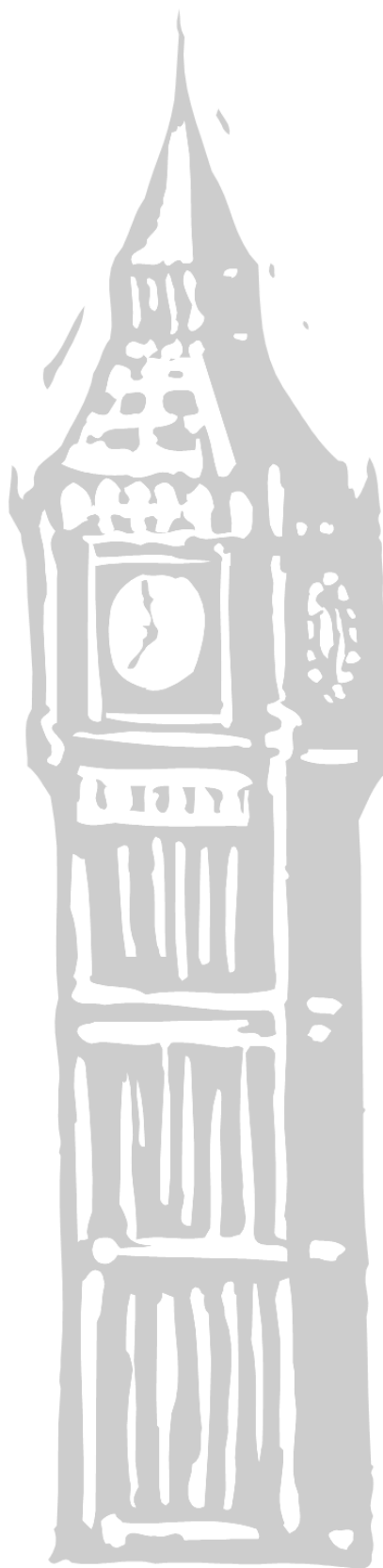




FACULTY
DIRECTOR'S
HANDBOOK

FIRST-YEAR
EXPERIENCE IN
LONDON

FALL 2013

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PROGRAM OVERVIEW

Skidmore's First-Year Experience in London is designed for a group of approximately 36 first-year students to study abroad in the fall and to join their class in Saratoga for the spring term. The program provides an enriched academic and cultural experience for these students under the supervision and direction of two Skidmore faculty members and the staff from the Institute for the International Education of Students (IES). The main goal is to offer students a substantive "Skidmore" experience during the fall to help prepare them for their first semester in Saratoga. The program also serves to help us attract and retain the interest of quality students who will join us in January. Through the First-Year Experience in London, students are introduced not only to their first college semester but also to the myriad of cultural differences of one of the most international cities in the world. Thus the program offers ongoing opportunities for students to gain cultural understanding, flexibility, and personal resourcefulness.

The program provides a wonderful opportunity for Skidmore faculty, who help create a true learning community in London. The faculty directors work closely with a small group of new students on their academic and personal development. In this setting faculty can develop seamless connections among their various responsibilities: teaching, social and cultural programming, academic advising, supporting students with personal and cultural issues, and preparing students for the wide range of Skidmore's academic, social and co-curricular expectations. The necessary blending of these areas forms a learning community that is unique within the Skidmore experience.

FACULTY RESPONSIBILITIES

GENERAL

The role of the directors of the First-Year Experience in London is one that brings many rewards and challenges. While IES will deliver much of the curricular and co-curricular programs, the faculty directors still play a very active role in the academic and personal lives of the students in London. Faculty directors are called on to handle a myriad of personal, administrative, and strategic issues, as well as deliver an academic program to students for whom this is the first college experience. They must be prepared to work closely with new students in a foreign setting and across a broad range of their academic, social, and personal growth patterns. This position breaks down the traditional barriers between academic and student affairs concerns and asks you to become involved in the students' lives on all fronts. Thus it is important to become very familiar with a number of issues common to the student affairs experience, including exploring and responding to students' ordinary adjustment problems as well as more serious mental and physical health issues, the challenges of alcohol and drug use among students, and student frustrations with living in an environment with more limited residential, counseling, computer, and classroom resources than are available at home. Faculty directors must be prepared to be visible and available to the students for any and every personal and academic issue. They will be faced with all of the developmental issues that are tied to first-year students, plus the adjustment issues inherent to study abroad. This is not an easy task! Patience and flexibility are critical, as is open and clear communication with the students, with OCSE, and with the staff at IES.

The faculty directors work primarily with the OCSE Program Manager, OCSE Finance Manager in Saratoga, and the IES staff in London. For administrative functions, the faculty directors report to the Director of Off-Campus Study & Exchanges. The faculty directors coordinate academic, programmatic (in conjunction with the Skidmore Program Assistant), budgetary (limited), and personal advising aspects of the program in London; attend to the general health, safety, and well-being of the Skidmore students in London; and teach one Scribner Seminar each. This semester in London will count as a two-course load for the fall (one course for the Scribner Seminar and one for the administrative duties); faculty will be expected to fulfill a three-course load when returning in the spring. The faculty directors receive their full Skidmore salaries for the semester in London plus a stipend to assist with living expenses. (Consult with OCSE for the exact amount of the stipend.)

The faculty directors, in conjunction with the staff at IES and the Skidmore Program Assistant, also plan and deliver significant cultural and social programming for the first-year students. The programming should tie to the academic program and focus on introducing students to the wealth of resources in London. Simultaneously, it should give the students an opportunity to interact with the directors and the other participants. One of the goals of the program is to help the students develop a "cohort" on whom they can rely when they come to campus in January. By providing them with meaningful programming while in London, the students will be encouraged to use London as a classroom and also develop a cohort of peers that will help them with the transition to the Skidmore campus in January.

DIRECTOR RESPONSIBILITIES BEFORE THE PROGRAM BEGINS

Each faculty director should:

1. Submit to the Director of Off-Campus Study & Exchanges a course description for the course you will teach in London in the fall. The course will be a Scribner Seminar and, therefore, **MUST** follow the guidelines for the development and implementation of a Scribner Seminar. The course will be reviewed and approved by the appropriate committees in line with guidelines for approval for all Scribner Seminars.
2. Arrange for any course-related materials to be available for students upon their arrival in London. (Details are given later in this handbook.)
3. Become familiar with the literature that describes the resources at IES. Become familiar with the Skidmore Program guidelines and expectations for students.
4. Attend briefings with the OCSE staff regarding financial and logistical arrangements for the program.
5. With the aid of the OCSE Financial Manager, arrange banking for program purposes. (Personal banking needs are the sole responsibility of the director.)
6. Secure housing in London, independently or with the limited assistance of IES.

DIRECTOR RESPONSIBILITIES IN LONDON

NOTE: The faculty director should be prepared to respond at any time of the day or night should a serious issue arise, to follow up with our students if requested by the IES staff, and to respond in a timely manner should further conversation/action regarding a student be needed. It is critical that the faculty directors be involved in these issues and represent the best interests of the students and Skidmore at all times.

1. Arrange to be in London 1-2 weeks before the students arrive in order to complete program and personal arrangements, to get acclimated to the city, and to greet students as they arrive in London.
2. Meet staff and director at IES London Center soon after arrival to get oriented to IES London and to receive the full schedule of IES London events. Also get to know the Student Services staff and their resources. Faculty directors should ask the Student Services staff to keep them informed regarding any serious student issues.
3. Upon their arrival, provide each student with a letter including the following information: each faculty director's address and phone number (for emergencies), and teaching and office hours at IES Center.
4. Attend and participate in program orientation. Arrangements will be made by IES; however, directors are expected to take an active part in the orientation program.
NOTE: Although the "official" orientation program takes place during the first week, orientation should be thought of as a semester-long process.
5. Establish and post each faculty director's teaching schedule and office hours at IES each week. As the faculty directors' main responsibility is to oversee and enhance the students' experiences in London, the obligation is to make oneself available to the Skidmore program students at least three days each week, including the teaching days. Faculty directors will see students in class, but it is important that they have time outside of class that is available for other discussions. **NOTE:** The faculty director functions not only as the students' academic advisor but will be called upon to provide more personal guidance than is common on campus in Saratoga. They should not hesitate to enlist the resources and guidance of the IES staff.

6. At least once a month, hold one regular group meeting with students to discuss recent events, ask questions, or just share their experiences in London. The meeting is a chance to announce upcoming cultural and social activities and to touch base about academic and cultural adjustment.
7. Oversee and track all budget allocations for the Skidmore in London Program using the established reporting system and expense register.
 - Keep receipts and an account of all “program” expenses.
 - Keep receipts and a separate account for all personal expenses.
 - Be sure that total student and program expenses do not exceed the established budget (supplied by the Director of Off-Campus Study & Exchanges and OCSE Finance Manager).
 - Consult with the Director of Off-Campus Study & Exchanges and OCSE Finance Manager regarding any budget questions or unanticipated program expenses or other financial issues.
 - At the conclusion of the program (no later than January 15), deliver all budget records and receipts, both for program and personal expenses, with appropriate budget summaries, to the Director of Off-Campus Study & Exchanges and OCSE Finance Manager who will review the records and transmit them to Financial Services.
 - **NOTE:** There are funds for social events with the students. However, faculty directors should never purchase alcoholic beverages for the students.
8. Provide academic and personal advice to students while in London.
9. When faculty directors are away from London for a long weekend or break, they should make on-call arrangements with IES, alert students to the contact and itinerary arrangements, and make your cell-phone number available to appropriate people. Faculty directors should plan to stay in London at the beginning and end of the program, as these are crucial periods for our students, and also during the bulk of the semester. They can, of course, travel occasionally on the weekends and during the semester break.
10. Hold weekly meetings with IES staff to stay up-to-date regarding student and programmatic issues. Communicate with OCSE as needed to ensure that the home office is aware of emerging concerns.
11. Alert the OCSE Program Manager and the Director of Off-Campus Study & Exchanges immediately to any problems, emergencies or illnesses in London, or any dangers that seem to be emerging as the result of local or international events.
12. In conjunction with IES and in consultation with the OCSE Director and staff, oversee special safety precautions, emergency or crisis responses should the need arise.
13. With help of IES, hold a Thanksgiving dinner and final gathering/dinner for program participants before they conclude their academic program and leave London.
14. In general, act as Skidmore’s ambassador with the faculty and staff at IES.

DIRECTOR RESPONSIBILITIES UPON RETURNING TO SKIDMORE

1. No later than January 15, deliver all budget records and receipts, both for program and personal expenses, with appropriate budget summaries, to the OCSE Finance Manager who will review the records and transmit them to Financial Services.
2. No later than January 15, submit a written report/assessment of the London Program to the OCSE Program Manager, especially providing advice for the Off-Campus Study & Exchanges and for future faculty directors in London. See Appendix J for an outline of how to prepare the Directors’ report.

3. No later than January 15, submit edits/changes to the Faculty Director's Handbook to the Director of Off-Campus Study & Exchanges.
4. Serve as faculty advisor for program participants during the remainder of their first-year at Skidmore. (NOTE: This means that each director will be advising approximately 18 first-year students during the spring semester. While we target 36 students for the program, there may be 36-40 students enrolled, which means that the faculty director may advise 18-20 students.)

ACADEMICS

The Scribner Seminar IN LONDON

Faculty directors will be asked to develop and present OCSE with a description for the Scribner Seminar they will teach in London during the faculty director application cycle. Once directors are appointed, they must submit detailed course proposals, following the Scribner Seminar guidelines. The official proposal must be submitted to the Administrative Coordinator of the FYE by November 1 of the year preceding their semester abroad. The proposal is vetted by the FYE Curriculum Committee/CEPP sub-committee for Scribner Seminars. The proposal is then forwarded to Curriculum Committee for final approval. Curriculum Committee will complete review and approval of all Scribner Seminars by December 15.

See <http://www.skidmore.edu/academics/curric/ccallcollcurric.htm> for details and the official form.

Any questions regarding the Scribner Seminar should be directed to the Director of the First-Year Experience. OCSE will forward the Scribner Seminar course descriptions to IES as soon as possible to ensure as little course overlap between their Scribner Seminars and the other courses offered by IES. In fact, discussions with IES regarding course overlap may begin as early as three semesters prior to the on-site program in London when the IES staff visit the Saratoga campus.

BOOK ORDERS

As soon as you know what course you will be teaching, you will need to think about ordering the books for that course. IES London does not have a bookstore that can accommodate book orders for your course. However, there is an excellent Waterstone's bookstore on 82 Gower Street which is very close to the IES Center. They will place book orders for your class. If a book is not available in London, you may need to coordinate with the OCSE Program Manager to have the students purchase books in the United States or online before they depart. This will need to be determined early in the process in order for students to be informed with enough time to prepare.

Once you have confirmed your book list, you should send it to OCSE Program Manager and the IES Programme Coordinator in London, preferably by the end of May.

COURSE LOAD

Students will take a total of 17 credits in London. All London FYE participants enroll in one Scribner Seminars, taught by a Skidmore faculty member. Students will take four additional classes at the Institute for the International Education of Students' London Center, including a one-credit course called "Understanding Britain" required of all students.

All of the courses are open only to Skidmore's first-year students. Courses have been developed by IES specifically for Skidmore's FYE in London and have been vetted and approved by Curriculum Committee and the appropriate departments on campus. Students select and are registered for courses prior to departing.

All courses, including the Scribner Seminars, are worth four credits, except for the 1-credit British culture seminar, giving students a total of 17 credits for the semester. **Students may**

NOT drop below 17 credits without approval from the faculty directors, IES and the OCSE. Requests for withdrawals will be considered only if a student is experiencing personal or academic difficulties that require a reduced load.

IES COURSES

In addition to taking one of the Scribner Seminars taught by a Skidmore faculty director, each student will take four additional classes at the IES London Center. This includes a one-credit course called “Understanding Britain,” which is required of all students. Please note that IES course offerings are subject to change.

JLID 151 Understanding Britain (1 credit, required of all students)
JLAH 251 British Art and Architecture: 1700 - 1900 (4 credits)
JLEN 229 Literature and Place (4 credits)
JLGO 201 Globalization Studies (4 credits)
JLHI 217C History of London: from the Tudors to the Blitz (4 credits)
JLSO 251 The Ethnic Tapestry of Contemporary British Culture (4 credits)
JLTH 103 Theatre in London: An Introduction (4 credits)

Please see Appendix D for the fall 2013 advising guide. The advising guide outlines how the courses offered in London will fulfil Skidmore degree requirements.

REGISTERING FOR COURSES FOR SPRING SEMESTER

Faculty directors serve as academic advisors for the students in their Scribner Seminar and should plan to meet with each student (or hold group meetings) regarding the registration process for campus courses in the spring semester. Faculty directors can utilize the Skidmore Program Assistant to assist students with the registration process.

Off-Campus Study & Exchanges will work with the Registrar’s office to select a registration time slot for the London FYE students. Due to the time difference, London FYE students are allowed to register prior to the rest of the first-year class in early November. The OCSE Program Manager will email the faculty directors and students the London FYE registration time slot. The Registrar’s office automatically lifts registration holds for students that are studying off campus. If faculty directors would like to be responsible for lifting advising holds (instead of the Registrar), please let OCSE or the Registrar know as soon as possible.

Quantitative Reasoning (QR) Exam

Students that plan to take a QR2 course in the spring semester but have not fulfilled the QR1 requirement will be required to take the QR exam in London. The QR exam offered in London will be administered by the faculty directors. OCSE will provide faculty directors with a list of students that have not fulfilled the QR1 requirement. We offer the QR exam in London ONLY to those students who plan to take a QR2 course in the spring semester. Students not planning to take a QR2 course in the spring semester can take the exam when they return to Skidmore (unless they really want to take it in London).

We recommend that you take a look at the list of students that need to take the QR exam and try to get a sense through advising conversations about whether they plan to take a QR2 class in the spring semester (and therefore would need to take the QR test in London).

The faculty directors will schedule a date for the QR exam in consultation with IES before the registration period begins. The OCSE Program Manager will request that Mathematics send the faculty directors all the materials to offer the QR exam in London. Faculty directors will grade the tests in London and then send the scores by email to the Mathematics department. IES may have some calculators if students need to borrow one. Faculty directors can also request that the Skidmore Program Assistant help with the QR exam process/grading.

PREPARING TO GO

VISAS

Each faculty director must apply for a visa (entry clearance) to enter the UK. Faculty directors are required to obtain a **business visitor visa** as a visiting professor accompanying students on a study abroad programme.

The OCSE Program Manager will assist the faculty directors by providing the most recent information available regarding the visa process and by obtaining some of the documentation required for the visa application. However, the immigration requirements are subject to change and we ask that faculty approach the process with a good deal of patience and flexibility. We strongly suggest that the faculty directors work with the OCSE Program Manager and refer to the visa packet created by OCSE as well as the information posted online by the UK Border Agency before applying for a visa to ensure that s/he understands the most current procedure and requirements. OCSE is able to assist in certain areas but cannot complete or submit the visa application on behalf of the Faculty Directors nor ensure that the process runs smoothly.

Visa information can be found online at <http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/business/>.

The program budget will cover the cost of applying for a visa with the British Consulate in New York City for each faculty director as well as the cost of round-trip travel for any required appointment(s) to submit your biometric data.

Applying for a visa can be a time consuming process that may require faculty directors to submit copies of diplomas and other personal documents. Faculty directors will also be required to travel to Latham for biometric fingerprinting and eye scans required for entry clearance. Once the application for a visa is submitted to the British consulate, the approval process usually takes 1-2 weeks. Faculty directors should work with the OCSE London FYE Program Manager to confirm that all documents are submitted in a timely manner.

As of May 2013, accompanying spouses/domestic partners and dependents that are U.S. citizens are not required to obtain a visa to enter the U.K. and can enter the U.K. as a general visitor for up to six months.

If an entry visa is required for a faculty director's accompanying spouse/domestic partner or dependents, the faculty director is responsible for working with the British consulate to determine what is required and to apply in an appropriate and timely manner. **OCSE cannot assist spouses/domestic partners or dependents in the immigration process.** However, the program budget will cover the cost of the entry visa for the accompanying spouse/domestic partner and dependents if required as well as the cost of round-trip travel for any required appointment(s) to obtain the entry visa. The faculty director, accompanying spouse/domestic partner and/or dependents must travel together for any visa appointments to minimize costs to the College.

Reimbursement Guidelines

The program will reimburse the following expenses related to obtaining a visa for the faculty director, spouse/domestic partner, and dependents:

- Travel to Latham for appointment to submit biometric data - mileage to and from the Skidmore Campus.
- Postage costs to mail the visa application to the British consulate in New York City.
- Visa expediting services will only be covered in rare circumstances with the approval of OCSE.

Skidmore College is a tax exempt organization. In order for vendors to allow tax exempt purchases you should present your Skidmore Business Visa Card and the college tax exempt certificate. Tax exempt certificates are available on the Accounts Payable web page (http://cms.skidmore.edu/financial_services/accountspayable.cfm), in the Accounts Payable office and copies can be obtained from OCSE's Finance/Program Manager. You should use your tax exempt card for any expenses related to obtaining a visa where possible (even things like photos).

HOUSING

Finding housing in London is always an adventure. Securing a flat in London can be nerve-racking – it is not at all like renting an apartment stateside. Given these challenges, we recommend faculty directors begin their search early and approach the process with incredible patience and flexibility. Directors are encouraged to start looking for housing in December or January for an August or September rental.

Finding short-term furnished rentals in London can be expensive and difficult. Many realtors will not rent for short periods or will not guarantee a rental until 2 or 3 weeks before arrival in London. Most rental agencies want to rent for a year, and will charge a significant premium for a six month lease. In short, it is very difficult to find housing through the normal means.

To ease the burden, we have enlisted the help of IES London. IES can put the faculty directors in contact with some rental agencies as well as guide them to popular rental search websites. While IES can help answer questions about whether a particular neighborhood or postal code is appropriate, they will not make the bookings or view prospective rentals.

If you choose to get assistance from IES in your housing search, each faculty director will need to communicate directly with IES (rather than through OCSE). Be sure to let IES know if there are any specific concerns or accommodations needed. Do not make assumptions about access to internet or other amenities. Faculty directors may, of course, secure your housing without IES's assistance.

Faculty directors are encouraged to review the following websites when searching for housing in London.

- <http://sabbaticalhomes.com>
- <http://www.gumtree.com/> (Britain's equivalent of Craigslist.com)
- <http://www.homefromhome.co.uk/>
- Acorn Housing <http://www.acorn-london.co.uk/study-abroad/> (see properties under Accommodation menu)

Some previous directors have found their housing using <http://sabbaticalhomes.com> a site where academics in London going on sabbatical post their homes or flats on line. The advantage of <http://sabbaticalhomes.com> is that the properties typically are nicely furnished

academic homes. The postings provide details and photos about the property as well as neighborhood.

Another online search option is <http://www.gumtree.com/>, which is Britain's equivalent of Craigslist.com. As with any online search engine, investigate the options carefully before committing to a lease. And, as expected, OCSE and IES cannot be held responsible for any decisions made regarding final housing arrangements.

When considering costs, it is important to find out whether the rent covers property taxes, utilities, cable, garbage, and internet service which can add 10-15% on to rental costs. However, as one realtor told a former director, housing in London is accurately priced. If a property is very cheap or affordable, there is probably a reason. Also, the proximity to the Tube strongly affects price. While being near the Tube is desirable, it is not necessary since there is also an extensive and very well-run bus system. Faculty directors do not need to find housing near the student dorm or the IES Center since it is typical for London residents to have to commute from home to work. When investigating rentals, faculty directors are encouraged to look at the street level view on Google Earth to find out what the street and neighborhood is like. It is useful to know the surrounding area of the rental. For example, if there is a pub or restaurant is directly across the street if you are sensitive to excessive noise.

Once each faculty member has located a flat, OCSE will process payment of the rent with the faculty director's living stipend monies. OCSE will need each faculty member to submit a copy of the lease and/or invoice from the landlord. Please get an exact figure – including any necessary deposits, which usually includes a deposit fee, the semester's worth of rent (typically 5 months), and a damage deposit – and the information needed for Skidmore to issue payment.

In order to make payment by bank transfer the following information is required: Exact Name on the Account, Account Holder Address, Bank Name, Bank Address, Account Number, Sort Code, Swift Code and IBAN number.

STUDENT GROUP FLIGHT

Faculty directors will be arriving in London in mid-August. The students will arrive in mid-to-late August on a group flight and will be accompanied by IES representatives who have traveled with them from Saratoga. (Dates are available from OCSE.) We strongly suggest that the students travel with the group on the flight that we arrange after orientation on Skidmore's campus. However, they are not required to do so. From the airport, the group will travel to the IES residence hall. Students will settle in and on-site orientation will begin right away. Therefore, the program officially begins when the group arrives. If there are students who are not on the group flight, they are responsible for meeting the group at the residence hall at a pre-arranged time. (OCSE will provide the time once the group flight is finalized.) OCSE will let the faculty members know who is not traveling with the group and will give their flight information and arrival times.

The return flight date is pre-arranged as well. However, many students decide to stay in London or Europe after the program ends. In most cases students will be allowed to change their return date for a fee. Students should work directly with the travel agent to make arrangements. Any charges or fees incurred due to changing the return date are the responsibility of the student. We suggest faculty directors remind students in October that they should make any ticket changes right away. In the past, students have assumed they are able to change the return date

to whenever they want and are surprised when there are no free seats around Christmas or New Year's Eve. Please be sure to warn them of this problem ahead of time. It is also the responsibility of each student to get to the airport on his/her own at the end of the program. We do not arrange for a group bus to take the students to the airport.

For Skidmore and IES purposes, the program ends the day the group flight departs. Any students staying on after that date are no longer the responsibility of the program, IES, Skidmore or the director.

ONSITE IN LONDON

ORIENTATION

The program will begin with a mandatory week-long orientation session that provides detailed information about academics, health and safety in London and Britain, cultural adjustment, housing, and other important topics. There are a number of presentations and activities designed to help participants get to know their fellow students, the IES staff, and the city of London. Orientation will acquaint the students with expectations and teaching methods of British professors and with the educational format of the program.

A day trip to Oxford is also included. Time will also be allotted for the faculty directors to meet with the students during orientation to begin the advising/mentor relationship. Details will be finalized and discussed before the start of the program.

STUDENT SUPPORT

As mentioned previously, the students on the London First-Year Experience are dealing with many distinct challenges: their first college experience, their first experience away from home, and the cultural adjustments of being in London. At various times throughout the semester the students will be vulnerable to homesickness, disappointment, euphoria, confusion, and any host of other emotions. Some of them will be unprepared for the exciting, sometimes intimidating, experience of life in London. With this in mind, students will need ongoing reassurance and support – to a much greater degree than what is expected of faculty members at Skidmore.

Throughout the semester faculty directors will be called on to talk to the students as a group about various behavioral expectations, including alcohol, drug, and safety issues. Former directors have recommended that these subjects be approached in a straightforward and candid manner. They recommend a pragmatic and practical, rather than moral, approach. The students have seemed prepared to understand and respect the views and roles of the directors as the people responsible for overseeing the program.

The IES London student services staff will be available to assist faculty directors throughout the semester. They are professionals who have been trained in the issues mentioned above. While OCSE wants to depend on them to handle many of the concerns students have, OCSE also wants to be sure students feel a “Skidmore” presence in London. Some students may feel more comfortable sharing concerns with faculty advisors, than with the IES staff. Typically, the majority of student issues will be dealt with informally by the Skidmore Program Assistant who lives in the residence hall with the students. It is very important for the Skidmore Program Assistant to have a close relationship with the students so that s/he is able to work with you to pinpoint and resolve potential issues early on.

Faculty directors should meet weekly with the IES Programme Coordinator and the Skidmore Program Assistant to discuss both academic programming and behavioral issues with the students as well as to address any student issues. Please bring any serious concerns to the attention of OCSE immediately.

HEALTH AND SAFETY

EMERGENCIES

Faculty directors should discuss emergency contact protocol with the IES staff as soon as they arrive. The residence hall has a full staff of professionals to handle emergencies. However, faculty directors will want to be involved in extreme emergencies and informed of all cases. They will repeatedly need to remind the students of your flat and cell phone numbers and of the IES contact numbers to ensure that they know who to contact in an emergency. They have this information in their pre-departure handbook as well. (See Appendix A for London contacts and Appendix I for OCSE's Emergency Protocols.)

Faculty directors should plan to stay in London at the beginning and end of the program, as these are crucial periods for our students. They can, of course, travel occasionally on the weekends and during the semester break. If both directors will be outside of London, you should inform IES and share your contact information with them. While IES is able to handle emergencies, faculty directors will need to be informed immediately of any severe problems. Please be prepared to respond accordingly if any serious emergencies occur while you are outside of London; this might mean returning to London to support the affected student. In all cases follow the advice of IES. Also, contact OCSE as soon as possible so that OCSE can be informed of and can participate in and support any decisions that might need to be made.

HEALTH SERVICES

Faculty directors are essentially "Skidmore" in London. This role will require each director to offer students support that would not typically be expected while in Saratoga Springs. This is the case in medical emergencies. Fortunately, IES has a full time staff that is able to assist the students with minor medical issues. It is important that faculty directors meet with the staff and discuss what the protocol is when a student is in need of medical attention. When does IES want or expect the Skidmore faculty directors to step in? OCSE recommends faculty directors to follow IES' lead but also be actively involved when the circumstances dictate. If there is a true emergency, IES contact the faculty directors to update them on the situation. Depending on the level of emergency, faculty directors may be expected to join the student and staff in the dorm or at the hospital. If a student is hospitalized, IES will accompany the student to the hospital but faculty directors should visit the student by the following day and serve as his/her advocate. The student will need a familiar face and the institution will need someone to help ensure the student is receiving adequate care. Again, initial conversations with the IES staff will help to clarify expectations and roles.

For additional health resources, faculty directors are encouraged to review Health Services' general health information at <http://www.skidmore.edu/health/>. Information about the following topics is provided.

- Alcohol and Other Drugs
- General Health Practices
- Infectious Disease
- Mental Health
- Nutrition
- Sexual Health

DRUGS AND ALCOHOL

Our students will be “legal” in London – meaning that they will be of legal age in the UK to drink alcohol. The vast majority of the students have been able to handle this newfound freedom responsibly. OCSE’s advice is to talk regularly with the student affairs staff at IES and keep an eye on the students who are exhibiting problematic behavior. The IES staff is well-prepared to intervene as needed.

Drugs are not legal in any case. IES has a zero-tolerance policy concerning drug use or possession. There are no warnings; they simply expel the student from the program. Please reinforce this idea with the students and urge them to abstain. If a situation of this nature arises, immediately contact the Director of OCSE. She will work with you and with the Dean of Student Affairs before recommending any action.

INSURANCE COVERAGE

Students will be covered by both Skidmore and IES by two different insurance companies, due to IES Abroad and Skidmore policies. OCSE and IES will provide details regarding student coverage and policies. IES will assist students on site should any questions about coverage arise.

IES will also provide both faculty directors with international health insurance. Faculty directors can purchase the same IES insurance for accompanying spouse/domestic partner and/or dependents at their own expense.

Skidmore provides all staff and faculty traveling on “Skidmore business” with emergency travel and medical insurance. OCSE will provide you with a verification letter and insurance card prior to departure.

The coverage provided by Skidmore is valid outside the US or Canada as long as you are on “Skidmore Business”. Most emergency medical treatment, excluding treatment for any pre-existing conditions, psychological, cosmetic or routine care, is covered by this policy. If utilizing the Skidmore insurance, faculty directors would be required to pay for most expenses onsite and then submit a claim to be reimbursed. Bills and receipts must be translated into English if necessary. Copies of receipts/bills along with an explanation of treatment can be sent directly to the claims office of the insurance company. There may also be a deductible on any claim submitted. The insurance provided by Skidmore includes an Emergency Assistance Service which should be used if you need emergency hospitalization, a doctor, evacuation, repatriation, etc.

OCSE also recommends that each faculty director contact their current U.S.-based health insurance to confirm the details of the policy when traveling internationally.

SAFETY

Safety is one of the top concerns of parents and students these days. As the world situation continues to be unpredictable, Skidmore must be sure to educate the students as to the potential hazards they face here and abroad. To that end we include a Safety Checklist in the students’ pre-departure materials. (See Appendix E.) Throughout the semester it might be

helpful to distribute copies of the precautions again to remind students of what they should and should not be doing.

IES will register the group with the American Embassy upon arrival. This is an important step. By registering the group, they inform the U.S. government of the program's presence allowing them to include the group in their plans in case of an emergency or evacuation. Also, throughout the semester, OCSE will forward the faculty directors any Department of State warnings or advisories we receive. IES will also monitor global and local conditions and communicate any potential problems to you. Please share the DOS warnings with the students as you see fit. The point is to maintain the students' awareness of safety as a real issue without creating a sense of dread. It is a difficult balance. In the past few semesters, students tend to be very aware of the new challenges of being an American overseas. For the most part, students have handled the world tensions with maturity and have used this as an opportunity to learn more about the world and themselves.

Finally, the students should let IES know where they will be and how they can be contacted when they travel outside of London. This is not an attempt to check up on them; rather it allows us to respond quickly in case there is an emergency in London or at home. It also allows for frank conversations with those students who may not be making the safest choices concerning travel destinations. Although OCSE does not want to "police" the students, we do count on the faculty directors to remind students of the dangers of travel to certain areas of the world. If there is any doubt about the safety of a certain destination, please check with IES and/or OCSE. Either will be glad to discuss the plans with the faculty director or the student.

It is also a good idea to meet the students as a group before the semester break. During the meeting you could cover the safety precautions again and obtain any travel forms that are still outstanding. Students definitely must submit travel forms to IES for their semester break.

REPLACING PASSPORTS IN LONDON

The U.S. Embassy has incorporated an internet-based appointment system for all U.S. passport services that require a personal appearance in their London office. This includes replacing lost, stolen or damaged passports. Due to service demands, any applicant requesting service without an appointment will experience long delays, as they will be served after all applicants who booked an appointment. To book an appointment, please log on to their website at www.usembassy.org.uk. When you book an appointment, you will be given a confirmation page that you should print and bring with you on the day of your appointment. For more detailed information, forms, and instructions please see the Embassy website at www.usembassy.org.uk.

CULTURAL/SOCIAL GROUP ACTIVITIES

Students will have the opportunity to participate in a multitude of cultural and social activities throughout the semester. Some activities will be linked to a class while other activities are more social in nature. Typically these events and activities are scheduled in the late afternoon or evening or on the weekends so as not to interfere with students' courses. (Please note that faculty programming responsibilities will often drift into evening and weekend hours.) The activities are categorized as follows:

- Required activities that are linked to courses
- Skidmore-sponsored program activities
- IES-sponsored program activities (including program assistant activities)
- IES-sponsored optional activities

Faculty directors will be asked to send a preferred activities list to the IES Programme Coordinator for both their Scribner Seminar and all-program activities by late May. The IES Programme Coordinator can then investigate costs and logistics for such activities to see if it will be feasible to offer the activities in the fall semester. Throughout the summer and fall semester, it is crucial to have an open communication with IES, especially when planning activities and events since some events may be jointly offered by both IES and Skidmore.

Required activities that are linked to courses

Each IES course will offer approximately 3-4 required cultural activities. One of the goals of these events is to expose students to the vast cultural resources available in London. These will be planned and delivered by IES faculty and staff. They are part of the program fee charged by IES and will not cost the students or the program additional money. While the instructors themselves will most definitely have ideas about what these activities should be, faculty directors might also want to be involved in the planning discussion. Please look for "economies of scale" in terms of the number of activities students are expected to attend in one week. If there is an opportunity for one event to support two different courses, it is a good idea to plan it with both courses in mind. When appropriate faculty directors should plan to accompany the students on some of these activities. It is important that they understand there is a consistent Skidmore presence. It is also important that faculty directors be aware of the quality and type of activity IES is offering. (Plus most of them are fun and free!)

The Scribner Seminars should also offer a variety of required cultural activities that tie directly to the course content and use London as a classroom. These activities are funded through the activities monies in the program budget. This is an important component of the Scribner Seminar and serves to make the best use of the local resources and to create a strong link between the faculty and students. IES can help the faculty directors' plan and deliver these activities as needed.

Skidmore-sponsored program activities

Some of the activities monies in the program budget can be used to help support a few group activities during the semester such as Thanksgiving dinner or additional events that are cultural or simply social in nature. (OCSE will provide you with a final budget before you depart.) Aside from the Thanksgiving dinner and the activities for your Scribner Seminar, the additional group activities should focus on London and its resources. **The program will not pay for activities outside of London and its surrounding area unless approved by OCSE.** The main goal of these activities is to create opportunities for the students to get to know the faculty directors and

each other and to come together as a group for mutual support and plain old fun. The Skidmore Program Assistant may help identify and arrange many activities. Faculty directors are expected to serve as one of the students' main support people, and these social events provide an opportunity to check in with the students in an informal way (as opposed to the classroom setting.) However, due to the students' busy schedules, directors should expect that optional activities, no matter how compelling, may have limited turnout. **NOTE:** During these social events, the director should **never** buy alcohol for the students; but you may purchase some pub food. (Appendix F has some suggested activities from past directors.)

In addition to group activities, the activities monies in the program budget include a small discretionary fund that can be used occasionally to support individual students. There could be an instance in which an individual student is having a particularly difficult time adjusting. You may want to invite that student out for tea to talk with him/her to see what is going on. This will probably be rare, but you should keep it as an option. Again, expenses for all of this type of activity should come from the activities monies of the budget. Instead of planning large group activities, some faculty directors have used the activities monies to take every student out for coffee or a meal or have hosted the students at their apartment for dinner to develop the advising relationship. Please keep in mind that faculty directors should discuss how they both intend to utilize the activities monies so that all students receive an equitable experience.

One specific social activity that has worked well in the past is a pizza party around the time the students need to register for classes for spring. Since all of the students will need to meet with you to finalize their schedules, it is a good idea to bring them together as a group first and explain how registration will work. You should utilize the Skidmore Program Assistant when you discuss registration. This gives them the opportunity to ask questions and to work through any issues and be better prepared for the individual meetings they will have with you. Thanksgiving dinner is another nice event that directors have organized in the past. You can find a list of suggested group activities in Appendix F.

IES-sponsored program activities

As stipulated in the contract between IES and Skidmore, IES is contracted to provide a number of activities and trips at no cost to the students or faculty directors. These events include:

- Orientation in London (including a day trip to Oxford)
- Overnight trip to Bath and Stonehenge
- 2 Theater performances at London theaters for all students and faculty directors
- Farewell dinner

In addition, IES will hire a Skidmore program assistant (usually a recent Skidmore graduate) who will be dedicated to working just with the Skidmore students and faculty. The program assistant will be budgeted with £50 per student to provide social and cultural programming for the students to include the some of the following types of activities:

- Weekly Wednesday study break
- Food nights in the residence hall
- High tea
- Ride on the London Eye
- Halloween activities
- T-shirt design competition and snacks
- Sporting events
- Visits to cultural attractions in London
- Day trips to surrounding areas outside of London (Greenwich, Brighton, etc.)

The program assistant activities are usually optional or by sign-up.

IES-sponsored optional activities

IES will plan a variety of social activities that are not required or linked to any course. These are simply opportunities for students to get to know London and each other and are open to all IES students on any IES program in London. These activities typically carry an additional fee that is not covered by Skidmore program funds; students will be responsible for covering the costs themselves. IES strives to keep costs to a minimum to ensure all students are able to participate.

COMMUNICATION

One of the benefits of having the students in classes is the ability to interact with them on a regular basis. In this program, the classroom sometimes becomes a place to touch base with the students and communicate important information about the program. While this is an important avenue of communication, faculty directors are encouraged to use other means of communication as well so as not to have program business monopolize class time. It is also a good idea to bring together all of the students once a month for a group meeting.

Cell Phones

All students must purchase cell phones. Please collect students' cell numbers and keep them with you at all times. It is critical to be able to contact the students in case of an emergency in London or at home. Please share the list of numbers with the OCSE Program Manager.

Listserv

It is important to maintain regular and clear communication with the students. For that reason, OCSE will set up a listserv for the program. The listserv will consist of students' Skidmore email addresses. The listserv is an excellent way to remind students about group activities and events. More importantly it serves as a way to contact students with general announcements concerning security in London or events at home. While OCSE will depend on faculty directors to have the cell phone numbers of all students and call them immediately, if there are any serious issues, the listserv can be used to disseminate important information throughout the semester. OCSE will create and maintain the listserv – and will use it occasionally to communicate with the students and directors. OCSE will let the faculty directors know the exact name of the listserv once it is established, which can happen only after we have final confirmation of participation from all students. It is important that students check their Skidmore email accounts regularly in order to get messages from the listserv. Also, remember, students will have internet access in their residence hall rooms and access to a small number of computers at the IES Center. There should be no reason for students not to receive messages sent to the listserv.

Communicating Travel Plans

Students must inform IES of their travel plans during weekends and breaks. This serves several purposes. First, it allows students to be contacted in case of an emergency in London or at home. Students do not realize that life goes on at home and there are times when parents need to talk to their children immediately. OCSE needs to be able to respond to those parents and indicate where their children are and when they are expected to return. Second, be sure students are smart in their destination choices. While most of Western Europe is relatively safe, faculty directors may certainly discuss concerns with students travel plans that can put students in danger. IES and OCSE will be able to advise faculty directors as needed on this point. **NOTE:** Students should never travel to countries where there is an active Department of State warning.

In the same vein, communicate with students, IES and OCSE when you will be out of London and for how long. It is not necessary to give details, but they should be aware of the dates of the trip and of an emergency contact they can call while you are gone.

Communicating with Staff at IES

It is important to work closely with the student services staff at IES. While very competent and professional, the IES staff typically deals with junior study abroad students and might not be accustomed to the special needs of first-year students. Active communication with those at IES

will help all those involved better handle the adjustment and developmental issues that arise during the semester. Be sure to stay in touch on a regular basis.

IES CENTER

Faculty directors will be given access to a faculty office at the IES Center. This office is not reserved solely for Skidmore directors. Instead, it is shared with other IES faculty. Again the office is small so it is important to plan office hours in conjunction with the other director and IES faculty to ensure students and directors have adequate space to meet and talk. Reminder: faculty directors will need to hold regular office hours and be available at the IES Center three days per week.

Computers

OCSE can arrange for faculty directors to get a loaner laptop from Skidmore before the start of the program. OCSE suggests you use the laptop at home and use the desktop while at the office. There is a printer for the program located in the office at IES, which is used by IES faculty, the Skidmore faculty and program assistant. IES can support the desktop computer but not the laptop. Any problems should be addressed to the IT helpdesk at Skidmore.

Internet

Faculty directors will have internet access in the office. Faculty directors will probably want to set up an internet connection in their flat as well. The program will pay for internet access in each faculty director's flat. (Be sure to ask about internet connection and accessibility when you choose a flat.) Faculty directors can use the program P-Card if that option is available to pay for internet access.

Cell Phone

The program will cover the cost of a cell phone for each faculty director. Share the cell phone number with the students as soon as they arrive in case of an emergency. Each director should leave his/her program cell phone with OCSE for the following director to retrieve. The phone should be the type that uses phone cards. Phone cards can be purchased throughout London. The cards used for program business can be purchased using Skidmore program money. We suggest each faculty director purchases two cards – one for program business and one for personal business. The cost of the personal card can be covered by the living stipend. Keep all receipts.

The students are required by IES to obtain cell phones as well. Collect the cell phone numbers for all students and keep them accessible. Faculty directors will want to be able to reach the students immediately in case of an emergency. It is a good idea to share those phone numbers with OCSE as well. OCSE will keep them in the students' files. Also collect the cell numbers of the IES staff.

Photocopies

Faculty directors will be able to use the copier at the IES Center. While there is secretarial help at the Center, that person is not assigned to the Skidmore program. Please be considerate of this. It is probable that the secretary will be able to offer some limited assistance. However, expect to handle most administrative tasks on your own.

FINANCES

PROGRAM EXPENSES

Program Budget

The faculty directors will have access to certain monies in the program budget. The faculty directors may access these monies in the Skidmore London FYE account through the debit card and/or the program P-card/Visa card provided by Skidmore.

The program budget will include funds for instructional supplies, postage, phone, tube passes and taxis for program business, and discretionary funds for program or co-curricular cultural excursions and activities. All program expenses should be tracked and submitted on a monthly basis (see section on Reporting Program Expenses).

The faculty directors are expected to use the amount included for “activities” in the program budget to support activities related to the Scribner Seminars and all-student events such as the Thanksgiving dinner. The activities monies are not meant to supplement the excursions and programming provided by IES and the Skidmore Program Assistant (SPA). The program fees paid to IES include an amount to cover such programming by IES for Skidmore students. The activities monies cannot be used to reimburse students that attend cultural events on their own.

The activities monies also include a small “discretionary” fund for the faculty directors to use occasionally to support an individual student that may have difficulty adjusting. For instance, a faculty director may invite a student to lunch or coffee to discuss outstanding issues. However, these discretionary funds are not intended for faculty directors to host all students for dinner or take each student to lunch or coffee. However, if faculty wish to host all students for dinner at their apartment or take all students to lunch or coffee to develop the advising relationship, the cost can be budgeted in the activities monies. Otherwise, no more than \$500 should be used as discretionary funds during the semester unless the faculty director(s) have prior approval from OCSE. (See the section on Cultural/Social Group Activities for more details.)

Adirondack Trust and the Skidmore Account

There is a Skidmore FYE in London program account at Adirondack Trust (AT). This is a basic checking/debit account for program expenses. The main purpose of the account is to allow faculty directors to obtain cash through the AT debit card. Faculty directors will not be able to write checks. Before departing for the UK, faculty directors will complete paperwork that allows them access to the Skidmore account. They will also be given a debit card prior to departing. All of the program banking needs will be settled before leaving the U.S. The good news is that most of the expenses for the program will be handled through the program P-Card (Visa card). Please note that AT debit card and the P-card purchases draw from the same Skidmore account for the program.

Faculty Directors should use the AT debit card and/or P-card for all program expenses. Do not make program purchases with personal accounts and make reimbursements with program monies.

Debit Card

Again, the main purpose of the AT account is to allow faculty directors to access cash for program expenses. Directors will be able to withdraw a maximum of \$1,000 (approximately 500 pounds) per day using the AT debit card. There is a fee for each withdrawal so plan accordingly. Please track all withdrawals to be reconciled against the monthly statements and track them on

the monthly expense report sheet. If there is a problem with the debit card, please inform OCSE immediately. OCSE will work with AT to find a solution. Each debit cards will be issued with the faculty director's name on the card. The debit card is your responsibility and you are the only person authorized to utilize the card. It should not be given to anyone else regardless if that person is making a purchase for the program.

P-Card

The P-Card, or purchasing card, is a Visa card that is specific to the Skidmore FYE in London. It can be used for any program expenses for which a Visa card is accepted (entrance fees for excursions, office supplies, etc.). The P-Card is limited to \$2,500 (dollars not pounds) per purchase and is available for all vendors. (Skidmore has lifted all limitations regarding travel or entertainment vendors.) If you need to increase the card limit, please contact the OCSE Program or Finance Manager. S/he will work with Purchasing as needed.

OCSE will provide a London P-Card before departure. The P-Cards are not issued with the faculty directors' names. Instead, the name of the cards will be "Travel London" and "Travel London II". The P-Card is your responsibility and you are the only person authorized to utilize the card. It should not be given to anyone else regardless if that person is making a purchase for the program. Faculty directors must sign the card upon receiving it; merchants in London always check the back of the card for a signature and are unlikely to honor an unsigned card. At the end of the program, when faculty directors return to campus, they must return the P-Card to OCSE as soon as possible. Each semester we need to request a new P-Card for the incoming faculty director. We cannot do this until we cancel the card from the previous semester. Therefore, the incoming director cannot receive a card until we destroy the previous director's card.

All P-Card purchases must be reported on the expense register and submitted monthly to the OCSE Finance Manager (see section on Reporting Program Expenses). There will be an "actual" column in which to record P-Card expenses. OCSE will receive the credit card statement and will reconcile the account against the purchases at the end of each month using the check register as a guide.

Reporting Program Expenses

Skidmore's Office of Financial Services and OCSE have worked to develop a register that serves as a monthly reporting record for our overseas sites. The spreadsheet, created in Excel, gives clear choices and attempts to make the process as easy as possible for all those involved. This register replaces any expense reports. It is the only reporting system needed to use to track expenses. OCSE will provide an electronic copy of the register that should be brought to London.

The faculty directors manage the budget expenditures in London that deal with the program expenses. OCSE will supply a budget in advance; any significant departures from the approved budget must be approved by the OCSE Director in advance. Both faculty directors need to be familiar with the program budget and expenditures should be determined together. However, OCSE recommends that one director be designated to manage and track all budget allocations.

The contact regarding the spreadsheet and reporting system is LISA HOBBS, the OCSE Finance Manager. Her phone number 518-580-5355 and her email address is lhobbs@skidmore.edu. She will then work with Jen Capron in Financial Services to reconcile the account against the purchases.

A few tips to using the monthly expense register:

- The register has a “pick list” of account numbers that may be used. These are the only account numbers that can be used for reporting expenses.
- Report expenses in pounds. Financial Services at Skidmore will convert the figures to dollars. The register has a declining balance at the top. This will be converted from U.S. dollars to pounds to track the expenses in pounds.
- Expenses should be reported by the 5th of each month for the preceding month, rather than running a report for the semester. For example, on November 5th, you should send the monthly expense register for the month of October.
- Monthly expense registers should be sent to Lisa Hobbs via email. She will review the register and forward it to Financial Services.
- You will need to submit all original receipts to Lisa Hobbs at the end of the program. Please keep them all.

Please see Appendix H for additional guidelines for submitting program expenses.

PERSONAL EXPENSES

Living Stipend

Skidmore pays the faculty director’s full salary for the term in London plus a stipend to help with living expenses. **Stipend monies can be utilized to cover expenses 2 weeks prior to the official start date of the program (the students arrival in London) and 1 week after the official end of the program (last day of exams).** This stipend is designed to assist each faculty director with the increased cost of living associated with residence in London. It is not meant to cover all personal expenses while overseas; nor is it meant to cover costs associated with family members who are accompanying the faculty director. OCSE, in conjunction with Financial Services and the Dean of the Faculty, has developed stipend guidelines that outline which expenses are and are not covered by the stipend. There are some living expenses that are covered by the program itself – home internet service, Tube passes, mobile phone service for calls within London and the UK. Stipend guidelines are included in Appendix G of this handbook.

The OCSE Finance Manager will work with the faculty directors to distribute the stipend funds about two weeks prior to the directors’ departure. OCSE can transfer a portion of the stipend to cover rent for the semester or to cover the cost of airfare to London. Make arrangements to have this happen and inform OCSE of the details as soon as possible. OCSE will then deposit the remaining amount of the stipend into a US bank account in accordance to the director’s wishes.

The Office of Financial Services requires that all housing rental costs be paid directly by the College. In effect, OCSE will pay the amount of a full semester of rent, using stipend funds, directly to the landlord or rental agency. Faculty directors therefore must contact the OCSE Finance Manager to discuss rental details prior to signing a lease. Further, according to Internal Revenue Service regulations, if the landlord is a U.S. citizen, s/he must submit a completed W-9 (Request for Taxpayers Identification Number) form to OCSE in order to be paid by Skidmore. Payment can only be made upon receipt of a completed W-9. Faculty directors should direct the landlord to the website for the Office of Financial Services, at http://cms.skidmore.edu/financial_services/upload/W_9_Form.pdf, to download the W-9 form.

OCSE can also pay directly for the faculty directors' round-trip international airfare, e.g. Albany to London. If a faculty director pays directly for his/her airfare and seeks reimbursement prior to departure for London, Skidmore's Office of Financial Services requires both a copy of the flight itinerary and the credit card statement that shows the charge. These may be submitted to the OCSE Finance Manager for processing.

Once a faculty director's housing and flight are paid for, the remainder of the stipend can be paid out by check to the faculty director or can be transferred to a bank account here in the U.S. (If a wire transfer is preferred, the faculty director will be responsible for all bank fees associated with the wire. Sending fees will be deducted from the stipend.)

Reporting Personal Expenses

The faculty directors must track and report all personal expenses to be charged against their stipends. These expenses do not need to be reported monthly; rather the faculty director must submit a final report with receipts by **January 15** following the end of the program to the OCSE Finance Manager. Receipts should be legible, organized by date, and taped to 8.5x11- or A4-sized paper for easy processing. This is necessary so that the IRS will not tax the faculty directors on the stipend as if it were income. Any stipend funds not spent during the semester must be returned to Skidmore at the end of the program, also by January 15. **Additionally, any expenses that do not fall within the stipend guidelines will not be accepted as eligible expenses.** (See stipend guidelines in Appendix G of this handbook and tips for submitting personal expenses in Appendix H.)

Getting Money while in London

Faculty directors will not be able to open a bank account in London, as it is not possible to set one up for such a short period based on British regulations. The faculty director may then decide how s/he wants to access the money (debit card, traveler's checks, etc.) once in London. Most faculty directors find that debit cards linked to their bank account in the U.S. are the easiest way to access their money. Faculty directors should work with Payroll at Skidmore to determine where they want your paycheck to go while they are away. They might also want to consider giving someone here power of attorney so that he/she can handle any financial emergencies during the program. (The power of attorney application can be found online.)

Before departing, faculty directors should check with their U.S. bank to be sure you understand how their debit card will work overseas. There are limits to the amount that can be withdrawn with a debit card in a 24-hour period. This means that debit cards are not a good choice for handling big items. Also be sure to understand the fees associated with your specific bank card. (London banks are not allowed to charge a fee for use of their ATM machines but U.S. banks probably will.)

OCSE does NOT recommend taking cash advances from credit cards. The fees and penalties are very high and interest begins accruing immediately. Credit cards (mainly Visa) are widely used for purchases, but not for cash. Most credit card companies also charge transaction fees for international purchases. Faculty directors should contact their credit card companies to let them know they will be living in London and to inquire about the fees for international transactions. The faculty director's living stipend can be used to cover international transaction fees. The faculty member must submit their credit card or bank statement outlining the fees with all other receipts which they would like to charge against the stipend.

Paying Bills from London/in London

Consider paying off as many bills as possible before departing or establish electronic access of your bills at home. Faculty directors can also consider assigning power of attorney to someone here in case there is important business that needs a signature during the program. While in London, faculty directors should be able to pay monthly bills with a credit card or cash.

Shipping

Shipping costs to and from London are very high. Because of that, Skidmore can only cover a limited amount for the cost of shipping materials before and after the program. Faculty directors can use up to \$750 of their living stipend to cover personal shipping costs.

STUDENT HOUSING & TRANSPORTATION

Housing/Meals

Our students are housed in the NIDO Spitalfields residence hall, typically two-person apartments with individual bedrooms. The students share an apartment with another Skidmore program student. The rare exception would be that the Skidmore students are housed with other IES students. Faculty directors will be expected to help the students work out any housing issues that arise in consultation with IES. However, students are expected to try to work out any problems themselves through the IES, the Skidmore Program Assistant, or the NIDO Spitalfields residential life staff before seeking assistance from either faculty director. Faculty director involvement would be expected for serious issues that students cannot resolve themselves.

There is no meal plan for the residence hall. There are, however, full kitchen facilities in each apartment. IES will provide the students with a monthly living stipend to cover most food costs and transportation within Zones 1-2 in London. The stipend is sufficient to cover most meals if prepared by the students. It will not cover extensive eating out or all meals for the entire semester. Students should budget accordingly. (IES will provide a workshop during the first few weeks that teaches students how to shop and cook on their own. This will help students get an idea of what they are able to do within their given budget.)

Transportation

IES will provide students with a monthly living stipend, a portion of which is meant to cover a transportation pass for London zones 1-2. The students will purchase their own transportation passes. The pass should include access to the tube and the bus system. They must purchase the student discount pass.

Reminder: Faculty director tube passes should be paid for using program funds, not your personal living stipend.

APPENDIX A

LONDON CONTACTS

Contact OCSE for details.

APPENDIX B

SKIDMORE CONTACTS

Contact OCSE for details.

APPENDIX C

SKIDMORE COLLEGE ONLINE RESOURCES

Offices and Departments:

Off-Campus Study & Exchanges

<http://cms.skidmore.edu/ocse>

Office of the Dean of the Faculty

<http://cms.skidmore.edu/dof>

Academic Departments & Programs

<http://www.skidmore.edu/academics/>

Information Technology

<http://cms.skidmore.edu/it/index.cfm>

Student Academic Services – Disability Services

http://cms.skidmore.edu/academic_services/accessibility

Human Resources

<http://cms.skidmore.edu/hr>

Financial Services

http://www.skidmore.edu/financial_services/

Business Services

http://www.skidmore.edu/business_services/

Financial Aid

<http://www.skidmore.edu/financialaid/>

Bursar's Office

<http://cms.skidmore.edu/bursar/>

Registrar & Institutional Research

<http://cms.skidmore.edu/registrar>

Residential Life

<http://www.skidmore.edu/reslife/>

Purchasing Services

<http://www.skidmore.edu/purchasing/>

Campus Safety

http://www.skidmore.edu/campus_safety/

References:

Student Handbook

http://www.skidmore.edu/student_handbook/documents/Student-Handbook-2012-2013-PDF.pdf

College Catalog

<http://catalog.skidmore.edu/>

Staff and Student Directories

<http://cms.skidmore.edu/directory>

APPENDIX D

FALL 2013 ADVISING GUIDE

Course Title	Credits	Requirement(s) fulfilled
JLSSP 100 Bloomsbury and Its Surroundings	4	Scribner Seminar
JLSSP 100 Famine, Warfare, and Plague in 14th-Century England	4	Scribner Seminar
JLID151 Understanding Britain	1	General elective credit only
JLAH 251 British Art and Architecture: 1700 - 1900	4	Humanities; 200-level elective in AH major; also fulfills one of the AH course requirements for the Studio Art major.
JLEN 229 Literature and Place	4	Humanities; Substitutes for <i>EN 229 Special Studies: Texts in Context</i> , which fulfills an introductory requirement in EN major.
JLGO 201 Globalization Studies	4	Social Science; 200-level elective in GO major
JLHI 217C History of London: from the Tudors to the Blitz	4	Social Science; 200-level elective in HI major
JLSO 251 The Ethnic Tapestry of Contemporary British Culture	4	Social Science and Cultural Diversity Study; 200-level elective in SO major
JLTH 103 Theatre in London: An Introduction	4	Humanities; Substitutes for <i>TH 103 Introduction to Theater</i> in TH major

APPENDIX E

SAFETY PRECAUTIONS

Your safety and security are always important when traveling overseas, but at this time we ask students to be particularly aware. Please keep in mind these safety precautions for Americans studying abroad:

- Avoid traveling in large groups and always check the Department of State web site before traveling outside of your host country.
- Avoid speaking English in public if that is not the native language of the country you are visiting.
- Do not stand out by wearing typically American clothing (college sweatshirts, clothes with American symbols, shorts, etc.); try to dress as the locals do.
- Avoid highly trafficked tourist attractions and American establishments such as fast food chains and typically American bars.
- Be aware that anti-American sentiments do exist and do not get drawn into arguments. Avoid all conflicts.
- Be constantly aware of your surroundings and those around you. Remove yourself immediately from situations you suspect may be dangerous. Report any suspicious activities to your program director.
- Use caution when talking about yourself and other members of your program. Do not offer information freely regarding your program or anything that might link you to an American organization.
- Communicate regularly with your family in the States, with Skidmore's Off-Campus Study & Exchanges, and with the school sponsoring your program overseas.
- Register yourself at the local United States Consulate or Embassy and know how to contact them in an emergency.
- If you travel away from your program site, leave a detailed itinerary with your family and an official from your program. Be sure to stick to your itinerary.
- Formulate a plan for what you will do in an emergency. Know the direct numbers of whoever is supervising your program abroad.

These cautions make good sense at all times; however, they are even more critical now. Again, please rely on your on-site support staff to guide you as needed.

APPENDIX F

SUGGESTED GROUP ACTIVITIES

High Tea

National Portrait Gallery – top floor, bookable and affordable, with great views.

The Savoy Hotel – very fancy high tea; students should dress up; about £24 each (expensive!); Charing Cross tube stop.

The British Museum – nice; less formal than the Savoy; less expensive than the Savoy.

Harrod's – nice; less formal; less expensive.

Theater, etc.

There is a program that offers discounted theater tickets for those under 25 and over 60.

- The web site is: www.OfficialLondonTheatre.co.uk
- The phone number is: 0870 840 2468.

Greenwich Theater – small room over a pub; very intimate and intense; £8 for students.

English National Opera

Royal Opera House

Royal Ballet

Shakespeare in Regent's Park – you might be able to catch one of the last summer productions at the very beginning of the program.

London Eye – nice way to introduce students to London within the first week; tickets can be booked on line.

Bike Tour of London

This is a fantastic way to see the city. It is personal guided tour of the central parks by a highly knowledgeable and entertaining guide. This is a great activity to do early in the semester.

<http://fattirebiketours.com/london>

Museums

Courtauld Institute

Dali Universe Museum

Hayward Gallery (South Bank)

National Gallery

National Portrait Gallery

Royal Academy of Art

Tate Britain

Tate Modern

Victoria and Albert Museum

Restaurants That Accept Big Parties

Regent's Refectory – will do Thanksgiving dinner and birthday parties.

The Villandry- will do Thanksgiving.

Primrose Hill Pub – will do a Thanksgiving dinner also.

Boulevard Brasserie – typically does the final/farewell dinner.

The Globe Pub – across from Baker Street tube stop; have a “function” room.

Wagamama – noodles; inexpensive and fun; Knightsbridge tube stop.

Khan's Restaurant – located on Westbourne Grove.

Day Trips

London – bus tour of city during the orientation; takes half day or so.

Bath – about 1½ hours outside of London by train; round-trip train fare is about £30.

Stonehenge (this can be made into an overnight trip).

APPENDIX G

LIVING STIPEND GUIDELINES

Contact OCSE for details.

APPENDIX H

MONEY MATTERS - EXPENSES AND SUBMITTING RECEIPTS

Contact OCSE for details.

APPENDIX I

EMERGENCY PROTOCOL

Off-Campus Study & Exchanges Emergency Response Plan

Disclaimer

This document describes the efforts made by Skidmore College to help participants enhance their safety and to help them respond to emergency situations. Nothing in this plan is a guarantee that any specific action will be taken in any given situation, nor is anything in this document a contract or part of a contract between Skidmore College and any other party, nor is any statement in this document intended to sell a service to a student, nor to attempt to persuade any party to avail themselves of any program or service provided by Skidmore College. Skidmore College will make every reasonable effort to ensure each student's safety and well-being in an emergency situation. However, it should be understood that some events are beyond Skidmore College's control and therefore the College cannot be held responsible for the outcomes of decisions made during a crisis situation.

Emergency Contacts

The number for Off-Campus Study & Exchanges is 1-518-580-5355. This number is answered from 8:30 AM - 12:00 Noon and 1:00 - 4:30 PM, Monday through Friday.

Outside of office hours students and parents are advised to contact Campus Safety at 518-580-5566. Campus Safety has contact information for the staff. Our resident staff has home and cell numbers for appropriate contact people within Off-Campus Study & Exchanges.

International Emergency Response Team

The International Emergency Response Team is made up of members of the Office of the Dean of Faculty, the Office of the President, and the Director and staff of the Office of Off-Campus Study & Exchanges. These individuals work together to assess an emergency and determine the emergency protocol to implement. Implementation of the emergency protocol will fall to resident directors and Off-Campus Study & Exchanges staff. For non-Skidmore Approved Programs the program provider will handle the implementation of any protocol; however, Off-Campus Study & Exchanges will facilitate communication among the providers and the various contacts on campus.

Public Announcements

In the event of a major crisis, Skidmore will:

- Post a message on the Off-Campus Study & Exchanges Web site:
<http://cms.skidmore.edu/ocse>
- Attempt to send e-mail messages to all participants and their guardians/emergency contacts within 48 hours of the event.
- Off-Campus Study & Exchanges may call students and their guardians/emergency contacts depending upon the severity of the emergency.

Risk Assessment

All decisions regarding program operations are made with reference to data from a number of sources. In addition to the consular information sheets and advisory messages posted by the U.S. Department of State (<http://www.travel.state.gov>), the World Health Organization

(<http://www.who.int/en>), and the CDC (<http://www.cdc.gov>), our resident directors, program directors, and partner institutions use information gathered locally and through conversations with other providers in the city or country. The U.S. based staff also uses national and international sources to stay abreast of the progress of any situation and uses this information to determine the appropriate course of action. In making individual decisions concerning participation, we suggest that participants and their parents carefully review the State Department Travel Advisories web page listed above.

The current Skidmore policy does not allow students to participate in any program located in a country in which there is a current Department of State Travel Warning. We also use the Department of State Travel Warnings as a means for determining when to consider canceling a program or bringing students home from a program.

Monitoring

Resident Directors make every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants and Off-Campus Study & Exchanges of these changes. Resident Directors and staff of Off-Campus Study & Exchanges subscribe to the U.S. State Department's service and thus automatically receive any Travel Warnings and Advisories as soon as they are issued. In addition, as all programs are registered with the American Embassy or Interest Section the RDs receive Warden notices that provide regular updates on safety issues pertinent to the country or city in which the program takes place.

The following Web sites serve as ongoing resources for Off-Campus Study & Exchanges:

- U.S. Department of State <http://travel.state.gov/travel/warnings.html>
- Center for Disease Control <http://www.cdc.gov/travel>
- World Health Organization <http://www.who.int/en>
- SAFETI Clearinghouse <http://www.gloaled.us/safeti>
- U.S. embassy or consulate in your country of residence or visit.
- Australian Department for Foreign Affairs and Trade <http://www.dfat.gov.au/geo>
- Canadian Department for Foreign Affairs and International Trade http://www.voyage.gc.ca/consular_home-en.asp
- Ireland Department of Foreign Affairs <http://foreignaffairs.gov.ie/home/index.aspx?id=275>
- New Zealand Ministry of Foreign Affairs <http://www.safetravel.govt.nz/index.php>
- Foreign and Commonwealth Office of the United Kingdom. <http://www.fco.gov.uk>

Response Plans: Local and Worldwide

Skidmore Program Contingency Plans

Each Skidmore program is developing contingency plans which will be activated in case there is a known local condition that requires (a) extra caution, (b) removal of the program to a different site in the same city or country or a nearby country, or (c) suspension of a program and evacuation of participants. For security reasons these local contingency plans are not available to anyone except Off-Campus Study & Exchanges and the International Emergency Response Team.

Protocol In the Event of a Local Emergency

1. The Resident Director contacts participants as soon as possible to ascertain participants' well-being, and to provide information, instructions, and advice.
2. The Resident Director contacts the local U.S. embassy, consulate, or Interest Section, and also confers with other study abroad providers and/or U.S. enterprises in the area.
3. Depending on the situation, the RD may or may not gather the participants together in a group.
4. Participants are advised to contact their parents, guardians, or emergency contacts as soon as possible.
5. The Resident Director reports to Off-Campus Study & Exchanges within 36 hours.
6. Off-Campus Study & Exchanges reports to any institutions with students in the program within 48 hours.
7. Off-Campus Study & Exchanges may report to participants' emergency contacts depending upon the severity of the emergency.

Protocol In the Event of a Worldwide Crisis Such as Armed Conflict Involving U.S. Forces

In addition to the measures in the previous section:

1. Each Resident Director consults local government, local U.S. consulate, local professional organizations, other study abroad programs, and advises Off-Campus Study & Exchanges as to what action should be taken, if any, to modify or suspend the program.
2. The Director or Program Manager consults the U.S. State Department and other sources of information and confers with other study abroad providers.
3. The Director or Program Manager consults the Dean of Faculty to determine specific actions to be taken, both worldwide and at specific locations.
4. Off-Campus Study & Exchanges posts notices on its Web site, communicates with institutions sending students on Skidmore Programs, and communicates with participants' emergency contacts within 48 hours or as soon as accurate information is available.

In the Event that Skidmore College is unable to Open or Communicate

The Director and Program Manager have direct access from their homes to computer files with all critical data regarding participants, insurance provider information, worldwide staff contact information, contact information for institutions with students on Skidmore Programs, emergency contact information for participants, and other safety and crisis resources.

Orientation and Training for Participants

Every Skidmore student studying abroad attends a mandatory pre-departure orientation and receives a pre-departure handbook. Health and Safety issues are addressed during the orientation and are found in the handbook.

In addition, every Skidmore Program begins on-site with a comprehensive orientation to the country, city, university, and program, which includes, among other information, an explanation of any local risks that the Resident Director (RD) has identified and tips for enhancing personal safety. In addition, each RD distributes a local emergency contact information card to each participant. Finally, the RD registers the program and each participant with the local U.S. Consulate or Interest Section.

Providers of non-Skidmore Approved Programs also have comprehensive orientations that include explanations of local risks identified by their local staff. Skidmore College is in contact with those program providers. In the course of an emergency, many of those providers will contact parents directly. Students on non-Skidmore programs are advised to register with the United States embassy in the country where they will be studying. This can be done on-line prior to departure.

On-Site Care and Insurance

Each RD maintains lists of recommended health and mental health providers. All students studying abroad through Skidmore College have emergency medical, repatriation, and evacuation insurance. Each RD is asked to establish an emergency phone tree to be activated in order to contact all participants quickly. Skidmore and Off-Campus Study & Exchanges is working with each Skidmore on-site director to establish protocols to be used in the event of health emergency, serious accident, political crisis, natural disaster, crime, rape, or death of a participant. For security reasons these documents are not public.

Advice for Participants and their Families

Off-Campus Study & Exchanges will share the following advice with students and their families:

- Skidmore College strongly recommends that unless specific situations dictate otherwise, participants should designate their parents as emergency contact persons.
- Participants and their emergency contacts should keep in touch with each other throughout the participants' time out of the U.S.
- Participants should make sure their parents and/or emergency contacts have their accurate and up-to-date local contact information at all times.
- Participants should immediately notify their emergency contacts in the event of any emergency, accident, serious health problem, or other serious mishap.
- Participants are required to notify the RD in the event of any health condition that lasts longer than a day or two.

Skidmore College advises participants and their families that communication between Skidmore College and any non-Skidmore participants' sending institution is considered "internal communication" in terms of the Family Rights and Privacy Act (FERPA), and that Skidmore College has the right and the obligation to communicate all relevant information concerning participants' health and safety, academic progress, behavior, etc. to appropriate officers at the home institution on a need-to-know basis. In addition, the Skidmore application to study abroad specifically authorizes Off-Campus Study & Exchanges to communicate any relevant information to participants' emergency contacts during an emergency.

The Department of State's Office of American Citizens Services and Crisis Management assists in all matters involving protective services for Americans abroad, including arrests, death cases, financial or medical emergencies, and welfare and whereabouts inquiries. If the student's family needs to contact him/her for an emergency at home or if the family needs to reach the student during a crisis because they are worried about his/her welfare they should call the State Department's Overseas Citizens Services at 1-888-407-4747. The State Department will relay the message to the consular officers in the country in which the student is located. Consular officers will attempt to locate the student, pass on urgent messages, and, consistent with the Privacy Act, report back to the family.

Participants and their families need to be aware of the fact that the U.S. Department of State Office of American Citizens Services and Crisis Management will generally not release information about specific individuals to Skidmore College or to other third parties.

Resources

Facts and circumstances regarding health and safety in each program locale are constantly changing. To monitor the latest available information for a program location, please consult the following Web sites:

- U.S. Department of State <http://travel.state.gov/travel/warnings.html>
- Center for Disease Control <http://www.cdc.gov/travel>
- World Health Organization <http://www.who.int/en>
- SAFETI Clearinghouse <http://www.globaled.us/safeti>
- U.S. embassy or consulate in your country of residence or visit.
- Australian Department for Foreign Affairs and Trade <http://www.dfat.gov.au/geo>
- Canadian Department for Foreign Affairs and International Trade
http://www.voyage.gc.ca/consular_home-en.asp
- Ireland Department of Foreign Affairs
<http://foreignaffairs.gov.ie/home/index.aspx?id=275>
- New Zealand Ministry of Foreign Affairs <http://www.safetravel.govt.nz/index.php>
- Foreign and Commonwealth Office of the United Kingdom. <http://www.fco.gov.uk>

Off-Campus Study & Exchanges also shares risk assessment and monitoring practices with students and parents.

This document is adapted from the Council on International Educational Exchange (CIEE) Emergency Preparedness Plan.

APPENDIX J

FACUTLY DIRECTORS' REPORT GUIDELINES

A Semester Report for the London First-Year Experience should be submitted at the conclusion of the fall semester, no later than **January 15**. The Report is intended primarily to convey important information about the program and its development to the Office of Off-Campus Study & Exchanges, the Director of First-Year Experience, the Dean of the Faculty, and the upcoming Faculty Directors.

In writing the report, the faculty director can assume that the reader is familiar with the basic structure of the program. With the exception of the first sentence, which briefly states the mission of the program, the focus of the report should be on any noteworthy facts about **this particular year**. Reports should be clear and to the point, and faculty directors should address the specific questions outlined in the template given below. In addition there may be other questions posed in a given year that relate to issues raised in a previous report or to problems that may have surfaced throughout the semester. While answering the questions and completing the report, faculty directors should also think about program operation two to five years out and include any upcoming concerns or considerations.

Your report must be submitted electronically to the Office of Off-Campus Study & Exchanges, preferably in a Word document, by **January 15**. A hard copy should also be sent to the Office of Off-Campus Study & Exchanges. OCSE will distribute copies to the Director of the First-Year Experience and the Dean of the Faculty; OCSE also will keep a copy on file for future reference.

Again, the faculty directors' report should address all of the questions given below. Ultimately, your report should be used to convey information. The final version should be appropriate for all potential audiences.

As this has the potential of being a public document, faculty directors should be sensitive to students' and staff's privacy. Please refrain from naming students or staff. Specific comments about individual students and staff should be included in the confidential section. Also, please refrain from including other confidential information, such as grades. Students' grades are to be reported on grade reports. Contact OCSE with any questions about the report.

1. Introduction

Give general information about the program, number of years operating, new faculty and staff, overview of students and general comments about this year in particular. Briefly state the mission of the program. For whom is the program intended or how the program carries out its goals? Is the program meeting those goals? How has the mission changed or how does it need to change?

2. Academic Program

Give a general overview of the academic program. Include insights into faculty, staff and student relations, and organizational, administrative and academic problems and complaints. Discuss general observations regarding the academic program. What are the trends? What were there significant differences this year as compared to past trends? What was particularly effective or excellent this time? What was problematic? Do you recommend any changes? Do you see any development needs or opportunities? What changes do you suggest based on student feedback?

3. Students

Please address any serious difficulties that occurred (without stating students' names). What seemed to be the cause of these problems? What should be done to prevent this sort of difficulty in the future? Please also include any especially positive interactions with the students.

4. Housing

Describe students' residence hall experiences. Where there any problems that should be addressed? Is the housing appropriate and support sufficient to meet our goals for the program?

5. Academic and Non-academic Activities

List all lectures, group meals, films, theatre, art exhibitions, dance and music, excursions, etc., including those linked to a specific course (include which course) and those not linked to the curriculum. Indicate the attendance at and effectiveness of each event, as well as interesting outcomes or details. Were there any new features or specific successes/difficulties this year? Do you recommend any changes? Include photos where possible to be used in promotional pieces.

6. Program Center Facilities

Evaluate the appropriateness of the office and other facilities for student use. Do you recommend changes? What are the areas of growth we will need to address in the next five years?

7. Program Staff

Evaluate staff. Include general concerns and recommendations for improving services to students.

8. Communication

Discuss the flow of communication to and from the program and the Office of Off-Campus Study & Exchanges and with IES. What improvements would you recommend for the future?

9. IES

Discuss the relationship with IES on site. Would you suggest any changes? What areas might need nurturing or additional development over the next two to five years? What opportunities for growth do you see?

10. Marketing

What suggestions do you have for the selection of students? What information should the students receive before arrival in London?

11. Conclusion

Summary of report

Appendices

Include as appendices:

- All on-site orientation materials
- Program handouts/support materials
- Confidential report as necessary (to be read by Director of OCSE)