



Center for
**International
Studies**

Study Abroad

Faculty Handbook

Dear Colleagues:

This Study Abroad Handbook has been written with the intent to assist the faculty and the administration by establishing some guidelines for conducting study abroad at USC Upstate.

Even though some of you have reviewed its first edition, it is a work in progress. Some of the content might be subject to change every year and will have to be modified accordingly. Each study abroad is different and these guidelines might call for various adjustments. We welcome any remarks and corrections that would make this project better over the years.

As indicated in this handbook, the Center for International Studies will be glad to assist you in preparing your studies abroad. Do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Regis Robe". The signature is written in a cursive, flowing style.

Regis Robe, Director
Center for International Studies
(864) 503-5630
rrobe@uscupstate.edu

TABLE OF CONTENTS

Guidelines for Faculty-led Study Abroad Programs	4
Planning and Implementing a Study Abroad Program	
<i>Roles</i>	<i>6</i>
<i>Timeline</i>	<i>9</i>
Finances	
<i>Building a Budget.....</i>	<i>12</i>
<i>Handling Money.....</i>	<i>13</i>
Recruitment	16
Courses and Registration.....	18
Insurance.....	19
Special Concerns for Disabled Participants.....	20
Mental Health Issues.....	21
Safety and Health Concerns for Faculty Directors	22
Evaluation Procedures	25
Appendix of Forms.....	26
○ USC Upstate Faculty-Led Study Abroad Program Approval Form	
○ Credit through Studies Abroad	
○ Transient Concurrent form	
○ Group Program worksheet	
○ Waiver of Liability	
○ Code of Conduct	
○ iNext Travel Insurance Application	
○ Medical and Emergency Contact Information	
○ Pre-Departure Checklist	
○ Packing Tips	
○ Faculty check list for departure	
○ Sample Budget	
○ Study Abroad Information on the Web	
○ USC Upstate contacts	

GUIDELINES FOR FACULTY-LED STUDY ABROAD PROGRAMS

These guidelines have been developed to assist faculty in conducting existing programs and in developing new ones. The focus is on programs offering at least one course for which USC Upstate credit is given or programs with transfer of credit to USC Upstate.

The guidelines have been written **primarily for short-term summer faculty-led programs but can also apply to semester or year-long programs**. Faculty interested in semester and year programs should contact the Center for International Studies as soon as possible regarding additional information for these types of programs.

Faculty who are planning new programs of any length should consider the following:

1. New programs should complement rather than compete with existing USC Upstate programs (for a list of current programs, please contact the Center for International Studies).
2. The programs should attempt to combine academic learning with cross-cultural experience and be designed to make extensive use of the physical, human, and cultural resources of the host environment.
3. Accurate and complete information should be provided to prospective students on the nature and scope of the program.
4. If taught by another academic institution, the academic rigor of the program should be approved by the academic unit of the director of the program and/or the Director of International Studies as comparable to that of USC Upstate.
5. Programs should be evaluated regularly by participants, the director of the program, and the Director of International Studies.
6. Mechanisms should be provided for co-sponsoring or involving collaborative institutions in the evaluation and setting of policies which shape the ongoing nature of the study abroad program.

Faculty may also want to keep the following factors in mind when considering the location, academic focus, and general appeal of a new program to students:

- The majority of programs currently offered are in Europe. Less traditional sites should be considered.
- Students participating in summer programs are not only paying an additional cost to study during the summer, but they are, in most cases, giving up summer jobs. Program costs should be kept as low as possible, to ensure greater accessibility and participation.
- Students with financial aid should check their status with the Office of Financial Aid. Some financial aid might apply for the trip, or the trip might interfere with their

financial aid. It all depends on the financial status of the individual at the time of the trip. For summer programs, students should check with the Office of Financial Aid if they are eligible by the end of September of the previous year.

- Students participating in summer programs are usually looking to fulfill major/minor/electives and/or general requirements in order to justify (to themselves and their parents) the additional expense of the program.
- The majority of summer programs currently offered fulfill general requirements and/or major/minor/electives. Keeping these points in mind helps students, but can also help your recruitment efforts.

PLANNING AND IMPLEMENTING A STUDY ABROAD PROGRAM

Study abroad programs are planned, implemented, and administered through cooperation between the faculty member directing the program, his or her department, and the Center for International Studies (CIS). Each of these entities has specific roles in the process. Below, we have listed some of the roles and duties that the faculty director should consider in planning a new study abroad program. **The Center for International Studies is available to provide assistance to faculty in each of these steps or roles.**

The Faculty Director and his or her Department and/or College

•Early Consultation: Any faculty member may propose and develop a study abroad program. At an early stage in the development of such a proposal (18 months or more before the program dates), the faculty director should consult with the Director of International Studies and his/her Department, or School. For the Schools of Business, Education, and Nursing, faculty members might also want to check with their Dean in order to ensure that they follow guidelines.

Sometimes, CIS provides seed money for the director to investigate and plan a study abroad.

•Proposal: The faculty director writes the **USC Upstate Faculty-Led Study Abroad Program Approval Form** (refer to Appendix page 27). When it reaches a more developed stage, the proposal should clearly specify the justification, objectives, content, cost, and location of the program, as well as the faculty who will be teaching or administering the program, OR the process by which faculty will be selected to teach or administer the program.

•Budget: The faculty director, in consultation with the Director of International Studies, creates the budget. Since study abroad programs must be self-supporting, the proposal must include a budget indicating how this goal will be achieved (see "Finances" for information on building a budget).

•Recruitment/Brochure: Once a program is approved by CIS and the Academic unit, the faculty director has several responsibilities. The primary responsibility is promotion of the program and recruitment of participants. In making plans for recruitment, the faculty director should keep in mind that the Center for International Studies begins receiving information requests for summer programs as early as September of the preceding year. In order to ensure that the program is included in the CIS program lists and receives adequate student exposure, the faculty director should ensure that program brochures are designed and produced well before the fall break. **Inclusion of the program in the fall Premiere Fair would require that the brochures be ready by early September.**

The CIS can also provide logistical support for faculty recruitment efforts through its web page. Advertisement for the various programs should go beyond USC Upstate to the various upstate campuses with small programs and Technical Colleges. Brochures should be displayed or advertised at conferences attended by the directors.

•Orientation Information: Before departure, the faculty director must prepare program specific orientation information for the students, guide them in course selection, and inform them of any risks involved in participation. (See "Courses and Registration," and "Safety" sections of this handbook.)

•**On-Site Coordination:** At the overseas site, the faculty director coordinates teaching and other course related projects, such as excursions and week-end activities. This may be done independently or with the assistance of collaborating institutions or agencies. The director also provides non-academic support to students, such as assistance with cultural adjustment or with medical problems. The director **has the authority to remove students from the program for inappropriate or dangerous behavior.**

Final Paperwork: Upon return, the faculty director is responsible for submitting grades or the transfer of credit by foreign institutions, student evaluations, and expense receipts to the Center for International Studies in a timely manner. (See Finances and Evaluation sections.)

The Center for International Studies (CIS)

•**Coordination:** The CIS serves as primary liaison between the faculty director, some programs abroad, prospective participants, the Accounting Office, Financial Aid Office, Insurance, and Risk Management Office, and other campus departments and agencies in the planning and implementation of study abroad programs.

•**Assistance/Support:** Faculty directors should request a meeting with the CIS Director as soon as they decide to pursue the development of a **new** study abroad program. The Director will assist the faculty member in:

- developing plans and budgets for the program
- explaining the issues of salary for the instructor and credits for the students
- developing a recruitment plan for the program

•**Deposits:** **Except for USC Upstate tuition**, the CIS should receive all financial deposits for the programs abroad. The Administrative Assistant of the CIS will keep a record of the various payments.

•**Finances/Payments:** The CIS handles all the finances related to the program. It processes cash advances for faculty directors for program expenses, pays any available invoices prior to departure, and processes all expenses through Travel Accounting for final reconciliation and reimbursement after the program. The faculty salaries are provided in two ways:

1. If the program has a minimum of 10/12 three credit hours participants, the instructor should receive a salary through his school or department budget. Note that the number of participants could be less than 10/12 if some participants take more than 3 credit hours. The decision remains with the head of the academic unit.
2. If the program has fewer than 10 students (or an insufficient number of generated credit hours decided by the head of the academic unit) or if the credits come from a foreign institution, the instructor receives a stipend built into the budget of the program and paid by CIS.

•**Orientation:** Introductory orientation of the program should be conducted by the Director in late fall or early spring. It should be followed **at a later date by program-specific meetings led by the directors. Parents should be invited to this meeting.** The students will fill out a health statement, emergency contact information, liability waiver, transient credit registration forms, and an application for an International Student Insurance Card.

•**Health Insurance:** The CIS processes enrollment in the iNext Travel Insurance program for all USC Upstate students and faculty participating in study abroad programs. This required coverage

costs \$75 per person and is generally included in the cost of the trip. Application forms with details are available in the CIS office.

•Scholarships: The CIS offers scholarships for USC Upstate students only. The application forms are available in the CIS, with two deadlines: October 1 and February 1. Other scholarships might be available from specific programs/departments. (Faculty directors should encourage their students to apply. This is an effective recruitment tool as well.) A list of funding sources for study abroad is located in the Center for International Studies.

•Course Enrollment: Enrollment is done through the regular registration process. Courses should be in the Course Schedule of the appropriate semester. Courses taken abroad need to be approved by the Academic Deans or Chairs in order for credit to be approved. A special Enrollment Request (Transient Study) from the Registrar's Office must be completed by each student going abroad and left with the Registrar's Office before departure. Courses taken abroad will receive **credit without a grade**, unless taught by a USC Upstate instructor.

•Transcripts: Directors of programs offering courses taught by foreign institutions need to remind these institutions to send the grades **directly** to the Records Office of USC Upstate. This should take place as soon as possible after the classes are completed in order to avoid delays in posting of credit and/ or delays in graduation.

TIMELINE: STEPS IN PLANNING AND IMPLEMENTING A PROGRAM

At least three terms prior to the planned program, the faculty director should:

- Write a proposal for the new study abroad
- Meet with the Director of the CIS to discuss and review the proposed program
- Prepare a program budget following the guidelines in the "Finances" section of this handbook

Basic information needed for the proposal includes:

- program title, site (city and country), and dates
- courses (with descriptions) to be offered, and the amount of credit to be earned
- faculty who will teach*
- description of travel, housing, and classroom arrangements
- program costs
- participants' criteria, if necessary (minimum level of foreign language, GPA, etc.)

*Please note that if any courses are to be taught or team-taught by **non USC Upstate faculty**, courses taken abroad be approved by the college dean or division chair, and special paperwork must be prepared for the instructor to receive a salary from USC Upstate.

At least two terms prior to the program, the faculty director should:

- Prepare a **program brochure** for distribution which clearly indicates:
 - program title and dates
 - program location, including a brief description of its distinguishing characteristics
 - courses offered, number of credits possible, and graduation requirements they could fulfill
 - pre-requisites or eligibility requirements for participation, if any
 - faculty who will teach courses
 - program cost (including a clear statement of what is and is not included)
 - excursions or field trips to be included
 - housing and any special meal arrangements
 - special flight or travel arrangements, if any
 - faculty director's name, telephone number, campus address, and e-mail to contact for more information
 - deadlines for application (generally late February for summer, mid-February for fall and academic year, and early October for spring).
 - Schedule of payments
 - Refund policies
 - disclaimers about possible program changes. **NOTE: In liability cases, program brochures are viewed by the courts as legally binding contracts. Brochures should be reviewed by the Director of International Studies before being reproduced for distribution.**

The term prior to the program, the faculty director should:

-Prepare orientation meetings for participants; at minimum, summer faculty directors should plan a one hour meeting as part of the pre-departure orientation and invite **the parents to attend**. Additional meetings for the program group may be organized by the faculty director as necessary.

-Gather or develop program-specific **orientation materials** to distribute to participants. The packet should include, at minimum:

- a map
- statements strongly encouraging students to shop around for airfares (if the program does not include a group flight);
- instructions on how to get from the airport to program accommodations
- a program-specific packing list to supplement the generic list supplied by the CIS
- a calendar or schedule for the program, showing program activities and free time
- a cost sheet detailing exactly what is and is not included in the program cost, and an estimate for personal spending
- any special policies, such as host family rules or restrictions on independent travel
- information on behavior which may be unacceptable or offensive to the host culture
- health and safety information; description of risks to travelers in the host country
- addresses where the participants can be contacted by their family
- emergency wallet card for students with itinerary

The CIS should be notified of any withdrawals as soon as possible if a refund of deposit is expected.

-**Submit invoices for prepaid expenses to CIS as soon as received** to allow time for payment by due dates. Please note that this is especially important in the case of foreign vendors. Remember that these payments have to go through Columbia.

-Submit **receipts** for reimbursement of any program expenses which have been advanced to the director prior to departure.

-Submit a request for a **travel advance** to cover on-site expenses no later than four weeks prior to departure (see section on "Finances" for details).

-Provide the CIS with detailed **contact information** indicating how the director can be reached at any time, including while on excursions.

During the program, the faculty director should:

-Keep accurate records and receipts of all **program expenses** (see "Finances" for details).

-Distribute and collect **program evaluation forms** for all students. As with on-campus course evaluations, faculty may not read evaluations until after grades are submitted. If immediate feedback is needed, program directors may choose to create and administer their own evaluation forms. (see "Evaluation Procedures").

Immediately after conclusion of the program, the faculty director should:

-Submit all **receipts**, expense worksheets, and the program expense summary to the CIS, along with a refund check, if appropriate. These reports must be organized and not given in the form of a pile of receipts as the administrative assistant of CIS might not be aware of the language. (see "Finances" for details)

-Submit completed **grade rolls** for all students to the Office of Records or online.

-If needed meet with the Director of CIS to review the program, budget issues, evaluations, etc.

FINANCES

Building a Budget

Program Directors must develop a program budget which documents all projected expenses.

Unless all program expense payments will be made in U.S. dollars, a 5% safety margin should be factored into the budget to cover currency fluctuations.

In general, program budgets should be divided into two parts:

1. **FIXED COSTS** are all costs which must be covered regardless of the number of participants.

These may include (but are not limited to):

- travel and lodging costs of the program director and any other instructors
- classroom rental

2. **VARIABLE COSTS** are costs dependent on the number of student participants in the program.

These may include (but are not limited to):

- CIS administrative fees (covers insurance and emergency needs)
- course registration fees
- accommodation for students
- expenses for student meals (may or may not be included)
- airfare (may or may not be included)
- cost of admission to museums and cultural events
- on site transportation
- transcript fees for non-USC Upstate participants.

3. **SALARIES**

In general, salaries may be paid by the academic unit as summer classes or in the form of a stipend by the Center for International Studies:

- a. Summer Studies Abroad **taught by a USC Upstate instructor** should be considered regular summer classes. With a minimum of 3 credit hours and 10-12 participants \$10,000 to \$13,000 will be generated to cover a summer salary for the instructor. His/her travel expenses (transportation, lodging, and food) should be added to the cost of the program and will be divided by the number of expected participants who will pay for it. All money for the program is placed in an E account handled by CIS. Salaries will be paid by the academic unit of the instructor after approval by the chair or the Dean.
- b. Summer Studies Abroad **not taught by a USC Upstate instructor** might include a USC Upstate director. This director should receive a minimal stipend of \$1500 and have travel expenses (transportation, lodging and food) paid. The stipend and travel expenses should be added to the cost of the trip and divided by the number of expected participants who will pay for it. The minimum number of participants for the trip to make will have to be estimated at the start of the project and discussed with the Director of International Studies. All money for each program will be placed in an E account managed by CIS. Stipends will be paid out of these accounts by CIS.

Regardless of the type of remuneration, (salary or stipend) both must be paid through payroll.

In the Appendix is a budget outline which should be useful in designing your program budget. Each program is unique, so you may need to add or delete categories of expenses from this list.

Handling Money

A. Pre-payments by invoice

To avoid handling large sums of money while overseas, and to simplify final reconciliation of expenditures, it is recommended that expenses be pre-paid whenever possible. This typically applies to accommodation costs, but could also include classroom rental or deposits on ground transportation. If on-site arrangements are typically a better bargain, or if the monetary system of the country makes pre-payment difficult or impossible, the faculty director should inform the CIS of these circumstances, and arrangements will be made accordingly.

Pre-payment typically involves **obtaining an invoice from the vendor** (tuition, lodging, transportation company, etc.) and submitting the invoice to the CIS for processing and payment. NOTE: Be aware that this process has to go through Columbia and may take some time.

B. Reimbursements prior to departure

Receipts for any expenses incurred prior to departure should be submitted to the CIS for reimbursement. These expenses typically include director airfare purchased by phone with a credit card.

C. The Travel Advance

Once final enrollment for the program is set, the Director may request a travel advance to cover on-site program expenses for both faculty and students. Budgeted expenses may include but are not limited to:

- airport transfers
- hotel bills (less deposit)
- bus rentals for excursions
- museum, concert, theater, and other tickets
- public transportation passes or tickets
- per diem for the director -miscellaneous, e.g. telephone, fax, photocopying

The University will issue a check payable to the program director five days prior to the date of departure shown on the travel advance form.

D. Getting funds overseas

There are several ways of accessing funds while the program is in progress.

1. Traveler's checks

Traveler's checks are available for a charge or for free from AAA for members, or your bank may offer them for free. Traveler's checks in a foreign currency are often more convenient on site than checks in U.S. dollars, but AAA or your bank may not have them in stock, and may require advance notice to order them.

Advantages: easily replaced if lost or stolen.

Disadvantages: Are less and less accepted in many countries (like Western Europe). A commission is often added for the exchange.

2. ATM card

Cards on the Cirrus, Plus, Visa, or MasterCard system provide widely available access in many overseas locations.

Advantages: excellent exchange rates for withdrawals, 24 hour access.

Disadvantages: CHECK with your bank on daily withdrawal limits and transaction fees.

Some banks have none; others have many restrictions. Computer down time can cut off access. Make sure your PIN code is no more than 4 digits.

3. Credit Card

Advantages: No limit of credit. Easily replaced if stolen

Disadvantages: Some exchange fees might be added to the transaction abroad. Diner's Club or American Express are not widely accepted in some countries.

It is strongly recommended that program directors have more than one way to access cash and that they carry a Visa or MasterCard for emergencies.

E. Keeping track of expenditures

Each expenditure during the course of the program must be receipted. The Accounting Office will not acknowledge items without a receipt, and faculty directors will not be reimbursed for expenses without a receipt.

- Gratuities to restaurants and drivers may be included in expense reports. Note the amount of the gratuity on the receipt for the expenditure.

- If students are reimbursed for activities that are included in the program cost (i.e., students pay individually for tickets to an event, and the faculty director reimburses them), the faculty director should have them sign a sheet indicating the nature of the activity and verifying receipt of funds. This sheet may serve as a receipt.

Directors may request pre-printed activity sheets with the names of the students and have each student sign next to their name at the time of the activity. This allows the director to keep track of who participated and avoid trying to decipher student handwriting! **NOTE: This method is strongly preferred and usually much easier for the director, the CIS, and the Accounting Office than 30 separate, tiny receipts for student activities.**

- Ticket stubs, canceled subway tickets, bills, and receipts are all acceptable. If vendors do not have printed receipts, signed handwritten receipts are acceptable. You may wish to photocopy and **keep a supply of the generic receipt forms in your wallet during the program**

- Receipts from money exchange at the time of the trip should be kept in order to establish the value of the foreign currency. If no exchange receipts are submitted, the official exchange rate is obtained from the Internet, but may lead to an inaccurate reflection of your true expenses.

- Each receipt should be numbered at the end of the day, and the purpose or type of expenditure noted **IN ENGLISH** on the front of the receipt itself. Please do not write on the back of the receipt. Notes on the back will be lost, because all receipts must later be taped to 8 ½ x 11 sheets of paper so that they can be computer scanned by the Accounting Office.

- **Each evening**, record each receipt or financial transaction separately on the Expenditures Worksheet. Note the number you assigned to each receipt, the date, the type of expenditure, and the amount **in the currency you used**. Note the exchange rate in effect (i.e., the rate from your

most recent exchange). ALL items, including small purchases or admission fees, must be recorded. Keep all receipts together in your expenditures folder or envelope. This is a tiresome task, but it is part of your job as Director of the program.

- At the end of the program, you will submit your receipts to CIS, expenditures worksheet, program expense summary, and a check payable to USC Upstate for any unused funds from your advance. **This report must be organized and balanced to the penny.** CIS staff cannot interpret or identify foreign receipts.

RECRUITMENT

Students begin making summer plans during the preceding September OR EARLIER. To make sure that your program is filled by the application deadline in late February, you should develop a marketing plan that begins when the academic year begins and builds until early February.

Previous faculty directors and the CIS are your best sources of information on what works and what doesn't. To get you started, we have listed a few basics to keep in mind.

VENUES

Major venues for program publicity include:

- program brochure
- inclusion in the CIS web site
- announcement of the program in appropriate classes
- announcement of the program through student organizations
- posters and flyer distribution at key campus locations (dorms, department bulletin boards)
- information sessions/events for interested students
- announcements in campus or departmental newsletters
- CIS bulletin board
- HPAC display cases

If the program is open to students from other universities, faculty may also wish to consider:

- advertisements in professional journals or newsletters (bear in mind that these advertisements are geared not directly towards students but to colleagues from whom you would like to recruit the students)
- mailing of brochures to colleagues at other universities.

BROCHURES

The program brochure is the critical piece of publicity for your program. Samples of previous brochures are in the CIS. An easily identifiable graphic on the brochure that can be reproduced for flyers, advertisements, and announcements will give your program visual recognition. The brochure should include all relevant information (see above). It is very effective to mention the availability of scholarships in your brochure, as well. If in doubt, CIS will assist you in creating your brochure.

TIMING

Ideally, you should have program brochures ready to go no later than mid-September, even if all the details are not included. Students usually discuss summer plans with their parents and plan their classes for the year in the fall. Therefore, you will see good results from a publicity push just prior to Fall Break, Thanksgiving, and Christmas.

It is extremely important that you begin publicizing your program as early as possible and CONTINUE publicizing it in many different venues throughout the year until the application deadline.

CLASSROOM VISITS

Visiting classes is, in our experience, one of the most effective ways of informing students. Ask your colleagues if you can visit for five minutes at the beginning or at the end of class to tell students about your program. Generally, a representative of CIS will also visit classes, presenting all the programs offered for the year.

ADVERTISEMENTS, FLYERS, AND ANNOUNCEMENTS

Make sure that there is some sort of visual continuity between all flyers, ads, and your program brochure, and that you always refer to the program by the same title.

Target advertisements and flyers to specific groups likely to be interested in your program, i.e., departmental newsletters for a program that satisfies a major or minor requirement, student organizations which have a tie to the course content, and on campus cultural or academic events related to the geographic area or content of your program.

Flyers should mention key points of interest including availability of scholarships, academic credit, and geographic location. Catchy slogans (i.e., “Why study here [*map of South Carolina*] when you can study there [*map of exotic location of your program*]?”) can be effective.

CIS will also advertise your programs through their website, newsletters, newspaper articles, and displays, if we receive the information.

INFORMATION SESSIONS

Information sessions should be held AFTER you have a sufficient base of positively interested students. Maintain a database of students interested with their names, addresses, e-mail addresses, phone numbers, and student ID numbers.

Generally, the students who make the effort to attend scheduled information sessions for a particular program are beyond the “What am I going to do this summer?” phase and are seriously interested in your program. The programming of the session should reflect this, and very specific information should be available.

For programs which have run before, the participation of returnees (and their photo albums) can be a great draw. “Theme” sessions (i.e., tea and biscuits for the London Experience, “crepes” for France) can also be a good approach. Free food of any kind is a good bet and should be prominently mentioned in advertisements.

GENERAL RECRUITMENT HINTS

Even if your program is targeted at a particular field of study, to reach minimum enrollments it will likely be important to recruit students from outside this field. Stress in your publicity materials the other degree requirements (humanities elective, language proficiency, etc.) that courses in your programs may fulfill.

Following up with students who have expressed interest is critical.

Suggestions and contributions to the web site which can help us better present your program are very welcome. If you wish to design a web page for your trip, it may be linked to the CIS web site.

COURSES AND REGISTRATION

USC Upstate-studies abroad can offer two types of courses:

1. Courses with **credit without a grade** for courses provided by a foreign institution. The credit earned abroad is credited to the student by USC Columbia. If the program is part of an exchange (Germany, Italy, China, and France, for example) no tuition is required abroad but tuition has to be paid to USC Upstate to support the tuition of visiting exchange students.
2. Courses with **credit with a grade assigned**. The course is taught by a USC Upstate instructor and tuition is paid to USC Upstate.

Course Approval

Program directors are responsible for informing the participants of the type of courses and credits they can receive in their programs.

Students conducting semester or year-long studies abroad should consult with the Director of International Studies, with their Dean, and their advisor to be sure that their choice of courses will transfer in their program of studies.

Student Enrollment

- For courses offered abroad, students must fill out a **transient form** from the Records Office before departure (see Appendix). In some cases, tuition is to be paid to USC Upstate.
- For USC Upstate courses, students must register as for a regular course. The payment of registration is done directly to the business office, one month before departure.
- In both cases, late registration in the program must be discussed with the director of the program and might require that the participant pay additional fees and be responsible for acquiring his/her own airline ticket.
- In pre-departure orientation sessions, the faculty directors will be asked to make sure that students have reviewed the courses being offered, met all prerequisites, matched them with their degree requirements, and considered any other academic issues related to their course selection. Faculty directors should especially ask the non-USC Upstate student participants to evaluate their needs for transfer credit carefully and acquire their school's approval of the courses being offered in the program.
- For students who need special courses not listed on the program, they should discuss the possibility of Independent Studies with the program director.

INSURANCE

All students participating in USC Upstate sponsored studies abroad, are required to purchase a special study abroad health insurance policy.

This insurance is provided by the acquisition of the iNext Travel Insurance card at the CIS. The insurance benefits are explained on the application form. Some programs, to Spain for instance, have their own insurance.

As an added benefit, the card serves as a student ID card abroad and allows the student to receive discounts on admissions to museums, movies, and public transportation in particular.

SPECIAL CONCERNS FOR DISABLED PARTICIPANTS

Under the Americans with Disabilities Act, students with disabilities who are otherwise qualified to participate in a study program may not be turned down solely on the basis of their disability.

If a disabled student contacts you to discuss participation in your program, it is your responsibility to fully inform the student about possible risks or difficulties involved in participation, while making sure not to discourage them from participating. The choice is then the student's.

Encourage the student to contact the Office of Disability Services. They are very helpful and a reliable resource.

If you are unsure about the feasibility of accommodating the student's needs on your program, the Disability Service Department may be able to help. Mobility International is a non-profit group dedicated to collecting and disseminating information about overseas travel for disabled individuals. Mobility International has dealt primarily with tourist travel in the past but has, in recent years, put a lot of effort into researching possibilities for longer-term international experiences, including study abroad.

Advise the student to talk to their health insurance provider to ensure that they understand exactly what their insurance will cover while they are overseas.

MENTAL HEALTH ISSUES

The section below, "Safety and Health Concerns for Faculty Directors," will address a number of issues relevant to mental health, but a few specific points may be helpful.

Stress is the number one cause of exacerbation of pre-existing mental illness, and adjusting to another culture typically involves stress for any program participant. It is important for faculty directors to be familiar with the warning signs of mental illness, to identify the condition, and to seek help for the student as early as possible.

Behavioral warning signs include (but are not limited to) an inability to communicate clearly, an unusual or markedly changed pattern of interaction (such as totally avoiding participation, becoming excessively anxious when called upon, or dominating discussions when this was previously not the case), extreme behavior fluctuation within a relatively short time span, a depressed or lethargic mood, being excessively active and talkative (very rapid speech), swollen or red eyes, a marked change in personal dress and hygiene, being sweaty (when the room is not hot), or falling asleep inappropriately.

Even if unusual behavior is due to more transient culture shock, it is important to follow up with the student and offer support.

If a student self discloses a mental health problem before departure, strongly encourage the student to discuss their program participation with their doctor. The student needs to be well-informed about the consequences of going off their medication (unfortunately a decision often made abroad), and potential interactions with alcohol (especially if the student was not of legal age at home, but will be abroad).

Request that the student go to their **doctor to sign a release for medical records in advance**, and also to bring medical records with them. If desired, MEDEX Assistance can help identify a counselor abroad in advance, so that medical records could be released directly. Upon arrival, the student could meet with the overseas doctor and become acquainted, so that a support system is in place if needed.

If a problem does arise, the faculty director should not attempt to make serious decisions alone, but should seek assistance by contacting the USC Upstate Office of Disability Services.

SAFETY AND HEALTH CONCERNS FOR FACULTY DIRECTORS

As a faculty director, you will find that your responsibilities do not end in the classroom. Students will rely on you for all kinds of extra-curricular assistance as they adjust to a new and sometimes stressful environment.

Important Contact Information

Please note that under the Buckley amendment, **it is not legal for University employees, including faculty directors, to contact a student's parent or guardian regarding medical conditions or emergencies if the student is over 18.** If a student on your program is involved in a medical or other emergency, you should of course urge the student to contact their parents if possible or to allow you to contact them, but you **may not do so until you have the student's permission.**

Before departure, the faculty **director will request the student to fill out a “medical information form” included in the appendix.** These are to be kept confidential. **On these forms, the students may grant permission to program organizers to contact their parents.** If a situation seems to call for such contact, **check the form to confirm that permission has been granted.** Even when permission has been granted, we strongly suggest letting the student know that their parents will be contacted.

Prior to departure, the faculty director *should* collect the following information:

- Telephone number and address of the U.S. Embassy or Consulate nearest the program site
- Name, address, and telephone number of an English-speaking doctor at or near the program site
- Name, address, and telephone number of nearest large hospital which provides urgent/emergency care
- Name, address, and telephone number of local police
- Directions for direct AND operator assisted dialing to the U.S. from site, including access codes and acceptability of coins/telephone cards/calling cards

Risks: Inform and Be Informed

In the months prior to departure, it is important to monitor the security status of the destination country by reading **State Department travel advisories on the Internet.** The CIS is able to assist you, if necessary.

Be sure to **inform students of potential risks**, either in writing or in the mandatory group meeting when parents have been invited (so that you will have witnesses to confirm that a warning was given). We recommend doing so in writing because not everyone will be able to attend orientation meetings.

As a general rule, it is better (from both recruitment and liability standpoints) to inform students of any potential risks. It is especially important to respond to risks discussed in public forums such as the State Department travel advisories, and to let students know why you think this risk does not necessitate canceling or changing the program, rather than to selectively discuss only some potential risks.

For example, if the State Department posts a warning about civil unrest in an area of your destination country that is not on the program's itinerary, it is a better idea to inform the students of the warning. Explain to them that the area is several hundred miles from where the program will be held. Let them know that you personally feel this is not a serious risk, but that you wanted them to be fully informed. Simply not mentioning it could invite student or parent complaints that they were not fully informed.

Telephone Access

Review with students the need to contact their telephone company and get the correct access numbers to place international calls from another country. Many will not realize that a regular telephone card with an "800" access number is useless for calls initiated from abroad. Special cell phones must be acquired for use in foreign countries. Warn students that calls from abroad on a cell phone, can be expensive due to the roaming charges.

Safety On-Site

Upon arrival, you are welcome to provide a list of program participants' names, home addresses, and telephone numbers to the nearest US. Embassy or Consulate, along with a telephone number where you can be reached and a basic itinerary for the program.

Remind and encourage students to **carry with them at all times** a copy of their itinerary, their insurance card and an emergency contact card.

If a crisis should occur, **keep a written record of all steps taken. Avoid releasing information directly to the media.** The University's Communication Office will coordinate any media contact in case of a **major crisis.**

The director of the program should hold a group meeting to inform and reassure students, and to quell rumors. Be careful not to appear to be blaming the victim of a distressing incident.

In the case of **political disturbances**, be sure to remind students to stay away from any demonstrations or protests. As foreigners, they are less likely to pick up on danger signals that are more obvious to people from the host culture, and they may even become a target. Remember that the faculty director's presence with students in such a situation could make the director responsible for harm that may occur, even if the students went to the high-risk location independently. The appropriate response would be to leave the scene and encourage the students to do the same. Luckily, serious crises are extremely rare, but it is important to be informed and prepared!

Student Conduct

We recognize that the students participating in USC Upstate programs are **legally adults** and responsible for their own behavior. **(NOTE: students under 18 are NOT permitted to participate in USC Upstate programs without special permission from the program director in consultation with the Director of International Studies.** However, they are also considered to represent, fairly or not, their home institution and country. It is the faculty director's responsibility to advise students when they are offending the norms of the host country. Part of the pre-departure AND on-site orientation for your program should include discussion of those norms and typical ways foreigners may violate them. **Students need to be aware that they are subject both to the host country's laws and to the USC Upstate Code of Student Conduct.** (attached form to be signed).

In the case of specific behavior violations, it may be effective to address minor issues by chatting casually with a group of students (particularly friends of the offender) about the way that behavior will be perceived by host-culture natives -- peer pressure can often be the most effective way to correct a student.

In the case of serious violations which jeopardize the safety or well-being of the offender, other students, or members of the host culture (i.e., instructors, home stay families), students should be informed that such behavior may result in dismissal from the program, failure of courses, loss of program cost, and/or an early return home at the student's expense.

Program Cancellation

In the event of a terrorist attack or other event which jeopardizes the health and safety of program participants, it is possible that a program may need to be cancelled. If appropriate and feasible, moving the group to a different site may be an alternative to cancellation. The decision will be made by the CIS in consultation with the faculty director and with the dean and department head of the academic unit and the Vice-Chancellor for Academic Affairs.

If the cancellation occurs before or soon after the program begins, every effort will be made to refund recoverable costs to the participants. If the emergency occurs toward the middle or end of the program, it may be best to evacuate the group back to the U.S., but to make arrangements to continue the coursework through a form of independent study, rather than cancel the program altogether.

If a program is not cancelled, but an individual student feels uncomfortable about going abroad or remaining on site, they should be allowed to withdraw. The CIS would not be obligated by policy to offer a refund in this situation, but would, in practice, reimburse any recoverable costs. The exact extent of the University's support would be determined by the nature and circumstances of the situation itself.

EVALUATION PROCEDURES

For courses taught by a USC Upstate instructor **evaluations must be handled as they are on campus**, or as similarly as possible. They should be administered as detailed below. As with on-campus course evaluations, confidentiality rules must be respected, and faculty may not read evaluations until after grades are submitted. **If immediate feedback is needed, program directors may choose to create and administer their own evaluation forms in addition to the university course evaluation.**

- Administer the evaluations during the last group meeting of the program (or as close as possible).
- Ask a trusted student to administer the evaluations while faculty are outside of the room.
- Every participant must fill out a form. (If they refuse for some reason, ask them to write a brief statement across the top of the form, such as “I choose not to offer feedback on this program.”)

- The student administrator should make a note of the total number of evaluations enclosed. This number should be written down and put inside the envelope.

- The student administrator should seal the envelope and sign across the flap edge.

- If additional evaluations are received after the others (for example, if some students were absent from the group session), the late evaluations can be put into a separate envelope by the student administrator, sealed, and signed across the flap edge. Different student administrators may complete this process -- the same individual need not assist each time.

- The student administrator should mail or deliver the sealed envelope to the Academic Affairs office at the end of the program.**

- In accordance with procedures for on-campus courses, evaluations will be shared with the relevant department head. Copies of these evaluations should be sent to the Director of the CIS in order to follow up with constructive criticism between him and the director of the program.

APPENDIX OF ADMINISTRATIVE DOCUMENTS

**USC Upstate
Faculty-Led Study Abroad Program Approval Form**

PROGRAM INFORMATION

Program Faculty Leader:

Program Name:

Department:

Program Location (City/Country)

Rank:

Phone:

Projected Program Dates:

Email:

Courses Offered; Credits and Instructor:

(Note: Study abroad courses should have 200 or higher section numbers.)

APPROVALS**

New programs: Obtain chair and dean signatures, and submit all information. **Renewals:** May submit only the chair's signature, and provide other updated information as applicable.

Department Chair

Yes No Comment: _____

Date

Dean of the College

Yes No Comment: _____

Date

Center for International Studies

Yes No Comment: _____

Date

USC Upstate Faculty-Led Study Abroad Program Description

Please address all of the topics listed below as thoroughly as possible. If you need additional space, please attach additional sheets.

If you are renewing a proposal for a program that you previously led, you will only need to submit the Approval Form.

Program Faculty Leader: _____

Projected Program Dates: _____

Program Name: _____

1. Educational Objectives and Outcomes

Nature and purpose of the program: Describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit(s).

2. Course information

Please provide the course information and credit hours to be earned for each course.

A. USC Upstate Course

Course Number & Title	Credit hours	Instructor
-----------------------	--------------	------------

B. Non-USC Upstate Course

If students will receive credit from another institution please list below.

Institution	Course Number & Title	USC Upstate Equivalent	Credit Hours
-------------	-----------------------	------------------------	--------------

3. PLEASE, ATTACH YOUR PROJECTED SYLLABUS

4. What cities or countries will be visited?

5. Describe the course-related activities/excursions.

6. Please indicate if the students will need language skills prior to their departure.

7. How many students do you anticipate for this program? Will an Upstate person accompany the students on this trip? If not, please list the name, phone number, and e-mail of the individual responsible for on site program management.

8. Faculty Instruction: please answer all questions.

a) Will you conduct seminars while abroad yes no

b) Will all instruction be provided by the partner institution or agency yes no

c) Other:

9. Your budget should reflect all of the expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable. Please provide program fee schedule below.

_____	_____	_____
Date (D/Y)	Amount	Payee
_____	_____	_____
Date (D/Y)	Amount	Payee
_____	_____	_____
Date (D/Y)	Amount	Payee

10. Promotional materials

Have you developed any promotional materials for the program, if so a copy should be attached. If you have a website, please provide the link below.

11. If applicable, provide a description of the institution/agency with which the program may be affiliated. Please include the name of any faculty member that may assist with the administration of the program.

12. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued a current travel warning (see: <http://www.state.gov>). Have you consulted the “Emergency Action Plan for USC Upstate Faculty-Led Study Abroad Programs” on the CIS website?

13. Are you aware of the resources to which you would turn for assistance if a participant were in need of medical or counseling care during the program? [Consult the above-mentioned “Emergency Action Plan for USC Upstate Faculty-Led Study Abroad Programs”.]

14. ALL programs are required to purchase travel insurance. The policy is offered by iNext. Copies of the policy are available from the CIS office and on our webpage.

15. Are there participants in your program who are non-USC Upstate students? Yes No Therefore, you must inform the Center for International Studies, and complete a non-USC Upstate student application.

16. As a means of evaluation for the program all study abroad participants are required to participate in the Global Perspectives Inventory (GPI). The survey link will be sent to each Director prior to your trip and shortly after your return.

17. If it's USC Upstate course(s), a USC Upstate course evaluation should be completed at the end of the program.

**USC Upstate
Office of the Registrar**

Credit through Study Abroad

	USC Upstate Course	Credit from International Institution
How a course is created	Faculty to chair records	USC Upstate agreement with an International Institution
How a student registers	Advised; register on VIP	Signed transient form turned into records
How tuition is paid	Pay USC Upstate	Pay as a part of the program
How a student receives credit	Completes course; USC Upstate faculty enter grades	Official transcript to records, forwarded to Columbia
How the course appears on the transcript	As all other courses Example: SEGL W350	As "block credit" Example: University of France French Culture 3 hours
How the course counts in the GPR	Grade averaged into cumulative GPR	No grade recorded; credit only

wor/11/09



University of South Carolina Upstate

Transient / Concurrent Enrollment Form

Name: _____
Last First Middle
 Student Identification Number: _____ e-mail: _____

Current Term _____ Major _____

- Students **must** receive prior permission in order for credit to be applied to the degree
- Students receiving financial aid must be enrolled in 12 or more USC Upstate hours to be considered as full time for financial aid purposes
- In order for courses taken at non-USC system campuses to transfer, a minimum grade of C is required
- All courses taken at other institutions will count in the non-USC system and collegiate summary GPR
- Students are responsible for having their official transcript sent through the mail to the USC Upstate records office. Credit will not be posted until the transcript is received.
- Students should be aware that international transcripts may take weeks to be received
- The catalog requires that the last 25% of course work be completed at USC Upstate.

Check one of the following:

- _____ Transient at another USC system campus
- _____ Transient at another college
- _____ Study Abroad
- _____ Concurrent enrollment at **two** USC system campuses
- _____ Concurrent enrollment at **both** USC Upstate and another institution not in the USC system

Campus / Institution planning to attend _____

Address _____
City State Zip Code

Term _____ Year _____

Courses:

Department	Course	Credit	Title	USC Upstate Equivalent

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Date Received by records _____ Copies: student, major, records 4.2005

Dean's / Chair's Signature _____ Date _____

University of South Carolina Upstate International Study Group Program Worksheet

Destination/ itinerary _____

Date leaving _____ Date Returning _____

Sponsoring Faculty Member _____

Academic Department _____ Approximate number of student's _____

Semester _____ Year _____

Credit will be earned:

____ Students will enroll in a USC Upstate Course			
_____	_____	_____	_____
Department	Number	Title	Credit
_____	_____	_____	_____
Department	Number	Title	Credit

Students are assessed tuition

AND/OR

____ Students will receive credit from:		
_____	_____	_____
Institution	Title/Subject	Credit

Students are required to get transient permission and send official transcript to the records office

Other Costs

Travel _____	Institutional Fees _____
Lodging _____	Food _____
Other _____	Total _____

Payment Time table

Signatures

_____	_____	_____	_____
Sponsoring Faculty	Date	Department Chair	Date
_____	_____	_____	_____
International Studies Office	Date	Registrar	Date



UNIVERSITY OF SOUTH CAROLINA UPSTATE
STUDIES ABROAD PROGRAMS

Statement of Responsibility/Waiver of Liability

NAME: _____

In consideration of my (self, son, daughter) being permitted to participate as a student in the _____ program administered by the University of South Carolina Upstate, I hereby certify that I understand and agree with the following terms of my participation in the program and I do hereby release the University of South Carolina Upstate from liability and assume the risk and financial responsibility as follows:

1. I understand that as a visitor in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of the University of South Carolina Upstate and of my host university. I understand that illegal or otherwise inappropriate behavior is cause for my dismissal from the program by officials of the University of South Carolina Upstate or my host university.
2. I understand that while representatives of the University of South Carolina Upstate International Studies office will make every effort to assist me in the event of an emergency, responsibility for my safety and welfare is mine alone. I am aware that the International Studies office recommends in orientation programs and in written pre-departure materials that I register with the U.S. Embassy or Consulate in my host country, and that I take a variety of actions to avoid illness, injury, crime, terrorism, political disruption and war.
3. I have read and understand pre-departure information and references, including but not limited to the sections on health, safety and security abroad in the "USC Upstate Study Abroad Handbook" and in the "Pre-departure Checklist". I take full responsibility for following the precautions and instructions as described in the above-mentioned materials and on the US State Department Travel Advisories, located at <http://travel.state.gov/travel/warnings.html>
4. I understand that I am required to secure adequate health and hospitalization insurance to cover myself during the entire period of my participation in the program.
5. In the event of illness or injury to me, I authorize an official representative of the University of South Carolina Upstate or of my host university to secure medical treatment on my behalf, including surgery and the administration of an anesthetic, and I accept all financial responsibility for such treatment
6. I understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by officials of the University of South Carolina Upstate or the host university.
7. I agree to pay tuition and other academic fees for full-time study for the duration which I have been selected to participate in the study abroad or exchange program. I understand that I am obligated to pay these fees for the full period even in the case of my voluntary or involuntary withdrawal from the exchange program. I understand that these fees cannot be refunded or used to cover the cost of classes for which I register at the University of South Carolina Upstate unless appropriate officials at the University of South Carolina Upstate determine that my withdrawal is due to exceptional circumstances beyond my control and that a refund will result in no financial loss by the University of South Carolina Upstate or my host institution.

8. I agree to complete a “Study Abroad Approval Form” and submit it to the Study Abroad office prior to participation in the study abroad program. I understand that final decisions on transfer of academic credit toward college and department requirements can be made only after my return from abroad and after presentation of satisfactory documentation of my program of study.
9. I expressly understand and agree to indemnify and hold harmless the University of South Carolina Upstate and my host institution and their agents, affiliates, officers, and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of my participation in this program.

I have read and understand the above provisions and agree to be bound thereby.

Signature of Participant

Date

Name (please print)

If the above-signed is not of legal age at the date of signing, this form must also be signed by the participant's parent or legal guardian below.

As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outlined above as if I myself had signed above.

Signature of Parent/Legal Guardian

Date

Name (please print)

PLEASE RETURN TO THE CENTER FOR INTERNATIONAL STUDIES (ADMIN 101) BEFORE DEPARTURE.

Student Code of Conduct Form

Student name (please print) _____

**STUDENT CODE OF CONDUCT FOR PARTICIPANTS
IN STUDY ABROAD PROGRAMS WITH THE UNIVERSITY OF SOUTH CAROLINA UPSTATE**

To participate in a USC UPSTATE study abroad program you must agree to abide by the following standards of behavior. The provisions of this Student Conduct Code for Participants in Study Abroad Programs are supplemental to other policies governing conduct of USC UPSTATE students, including, but not limited to, the USC UPSTATE Academic and Non-academic Code of Conduct as it is outlined in the USC UPSTATE Student Handbook. While abroad on a USC UPSTATE sponsored program, students must abide by U.S. federal and S.C. state laws as well as by laws of their host country.

1. A student recognizes his/her ambassadorial responsibilities as a representative of USC UPSTATE while abroad. Therefore, any behavior that creates a negative impression or that is detrimental to the image of USC UPSTATE must be avoided.
2. A student must treat all property, including temporary and long-term lodging facilities and personal property, with care and respect in order to avoid damage or other abuse. Just as a student is responsible for damage to the condition of his/her housing on campus, a student is responsible for damage to hotel rooms and other lodging facilities.
3. A student is expected to act with patience, politeness and civility (in accordance with local cultural standards) towards all service persons, hosts, and others; to promptly pay charges for food, beverages, etc; to avoid boisterous, loud, and otherwise disruptive behavior in all public places; observe quiet hours during the night (day) when other residents and guests are attempting to sleep where you are lodging.
4. A student may not use or possess illegal drugs. **Should legal authorities be involved, a participant will be subject to the laws of the area they are visiting.** A student caught using or possessing illegal drugs will be subject to immediate termination. He/she will be sent back home at his/her own expense. He/she may be subject to prosecution in the host country.
5. Although alcohol laws of the host country may differ from U.S. laws, a student must remember that it is against South Carolina law and USC UPSTATE policy to purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one. Students' excessive and irresponsible drinking leading to intoxication and behavior that interferes with the rights of others is subject to immediate disciplinary action, including program termination, parental notification and return home at his/her own expense.
6. Students should recognize that driving or renting a motor vehicle, motorbike, etc. exposes them to certain risks and USC UPSTATE, therefore, discourages it. However, if a student chooses to do so, then he/she is advised to carry sufficient insurance for adequate coverage. In addition, the student will be responsible for costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws.
7. A student must always notify the Director of the Program of his/her general whereabouts during the study abroad experience; for example, if a student chooses to travel during a weekend, the Director should know where the student is and how to get in touch with him/her.
8. A student should always show respect for program participants, the Program Director, faculty and program providers.
9. Racial harassment, sexual harassment and sexual assault of program faculty or staff member, program participants or guests are prohibited and shall subject the offender to appropriate disciplinary action.
10. The Director of the Program will determine appropriate disciplinary action required for violations of this Student Code of Conduct. If necessary, the Director of the Program will inform the Director of International Studies and refer the student to the Campus Judicial Officer for violations of the Non-Academic Code of Conduct. Violations of Academic Integrity may be referred to the Dean of Students.

I have carefully read all 10 points and agree to abide by this code of conduct.

Student signature: _____ Date: _____



iNext Travel Insurance

Application

The Center for International Studies has contracted with iNext Travel Insurance to provide coverage for all students, faculty and staff traveling abroad.

In order to purchase insurance you must:

1. Return this form and pay fee to the Center for International Studies
2. A registration email will be sent to the email account provided
3. Sign-in to the iNext system and complete your profile (upload a clear face shot of yourself)
4. The iNext card will be mailed to the address you provided in your online profile

iNEXT INSURANCE BENEFITS AT A GLANCE

	Basic \$75	Premium \$100
Deductible	\$0	\$0
Accident Medical Expense	\$25,000	\$50,000
Sickness/Hospital Benefit	\$165 per day	\$250 per day
Emergency Medical Transportation	\$250,000	\$500,000
Repatriation of Remains	\$25,000	\$50,000
Accident Death & Dismemberment	\$5,000	\$10,000
Baggage Delay	\$100	\$200
Travel Document Replacement	\$500	\$1,000
24-hour Medical Assistance Services	Included	Included
24-hour Legal Assistance Services	Included	Included
24-hour Travel Assistance Services	Included	Included
Travel Delay	n/a	\$200
Baggage and Personal Effects	n/a	\$500
Mental Health	n/a	n/a

*Platinum coverage is available through an online upgrade ONLY.

Name (as it appears on your passport)

Social Security Number

Institution/School Name

Expected graduation Date (MM/YY)

Date of Birth (MM/DD/YY)

Phone Number

Alternate Phone Number

E-mail address

Mailing Address

City, State, Zip

Destination

Trip Dates

Coverage selected: _____ Basic _____ Premium

MEDICAL AND EMERGENCY CONTACT INFORMATION

This information will be kept confidential. Only the Director of the program and the Center for International Studies will have the information to be used for emergency reasons.

PLEASE PRINT

STUDY ABROAD PROGRAM: _____

FULL NAME: _____

SOCIAL SECURITY NUMBER: _____

AGE: _____ BLOOD TYPE: _____

INSURANCE CARRIER: _____ POLICY NUMBER: _____

MEDICATION(S) YOU CURRENTLY TAKE:

HEALTH ISSUES/ALLERGIES (AND IF NECESSARY, EMERGENCY STEPS TO BE TAKEN)

CONTACT PERSON IN CASE OF AN EMERGENCY:

NAME: _____ RELATION: _____

ADDRESS: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ WORK: _____

Pre-Departure Checklist for Students

Things to do before leaving USC Upstate:

- ❑ Meet with an academic advisor and/or Dean to arrange transfer credit for courses abroad.
- ❑ **Fill out the Special Enrollment Request form.**
- ❑ If necessary (Usually for USC UPSTATE summer study abroad programs), register for the appropriate USC UPSTATE courses to receive credit
- ❑ If taking more than 12 hours of major credit while abroad, make special arrangements with your department.
- ❑ If a senior, get the Last 30 Hours rule waived.
- ❑ If necessary, arrange for the disbursement of financial aid. Fill out the Special Needs Form for Financial Aid recipients.
- ❑ **If on scholarship, find out about the possibility of using it to study abroad.**
- ❑ If living on campus, take care of your housing deposit: have it deducted from program fees or get it refunded.
- ❑ Give correct billing address to the Registrar.

General Preparations for study abroad:

- ❑ Obtain a passport.
- ❑ If necessary, obtain a visa for entry into the country to which you will be traveling.
- ❑ Check on customs restrictions of this country.
- ❑ See a doctor and a dentist and take care of all health issues, including specific vaccinations required by the country in which you will be studying.
- ❑ **Secure health and accident insurance that covers you overseas. Acquire an International Student Identity Card**
- ❑ Determine how to pay for things abroad. Get a credit card. Find out about opening a bank account. Find out if your ATM card will work abroad.
- ❑ Obtain traveler's check and/or a small amount of currency of the country to which you are traveling.
- ❑ Give someone "power of attorney" over financial affairs.
- ❑ Arrange travel to university overseas.
- ❑ Find out directions from airport to university. (The host university should be able to provide you with this information.)

Packing Tips

Keep in mind that you will have to carry everything you bring, possibly through several airports and train stations on the way to your host school. A good rule of thumb is to bring only as much as you can carry, especially necessities for the first couple of weeks, and buy the rest when you get to your destination. Do not take everything that you would hate to lose; unnecessary credit cards, family heirlooms or expensive jewelry. The following packing list may help. **Take into consideration if it's a short or long term study abroad.**

Clothing	Toiletries/Miscellaneous	Documents to carry
walking shoes, 1 pair	cheap watch	passport
flip-flops, 1 pair	Camera/film	Tickets
Socks, 3-4 pairs	Prescription medicine	Insurance card
Underwear, 5-7 pairs	Written prescription (s)	Driver's license
Shorts, 1-2 pairs	Eyeglasses/contacts	Cash, travelers checks, credit cards, calling cards
Skirts/trousers, 2-3 pairs	First aid kit	Copies of documents
Shirts, 4-5	Contraceptives	Letter of admission from host school
Sweaters/sweatshirts	Deodorant	Contact list for host and home campus
Rain jacket	Sunscreen	
1 light jacket	Toothbrush/toothpaste	Gift suggestions:
1 or 2 nice outfits	1 towel	Caps, shirts and other items with college logo
1 bathing suit	Flashlight	Nonperishable foods (grits, peanut butter, etc.)
1 hat	Day pack	Cd's of American music
1 winter coat, if needed	Journal/photos from home	Calendars with U.S. scenery
	Hostel sleepsack, sheet or sleeping bag	Handmade crafts and jewelry
	Change purse	
	Umbrella	
	Adapter/voltage converter	

List adapted from MSU handbook and William Hoffa, Study Abroad: A Parent's Guide.

Airlines restrict the amount of luggage that passengers can carry. In general, passengers are allowed two bags, each weighing less than 70 pounds. Pack your bags a few days early and try to carry them around when you're tired, and afterward, eliminate any inessential items. Requirements vary from airline to airline: it's your responsibility to contact your carrier and confirm the rules.

Faculty check list before departure

- Program has been approved by the academic unit supervisor**
- Program has been approved by the Center for International Studies**
- Financial matters for the students and Director are in order with the Center for International Studies**
- Students have completed their registration forms with the Office of Records**
- Students are registered for the course(s)**
- Students have acquired the iNext card (Insurance)**
- Liability waivers have been collected and returned to the Center for International Studies**
- Code of Conduct form has been signed by student and returned to the Director**
- Students have provided the Medical and Emergency Information Form to the Director of the program with copies to the Center for International Studies**
- Students and parents have been invited to an orientation session**
- An evaluation form for the program has been established**

SAMPLE OF BUDGET

Based on a **one month trip** with **10 participants**

Student Costs

Administration fees (includes insurance and ID card):	\$50
Flight:	\$1,000
Tuition Abroad:	\$500
Lodging:	\$1000
Food:	\$600
Miscellaneous: (Local transportation, museums, etc):	\$150
Instructor costs:	\$275
TOTAL	\$3,575

*If the program is with a collaborative university exchange, tuition fees must be paid on-line at USC Upstate to receive credit.

Instructor Costs

Stipend (if no salary from Department):	\$1,500
Flight:	\$ 1,000
Lodging:	\$1,000
Food	\$ 600
Miscellaneous:	\$150
TOTAL:	\$2,750
Divided by 10 participants:	\$275



Study Abroad Info on the Web

The following web sites give additional information that may help you in your preparations to study abroad:

General Information for U.S. Student Travelers:

- www.studyabroad.com/handbook/handbook.html: culture shock (excerpt included), health and safety issues, legal issues, and finances.
- travel.state.gov/index.html: travel safety, passports and other information for U.S. travelers
- www.cdc.gov/travel/travel.html: country-specific health issues
- www.embassy.org: links to international embassies
- www.xe.net/currency: international currency converter
- www.travlang.com: money, language barriers, translator, travel tips, links
- www.amazon.com: order guidebooks that focus on travelling cheaply, such as Lonely Planet, Berkeley Guides, Let's Go, Rough Guides, etc. Check out the on-line versions of these guides. Also check out guidebooks for budget airfare options

Budget Travel:

- www.counciltravel and www.sta-travel: discounted fares for students
- www.railpass.com: information about Eurail and Britrail passes
- www.hostels.com: worldwide hostelling information
- www.gatewayhiayh.org/iyhf.html: International Youth Hostel passes and information

South Carolina News:

- www.thestate.edu: online version of *The State* newspaper
- www.free-times.com: online version of *Free Times* weekly
- www.sc.edu/ips: International Programs for Students website



USC Upstate Contacts (Spartanburg, SC 29303)

Center for International Studies
800 University Way
Campus Life Center 202
Spartanburg, SC 29303
(864) 503-5661

Office of the Registrar
800 University Way
Health Education Complex Suite 2081
Spartanburg, SC 29303
(864) 503-5220

Office of Financial Aid and Scholarships
800 University Way
Health Education Complex Suite 2081
Spartanburg, SC 29303
(864) 503-5340

Emergencies:

In the event of an emergency after office hours (8:30 AM – 5:00 PM) please contact the University Police Department at (864) 503-5911