that this is indicated on the application and a PIN number assigned. The charges on P-cards should default to the departmental expense line for the BIST course. If a BIST Instructor already has a P-card that defaults to another expense line the default should be changed once the P-card is being used for BIST course expenses. They should also request that the monthly spending limits and single purchase limits be adjusted and a PIN assigned.

5. BIST Instructors can make deposits or make any other expenditure required for program arrangements as soon as plans are finalized and students have signed their commitment forms. Payment can be made by Berea College P-card or by checks requested using the standard Berea College check request form. As a guideline for spending remember that the total amount expended for course expense should not exceed the total income expected from class fees (i.e. the cost of trip/class fee multiplied by the number of students who have signed Commitment Forms) plus the BIST Instructors' expenses which will be transferred out of the account.
6. BIST Instructors expenses are funded from the Dean's Office, not from the course fees charged to students through course registration. BIST Instructors must submit a travel expense report with receipts to the Dean's Office (Jim Strand) for out-of-pocket expenses after returning to campus at the end of the course to be reimbursed. BIST Instructors' expenses paid with course funds (housing, airfare, excursions) need to be tracked and recorded by the BIST Instructors themselves. Notify Jim Strand of that sum and the BIST Instructors' expenses will be transferred out of the course account to the Dean's account.
7. The income and expense lines should be equal by the time fees are assessed, the last charges have reached the course expense line and the BIST Instructors' expenses are transferred to the Dean's Office (See item (6) above). Within 30 days of returning to campus, BIST Instructors should submit a complete expense report and all receipts to the Dean's Office (Jim Strand).

**Procedure for a student dropping out of the course:**

The selection process should be such that students are made aware that once they sign the commitment form, it will be difficult and costly for them to drop out. If a student does elect to drop the course after signing the commitment form, he or she should first speak with the instructors. Instructors should evaluate the reasons and inform the student how much money has been spent on his/her behalf that will be charged to his/her term bill. If the student still insists on dropping out, BIST instructors should notify the Education Abroad Adviser.

## **Student Responsibilities**

1. Apply for the course and New Horizons funding, and if accepted, complete the Commitment Form.
2. Apply for loan funds by the deadline published in the Summer Term Catalog. Applications are available in Office of Student Financial Aid Services (SFAS).
3. Make sure their term-bills are paid down to under \$100 by the time of registration for spring and summer courses. (The CIE staff will register the BIST students as a group directly with Academic Services).
4. The class fee for the course will be charged to the student account during the normal Summer 1 term fee assessment process.
5. Students must have their spring term student account balances paid in full before any financial aid funds (loans or travel grants) will be credited to their student accounts. The spring term charges must be paid by the last day of spring classes before final exam week.
7. Students receiving New Horizons grants must write a brief report within a month of returning to campus and send it to Ann Butwell, Education Abroad Adviser, in the Center for International Education.

## **Center for International Education, Office of Student Financial Aid Services, and Student Accounts Responsibilities**

1. Fees will be assessed and funds from travel grants and loans will be applied to the student accounts during the normal Summer Term fee assessment process.
2. Travel grant funds will be awarded by the New Horizons Committee or the Foreign Language Department. A list of the students and the funds they are to receive will be sent to Student Financial Aid Services (SFAS). The funds will be credited to the students' accounts after the course fees are assessed during the normal Summer Term fee assessment process.
3. Student Financial Aid Services will determine eligibility for federal or college loan funds after the list of students awarded travel grant funds is received. The students will be notified of the loan type, loan amount, and how to electronically sign the promissory note.
4. Loan funds will be credited to the students' accounts after spring term charges are paid in full, BIST course fees are assessed, board refunds have been credited, and the travel grants are credited to the accounts.
5. The SFAS will provide a list to the Student Accounts Office of students who need part of their loan funds for spending money. The Student Accounts Office will make arrangements for those funds to be advanced to the students before the end of final exam week in the spring term.

## **2. PRE-DEPARTURE ADMINSTRATIVE DETAILS**

Berea International Summer Term (BIST) Instructors are expected to act with reasonable care, subject to the limits of their authority, and the following Guidelines for international courses in planning and coordinating authorized student travel. The College always expects safety to be a primary concern. The following details, while not exhaustive, are intended to provide BIST Instructors with general guidance aimed at enhancing the safety and effectiveness of the learning experience.

All BIST Instructors who act with reasonable care pursuant to these guidelines and applicable College policy are entitled to indemnification in conformity with the College's By-Laws.

### **Budget**

Provide students with a budget including estimate of personal expenses and all other costs of participating in the program. (1) The budget should show which charges are to be included in the course fee and which charges are optional. (For instance, some students already have passports so passports are in the optional section of the budget.) Included in the course fee are all program costs that you will be paying for all participants (airfare, housing, transportation in country, some food, insurance, etc.) Students are permitted to apply for loans up to the total cost to participate in the course (course fee plus optional expenses).

Check with collegiums for the cost of summer housing for the days you plan to spend on campus prior to departure or after travel. Be sure to budget for meals during that time. Since students might be able to arrange for off-campus housing, the housing charges should be in the optional section of the budget.

### **Deposit/Commitment Form**

In place of a deposit or other payment prior to the billing for the course fee, students need to sign a commitment form with a schedule for the expenditure of funds for program expenses. These forms should be signed soon after accepted students have been notified. Once signed, if the student withdraws, he or she is responsible for non-recoverable expenses incurred on their behalf prior to the date of withdrawal (2).

### **VISAS:**

If possible, visas should be acquired prior to booking flights. The general pattern concerning visas for BIST students is that the BIST instructors lead the process of their students getting visas. In some cases, this means the instructors have collected passports and sent them off together for visas. Costs arising from visas for the entire group generally come out of the BIST budget.

In some cases, where a personal interview is necessary (usually for non-US citizens), BIST instructors have organized trips to Chicago or Atlanta or D.C. (depending on where students need to get their visas). At times instructors have gone with the students, but other times they have sent the students on their own.

The Center for International Education (CIE) provides information and advice. Communication about what BIST instructors are planning is helpful because occasionally some students from different BIST courses need to go to the same city for visas and can share the transportation costs. Costs arising from visa applications (including transportation, etc. for visa interviews) for non-US citizens should *not* come out of the BIST budget, but rather it is the responsibility of those students who require it.

### **Travel Arrangements**

Approximately 6 months prior to travel, (and once you have a Commitment Form from each student), communicate with the CIE staff about your flight preferences. The CIE Administrative Assistant will collect each BIST course travel preferences. The CIE will help book the tickets provided that we work through STA or Frosh. If you would rather work directly with an airlines or other agent, please let the CIE staff know the proposed departure and return details. In this way, we ensure that your departure and return times do not conflict with other BIST courses. This will help to facilitate bus transportation as well as provide necessary time in the case of delayed flights.

Once air tickets are confirmed and your departure and return dates and times are known, the CIE staff will work to arrange your transportation to and from the airport. If possible, the college bus will be used to transport you. If it is unavailable, motor vans may be used. If neither of these options is available, the CIE will help to arrange transportation with a commercial (charter) bus company.

### **Responsibility and Insurance Form**

Provide a Responsibility and Insurance statement to be signed by the student. This form also collects information on an emergency contact person and indicates the type of insurance coverage the student has. The form can be modified to fit your needs but should include the legal language found in the body of the sample (3). A copy of the page that shows the students emergency contact information and insurance coverage should be sent to the Education Abroad Adviser to keep on file while you are traveling. You should also take a copy with you.

### **Behavioral Contract**

Use the 'boiler plate' "Behavioral Contract and Cultural Expectations". Feel free to add your own additional expectations for behavior by participants on your program. This form must be signed by your students. Take the signed copies with you for any discussions arising from disruptive behavior while abroad. (You could combine this contract with the Responsibility and Insurance Form, making only one document that needs to be signed. (4))

### **Insurance**

In most cases the insurance coverage mentioned below requires that the student pay in advance (cash or, in some cases, credit card) for health services received while abroad and then apply for

reimbursement. They should bring home all receipts. If they are on their parents' plan they should be instructed to check about how they would make a claim if something happened while abroad.

Students and BIST Instructors must have domestic health insurance. Information about their coverage should be recorded on the Responsibility and Insurance form. All students are on the Berea College Health Plan. A copy of that policy and a claim form are on the Moodle site (5).

In most countries it is useful to have **International Student ID Card** (or International Teachers ID Card), as there is some minimal insurance coverage with it and also a medical assistance number. In addition, the *ISIC provides \$500 replacement coverage for documents such as passports and visas*. All BIST students should fill out the ISIC application at the BIST student orientation in February. Instructors should also obtain an International Teacher ID card through the CIE. Cards are \$25 per person charged through the Program account line (6).

In addition, the College has an insurance rider that provides supplemental overseas coverage that costs \$12.50 per person per any portion of a calendar month. This will be billed to your course for each student and faculty member. The policy number is SPS912577. The benefits are \$25,000 accidental death, \$50,000 dismemberment and paralysis, \$25,000 accident medical, \$10,000 repatriation, \$25,000 emergency medical evacuation (7). This is supplementary insurance that comes into play after other insurance has been applied for if there is not sufficient coverage for the other sources.

A statement about insurance should be distributed to your students (8).

### **College Housing**

If your students will be in college housing (before departure or upon their return), please provide Residence Life with a list of your student names and the days they will be in College housing by Feb. 15. The housing costs for any pre-departure time on campus should be included in the budget (course fee) and is not optional (whether or not the student actually resides on campus during the pre-departure period).

### **Health Issues**

Please contact Colleen Ambrose at the White House Clinic, to tell her where you will be traveling so she can make provision for appropriate inoculations. She can let you know the cost so you can include that information in your budget. Discuss with her whether or not health assessments can be included in one of your orientation sessions.

To get information about medical facilities where you will be traveling, go to [usembassy.state.gov](http://usembassy.state.gov) and select the nearest embassy or consulate. Most have extensive lists of medical facilities and health professionals.

Before you seek medical care while abroad, call CSA Travel Protection –see details in Insurance section above.

In orientation, discuss health issues about your travel location. All BIST students are required to visit the White House Clinic prior to November 30. This entails a brief check up and insures that they talk with a health professional about any allergies, medication or chronic conditions.

BIST Instructors should not be in the position of dispensing medicine. Remind students to take a supply of all medications they use regularly as well as a prescription in generic terms for any essential medication. See that a student who is ill goes to a doctor if treatment is needed. However, a medical kit of some over-the-counter health supplies can be useful. It might include Band-Aids, Ace bandage, Tylenol/ aspirin, anti-diarrhea medication, Neosporin, antifungal cream, thermometer, Caladryl, tweezers, needle (for slivers), laxative, antacid, and aloe vera, among other things. The phone number at the White House Clinic is 985-1415 if you want to talk with one of the doctors.

**Keep a log of all care given—date, time, who required care, who administered care, chief complaint, what was administered, follow-up (10).**

### **Passports**

Students who are accepted into your BIST should be applying for US Passport before the end of the fall term. Information on passports and passport application forms are available at the CIE (11). The CIE arranges for a passport agent to be on campus during the Education Abroad Fair in November, to save the students the trip to the Glades Road Post Office.

If students need a loan for their passport, they can go to the Office of Student Financial Aid and apply for an Emergency Loan a day or two before the passport agent is on campus. This is only true if they wait until the spring semester.

**A government-issued birth certificate with a raised seal or some other indication that it is a certified original is required; photocopies will not do.** Students who were born in Kentucky can request a birth certificate from the Bureau of Vital Statistics (502-564 4212).

### **Itinerary**

Provide your students and the CIE staff with a detailed itinerary including phone numbers for the places you will stay at least 4 weeks prior to departure (12). It is important that parents have a copy of the itinerary as well. Consider sending them a letter explaining the course and including the itinerary. In the itinerary advise parents or significant others that, in the event of an emergency, they can call the Education Abroad Adviser, who will try to contact you on their behalf.

### **Copy of passport**

By March, students must upload a photocopy of their passport to the appropriate enrollment form in Abroad Office. The CIE staff will print those uploads and make each BIST course a set of copies. You should carry your set of photocopies with you in case a passport goes astray. If a passport does get lost or stolen, procure a police report if at all possible, to document the loss. The CIE will be able to email you a copy if necessary. Missing passports need to be replaced by going to the nearest U.S. Embassy or consulate. Having a copy of the passport will expedite

matters a bit.

### **Registration with Embassies**

CIE staff will register all program participants (i.e., both students and BIST Instructors, as well as any family members accompanying the group) with the US Embassy or Consulate in your destination country through the STEP Program. This registration notifies consular officials of your presence in the country and makes it possible for them to contact you in the event of an emergency. Please note that CIE staff will be asking your students to confirm some minimal information prior to departure in order to speed up the process.

Also, check <http://usembassy.state.gov/> for the address and phone number of the US Embassy or Consulate in your destination country. Carry this contact information with you, in case you need to contact consular officials for assistance (e.g., lost/stolen passport).

Finally, be sure to check the US State Department website (<http://travel.state.gov/>) periodically for the latest travel advisory information—both before your departure and while you are abroad.

### **Checklist**

Develop a checklist that will guide your students through the various steps they need to take to complete the administrative requirements for your program (13).

## **3. ORIENTATIONS**

### **BIST Student Orientations**

Because the BIST course is an intense group experience, whose success depends on good group dynamics and clear expectations, you are required to schedule four (4) pre-departure orientation meetings during the Spring Term (unless you are teaching a 1/2 credit class in the Spring Term that will include orientation materials). In addition, students from all the BIST courses and you (the instructors) will be required to attend a three-hour general orientation on the first Saturday in March (or earlier as schedules allow, in the Woods-Penn Commons. At this orientation, CIE Staff will provide a general overview of Berea College Education Abroad policies (including the emergency protocol), funding and other financial aid (in collaboration with Student Financial Aid Services), health and safety (in collaboration with White House Clinic and Counseling and Psychological Services), and intercultural adaptation. This information is not intended to replace the culture- and country-specific guidance for which you are responsible. Naturally, your own course content and expertise in the country where the BIST course takes place will be central to the Program's success. The Staff of the CIE is happy to help you plan successful orientation sessions.

Your BIST course must also have an on-site orientation, conducted during the first two days after arrival. This on-site orientation must include site-specific information about safety and security reminders (for example: “avoid the street to the west of our hostel” or “you may not walk the streets alone after 11:00 PM”), as well as a refresher of the emergency protocol.

Your BIST application form and BIST Commitment Form should specify that all students who are accepted into your BIST course are required to attend all of the orientation meetings. Specify the exact dates, times and locations. Keep in mind that orientation meetings are a great way to begin building healthy group dynamics.

Things to include in your spring Orientation meetings:

- Emphasize the attitude required for making the most out of this cross-cultural learning experience. Consider bringing a student from the country/ies where the BIST will take place to one of the orientation meetings.
- Provide students with information on program **housing and food**. Talk about the role food plays in learning about another culture—McDonald’s won’t teach them anything they don’t already know.
- Talk about **packing light**. Remind students that they will be carrying their own luggage everywhere; therefore, they should pack no more than they can carry. (You might suggest that students pack a bag they plan to take and then walk around the Quadrangle so they get the idea.) They should also leave some room in their luggage for purchases made while abroad. Airlines have begun to enforce weight limitations and will charge substantial fees for overweight luggage. While it varies from airline to airline, the general rule for international flights is two pieces of checked luggage weighing up to 70 pounds each, one carry-on bag and one personal item (e.g., laptop computer, purse, briefcase, etc.). Carry-on bags and personal items must fit under the seat or in an overhead bin. While this is the general rule for international flights, a few airlines—especially on domestic flights, impose a limit of one checked bag weighing no more than 50 pounds. When you book your group’s flight arrangements, check with each airline to verify its luggage weight limits.
- Review with students the **clothing** you think is appropriate for the trip, pointing out the weather they can expect, the occasions on which they may need to dress up a little, and the cultural norm for dress in the cities where you will be. Suggest that they leave anything valuable or fragile at home.
- Point out that luggage sometimes goes astray. Suggest that students pack a **carry-on bag** (e.g., backpack) with medications and prescriptions, change of underwear, toiletries, a book (to stave off boredom during downtime), and a sweatshirt or sweater. Federal guidelines that cover which items are and are not allowed past security checkpoints often

change in response to actual or identified threats; therefore, consult the Transportation Security Administration website (<http://www.tsa.gov/>) for updates.

- Tell students what **laundry** opportunities will be available.
- Talk about how students can best access **money** while traveling. Plastic works most places these days. Since some students do not have credit or debit cards, you may want to talk about how useful they can be (if this is the case where you will be). Those with an ATM/debit or credit card should consult with the issuing bank to be sure it is approved for ATM use abroad (e.g., some students may have a 5-digit PIN that cannot be used abroad) and to inform themselves about fees for international withdrawals. Students will need to find an ATM machine that displays the logo shown on the back of the card.

Point out that there will be exchanges in the departure airport and again once they arrive abroad, so they do not need currency for the destination country prior to beginning the journey.

- Remind students that international **phone calls** are very expensive. Have them prepare their parents and significant others to expect few calls. If you know the availability of computers for e-mail, let them know what to expect.
- In addition to required course materials, provide a **reading list** of other books and articles (movies may be helpful as well) about the destination country/region. (At the end of the Forms section of this notebook are some materials you could share with them, too.)
- Go over all **health and safety** information for your location, as well as any travel away from the site. Give encouragement for questions on these topics at every orientation session. Bring students up to speed on anything happening in the region where you are headed, in terms of both security and health (<http://travel.state.gov/> and <http://www.globaled.us/safeti/> are helpful websites).

During at least two of the orientation sessions, discuss health and safety issues including cautions about food, water, excessive alcohol, going off alone without letting others know, and abiding by suggested curfews.

Invite a physician from White House Clinic to an orientation session to do health assessments and to talk about health issues. If special inoculations are needed, students

may need to go to CHS instead. In that case, invite the physician to a session to talk about health issues for your country.

- Discuss your **behavioral expectations** and point out that the same disciplinary procedures apply for the course abroad as on campus. Serious infractions will be reported to the Office of Student Services for appropriate judicial proceedings. *Very serious infractions or continuing disruptive behavior will necessitate that you send the student back to the US.* Any added expense in changing the student's air ticket or other travel costs will be at his/her own expense. There will be no refund of the course fee. They will have to arrange with a parent or responsible adult to meet them at the airport in the US, and you will need to be told who that will be before escorting them to the airport abroad. Let the Education Abroad Adviser know what the travel arrangements will be.
- Check to be sure that all students have provided their parents or loved ones with an **itinerary (13)** that includes phone number where the group can be reached while abroad (or get the name of a parent to whom you can mail the itinerary along with a letter about your course; students can address their own envelope). Check to make sure you have provided Education Abroad Advisor Ann Butwell with that same itinerary and contact information.
- Remind students that they will be in **another culture**. Suggest that they observe how those around them dress and behave and take their cues from these observations as to how they can blend into the setting and gain a new perspective on the country they are visiting. Discuss social interactions and how various behaviors will be interpreted in the country you will be visiting. (You may wish to distribute *CultureGrams*, which are available for most countries. The CIE has a subscription and can provide those for you.)
- Try to emphasize that your cautions about safety are based on spending time in an **urban setting**, as opposed to a small town. One of your goals is to have them interact with people where you are headed, not fear them. Just ask them to imagine they are in Chicago, Washington DC or New York; the same cautions apply—keeping track of their belongings and going off on side ventures. Point out that trains are just moving urban settings.
- If there is a **homestay** or other hospitality involved, discuss taking appropriate gifts.

#### **4. THINGS TO PROVIDE TO THE CENTER FOR INTERNATIONAL EDUCATION**

- By Nov. 3, e-mail the Education Abroad Adviser a complete list of those students whom you have selected for your BIST course. Simply take the Excel spread sheet which was sent to you with all applicants and delete those who you have not selected. Be sure to include 3 to 6 alternates. It is paramount that this list be kept current (monthly updates), as it is used for probation checks, awarding New Horizons Grants, etc.
- A copy of the page of the Responsibility and Insurance Form that has emergency contact information and insurance information.
- If you want the Education Abroad Adviser to call family members when your group arrives abroad, provide a list of *one person to call for each student* (name, phone number, e-mail, relationship), at least one week prior to departure.
- A copy of the itinerary complete with phone numbers for each place you will stay overnight at least four weeks prior to departure.
- Send copies of forms you develop to the Education Abroad Adviser as attachments by e-mail so that they can be shared with faculty developing Summer Term courses in the future. Your creative efforts will be appreciated as they become models of good practice for future courses abroad.

#### **5. WHILE ABROAD**

##### **Financial Recordkeeping**

BIST Instructors should devise a method for recording expenses. There should be a hard copy, such as a notebook, even if you use Excel or some other computer software. Be sure to collect all receipts. For expenses such as tips, record the amount on a slip of paper, sign it, and have the other BIST instructor add his or her signature to yours.

##### **Keep Written Records**

If there is a health problem, disciplinary action, or an emergency of any kind, please keep written records of the action taken, contacts made, and the outcome. In the case of a behavior that may lead to disciplinary action, write a statement about the incident including a description of your interaction with the student. Ask the student to read the statement and then have him/her sign the statement, attesting to its accuracy **(10)**.

##### **Health Problems While Traveling**

Keep a log of all care needed or given—date, time, who required care, who administered care, chief complaint, what was administered, follow-up, etc. **(10)**

BIST Instructors should not be in the position of dispensing medicine or treating injuries. See that a student who is ill goes to a doctor if treatment is needed. The phone number at the White

House Clinic is (859) 985-1415 if you want to talk with one of the doctors. **Report any and all significant medical conditions within 24 hours of occurrence, as well as all emergency situations and hospitalizations, to Education Abroad Adviser or the Director of International Education.**

While abroad, **CSA Travel Protection provides ISIC cardholders with 24-hour medical, legal and travel assistance.** Call (202) 974-6480 collect for assistance before you seek medical care for students or faculty who have the ISIC/ITIC. In some cases, CSA Travel Protection can arrange direct payment to a member of their preferred medical network, saving the time and paper work associated with reimbursement of medical expenses. CSA Travel Protection can also provide information about the nearest English-language medical facilities.

### **Loaning Money to Students**

If a student needs an emergency loan and you are able to make the money available, use the Term Abroad Emergency Loan Form (14). Explain to the student you will be giving the loan form to Student Accounts upon your return to campus and the amount borrowed will be charged to the student's account. It will need to be repaid in the same way other charges for the term are paid.

### **Student Dismissal, Withdrawal, or Departure:**

If a student in your BIST course needs to leave the group early and return home, for whatever reason, you must speak with the Education Abroad Adviser or the Director of the International Education prior to the student departing from your supervision. Such students must sign a "Separation Form" prior to departing.

## **6. UPON RETURN TO CAMPUS**

### **IEQs and BIST Evaluations**

Inform your students that they must complete IEQs and BIST Evaluations once they return to campus. All BIST students also complete a BIST on-line evaluation. The CIE uses this information to assess each BIST course and work on improvements. Students complete these on-line with 2 weeks of returning to campus.

### **Incident Log**

Turn in your BIST incident log to the CIE within seven (7) days of your return.

### **Financial Accounting**

The income for student course fees and expenses for the things you have paid for should be equal by the time fees are assessed, the last charges have reached the course expense line, and the BIST Instructors' expenses are transferred to the Dean's Office. Within 30 days after returning to campus, BIST Instructors should submit the bookkeeping and receipts to Jim Strand in the Dean's Office.

### **BIST Instructor Expenses**

BIST Instructors' expenses are funded from the Dean's Office, not from the course fees charged to students through course registration. BIST Instructors must submit a travel expense report with receipts to the Dean's Office (Jim Strand) for out-of-pocket expenses for reimbursement after returning to campus at the end of the course. BIST Instructors' expenses paid with course funds (housing, airfare, excursions) need to be identified to Jim Strand by the BIST Instructors themselves during the process of settling the account for the course and will be transferred out of the course account.

### **New Horizons Grants**

Most students in Berea International Summer Term courses receive a New Horizons Grant. Grant recipients are required to submit a report to the Education Abroad Adviser within a month of their return from abroad. This report should be 4-5 paragraphs in length, the last of which should thank the various donors who made New Horizons possible. If you require students to write a reflection paper or some other summary of the course, it can serve as a substitute for the report if you send a copy to the Education Abroad Adviser. Because students are usually very thoughtful in these graded efforts, the results often are better than the typical New Horizons Grant report and provide a wonderful statement about the value of your course. Let students and the Education Abroad Adviser know if you plan to do this.

### **Sharing the Experience**

Plan an event that can be attended by the campus community, telling about your course. There are a variety of ways to do this—during the lunch series "*Think Globally, It's Friday!*", during the Tuesday chapel or through an event you arrange. Please let the Education Abroad Adviser know what support you need (e.g., food, room reservation, etc.). If you would like to display photos from your course in the window outside the Center for International Education, please collect photos from your students and let the Education Abroad Adviser know.

## **7. PROTOCOL FOR REPORTING EDUCATION ABROAD EMERGENCIES**

BIST Instructors accompanying students on programs abroad should communicate with the College immediately if an emergency occurs. Students traveling independently or in programs through other institutions should also contact the College.

Some of the types of situations that could be classified as emergencies are:

- (1) Serious illness, accident, unexplained absence from the program, or death of a student;
- (2) Political crisis or natural disaster in a country where students are studying;

- (3) An event or situation that could have liability implications for the college.

The campus contact for Berea students and BIST Instructors while abroad is the Education Abroad Adviser in the Center for International Education. The adviser's name and phone number, both at work and at home, are provided to BIST Instructors and to students going abroad and their parents. If immediate contact is necessary but the Education Abroad Adviser is unavailable, students or BIST Instructors abroad should contact Public Safety at +1-859-985-3333.

During an emergency or crisis situation, the BIST Instructors should make detailed notes to record how the emergency is handled. When informed of an emergency, campus administrators should also make notes about the steps being taken on the scene and on campus to alleviate the emergency.

When contacted by a BIST Instructor or a student about an emergency situation abroad, the Education Abroad Adviser (or Public Safety) will contact the Administrative Committee via e-mail and the Dean either in person or by telephone. Other administrators and campus offices, and the White House Clinic will be informed as needed.

The Associate V.P. for Academics will facilitate meetings or any other coordinated action that needs to be taken by various campus units.

A Berea International Programs Responsibility and Insurance Statement will be completed by each student and BIST Instructor traveling abroad. On this form College travelers indicate the name and phone number of an emergency contact person and provide information about their insurance coverage. Depending upon the nature of the emergency and the reliability of available information, the contact person may need to be informed. The form gives permission for urgent medical treatment if the emergency contact person cannot be reached. The form should be carried abroad by the BIST Instructors and copies kept on file by the Education Abroad Adviser in the Center for International Education and in the Dean's Office.

In event of serious injury or illness when immediate medical treatment is required a BIST Instructor overseas should first try to reach the emergency contact person and then inform the Education Abroad Adviser in the Center for International Education. If the BIST Instructors cannot reach the emergency contact, the Education Abroad Adviser will continue trying to reach the contact.

Before travel, the BIST Instructors must prepare a list of the most reliable medical services

available in the cities where the program will be based. They will also have contact information for the nearest U.S. consulate or embassy.

All students are required to purchase the International Student Identity Card (ISIC), available through the Center for International Education, and the phone number of the emergency health assistance hotline should be used for advice about medical services when traveling away from the base city. The hotline should also be called in all cases of serious illness or accident. The College also offers supplemental overseas insurance for all who travel abroad.

If a call comes to Campus Public Safety after working hours concerning a situation with a Berea student or BIST Instructor abroad, the public safety staff member taking the call should record as much information as possible including a way to reach the caller. Then the public safety staff member should call the Education Abroad Adviser in the Center for International Education. If not able to reach the Education Abroad Adviser, Public Safety should call the Director of International Education.

#### **PHONE NUMBERS:**

##### **Ann Butwell, Education Abroad Adviser**

**Cell** +1-859-200-9403

Office (M-F, 08:00-12:00 & 13:00-17:00 Eastern Time): +1-859-985-3924

Richard Cahill, Director of International Education

**Cell:** +1-859-358-2083

Office (M-F, 08:00-12:00 & 13:00-17:00 Eastern Time): +1-859-985-3451

**Public Safety** (24 hours a day) +1-859-985-3333

##### **White House Clinic**

For insurance information or to speak with a doctor: +1-859-985-1415

##### **CSA Travel Protection/ISIC Help Line or Insurance**

Call collect: +1-202-974-6480

##### **US Department of State**

Contact the Duty Officer at the US Embassy  
or Consulate in your host country:

(see Country Specific Information for above number)

If unable to reach in-country Duty Officer, call the Duty Officer  
at Overseas Citizens Services in Washington, DC: +1-202-647-1512  
(24 hours a day)