

BLUE MOUNTAIN COLLEGE

PROCEDURES

Policy 2.26 International Study Programs

International Programs/Travel/Activities/"Experiences" at Blue Mountain College are designed to enhance the education of our students with an introduction to international cultures. Programs vary from brief week long programs to semester length activities.

A BMC faculty or staff member, interested in developing an international related activity, should comply fully with College Policy 2.26 and with these guidelines:

Exchange programs, mission non-credit trips and any other special college related international programs/activities should be presented in writing for review by the Vice President for Academic Affairs as early in the planning process as possible. The information presented should include a description of the program, personnel involved, financing, and any other pertinent information available to the trip director/organizer.

1. Note the purpose of the program (consistent with college mission).
2. Identify target enrollees
3. Prepare a budget as specifically as possible. (See #5)
4. Record information about credit/non-credit arrangements
5. Organize Finance:
 - o Specify proposed remuneration of trip director and other leaders.
 - o For credit enrollees, instructor(s) may receive \$2250 for **services as an "overload"** provided four or more students enroll for academic credit. Trip **Director's** compensation must be negotiated with Director of International Programs.
 - o State details of program finance.
6. **Secure "liability release" from each traveler (designated form for this)**
7. Ascertain dependability of tour/travel agency
8. Sketch planned publicity
9. Complete the activity proposal form
10. Secure approval from the International Studies Committee if this is a first time program or one with substantial changes.
11. Stipulate that the leader(s) trip expense be covered in per participant cost.

CURRENT AS OF: October 07, 2011