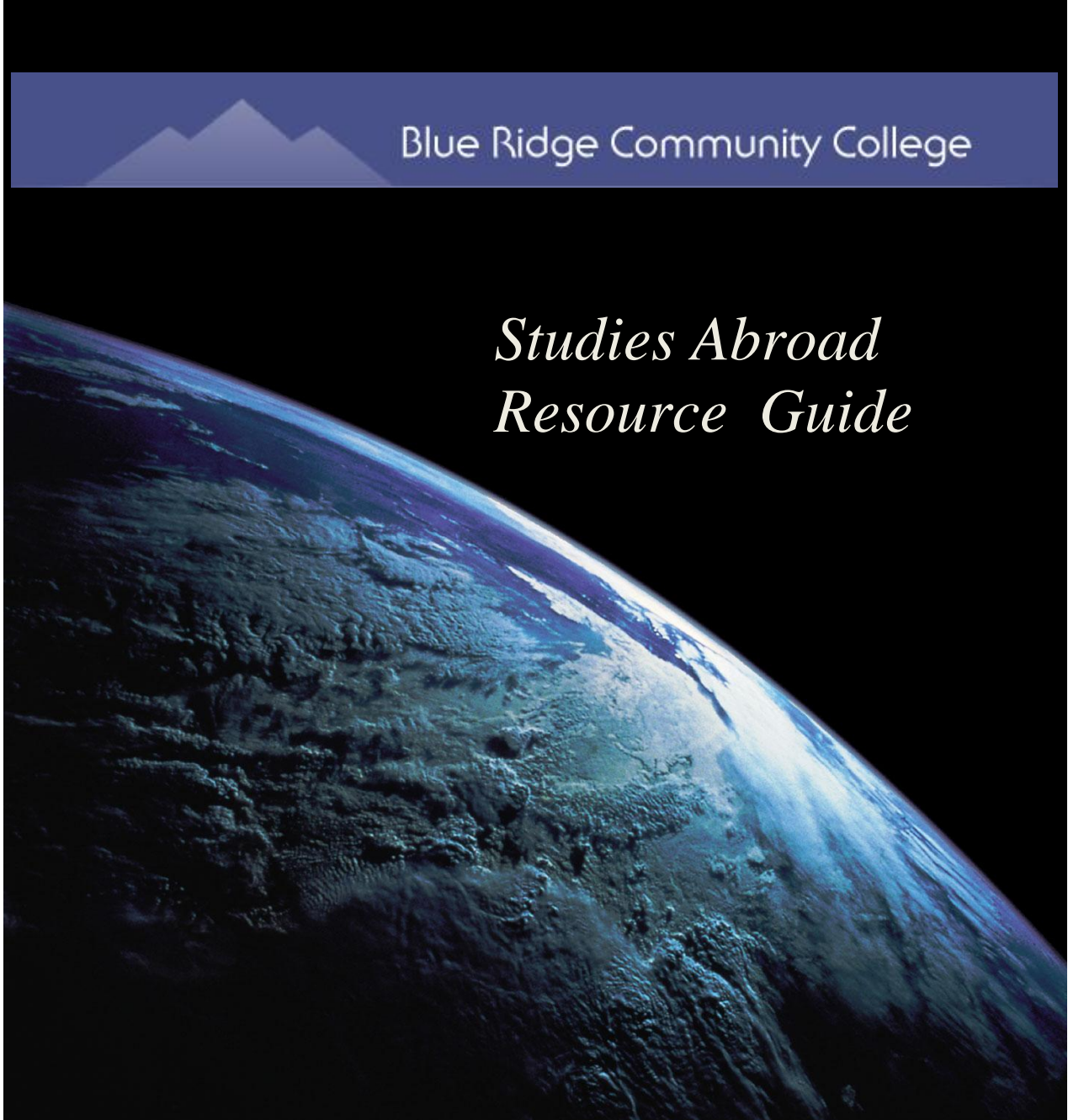




Blue Ridge Community College

*Studies Abroad
Resource Guide*





Blue Ridge Community College

The Mission of International Education Studies

Related to Study Abroad

Blue Ridge Community College encourages study in another country for our students and faculty. Whether short term or long term, the experience is viewed as value added education, a valuable learning experience for living and working in the twenty-first century.

Study Abroad for Blue Ridge Community college has continued to grow and encompass the following types of education abroad programs:

- a. travel for students (credit and non-credit)
- b. travel for faculty, including exchanges, e.g. VACIE with the VCCS system and Fulbright Scholars program
- c. exchange programs (visiting faculty groups and exploration for future student exchange)
- d. travel and study abroad for community members

The purpose of this document is to serve as a resource guide for faculty and/or staff who wish to develop education abroad experiences for our students, faculty and community.

BRCC Studies Abroad Website: <http://community.brcc.edu/international/>

Approved Fall, 2011



Pre-Planning Study and Travel Trips

Though there are no one-size-fits-all best practices for organizing studies abroad programs, the following principles have been effectively employed in many successful trips across the college.

- a. Present a proposal simultaneously to the International Education Committee and the appropriate Faculty Dean, ideally about a year in advance of trip. This procedure is appropriate for creating well-defined goals for the class and the setting aside of college funds as needed and available.
- b. If you have not led a trip, consider doing an exploratory trip on your own to get to know the country of interest.
- c. Research Funding alternatives to increase student participation:
 - Seek funding for the travel activity. Sources of funding need to be explored, and it is desirable to have an administrator of the college involved in the process of identifying sources and resources. Administrators and development officers need to be aware of external solicitations by trip organizers or faculty participants. (This would be standard for any solicitation externally, as sometimes we may not be aware of who already donates to the college in other areas).
 - Consult with the campus Financial Aid officer to determine whether some students might be eligible for financial aid, and/or to inform the Financial Aid officer of the activity should some students need advising for student loans, which are sometimes applicable to study abroad trips.

Basic Principles of Trip Design

- a. Outline goals and outcomes for the experience.
- b. Estimate costs to student participant to include the following:
 - Major itinerary goals
 - Accommodation and board
 - Ground transportation and/or flight to/in country
 - Admission prices and any other excursion, lecturer or guide costs (including tips for guide and bus drivers)
 - Coverage for airfare and trip costs for the faculty trip coordinator
 - Create a fund beforehand to handle unforeseen tips or extras
- c. Assess risks by consulting with the State Department web page,
http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html,

Also ascertain the level of participation by other educational institutions in the destination



country. Fully review the Travel Abroad Consular bulletin for any foreign destination.

- d. Promotion of the class, exchange, or trip. The process ideally begins a year and a half before the trip itself. There are 3 phases of promotion:

Pre Promotion: the spring before the summer one year in advance of the summer of travel (4 semesters in advance)

Promotion Prep: the summer one year before the summer of travel (3 semesters in advance)

and

Promotion: the fall before the summer of travel (2 semesters in advance)

Here, for example is sample timeline for a Summer 2012 trip:

- Spring 2011 Pre-Promotion
- Summer 2011 Promotion Prep
- Fall 2011 Promotion
- Spring 2012 Trip Prep
- Summer 2012 Trip

Pre Promotion:

- Identify another instructor/BRCC professional to work with you.
- Introduce your idea to *your* students even before you plan the trip.
- Show enthusiasm for the trip.
- Speak with students who seem to be interested and try to decide if they have the interest, if it is possible for the student to make the trip.
- Decide whether or not to work with an external vendor (such as Casterbridge, an international travel company with an office in Staunton).
- Decide if there is a reasonable need and capacity for offering credit
 - The advantages for offering credit are to allow students to have recorded academic experience abroad and to emphasize the educational component of fulfilling the BRCC international education mission. However, sometimes students can gain important international experience without participating in credit bearing opportunities, and some trips will have a combination of credit and non-credit participants.
 - The current practice has been to offer faculty per capita pro-rated pay for each student participating in a credit bearing class, but this is decided at the discretion of the academic dean. An additional advantage of credit bearing study abroad is that faculty may be motivated by preparing a class, and some remuneration can offset the expense and efforts required to plan and conduct a study abroad trip.



- Courses that are already in the curriculum and part of the transfer plan are the most optimal for students, but consideration should be given to the potential at the study abroad site and what is the best learning experience for the students. Special topics courses can also be used. A long term best practice would be to create a designation that could appear on the student's transcript demonstrating participation in an education abroad program.
- A hybrid designation in conjunction with classroom work may be the most effective way to package and promote the course.
- Courses that are assessed in Study Abroad can be helpful in further promoting study abroad.

Promotion Prep:

- Determine the itinerary, approximate departure and return, and theme of the trip. Decide on a vendor (i.e. Casterbridge). If Casterbridge is chosen there are already existing sample itineraries that you can follow.
- Use the college travel agency (ask Franki Hampton for specifics) to plan the travel unless using a reputable and recognized study abroad company; however, we may want to explore expanding this to STA or other reputable well-known study abroad travel agencies as they offer educational discounts to major destinations.
- Determine payment dates, make a list of the paperwork students will have to fill out, and establish with the BRCC Financial Services how payments will be handled and receipted. As much as possible, have students go directly to the BRCC Financial Cashier in Houff. Set up files in preparation of receiving applications—these sometimes start as soon as you begin to promote. A typical file on one participant might include:
 - Application
 - Contact information
 - Copies of passports
 - Copies of travel insurance or Medex
 - Emergency contacts
 - And these required forms from BRCC
 1. Waivers
 2. Medical information (secured immediately upon receipt)
 3. Privacy release form
 4. Photography release form

You won't have all of this information at first, but it will be coming, so the more you set up your system for keeping track of this information, the easier the job will be. You must keep this information in a very secure place in your office.

- Request promotional brochures and fliers from the Graphic Design Department.
- Create a PowerPoint presentation to show to interested faculty and students.
- Request short 5 minute information announcements in the classes of your colleagues.
- Promote the trip with faculty and staff by publishing the itinerary and costs on BRCCEveryone email list.
- Arrange special information events, ask to attend student clubs



- Publish the trip details and information contact on the BRCC screens. Don't forget to use social media such as Facebook, Twitter, etc.
- Update the college website to include trip details.

Promotion

- Prepare materials, Power point presentation and signup sheets for new student orientation, and plan to attend New Student Orientation in August.
- Visit classes and use the Powerpoint presentation, (no more than 5 minutes at the end or beginning of classes, as invited by your colleagues).
- Bring a signup sheet, get names and email addresses.
- Pass out brochures.
- Start with your colleagues classes, then move onto the big lecture classes.
- Take advantage of a vendor promotional event; for example, Casterbridge will send a speaker and a slide demonstration.
- Go where students congregate, for example at registration, club fair, orientations, etc... remember you want to expose and get email addresses.
- The 100/10/1 Rule
- Expose 100, you'll get 10 inquiries, from that 1 signs up.
- So, to get 15 people to sign up, you'll need to expose 1500 people to the presentations.
- Organize an Information Session once you have a list of "interested" names
- Be creative! Some ideas are
 - Market to JMU, UVA, MBC and teachers at local high schools
 - Post on VCCS international Website
 - Tell friends and relatives of faculty and staff
 - Put on a special cultural event
 - Use social media outreach
 -

Pre-trip check list:

- a. Post your trip info with the college designated contact person. Include a letter indicating your qualifications as a leader for facilitating a study abroad. This is to verify that you have made the preparation necessary to work with students on a trip. This paper is an additional verification of ability for liability purposes.
- b. If the language of the country is not English, begin the process of learning some phrases to show courtesy and salutations, at a minimum.
- c. Continually communicate with the BRCC Financial Office; they will provide you with updated spreadsheets on moneys received so that you can remind participants of due dates.



- d. Make sure all participants have a passport that is valid for 6 months after the date of return from the destination. If a visa is required, check each stipulation in the visa department of your intended destination, double check for names for flights and passports (they must be the same) and visas. You may need to help students identify where to get passports and visas, so research and be prepared for questions.
- e. File 3 copies of passports, in black and white: one for you to keep with you, one for campus contact, and one copy for the student to keep while traveling. For some destinations, you may want to secure real passports in a safe place while out of the hotel. One location is the hotel safe—this will vary—so do your research. A suggestion is to keep the passport with you at all times in a passport pouch.
- f. Copies of medical information should be sealed in an envelope and carried in a safe place in the possession of the leader in the event an immediate trip to a doctor or hospital is necessary. If traveling to a non-English speaking country, it may be advisable to have the information translated into the language of the country. Upon return to the U.S., the medical documents should be destroyed. Copies given to the designated contact person at BRCC should also be destroyed.
- g. File required forms (release, health, medical, and travel insurance) with the institutional officer (currently this is Franki Hampton), including copies of passports, emergency contacts, flight details, cell phone info, hotel and day by day itinerary.
- h. Register your participants with the U.S. embassy or consulate in the destination country or countries.
- i. Create a cell-phone list for last minute contact of participants at the airport and make a very concrete meeting plan at the airport or gate prior to the departure. Leave a copy of this with BRCC.
- j. Schedule the use of the satellite phone with the Security Officer, now Wayne Martin.
- k. Pre trip orientation for participants should include:
 - Cultural notes: What to expect, and what behaviors and clothing are cross-culturally appropriate, which are not
 - Some geographic, history and language notes
 - Political background and present political scene
 - Class specific information including syllabus
 - Risk management suggestions shared with all participants

Leader responsibilities during the trip

- a. Take your role as leader and instructor seriously. Participants should inform you of where they are going to be and when they are returning.
- b. Follow the rules of the college, of our state, and of the destination country.



- c. Know exact hotel rooms for each participant.
- d. Create a buddy system and plans of action for contacting each other if a participant should get lost.
- e. Have all emergency contacts accessible, including the Embassy American Citizen Services phone number, and take extra care in looking at emergency routes.
- f. You are the liaison between the trip guide and your participants—advocate for their interests and negotiate itinerary change if needed.
- g. Accompany sick participants to appropriate services and have a backup leader for the group.
- h. Make sure you keep notice of how all the participants are doing; if someone is having extreme culture shock, or wanting to withdraw from the activities, you need to intervene and assess if everything is okay.

Post trip review

- a. A standardized form for all trips to use to report.
- b. Presentation to the college.
- c. Show value added to the student's life and/or to the college.
- d. Request photos and permission to use photos on future promotions.
- e. Organize re-entry activity.



Helpful Websites in Preparing Your Trip:

U.S. Department of State <http://travel.state.gov/>

Centers for Disease Control (Traveler's Health Section)
<http://wwwnc.cdc.gov/travel/default.aspx>

NAFSA - then use "study abroad" or relevant search term
<http://www.nafsa.org/>

Links to Required BRCC forms for Studies Abroad Participants

Source page: <http://community.brcc.edu/international/index.php/for-travelers/forms/>

Traveler Application for Study Abroad

Medical Release Form

Drug and Alcohol Abuse Policy

Waiver and Release Agreement for International Travel



1. BRCC FACULTY LED STUDY ABROAD PROGRAM PROPOSAL

BRCC will provide our students an introductory path to the understanding of a globalized world through a variety of means including discussions, enhanced curriculum, academic and cultural programs, and studies abroad.

http://www.brcc.edu/international/docs/tf_report08.pdf

Name of Faculty: _____

Program Name: _____

Dates of Travel: _____

Semester when academic credit is granted: _____

Part One: Program Description

1. How does your proposed study abroad program relate to the BRCC International Education mission? (see above).
2. Please write a short paragraph describing your program.
3. Will students have the opportunity to receive academic credit for this experience? Please specify.
4. What are the discipline-specific and/or interdisciplinary learning outcomes for this intended program?
5. Please write a short paragraph describing how this program will meet those outcomes listed in item 4. In your description, please include information regarding, but not limited to: a. curricula learning outcomes, non-credit as well as credit enrollment, combination with hybrid instruction, cross disciplinary enrollment. Even if credit not granted, please describe how this program will enhance the individual BRCC participant's academic experience.
6. What activities or tools will you use for assessment of participant's experiences?
7. Please describe the site/country specific orientation content that you will provide for students.

Part Two: Program Planning

1. Attach the budget estimate worksheet for this program.
2. Attach syllabus if applicable.

Part Three: Read the attached guidelines and sign below that you have fully read and understood the guidelines for conducting a faculty-led study abroad program at Blue Ridge Community College.

Signature

Date

Budget Worksheet for Custom Study Abroad Programs

Fixed Costs: (excluding salary if credit or non-credit tuition is paid)

- | | | |
|----------------------|-------------------------|----------|
| 1. Faculty leader(s) | stipend | \$ _____ |
| | per diem | \$ _____ |
| | travel health insurance | \$ _____ |



transportation \$ _____
 accommodation \$ _____

If any of the costs are being absorbed by other funding, and will not be part of the program fee for students, please itemize and deduct from the column. ()

2. Total: \$ _____

The total fixed cost is then divided by the anticipated number of students*: _____ \$ _____

Per Student Costs: (excluding tuition which is paid separately)

1. Additional administrative costs college may incur while planning or conducting the program \$ _____
2. On-site per student cost (typically to include housing, some meals, ground transportation to/from airport, field trips and on-site administrative or tour guide costs. \$ _____
3. International health insurance charge for duration of trip (if covered by current policy, this can be deducted). \$ _____
4. International Airfare, if included. \$ _____

TOTAL: \$ _____

PROGRAM FEE: \$ _____

The program fee equals the fixed cost per student (from the top section) + the total per student cost (from the bottom section)

NOTE: Program promotional material should list the program fee, tuition, and recommended additional expenses separately and clearly. Visa fees, immunization and passport fees are separate expenses.

DISCLOSURE: If recommended to disclose program fee, this worksheet should be provided and attached to the program acceptance form when the student gives a deposit and accepts the terms of the program.

Academic Budget Estimate: (This form is for the Academic Division Dean)

1. Tuition fees captured by anticipated enrollment: \$ _____
2. Salary (summer calculated) for full or pro-rated enrollment: ()
 Additional cost or profit to college _____

Comments and recommendation by Academic Division Dean: _____

Comments and recommendation by Vice President of Instruction: _____

Signature _____



2. Risk Management Abroad

Blue Ridge Community College

Your BRCC leader(s) have been trained in RISK MANAGEMENT. As a participant in this abroad experience, you are expected to adhere to some risk management rules.

- ❑ You have signed a waiver about alcoholic beverages. For your safety and courtesy to your traveling companions, do not drink if under the age of 21, not even beer. In the company of your leader(s), follow the guidance of your leader. Drunkenness can cause an error in judgment and put you and your companions in harm's way. If you are arrested for drunkenness, your leader may find it impossible to get you out of jail. Please err on the side of caution. Abuse or excessive abuse of alcohol could result in your exclusion from the program and sending you back to the U.S. at your own expense.**
- ❑ The number one killer of students studying abroad is death by traffic mishap, for example, stepping in front of a car, expecting a car to stop if you are in the road, or traveling in unauthorized transportation.**
- ❑ In the event someone attempts to steal your bag or back pack, let them have it. It is better to lose it than to be hurt or lose your life. Ask your leader for the phone numbers of local police. Carry with you at all times a set of phone numbers and contact information given to you by your leader, and know in which situations to use these.**
- ❑ Travel in groups of at least two from the BRCC group. In the event you meet someone who invites you to go with them, err on the side of refusing and/or discuss the situation with your guide and leader. If your leader should go away from the group, it should be only a short period, and you should be told who is in charge.**
- ❑ In the event of the incapacity of the leader, use the satellite phone to call BRCC to the designated number and inform the security person of the situation. Participants should not panic. Calmly proceed through these procedures:**
- ❑ Do not invite strangers to visit in your room or to take you somewhere.**
- ❑ For any kind of small or large injury or bite or medical situation, see the leader immediately.**
- ❑ In the event of the incapacity of the leader:**
 - 1. The designated leader takes charge. Remember to keep an eye on your leaders as well to come to his/her assistance and make it easy for him/her to handle details of the moment.**
 - 2. Gather as a group.**
 - 3. Stay calm.**
 - 4. Call BRCC and the local emergency number in country. Call tour leader if applicable.**
 - 5. Stay together**

Enjoy your study abroad experience. You have a leader or leaders, but everyone participating is responsible for the safety of all. What you may see as your "right" may not be culturally appropriate.



3. Medical release/ASSUMPTION OF RISK FORM

I agree that as a participant in the (internship/externship/clinical program name or curriculum name) at (name of company or organization) associated with Blue Ridge Community College (the “College”) scheduled for (start date) to (end date), I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to (potential risks of the activities or related to the work environment [very specifically list here the potential risks involved that the student is assuming]).

I understand that in the event of accident or injury, personal judgment may be required by (name of company or organization) or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or (name of company or organization) personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and (name of company or organization) for my safety or the safety of others, as well as any and all of the College’s and (name of company or organization)’s rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or (name of company or organization). I understand that this Assumption of Risk form will remain in affect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with (program coordinator or College administrator), at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact _____ (name) at _____ (phone number).

_____ **I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.**

_____ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

Participant’s signature

Date



Address

If participant is less than 18 years of age, the following section must be completed:

_____ My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

Child's Name

Parent's or guardian's signature

Address

Date



4. Authorization for Image/Publicity Release

This statement confirms that I, _____ agree to be photographed/videotaped and/or have my voice recorded by BRCC or by an authorized assignee of BRCC, or have my statements or images used by BRCC for educational purposes or to promote BRCC.

By my signature, I further agree that all rights in such photography, videography, recorded sound, written statements or related publicity materials will be the exclusive property of BRCC, its authorized vendors/agencies and their respective assigns. I agree this authorization may permit, among other uses, the right and authority to use for trade or other purposes the reproduction of my image and/or voice or written statements through the media of photographic prints, digital images, video/film, web sites, sound records, radio, television, or other media. It also includes my consent to use my name in connection therewith, per my written initials below. I hereby represent that I am of age and have the right to grant authority:

Signature _____ Initial to permit use of name _____

Printed name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone number _____

Please return to:

BRCC Public Relations, Box 80, Weyers Cave, VA 24486

Fax to (540) 234-9066

Or return in-person to Office D111 on the BRCC Weyers Cave Campus



5. Privacy Act Statement

The information requested on this form is solicited pursuant to Section 2658 of Title 22 of the United States Code, Section 71.1 of Title 22 of the Code of Federal Regulations, and Executive Order 11299 of August 5, 1966. The principal purpose for this information is to create official records of United States citizenship, which will enable consular and diplomatic officers to furnish promptly, and efficiently all services, which are the inherent right, and privilege of such citizenship.

Specific purposes for the collection of this information include: establishment of citizenship, establishment of entitlement to a U.S. passport, issuance of reports of birth to citizen's children born abroad, dissemination of information concerning nationality laws that might affect the nationality status of the registrant, establishment of entitlement to services consistent with United States citizenship in event of the registrant's death, and protection of and assistance to U.S. Citizens abroad particularly in emergency situations.

The information is made available on a need-to-know basis to personnel of the Department of State and as a routine use to other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties, and to wardens designated by consular officials at U.S. Embassies or other Foreign Service Posts.

Furnishing the information on this form is voluntary, but failure to do so may preclude or impair U.S. Government Officials or other designated representatives from providing the services described in the first paragraph of this statement.

PRIVACY ACT WAIVER

In accordance with the Privacy Act (PL 93-579) passed by Congress in 1974, the Consulate General cannot release any information regarding you that is not considered to be in the public domain to anyone without your written consent except as set forth in the Act. Therefore, it is requested that you complete the authorization below specifying whom the Consulate General may contact and releases information to with regard to your case. Please return the completed authorization to the Consular Officer or to the address given below.

ENTER NEAREST EMBASSY LOCATION HERE:

AUTHORIZATION FOR THE RELEASE OF INFORMATION UNDER THE PRIVACY ACT

I, _____, do hereby authorize the Consulate General of the



United States of America at _____, and the Department of State to release information regarding my _____ to the following:

A. NAMES AND ADDRESSES OF PERSON(S) YOU WISH THE CONSULATE TO CONTACT

(Name)

(Tel-Fax-E-mail)

(Address)

(Name)

(Tel-Fax-E-mail)

(Address)

(Name)

(Tel-Fax-E-mail)

_____ (Address)

B. IN THE EVENT OTHER PERSONS REQUEST INFORMATION REGARDING MY CASE, CAN BE RELEASED TO THE FOLLOWING:

Yes No Family (other than those listed under item A.)

Yes No Friends (other than those listed under item A.)



Information will only be released under item B if requested and if we have your authorization.

(Date)

(Signature)



**Faculty that have participated in or planned education abroad
at Blue Ridge Community College (by country)**

China – Nell Tiller, Susan Crosby, Drew Strong, Deb Fitzgerald

Costa Rica – Nell Tiller, Sandra Couture

England - Donna Ladd, Audrey Lail, Julia Bland, Samantha Franklin

France – Pamyla Yates, John Bell, Deb Fitzgerald, Donna Ladd, Audrey Lail,
Darrell Hurst

Germany – Rebecca Evans, T. J. Johnson, Randy Lilly

India – Susan Crosby

Ireland – Mike Doyle, Jeff Lanigan, John Downey, John Bell

Haiti – Rebecca Evans, Randy Lilly, Gail Foley

Hungary and Romania– Ann Smith, Deb Fitzgerald, Rowan Zeiss

Netherlands – Rowan Zeiss, Rebecca Evans

Nicaragua – Rowan Zeiss

Vietnam – Nell Tiller