



Off-Campus Studies
SOUP-TO-NUTS HANDBOOK
for Faculty Directors

Off-Campus Studies Office
Carleton College
Northfield, Minnesota
55057 USA

2008-2009

TABLE OF CONTENTS

Carleton seminars and winter break programs 2007-08 and 2008-09	5
Approval of your seminar	6
Courses	6
Seminar calendar	6
Dates	6
Guidelines.....	6
Recruitment and information meetings.....	7
Recruiting Schedule.....	7
Early recruiting.....	7
Information Meeting	7
OCS World's Fair.....	7
Brochure.....	7
Web information	8
Application.....	8
Selecting Criteria	8
Time and Deadlines.....	9
Clearance by the Dean of Students	9
Wellness Center and Office of Disability Services Notification	9
Student selection and admission.....	9
The Process:	9
Notification of Accepted, Waitlisted, and Denied decision	10
Active Waitlist	10
Student commitment to a seminar.....	11
Agreement Forms:.....	11
Pre-departure Packets.....	11
Health Assessment Forms.....	11
Student Adds/Withdrawals.....	11
Student pre-departure meetings.....	11
Meeting agenda and format.....	11
Institutional Responsibilities.....	12
Maintaining Permanent Records of Meeting Content and Attendance	12
OCS Safety Guidelines	13
Prior to Departure	13
During the program.....	13
In the event of an emergency or crisis.....	14
In the event of director's personal emergency	14
In any event	15
Pre-departure discussion topics	15
Passports and visas.....	15
Risks to health and safety.....	15
Discrimination, sexual harassment, sexual assault.....	16
Immunizations and general health	16
Alcohol policy and personal conduct.....	16
Travel.....	17
Homestay	17

Insurance for medical evacuation and travelers' assistance	17
Student-to-student handbook	17
Group dynamics	17
Travel to the program site	18
Fact sheet	18
Faculty directors workshop.....	18
Budget planning	19
Budget accounting.....	19
Program income	20
Program expenses (as found in the budget form)	20
Faculty salary	20
Travel for the director, partner and dependents.....	20
Faculty housing.....	20
Local transportation (car policy).....	21
Faculty Fund for program-related expenses	21
Contract for program services:	21
Assistants:	21
Student board (food allowance).....	22
Mid-term break and student expenses.....	22
Transfer of funds and currency exchange	22
Bank account, credit card, ATM card.....	23
Traveler's checks.....	23
US Customs declaration	23
Other items and actions during the term before departure	23
Requesting a laptop.....	23
Departure Handbook	24
Cell Phones	24
Course texts and the Carleton Bookstore	24
CPR and First Aid courses	24
Student Handouts	24
Alumni and admissions.....	24
Director's checkout.....	25
On-site with the program	25
Returning to Carleton College	25
Faculty Director's Departure Handbook	26
Sample Contract Letter for Instructor	29
Sample Contract Letter for Program Assistant	30
Agreement Form	31
CARLETON COLLEGE OFF-CAMPUS STUDY AGREEMENT FORM	31
INSURANCE COVERAGE	31
PERSONAL CONDUCT.....	31
WITHDRAWAL OR DISMISSAL	31
GENERAL RELEASE.....	31
PARTICIPATION.....	31
SEVERABILITY CLAUSE.....	31
Withdrawal Policy	32
Basic Ground Rules (Example)	33

Carleton seminars and winter break programs 2007-08 and 2008-09

2008-2009

Summer	Economics in Cambridge	P. Kapinos
Fall	Madrid Spanish Tianjin Chinese Studies	P. Alvarez-Blanco Q. Zhao
Winter break	Environmental Justice in New Orleans Jazz in NYC Tropical Ecology in Costa Rica Vienna 1900: Dream and Reality ENTS in Tanzania	K. Smith S. Kelly M. McKone A. Ulmer T. Nega
Winter	Literary & Visual Arts in London Spanish in Mexico Studio Art in the South Pacific	G. Hewett J. Cerna-Bazán F. Hagstrom
Spring	French Studies in Paris New Media: Theory and Practice Russian in Moscow	S. Carpenter J. Schott D. Nemeč Ignashev

2009-2010

Summer	Economics in Cambridge Irish Literature & Culture in Ireland	R. Szulga S. Jaret-McKinistry
Fall	Spanish Studies in Madrid German Language & Literature in Berlin	H. Huergo K. Herklotz
Winter break	Faith and Fiction: Religion and Literature in Contemporary Israel Animal Behavior in the Galapagos Effects of Industrialization on Agriculture in China	S. Beckwith and L. Newman M. Rand D. Hougen-Eitzman
Winter	Political Science in Washington D.C. Social & Cultural Research in Guatemala Francophone Studies in Mali Society, Culture & Language in Mexico Geology in New Zealand Coastal Marine Ecology in Australia	S. Schier J. Levi C. Keita J. Cerna-Bazán C. Cowan A. Bosacker
Spring	French Studies in Paris Russian Language & Literature in Moscow English Theater & Literature in London	É. Pósfay D. Nemeč Ignashev G. Shuffelton

Approval of your seminar

A letter from the OCS Director notifies you that the Off-Campus Studies Committee has approved your program. Because of the letter's brevity, it does not constitute approval of *all* the details described in your original proposal. Those details will be worked out during the planning process with your department, the OCS staff, and the OCS Committee.

This formal approval of your seminar launches an 18-24 month period when you and the OCS staff work together to plan the seminar, contract needed services, recruit and select students, develop a budget, conduct orientation and pre-departure meetings, implement the seminar itself, and follow through after the seminar. The OCS staff will send you a checklist at the beginning of each term to help you plan the necessary activities and actions during those ten weeks. The checklist will reference the information found in this handbook.

Courses

All academic courses in the seminar – course names, numbers, and credits – should be reviewed by the Registrar as a matter of record. The OCS Committee should see any additional changes in the course listings during a final review.

If courses new to the Carleton curriculum are part of your seminar, these should be described on the ***New Course Proposal Form***, found on the web at www.carleton.edu/campus/registrar/newcourse.html. You must submit it to the Registrar. Questions about how courses might fulfill requirements outside of your department should be addressed to Liz Ciner.

Seminar calendar

Dates

The exact dates of your seminar must be determined by the time students submit their agreement form, so that students can begin making travel arrangements in a timely manner.

Guidelines for seminar calendars as established by the OCS Committee are:

1. Generally, seminars are to be ten weeks in length, or ten weeks minus the last weekend, without the extension of reading days and the exam period that occur on campus. Variations are possible, but should be discussed with the OCS staff. Starting and ending dates need not match the on-campus calendar.
2. The OCS break shall approximate the mid-term break on campus.
3. No program funds will be provided for student independent travel during breaks.
4. Students who choose not to travel during the break will have room and board maintained at the program site at College expense.

5. When board money is portable (not committed to host families or institutions), that money may be available to travel with students during breaks, at the discretion of the director.

Recruitment and information meetings

Recruiting Schedule

Generally, Carleton seminars recruit students 2-3 terms ahead of departure. Students' applications, including interviews, references, and transcripts, are usually due later in the recruiting term. Students are notified about their application before registration begins during the eighth week of the term, two terms prior to departure. That timing enables students to anticipate their off-campus schedule, and to register for courses during the term prior to departure, which may be useful or required for program participation.

Early recruiting

Three terms prior to departure may be needed if the seminar is scheduled for spring term, or if it is new and relatively unknown on campus. Under those circumstances there may be another round of applicants during the following term to enable students who were away from campus or who needed additional prerequisites to apply.

Information Meeting

It is important to discuss your recruitment plans with the OCS staff early in the planning process. You will want to set a date for an Information Meeting, when you describe the program in detail and answer students' questions. Former program participants, if they are still on campus, are very effective additions to an informational meeting, as are slides, videos, or power point visuals of your seminar. Brochures and applications are distributed at these meetings.

OCS World's Fair

Another effective tool for raising awareness of Carleton seminars is the annual OCS Fair. Discuss with OCS staff ways in which your program can be represented and promoted to fair goers, including many first- and second-year students.

Brochure

Every seminar is described in a brochure produced by Carleton Publications and the OCS office. The brochure, used during the recruitment phase, includes a colored cover with one photograph and a quote on the cover. The text inside describes the courses, excursions, credits, prerequisites, living arrangements, etc. The cover and text are finalized and sent to a commercial printer during the summer months *one year* in advance of the actual seminars. For example, the 2009-2010 seminar brochures are printed during the summer of 2008. That schedule puts the brochures in the hands of faculty, students, and the OCS staff at the beginning of the academic year, during which time recruitment for those programs will occur. That allows students to peruse the

upcoming seminar brochures and to discuss them with families and faculty prior to the application phase.

The brochures are produced with the assistance of the Publications Office, so that a consistent and professional Carleton “look” is achieved. The OCS staff will work with you to develop the appropriate text for your brochure. Dates for information meetings about your program and the application deadline should be included in the brochure text.

Web information

Increasingly, directors and academic departments are using program websites to promote their off-campus study programs and disseminate program information to participants and their families. Websites can include program brochures, applications, syllabi, and participant-specific information. Program websites can be publicized in brochures, applications, posters, and NNB announcements.

OCS will create a basic website for each program with text from the brochure and a few photos from our library. If directors would like to add additional information or use the website for pre-departure materials, talk to OCS staff. You and your administrative assistant can be granted access to the website to make your own changes.

During the program, directors may also post on their website photographs and letters to family members during the seminar itself. Sites can serve as blogs or “e-scrapbooks” where students, with appropriate clearance from the faculty director, can post their own photos and OCS stories.

Application

Selecting Criteria

Applications are developed through the OCS Office with the help of the OCS staff. They can serve as another informational tool used to describe the program and your expectations of the participants. The cover sheet outlines the procedures and policies standard to all Carleton seminar applications. You will want to tailor the eligibility requirements, questions, and the reference letters in the application to suit your program. Common eligibility requirements may include faculty recommendations, satisfactory completion of academic prerequisites, GPA, academic and personal reasons for participation, personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, willingness to initiate intercultural opportunities, flexibility, ability to deal with stress, a sense of humor, physical stamina), and compliance with College policies.

Time and Deadlines

The OCS staff has an online draft of your application form, and will send it to you via e-mail for review. Please review it and return it to the OCS office in a timely manner, in order to ensure that applications will be completed and available early in the first term you intend to start recruiting. You may wish to talk with OCS staff about setting a deadline for the application. The deadline is in the brochure, on the application form itself, and on the OCS calendar and web site. Students submit the completed applications and supporting documentation to your administrative assistant, who, in turn, gives them to you.

Clearance by the Dean of Students

You or your administrative assistant then e-mail to OCS staff the names of all the applicants for clearance by the Dean of Students. The Dean of Students checks students' files for disciplinary sanctions, academic probation information, and other relevant information about your applicants. The Dean of Students will contact you directly with any information that may be helpful in your selection process. You may need to follow up with the Dean, the student, or other staff or faculty about possible red flags.

Wellness Center and Office of Disability Services Notification

OCS also shares the names of applicants with the Wellness Center, the Office of Disability Services, and the Director of International Student Programs. They may be working with your applicants. While they are bound by confidentiality policies, they can assist both the student and you in making the necessary decisions and accommodations. In some cases the Wellness Center staff may advise students to talk with you directly about how study abroad might affect other issues they are dealing with in their lives, or the staff may suggest that a student postpone off-campus studies.

Student selection and admission

The Process:

Enrollment in Carleton seminars is limited to 25 students. Directors make the decisions on admission with assistance from any others whom they wish to consult. The Dean of Students offers the following advice on the selection process:

Academics are central to off-campus programs and judgments on academic ability are central to the process of selection. "High risk, high maintenance" students might negatively affect a whole group--someone the professor has doubts about, someone who might not be able to handle the stress, someone who is too independent, someone whom no one would room with. How does the faculty director evaluate non-academic traits? Through recommendations and interviews. Faculty have a clear prerogative to make choices that are in the best interests of the program. It is important to have clear eligibility requirements and then follow them.

The Dean of Students Office formally checks all applicants and circulates the list to DOS staff for anecdotal information. The Dean is also willing to respond to "below the radar inquiries" from faculty directors about any students about whom they have concerns. Faculty can make their decisions on any program-appropriate factors they want as long as they include them in the eligibility criteria and follow a process. Faculty have latitude in making decisions, privileging some students to gain gender balance or minority participation, for example. Talking off the record with other members of the department may be a good idea. If there is another person who can sit in on the interviews, it is helpful to check your impressions with theirs.

In defending decisions, "don't over-explain." When there is competition for limited places, eligibility criteria are more important in making fine distinctions. Students accept rejection more easily when others are turned down. When places remain and a student is not accepted, it feels harder to say "no." The Dean sees judgments on admission not as legal issues but as issues of program management. "Over there, you'll be glad you said 'no'." The Dean advises, "You can be subjective, but not arbitrary." You may be interested in the "best mix," in an interesting combination of experiences and personalities. Faculty can say unapologetically, "I didn't think you were the right person for the group." Period. "Say the least amount." "Sorry, try again next year."

Don't put anyone on the wait list you would not be glad to take on the program. If students come to talk with you about your decision, listen carefully and respond, but don't apologize or over-explain. Stand by your professional decision. You cannot exclude for disabilities (Americans with Disabilities Act).

Notification of Accepted, Waitlisted, and Denied decision

OCS staff is ready to discuss general policies and consult on individual cases, including strategies for waitlist candidates. A list of your decisions – accept, waitlist, and deny – should be e-mailed promptly to OCS staff, so that we can follow up with the OCS acceptance letter and accompanying forms.

You will want to discuss notifying students of acceptance, waitlist, or denial with OCS staff. You may want to e-mail them or send them a personal note, or you may find the OCS acceptance letter sufficient.

Active Waitlist

There are almost always changes between admission and commitment, and again between commitment and departure. An active waitlist is essential to full enrollment in your program. If you have a student(s) whom you would like to admit in the case of a vacancy, be sure to keep that student abreast of any changes, so that he/she could be available to participate.

Student commitment to a seminar

Agreement Forms:

The OCS letter of acceptance includes two copies of an agreement form, one of which is considered a legal document, and must be signed and returned to the OCS office during the term prior to departure (or two for spring or summer programs). The second copy students retain for their own records. The policies and fees associated with various seminar withdrawal circumstances are stated on the back of the Agreement Form. Students are also asked to read and sign the "Participation Policies for Off-Campus Studies."

Pre-departure Packets

When students submit their agreement form to the OCS Office, they receive an email directing them to on-line pre-departure resources. Many students have expressed appreciation for having all the seminar materials provided up front. Program-specific materials can be distributed via email, your program website, Moodle or in person during pre-departure meetings.

Health Assessment Forms

Students also submit a Health Assessment form. This is a confidential document signed by the student, permitting the information to be shared only with the OCS staff, faculty director, and medical personnel on site during a seminar. Once OCS staff has reviewed these forms and made copies for our own files, the originals will be given to you, so that you can reasonably accommodate students' health needs and respond appropriately to health issues that may arise during the seminar. You may also consult directly with the Wellness Center about specific issues and concerns.

Student Adds/Withdrawals

When enrollment is set for your program, the OCS office circulates a list of participants to various offices on campus, releasing the student's housing for the OCS term, and informing the Registrar, Student Financial Services, student work office, the Business Office, and others of the student's intended departures. Please notify OCS staff promptly if a student contacts you directly about withdrawing from the program after this list is circulated. Likewise, the OCS office should be notified of any students added to the program, so that their names can be circulated to the appropriate offices.

Student pre-departure meetings

Meeting agenda and format

Your brochure, information meeting, interviews, and acceptance letter all help set the stage for the seminar. The pre-departure meetings during the term before the seminar are essential to the successful launch of your program. Issues to be covered include:

- Academic content and expectations of courses and excursions
- Required textbooks, place of purchase (at Carleton Bookstore prior to departure or on site), schedule for readings, particularly directed readings prior to seminar

- Student registration for program; credits; leaves of absence (summer programs)
- Program itinerary and schedule, as found in Fact Sheet
- Travel plans, passports, visas, arrival and departure times, travel logistics
- Health and safety specific to your program site; foreseeable risks; CDC and US State Department information
- Health and immunizations prior to departure
- Health and travel insurance coverage
- Discrimination, sexual harassment and assault, alcohol policy
- Group dynamics and personal conduct
- Homestays and other living arrangements
- Suggestions for packing, money, etc.
- Student-to-student handbook (if applicable)
- Intercultural awareness and sensitivity, culture shock
- Liability during program, student conduct before, during, and after program
- Questions and concerns students may have

Pre-departure meetings vary in format. A half-day retreat off-campus enables students to get to know one another and focus solely on the program preparation. A series of meetings held on campus or your home, with or without food such as pizza also works. Discuss your meeting schedule with OCS staff, who may or may not attend, depending on schedules and faculty needs.

Institutional Responsibilities

The College is held to a standard of “foreseeability,” that is, providing information and advice on what could reasonably be anticipated in student experiences off-campus.

The American College Personnel Association newsletter states:

The institution has 1) a duty to foresee potential harm, and 2) a duty to warn students about risks and suggest strategies to avoid undue risk... where crime is foreseeable, the institution has a ‘duty of care’ to take reasonable precautions to protect students... However, institutions do not compromise valid programmatic goals [i.e. cultural immersion] in order to become the guarantor of students’ safety.

Maintaining Permanent Records of Meeting Content and Attendance

All advice on risk management emphasizes the importance of maintaining Permanent Records on the information given to students, written and oral. You should circulate and retain sign-up sheets during every pre-departure meeting, retain copies of materials distributed, and keep notes on the information provided during the meetings both on campus and later on site during orientation meetings. The OCS Office will file records on the general pre-departure meetings dealing with homestays and/or health and safety issues. The office will also file copies of any records you maintain of your program-specific meetings.

OCS Safety Guidelines

Prior to Departure

OCS staff and the faculty director will:

1. Develop contingency plans in the event the director is incapacitated (adult support system on site, alternative instructors, alternative class schedule, program assistant, alumni contacts, etc.).
2. Research alternative excursions and field trips in case primary sites are not available, safe, etc.
3. Research alternative modes of transportation for excursions.
4. At the faculty director's checkout, review emergency response guidelines and procedures.

OCS staff will with the students:

1. Review International SOS Travel Assistance information and procedures, safety recommendations, and emergency response guidelines during pre-departure meetings.
2. Procure contact and departure information from students, and family contact information including family e-mail addresses.
3. Procure 2 photocopies of each student's passport; enter passport numbers into the State Department's online registration site for US travelers; give director one set of passport photocopies, file other set.
4. Give students a copy of the program Fact Sheet, mail another Fact Sheet to family members with a parent pre-departure cover letter.

During the program

Faculty directors should:

1. Contact local police and/or International SOS Travel Assistance to learn about local conditions, precautions, and foreseeable risks; inform students about those issues.
2. Review contingency and alternative plans developed during pre-departure to determine feasibility on site; develop new alternatives if needed, and review individual and group evacuation procedures.
3. Contact local adult resources, reviewing emergency response procedures for reliable and consistent support; ditto with program assistants, if they are part of the program.
4. Rent or buy a cell phone; give students and the OCS Office the number; be available 24/7 for emergency calls.
5. Review with students the International SOS contact information, procedures, and safety recommendations described during pre-departure meetings; reinforce with current, local information, and be sure that students provide to their host family or program director an itinerary and contact information whenever they travel independently.
6. Identify 1-2 mature, responsible students who can serve as program assistants or backup if the director is suddenly incapacitated – to contact the local adult resource to contact other students, International SOS, etc.
7. Develop and test within the first two weeks a system of rapid communication with the students and staff; - a telephone tree, a reliable meeting place, etc.

8. Maintain contact with the OCS Office and other Carleton resources, to keep them informed of the program's emergency contacts, and any concerns or issues that arise.

In the event of an emergency or crisis

Students' health and safety is the primary concern; faculty directors must contact students immediately to make sure they are accounted for and safe.

In the event of a **medical emergency**, the faculty director should see that the student is treated immediately using International SOS Travel Assistance, and contact the OCS Director about subsequent actions, which may include medical evacuation. The faculty member should stay with the vulnerable student and leave the rest of the group in the care of the program assistant or on-site staff.

In the event of a **natural disaster or civil crisis**, the faculty director should contact International SOS Travel Assistance and/or the US Embassy or other government official for advice and assistance.

1. The OCS Director should contact the International SOS, the State Department, and other institutions with programs in the same or nearby location to gather information about recommended action.
2. The faculty director should confer with the OCS Director, Dean of Students, Dean of the College and others, if needed, to determine if the program should be terminated and the students evacuated. If consultation is impossible, the director is authorized to terminate the program and evacuate the students.
3. The faculty director should use all resources available through International SOS, the State Department and the College to determine the method and timing of evacuation.

In the event of director's personal emergency

The director should contact International SOS and the OCS Office immediately. The OCS staff will work with the director to determine the best action to take for the benefit of the director and the program. If it is necessary for the director to return home, the additional cost incurred becomes a program expense. Furthermore, the OCS office may authorize payment of up to \$2,500 to help with other expenses incurred due to the emergency situation. These expenses may include the additional cost of returning the director's spouse, domestic partner, and dependents, hiring someone at home to act on director's behalf, additional long distance telephone costs, etc. To qualify for this emergency fund, the emergency must pertain to the director or the director's immediate family, the director's primary residence, or some other unforeseen situation that requires the director's attention.

Request for payment accompanied by expense documentation should be submitted to the OCS Office for approval. Payment from the emergency fund (not director's personal travel) is defined by the IRS as taxable income to the director, thus subject to federal and state withholding and to social security taxes. The director should discuss the timing of this payroll entry with Barbara Fowler in the Business Office.

In any event

1. Ongoing communication with Carleton is essential. The faculty director should contact International SOS and the OCS Director immediately, and maintain a written log of events, time they occur, responses, etc.
2. The OCS Director should contact the Dean of Students who will assemble an emergency response team on campus to determine immediate responses, additional actions and assistance, and communication with students, families, media, etc.

Pre-departure discussion topics

In addition to site and program specific information, and discussion about the academic expectations, you will want to discuss the following topics during your pre-departure meetings:

Passports and visas

First time applicants for passports must file and sign in person at a county court house or designated post office; renewal by mail is available to those replacing an expired passport which was issued after the age of 16. The OCS Office has passport and visa information. Students can download forms from the web. If students in your group hold passports from other countries, they should check directly with the consulate in the US of the country(s) your program will visit. All international students must confer with Petra Crosby, Director of International Student Programs, before departure.

Risks to health and safety

All circumstances of life involve risk, and Carleton cannot provide a risk-free environment for students, either on campus or away. As students move from Northfield to the site of their off-campus program, they may put themselves at increased risk for their health and safety. Students need information that describes their circumstances at the program site(s) and what risks may be involved in the seminar or in their personal activities. Your orientation should contain open acknowledgment and discussion of health and safety risks, reviewing the descriptions and advice in the sources below and supplying updated information or warnings.

For description of health and safety conditions abroad, Carleton relies on expert advice from International SOS Travel Assistance, the U.S. State Department, Center for Disease Control, World Health Organization, as well as academics and professionals in education abroad, on local affiliates at the program site, and, of course, on your own knowledge of the locale. For assessment of what these mean to an individual, Carleton leaves it to the judgment of the student, in consultation with parents, to consider his/her own level of comfort with these risks and his/her own ability to take actions that might lessen them. Intentional discussions of these topics from your own experience should continue during on-campus orientation and again with knowledgeable locals after arrival at the program site. An open conversation on health and safety provides students with the information they need when they are

ready to hear it, and encourages their consultation with you on concerns they may have during the course of the program.

Discrimination, sexual harassment, sexual assault

Carleton's SHARE Committee (Sexual Harassment and Sexual Assault Resource & Education) has mandated that Off-Campus Studies offer a meeting each term for students departing for off-campus study. A Wellness Center Counselor conducts this session with reference to differences in sites abroad. Faculty directors are urged to attend that session too, so that you will have information in common with your students, and they will know that you are someone with whom they can discuss these matters. A counselor may also be available to attend a program specific meeting. The SHARE-mandated training should also involve training in host country laws, customs, and support resources, all of which you should supply and/or arrange for others to supply on site. You should maintain a record of your orientation sessions on site to show fulfillment of the requirement and to record the advice.

Immunizations and general health

All medical advice should come from medical practitioners who are trained and insured, and not from you or the OCS staff. A cover letter from the Wellness Center with information about immunizations and web links to country-specific travel information is included in the OCS acceptance letter. If requested, Wellness Center Staff will meet with your students as a group. They are available to consult privately with you or with individual students on all health matters related to study abroad.

The Wellness Center and OCS provide a mandatory health and safety meeting every term as part of the pre-departure preparation. That meeting plus your program-specific meetings must address the following topics:

basic hygiene	medical insurance	immunizations
eye care	mental health issues	emotional problems
anxiety and stress	nutrition	eating disorders
emergency situations	environmental risks	accident prevention
altitude sickness	jet lag	sexuality issues
STDs and HIV	contraceptive needs	alcohol and drugs
health care overseas	disease prevention	pre-existing conditions
personal security	medical kits	

Alcohol policy and personal conduct

When students sign the agreement form (attached to this handbook as an appendix), they acknowledge that living circumstances abroad may require a standard of decorum different from that of Carleton residential life. They confirm their willingness to conform to the standards of their hosts, and recognize your authority to define standards and dismiss participants on the basis of conduct. The Dean of Students "Alcohol Policy and Off-Campus Programs", available in the Departure Handbook that you receive before you depart, may help you in setting policy for student conduct at your program site. The Dean of Students welcomes faculty calls to discuss this topic further. In addition, many faculty directors require students to sign a "basic ground

rules” form that outlines expected behavior on-site. A sample can be found in the appendix.

Travel

If students have not already made their arrangements for a flight to the program site, they should do so with their own travel agent. The OCS office can arrange to have a representative from a local travel agency attend an early pre-departure meeting for general advice. The OCS office sells international student ID cards and provides additional travel information about rail passes, CIEE Work Abroad and Volunteers Abroad, travel books, and other travel-related subjects.

Homestay

Your own orientation sessions, both on campus and on site, will also include discussion of homestays, emphasizing site-specific information on living with a family in the circumstances of the host country. During some terms, OCS organizes a general homestay meeting.

Insurance for medical evacuation and travelers’ assistance

Carleton provides insurance for medical evacuation and International SOS travelers’ assistance (www.internationalsos.com) for all students/faculty/families on Carleton off-campus programs. This is a supplement to medical insurance, which faculty and students are required to provide on their own. A summary of the coverage is made available at the director’s checkout, or earlier, if requested.

Student-to-student handbook

For programs returning regularly to a site abroad, the program hires participants to update student-to-student handbooks with advice about the program site. When you are hiring program assistants, we recommend hiring one student to work on updating the handbook during the program. The student will be paid at the regular student rate for an agreed-upon number of hours and the work must be completed by the end of the term following the seminar and forwarded to the OCS office for the next group.

Group dynamics

Group dynamics are an important aspect of off-campus study. “Bonding” as a group begins with the first meetings on campus. It is wise to schedule some meetings that are partly social and provide a comfortable atmosphere—maybe somewhere other than a classroom—where students can talk informally with others in the group. Refreshments, with funds from the program budget, may help students to “mix” and get to know each other.

Staff at Campus Activities is very skilled at developing group skills through simulations and games. Talk with Campus Activities for ideas about group building that you could use or exercises that you or someone from Campus Activities could lead during one of your pre-departure meetings. In addition, a Google search will reveal many good

websites that provide background information on stages of group development and tips for facilitating healthy group dynamics. Because positive group dynamics can make your seminar experience so much more enjoyable, we recommend consulting with websites, campus professionals, and your faculty colleagues about strategies for creating a positive group dynamic.

Travel to the program site

Generally, the OCS office does not offer group travel. For most programs, students will leave from various departure points at different times prior to the seminar's start date. Students may find the best fares through a reliable travel agent or the web. If you wish, the OCS staff can arrange to have a travel agent who can provide general travel information during a pre-departure meeting.

For seminars leaving from Northfield, and/or one that includes country-to-country travel during the program as part of the international round-trip ticket, group travel arrangements may be more cost effective. Talk to the OCS staff with lots of lead-time to plan and implement group travel.

For your own travel plans, you are free to use any agent or service to find the best deal. Carleton pays for a 90-day round trip ticket between MSP and your program site. You (or your PDA, if appropriate) pay the added cost of extended stays or extended itineraries. Discounted fares on regularly scheduled airlines are available, and prices offered to students may extend to your children if any, and to you as a faculty program director. Check the OCS Office for international ID cards for faculty and students. The OCS office can put you in touch directly with student-oriented travel agencies with whom we have worked.

Fact sheet

Fact sheets are a useful summary of on-site contact information, emergency phone numbers and resources for students and parents, and the seminar schedule. The OCS staff creates a draft version for you two terms before departure. The fact sheet is finalized during the term before departure, distributed to students, and mailed to College offices and family members.

Faculty directors workshop

Orientation for faculty directors of Carleton off-campus programs takes place at the end of fall term, bringing together faculty directors of off-campus programs with the professional staff on campus who handle student issues in areas outside the classroom. Each year OCS staff, in consultation with previous program directors and deans plans a three hour training on both theoretical and practical issues. This session has proven to be very valuable to veteran and novice directors alike, as they discuss policies, procedures, and their own experiences dealing with students 24/7 during an off-campus program.

Budget planning

A balanced budget is required of Carleton seminars. Your seminar has been approved on the assumption that you will recruit enough students to generate adequate funds for the program. You develop your budget in close consultation with OCS staff, and we are held jointly responsible for its accuracy and rationale.

Once your program is approved, a budget is established in which you may charge expenses that arise in the fiscal year preceding the program. Any expenses that occur during the academic year prior to the year of your seminar should be billed to “[your budget number]-1933.” The “-1933” indicates advanced program expenses. After June 30, the new fiscal year corresponds with the academic year in which your program is offered. You can then use your budget number and omit the “-1933,” since the expenses occur within the current academic and fiscal year. Discuss this with OCS staff or with Barb Fowler in the Business Office.

A proposed budget form will be e-mailed to you for preliminary planning. If you are a first-time director, discuss the categories and budget policies established by the OCS Committee with OCS staff.

Certain categories are set by the College on an annual basis, based on student comprehensive fee. For budgeting purposes, the rates for 2008-09 are:

Income per student	\$ 13,978.00
Average faculty salary	\$ 43,347.00 (includes 25% fringe benefits)
Student work hourly rate	\$ 9.28

Directors of 2009-10 seminars will receive updated rates during winter term 2009. Until then, you should estimate the next year’s rates using this year’s rates plus 4%. Insurance for students on international programs has been added as a program expense at the rate of \$25/student.

Budget accounting

Travel expectations for off-campus seminars are the same as college funds on campus or on college-funded faculty travel. Requests for payment should be accompanied by a receipt, an invoice, or a contract letter for bills paid on campus before departure.

All invoices for \$50,000 or more need to be submitted for review to the College Vice President & Treasurer. For funds placed in the care of the director as a cash advance during the off-campus seminar, a later accounting must be furnished with all expenditures recorded and itemized. All expenses of \$75 and above must be accompanied by receipts. Statements of expenditure should include amount, date, payee, purpose, and the budget category to which the expense should be assigned. A ledger or a notebook, listing all expenses (accompanied by receipts of \$75 or more) is sufficient record for the College and its auditors.

Program income

The seminar's income equals the number of participants times the per-student income figure. From this total, one student fee is set aside as the emergency fund, 1) to allow programs to proceed as planned if a student should drop, and/or 2) to provide funds for genuine emergencies, which could not have been foreseen in the planning process.

Note that this entire amount need not be spent. Carleton programs are heavily subsidized by the College. Whatever amount is not spent by your program is used to support the College's general expenses from which your students also benefit. You are asked to consider your program needs with those on campus drawing from the same general fund.

Program expenses (as found in the budget form)

Faculty salary

Directors receive the salary set by their annual contract for the same amount per term off-campus as they receive teaching on campus. The budgets of OCS programs, however, assess each program the average Carleton salary, plus fringe benefits, so that the level of funding among programs within a year, or from one year to the next, does not vary markedly depending on the rank of the faculty director.

Travel for the director, partner and dependents

The director's travel is paid from the program budget - the lowest available 90-day (3 months) airfare for regularly scheduled flights with reasonable connections between MSP and the program site(s). The College expects the director to fly direct, if possible, or with only one change of planes. Faculty wishing to travel with intermediate stops or for a longer stay may apply the amount of the 90-day ticket to the itinerary of their choice.

Your partner's travel is also paid from program funds. Children of the director's household are eligible for travel benefit if they are high school students or younger, and will accompany the program or visit during program dates.

You can purchase your ticket with the College's Visa card so that your tickets are paid directly by Carleton, and you receive the \$200,000 business travel accident insurance which comes free with the use of this card. If you don't have a college card, discuss your ticket purchase with OCS staff. Carleton's insurance covering faculty for medical evacuation extends to accompanying family members.

Faculty housing

Carleton pays the cost of housing on off-campus programs. The College provides family housing for the 10 weeks of the program and, if needed, for up to a week of program work before and after the program, for a total of 12 weeks' rent.

Local transportation (car policy)

If a car is rented on site for the duration of the program, Carleton divides the cost in half between the general program budget and the Faculty Fund, as explained in the Faculty Fund policy below. If you receive your Faculty Fund in total as a stipend, you will reimburse the program for half the car costs. Carleton's liability policy limits collision coverage at only \$1,000, so be sure to get collision insurance with the car on site.

Faculty Fund for program-related expenses

A stipend, based on the cost of living at the program site and the current exchange rate, is paid to the faculty director to assist with the miscellaneous costs of personal absence from Northfield and the daily costs of living abroad. This amount is taxable, as it is considered by the IRS to be income. In cases where two program directors live together, the first \$1000 of the faculty fund is divided between them and each receives the variable cost of living adjustment. For example, if the cost of living adjustment is \$1500, the couple would receive \$1000 for home expenses and \$3000 for cost of living expenses for a total of \$4000.

You will receive a memo from OCS staff in the term prior to departure with the exact amount of your stipend, to be included in your final budget. Many of the expenses you incur in living abroad are covered either by the program budget directly or by the Faculty Fund for program-related expenses. Barb Fowler prepares a letter for each director on additional taxable income related to off-campus study payments and benefits. She can clarify the tax implications of the faculty fund and discuss the use of per diems as a tax deduction for meals and incidentals (M&I) expenses. You can find the Department of State Foreign Per Diem Rates at <http://www.state.gov/www/perdiems/index.html>. Finally, consult with your own tax consultant.

Contract for program services:

The OCS office is responsible for maintaining a back-up file of all letters or contracts that commit Carleton to payment and/or suppliers to services for the seminar. You should forward copies of contracts to OCS. We will send you copies of all contracts originating in the OCS office.

Assistants:

If you are hiring student workers as resident assistants, program assistants, etc., you should offer all students who have a work contract on campus an opportunity to apply, along with others if you wish. All student work is paid through student payroll from the program budget at the campus rate cited above. You must complete the Student Payroll Payment Authorization form (website: <http://webapps.acs.carleton.edu/campus/business/assets/STUDENTPAYROLLPAYMENTAUTH.pdf>), and then send a copy to the Payroll Office and another to Mike Kotchevar in Student Financial Services. This must be done before the students leave campus, so that they can specify their deposit of record (bank, tuition account, etc.).

If your seminar includes a graduate program assistant, a position that must be pre-approved by the OCS Committee, you and OCS staff will develop a contractual letter with explicit terms of employment. Please see sample contract letter on page 29. The program assistant becomes a Carleton staff member during the seminar, and is contracted on the same terms that other staff are employed on campus. Graduate assistants are paid a stipend based on the expected number of hours worked multiplied by the current Carleton student work rate. Professional instructors are paid a salary negotiated with the faculty director in consultation with the OCS office. Program assistant positions are advertised among qualified candidates and at the discretion of the faculty director in consultation with the OCS office.

If your partner or family member works as a paid assistant during the program, you must discuss the terms of employment with OCS staff and Barb Fowler. That person is paid from the program budget with taxable income.

Student board (food allowance)

Program participants are granted a weekly allowance for their food. Directors may disperse that allowance in weekly, bi-weekly or monthly amounts, or OCS staff can arrange for students to receive the entire food and transportation allotment prior to the beginning of the program. The Business Office will prepare checks for students during the term prior to departure. Please discuss these options with the OCS staff. Written records must be maintained of all cash disbursements.

You may request a summary of student comments from the most recent program to help you determine a reasonable daily food allowance amount. Or you may confer with your faculty colleague who most recently directed the same or similar program.

Mid-term break and student expenses

No program funds are provided for student independent travel during breaks. Students who choose not to travel independently during the break will have room and board maintained at the program site at college expense.

Transfer of funds and currency exchange

You and the OCS staff review the final budget figures and send a copy to the Business Office. Then you should meet with: 1) **Barbara Harden** in the Business Office for the handling of your own salary, and 2) **Barb Fowler** in the Business Office about the transfer of program funds that have not already been paid by Carleton and are not set for future payments from here.

Although currency exchange is usually done after the exact amount of the budget is known, the Business Office will contract earlier for a percentage of the estimated budget if advantageous exchange rates are available. Large amounts of funds are usually contracted through a bank or currency trader and wired to your bank on site. Other methods include:

Bank account, credit card, ATM card

A bank account is maintained abroad for programs used repeatedly in the same site. Check with Barb Fowler in the Business Office early in the term to see that your signature is added to the account, and to get the checkbook and the amount of the balance. If you are at a new site, please check with Barb early in the term to open an on-site account for the program.

A credit card can be arranged at your request and may be useful to you for charges before and during your program. This card will be a College purchasing card which is a Visa credit card. Contact Randie Johnson in the Business Office to arrange for that card which takes about a week to arrive. A higher credit limit and ATM capabilities will be put on this card during the time it is used for the OCS program. Discuss this with Randie at the time the card is set up. When the card arrives, call the customer service department listed on the back of the card to advise them that the card will be used outside of the United States for a period of time.

Payment for credit card charges will be done automatically from program funds. In planning the money you will take to the program site, remember to estimate an amount to remain at Carleton for payment of the expenses you intend to put on a credit card.

Traveler's checks

Traveler's checks are becoming almost obsolete with so many other means of getting money but they are useful for some programs. When you meet with Barb Fowler for your financial check out, you can decide on the amount you want to take in traveler's check and arrange for the purchase. There is usually a fee of 1% of the total purchase charged by the bank although you may personally have a resource for free traveler's checks. American Express traveler's checks are available in denominations up to \$1,000. If the total amount is over \$30,000, or if you require denominations over \$100, please check in advance with the bank. Larger denominations may be ordered, allowing a week for delivery. Traveler's checks may also be available on order in the currency of the country in which you will reside.

US Customs declaration

If you will be carrying over \$10,000 in cash and/or traveler's checks, you must complete US Customs form #4790 to declare this amount to the US government upon departure, in addition to whatever declarations might be required in the country of entry. Forms are available in our office and, where applicable, are included in the director's checkout shortly before you leave.

Other items and actions during the term before departure

Requesting a laptop

A laptop computer and/or printer to take to the program site should be requested of the Academic Computing Coordinator serving your department early in the term

before departure, or earlier. Discuss your technology needs with your coordinator who can help you download appropriate software (including software for daily or weekly bookkeeping and budgeting off-campus, the Departure Handbook, etc.) and provide the necessary site-specific connections for modems, etc.

Departure Handbook

You will receive a hard copy of the faculty director's Departure Handbook with useful information during the pre-departure term and while on site during the term before you leave. The handbook is intended to be a one-stop written resource manual for you. You can also find a copy of this handbook and the Departure Handbook on the OCS website at http://webapps.acs.carleton.edu/curricular/ocs/facstaff_only/.

Cell Phones

A cell phone can be an important tool for the convenience and safety of you and your students during the seminar. For programs in the US, contact Carleton's Telecommunications early in the term before departure to check out a phone for the duration of the program. For programs abroad where cell phone technology varies widely and is different than many US cell phones, you will find the most appropriate and thrifty cell rentals on site. Consult colleagues who may have preceded you for suggestions about such services. Cell phone expenses are included in the miscellaneous expenses in the program budget.

Course texts and the Carleton Bookstore

Students may purchase their textbooks on campus before departure. It is very important that you submit your textbook order in on time, and that you indicate clearly that the books must be available for purchase before students leave campus for the OCS program. Your booklist is an important record of your seminar. Please e-mail a copy to the OCS office for our files.

CPR and First Aid courses

These are available at the Northfield Hospital on a regular schedule. Directors and anyone assisting them may take the courses with the College paying the registration fee. Call the hospital for available times if you are interested.

Student Handouts

All handouts provided to students during the term before departure should be sent to the OCS office, both as a file record of your seminar and as a help to students who may ask us for replacements.

Alumni and admissions

OCS staff will supply you with a printout of Carleton alumni in the area of your program site at checkout or earlier, if requested. If you would like to make a program event available to alumni or to prospective students, preliminary plans should be made before you leave. For alumni events, an alum in the area would be located by the Alumni Affairs Office to publicize the event locally and to collect funds from participants to cover any alumni costs involved. You provide only the event, yourself,

and students participants. The Admissions Office may provide funds for the cost of including prospectives and their families.

Director's checkout

Close to the date of your departure, you and OCS staff will get together for a **checkout session** to review the final details of planning for the seminar, the role of the OCS office during your absence, and the information the office will need to keep in touch with you and your group at all sites during the program.

On-site with the program

As faculty director you play a **multitude of roles**, from Dean of the College and Dean of Students, to instructor, counselor, parent, travel agent, ambassador, and intercultural guide. The *Departure Handbook* has information about the student services side of your job. Common sense, humor, and sheer will power will serve you well. Remember that all the College support services are only as far from you and your students as a long-distance phone call 24/7. **Do not hesitate to call.**

As your program nears its end, you and the students may benefit from some intentional **reflection about the pending transitions**. The entire group, including the faculty director, faces the loss of friendships on site and the de-evolution of the group upon return to campus.

The seminar **evaluation form** is one form of reflection, but it does not fulfill the needs of many students and directors to actively and openly reflect on the changes that occur during the term. A sample of the **Coming Home to Carleton folio** is available in the OCS Office to returning students and you.

Returning to Carleton College

1. **Reunion:** You may want to budget an amount for refreshments at a seminar reunion once you and your students are back on campus. Enterprising returnees from your program are excellent resources for setting up the reunion and attending to the details.
2. **Re-entry:** The OCS office offers several re-entry activities for returning students, in addition to the Coming Home to Carleton folio mentioned above. Students may be interested in registering for the intercultural transitions course "I'm a Stranger Here Myself" offered through the Cross-Cultural Studies program, and other courses related to their academic and personal experiences.
3. **Director's Report:** A final director's report delivered to the OCS office contains a narrative account of the program, an accounting of the funds you took to the program, and an actual budget spent. Barb Fowler in the Business Office will

receive your cash on hand and the originals of your ledger, checks, receipts, etc. Her letter to you at the time of your departure outlines the terms of your accounting. The OCS office sends a copy of the financial summary to the Business Office.

The narrative report—your description and evaluation of the seminar—is distributed to the Dean of the College and to members of the Off-Campus Studies Committee. Carleton seminars have both academic and extra-curricular goals, and the program report covers these multiple aspects of the student and faculty experience. The report should be both factual and evaluative, written as if the next director of the program (maybe you!) needs to know what happened, what went well, what might be done to make things better.

4. **Closing accounts, credit cards, etc.:** Established bank accounts will not be closed and funds remaining in the account will be charged to the next program once your accounting is complete. If you wish to keep your college purchasing card, please contact Randie Johnson to have the account number changed to your department and the credit limits reduced to standard levels. If you do not want your credit card, please return it to the Business Office.
5. **Recruitment and orientation meetings** for the next program: If someone other than you directs the next program, that person will be looking for names of students from your group who would be good presenters when the program recruits students again. In addition, the OCS office often needs students to appear on orientation panels for a general audience. Your reunion would also be a time to ask for volunteers for both purposes.
6. **Student-to-student handbook:** For programs returning to the same site every year or two, the OCS office maintains a booklet of practical advice, written by students for students, to help others prepare for and get the most from their experiences at the program site. Topics cover everything from how to get a taxi at the airport to what local students wear at discos.
7. **Faculty director workshops and LTC sessions:** In addition to the training workshop for directors before departure, the OCS office occasionally sponsors workshop meetings at which past directors and future directors of Carleton off-campus seminars talk about topics of mutual interest. OCS also works with the Learning and Teaching Center to co-sponsor discussions about off-campus studies pedagogy, etc. If you have suggestions for productive topics, please discuss them with OCS staff.

Faculty Director's Departure Handbook

The following table of contents summarizes the information found in the *Faculty Director's Departure Handbook* that you will receive during your checkout session with OCS Staff. It is useful information that you can reference on site. If you

would like to review this information before the checkout session, check online http://webapps.acs.carleton.edu/curricular/ocs/facstaff_only/ . Also, if you wish to upload this handbook onto your laptop, again contact the OCS Office in advance of your departure.

Table of Contents

Useful phone numbers and e-contacts prior to departure

- Training for faculty directors and program assistants
- Safety guidelines
- Wellness Center travel and immunization information

Advice from Carleton staff

- Dean of Students
- Residential Life
- Wellness Center, counseling staff
- Sexual Harassment Consultant

Issues of sexuality: Sexual harassment and assault

- Carleton's sexual harassment/assault policy
- Common feelings of victims who have been assaulted
- Rape trauma response
- Principles of crisis advising

The Residential Life (RA) Handbook

- Consulting, confidentiality, ethics
- Referrals
- Consultation regarding sexual harassment
- Basic advising skills
- Communicating
- Problem solving strategies
- Responding to alcohol-related problems
- Major depressive episode
- Roommate issues
- Mediation/conflict management

Student alcohol and drug use on off-campus programs

- Guidelines
- Approach to student alcohol use, hierarchy of values
- Julie Klassen statement for her students, fall 1999

Health & safety, insurance & liability issues

- Pre-departure preparation
- Health and emergency resources (first aid response)
- Eating disorders, signs and symptoms

Crime prevention information

Culture shock Reciprocity and off-campus studies

Carleton seminar agreement form and withdrawal policy

Registration information

- S/CR/NC option
- Registration for students returning to Carleton

Course evaluation form

Carleton academic year schedule 2008-09

Sample Contract Letter for Instructor

Carleton College

One North College Street
Northfield, Minnesota 55057

[date]

[Name, address]

Dear [name of instructor],

I write to confirm your appointment to teach [course name] for the Carleton students [academic term].

Classes will begin on [date] and end [date]. [Adapt the following as needed:] You will be expected to arrange the syllabus, devise assignments and grade student work. You will be meeting the students one day per week (Wednesday morning), and schedule speakers (or tours) for the other class meeting each week.

Your salary for these duties will be [amount].

Would you be so kind as to acknowledge receipt of this letter and send back one signed copy to:

Off-Campus Studies Office
One North College Street
Carleton College
Northfield, MN 55057

I will be arriving in [site, date] and will phone you shortly thereafter. Perhaps we can get together for lunch and talk things over.

I look forward to meeting you and working with you.

Yours truly,

[Name, title]

Signed _____ Date _____

.....
I accept the terms set forth above.

[Name of instructor] _____ Date _____

Sample Contract Letter for Program Assistant

Carleton College
One North College Street
Northfield, Minnesota 55057

[date]

Dear [name of program assistant],

This letter will serve as a formal offer and contract letter for a position as a teaching intern and Carleton employee with the [name] Seminar. The period of expected program support begins with your departure from [airport] on the date specified. Your involvement in the program and your contract will be completed approximately 70 days later.

In accordance with federal legislation, your employment is conditional upon providing the College with documentation of your identity and eligibility to work in the United States. A driver's license and social security card, a copy of your birth certificate or a passport will serve to meet this requirement which needs to be completed within your first three days of employment. Please contact the Carleton College Human Resources department to complete the necessary paperwork.

Your responsibilities include working closely with us as directors and occasionally local instructors from [name of program site]. Expected day-to-day support will consist of providing amplification of instructors and student needs with regard to supporting and running the educational program we have outlined in consultation with [program provider on site, if applicable].

BACKGROUND AND SKILLS DESIRED [adapt as needed]

- Strong training in [name of field] with a [name of field] emphasis
- Good at fieldwork and experience doing field-based research
- Good with people and able to organize and support the social needs of the program
- Good in the water; preferably SCUBA trained
- Experience with recording of careful observation by means of writing and drawing
- Effective at laboratory and field research using analytical equipment and a variety of metering devices
- Experience with photography could be useful at times
- Some computer skills (Word, Excel, simple stats)
- Willingness to put first the needs of the program and student participation
- Ability to drive a manual transmission right-hand drive vehicle

Dedication to the successful running of the program and helping students learn as much as possible would be an overriding goal.

Remuneration will consist of the program paying for your round trip air ticket from your home, and following the itinerary of the group flight as specified by our agent. For the duration of the program, the seminar will provide your room and board, and you will participate without cost in all the lecture, travel, site visits, social events – in short, participate in all events offered to students. Carleton will also pay you for [number] hours of work as the program assistant at a rate of \$9.28/hour, for a total of [amount]. Additional constraints of this contract include: during midterm breaks you will be on your own for room and board and this program is not benefit eligible.

If the arrangement described and the terms set out above are satisfactory then please sign and send a signed copy back to the OCS Office, Leighton 119. We look forward to having your assistance to the program.

Sincerely,

[Name faculty director]

.....
I accept the terms set forth above.

[Name program assistant] _____ Date _____

Agreement Form

CARLETON COLLEGE OFF-CAMPUS STUDY AGREEMENT FORM

Note: Students offered places in Carleton off-campus seminars must confirm their intention to participate by their signature below. One copy is to be retained by the student; ONE COPY IS TO BE RETURNED TO OFF-CAMPUS STUDY, Leighton 119 by the date set in the letter of admission.

INSURANCE COVERAGE

I understand that Carleton College does not undertake to provide health, accident, disability, hospitalization, personal property, or other insurance to participants in this seminar; I further understand that it is my responsibility to procure health/hospitalization insurance for the duration of the seminar and such other insurance as I require, and that I am responsible for the costs of such insurance and for any expenses not covered by this insurance.

PERSONAL CONDUCT

I understand the rights and responsibilities in the *Carleton Student Handbook* apply to off-campus study, except that local laws replace Minnesota/U.S. law where applicable. I understand that the living circumstances on off-campus study may require a standard of decorum, which differs from that of Carleton residential life, and I indicate my willingness to understand and conform to the standards of my host culture. I further understand that it is important to the success of the present program and the continuance of future programs that participants observe standards of conduct that do not compromise Carleton in the eyes of individuals and organizations with which it has relationships. I understand that the Program Director has the authority to: 1) establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time, 2) establish rules of conduct that are stricter than local laws. I agree that, should the Director, in consultation with the Dean of Students, decide that I must be dismissed because of conduct that might bring the program into disrepute or its participants into jeopardy, that decision will be final and may result in the loss of academic credit and the loss of program fees. I understand that within the period of this program and after the period of the program, I may elect to travel independently at my own risk and expense. I agree to inform an official representative of Carleton College of my travel plans and understand that neither Carleton College nor its official representatives are responsible for me while I am traveling independently.

WITHDRAWAL OR DISMISSAL

I recognize that, although the credits on the seminar are distributed among courses, the seminar itself is offered as a complete package and there is no provision for crediting any part of the academic work if I do not complete the entire program of required courses. If I withdraw or am dismissed from the seminar, my status at Carleton for that and the succeeding term(s) will be determined by the Dean of Students in accordance with existing policy, as outlined in the *Academic Regulations and Procedures Handbook*. I have read and understand the statement on the refund policy for Carleton Off-Campus Seminars as stated on the back side of this form.

GENERAL RELEASE

I understand that Carleton College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the program. It is further expressly agreed that all programs and use of any and all off-campus programs, services, or facilities shall be undertaken by me at my own sole risk and that Carleton College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the use of any and all off-campus programs, services, or facilities, whether or not sponsored by Carleton College, or the premises where same are located, whether or not owned or leased by Carleton College, resulting from or related to any and all acts of active or passive negligence on the part of Carleton College and/or its officers, employees, or agents; and I do hereby expressly forever release and discharge Carleton College from any and all claims, demands, injuries, damages, actions, or causes of action, arising from or related to any and all acts of active or passive negligence on the part of Carleton College and/or its officers, employees, or agents.

PARTICIPATION

By my signature below, I indicate my intention to participate in the _____ seminar during _____ term, 200____. This commitment to the program both reserves the place offered to me in the seminar and authorizes the College to admit another student for my place on campus during the term I am away. This decision becomes effective on the date of my signature, not later than the date cited in the Letter of Acceptance.

SEVERABILITY CLAUSE

All provisions of the agreement shall be deemed severable. The unenforceability, illegality, or invalidity of any provision or portion thereof shall not affect the enforceability, legality, or validity of any other provisions, all of which will remain valid, binding, and enforceable in accordance with their terms.

Student Name _____ Date of Birth _____
(print or type)

Student Signature _____ Age _____

Parent's signature is required below if student is under the age of 18

(To be completed by Off-Campus Studies)

Received this _____ day of _____, 200____, Carleton College,
by _____, Director of Off-Campus Studies

Withdrawal Policy

* Policy on Withdrawal * Carleton Off-Campus Seminars

Students who withdraw from the Carleton Seminar after the signing of the OFF-CAMPUS STUDY AGREEMENT FORM and before the beginning of the seminar will be required to pay a \$500 withdrawal fee plus any costs incurred on their behalf (including, but not limited to, monies advanced on their behalf for non-refundable deposits, tickets, airfare or other travel document, legal documents and fees, housing deposits, etc.). All withdrawals before the start of the seminar should be made in writing to the Director of Off-Campus Studies at Carleton. Withdrawals after the off-campus seminar has begun should be made in writing to the Faculty Director on site.

Students who withdraw from a seminar in session with the permission of the Director of Off-Campus Studies and/or for documented medical reasons may be eligible for a partial tuition refund according to the standard College policy outlined in the *Academic Catalog*. Eligibility will be computed from the first day of the seminar abroad, not according to the on-campus calendar.

- ◆ A refund of 25 percent of tuition will be made if the student withdraws during the first 25 percent of the term; financial aid will be reduced proportionately.
- ◆ Tuition will be reduced in the case of illness: one-half will be returned if the student withdraws because of illness before the end of the fifth week of the seminar term, after which no fee will be refunded.
- ◆ No refunds will be made to students suspended or dismissed from a seminar.

If the student withdraws from a seminar to participate in another off-campus study program, the student must apply and receive separate approval for the second program according to the procedures described on the Off-Campus Studies website.

If the student withdraws from a seminar and wishes to return to campus, the student may ask the Dean of Students to place his or her name on the space-available list.

Basic Ground Rules (Example)

Carleton in Washington 2007 Basic Ground Rules

General Behavior

In Washington, as well as on our trips to Williamsburg and Annapolis, you represent Carleton. Give a good impression of your college. Behave cordially, respectfully, and politely. Be grateful -- it never hurts to say thank you to your hosts at our apartment building and meeting places, to your tour guides, to your program speakers and to other program participants. Be positive and open-minded as you explore new political experiences. Have initiative, be inquisitive. Find a productive role to play within the Carleton group in Washington, and invent ways by which you can contribute to the success of our program. Be supportive and kind to each other. Work on making your term in Washington a lifetime experience.

Communication

Always strive for good communication with any other person associated with our program. If there is a problem or something is unclear, it is your responsibility to speak up, and immediately talk to the person. If the problem seems difficult to solve, address your concerns to the program director as soon as possible.

Tolerance

At all times, program participants must display tolerance for political views with which they personally disagree. Dismissive, disrespectful and intolerant behavior regarding the political views of program speakers and fellow program participants is strictly prohibited.

Academic Work

The Washington program is, first and foremost, an academic program with the same standards expected as in on-campus Carleton courses. You are expected to attend all scheduled events throughout the term. Field trips that are "optional" are clearly designated on the syllabus; they include small group trips to historic locations near DC in which students may elect to participate. All program participants are expected to participate in the Williamsburg and Annapolis field trips. If you know you will have difficulty attending a scheduled event, it is your responsibility to contact the program director in advance about this problem.

Punctuality

It is imperative to be punctual regarding all your classes, field trip departures, and other designated meeting times. We will not wait for you. If you miss departure time, you will miss the excursion. If you miss our departure time while we are "on the road," you will be responsible for returning to our base of operations (residence) on your own.

Safety

- Be careful and reasonable at all times. Do not do anything foolish that could hurt you and/or others. Look out for your safety just as you would in any big city:
- Avoid deserted areas
- Protect your valuables
- It is best to have money in different pockets. Do not put your wallet in an obvious spot from where it can be easily taken (just like in any major city, beware of pickpockets)
- Make sure not to flash money, be discreet
- At all times, carry the phone numbers of the director and the apartment building where we are staying
- If you are out late, return home safely with other members of the program or take a taxi
- Always inform the faculty director and/or Program Assistant before you leave for travel on a non-group day or weekend trip. Provide information to your PA and the director about your destination and your time of return.

I have read and understood all the rules explained on this page.

Name

Signature

Date