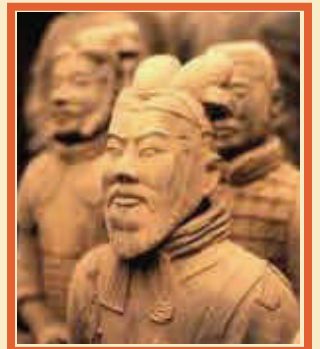
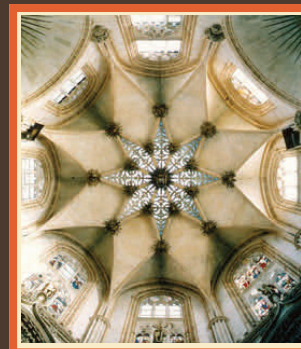


Nuts and Bolts: Planning an International Program or Activity





NUTS AND BOLTS of Planning an INTERNATIONAL PROGRAM OR ACTIVITY

Table of Contents

Getting started: Planning an International Program or Activity	2
Creating Your Program/Activity	5
Online Program Proposal for Credit-Bearing Experiences	7
International Program/Activity Policies	10
Administrative Roles	14
Financial Administration for Off-Campus Programs	15
Refund, Billing, and Insurance Information	17
Emergency and Crisis Management	20

NUTS AND BOLTS of Planning an INTERNATIONAL PROGRAM OR ACTIVITY

Getting Started

Faculty led programs are an integral part of the Rhodes College approach to international education. What follows is intended to assist faculty members with the often complicated task of organizing an international educational experience for Rhodes students.

Rhodes encourages both credit and non-credit bearing activities to help globalize the perspectives of our students and help them, in the words of the Rhodes mission statement, develop “a life-long passion for learning, a compassion for others, and the ability to translate academic study and personal concern into effective leadership and action in their communities and in the world.”

The Buckman Center’s role is to support, facilitate, and encourage faculty and staff in their effort to provide our students academically challenging, enlightening and transformative programs in all parts of the world. Faculty members have the expertise and the enthusiasm to create academic programs and we at the Buckman Center can help guide new programs through the process of approval. We also provide the tools to ensure that new program is logistically well-organized, financially self-sustaining, and safe for all.

FAQs

Here are a few **frequently asked questions** (more detailed information is found on the attached documents) about international programs and activities:

Who can offer a program?

Regular faculty are normally program leaders but first-year faculty, adjunct faculty, part-time faculty or even professors emeritus may lead programs abroad provided that they have obtained the support of the department chair and the Dean of the Faculty prior to proposing a program.

Normally, the faculty member proposing and leading the program will be teaching in his/her field of expertise and will be familiar with the geographic area in which the course will be offered. If a faculty or staff member proposes a program with a focus outside his/her area of academic or geographical expertise, approval of the proposal may depend upon a partnership with another faculty or staff member who is either capable of teaching within the proposed subject area or is and familiar with the country or region (and possibly language) in question.

How does a program get approved?

The Dean of the Faculty ultimately approves the offering of a program, regardless of whether it is new or established. The Dean will base his or her decision upon the needs of the College, recommendation of the faculty member's department chair, an Educational Program Committee (EPC) review if it is new program, and the recommendation of the Buckman Center Director. The budget is reviewed and approved by and the Vice President of Finance and Business Affairs.

What does the Buckman Center Director have to do with the approval process?

The best and most rigorous academic program abroad can founder if it runs out of money, if students don't have the proper visas or travel documents, or if students or faculty get sick and don't have access to adequate health care. If things go bad--through natural, political or medical disasters--and the participants need to get out of the country fast, it helps to have thought about how that might happen *before* it is needed. The Buckman Center's approval process guarantees that these basics have been considered. To put it more constructively, we will provide the faculty organizers with the resources and expertise to make sure that their program is financially sound and that the experiential part of a program matches its academic excellence.

Please note that the documents which follow occasionally use the word "must." When this word is used it is because the faculty, through its committees, has mandated certain policies and procedures for study abroad programs.

What is the normal faculty-student ratio for a program?

The "normal" ratio is one Program Leader to every 15 students, though that may vary up or down depending on circumstances and financial considerations.

How much does a faculty leader get paid?

Pay is to be built into the budget and it is generally dependent on the size of the student group. Maximum stipends for faculty are \$1525 per week for 12 or fewer students and \$1850 per week for more than 12 students. If there are more than 24 Rhodes students, the maximum stipend is \$2500. Bear in mind that all of these figures are for gross stipends and taxes will be withheld. Because Rhodes is required to provide reasonable compensation for its employees, minimum salaries are to be no less than 50% of the maximum.

How much credit do these courses carry?

The normal course will generate two hours of credit for each week in the field.

What are the deadlines?

Creating a syllabus and getting it approved, publicizing the course, recruiting students, and finding appropriate accommodations and safe transportation in country can be time-consuming. Past experience indicates that it may take up to 12 months to finalize an offering. Our suggested deadlines reflect that conservative time frame. These deadlines are not hard and fast, but please be aware that students may have scholarship application deadlines which are not flexible and, generally speaking, the earlier the program is approved and publicized, the greater the enrollment.

The suggested deadlines are as follows:

- September 15: Program Leaders submit their online Program Proposal and Budget Worksheet to the Director of International Programs. Both the online Program Proposal and the Budget Worksheet are here: <http://www.rhodes.edu/buckmancenter/6100.asp>
- October 31: Program Leaders submit finalized program itineraries with a Health, Safety, and Security Plan as well as finalized budgets with documentation.
- December 1: Students submit need-based scholarship applications for summer programs.
- February 15: Students submit their Off-Campus Study Applications to the Buckman Center for International Education.

Credit-Bearing Programs

Faculty-led study abroad programs are developed by a faculty member in close cooperation with the relevant academic department and the Director of International Programs.

All new faculty-led off-campus programs are subject to the review of the Educational Program Committee (EPC). The EPC will then make a recommendation to the Dean of the Faculty regarding the status of the program. Faculty should utilize the information in this document and submit the Program Proposal and Information Form for Credit-Bearing Experiences by September 15: <http://www.rhodes.edu/buckmancenter/25238.asp>

Non-Credit-Bearing Programs

Not-for-credit international travel, curricular, co-curricular and extra-curricular international opportunities, whether led by faculty or staff, are also reviewed by the Director of International Programs. Faculty and staff members should utilize the information in this document and submit the International Travel Registration (via the Online Portal) at least 30 days in advance of the intended departure: <http://www.rhodes.edu/buckmancenter/25238.asp>

Approvals

Final approval of all credit and not-for-credit opportunities sponsored by Rhodes rests with the Dean of the Faculty and/or the Dean of Students.

CREATING YOUR PROGRAM/ACTIVITY

A. Important Dates

Most for-credit, faculty-led programs take place during the summer term. Most non-credit-bearing international programs and activities also occur during the summer but can occur throughout the academic year as well. Please remember to plan well in advance for these programs and activities and follow the **Rhodes College International Travel Registration Policy**. (See Section D.) Note the following deadlines for the development and operation of a typical summer study program:

- **September 15** : Program Leaders submit Program Proposal and Information Form for Credit-Bearing Experiences and Budget Worksheet to the Director of International Programs. Both the Program Proposal Form and the Off-Campus Program Budget Worksheet can be found here: <http://www.rhodes.edu/buckmancenter/6100.asp>
- **October 31**: Program Leaders submit finalized program itineraries with a Health, Safety, and Security Plan as well as finalized budgets with documentation.
- **December 1**: Students submit need-based scholarship applications for summer study abroad programs.
- **February 15**: Students submit their Off-Campus Study Applications to the Buckman Center for International Education.
- **30 Days following Program End Date**: Program Leaders submit completed expense reports to the Accounting Office.
- **August 31**: Program Leaders submit program report to the Director of International Programs.

B. Academic Approval

If the program is credit-bearing, appropriate faculty committees and department chairs must assure that it meets academic and curricular standards and that credit awards are in line with the program curriculum, contact hours, and assignments. While the Director of International Programs will assist when appropriate the responsibility for approving academic credit rests with the Dean of the Faculty and Educational Program Committee.

C. Proposals for Faculty-Led Off-Campus Study Programs

The Program Proposal and Information Form for Credit-Bearing Experiences (<http://www.rhodes.edu/buckmancenter/6100.asp>) should be completed by the faculty program leader, approved by the department chair and submitted to the Director of International Programs or as an attachment to internationalprograms@rhodes.edu by September 15 (or the next business day) for the following summer. Proposals for new programs will follow the same procedure and will be reviewed by the EPC. Finalized budget and finalized program itineraries are due October 31. Late submissions will be assessed based upon circumstances and components missing (if any). Final approval of all academic programs rests with the Dean of the Faculty. An Off-Campus Program Budget Worksheet (<http://www.rhodes.edu/buckmancenter/6100.asp>) should accompany the Program Proposal

and Information Form. The Director will forward the Budget Worksheet to the Accounting Office for review and approval. Final approval of the budget rests with the Vice President of Finance and Business Affairs.

D. International Travel Registration

Rhodes College International Travel Policy requires all faculty, staff, and students traveling abroad for College purposes to register their travel with the Buckman Center via the online Travel Registration. The online travel registration is located here: <https://rhodes-sa.terradata.com>.

Travel abroad for College purposes includes, but is not limited to, an international activity funded in any part by Rhodes College or in which the traveler represents the College. Such activities would include attending or presenting at conferences, undertaking research abroad, participating in a volunteer experience, or co-curricular activity.

Travel registration is NOT an approval process. The information on travel plans will remain private and is only connected to an individual in case of an emergency. Your Travel Registration will enable the College to enroll the traveler in Rhodes College-approved travel abroad accident and health insurance. This coverage also includes emergency evacuation in the event of political instability or a natural disaster.

Travel Registration must be completed at least 30 days prior to departure.

ONLINE PROGRAM PROPOSAL FOR CREDIT-BEARING EXPERIENCES

Rhodes faculty or staff interested in offering an International Program for Academic Credit should submit a Program Proposal for Credit-Bearing Experiences to the Director of International Programs via the online study abroad portal.

Once the Program Proposal for Credit-Bearing Experiences is received, the Director of International Programs will solicit the approval from the relevant Department Chair. The faculty leader should be prepared to briefly discuss the proposal with the Director of International Programs. All academic programs must receive final approval by the Dean of the Faculty before the program is made available to students. Proposals for new credit-bearing programs are reviewed by the EPC. The suggested deadline for submitting a Program Proposal is September 15.

Normally, the faculty member proposing and leading the program will be teaching in his/her recognized field of expertise. If a faculty member wishes to propose a program with a focus outside his/her recognized field of expertise (or if a staff member wishes to develop a program), he/she must partner with a faculty member capable of teaching within the proposed subject area.

First-year faculty, adjunct faculty, part-time faculty or professors emeritus may lead programs abroad provided that they have obtained the support of the department chair and the Dean of the Faculty prior to proposing a program.

The Program Proposal for Credit-Bearing Experiences Must Include:

- I. **Program Overview, Rationale, and Organization:** Explain in several paragraphs the rationale for the proposed program and how it fits into the Rhodes curricular objectives. In doing so, also explain how the program will be organized and how instructional time will be utilized, keeping in mind the guidelines given below. Please provide as complete and accurate a picture of the program as possible, including sufficient information for the relevant department head to be able to make a judgment about the program and/or courses if this is a new program or if the old program contains a new course.

For-Credit Program Guidelines:

- Study Abroad shall be characterized by the same academic rigor and high expectation for student work as on-campus study.
- Courses offered off campus shall entail a minimum of 20 teaching and contact hours per week. Normally they will have considerably more than this minimum.


- A total number of credits to be earned from all courses pursued on such a program shall not exceed 2 credits per week. The Educational Program Committee (EPC) must approve in advance any exceptions to this rule.
- Although the nature of out-of-class work undertaken in off-campus courses may differ considerably from out-of-class work undertaken in on-campus courses, the time students are expected to devote to out-of-class work (e.g., reading, preparation of assignments) shall be approximately the same off campus as on campus.
- Instructional days should be balanced throughout the program so as not to leave large gaps of unscheduled time.

II. **A Preliminary Budget:** One of the most detailed activities in developing any international program is the budgeting and costing process. Since international programming often involves unexpected/unanticipated costs, it is important to incorporate a sufficient margin into the program fee in order to accommodate any unforeseen costs such as fuel surcharges, currency fluctuations, unexpected charges, etc. Such a margin will help prevent the program from going over budget in any given year. Program leaders should consult with the Director of International Programs and the Accounting Office when preparing budget estimates. Final budgets will be reviewed and approved by the Office of the Vice President of Finance and Business Affairs. The budget form is available at <http://www.rhodes.edu/6100.asp>.

A preliminary budget, with accompanying documentation, should be submitted by September 15 to the Director of International Programs. The Director will forward the budget and documentation to the Accounting Office for review and comment. Finalized budgets should be submitted by October 31. Please refer to the section entitled Financial Administration for Off-Campus Programs of this document for detailed information about budget policies.

III. **Tentative Syllabus:** The proposed syllabus for credit-bearing programs must include the following:

- Name(s) of faculty and any additional staff member(s) (if applicable) participating on the program on-site, title of the program, and, if relevant, the course number(s)
- Minimum GPA required to participate in the program. (Note: the minimum GPA for all credit-bearing Rhodes Off-Campus Study programs is 2.0. Students not meeting the academic requirements may request that the Committee on Standards and Standing review their application.) The GPA requirement is set by the Faculty Leader of the program and may be higher than 2.0 if necessary.
- Pre-requisites (if any) for student participants.
- A description of any major, major concentration or general degree requirements offered in the program's course(s). In doing so, please indicate those requirements that have been previously approved and those for which you intend to make a new application.

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- If the courses offered through the program are intended to meet a Foundation requirement, please complete and submit to the Foundations Curriculum Committee the appropriate form to receive Foundation credit. (Note: Rhodes Summer Programs seeking F-11 credit need will also need to receive FCC approval.)
 - An explicit discussion learning objectives and how the final grade for each student will be determined. (Please note that attendance at all scheduled activities is mandatory and that such attendance should not figure into the grade per se.)
 - Any other details pertinent to the execution of the course component of the program.
- IV. **Proposed Itinerary:** Preliminary itineraries should be submitted by September 15. Finalized itineraries and a Health, Safety, and Security Plan should be submitted by October 31. The itinerary should include firm arrival/departure dates, a description of travel logistics, a description of the weekly schedule, a description of a typical weekday, and a detailed description of any excursions/off-site visits (if applicable).
- V. **Local Arrangements:** Local living (e.g., university dormitory, home-stay), dining (e.g., cafeteria, no-meal plan, student cooking), and transportation arrangements should be described here (as best as possible). Program leaders should keep in mind that making arrangements for lodging, transportation, excursions, and other in-country site visits can consume considerable amounts of a program leader's time and energy. There are, however, a number of outside organizations that Rhodes partners with who specialize in arranging educationally focused group travel. Working with such partners can reduce the program leader's time commitment involved, while still allowing for a hands-on, engaging faculty-led program. Please contact the Director of International Programs for a list of reputable service providers which specialize in educationally focused group travel.

INTERNATIONAL PROGRAM/ACTIVITY POLICIES

- I. **Program Leaders and the Ratio of Program Leaders to Students:** The normal ratio of Program Leader to students is 1 to 15. Some programs may rely on the staff of a language center or other program provider to substitute for a second or assistant program leader.

Programs which include overnight travel excursions must designate a program assistant or may rely on a staff member of the contracted language center or other program provider to provide back-up assistance in the event of an emergency while travelling.

An Assistant Leader may be an employee of the college (faculty member, staff member, graduate assistant) or may be another authorized individual or spouse who is expected to travel and stay with the students throughout the course of the program. An Assistant Leader who is not an employee of the College must be screened by Human Resources and approved by the Dean of the Faculty or Dean of Students.

A second faculty member must be justified in terms of that faculty member's academic involvement with the students.

- II. **Program/Activity Guest Policy:** It is strongly discouraged that program leaders be accompanied abroad by friends and/or family members who have no official affiliation with the program. Should friends and/or family members be included, this must be requested 60 days in advance of the program start date and approved by the Dean of the Faculty.

If a faculty or staff member's children accompany the faculty or staff member on any international program/activity, the children must have an adult caretaker whose sole responsibility is the guest child's welfare. A faculty or staff member cannot function as both a program leader or program assistant and, at the same time, function as the caretaker of a minor child. This policy does not prevent family members from accompanying faculty or staff members on international programs/activities but it does mandate that children must have a dedicated caretaker.

- III. **Program State Date:** Normally, programs will not begin off-campus before the official end of the semester and exam period.

- IV. **Rhodes College International Travel Registration Policy:** This policy requires all faculty, staff, and students traveling abroad for College purposes to register their travel with the Buckman Center. Travel abroad for College purposes includes, but is not limited to, an international activity funded in any part by Rhodes College or in which the traveler represents the College. Such activities would include attending or presenting at conferences, undertaking research abroad, participating in a volunteer experience, or co-curricular activity.

Travel registration is NOT an approval process. The information on travel plans will remain private and is only connected to an individual in case of an emergency. The Travel Registration Form will enable the College to enroll the traveler in Rhodes College-approved travel abroad accident and health insurance. This coverage also includes emergency evacuation in the event of political instability or a natural disaster.

Travel Registration Forms must be submitted to the Buckman Center at least 30 days prior to departure.

- V. **Student Eligibility and Participation:** Rhodes Students seeking to enroll in an international credit-bearing program must submit an Off-Campus Study Abroad Application (<https://rhodes-sa.terradotta.com>) to the Buckman Center for International Education. Students will be billed an application fee and non-refundable deposit through their Rhodes student account.

Rhodes' general eligibility requirements for study abroad program participation are:

- A minimum cumulative GPA of 2.00
- The timely submission of documents
- Enrollment at Rhodes or another accredited institution of higher education at the time the program takes place
- Current and continued good academic and social standing in the college

Applicants are reviewed and approved as they are received on a rolling admissions basis. The due date for all applications for summer programs is December 1 if the student is applying for a scholarship; February 15 otherwise. Students are not officially enrolled in a program until they receive notification of acceptance from the Director of International Programs. The Dean of Students will review each applicant's disciplinary history. Faculty leading high demand programs are to establish a participant selection process and make it very clear in recruitment literature that selection is competitive.

Non-Rhodes students must complete and submit a Non-Rhodes Student Application. General eligibility requirements for Non-Rhodes students are the same as for Rhodes students. Non-Rhodes Students must also submit an official transcript from their home institution and be accepted before they can participate in a Rhodes program.

Students participating on non-credit-bearing experiences must be vetted based upon criteria clearly stated in the submitted International Travel Registration Form. All student participants' disciplinary records are reviewed by the Dean of Students.

- VI. **Crediting:** Off-Campus Study Programs may offer a maximum of 2 credit hours for each week of instruction, regardless of the number of course involvements for each student. Any deviations from this policy must be considered, in advance, by the Educational Program

Committee. Courses will normally entail a minimum of 20 teaching and contact hours per week, excluding excursions, group meals, homework, and other assignments.

- VII. **Marketing and Promotion of the Program:** Program marketing, promotional and developmental costs will be budgeted and expended through the budget submitted and approved for the upcoming year.
- VIII. **Travel with students beyond the dates of the program:** Travel with students beyond the dates of the program and to venues outside the program itinerary must be requested and approved in writing by the Dean of the Faculty or the Dean of Students. The request should be submitted at least 60 days prior to the inception of the program and should include a detailed description of the non-program travel and the names of the students participating.
- IX. **Pre-Departure Information Sessions:** Faculty and staff leaders must provide country or site-specific safety sessions with students before departure and, if deemed necessary, again on site. The pre-departure sessions should be coordinated with the Director of International Programs.
- X. **Cell and/or Satellite Phones:** Faculty and staff leaders must rent or purchase a cell or satellite phone for use during the international program. Monies needed to rent or purchase the phone should be included in the program's budget.
- XI. **State Department Travel Warnings:** Rhodes' policies do not permit travel to countries or regions for which the Department of State has issued Travel Warning prior to the start of the program. Decisions regarding programs already in progress in a country or region for which the State Department posts a Travel Warning will be made after appropriate consultation among program leaders, host country representatives and College officials. In certain circumstances, the Dean of the Faculty may cancel the departure of a program destined for countries or regions for which there has not been posted a Department of State Travel Warning.

Countries, or areas within a country, placed on the U.S. State Department Travel Warning List fall into one of two levels of severity. Rhodes will not grant or award credit, funding, support or otherwise sponsor any international academic or co-curricular project in any country, or area within a country, for which the U. S. State Department has issued the more severe warning. These include locations for which the U.S. State Department has:

- Issued a travel warning that orders departure of U.S. dependents and non-emergency personnel;
- Recommended that U.S. citizens depart the country;
- Advised U.S. citizens against all travel to the country; or
- Recommended that U.S. citizens defer non-essential travel to the country.

Additionally, Rhodes students are strongly advised to use caution when traveling to countries for which the U.S. State Department has issued a lesser warning levels or alerts, such as, for example, when the U.S. State Department has:

- Warned U.S. citizens of the (risks, danger, or potential risks or danger) of travel to the country;
- Urged U.S. citizens to evaluate carefully their security and safety before traveling to the country;
- Warned or cautioned U.S. citizens to consider the risks of travel to the country;
- Cautioned U.S. citizens to take prudent security measures;
- Urged or warned U.S. citizens to weigh the necessity of travel to the country; or
- Urged U.S. citizens to exercise extreme caution.

Travel to any country or area for which the Department of State has issued a lesser warning must have a petition completed and approved in writing by the Director of International Programs and the Dean of the Faculty at least 60 days prior to departure. The Rhodes Travel Abroad Petition form may be found in the Downloadable Forms section of the Study Abroad Faculty and Staff website. <http://www.rhodes.edu/buckmancenter/6100.asp>

- XII. **Insurance:** Students participating in Rhodes programs, exchange programs, and international activities must be enrolled in a comprehensive international insurance plan mandated by Rhodes. This plan provides adequate coverage for accident, illness, hospitalization, accidental death and dismemberment, emergency medical evacuation, and repatriation while outside the United States. HTH Worldwide handles claims in various languages and from medical providers around the world. A schedule of benefits can be obtained from the Director of International Programs. Other types of insurance, such as personal property and liability insurance are the responsibility of individual students.
- XIII. **Program Reports:** Faculty should submit program reports to the Director of International Programs on August 31 (or next business day). Include a brief evaluation of the program, problems/incidents that occurred, successes, and copy of the final expense report.

ADMINISTRATIVE ROLES

Through the Buckman Center, the Director of International Programs oversees the overall development and administration of international programs and activities. The following outlines the basic structure of the Buckman Center's oversight:

PROGRAM/ACTIVITY LEADERS

- Plans program itinerary
- Plans academic content
- Provides Buckman Center with updated information
- Makes all domestic and overseas arrangements (e.g., hires instructors, transportation, etc.)
- Develops and submits budget
- Recruits participants
- Refers students to relevant forms (i.e., Registration or Off-Campus Study Application)
- Plans and conducts program specific pre-departure sessions
- Sends final, program-specific information to students & parents
- Keeps track of expenditures and documents them with receipts
- Communicates to the Buckman Center any health, emergency, disciplinary or other "incident" reports
- Submits incident reports
- Conducts a program specific student evaluation
- Assigns grades via Registrar's Office
- Submits expense report to Accounting Office
- Submits final program report and copy of expense report to Buckman Center

BUCKMAN CENTER


- Updates brochure and website
- Submits budget to the Accounting Office
- Recruits and advises students
- Makes available Off-Campus Study Applications and Travel Registration Forms
- Advises students on scholarships and financial aid
- Collects and reviews scholarship applications
- Collects and reviews Off-Campus Study Applications; makes final selection of program participants in consultation with Program Leader
- Collects and reviews Travel Registration Forms
- Notifies applicants of acceptance
- Distributes participant lists to relevant campus offices
- Distributes and collects safety and other participant information
- Enrolls students in mandated insurance program
- Sends general pre-departure information to students and parents
- Plans and conducts general pre-departure sessions
- Advises faculty regarding any health, emergency, disciplinary or other "incidents"
- Collects incident reports
- Distributes and collects a general student evaluation

FINANCIAL ADMINISTRATION FOR OFF-CAMPUS PROGRAMS

- I. **Building a Budget:** International programs' and activities' budgets generate their own revenue and, as such, are stand-alone budgets outside the College's annual budget. Program Leaders must provide line item budgets in U.S. dollars showing the anticipated exchange rate (exchange rate calculator site at: <http://www.bloomberg.com/invest/calculators/currency.html>), where appropriate, with accompanying documentation for all academic (instructional costs, tuition, etc.) and other expenses (housing, excursions, etc.). Please refer to the budget worksheet at: <http://www.rhodes.edu/6100.asp>.
- II. **Due Dates:** The program/activity's preliminary budget should be submitted on September 15 to the Director of International Programs, who will forward the budget to the Accounting Office. Faculty/staff leaders must use the budget worksheet form found at <http://www.rhodes.edu/6100.asp>. Finalized budgets with documentation should be submitted by October 31. The Accounting Office and Vice President of Finance and Business Affairs will review the budget based on the information submitted and will approve final program fees.
- III. **Thirty (30) Days Following Program End Date:** A complete expense report, with accompanying documentation, must be submitted within thirty (30) days of the ending date of the program. Non-budgeted expenditures will not be approved for payment.
 - I. **Faculty-Leader and Program Assistant Compensation:** Faculty compensation, both salary and fringe benefits, is to be built into the program budget. Compensation is determined and generated by student enrollment and fees paid for the program. Maximum stipends for faculty services per program are: \$1525 per week gross for 12 students or less; \$1850 per week gross for over 12 students. For programs with enrollments of 24 or more Rhodes College students, the primary leader's maximum stipend is \$2500 per week gross. Programs employing a second faculty leader must justify that faculty member's academic involvement with the students. The maximum stipend for a second faculty leader is \$1850 per week gross. All assistant stipends are limited to \$1000; program assistants must satisfy Rhodes employment requirements.

Rhodes is required to pay its employees reasonable compensation for any work performed. Accordingly, the College has adopted a policy that the minimum compensation taken will be equal to 50% of the maximum amounts as outlined above. Program leaders should be mindful that all compensation is subject to appropriate tax withholdings.

Program Leaders should make requests for stipends to the Accounting Office, using the standard PAR form (available from Human Resources). The amount to be paid should be submitted as the gross amount, as indicated above. Questions regarding stipend and forms should be referred to the Accounting Office.

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- II. **Expense Reports:** A complete expense report, with accompanying documentation, must be submitted within thirty (30) days from the ending date of the program. No non-budgeted expenditures will be approved for payment. The books on all international programs/activities will be closed thirty (30) days subsequent to the ending date of the program.
 - III. **Reserve Funds:** Funds accumulated from prior year surpluses may be used to balance subsequent year budgets in the case of shortfall enrollment. No expenditures will be made directly from the reserve account. Any unfunded program deficit will be funded directly from the accumulated reserve.
 - IV. **Contingency Fund:** Programs must budget a reasonable contingency for unexpected program costs or decreased enrollment.
 - V. **Non-budgeted expenditures:** Non-budgeted expenditures will not be approved for payment.
 - VI. **Program Equipment:** Any expenditures for equipment, computers, communication equipment (cell phones, etc.) and software must be budgeted and expended through equipment-specific line items in the current approved budget.
 - VII. **Alcohol:** No program fees are to be used to purchase alcohol for students, nor should program directors use personal funds for this purpose. All Rhodes campus policies are applicable for off-campus programs.
 - VIII. **Campus Policies:** All Rhodes campus policies, such as the policies on alcohol, student conduct, discrimination, and sexual harassment, are applicable on off-campus programs.
 - IX. **Development Costs:** Program marketing, promotional and developmental costs will be budgeted and expended through the budget submitted and approved for the upcoming year.

REFUND, BILLING, AND INSURANCE INFORMATION

- I. **Cancellation and Refund Policy:** In the event of cancellation of an entire session of a Rhodes program or activity before commencement of the program, all monies paid to Rhodes prior to that time will be refunded. Should an unavoidable event such as epidemic, civil unrest, or threat of terrorist activity result in a partial cancellation, a prorated refund of all fees, together with an appropriate evaluation of academic credit, will follow. These actions will terminate any further liability on the part of Rhodes.

In the event that a student chooses to withdraw from the program after being accepted and billed, the student will be responsible for the entire cost of the program. Refunds will be considered only in cases of serious illness or emergency and the amounts of refunds will be determined individually on the basis of recoverable costs by Rhodes at the time of the withdrawal.

- II. **Student Billing/Collection of Fees:** Upon the student's acceptance into the program, the Bursar's office bills each student through the student's Rhodes account for the total amount of the program, enabling faculty and staff members to have immediate access to funds for program expenses.
- III. **Rental Car Hire:** For faculty and staff traveling within scope of employment, Rhodes carries physical damage and liability insurance covering rental cars (physical damage limit at \$50,000). When renting an automobile or van within the United States, and used for U.S. travel only, all insurance coverage should be declined since Rhodes is covered for rental of "hired vehicles"

For automobile or van rentals in all other countries, liability coverage should also be declined. If possible, insurance for physical damage (collision) should be purchased through the vehicle rental agency. In most countries, this insurance is now required. Program Leaders should use their Rhodes corporate VISA card when renting any vehicle since this credit card affords some measure of backup insurance protection.

If involved in an accident where there is any personal or property damage, Program Leaders should contact Kyle Webb immediately with all the normal accident information, names of other drivers, damage assessment, location, and a police report if possible (901-843-3993).

Liability issues for staff and faculty are covered by Rhodes master policy as long as the employee is legitimately engaged in college business and is acting within the scope of his/her authority and within college policies.

- IV. **Insurance Policy for Faculty and Staff:** Faculty and staff traveling on Rhodes business are covered through the employee insurance offered via employee benefits. The Global

Companion Policy insurance package is purchased especially for official staff and faculty overseas travel. It includes the following:

- Repatriation of remains of employee
- Emergency family travel
- Return of minor children in emergency or death
- Return of vehicle in dire emergency
- Embassy and Consular information
- Medical referral information in emergency
- Dispatch of doctor or specialist
- Emergency medication
- Cash advances in emergency situations
- Lost document assistance (visas and passports)
- Emergency medical evacuation
- Medically supervised repatriation
- Hospital admissions deposit
- Access to legal assistance
- Translation and interpreters in emergency situations

Those wishing to utilize these emergency services under this plan must contact the Director of International Programs in advance of departure. The insurance company will go into action directly with the individual at that point. These crises can certainly occur anywhere in the world, such as the need for repatriation after severe illness, but many are especially beneficial when traveling to areas where the hospital and governmental systems do not work like those to which we are accustomed.

There is an easy to use online travel app available by computer or mobile phone. Users should use the Rhodes policy number: **PHFD3846591** to gain access. The website is www.acetravelapp.com.

In a medical emergency, please contact the 24/7 assistance center by phone for immediate help. Email and web communications may be delayed beyond our control and any severe injuries, illnesses or security situations should be handled by phone whenever possible:

International outside U.S. and Canada: +1 (202) 659 7777

U.S. and Canada: (800) 766 8206

- V. **Health/Accident Insurance Policy For Student Participants:** Students participating in Rhodes programs and activities are required to be enrolled in a comprehensive international insurance plan mandated by Rhodes. HTH Worldwide handles claims in various languages and from medical providers around the world. Rhodes College purchases student accident and sickness insurance for participants on its programs. A schedule of benefits can be obtained from the Director of International Programs.

VI. **Student Property Insurance:** Despite students' best efforts to safeguard their property, it is still possible for it to be lost, stolen or damaged when traveling or living abroad. As Rhodes does not insure students' property while they are abroad, students should investigate their parents' homeowner's insurance to verify if all the items to be brought on the trip will be covered by their policy. It is recommended that all valuable items (e.g., laptop computers) be insured for the entire duration of their stay abroad or simply left at home when travelling.

VII. **Student Trip Cancellation Insurance:** Students should consider purchasing trip cancellation insurance. Trip cancellation insurance is effective in the case of a sudden illness or injury that necessitates canceling or interrupting a trip. Most policies also provide coverage due to a wide variety of unforeseen events. The following are three major carriers which provide this service:

HTH Worldwide: <http://www.hthstudents.com>

Travel Insured: <http://www.travelinsured.com>

AccessAmerica: <http://www.accessamerica.com>

EMERGENCY AND CRISIS MANAGEMENT

Rhodes encourages its faculty and staff to provide international study, research, co-curricular, and other academically relevant opportunities for students. Of utmost importance when undertaking any of these types of programs or activities is the health and safety of the participants. The following guidelines for crisis management apply to all programs involving members of Rhodes' faculty or staff leading student groups abroad.

Crisis Management and Protocols

In case of an emergency, the course of action must be based on accurate information. Emergencies can include political unrest, acts of terrorism, natural disasters, accidents, arrests, or lost documents. While each emergency situation requires a unique action plan specific to the event at hand, there are some basic steps that help in assessing the situation and establishing an appropriate course of action.

Remember: when managing a crisis, document your actions! Submit an Incident Report Form www.rhodes.edu/6100.asp to the Director of International Programs as soon as possible.

I. Medical Emergencies:

Before departure you should learn about the general attitudes toward health care in the culture, e.g. do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies. In case of serious medical situations, take the following steps:

1. Take the person to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with the medical insurance paperwork (See HTH Claim Form in Appendix B "For Students").
2. Obtain the medical help indicated.
3. Contact the Director of International Programs at 843-3403 with the nature of the medical emergency, and keep in regular contact with the director until the emergency has passed; after business hours (8:30-5:00 CST), contact Campus Safety at 843-3880. They will then contact the appropriate Rhodes official.
4. Have the student call emergency contact/family. If the student is not available to communicate, the Director of International Programs will call the contact/family.
5. If the student is unable to make payments for uninsured costs, contact the Director of International Programs with details. Note: this is a good reason to recommend that students carry credit cards.
6. The following is a list of information you should obtain to assess the situation:
 - student's name
 - date of accident or commencement of illness
 - details of injuries, symptoms, present condition, including temperature
 - name and telephone number of attending physician

- name, address, and number of hospital or clinic, if applicable
- drugs administered
- x-rays taken and results
- surgery proposed and type of anesthesia; wait for authorization if necessary and possible (work with doctor)

II. **Natural Disaster and Group Accidents:**

In the case of earthquake, flood, avalanche, epidemic, bus crash, etc., take the following steps:

1. See to the safety of all group members.
2. Communicate immediately with the Director of International Programs at 843-3403 as to the safety and state of health of all group members, the group's location plans and when you will contact the director again; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880.
3. Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to the Director of International Programs if public or conventional methods of communication systems fail.
4. Consult with American Embassy/Consulate, local police, local sponsors, etc. for advice on how to respond to the situation.
5. Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program.
6. Keep in touch with the Director of International Programs.

III. **Civil Disturbance/Political Unrest:**

1. Be aware of potentially dangerous situations and locations. Warn students and advise them to avoid such areas whenever possible. Discourage or forbid, if necessary, attendance at particularly sensitive political meetings, rallies, or other sizable gatherings.
2. Keep the American Embassy notified of your location at all times if you suspect problems are likely to erupt. Make sure you fully understand evacuation procedures to be followed in case it becomes necessary.
3. Keep the Director of International Programs informed of developments and follow instructions issued by the American Embassy.
4. Contact the Director of International Programs as soon as possible in the event of a coup, assassination, riot, revolution, etc., so parents who call may be fully informed; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880.

IV. **Missing Program Participant (more than 24 hours):**

1. Inquire with friends and associates of the missing participant about his or her whereabouts.
2. Notify the American Embassy, local police, and local host institution and give them your telephone number.

3. Notify the Director of International Programs at once. The director will notify the student's emergency contact. Be sure to provide the director with as many details as possible regarding what happened and what is being done; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880.
4. Check with authorities daily, and inform the Director of International Programs of any new developments.

V. **Student Arrest:**

Faculty leaders play a limited role when a participant is alleged to have committed a crime. When a crime occurs abroad, remember it is the law of the country that will apply and not U.S. law. The faculty leader should follow the procedures outlined below:

1. Obtain as much information as possible concerning the arrest including:
 - Name of participant
 - Country of birth and date of birth
 - Date, place, and time of arrest
 - Charges
 - What is alleged to have occurred (summary of incident)
 - Who else was involved (if applicable)
 - Location at which the person is being held
2. Notify the U.S. Embassy consular officer immediately. Rhodes can neither recommend nor provide an attorney; however the participant can request the assistance of the State Department.
3. Contact the Director of International Programs; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880. The director will contact the emergency contact person listed and provide the name, title, telephone number, fax and address of the U.S. Embassy or consulate notified.
4. Visit the arrested individual. Do your best to calm the arrested person so that he/she understands the process he/she will be facing.
5. Keep in touch with the Director of International Programs at 843-3403.

VI. **Robbery:**

1. Call local law enforcement agency
2. Assist student in obtaining funds to replace stolen money
3. Have student call emergency contact
4. Notify the Director of International Programs at 843-3403; after business hours (8:30 to 5:00 CST) contact Campus Safety at 843-3880.

VII. **Assault:**

1. Go through medical emergencies protocol in section 1
2. Call local law enforcement agency to report incident
3. Keep in touch with the Director of International Programs.

VIII. **Rape:**

1. Go through assault protocol in section 7
2. Notify the Director of International Programs about the incident; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880.
3. Help student find counseling. Keep in mind that in many cultures medical doctors are often the first point of contact for people struggling with emotional or psychological issues
4. Keep in touch with the Director of International Programs.

IX. **Death of a Student or Faculty Member:**

1. If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively. Take the following steps if a student or faculty member dies:
2. Inform the Director of International Programs immediately. The director will then inform the participant's family personally; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880.
3. Notify the U.S. Embassy or Consulate.
4. The following is a list of information you should obtain:
 - Name of student or faculty member deceased
 - Date and circumstances surrounding death
 - Name and number of attending physician, if applicable
 - Name and number of hospital or clinic, if applicable
5. **Follow-up:**
 - a. Continue to keep a chronological record of events and actions as they occur.
 - b. Talk to other student participants and keep them informed and counseled.
 - c. The Director of International Programs will give the participant's family as much support as possible.
 - d. The Director of International Programs will send a letter of sympathy to the participant's immediate family.
 - e. The Director of International Programs will assist the faculty leader in making arrangements for the repatriation of remains or body.
 - f. Gather the participant's belongings and inventory and send them to the Director of International Programs, which will then forward everything to the participant's family.

X. **Disruptive Behavior:**

Rhodes reserves the right to enforce appropriate standards of conduct and specifically reserves the right to terminate participation in the program by anyone who fails to maintain these standards or for any action or conduct which Rhodes considers to be incompatible with the interests, harmony, comfort, and welfare of other participants.

Due to circumstances of study abroad programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at Rhodes (SRC hearings, Honor Council

hearings) do not necessarily apply. If expelled, the student will be sent home at his/her own expense with no refund of fees.

In the event of a complaint regarding a student's behavior or in the event of observed unacceptable behavior, the following procedure will be enacted:

1. Obtain as much information as possible concerning the incident including:
 - Name of the student(s) involved
 - Date, place, and time of the incident
 - What is alleged to have occurred (summary of the incident)
2. Document any conversation/advice with the student(s) regarding the incident
3. Notify the Director of International Programs at 843-3403; after business hours (8:30-5:00 CST) contact Campus Safety at 843-3880

Emergency and Crisis Support

In the event that an on-site program leader cannot fulfill his or her duties toward the group as a whole, a member of the Rhodes administration or faculty will be sent on-site to assist with the emergency situation. The task of this relief person/unit will be to attend to the individual or individuals in need of special attention so that the program leader can carry out his or her responsibilities to the group. The program leader may be asked to make arrangements for an interpreter to work with the relief person on site.



Rhodes College
—1848—

Buckman Center for
International Education
Burrow Hall, Lower Level

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