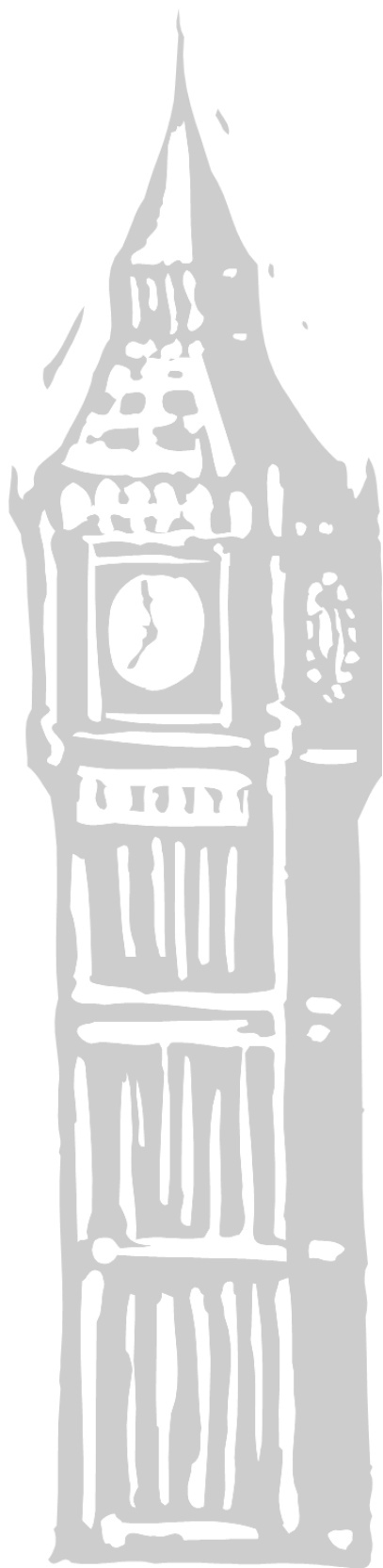




FACULTY DIRECTOR'S HANDBOOK

**FIRST-YEAR
EXPERIENCE IN
LONDON**

FALL 2016

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PROGRAM OVERVIEW

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

The program also provides a wonderful opportunity for Skidmore faculty, who help create a true learning community in London. The faculty directors work closely with a small group of first-year students on their academic and personal development. In this setting faculty can develop seamless connections among their various responsibilities: teaching, social and cultural programming, academic advising, supporting students with personal and cultural issues, and preparing students for the wide range of Skidmore's academic, social and co-curricular expectations. The necessary blending of these areas creates an opportunity for faculty to engage with students in ways that are quite different from the typical campus experience.

FACULTY RESPONSIBILITIES

GENERAL

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

As a faculty director in London you will work primarily with the OCSE Program Manager, OCSE Associate Director of Operations (ADO), and the Director of the First-Year Experience (FYE) in Saratoga and with the IES staff in London. For administrative functions, the faculty directors report to the Director of Off-Campus Study & Exchanges. While in London you will coordinate

academic, programmatic (in conjunction with IES and the Skidmore Program Assistant in London), budgetary, and academic and personal advising aspects of the program in London; attend to the general health, safety, and well-being of the Skidmore students in London; and teach one Scribner Seminar each.

The semester in London will count as a two-course load for the fall (one course for the Scribner Seminar and one for the administrative duties); **you will be expected to fulfill a three-course load when you return in the spring.** The faculty directors receive their full Skidmore salaries for the semester in London plus a stipend to assist with their own living expenses. (Consult with OCSE for the exact amount of the stipend.)

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

FACULTY DIRECTOR RESPONSIBILITIES BEFORE THE PROGRAM BEGINS

Each faculty director should:

1. Submit to the Director of OCSE and the Director of the FYE a syllabus for the course you will teach in London in the fall. The course will be a Scribner Seminar and, therefore, **MUST** follow the guidelines for the development and implementation of a Scribner Seminar. The course will be reviewed and approved by the appropriate committees in line with guidelines for approval for all Scribner Seminars.
2. Arrange for any course-related materials to be available for students upon their arrival in London. (Details are given later in this handbook.)
3. Become familiar with IES academic and student policies by attending planning meetings with IES and reviewing the IES Customized Programs Student Handbook. Become familiar with the Skidmore Program guidelines and expectations for students as listed in this handbook.
4. Attend briefings with the OCSE staff regarding financial and logistical arrangements for the program.
5. Attend training with the Title IX Coordinator at Skidmore to understand roles and responsibilities once in London.
6. With the aid of the OCSE Associate Director of Operations (ADO), arrange banking for program purposes. (Personal banking needs are the sole responsibility of the director.)
7. Secure housing in London, independently or with the limited assistance of IES.

FACULTY DIRECTOR RESPONSIBILITIES IN LONDON

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

1. Arrange to be in London before the students arrive in order to complete program and personal arrangements, to get acclimated to the city, and to greet students as they arrive in London. Your living stipend can be utilized to cover expenses up to 2 weeks prior to the official start of the program (day students arrive in London) through one week after the program officially ends.
2. Meet staff and director at IES London Center soon after arrival to get oriented to IES London and to receive the full schedule of IES London events. Familiarize yourself with the IES Student Services staff and their resources. You should ask the Student Services staff to keep you informed regarding any serious student issues.
3. Upon arrival, provide each student with a letter including the following information: each faculty director's address and phone number (for emergencies) and teaching and office hours at IES Center.
4. Attend and participate in program orientation. Arrangements will be made by IES; however, you are expected to take an active part in the entire orientation program. **NOTE:** Although the "official" orientation program takes place during the first week, orientation should be thought of as a semester-long process.
5. Establish and post your teaching schedule and office hours at IES each week. As the faculty directors' main responsibility is to oversee and enhance the students' experiences in London, the obligation is to make yourself available to the Skidmore program students at least three days each week, including the teaching days. You will see students in class, but it is important that you have time outside of class that is available for other discussions. **NOTE:** The faculty director functions not only as the students' academic advisor but will be called upon to provide more personal guidance than is common on campus in Saratoga. You should not hesitate to enlist the resources and guidance of the IES staff when needed.
6. At least once a month, hold one regular group meeting with students to discuss recent events, ask questions, or just share their experiences in London. The meeting is a chance to announce upcoming cultural and social activities and to touch base about academic and cultural adjustment.
7. Oversee and track all budget allocations for the Skidmore LFYE using the established reporting system and expense register.
 - Keep receipts and an account of all program expenses.
 - Keep receipts and a separate account for all personal expenses.
 - Be sure that total student and program expenses do not exceed the established budget (supplied by the OCSE Associate Director of Operations).
 - Consult with the OCSE Associate Director of Operations regarding any budget questions, unanticipated program expenses or other financial issues.
 - At the conclusion of the program (no later than January 15), deliver all budget records and receipts, both for program and personal expenses, with appropriate budget summaries, to the OCSE Associate Director of Operations who will review the records and transmit them to Financial Services.
 - **NOTE:** There are funds for social events with the students. However, faculty directors should never purchase alcoholic beverages for the students.
8. Provide academic and personal advice to students while in London.
9. When you are away from London for a long weekend or break, you should make on-call arrangements with IES, alert students to the contact and itinerary arrangements, and make cell-phone numbers available to appropriate people. **Faculty directors should plan to stay in London for several weeks at the beginning and end of the program, as these are crucial periods for our students, and also during the bulk of the**

semester. You can, of course, travel occasionally on the weekends and during the semester break.

10. Hold weekly meetings with IES staff to stay up-to-date regarding student and programmatic issues. Communicate with OCSE as needed to ensure that the home office is aware of emerging concerns.
11. Alert the OCSE Program Manager and Director immediately to any problems, emergencies or illnesses in London, or any dangers that seem to be emerging as the result of local or international events.
12. In conjunction with IES and in consultation with the OCSE Director and staff, oversee special safety precautions and emergency or crisis responses should the need arise.
13. Host a Thanksgiving dinner for program participants and IES guests. This is a Skidmore event (not an IES event) and should be planned and paid for by the faculty directors.
14. In general, act as Skidmore's ambassador with the faculty and staff at IES.
15. Submit grades via the Skidmore online system through the Registrar.

FACULTY DIRECTOR RESPONSIBILITIES UPON RETURNING TO SKIDMORE

1. No later than January 15, deliver all budget records and receipts, both for program and personal expenses, with appropriate budget summaries, to the OCSE Associate Director of Operations who will review the records and transmit them to Financial Services.
2. No later than January 15, submit a written report/assessment of the LFYE to the OCSE Program Manager, especially providing advice for OCSE and future faculty directors in London. See Appendix K for an outline of how to prepare the Directors' report.
3. No later than January 15, submit edits/changes to the Faculty Director's Handbook to the OCSE Program Manager.
4. Serve as faculty advisor for program participants during the remainder of their first-year at Skidmore. (NOTE: This means that each director will be advising approximately 18 first-year students during the spring semester. While we target 36 students for the program, there may be 36-40 students enrolled, which means that you could advise 18-20 students.)

ACADEMICS

THE SCRIBNER SEMINAR IN LONDON

During the proposal stage, faculty directors are asked to submit a thorough description for the Scribner Seminar they will teach in London. The proposal should clarify how the seminar benefits from being taught in London and how faculty will use London as a classroom. Proposals are reviewed by the Director of the FYE, the Director of OCSE, and the two Associate Deans of the Faculty.

Once directors are appointed, they must submit detailed course proposals, following the Scribner Seminar guidelines. The official proposal must be submitted to the Administrative Coordinator of the FYE by November 1 of the year preceding their semester abroad. The proposal is vetted by the FYE Curriculum Committee/CEPP sub-committee for Scribner Seminars. The proposal is then forwarded to Curriculum Committee for final approval.

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

Any questions regarding the Scribner Seminar should be directed to the Director of the FYE. OCSE forwards the Scribner Seminar course descriptions to IES as soon as they are approved

by Curriculum Committee. IES reviews them with the other program courses in mind to reduce course content overlap between the Scribner Seminars and the other courses offered by IES. Discussions with IES regarding course overlap may begin as early as three semesters prior to the on-site program in London when the IES staff visit the Saratoga campus.

BOOK ORDERS

As soon as you know what course you will be teaching, you will need to think about what books students will be required to purchase for the course. IES London does not have its own bookstore that can accommodate book orders for your course. However, there is an excellent Waterstone's bookstore on 82 Gower Street which is very close to the IES Center. IES will place book orders for your class at Waterstone's bookstore and students will be given the option to purchase books online and have the books sent to the residence hall in London. Once you have confirmed your book list, send it to OCSE Program Manager and the IES Programme Coordinator in London, preferably by the beginning of May.

COURSE LOAD

All London FYE participants enroll in one Scribner Seminar, taught by a Skidmore faculty member. Students will take four additional classes at IES Abroad's London Center, including a one-credit course called "Understanding Britain" required of all students.

All of the courses are open only to Skidmore's first-year students; students will not have classes with non-Skidmore students while in London. Courses have been developed by IES specifically for Skidmore's FYE in London and have been vetted and approved by Curriculum Committee and the appropriate departments on campus. Students select and are registered for courses prior to departing.

All courses, including the Scribner Seminars, are worth four credits, except for the 1-credit British culture seminar, giving students a total of 17 credits for the semester. **Students may NOT drop below 17 credits without approval from the faculty directors, IES and OCSE.** Requests for withdrawals will be considered only if a student is experiencing personal or academic difficulties that require a reduced load.

IES COURSES

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

JLID 151	Understanding Britain (1 credit, required of all students)
JLAH 251	British Art and Architecture: 1700 - 1900 (4 credits)
JLEN 229	Literature and Place (4 credits)
JLGO 201	Globalization Studies (4 credits)
JLHI 217C	History of London: from the Tudors to the Blitz (4 credits)
JLMA 111	Calculus I
JLSO 251	The Ethnic Tapestry of Contemporary British Culture (4 credits)
JLTH 103	Theatre in London: An Introduction (4 credits)

Please see Appendix D for the fall 2065 advising guide. The advising guide outlines how the courses offered in London will fulfil Skidmore degree requirements.

INCOMPLETES

As on campus, a grade of Incomplete should only be awarded in exceptional circumstances. For the Scribner Seminars, the faculty director should inform the Skidmore FYE Director if he/she is considering a grade of Incomplete. All Incompletes for Scribner Seminars must be resolved by January 10th. The faculty director should submit the final grade to the Registrar by that date.

For IES courses, the IES instructor would consult with the IES staff in London about awarding a grade of Incomplete. IES can then contact the Skidmore FYE Director for additional advice. The decision to award an Incomplete always rests with the instructor. If an Incomplete is awarded for an IES course, the actual grade would need to be sent to Off-Campus Study & Exchanges by January 30th. Arrangements for exams and other assessment would rest with the instructor.

REGISTERING FOR COURSES FOR SPRING SEMESTER

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

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

QUANTITATIVE REASONING (QR) EXAM

Students that plan to take a QR2 course in the spring semester but have not fulfilled the QR1 requirement will be required to take the QR exam in London. The faculty directors administer the QR exam in London. OCSE provides you with a list of students who have not fulfilled the QR1 requirement. We offer the QR exam in London ONLY to those students who plan to take a QR2 course in the spring semester. Students not planning to take a QR2 course in the spring semester can take the exam when they return to campus.

We recommend that you review the list of students that need to take the QR exam and try to get a sense during your advising conversations about whether they plan to take a QR2 class in the spring semester and, therefore, will need to take the QR test in London.

The faculty directors schedule the date for the QR exam in consultation with IES before the registration period begins. The OCSE Program Manager asks Mathematics to send you all the materials needed to offer the QR exam in London. You will grade the tests in London and then send the scores by email to the Mathematics department. You can also request that the Skidmore Program Assistant help with the QR exam process/grading.

PREPARING TO GO

PASSPORT

Each faculty director must have a valid passport to travel to London. Passports should be valid for at least 6 months from the end date of the London FYE program and contain at least one page that is blank on both sides for the required visa. The program budget will cover the cost for you to apply for or renew a passport, if necessary. The program budget will not cover the passport application or renewal costs for the your spouse, significant other, domestic partner and/or dependent.

You should provide a copy of the information page in your passport to the OCSE Program Manager by the end of February.

VISAS

NOTE: The information in this section assumes that the faculty directors and their spouses/dependents hold US passports. If this is not the case, OCSE and IES will try to assist you as much as possible, but you should plan to work directly with UK immigration on requirements, process and a timeline.

Each faculty director must apply for a visa to enter the UK. Faculty directors are required to obtain a **Standard Visitor visa** as an academic accompanying students on a study abroad program. IES's UK immigration contact also strongly recommends that you bring supporting documents as well as the visitor visa (i.e. a letter from the program confirming what you are in the UK to do and proof of your return flight to the US.). Border agents may or may not ask for this additional information; however, if you don't have it and the agents request it, you could face unnecessary questioning.

Visa information can be found online at <https://www.gov.uk/standard-visitor-visa/documents-you-must-provide>. Please note, you need a page in your passport that's blank on both sides for your visa. Before you apply for the visa, please be sure you have the sufficient number of blank pages in your passport.

Applying for a visa can be a time consuming process. Once the application for your visa is submitted to the British consulate, the approval process usually takes 3 weeks. However, the entire process is longer because you also are required to obtain the biometric fingerprinting and eye scans required for the visa application. According to the UK visa web site, you must book a biometric appointment at a US Department Homeland Security application support center (ASC) when you apply for your visa online. The web site for the closest ASC (located in Latham) is <https://www.immigrationdirect.com/uscis-office-locator/uscis-service/application-support-center/Latham/10213>.

The OCSE Program Manager will assist the faculty directors by providing the most recent information available regarding the visa process and by obtaining some of the documentation required for the visa application. However, the immigration requirements are subject to change and we ask that you approach the process with a good deal of patience and flexibility. We strongly suggest that you work with the OCSE Program Manager and refer to the information

posted online by UK Visas & Immigration (formerly UKBA) before applying for a visa to ensure that you understand the most current procedure and requirements. Please refer to this site: (<https://www.gov.uk/government/publications/immigration-rules-appendix-v-visitor-rules>). OCSE is able to assist in certain areas but cannot complete or submit the visa application on your behalf nor can we ensure that the process runs smoothly. It is your responsibility to ensure all documents are submitted in a timely manner.

VISAS FOR PARTNERS AND DEPENDENTS

As of March 2016, accompanying spouses/domestic partners and dependents that are U.S. citizens are not required to obtain a visa to enter the U.K. and can enter the U.K. as a general tourist for up to six months. The following link offers guidelines regarding documents family members might want to carry with them as they pass through immigration:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/423699/2015_04_20_Visitor_Supporting_Documents_Guide_-_Final_2_-_CLEAN.pdf.

REIMBURSEMENT GUIDELINES (See Appendix I)

The *program budget* will cover the cost of applying for a visa with the British Consulate in New York City for each faculty director as well as the cost of round-trip travel for any required appointment(s) to submit your biometric data. This does not need to come from your personal stipend.

The program will reimburse the following expenses related to obtaining a visa for the faculty director:

Application fee costs for the visa, including reimbursement of required passport-size photos.
Travel to Latham for appointment to submit biometric data - mileage to and from the Skidmore campus.

Postage costs to mail the visa application to the British consulate in New York City. Mailing the visa materials should be handled through OCSE to obtain the college's discounted rate on mail service.

Visa expediting services will only be covered in rare circumstances with the pre-approval of OCSE.

Skidmore College is a tax exempt organization. In order for vendors to allow tax exempt purchases you should present your Skidmore Business Visa Card and the college tax exempt certificate. Tax exempt certificates are available on the Accounts Payable web page (http://www.skidmore.edu/financial_services/accountspayable.php), in the Accounts Payable office and copies can be obtained from OCSE's Associate Director of Operations. You will not be reimbursed for tax on purchases related to your visa, so be sure to use your tax exempt card for expenses where possible (even things like photos).

HOUSING

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

Given that the process can be difficult and prolonged, we recommend you begin your search early and approach the process with incredible patience and flexibility. You are encouraged to start looking for housing in December or January for an August or September rental. To ease some of the burden, IES can put you in contact with some rental agencies as well as guide you

to popular rental search websites. While IES can help answer questions about whether a particular neighborhood or postal code is appropriate, they will not make the bookings or view prospective rentals.

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

You can also review the following websites that might help with your search for housing in London.

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

Some previous directors have found their housing using <https://sabbaticalhomes.com> a site where academics in London going on sabbatical post their homes or flats on line. The advantage of <https://sabbaticalhomes.com> is that the properties typically are nicely furnished academic homes. The postings provide details and photos about the property as well as neighborhood. As with any online search engine, investigate the options carefully before committing to a lease. And, as expected, OCSE and IES cannot be held responsible for any decisions made regarding final housing arrangements.

When considering costs, it is important to find out whether the rent covers property taxes, utilities, cable, garbage, and internet service which can add 10-15% on to rental costs. However, as one realtor told a former director, housing in London is accurately priced. If a property is very cheap or "too affordable", there is probably a reason. Also, the proximity to the Tube strongly affects price. While being near the Tube is desirable, it is not necessary since there is also an extensive and very well-run bus system. When investigating rentals, you are encouraged to look at the street level view on Google Earth to find out what the street and neighborhood is like. It is useful to know the surrounding area of the rental.

Once you have located a flat, OCSE will process rent payment with your living stipend monies. OCSE will need you to submit a signed and final copy of the lease and/or invoice from the landlord. Please get an exact figure – including any necessary deposit fees, the full semester's worth of rent (typically 5 months), and a damage deposit – and the information needed for Skidmore to issue payment.

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

FLIGHTS

STUDENT GROUP FLIGHT

Most students will arrive in mid-to-late August on a group flight and will be accompanied by IES representatives who have traveled with them from Saratoga. We strongly suggest that the

students travel with the group; however, they are not required to do so. **Both faculty directors are expected to meet the group flight at the airport.** From the airport, the group will travel to the IES residence hall. Students will settle in and on-site orientation will begin right away. Therefore, the program officially begins when the group arrives. If there are students who are not on the group flight, they are responsible for meeting the group at the residence hall at a pre-arranged time. International students are not required to attend the orientation in Saratoga Springs and can arrive directly in London on the date the group flight arrives in London from the U.S.

The return flight date is pre-arranged as well. However, some students will decide to stay in London or Europe after the program ends. In most cases students will be allowed to change their return date for a fee. Students should work directly with the travel agent to make arrangements. Any charges or fees incurred due to changing the return date are the responsibility of the student. We suggest you remind students in October that they should make any ticket changes right away. In the past, students have assumed they are able to change the return date to whenever they want and are surprised when there are no free seats around Christmas or New Year's Eve. Please be sure to warn them of this problem ahead of time. It is also the responsibility of each student to get to the airport on his/her own at the end of the program. We do not arrange for a group bus to take the students to the airport.

For Skidmore and IES purposes, the program ends the day the group flight departs. Any students staying on after that date are no longer the responsibility of the program, IES, Skidmore or the faculty directors. **Faculty directors are expected to stay in London until the end of the program.**

FACULTY FLIGHTS

Faculty are expected to make flight arrangements for themselves and their families (as needed). OCSE can share the name of the travel agent we use for international flights, if you require assistance. You can also book flights online. Your living stipend will cover the cost of **your own flight**. It **cannot** be used to cover the costs of the flights for your family members.

In booking your flight, you should plan to arrive in London at least 7-10 days, but no more than 2 weeks, before the official start date of the program. If you arrive in London more than 2 weeks before the program start date, you will be responsible for your living costs until the two-week-prior date. These costs cannot be covered by your living stipend.

As soon as you book your flight, you should send the flight details to the OCSE Program Manager. You will work directly with the OCSE Associate Director of Operations (ADO) on reimbursement of the flight cost, submitting an expense report, flight itinerary and credit card statement outlining the cost of the flight to the ADO for processing.

ON SITE IN LONDON

ORIENTATION

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

STUDENT SUPPORT

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

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

The IES London student services staff will be available to assist you throughout the semester. They are professionals who have been trained in the issues mentioned above. While OCSE will depend on them to handle many of the concerns students have, we also want to be sure students feel a “Skidmore” presence in London. Some students may feel more comfortable sharing concerns with you as their Skidmore advisor than with the IES staff. Be prepared to direct students to appropriate resources or additional help. Typically, the majority of student issues will be dealt with by the Skidmore Program Assistant (SPA) who lives in the residence hall with the students. It is very important for the SPA to have a close relationship with the students so that s/he is able to work with you to target and resolve potential issues early on.

Faculty directors will meet weekly with the IES Programme Coordinator and the SPA to discuss both academic programming and behavioral issues with the students as well as to address any student issues. This is an opportunity for you to share student concerns in and out of the classroom and for the team to find solutions. This early intervention model has been successful in supporting students throughout the semester. Please bring any serious concerns that emerge from these meetings to the attention of OCSE immediately.

HEALTH AND SAFETY

EMERGENCIES

Faculty directors should discuss emergency contact protocols with the IES staff as soon as they arrive. Both the IES center and the residence hall have a full staff of professionals who are trained to handle emergencies. However, you will need to be involved in extreme emergencies and informed of all cases. You will repeatedly need to remind the students of your cell phone number and of the IES contact numbers to ensure that they know who to contact in an emergency. They have this information in their pre-departure handbook as well. (See Appendix A for London contacts and Appendix J for OCSE’s Emergency Protocols.)

Faculty directors should plan to stay in London for several weeks at the beginning and end of the program, as these are crucial periods for our students. You can, of course, travel occasionally on the weekends and during the semester break. If both directors will be outside of London, you should inform IES and share your contact information with them. While IES is able

to handle emergencies, faculty directors will be informed immediately of any severe problems. Please be prepared to respond accordingly if any serious emergencies occur while you are outside of London; this might mean returning to London to support the affected student. In all cases follow the advice of IES. Also, contact OCSE as soon as possible so that OCSE can be informed of and can participate in and support any decisions that might need to be made.

HEALTH SERVICES

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

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

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

DRUGS AND ALCOHOL

Our students will be of legal drinking age in the UK. The vast majority of the students have been able to handle this newfound freedom responsibly, but some students may struggle. OCSE's advice is to talk regularly with the IES student affairs staff in London and keep an eye on the students who are exhibiting problematic behavior. The IES staff is well-prepared to intervene as needed.

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

NOTE: Any alcohol or drug related incident will be adjudicated by IES in London. Skidmore's policies DO NOT APPLY. Skidmore will be informed of the incident and sanctions; the incident is then reported to Skidmore's Judicial Affairs and becomes part of the student's record. Please stress to students that what happens in London, does NOT stay in London.

INSURANCE COVERAGE

Students will be covered by two different insurance carriers, both by Skidmore's and IES's companies. The IES staff in London typically encourage students to use the IES coverage for medical issues in London because the IES staff is more familiar with the insurance policy provided by IES. OCSE and IES will provide students with details regarding student coverage and policies. IES will assist students on site should any questions about coverage arise.

IES provides faculty directors with international health insurance. In the event of illness or routine medical care, this insurance will serve as your primary coverage in London. IES will provide Information on the details of this insurance directly to you. IES will also offer you the option of purchasing coverage under their plan for an accompanying spouse/domestic partner and/or dependents at your own expense. OCSE also recommends that you contact your current U.S.-based health insurance to confirm the details of your current policy when traveling/temporarily residing internationally.

Skidmore provides all faculty traveling on "Skidmore business" with foreign travel accident and sickness coverage. OCSE will provide you with these insurance documents and contact information for the provider prior to your departure to London. You should contact the provider directly with any questions on coverage.

SAFETY

Safety is one of the top concerns of parents and students these days. As the world situation continues to be unpredictable, Skidmore must be sure to educate the students as to the potential hazards they face here and abroad. To that end we include a Safety Checklist in the students' pre-departure materials. (See Appendix E.) Throughout the semester it might be helpful to refer students to the precautions as a reminder of what they should and should not be doing. You should know, though, that based on global issues of the past few semesters, students tend to be very aware of the new challenges of being an American overseas. For the most part, students have handled the world tensions with maturity and have used this as an opportunity to learn more about the world and themselves.

IES will register the group with the American Embassy upon arrival. By registering the group, they inform the U.S. government of the program's presence allowing them to include the group in their plans in case of an emergency or evacuation. IES will monitor global and local conditions and communicate any potential problems to you. Please share any security updates or concerns with the students as you see fit. The point is to maintain the students' awareness of safety as a real issue without creating a sense of dread. This can be a difficult balance.

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

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

SEXUAL AND GENDER-BASED MISCONDUCT (SGBM) – TITLE IX RESPONSE AND REPORTING

Sexual and gender-based misconduct (SGBM) is a reality for students regardless of where they are studying. It is an issue Skidmore is fully committed to responding to both on and off campus. In all cases, Skidmore's first concern is providing immediate support to ensure our students' safety and well-being. With this in mind, IES has a list of local resources for our London student reference. In addition, Skidmore's on-campus support resources are available to students regardless of where they are studying. Skidmore's web site on what to do if students have experienced sexual or gender-based misconduct is a great resource for all of our students, on campus and in London: <http://www.skidmore.edu/sexualmisconduct/misconduct.php>.

Local resources may or may not be able to maintain students' confidentiality. As a Skidmore faculty member, **YOU ARE NOT A CONFIDENTIAL RESOURCE**. You are required by law to report any incident you observe or hear about. IES can provide information to students – or to you so you can provide it to students – regarding confidential resources in London. Please help students understand the need to ascertain the responsibility of the person or organization they are working with to report or not; this could affect who the student discusses the incident with. This doesn't mean students can't confide in you or ask for help; it just means you need to inform them you are a mandated reporter and are legally obligated to inform Skidmore's Title IX Coordinator about the incident.

Because we partner with IES in London, the reporting and response protocols can be tricky. However, IES and Skidmore have agreed that IES will uphold Skidmore's Sexual and Gender Based Misconduct Policy for the London FYE. This means IES will promptly report any sexual or gender based misconduct involving any Skidmore students, staff, or faculty to Skidmore's Title IX Coordinator on campus. You are required to do the same. IES will then follow Skidmore's lead on how we wish to investigate and/or adjudicate the incident in question. At the same time, IES has the right to also follow their own procedures while not impeding Skidmore's investigation or adjudication of the involved parties. As a result, the student could be dealing with simultaneous investigations.

It is important to remember that any student involved in a SGBM incident – the reporting student (alleged victim) or the responding student (accused assailant) – deserves your full support. Any student involved in such an incident will need to understand what the local resources are and what type of medical, psychological and legal support is available. IES will offer support and resources to the student who brings an issue forward or to any student responding to an allegation. Minimally, we ask that you know who at IES London you should send a student to if you are aware of an SGBM incident.

It is critical for students involved in sexual and gender-based misconduct incidents to have immediate access to support and medical resources (i.e. kits, counseling, etc.). Students on campus have access to a variety of resources for first response and subsequent care. Unfortunately, this might not be the case for students in London. With that in mind, OCSE has implemented a loan system which allows students to borrow funds from OCSE; the loan amount then will be charged to the student's account for future payment. If a student needs this type of support, have them contact the Director of OCSE immediately.

Students are reminded in on-campus orientation in August that they are held to the same conduct expectations that students on campus adhere to. We encourage students to review

Skidmore's policies on sexual and gender-based misconduct: <http://www.skidmore.edu/sexualmisconduct/policy/>. Students should refer to this site for information on how to determine if an incident falls into this category, how to access support services, and how to report the incident.

If you, as a faculty director, need to report an incident, you must report the incident to the Title IX Coordinator on campus. The Title IX Coordinator will then follow up with the student about the incident and work with the student and the program abroad to offer necessary support and guidance. In most cases, you will not be involved further as the response process protects the confidentiality of the students involved. The Title IX Coordinator will contact you with questions as needed. However, given the relationship between students and London faculty directors, the student might look to you for additional support. IES and the Title IX Coordinator can offer guidance in this area.

CULTURAL/SOCIAL GROUP ACTIVITIES

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

- Activities that are linked to courses (required)
- Skidmore-sponsored activities (required or optional)
- IES-sponsored activities (required or optional)

Each type of activity is funded through a different source, which is explained below.

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

REQUIRED COURSE ACTIVITIES

Each IES course (except for Calculus I) will offer approximately 3-4 required cultural activities throughout the semester. One of the goals of these events is to expose students to the vast cultural resources available in London. Activities will be planned and delivered by IES faculty and staff. They are part of the program fee charged by IES and will not cost the students or the program additional money. Skidmore faculty directors might want to plan Scribner Seminar activities in coordination with IES faculty to take advantage of "economies of scale" in terms of the number of activities students are expected to attend in one week. If there is an opportunity for one event to support two different courses, it is a good idea to plan it with both courses in mind. These activities are planned and funded by IES.

Skidmore Scribner Seminars should also offer a variety of required cultural activities that tie directly to the course content and use London as a classroom. This is an important component of the Scribner Seminar and serves to make the best use of the local resources and to create a

strong link between the faculty and students. IES can help the faculty directors' plan, fund and deliver these activities as needed. While IES has funds available for Scribner Seminar activities, these funds are limited. Therefore, you may need to supplement IES funds for the cost of these activities with entertainment funds from the Skidmore program budget.

SKIDMORE-SPONSORED ACTIVITIES

The Skidmore program activities funds should be used to support a few group activities during the semester. (These funds are budgeted as "entertainment" but are meant for much more.) Faculty directors should be intentional in planning on how to use these program funds to support all students equally through events such as Thanksgiving dinner or additional events that are cultural or social in nature. (OCSE will provide you with a final budget before you depart.)

Aside from the Thanksgiving dinner and the activities for your Scribner Seminar, the additional group activities should focus on London and its resources. **The program will not pay for activities outside of London and its surrounding area unless pre-approved by OCSE.** The main goal of these activities is to create opportunities for the students to get to know the faculty directors and each other, to come together as a group for mutual support, and to check in with students. The Skidmore Program Assistant may help identify and arrange many activities. Due to the students' busy schedules, directors should expect that optional activities, no matter how compelling, may have limited turnout. **NOTE:** During these social events, the director must **never** buy alcohol for the students. (Appendix F has some suggested activities from past directors.)

In addition to group activities, the program activities funds can be used occasionally to support individual students. For example, if an individual student is having a particularly difficult time adjusting, you might want to invite that student out for tea to talk with him/her and offer support. Instead of planning large group activities, some faculty directors have used the activities funds to take every student out for coffee or have hosted the students at their apartment for dinner to develop the advising relationship. Please keep in mind that faculty directors should discuss how they both intend to utilize the activities monies so that all students receive an equitable experience.

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

IES-SPONSORED ACTIVITIES

IES will provide a number of activities and trips specifically for the LFYE at no cost to the students and faculty directors. These events include:

- Orientation in London
- Day trip to Oxford
- Overnight trip to a location near London
- 2 London Theater performances
- Farewell dinner

In addition, IES will hire a Skidmore Program Assistant (usually a recent Skidmore graduate) who will be dedicated to working just with the Skidmore students and faculty. The program assistant will have a separate budget to provide programming for the students, including:

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

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

COMMUNICATION

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

CELL PHONE

You are required to have a smartphone that can send and receive calls and texts in the UK, as well as access your Skidmore email. You also are required to share your cell phone number with IES and OCSE. Additionally at the start of the program, you must provide your cell phone number to students to utilize in the event of an emergency.

You have the option of utilizing an OCSE-provided smartphone or your own personal smartphone. If you opt to use your own phone, you will either have to unlock it for use in the UK or purchase an international plan for the duration of your stay in London. The program budget will cover the cost of an international or pre-paid plan for the smartphones utilized for program business. The program will not cover the cost of unlocking your personal phone and/or buying out your current provider contract to do so. IES can recommend options for mobile phone service. If using a smartphone provided by OCSE, you must return the smartphone and its accessories to OCSE at the end of the semester for subsequent directors to utilize. OCSE recommends that faculty directors use Skype, Facetime, or another internet-based calling service for personal calls to the US.

The students are required by IES to obtain a cell phone with a UK number as well. You should collect the cell phone numbers for all students and program them into your own cell phone for

easy access in case of emergency. It is a good idea to share those phone numbers with OCSE. OCSE will keep them in the students' files. You should also collect and have available the cell numbers of the IES London staff, as well as the Skidmore Program Assistant.

LISTSERV

OCSE will set up a listserv for the program that will include faculty directors' and London students' Skidmore email addresses. The listserv is an excellent way to remind students about group activities and events. More importantly it serves as a way to contact students with general announcements concerning security in London or events at home. While OCSE depends on faculty directors to have the cell phone numbers of all students and call them immediately, if there are any serious issues, the listserv can be used to disseminate important information throughout the semester. OCSE will let the faculty directors know the name of the listserv once it is established.

TRAVEL PLANS

Students are required to inform IES of their travel plans during weekends and breaks. This allows students to be contacted in case of an emergency in London or at home. It also gives IES the opportunity to talk to students about their plans and any potential safety issues. IES and OCSE will be able to advise faculty directors as needed on this point. **NOTE:** Students should never travel to countries where there is an active Department of State warning.

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

IES CENTER AND FACULTY RESOURCES

OFFICE SPACE

Faculty directors will be given access to a faculty office at the IES Center that is shared among all IES faculty. There is also a very small meeting room available for faculty to meet with students. While you can hold office hours at the IES Center, many faculty directors have chosen to hold their office hours in the café at the British Museum or at a local coffee shop near the IES Center. **Reminder:** Faculty directors will need to hold regular office hours and be available at the IES Center three days per week.

COMPUTERS

OCSE can arrange for faculty directors to get a loaner laptop from Skidmore before the start of the program. (Unfortunately, the laptops we have access to are very old and heavy and might not be the best choice for your needs.) There is a printer in the faculty office at IES, which is used by IES faculty, the Skidmore faculty and Skidmore Program Assistant. IES can support the IES desktop computer but not the OCSE or personal laptop. Any problems should be addressed to the IT helpdesk at Skidmore.

INTERNET

There is wireless internet throughout the IES Center. Faculty directors will want to set up an internet connection in their flat as well. The program will pay for internet access in your flat.

PHOTOCOPIES

Faculty directors are able to use the copier at the IES Center. While there is secretarial help at the Center, that person is not assigned to the Skidmore program. Please be considerate of this

and expect to handle most administrative tasks on your own. If possible, faculty directors are encouraged to use Skidmore's blackboard or IES' version of blackboard, Moodle, to distribute readings and handouts to students.

PROGRAM EXPENSES

PROGRAM BUDGET

The faculty directors will have access to program funds via an Adirondack Trust (AT) debit card and/or a Visa purchasing card (P-Card) provided by Skidmore.

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

You are expected to use the amount included for "activities" in the program budget to support activities related to the Scribner Seminars or all-student events such as the Thanksgiving dinner. The program fees paid to IES include an amount to cover programming by IES and the Skidmore Program Assistant; you do not need to use the Skidmore program funds to cover those activities. The program funds cannot be used to reimburse students who attend cultural events on their own.

The program budget also includes a small "discretionary" fund for the faculty directors to use occasionally to support an individual student that may have difficulty adjusting. For instance, a faculty director may invite a student to lunch or coffee to discuss outstanding issues. If you wish to host all students for dinner at your home or take all students to lunch or coffee to develop the advising relationship, the cost can be covered through the activities funds. Otherwise, no more than \$1,000 should be used as discretionary funds during the semester unless the faculty director(s) have prior approval from OCSE. (See the section on Cultural/Social Group Activities for more details.)

ADIRONDACK TRUST AND THE SKIDMORE ACCOUNT

There is a Skidmore London FYE program account at Adirondack Trust. This is a basic checking/debit account for program expenses. The main purpose of the account is to allow faculty directors to obtain cash through the AT debit card. Faculty directors are not able to write checks from this account. Before departing for the UK, faculty directors complete paperwork that allows them access to the Skidmore London FYE program account and you will be given a debit card. All of the program banking needs must be settled **before leaving the U.S.** In practice, most of the expenses for the program should be handled through the program P-Card (Visa card).

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

DEBIT CARD

Again, the main purpose of the AT account is to allow faculty directors to access cash, when necessary, for program expenses. You will be able to withdraw a maximum of \$1,500 (dollars not pounds) per day using the AT debit card. There is a fee for each withdrawal so plan accordingly. Please track all withdrawals and report them on the monthly expense report sheet. If there is a problem with the debit card, please inform OCSE immediately. OCSE will work with AT to find a solution. Each debit card will be issued with the faculty director's name on the card.

The debit card is your responsibility and you are the only person authorized to utilize the card. It should not be given to anyone else even if that person is making a purchase for the program.

P-CARD

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

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

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

While only one faculty director will report the monthly program expenses via the register, both faculty directors will be responsible for verifying charges made on each program P-card. Financial Services requires that each faculty director affirmatively approve all P-card transactions on a monthly basis. Each faculty director is required to sign and date a Monthly P-Card Activity Review and Approval form and submit the original via first class mail to OCSE by the 5th of each month.

REPORTING PROGRAM EXPENSES

Each faculty director will be responsible for tracking the program expenses they have incurred each month and retaining the original receipts for those expenses. However only one faculty director will submit all program expenses utilizing the monthly report register. The faculty directors need to determine which of them will do so. Having said that, both faculty directors need to be familiar with the program budget and expenditures should be determined together. Faculty Directors should determine a schedule for when the monthly expenditures and receipts are provided to the reporting faculty director, in order to meet the reporting deadline of the 5th day of each month.

OCSE will provide a register that serves as a monthly reporting record for the faculty use. The Excel spreadsheet gives clear choices and attempts to make the process as easy as possible for all those involved. OCSE will provide an electronic copy of the register for use while you are in London.

OCSE will supply a budget in advance; any significant departures from the established budget must be approved by the OCSE Director in advance.

A few tips to using the monthly program expense register:

- The register has a “pick list” of account numbers that may be used. These are the only account numbers that can be used for reporting expenses.
- Report expenses in pounds. Financial Services at Skidmore will convert the figures to dollars. The register has a declining balance at the top. This will be converted from U.S. dollars to pounds to track the expenses in pounds.
- **Expenses should be reported by the 5th of each month** for the previous month, rather than running a report for the semester. For example, on November 5th, you should send the monthly expense register for the month of October.
- Monthly expense registers should be sent to Lisa Hobbs via email. She will review the register and forward it to Financial Services.
- You will need to submit all original receipts to Lisa Hobbs at the end of the program. Please keep them all. If a receipt is misplaced or lost, you are required to submit the Skidmore College Missing/Lost Receipt Certification Form. It can be found on the Financial Services website at http://www.skidmore.edu/financial_services/LostReceiptForm.pdf.

While only one faculty director will report the monthly program expenses via the register, both faculty directors will be responsible for verifying charges made on each program P-card. Financial Services requires that each faculty director affirmatively approve all P-card transactions on a monthly basis. Each faculty director is required to sign and date a Monthly P-Card Activity Review and Approval form and submit the original via first class mail to OCSE by the 5th of each month.

The contact regarding the spreadsheet and reporting system is LISA HOBBS, the OCSE Associate Director of Operations. Her phone number 518-580-5355 and her email address is lhobbs@skidmore.edu.

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

PERSONAL EXPENSES

LIVING STIPEND

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

The OCSE Associate Director of Operations will work with you to distribute the stipend funds about two weeks prior to your departure. Prior to distribution of the stipend funds all rent and airfare costs must be paid from the stipend monies. The balance of the stipend monies will be issued to you by check.

Skidmore's Financial Services requires that all housing rental costs be paid directly by the College. OCSE will pay the amount of a full semester of rent, using stipend funds, directly to the landlord or rental agency. Therefore, you must contact the OCSE Associate Director of Operations 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. You should direct the landlord to the website for the Office of Financial Services, at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> to download the W-9 form.

As mentioned earlier, you can either choose to book your own round-trip airfare to London or work with OCSE's travel agent. OCSE can provide contact information for the travel agent. If you pay directly for your airfare and seeks reimbursement prior to departure for London, Skidmore's Financial Services requires both a copy of the flight itinerary and the credit card statement that shows the charge. These materials, along with a completed expense report must be submitted to the OCSE for processing.

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

REPORTING PERSONAL EXPENSES

The faculty directors must track and report all personal expenses to be charged against their stipends. These expenses do not need to be reported monthly; rather you must submit a final report with receipts to the OCSE Associate Director of Operations by **January 15**. Receipts should be legible and organized by date for easy processing. If a receipt is misplaced or lost, the faculty director must complete a Missing/Lost Receipt Certification Form which can be found on the Financial Services website at http://www.skidmore.edu/financial_services/LostReceiptForm.pdf. Documented receipts are necessary so that the IRS will not tax you on the stipend as if it were income.

Any stipend funds not spent during the semester must be returned to Skidmore at the end of the program, also by January 15. **Additionally, any expenses that do not fall within the stipend guidelines will not be accepted as eligible expenses.** (See stipend guidelines in Appendix G of this handbook and tips for submitting personal expenses in Appendix H.)

GETTING MONEY WHILE IN LONDON

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

Before departing, check with your U.S. bank to be sure you understand how your debit card will work overseas. Because there are limits to the amount that can be withdrawn with a debit card in a 24-hour period, debit cards are not a good choice for handling big items. Also be sure to understand the fees associated with your specific bank card. (London banks are not allowed to charge a fee for use of their ATM machines but U.S. banks probably will.) OCSE does NOT recommend taking cash advances from credit cards. The fees and penalties are very high and interest begins accruing immediately.

Credit cards (mainly Visa) are widely used for purchases, but not for cash. Most credit card companies charge transaction fees for international purchases. You should contact your credit card company to let them know you will be living in London and to inquire about the fees for international transactions. The faculty director's living stipend can be used to cover international transaction fees. The faculty member must submit their credit card or bank statement outlining the fees with all other receipts which they would like to charge against the stipend.

SHIPPING

Shipping costs to and from London are very high. OCSE will allow up to \$750 of the living stipend to cover personal shipping costs. Additional shipping costs are your responsibility.

FACULTY FAMILY/GUEST COSTS

Special arrangements will need to be made for your spouse, partner, significant other, or children if you would like them to attend any IES-sponsored program events throughout the semester. As expected, you will need to pay any fees associated with their participation. In addition, due to IES' liability insurance all faculty, students and faculty guests must have the IES health insurance to participate in any IES-sponsored events. Faculty directors and students are automatically enrolled in the IES health insurance at no added cost, but faculty guests must purchase this health insurance at their own expense prior to the start of the semester. During the spring planning meeting at Skidmore, you can discuss the costs associated with your guests' participation.

Once you let OCSE know which events you want your guests to attend, OCSE will have you sign a "letter of agreement" agreeing to pay the fees associated with your guests participation. IES will then bill OCSE for the cost of the guest events and the insurance in early summer. OCSE will then "bill" you for these costs and you will need to pay OCSE for these costs before departing for London.

Contracted program components may include:

- Orientation activities in London (welcome meals, guided tour of London)
- Day trip to Oxford
- Overnight trip outside of London
- Two group theater performances
- Farewell dinner

Faculty guests may participate in the Thanksgiving dinner at no additional cost (with or without the IES insurance) since the Thanksgiving dinner is sponsored and paid for by Skidmore.

In their roles as directors, faculty are expected to be fully engaged with the students and IES staff during program events. Therefore, faculty members with children under the age of 14 who accompany the faculty on program events are required to locate, provide and, where applicable,

pay for an adult caretaker who will be responsible for the children's welfare for the duration of the program events. Faculty are not required to secure supervision for children 14 and older; however, they are solely responsible for any children under 18 years of age who accompany faculty on program events. Children, of any age, accompanying faculty during program events must have the IES health insurance, purchased at the expense of the faculty director.

STUDENT HOUSING & TRANSPORTATION

HOUSING AND MEALS

Our students are housed in the King's Cross residence hall in double rooms with an en suite bathroom. The students share a double room with another Skidmore London student. It is a rare exception that the Skidmore students are housed with other IES students. Students are expected to try to work out any problems themselves through IES, the Skidmore Program Assistant, or the residential life staff before seeking assistance from either faculty director. Your involvement would be expected only for serious issues that students cannot resolve themselves.

There is no meal plan or dining hall for the residence hall, and students are expected to cook for themselves. Each floor has a shared kitchen; there is also a small café in the residence hall. IES provides students with a monthly living stipend which covers most food costs and a transportation pass for travel within Zones 1-2 in London. The stipend is sufficient to cover most meals if prepared by the students. It will not cover extensive eating out or all meals for the entire semester.

TRANSPORTATION

IES will provide students with a monthly living stipend, a portion of which is meant to cover a monthly transportation pass for London Zones 1-2. However, given the close proximity of the residence hall to the IES Center, some students may choose not to buy a monthly transportation pass. The students will purchase their own transportation passes.

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

APPENDIX A

LONDON CONTACTS

IES Abroad Center	London Residence Hall
IES Abroad London William L. Gaines Centre 5 Bloomsbury Place London WC1A 2QP U.K. Telephone Numbers: From U.S.: (00 44) 207 299 4420 From London: 0207 299 4420 Center Hours Monday—Wednesday, 9:00-7:30 Thursday-Friday 9:00—5:30	King's Cross Residence Hall 200 Pentonville Road London N1 9JP ENGLAND http://www.prodigy-living.co.uk/cities/london/kings-cross Front Desk Phone: From the U.K.: 020.3675.9199 From the U.S.: 011.44.20.3675.9199
IES Abroad Center Staff	
Zosia Rutkowska, Customised Programme Manager zrutkowska@ieslondon.org.uk Mobile: (00 44) 788 093 3948 Kimberley Aparisio, Interim Assistant Director kaparisio@ieslondon.org.uk Mobile: (00 44) 758 593 4997 John Ockey, Director jockey@ieslondon.org.uk Mobile: (00 44) 759 562 1588 Bennett Beutel, Skidmore Program Assistant Email and mobile TBA	

APPENDIX B

SKIDMORE CONTACTS

OFF-CAMPUS STUDY & EXCHANGES (OCSE)	FIRST-YEAR EXPERIENCE (FYE)
Off-Campus Study & Exchanges Starbuck 202 815 North Broadway Saratoga Springs, NY 12866 Phone: 518-580-5355 Fax: 518-580-5939 Office Hours Monday-Friday 8:30 a.m.– 12 noon 1:00–4:30 p.m. (closed 12-1 for lunch)	First-Year Experience Starbuck 201 815 North Broadway Saratoga Springs, NY 12866 Phone: 518-580-8111 Fax: 518-580-5749 Office Hours Monday-Friday 8:30 a.m.– 12 noon 1:00–4:30 p.m. (closed 12-1 for lunch)
OCSE Staff	FYE Staff
Cori Filson, Director cfilson@skidmore.edu Cell phone: 518-366-7934 Other OCSE staff members can be reached outside of office hours by calling Campus Safety at 518-580-5567 (non-emergency line).	Janet Casey, Director jcasey@skidmore.edu Marla Melito, Student Academic Development Coordinator mmelito@skidmore.edu Allie Taylor, Administrative Assistant ataylor1@skidmore.edu

APPENDIX C

SKIDMORE COLLEGE ONLINE RESOURCES

Offices and Departments:

Off-Campus Study & Exchanges

<http://www.skidmore.edu/ocse/index.php>

Office of the Dean of the Faculty

<http://www.skidmore.edu/dof-vpaa/>

Academic Departments & Programs

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

Information Technology

<http://www.skidmore.edu/it/network/>

Student Academic Services – Disability Services

<http://www.skidmore.edu/accessibility/index.php>

Human Resources

<http://www.skidmore.edu/hr/index.php>

Financial Services

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

Business Services

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

Financial Aid

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

Bursar's Office

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

Registrar & Institutional Research

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

Residential Life

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

Purchasing Services

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

Campus Safety

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

References:

Student Handbook

http://www.skidmore.edu/student_handbook/

College Catalog

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

Staff and Student Directories

<https://www.skidmore.edu/search/index.php>

Sexual and Gender-based Misconduct Resources and Information

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

IES Student Policies

<http://www.iesabroad.org/study-abroad/advisors-faculty/student-policies>.

APPENDIX D

FALL 2015 ADVISING GUIDE

Course Title	Credits	Requirement(s) fulfilled
JLSS 100 Mediating the Great War?	4	Scribner Seminar
JLSS 100 Making Things Right	4	Scribner Seminar
JLID 151 Understanding Britain	1	General elective credit only
JLAH 251 British Art and Architecture: 1700 - 1900	4	Humanities; 200-level elective in AH major; also fulfills one of the AH course requirements for the Studio Art major.
JLEN 229 Literature and Place	4	Humanities; Substitutes for <i>EN 229 Special Studies: Texts in Context</i> , which fulfills an introductory requirement in EN major.
JLGO 201 Globalization Studies	4	Social Science; 200-level elective in GO major
JLHI 217C History of London: from the Tudors to the Blitz	4	Social Science; 200-level elective in HI major
JLMA 111 Calculus I <i>Prerequisite: fulfilment of QR1 requirement either by SAT/ACT score or by passing the QR1 exam; students must also take Skidmore's online Calculus placement exam.</i>	4	Quantitative Reasoning 2; May fulfill a mathematics requirement for some science majors.
JLSO 251 The Ethnic Tapestry of Contemporary British Culture	4	Social Science and Cultural Diversity Study; 200-level elective in SO major
JLTH 103 Theatre in London: An Introduction	4	Humanities; Substitutes for <i>TH 103 Introduction to Theater</i> in TH major
JLGN 001 Academic Transitions Workshop	-	Non-credit course; graded <i>Satisfactory/Unsatisfactory</i>

APPENDIX E

STUDENT SAFETY PRECAUTIONS

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

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

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

APPENDIX F

SUGGESTED GROUP ACTIVITIES

High Tea

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

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

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

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

Theater, etc.

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

- The web site is: <http://www.officallondontheatre.co.uk/>
- The phone number is: 0870 840 2468.

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

English National Opera

Royal Opera House

Royal Ballet

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

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

Bike Tour of London

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

<http://london.fattirebiketours.com/>

Museums

Courtauld Institute

Dali Universe Museum

Hayward Gallery (South Bank)

National Gallery

National Portrait Gallery

Royal Academy of Art

Tate Britain

Tate Modern

Victoria and Albert Museum

Restaurants That Accept Big Parties

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

The Villandry – will do Thanksgiving.

Primrose Hill Pub – will do a Thanksgiving dinner also.

Boulevard Brasserie – typically does the final/farewell dinner.

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

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

Khan's Restaurant – located on Westbourne Grove.

Day Trips

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

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

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

APPENDIX G

LIVING STIPEND GUIDELINES

Faculty Directors will be provided with a living stipend in the amount of \$24,000. Stipend monies can be utilized to cover expenses 2 weeks prior to the official start of the program (day students arrive in London) and 1 week after the end of the program (last day of the exams). This stipend is designed to assist the faculty director with the increased cost of living associated with residing in London. 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 faculty director.

The **program budget** will cover the following expenses. These expenses should not be paid for with living stipend funds:

- Required British work permit/visa for faculty directors, and entry visa for spouse/domestic partner (if applicable)
- Instructional supplies and shipping of these supplies to London
- Transportation within London (Tube passes and taxis as needed for program business)
- Cell phone and international calls as needed for program business
- Internet service in residence (if included in apartment rent, director must request a monthly cost for internet service from landlord/rental agency)

The **living stipend** may be used to cover the following living expenses during the director's semester in London:

- Housing (rent and necessary deposits)
- Telephone in residence and personal international/long distance costs
- Utilities
- One roundtrip flight to/from Albany and London (for initial trip), plus required baggage fees, if applicable
- Shipping costs and excess baggage fees for personal items up to \$750
- Limited entertainment costs (2 plays/concerts per month)
- Most food costs (except for excessive dining out)

The **living stipend does not** cover the following costs. For other expenses not listed here, please contact OCSE in advance to inquire if your desired expense can be covered:

- All food costs
- Travel outside of London
- Additional travel to and from the U.S.
- Excessive entertainment costs
- Excessive costs of dining out
- Costs associated with faculty research while abroad

The living stipend will be paid to the faculty director approximately two weeks prior to his/her departure to London. The amount paid will be equal to the living stipend total less the cost of airfare and housing, as described above.

Faculty directors should not make program purchases with their living stipend and then reimburse themselves with program monies.

Each faculty director must submit original receipts for all expenses to be charged against the stipend. If a receipt is misplaced or lost, you are required to submit the

Skidmore College Missing/Lost Receipt Certification Form. It can be found on the Financial Services website at http://www.skidmore.edu/financial_services/LostReceiptForm.pdf or obtained from the OCSE Associate Director of Operations. There may be times when a vendor cannot provide a receipt for small purchases (i.e. farmers' market, coffee stand, etc.) in these cases it is permissible to submit a log indicating the date, vendor (if possible), location, item purchased and the cost (in pounds). Please note that such purchases must not exceed \$25. In accordance with the policy established by Skidmore's Office of Financial Services, any unused portion of the stipend will be returned to Skidmore at the end of the program.

APPENDIX H

MONEY MATTERS - EXPENSES AND SUBMITTING RECEIPTS

Program Expenses

- Receipts must be submitted for all program expenses paid for onsite. Examples of program expenses are as follows:
 - Group Meals
 - Entrance and Performance Fees
 - Excursions
 - Transportation
 - Instructional Supplies
 - Cell phone and international calls as needed for program business
 - Shipping Cost/Baggage Fees for program materials

Do not make program purchases with personal accounts and make reimbursements with program monies. **It is preferable that the Skidmore Purchasing Card (Visa P-Card) be utilized for all purchases when possible.**

- **Consultants/Speakers/Performers/Translators/Guides** – all individuals providing services to the program must have a contract on file with OCSE which outlines the location, date, time and services that they will be providing in order to process payment. Please contact the OCSE Associate Director of Operations for contract templates. Ideally, vendors will provide the necessary information to process a check request or bank transfer to their designated account in lieu of a cash payment.
- **Emergency Student Funds** – in the event that a student loses or has his/her money stolen, the faculty director can advance the student a loan from program funds. The student must sign a promissory note that the monies will be repaid to OCSE within 2 weeks from the program end date. In the event that OCSE does not receive the monies the student's Skidmore account will be charged.

Faculty Director Personal Expenses

Living stipend monies will be provided to cover the faculty director's onsite expenses but must adhere to Skidmore College's Travel and Entertainment policy.

- Receipts or contracts must be submitted for all expenses included but not limited to:
 - Housing
 - Telephone in residence and personal international/long distance calls
 - Utilities
 - Dining/Grocery Stores
 - Transportation – roundtrip flight to/and from Albany to program location, plus required baggage fees, if applicable
 - Shipping costs and excess baggage fees for personal items up to \$750

There may be times when a receipt cannot be obtained for such items as tips and small purchases (i.e. farmers' market, coffee stand, etc.) in these cases it is permissible to submit a log indicating the date, vendor (if possible), location, item purchased and the cost (in local currency). **Please note that each purchase must not exceed \$25 (USD).**

The following items will not be reimbursed:

- Personal hygiene items
- Personal entertainment (movies, games, etc.)

The general College policy is not to reimburse for alcoholic beverages. If incurred, payments for alcoholic beverages should be billed separately and paid for by the Faculty Director directly and are not eligible for reimbursement. However, there may be an occasion when the program is hosting a guest such as a speaker or alumni. In order to be hospitable and culturally sensitive the Faculty Director may purchase an alcoholic beverage for themselves and the guest. However, Faculty Directors must never purchase alcoholic beverages for students. Such entertainment costs should be paid with program funds.

Submitting Expenses

All expenses must adhere to Skidmore's Travel and Entertainment policy. Entertainment of fellow faculty/staff is not reimbursable. When entertaining guests of the program, you must provide a list of the names of the guests as well as the purpose of the entertainment with the accompanying receipt. In this case, program funds not living stipend monies must be utilized to cover such expenses. All other onsite meal expenses should be covered by the living stipend.

Living stipend monies are only to be utilized for the faculty director's expenses. Neither living stipend monies, nor program funds can be utilized for spouse, domestic partner and/or dependents' expenses.

Faculty directors must submit original receipts for all expenses to be charged against the living stipend. If a receipt is misplaced or lost, you are required to submit the Skidmore College Missing/Lost Receipt Certification Form. It can be found on the Financial Services website at http://www.skidmore.edu/financial_services/LostReceiptForm.pdf or obtained from the OCSE Associate Director of Operations. Receipts submitted for review should be organized in date order. When submitting credit card receipts you must include the detailed receipt, outlining what was purchased and the finalized credit card charge slip. The receipts must be submitted no later than **January 15th**. It would be beneficial to include a copy of the credit card statement which carries charges for expenses. This enables exchange rates to be handled efficiently. For cash transactions, Financial Services will utilize the currency convertor at www.exchangerate.com.

After reconciliation of expenses, any living stipend monies remaining must be repaid to Skidmore. Faculty Directors must return any monies in excess of substantiated expenses within 14 days of notification of the amount by OCSE.

APPENDIX I

REIMBURSEMENTS

REIMBURSEMENT GUIDELINES FOR VISA EXPENSES

The program budget will cover the cost of the visa application fee for the faculty 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 may include travel to the US Citizenship and Immigration Services Center in Latham, NY to complete a biometrics requirement and/or to New York City from Saratoga Springs for the visa application appointment(s).

If an entry visa is required for a faculty director's accompanying spouse/domestic partner and/or child(ren), the program budget will cover the cost of the visa application fee for the aforementioned parties if and only if the parties **MUST** apply in person. For example, a parent can sometimes apply for a child. If this is the case, we expect the faculty director to apply for any children needing visas rather than having children travel to the consulate to apply in person. Costs for children's travel must be pre-approved by OCSE. Additionally, if travel to New York City is required for the spouse/domestic partner (and child(ren) if required) the program will reimburse up to the cost of a roundtrip coach ticket on Amtrak for each individual. However, the faculty director and their spouse/domestic partner (and child(ren) if required) must travel together to Latham and/or NYC to minimize costs to the college.

It is expected that travel to NYC for a scheduled visa appointment with the appropriate consulate can be accomplished in a day. Any overnight stay in NYC must be pre-approved by OCSE. A copy of the consulate appointment letter/email must be submitted with the expense report and receipts.

The consulate issuing the visa may schedule an additional appointment to pick-up the passport(s) and visa(s) upon conclusion of the application process. The program budget will only cover the cost of the faculty director's travel to NYC via Amtrak coach (or the equivalent) as the consulate typically will allow the faculty director to pick-up all passports and visas with written permission from the spouse/domestic partner.

Any travel connected to obtaining a visa but is not typical of the standard process must be pre-approved by OCSE in order to be eligible for reimbursement.

Reimbursement Guidelines

OCSE will reimburse the following expenses:

- Application fee costs for the visa, including reimbursement of required passport-size photos. Mailing of the visa materials should be handled through OCSE to obtain the college's discounted rate on mail service.
- Travel to Latham (if required) – This includes mileage to and from the Skidmore Campus for faculty director and spouse/domestic partner and/or children if required.
- Travel to NYC (if required) – The maximum reimbursement will be for a roundtrip coach ticket on Amtrak for faculty director and spouse/domestic partner and/or children if required.

- Lodging in NYC (if required) - The program will cover one night hotel stay up to \$300 per night. If dependents accompany the faculty director, they are expected to lodge together. (Check with Skidmore's Purchasing Office to obtain a list of hotels in NYC that offer Skidmore employees a discounted rate.)
- Transportation in NYC – This includes subway or taxi fare to and from the train station and/or to and from the consulate.
- Meals in NYC - Actual cost of meals and incidentals (i.e., beverages, snacks, etc.) up to \$80 per person per full day is reimbursed (ex. \$15 breakfast, \$20 lunch, \$35 dinner, \$10 incidentals). **Alcoholic beverages will not be reimbursed.** There is no per diem rate available through the college. Only actual, documented expenses for the faculty director and spouse/domestic partner only will be reimbursed.

Skidmore College is a tax exempt organization. In order for vendors to allow tax exempt purchases you must 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 the OCSE Associate Director of Operations.

It is the responsibility of the faculty director to ensure that taxes are removed from all purchases. Reimbursement of taxes paid on purchases will be at the discretion of the college.

Rail Travel

Amtrak Travel Bookings

Visit the [Amtrak Web site](http://www.amtrak.com/home) (<http://www.amtrak.com/home>) to book online, or in the case of a travel emergency, please call AAA Northway for assistance.

AAA Northway

AAA Northway is our local travel agency option. They are open Monday through Friday 9am-5pm, and open till 6pm on Tues/Thurs.

Our travel agents are Diana Perreault, DJ (Donna) Lange, and Laurie Burns. They are located at the AAA Northway offices at 26 West Avenue (across from the train station).

Please note AAA Northway offers other services, such as passport photos.

DJ Lange

- 518-587-8529 extension 3302
- Email: dlange@northway.aaa.com

Lori King

- 518-587-8529 extension 3303
- Email: LKing@northway.aaa.com

Hotels in New York City

See Purchasing web site at <http://www.skidmore.edu/purchasing/>

APPENDIX J

EMERGENCY PROTOCOL

This Appendix offers guidance to faculty directors; it is not, and should not be viewed as, a comprehensive plan for emergency response and crisis management. While in London, faculty directors will be expected to work closely with the IES London staff when responding to minor or major emergencies. IES staff are trained to manage these situations and will communicate and coordinate with OCSE. IES staff will be charged with implementing an emergency response plan and communicating that plan with students and faculty. Your role as faculty director is to communicate with OCSE, to support IES in communicating with students, and to follow protocols as requested.

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. Faculty directors have home and cell numbers for appropriate contact people within Off-Campus Study & Exchanges should the need arise.

Faculty Director Responsibilities

Emergencies will happen during the LFYE semester. The faculty directors should understand their available resources in order to respond appropriately. An emergency can be as minor as a trip to the doctor for strep throat or as major as a threat to transportation in London. Regardless of the level of the emergency, faculty directors should follow the process outlined below.

In the event of an emergency, Skidmore LFYE faculty directors must immediately contact the IES London staff. Be sure to carry the IES London emergency numbers with you at all times. The IES London staff is prepared to respond to minor and major emergencies and will put into action the appropriate plan. Once the directors have communicated with the IES London staff, they should contact the Director of OCSE to report the incident and details of the discussion they have had with IES London. The Director of OCSE will contact IES London and the Skidmore International Emergency Response Team as necessary to coordinate the appropriate response plan.

Once a plan has been established, the Skidmore faculty directors are asked to work closely with IES London to implement the plan. OCSE will be in close contact with IES London; OCSE is also available to faculty for support during any emergency. However, **IES London is responsible for on-site response and must be kept informed of any developments.**

International Emergency Response Team

NOTE: Because this program is run in conjunction with IES Abroad London, Skidmore will coordinate any response with IES Abroad in London and in Chicago.

The Skidmore International Emergency Response Team is made up of members of the VO for Academic Affairs, the VP of Student Affairs, the Office of the President, and the Director of the Office of Off-Campus Study & Exchanges. These individuals work together to assess an emergency and determine a response plan. Implementation of the emergency response plan

will fall to IES Abroad; however, faculty directors and OCSE staff are expected to participate fully.

Communication

IES London and the faculty directors will manage direct communication with the students in London in case of a wide-spread emergency. OCSE will manage communication with the campus community and the local/national media. If the need arises, OCSE will contact students' families. Faculty directors will not be expected to speak with parents or families; in fact, we ask that you refer all inquiries to the Director of OCSE.

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://travel.state.gov/>), the World Health Organization (<http://www.who.int/en>), and the CDC (<http://wwwnc.cdc.gov/travel>), Skidmore and IES Abroad use information gathered locally and through conversations with other providers in London and the UK. The OCSE 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.

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. **OCSE also strongly recommends against students traveling on their own time to areas on the Department of State Warning list. The LFYE directors should advise students against such travel as it could jeopardize the student's medical and evacuation insurance coverage.**

Response Resources

The IES London staff makes every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants and OCSE of these changes. All program participants are registered with the American Embassy; IES London staff receive Warden notices that provide regular updates on safety issues pertinent to London and the UK.

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. These services are available for our students and their families and our faculty directors and their families.

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; therefore, if a student's case is referred to that office, students and their families will need to communicate directly with the staff there.

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://wwwnc.cdc.gov/travel>
- World Health Organization <http://www.who.int/en>
- SAFETI Clearinghouse <http://www.gloaled.us/safeti>
- U.S. embassy or consulate in your country of residence or visit.
- Australian Department for Foreign Affairs and Trade <http://dfat.gov.au/>
- Government of Canada – Travel and Tourism <http://voyage.gc.ca/>

- Ireland Department of Foreign Affairs and Trade <https://www.dfa.ie/>
- New Zealand Ministry of Foreign Affairs and Trade <http://www.mfat.govt.nz/>
- United Kingdom Foreign and Commonwealth Office <http://www.fco.gov.uk>

Advice for Students and their Families

OCSE shares the following advice with students and their families:

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

Skidmore College advises students and their families that communication between Skidmore College and IES, as our partner, 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 students' health and safety, academic progress, behavior, etc. to appropriate staff at IES 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 students' emergency contacts during an emergency.

APPENDIX K

P-CARD FORM

SKIDMORE COLLEGE MONTHLY P-CARD ACTIVITY REVIEW AND APPROVAL

All departments must affirmatively approve all P-Card transactions on a monthly basis. Please return this completed form to Financial Services along with a copy of your monthly JP Morgan credit card statement by the 21st day of the following month. Please note that failure to comply with this review and approval procedure can result in the suspension of P-Card privileges for your department.

Department Name on P-Card:		MONTH:	
PREPARED BY (please print):			
PREPARER SIGNATURE:	 (Individual Responsible for Department P-Card Oversight)	DATE:	
APPROVED BY (please print):			
APPROVER SIGNATURE:	 (Director, Chair, or Supervisor of Preparer)	DATE:	
<i>Note: By signing above, the preparer and approver are confirming that they have reviewed and have on file proper supporting documentation for all monthly charges listed on the attached JP Morgan statement and that all charges are complete, accurate, and incurred for College business only. Personal purchases on Department P-Cards are strictly prohibited. Failure to use the card in compliance with this policy, or failure to provide sufficient documentary evidence can result in the suspension or revocation of the P-Card and possible disciplinary action including employee termination, as well as the filing of criminal charges.</i>			

APPENDIX L

FACUTLY DIRECTORS' REPORT GUIDELINES

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

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

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

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

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

1. Introduction

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

2. Academic Program

Give a general overview of the academic program. Include insights into faculty, staff and student relations, and organizational, administrative and academic problems and complaints. Discuss general observations regarding the academic program. What are the trends? What were there significant differences this year as compared to past trends? What was particularly effective or excellent this time? What was problematic?

Do you recommend any changes? Do you see any development needs or opportunities? What changes do you suggest based on student feedback?

3. Students

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

4. Housing

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

5. Academic and Non-academic Activities

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

6. Program Center Facilities

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

7. Program Staff

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

8. Communication

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

9. IES

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

10. Marketing

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

11. Conclusion

Summary of report

Appendices: Include any confidential information in an appendix as necessary (to be read by Director of OCSE).