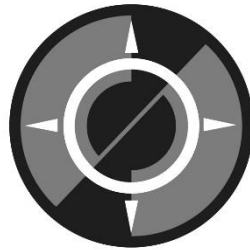


OFF-CAMPUS STUDY & EXCHANGES



PARIS FALL SEMINAR

Director's Handbook

Fall 2013



SKIDMORE
C O L L E G E

Paris Fall Seminar

Director's Handbook

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PROGRAM OVERVIEW

PARIS FALL SEMINAR

The Paris Fall Seminar program was first offered in 2005. Available only in the fall semester, it is a faculty-led program designed to offer an opportunity to sophomore, junior, or senior Skidmore students to spend a semester in Paris, even if they have little or no French language skills. The Seminar Director position is filled by a different Skidmore professor each fall. Students enroll in a total of four courses: a beginning or low-intermediate French language course, a course on contemporary French society that is taught in English by a Program Center faculty member, and two additional courses that are taught in English by the Skidmore Seminar Director. The Seminar Director teaches the two content courses in his/her area own discipline. These courses must feature Paris and France and incorporate the city and local area in the curriculum.

Students with upper-intermediate or advanced French language skills, who are also French majors or minors, are not eligible for this program. Instead they should consider the Skidmore in Paris: Advanced Studies program. (Students who are not French majors or minors may enroll in an Advanced Studies French language course if their level of French is high enough.) The participants of this program are predominantly Skidmore students, but the program is also open to non-Skidmore students.

The Seminar program is hosted at the Skidmore Center, which also hosts the Skidmore in Paris: Advanced Studies program, formally known as the "Paris JYA" (junior year abroad) program. While the Advanced Studies and Fall Seminar programs overlap in some areas, it is important to note that general oversight of the Fall Seminar is the responsibility of the Seminar Director. The Resident Director (RD) and Program Coordinator will both support the Seminar Director in important ways, but the Seminar Director will be responsible for much of the overall delivery of the Fall Seminar program.

SKIDMORE IN PARIS: ADVANCED STUDIES

Founded in 1980, the Advanced Studies program is designed for students who have upper-intermediate or advanced French language skills and strives to integrate them as fully as possible into the academic, cultural, and social life of Paris. This program runs concurrently with the Paris Fall Seminar in the fall semester. The program is open to sophomore, junior or senior students for the fall, spring, or full academic year. The Advanced Studies program is open to eligible students from any accredited U.S. college or university, although the majority of participants each semester are matriculated at Skidmore. While the Advanced Studies program is managed entirely by the Resident Director and Program Center staff, it is important to understand the program's goals and general administration, as the Fall Seminar shares space and resources with the Advanced Studies program. In addition, there may be opportunities throughout the semester for the two programs to come together for a variety of co-curricular activities. These opportunities can be seen as mutually beneficial and can result in stronger linkages between the two programs. Specifics will, of course, depend on the goals and needs of each program and are likely to change each fall based on the focus of the Fall Seminar.

ON-SITE STAFF

The Skidmore in Paris program regularly employs three people in the Skidmore Center: the Resident Director, a Program Coordinator, and an Administrative Assistant. The Skidmore Center may also employ a part-time intern. These individuals will all assist the Paris Fall Seminar in a variety of ways. The Center is composed of a suite of rooms in an apartment building in central Paris.

Resident Director

The Skidmore in Paris Resident Director (RD) reports directly to the Director of Off-Campus Study & Exchanges. The RD has complete academic oversight for courses taught by Skidmore in Paris staff, including those intended for the Advanced Studies program and the Paris Fall Seminar. The RD also has ultimate oversight and responsibility for the overall administration of both programs in Paris. The RD

supervises all staff who work at the Center, including the Program Center faculty. The balance between the role of the Seminar Director and the role of the RD can be complex. While the RD is charged with managing Skidmore in Paris writ large, the Seminar Director is charged with managing the Fall Seminar specifically. For that reason, it is critical that the RD and Seminar Director discuss their needs and expectations early in the preparation process. Also, open communication is key as the semester progresses. Because the RD has ultimate responsibility for the management of the programs in Paris, any changes to the Fall Seminar (the staffing, the curriculum, the structure, the budget, etc.) should be discussed with the RD prior to implementing a change.

Program Coordinator

The Program Coordinator's (PC) primary responsibility is to support the administrative and student support functions of all branches of the Skidmore in Paris program. In this role, the PC serves as a resource for the Fall Seminar, coordinating student housing, assisting in the organization of the on-site orientation and field trips and cultural activities, and supporting the Seminar Director and the students with student affairs related questions and concerns. Both the RD and the PC are available to assist the Seminar Director and are asked to support the successful functioning of the Fall Seminar; however, the main responsibility for supporting the students on the Fall Seminar lies with the Seminar Director. The balance between the role of the Seminar Director and the role of the RD and PC can be complex. For that reason, it is critical that the Seminar Director discuss his/her needs and expectations with the RD early in the preparation process. The RD will clarify any questions regarding who should do what and will provide guidance as needed. Again, open communication is key as the semester progresses. The PC reports directly to the Resident Director; any questions or concerns should be brought to the RD for discussion.

Program Assistant

The Administrative Assistant supports the administrative efforts of both the Resident Director and the Program Coordinator, and can also be available to assist the Fall Seminar director in coordination with the RD. S/he is also available to support students on social and cultural issues. The Administrative Assistant reports directly to the Resident Director; any questions or concerns should be brought to the RD for discussion.

SEMINAR DIRECTOR RESPONSIBILITIES

The successful Seminar program will be the result of a solid and active collaboration between the Skidmore Seminar Director, the Program Manager in Off-Campus Study & Exchanges (OCSE), and the Resident Director of the Advanced Studies program. There are essentially three phases associated with an off-campus study program, all of which will be discussed fully in this handbook: the “pre-departure” phase; the “on-site” experience, i.e. the program itself; and, the “re-entry”, or return home, phase. Seminar Directors are expected to fully participate in each phase of the program.

The following is a brief outline of faculty responsibilities for the Paris Fall Seminar:

- ❖ Designing the academic program and all instructional materials, including detailed syllabi, a list of readings and other resource materials, and a detailed itinerary that relates site visits to the subject matters of the course(s) to be taught. Again, the curriculum must reflect a strong connection to Paris, France, and/or the European Union and must demonstrate the benefits of offering the courses in Paris versus Saratoga Springs.
- ❖ Ensuring proper and timely approval of courses through Curriculum Committee.
- ❖ Locating and evaluating resources abroad that will serve to enhance the overall academic and cultural experience of the students and faculty member (with assistance from the Paris staff).
- ❖ Obtaining accurate cost estimates on any expenses associated with possible field trips and/or special arrangements needed to ensure the utilization of local resources as associated with the curriculum (e.g., entrance fees, lecturing permits, etc.). A preferred activities list and possible costs should be submitted to the Resident Director by **March 1**, and a final list by **May 1** of the spring prior to the seminar. Paris staff will work with the Seminar Director to finalize activities and costs once final program enrollments are known and no later than the end of the May prior to the seminar.
- ❖ Ensuring program expenses stay within predetermined budget parameters.
- ❖ Promoting and recruiting for the program through a brochure, flyers, informational meetings, class visits, etc. (with guidance and support from the OCSE).
- ❖ Providing Off-Campus Study & Exchanges with copies of all informational materials describing the program.
- ❖ Reviewing applications and selecting program participants in collaboration with the OCSE.
- ❖ Developing pre-departure materials to prepare students for the program (in collaboration with OCSE).
- ❖ Providing a pre-departure orientation for program participants in April before the program semester (in collaboration with the OCSE).
- ❖ Obtaining his/her own visa, as required by the current French regulations and procedures (with support from OCSE and the Paris staff).
- ❖ Working with OCSE and the Resident Director to deliver academic and administrative portions of the on-site program.
- ❖ Attending to all financial arrangements needed, well in advance of departure, to meet program expenses in the U.S. and abroad, according to established Skidmore financial policies and procedures (In collaboration with the OCSE and the Paris staff).

- ❖ Obtaining receipts and keeping accurate records of all program-related expenses incurred abroad, in coordination with the Resident Director.
- ❖ Obtaining receipts and keeping accurate records of all personal expenses incurred abroad that will be charged against the Seminar Director's living stipend. **IMPORTANT:** The Seminar Director must keep a separate accounting of program and personal expenses. Personal expenses may not be charged to the program accounts. All receipts to be submitted for the living stipend are due to OCSE by **January 15** following the end of the program.
- ❖ Reporting expenses to OCSE and Financial Services according to established procedures
- ❖ Scheduling formal "office hours," as on the Skidmore campus, for the duration of the program.
- ❖ Submitting a formal program assessment report to the Director of Off-Campus Study & Exchanges by **January 15** following the program.
- ❖ Working with OCSE and the Seminar Director's academic department to develop and organize substantive re-entry activities for program participants upon return.
- ❖ Working with the Seminar Director's academic department and its curriculum to incorporate experience in Paris into course work upon return.

This handbook outlines more fully the duties and responsibilities of the Seminar Director.

ACCOMPANYING FAMILY MEMBERS

Seminar directors may have their spouse/domestic partner and/or dependents accompany them to Paris. If family members plan to stay for the entire semester, the seminar director should be prepared to make any necessary arrangements for his or her family members in Paris. **Neither OCSE nor the Skidmore in Paris staff are able to make onsite arrangements for family members accompanying the director, such as childcare or schooling for dependents.**

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 French 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 the initial appointment to apply for the entry visa. The faculty director, accompanying spouse/domestic partner and/or dependents must travel together for this visa appointment to minimize costs to the College. Once the visa is approved the French consulate will schedule an additional appointment to pick-up the visa. The consulate with written consent from the spouse, will allow the faculty director to pick-up all visas. Therefore, Skidmore will only reimburse travel expenses for the faculty director only. Should your spouse and/or dependents wish to accompany you, it will be at your own expense.

Also, please note that the personal stipend provided to the seminar director is designed to assist the seminar director with the increased cost of living associated while residing in Paris. It is not meant to cover **all** personal expenses while abroad, nor is it meant to cover costs associated with family members who are accompanying the director.

PRE-DEPARTURE RESPONSIBILITIES

RECRUITMENT

The Seminar Director, in conjunction with OCSE, will be responsible for communicating the details of his/her program to other Skidmore faculty and students in the interest of recruiting students for the program. Creativity in recruitment is encouraged, yet here are some traditional methods of recruitment that should be incorporated in the overall plan. Minimally, these include hosting Interest Meetings (generally, one in the fall before the Thanksgiving break and one or two in the spring prior to the application deadline); visits to pertinent classes to discuss the program overview (5-10 minute presentation) and explain application process; posters and flyers advertising the program; and e-mail announcements to select student audiences. Additionally, the Seminar Director will supply OCSE with content for a program brochure and Web site.

The Fall Seminar is designed as a more personalized academic experience and, therefore, the Seminar Director should be prepared to spend a good deal of time with students while they consider, prepare for and participate in the program. The Seminar Director will be asked to meet with individual students who are interested in the program and advise them regarding the courses and the structure of the program. She/he should also meet individually with each applicant to discuss program specifics as they relate to the student. These meetings should occur as students express interest and prior to the application deadline.

OCSE will **assist** with these recruitment activities and with the advance advertising of them; however, directors should realize that the Fall Seminar is largely enrolled by students who want to work with a particular faculty member in Paris. Students typically apply based on their relationship with or desire to work with the faculty director. Therefore, Seminar Directors must be prepared to manage the bulk of the recruitment efforts for the program.

APPLICATION PROCESS

The OCSE Program Manager will create an appropriate program application from a template used for other study abroad programs. The application will include forms for students to provide background information about themselves, motivation for applying to the program, academic recommendations, and French language assessment. Students who are not studying French language at the time of application will be required to take the online language assessment provided through the Foreign Language Resource Center. Completed applications will be submitted to the OCSE by the established deadline of **March 15** and will be reviewed for acceptance by the OCSE Program Manager using the standard requirements as a guideline. Any applications from students who do not meet the 3.0 GPA minimum requirement but meet the Committee on Academic Standing (CAS) guidelines to submit a GPA petition with their application will be offered for review to the Seminar Director. Notification of application status will be sent by OCSE to each applicant, and an "acceptance packet" will be sent to qualified students by OCSE. Note: If a student does not meet the minimum requirements to petition to support a GPA petition to CAS, OCSE cannot accept the student's application.

PRE-DEPARTURE ORIENTATION

Paris Fall Seminar students are required to attend a pre-departure orientation at Skidmore College in March/April prior to the program semester. This orientation will take place in cooperation with the Paris Resident Director and the OCSE Program Manager when the Resident Director visits Saratoga in the spring.

The OCSE Program Manager assigned to the Paris Fall Seminar program will consult with the Seminar Director to create an outline for the on-campus orientation and will also work closely with the Paris Resident Director to determine who will lead the various sessions included in the orientation. The orientation must minimally include information and discussions on the following:

1. Pre-departure logistics – passports and visas, health forms, course registration, finances, and travel information;
2. Academics – an explanation of the language courses and content courses and discussion about different academic expectations in France;
3. Living in France – discussion on U.S. vs. French values and cultural differences, cultural adjustment issues, behavioral expectations, home stays, the Skidmore Center, and day-to-day life in Paris;
4. Field trips and cultural activities – an introduction to sites to be visited during the semester and their significance to French history and culture.

OBTAINING A FRENCH VISA

A French visa is required for U.S. citizens who will be in France for a period of more than three months. Therefore, a Seminar Director with U.S. citizenship must obtain a French visa in order to lead the group in Paris. Seminar Directors are required to obtain a **long stay visitor's visa** to enter France.

The OCSE Program Manager will assist the Seminar Director by providing the most recent information available regarding the visa process and by obtaining some of the documentation required for the visa application. Having said this, the process often changes without advance notice. *We strongly suggest that the Seminar Director work with the OCSE Program Manager and refer to the information posted online by the French consulate in New York before applying for a visa to ensure that s/he understands the most current procedure and requirements.* E-mail communication to the Visa Section is typically the best method by which to contact the French Consulate in New York. OCSE urges the Seminar Director to approach this task with a great deal of patience and understanding. OCSE is able to assist in certain areas but cannot complete or submit the visa application on behalf of the Seminar Director nor ensure that the process runs smoothly.

Visa application requirements can be found online at <http://www.consulfrance-newyork.org/Long-stay-visitor-s-visa,2831>.

A French visa application is only accepted through a personal appearance at the French Consulate—no earlier than 90 days prior to departure for France—and the French consulate may require more than one appointment from an applicant. Applicants will also have to return to the French Consulate to pick up their completed visa in person. To ensure the best attempt at a successful visa application, the Seminar Director will be expected to apply for his/her visa as early as permissible by the Consulate and no later than six weeks prior to departure for France.

The program budget will cover the cost of the visa fee for the Seminar Director as well as the cost of necessary travel to complete the process of obtaining said visa. (Reimbursement must adhere to the guidelines given below.) This will include travel to New York City from Saratoga Springs for the visa application appointment(s) if necessary. The visa may also need to be validated once in Paris. If the faculty director and his/her accompanying spouse/domestic partner and dependents are required to obtain the timbre fiscal (passport stamps) while in Paris, reimbursement/payment of these expenses should be coordinated with the Paris Resident Director.

If an entry visa is required for a faculty director's accompanying spouse/domestic partner and dependents, the program budget will cover the cost of the entry visa for the accompanying spouse/domestic partner and dependents. Additionally, if travel to New York City is required for the spouse/domestic partner and dependents, the program will reimburse the cost of a roundtrip coach ticket on Amtrak. The faculty director, spouse/domestic partner, and dependents must travel together to NYC to minimize costs to the college.

Our understanding is that the faculty director can travel back to NYC to pick up all of the visas for his/her family, so we will only cover return expenses for the faculty director unless rules for visa pick-up have changed.

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 NYC - maximum reimbursement will be for a roundtrip coach ticket on Amtrak.
- Lodging in NYC - if required, the program will cover one night hotel stay, costs up to \$300 per night. (A list of hotels in NYC that offer Skidmore employees a discounted rate is listed below.)
- Transportation in NYC - subway or taxi fare to hotel and to and from the consulate
- Meals in NYC - Actual cost of meals and incidentals (i.e., beverages, snacks, etc.) up to an average of \$80 per full day is reimbursed (ex. \$15 breakfast, \$20 lunch, \$35 dinner, \$10 incidentals). Alcoholic beverages will not be reimbursed.

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.

Please see Appendix C for detailed reimbursement guidelines.

INSURANCE

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 personal policy when traveling internationally.

ONSITE RESPONSIBILITIES

The Paris Fall Seminar is limited to a group of 10 to 15 students, and requires a minimum of 7 students to be viable. The onsite staff (Resident Director, Program Coordinator, and Administrative Assistant) assist the Seminar Director in the general administration of the program. The Seminar Director is charged with the academics of the Seminar and with monitoring the progress of his/her group. Ongoing communication and collaboration among the Seminar Director, OCSE, and the Skidmore in Paris staff are essential in operating this type of study abroad program. On-site orientation, cultural activities, and excursions are organized by the Skidmore in Paris staff in cooperation with the Seminar Director. Additional excursions and activities that enhance the curriculum of the Seminar are organized and/or developed by the Seminar Director.

Because the Seminar Director is expected to handle administrative as well as teaching responsibilities, this semester counts as a three-load semester (two 4-hour courses and one administrative).

ARRIVAL

The Seminar Director should arrive to Paris about two weeks prior to the start of the Fall Seminar program. This will allow the director time to acclimate to new housing, become familiar with the neighborhood and commute to the Skidmore Center, and to prepare for the student arrival. The Fall Seminar typically starts in late August. Contact OCSE for exact dates.

ORIENTATION

The Seminar Director and the Resident Director are responsible for planning, scheduling, and administering an on-site orientation as soon as students arrive in Paris at the start of the program. A portion of the orientation may take place offsite (outside of Paris). The orientation may be held in conjunction with the orientation for the Advanced Studies program.

The purpose of this orientation is to support the vision and goals of the Paris Fall Seminar program and to complement the pre-departure orientation held during the previous term at Skidmore College. The orientation should provide students with an introduction to living abroad in general; an opportunity to establish cohesiveness within the group; and an academic and cultural foundation to the semester-long program.

The orientation must include the following:

1. Skidmore in Paris Program Center tour – highlighting the rules of the Center, classrooms and offices, and computing facilities;
2. Tours of the local area in and around Paris;
3. Introduction to the academic program – distribution of textbooks, discussion about differing academic expectations, and initial class meetings;
4. Discussion of cultural issues – French vs. U.S. values, French social norms, and cultural adjustment (culture shock) issues;
5. Individual meetings with students – to discuss details of class schedule, establish rapport with individual students, and clarify any medical or emotional issues that may arise during the program;
6. Field trips and group meals – an introduction to on-going cultural activities that will be part of the entire semester program;
7. Visit to the U.S. embassy – to register as U.S. citizens abroad and to obtain absentee voting forms (if applicable) for students who have not already done so;
8. Discussion of health and safety issues – health facilities, emergency contacts and instructions, and explanation of local laws that could affect students while living in France;
9. Discussion of language learning – advantages of using French as much as possible, tips to increase vocabulary, study suggestions, brief introduction to the Parisian dialect, and useful phrases for day-to-day activities, and explanation of Language Pledge.

ACADEMICS

Academic Calendar

The Paris Fall Seminar program is offered for the fall semester only. The program will run for 16 weeks, breaking in accordance with the French academic system and the Advanced Studies program. The Fall Seminar is scheduled to begin at the same time as the Advanced Studies program since many of the orientation activities can be combined. Specific dates will vary each year and are available from OCSE.

Seminar Director Courses

All students participating on the Fall Seminar program will enroll in both courses offered by the Seminar Director. These courses will vary from year to year in conjunction with the academic expertise of the Seminar Director.

Students participating in the Advanced Studies program who wish to enroll in one of the seminar courses may do so if they receive approval from the Seminar Director and there is space in the class. Advanced Studies students are allowed to enroll in **only one** of the Fall Seminar classes taught by the Seminar Director. The Seminar Director may decide that he/she does not want to allow an Advanced Studies student into the seminars – it is the Seminar Director's decision. The Seminar Director should discuss this option with OCSE during the recruitment process to ensure OCSE is advising students appropriately.

Program Center Courses

French Language

All Fall Seminar program participants are required to enroll in a French language course. There may be a need for two levels of beginning French for this group. Although knowledge of French language is not required, many students do have some background. Students will be tested by the Skidmore College language lab during the application process so as to provide OCSE and the Skidmore in Paris staff a perspective on the language levels involved with each group. The four-credit grammar course is typically offered in-house, although if more than two language levels are needed, the Resident Director may outsource the language class to a local institution in Paris.

Any students needing intermediate or more advanced French should talk to the Program Manager in OCSE. Depending on their language level, they may be able to take the language course with the Advanced Studies students or may want to consider applying to the Advanced Studies program instead of the Fall Seminar.

Course on Contemporary French Society

All Fall Seminar program participants are required to enroll in a course focused on contemporary French culture and society. The exact topic may shift each year depending on the focus of the Fall Seminar courses; the goal is to offer a course that enhances the topics of the seminar. The Seminar Director will work with the RD to determine which course will be offered. The 3-credit course is offered at the Skidmore Center and is taught in English. The Seminar Director may also decide to allow students select from any of the available courses taught in English at the Skidmore Center or partner institutions instead of requiring a specific course on contemporary French society.

Course Registration

Students register for four courses. Students will enroll in the seminar courses through the application process. They will complete a course pre-approval form that will be reviewed, minimally, by their academic advisors, relevant department chairs at Skidmore, and the Registrar's Office.

COURSE GUIDELINES

Grading

The Paris Fall Seminar director and Skidmore Center course instructors are responsible for all assignments and final grading for their courses and should do so according to Skidmore College

standards (see Appendix F). The Seminar courses will be graded on the US grading scale. Non-seminar courses will be taught on the French grading scale.

Attendance

The Seminar Director must provide students with a clear attendance policy for all classes, fieldtrips and tutorials that ensures full participation in the Fall Seminar program throughout the semester. Attendance policies should also be discussed with the Resident Director, who will work with the Program Center instructors, in order to avoid inconsistencies.

Academic Integrity

Students participating in the Paris Fall Seminar program are expected to abide by the Skidmore College Honor Code:

I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the College regulations.

The Seminar Director should discuss the Honor Code during orientation, particularly in the context of French faculty expectations. *Student Responsibilities and Rights – Academic Policies* are included in Appendix E of this handbook.

Field Trips

The Seminar Director, in collaboration with the Resident Director and Program Coordinator, will arrange at least five field trips or excursions during the semester. Field trips should supplement topics covered in the Seminar Director's courses. Sample locations can include some of Paris' popular historic and cultural sites such as Notre Dame Cathedral, L'Opera, the Louvre, etc., as well as visits to various neighborhoods and commercial districts. Excursions to cities or sites outside of Paris are also encouraged, if appropriate and within budget. (Visits to locations outside of France are not possible.) Students are expected to attend all organized field trips except in the case of illness. Field trips will be led by the Seminar Director and be followed by a one-hour discussion that will integrate the visit with topics covered in class.

STUDENT AFFAIRS**Cultural Activities**

In addition to field trips organized in conjunction with content courses, the program will also organize other cultural activities and field trips throughout the semester. Some of program events will be in conjunction with the Advanced Studies students. These events can include musical and theater performances, visits to museums, dinners at local restaurants, and any other activities that will enhance the students' study abroad experience and understanding of French culture. Tutors who might work with the students should be encouraged to join these activities in order to provide students with French perspectives and to give them an opportunity for informal contact beyond classroom and tutorial time.

The Resident Director will take the lead role in organizing the logistics of the cultural activities. However, the Seminar Director is responsible for determining which activities are appropriate, planning a cohesive semester-long agenda of activities, ensuring the activities complement and enhance the Fall Seminar curriculum, support the overall goals of the program, and remain within the overall program budget.

Housing

The Program Coordinator is responsible for securing appropriate housing with host families for each participant. Students will complete a Housing Questionnaire as part of the application that the Program Coordinator will use in placement with host families. The Housing Questionnaire addresses topics such as dietary restrictions, personality summaries and lifestyle descriptions. The Program Coordinator will also ensure that the Resident Director, the Fall Seminar Director, and the OCSE Program Manager are informed of any housing issues that arise. The Resident Director is the one charged with ensuring that the

Program Coordinator is fulfilling these responsibilities and that there is clear and timely communication with OCSE should a problem arise.

Behavior

Students participating in the Fall Seminar are expected to abide by the Skidmore College Student Code of Conduct:

Basic College regulations are vital to community welfare, student safety, and high standards of ethical integrity. Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. The College considers abuses and violations of these regulations major breaches of the College Honor Code which may lead to various sanctions, including the withdrawal of membership from the Skidmore community. In addition to following basic College regulations, community members are also obligated to observe the laws and ordinances of local, state, and the federal governments. The College may press charges against community members engaged in criminal activities on or off the campus. All currently enrolled Skidmore students are required to report any circumstance that results in their arrest to the Associate Dean of Student Affairs/judicial counsel.

Respect for the person, property, ideas, and perspectives of others and a commitment to intellectual and personal growth are values essential to membership in the College community. The policies listed below are illustrative only, not exhaustive; the College has the right and obligation to act upon conduct not in accord with the informing principles of the Honor Code or codes of conduct.

Students may need to be reminded that they are in France, and Paris, as 'ambassadors' for Skidmore College and should behave accordingly. Obviously, the Seminar Director is expected to serve as a role model for the students and demonstrate appropriate behavior within the context of French society. The Seminar Director should be mindful of any issues that may arise, and, when necessary, discuss cultural misunderstandings and the implications of unacceptable behavior while studying abroad, calling on the Paris staff to assist as needed. (*Student Responsibilities and Rights – Social Policies* are included in Appendix G of this handbook.) The Seminar Director should also communicate any problems to the Resident Director and OCSE to ensure they are prepared to discuss the issues with students, parents, or administrators if the problem should escalate.

Alcohol

Because the legal minimum drinking age in France is 16 years, the Seminar Director may find that Fall Seminar students will consume alcoholic beverages while in France. The Seminar Director should be mindful of any potential problems and discuss these problems with students. The Seminar Director can be seen by students as a positive role model when it comes to sensible consumption of alcohol and, therefore, s/he does not need to completely refrain from drinking moderate amounts of wine or beer while in the presence of students. However, Paris Fall Seminar program funds may NOT be used to purchase alcohol for students, as this opens the College to liability issues. Part of the orientation program at the beginning of the program should be used to discuss this issue in the context of French social relationships.

Drugs

According to the "Policy on Alcohol and Other Drugs (AOD)" in the Skidmore College Student Handbook, "...The College will not ignore violations of the law or the Skidmore regulations elaborated in this policy. The College will discipline students whose conduct undermines the vitality of the academic community. ..." This policy also extends to students abroad. The Seminar Director should take the initiative to educate him/herself on French laws regarding drug possession, use, and trafficking; the Resident Director can be available for consultation on these questions. During orientation, students must be informed of these laws and the consequences of breaking them. They must also be informed that any drug use while on a study abroad program will result in being withdrawn from the program and sent home. Students should also be informed that they will be subject to Skidmore College's disciplinary

actions. If a situation involving illegal drugs does arise during the program, the Seminar Director must immediately notify the Resident Director **and** contact the OCSE Director.

Local Laws

During the onsite orientation, the Resident Director and/or Program Coordinator should include a brief explanation of French laws that may affect students on the Paris Fall Seminar program, as well as a discussion about significant differences between the French and U.S. legal systems. The Paris staff will be available throughout the program for consultation in this area. Students should be encouraged to read the U.S. Department of State's *Country-Specific Information* for "France & Monaco," which can be found at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1116.html.

STUDENT HEALTH

The Resident Director will receive copies of each student's Health Assessment Form to be kept on file in case of medical emergencies. The Resident Director should also meet with each student individually during the onsite orientation (or before if possible) to discuss any existing physical and mental health conditions that may affect the student's experience on the program or issues that may arise during emergencies. Students must be assured that all medical information provided to the Resident Director will be kept confidential, and provided only to medical professionals when/if necessary. If there are serious concerns, the RD is expected to share those with the Seminar Director in case there are issues during class, a field trip, or an overnight excursion.

Health Insurance

All students receive supplemental health insurance (through ACE American Insurance Company for Skidmore students or through CISI for non-Skidmore students) that includes medical evacuation and repatriation coverage. The Skidmore international health insurance policy only provides coverage for students while they are pursuing educational activities for the term of the program. Students are not covered by Skidmore's policy during extended program breaks (i.e., winter and spring break) or prior to the official start date of their program or after the official end date of the program. The OCSE Program Manager will send a copy of each student's study abroad insurance cards to the Resident Director prior to the start of the program to have on file in case of emergencies.

The insurance policy requires students to pay for most medical costs upfront and then submit a claim to the insurance company for reimbursement (minus a deductible). If the student is unable to pay for the upfront costs, please discuss the situation with the Resident Director. It may be possible for the program to loan money to the student to cover upfront medical costs if the student agrees to repay the program when he or she is reimbursed by their insurance company.

The insurance policy provided by Skidmore College is **secondary** to the student's primary insurance. Students must submit any claims to their primary insurance first. If the primary insurance does not cover the claim, they can then submit a claim to the Skidmore insurance company as their secondary insurer. Any specific questions regarding the students' health insurance coverage should be directed to OCSE or the insurance company prior to departure.

Medical Assistance

In the event of a student's injury or illness, the Seminar Director and, when necessary the Resident Director or Program Coordinator, should accompany the student to an appropriate medical facility and remain with the student as long as necessary. Students should be encouraged to give permission to the RD to contact family members, and if such permission is obtained, the RD will contact parents directly. The OCSE Program Manager should also be contacted as soon as possible in order to have correct and up-to-date information in the event family members call OCSE. If the student is required to spend a significant amount of time in a medical facility, it is important that the Resident Director act as advocate for the student to ensure that appropriate care is received.

STUDENT SAFETY

The Seminar Director should include discussions about personal safety and crime prevention during orientation and throughout the program as needed. Students should receive on-site materials that contain safety tips and advice on reporting thefts and other crimes to the Seminar Director, the Resident Director and to French authorities. Further, it is important to **require** students to give personal travel information to the Seminar Director or Paris staff any time they plan to leave Paris. Students should be discouraged from traveling alone and advised about areas in France that may have particular safety issues for foreigners. The Seminar Director should be aware of any U.S. Department of State travel warnings (<http://travel.state.gov/travel>) and advise students accordingly.

Emergencies

The Seminar Director is to serve as all students' primary emergency contact and must be available to provide immediate assistance to them as necessary. The Seminar Director is expected to report all emergencies to the Resident Director and OCSE immediately and to follow all established protocol (see Appendix I). In cases of serious emergencies such as natural disasters, political upheaval, or terrorist incidents, the Seminar Director and Resident Director will both consult with the OCSE Director to decide on any evacuation and contingency plans for the program. A list of Safety Precautions is included in Appendix H.

Students with Disabilities

Under the Americans with Disabilities Act (ADA), colleges and universities in the United States are prohibited from discriminating against a qualified person with a disability in all aspects of academic life, including study abroad. The Seminar Director should be familiar with the following ADA guidelines outlined in the *Students with Disabilities at Skidmore* handbook provided online at http://cms.skidmore.edu/academic_services/accessibility/index.cfm:

1. A qualified individual (someone who meets the College's criteria for admission) with a disability must be provided access to programs, activities and services that are offered to others.
2. A qualified person with a disability must have an equal opportunity to participate in or benefit from that which is offered to others.
3. Individuals with disabilities may not be charged extra for costs incurred in barrier removal, alternatives to barrier removal, reasonable modifications or the provision of classroom auxiliary aids to make the college environment accessible and usable.

The Seminar Director should work closely with OCSE and the Resident Director to ensure that students with disabilities have the same opportunities as other students on the Paris Fall Seminar program. Any questions regarding Skidmore students with disabilities should initially be directed to the OCSE Program Manager.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) prevents the disclosure of student records to anyone other than a school official who has a legitimate need to have the material. It allows students to give written consent for disclosure to certain other persons and it also ensures that students have access to their own records. The Seminar Director can legally share student records related to the Paris Fall Seminar program with Skidmore College officials and Skidmore in Paris staff but must obtain the students' consent in any other situation.

It is important for the Seminar Director to respect students' privacy in all matters. For example, if there is an emergency involving a student it is appropriate to share that information with the Resident Director and OCSE; however, it is not appropriate to share any information with other faculty (in Paris or at Skidmore) or with staff, students, or host families. Cultural norms may be different while in France and this type of sharing of information may be seen as acceptable, but with the U.S. college-sponsored Paris Fall Seminar (and Skidmore in Paris), we are obligated to abide by what is acceptable in terms of U.S. regulations.

PERSONAL TRAVEL

OCSE requires that the Seminar Director provides travel details with the Paris staff whenever s/he travels for personal reasons away from Paris. It is imperative that personal travel does not conflict with the program schedule and administration, and that Paris staff know how to reach the Seminar Director at all times should an emergency arise. Travel details minimally include dates of travel, destination city and country, and local telephone contact. Please note that the Seminar Director will have a cell phone in Paris, and Paris staff should be notified if it will or will not serve as a mode of contact in the travel destination.

DEPARTURE

The Seminar Director is responsible for remaining in Paris with the program until its official end. S/He may wish to stay beyond the official end of the program to wrap-up any personal or program-related matters, and this is expected. The Skidmore Center in Paris will close for the winter break within 2 or 3 days after the end of the program; the Seminar Director should plan to remove any items s/he needs from the Center before that time. The end of the program is typically at the end of the third week in December. The program will cover accommodations and meals for the Seminar Director **up to one week** after the official end of the program. If the Seminar Director chooses to stay in Paris longer, s/he will need to cover those costs. Contact OCSE for official dates and details.

POST-PROGRAM RESPONSIBILITIES

GRADES

At the end of the semester, the Program Center instructors for the French language and French culture & society courses will submit student grades to the Resident Director, who will, in-turn, report these grades to the Skidmore Office of the Registrar. Similarly, the Seminar Director will report grades for his/her program courses directly to the Office of the Registrar. This should be completed within six (6) weeks of the end of the program via the online grading system. Access to the online grading system is at <http://cms.skidmore.edu/registrar>.

EVALUATIONS

The Resident Director will coordinate the student evaluation process for the Paris Fall Seminar as s/he does for the Skidmore in Paris programs. The RD will ensure that students complete a general program evaluation as well as individual course evaluations at the end of the fall semester. The Resident Director will compile the evaluations and send copies to the Program Manager in OCSE. The Program Manager will then forward the information on to the Seminar Director for review by February 1. The Seminar Director should consult with the Resident Director prior to the end of the fall semester if s/he feels changes are necessary to the standard evaluation.

RE-ENTRY PROGRAMMING

The Seminar Director should schedule at least one or two activities for program participants shortly after their return to the Skidmore campus. Planning of these activities should be done in advance and in cooperation with the OCSE Program Manager, and costs associated with the event(s) will be covered by the program budget. The purpose of "re-entry programming" is to offer an opportunity to students to reflect on their experiences abroad, as well as to promote the Fall Seminar to the greater Skidmore community. Possible activities would have students present their academic work from Paris to other students and faculty, or, submit written work that is reflective of a particular focus of the overall program. A social gathering with the Seminar Director and program participants can also be a welcome event to the participants as they cope with their return to campus after an experience that, for many, feels life-altering and immensely formative. Re-entry programming will not only benefit the program participants, the Seminar Director, and the Skidmore community, but it is also a Priority Initiative of Goal II of Skidmore's Strategic Plan: "...*Find new ways to take advantage of the resources represented by students returning from study away to enrich the campus community.*" (See <http://cms.skidmore.edu/planning/goals/goal2.cfm>.)

PROGRAM REPORT

The Seminar Director will prepare a report providing a detailed overview of program activities (both academic and co-curricular), as well as assessment outcomes and recommendations regarding the future development of the program. The report must be submitted to the Director of Off-Campus Study & Exchanges no later than **January 15** following the program. (See Appendix J for template.)

FINANCES

PROGRAM EXPENSES

The Seminar Director will have access to certain monies based on the final budget. (See next section.) The Seminar Director may access these monies through the Credit/Debit card provided by the program.

Program Credit/Debit Card: This card serves both as a credit card and a debit card. The card ties into the Paris program account in Paris and may be used for program expenses only (not personal or stipend related expenses). The Paris staff will work with the Seminar Director to obtain the card once he/she is on site. Purchases using this card should be tracked and reported monthly. (See section below on Expense Reports.) **NOTE:** The Seminar Director cannot set up automatic payments from this account. Monthly expenses covered by the program, such as home internet service and mobile phone, will be paid by the Paris staff upon the timely submission of the bills by the Seminar Director.

In cases when cash is needed, or when a credit card will not be accepted, the Seminar Director may use the Credit/Debit card to withdraw cash from the Paris account. We ask that the Seminar Director PLAN CAREFULLY to avoid unnecessary withdrawal fees. (The fees for these withdrawals will be charged against the Seminar budget and will, therefore, affect the total amount available for activities.) Cash withdrawals and purchases in cash must be tracked and reported monthly.

The Seminar Director may obtain paper-based checks from the program account while in Paris by making a request to the Resident Director. However, Seminar Directors should plan to use either the Credit/Debit card or cash for all program purchases whenever possible.

PERSONAL EXPENSES

The Seminar Director will receive a stipend to help with living expenses. The stipend is not meant to – and probably will not – cover all living expenses nor is it meant to cover costs associated with family members who are accompanying the 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, Métro passes, mobile phone service for calls within Paris and France. Stipend guidelines are included in Appendix B of this handbook.

The OCSE Finance Manager will work with the Seminar Director to distribute the stipend funds prior to departure. 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 personal stipend funds, directly to the landlord or rental agency. **Seminar 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. Seminar Directors should direct the landlord to the Web site 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 Seminar Director's round-trip international airfare, e.g. Albany to Paris, using personal stipend funds. If the Seminar Director pays directly for his/her airfare and seeks reimbursement prior to departure for France, 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 the Seminar Director's housing and flight are paid for, the remainder of the stipend can be paid out by check to the Seminar Director or can be transferred to a bank account here in the U.S. or in France. (If a wire transfer is preferred, the Seminar Director will be responsible for all bank fees associated with the wire. Sending fees will be deducted from the stipend.) Most Seminar Directors will not have access to a personal French bank account, as it is difficult to set one

up for such a short period based on French regulations. Therefore, OCSE typically transfers the funds to a U.S. account. The Seminar Director may then decide how s/he wants to access the money (debit card, traveler's checks, etc.) once in France.

The Seminar Director must track and report all personal expenses to be charged against the stipend. These expenses do not need to be reported monthly, rather the Seminar 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 8.5 x 11- or A4-sized paper for easy processing. 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 B of this handbook.)

PROGRAM BUDGET

The Seminar Director will collaborate closely with the Resident Director to properly account for program expenses during the fall semester. Total expenses for the program must not exceed the established budget, which will be affected by the final number of enrolled participants. The Seminar Director should keep this in mind as s/he plans the various events and activities for the semester. Any deviations from the established budget should be discussed with the Resident Director, who will consult with the Director or Program Manager of OCSE as needed.

OCSE will provide a budget for the Seminar Director once the Skidmore Board of Trustees approves the new fiscal year's budget, generally in June. The program budget will be based on final student enrollments, and will include amounts for cultural excursions and activities, instructional supplies, postage, and phone calls. These are the budget areas available to the Seminar Director and the areas s/he should track. The budgets for academic and housing costs are managed by the Resident Director and Associate Director.

The Seminar Director is expected to use the figure included for cultural activities to support the activities related to the curricular and co-curricular goals of the program. However, a portion of the cultural activities fund may be used toward activities offered consistently each year (for example: mid-semester weekend trip outside of Paris, Versailles gardens, birthdays, etc.) planned by the onsite Paris staff. The Seminar Director can choose to exclude some of the activities in consultation with the Resident Director and Program Coordinator if s/he feels the activities are not appropriate for the Paris Fall Seminar students.

The Paris onsite staff will also plan some activities for all students in Paris (Advanced Studies and Paris Fall Seminar programs). These all-program activities will be covered by the Advanced Studies budget. The all-program activities will include: orientation in Paris, orientation overnight excursion, and Thanksgiving celebration. All other activities, even if they are offered jointly for both programs, are budgeted under the individual JYA and Fall Seminar budgets.

The PFS program budget also includes a small "discretionary" fund for the Seminar Director to use to occasionally support an individual student that may have difficulty adjusting. For instance, the Seminar Director may invite a student to lunch or coffee to discuss outstanding issues. However, the discretionary funds are not intended for the Seminar Director to host all students for dinner. Please consult with the Resident Director about the use of discretionary funds.

Once the budget figures are set, the Seminar Director should begin to make final plans for the activities and events s/he wants to sponsor during the program. The Resident Director will assist the Seminar Director with suggestions, as needed (based on what was sponsored by the Advanced Studies program and Fall Seminars in the past). The Resident Director will also be able to work through possible budget scenarios based on what the Seminar Director would like to do. In the end though, the Seminar Director will be the one to plan activities to support the program and these activities must fit into the total budgeted amount. The Seminar Director should submit a preferred activities list (with possible costs) to the Resident Director by **March 1st** so it is available to discuss when the Resident Director visits Skidmore

from Paris in early or mid-April. At that time, the Resident Director and Seminar Director will meet to talk about liability and logistical issues, go over details, and next steps.

EXPENSE REPORTS

The Resident Director will produce monthly expense reports, which are submitted to the OCSE Finance Manager. The expense reports are based on all program expenses, as demonstrated by the receipts submitted by the Seminar Director. Original receipts should be submitted at the end of each month to the Resident Director in Paris to assist in maintaining an accurate accounting the budget. All receipts must be accompanied by a clear description of the purchase, including location and date of purchase. Expenses will be reported in Euros (€). The Office of Financial Services will convert the figures into U.S. dollars according to the current exchange rate.

APPENDIX A: Program Contacts

Contact OCSE for details

APPENDIX B: Stipend Guidelines

Contact OCSE for details

APPENDIX C: Reimbursement Guidelines

Contact OCSE for details

APPENDIX D: Skidmore College Online Resources**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>

Office of Academic Advising

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

Academic Departments & Programs

<http://cms.skidmore.edu/academics.cfm>

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>

Campus Safety

http://cms.skidmore.edu/campus_safety

Business Services

http://cms.skidmore.edu/business_services

Financial Aid Office

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

Financial Services

http://cms.skidmore.edu/financial_services

Bursar's Office

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

Registrar & Institutional Research

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

Residential Life

<http://cms.skidmore.edu/reslife>**References:**

Student Handbook

http://cms.skidmore.edu/student_handbook

College Catalog

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

Staff and Student Directories

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

APPENDIX E: Academic Policies

ACADEMIC POLICIES

The Skidmore pamphlet on "The Ethics of Scholarship"

(<http://cms.skidmore.edu/advising/integrity/ethics.cfm>) defines some of the positive reasons why an academic community needs to observe the highest principles of intellectual honesty. These expectations include the bond of trust among faculty and students, without which there can be no truly educational enterprise; the need for students to embrace the rewarding struggles inherent in challenging intellectual endeavors; the excitement of mastering research and discovery processes in various disciplines; and the rewards of becoming a genuine participant in the larger community of scholars past and present. The academic Honor Code requires students to attend closely to such issues as the following:

1. Plagiarism is representing the work of another person as one's own: for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else. Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources; the appropriate ways of acknowledging his or her academic, scholarly, or creative indebtedness; and the consequences for violating the Skidmore Honor Code. The Integrity Board and the Board of Appeals will not regard claims of ignorance, unintentional error, or academic or personal pressures as adequate defenses for violations of the Honor Code.
 - a. Minor plagiarism offenses: for example, failure to acknowledge the source(s) of a few phrases, sentences, or an idea (though not an idea of importance to the thesis or central purpose of the paper or project).
 - b. More serious plagiarism offenses: for example, failure to acknowledge the quotation or paraphrase of a few longer, paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) of important pieces of evidence or information; or the source(s) for an ordering principle central to the paper's or project's structure.
 - c. Major plagiarism offenses: for example, failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method submitted as one's own; and work borrowed, stolen, or purchased from someone else.
2. Cheating on examinations by giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an exam (unless explicitly permitted by the instructor); looking upon someone else's exam during the examination period; intentionally allowing another student to look upon one's own exam; discussing test items during the exam period; and the passing of any exam information to students who have not yet taken the examination. There can be no conversation while an examination is in progress. Any prohibited or unauthorized interaction (e.g., talking or other communication) between students while an examination is in progress may constitute "cheating," regardless of the content or intent of the interaction.
3. Multiple submission of substantial portions of the same work for credit, without the prior explicit consent of the instructor(s) to whom the material is being (or has been) submitted.
4. Forging another person's signature or name on academic or other official documents (e.g., the signing of a faculty advisor approval, the misuse of attendance sign-up sheets, the mishandling or misappropriation of registration materials or other official documents).

5. The deliberate destruction, damaging, or theft of another's work or working materials (including lab experiments, computer programs, term papers, works of art, or other projects undertaken for academic purposes).
6. The effort to remove uncharged library materials from the library, defacing or damaging library materials, intentional displacement and hoarding of materials within the library for unauthorized private use, and the abuse of reserve-book privileges. These and related offenses constitute an abuse of the College community's central resource for the advancement of learning. The College may treat the failure to return materials to the library in a timely fashion, when other members of the Skidmore community need these materials, as an academic integrity infraction.
7. Computer abuse and fraud includes the abuses defined in these guidelines under "plagiarism," "multiple submission," and "alteration." The College expects members of the Skidmore community to observe the highest standards of academic and social integrity as they use computers for class, office, and individual projects. Such offenses as computer plagiarism, unauthorized collaboration, entry into another person's computing directory, data theft or unauthorized alteration, inappropriate use of the electronic mail, and other malicious or dishonest computer activities will be treated as serious infringements of integrity. Consult the "Code of Ethics for Academic Computing at Skidmore College (<http://cms.skidmore.edu/it/policies/ethics.cfm>)"

The College recognizes the following EDUCOM policy statement:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; the right to privacy; and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

8. Software piracy: The College forbids the unauthorized duplication or use of copyrighted software. Even if a program does not contain copy protection to prevent unauthorized duplication, it is illegal to copy commercial software for your own use or use by others. Likewise, knowingly accepting or using copies of "pirated" software violates the Skidmore College Honor Code.
9. Unauthorized collaboration (closely related to plagiarism or cheating): Student collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor(s). Although the most common faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty members and each discipline. Students who want to confer or collaborate with one another on work receiving academic credit (for example, homework assignments, lab reports, exam preparations, take-home exams, research projects, essays) should be certain of the instructor's expectations and standards.
10. The misrepresentation or purposeful mishandling of material or fabrication of information in an academic exercise, academic process, or assignment (for example, the falsification of experimental or computer data, the construction of false documents or the misleading alteration of documents, the false or misleading citation of sources, the purposeful mishandling or misappropriation of registration materials).
11. Altering material without the instructor's knowledge and consent in negotiation for a higher grade.

(Excerpt from Skidmore College Student Handbook 2010-2011 – http://cms.skidmore.edu/student_handbook/honor-code.cfm#Academic)

APPENDIX F: Academic Standards & Review

ACADEMIC STANDARDS & REVIEW (GRADES, GRADE CHANGE & GRADE-POINT AVERAGE)

Grades

Grades are assigned on the following basis:

A+, A	Distinguished work
A-, B+, B	Superior work
B-, C+, C	Satisfactory work
C-, D+, D	Passing, poor-quality work
F	Failure, no credit earned

S/U, Satisfactory/Unsatisfactory: S/U grades do not affect the student's grade-point average, but a student receiving an Unsatisfactory will not receive credit for the course. The college criterion for Satisfactory is the equivalent of a C or better. A student may take no more than one course in a semester for an S/U grade. A student may take a maximum of sixteen semester hours for an S/U grade, excluding internships. The S/U option is offered at the discretion of the department. The semester schedule will indicate which courses may be taken for an S/U grade. Students must indicate their choice of the S/U grade option at the time of registration. No change may be made after the end of the first week of classes.

AU, Audit: Students may officially audit a course with the approval of the instructor. An AU grade does not affect the student's grade-point average; it reflects approved participation for no credit. Students may enroll for a maximum of two audits per semester and must make the audit selection by the end of the drop/add period. Students who do not attend will be awarded an AW (Audit Withdrawal). An audit fee will be charged per course to any student not already enrolled full-time and paying the full tuition rate.

W, Withdrawal: Prior to the last three weeks of classes (exclusive of final exams) in the fall or spring semesters, students may request withdrawal without penalty from a course with the permission of the instructor, advisor, and approval from the Committee on Academic Standing. Withdrawal, W, is not figured in the grade-point average. No credit is earned. A student is limited to a maximum of two withdrawals (W) while completing the baccalaureate degree.

WF, Withdrawal Failing: A student who departs from a course at any time during a semester without permission to withdraw or who departs from a course during the last three weeks of classes may be given a WF grade. Students may also petition for a WF grade, which must be approved by the instructor, advisor, and the Committee on Academic Standing. WF is figured in the grade-point average as an F. No credit is earned.

I, Temporary Incomplete: A grade of I may be given a student who has diligently completed a substantial amount of the course work but who, because of unforeseen academic, medical, or personal difficulties, has been unable to complete the work for the course.

In such cases, an I may be submitted by the instructor if both the instructor and the student agree that exceptional circumstances warrant an extension of time beyond the normal deadlines of the term. (An incomplete grade will make the student ineligible for Dean's List Honors for the term if the student completes fewer than fourteen semester hours by the regular grading deadline.) The student is responsible for making arrangements for completing the course with the instructor and the Office of the Registrar. The extension period may not be longer than six weeks after the end of the fall or spring semesters, or more than six weeks after either of the summer terms. At the end of the extension period, the instructor may submit a grade based on the work completed.

A student may not graduate with an incomplete grade still outstanding on the transcript. In such a situation, the student will be moved to the next graduation period, with the expectation that any required

work will be submitted in a timely fashion. This policy pertains even if the student has completed all other degree requirements.

IF, Incomplete Failing: If the instructor does not submit a grade by the end of the extension period, the I becomes a permanent grade of IF, figured in the grade-point average as F.

L, Leave: A student who is approved for a medical or personal leave during the semester is assigned a grade of L for all classes that semester for which a grade has not been recorded by the Registrar's Office at the start of the leave. No credit is given for courses assigned an L.

Grade Change

All grades are considered final once they are submitted to the Office of the Registrar. An instructor may request a change in the student's grade only if the instructor has made a computational or clerical error (or if an academic integrity infraction requires a change in the course grade). No grade may be changed on the basis of retesting or supplementary work. Except in the circumstances outlined in the Policy to Appeal a Final Failing Grade (Faculty Handbook, Part Two, III, D—effective June 2010), petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

Grade-Point Average (GPA)

Each grade is assigned a point value as follows:

Grade	Points
A+, A	4.000
A-	3.670
B+	3.330
B	3.000
B-	2.670
C+	2.330
C	2.000
C-	1.670
D+	1.330
D	1.000
F, WF, IF	0.000

No points are assigned for S, U, AU, AW, W, or I. The GPA is calculated by multiplying the points assigned to each grade received by the number of semester hours the course carries, then totaling these products and dividing by the total number of semester hours considered.

The GPA for the semester is computed at the end of each semester. The cumulative GPA for all courses taken at the college is also computed at the end of each semester.

As a general principle, courses for which a grade of D or higher has been earned may not be repeated for academic credit; the exceptions to this regulation are noted in individual course descriptions. If a course for which the student received a grade of F is repeated at the college, both grades remain on the record and both are included in the GPA. With the exception of designated programs and cross registrations, credit granted by Skidmore College for work taken at another institution or by examination is not included in the GPA.

(Excerpt from Skidmore College Catalog 2013-2014 – <http://catalog.skidmore.edu/content.php?catoid=8&navoid=363#Grades>)

APPENDIX G: Social Policies

SOCIAL POLICIES

Good social conduct in the large majority of cases is a matter of common sense and the ordinary principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the community. The social policies listed below cannot capture the essential value of a respectful and cooperative community. The items listed do, however, suggest some of the more serious issues that sometimes confront our community. Violations of the Skidmore Honor Code and Code of Conduct include, but are not limited to, the following:

1. Obstruction or disruption of teaching or other educational activities on the College campus or other property used for educational purposes.
2. Obstruction that unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the College campus or other property used for educational purposes.
3. Any action or situation that recklessly or intentionally endangers mental or physical health.
4. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the College campus or other property used for educational purposes without the permission of the Dean of Student Affairs.
5. Damage to, misuse, or theft of College property or the property of any person.
6. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
7. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual or groups of individuals, easily construed as "fighting words" and likely to cause an immediate breach of the peace.
8. Abusive or disruptive behavior, verbal or physical, directed toward any member of the College community.
9. Failure to comply with the lawful directives of College officials who are performing the duties of their offices, especially as they are related to the maintenance of safety and security.
10. Forgery, alteration, fabrication, or misuse of identification cards, records, etc., or misrepresentation of any kind to a College office or official.
11. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted for use.
12. Disorderly conduct, including but not limited to public intoxication and lewd, indecent, or obscene behavior.
13. Illegal purchase, use, possession, or distribution of drugs, or drug paraphernalia, or alcohol, or paraphernalia associated with the dangerous consumption of alcohol (e.g., a funnel or "beer pong" table).
14. Unauthorized entry into another person's computing directory, data theft, or unauthorized alteration of data, inappropriate use of the College's computing system (e.g., harassment using the College's electronic or news network systems), and other malicious or dishonest computer activities. For more specific information on news and network systems, please see the Skidmore College policy on news network conduct. The College treats violations of the computer codes of conduct as social or academic infractions or both.
15. Any action or situation that involves the forced consumption of alcohol or drugs by students, visitors, or other licensees and invitees for the purpose of initiation into or affiliation with any organization. The College will consider such behavior as hazing.

(Excerpt from Skidmore College *Student Handbook 2012-2013*— http://www.skidmore.edu/student_handbook/documents/Student-Handbook-2012-2013-PDF.pdf)

APPENDIX H: Safety Precautions

SAFETY PRECAUTIONS

Safety and security are always important when traveling overseas, but at this time we ask that 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 France. (<http://www.state.gov>)
- 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/pubs.
- 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, with Skidmore's Office of Off-Campus Study & Exchanges, and with the school sponsoring your program overseas (if not Skidmore).
- Register yourself at the local United States Consulate or Embassy and know how to contact them in an emergency. (<http://www.usembassy.gov>)
- 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 precautions 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 I: Emergency Protocol

EMERGENCY PROTOCOL

Off-Campus Study & Exchanges Emergency Response Plan

NOTE: Any emergency response action must be planned and implemented in collaboration with the Resident Director in Paris.

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/>
- 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.international.gc.ca/>
- 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/>
- 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.international.gc.ca/>
- 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: Program Report Guidelines

PROGRAM REPORT GUIDELINES

A Program Report for the Paris Fall Seminar should be submitted at the conclusion of the program, no later than **January 15**. The Program Report is intended primarily to convey important information about the program and its development to Off-Campus Study & Exchanges, to the Dean of the Faculty, and to academic department staff throughout the college.

In writing your report, you should assume that the reader is familiar with the basic structure of your program. With the exception of the first sentence, which briefly states the mission of the program, the focus should be on any noteworthy facts about **this particular year**. Reports should be clear and to the point. Your approach should be to answer specific questions using the template given below. In addition to these, there may be other questions posed in a given year that are related to issues you raised in a previous annual report or to problems that may have surfaced throughout the year. While answering the questions and completing the report, you 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 Off-Campus Study & Exchanges, preferably in Microsoft Word 2003 or a later version, by **January 15**. A hard copy should also be sent to Off-Campus Study & Exchanges. OCSE will distribute copies to the Dean of the Faculty. We will also keep a copy on file for future reference.

Again, your program 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, you should be sensitive to students' and staff's privacy. Please refrain from naming students, staff, or sending institutions in the report. Specific comments about individual students, staff, or sending institutions 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. If you have any questions about the format or topics, please do not hesitate to contact OCSE.

1. Introduction

Give general information about the program, years operating, new faculty and staff, overview of students; 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? Are we 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? Were there significant differences this year 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 the problems? What should be done to prevent this sort of difficulty in the future? Please also include any especially positive interactions with students.

4. Housing

Describe students' family experiences. Where there any problems that should be addressed? Is the housing appropriate to sufficiently support our goals for the program? Include photos were possible to be used in promotional pieces.

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 outcomes or details. Were there any new features or specific successes/difficulties in this year? Do you recommend any changes? Include photos were 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 any 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. What improvements would you recommend for the future?

9. Host Institution(s)

Discuss the relationship with the host institution(s) 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 better promoting this program and the selection of students? What information should the students receive (that wasn't provided) before arrival in Paris?

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)