PRE-DEPARTURE PACKET

for Faculty Members & Program Leaders

This packet of information is meant to assist faculty members and Program Leaders with the steps that must be taken before, during, and after teaching abroad.

All faculty members and Program Leaders must read this packet carefully and comply with the established policies. If questions arise, please contact the International Programs (IP) office. The goal is to assist all faculty members and Program Leaders to ensure a successful teaching abroad experience.
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Florida State University International Programs (FSU IP) is proud to offer the opportunity to teach abroad. This incredible experience allows faculty members to immerse themselves in foreign cultures, engage their students in hands-on learning experiences, and gain personal and professional rewards from their time abroad.

International Programs offers year-round study abroad programs at four study centers located in London, England; Florence, Italy; Panama City, Republic of Panama; and Valencia, Spain. In these four locations, FSU employs a full administrative staff and has housing and academic facilities available to students and faculty members. Faculty members have the option of applying for a fall, spring, spring break, or summer session in one of these four locations.

In addition to the study centers, there are also a multitude of major-specific programs offered in many other locations throughout the world. FSU faculty members that choose to teach in these non-study center locations as Program Leaders have additional pastoral responsibilities and planning duties.

Those applying to teach abroad with FSU International Programs have five teaching options pertaining to their location and level of responsibility:

- Program Leader of a major-specific program at a study center
- Faculty of a major-specific program at a study center (please contact International Programs for more information regarding this type of appointment and its responsibilities as it is only available under certain circumstances)
- Faculty member that teaches at a study center on a broad curriculum program
- Program Leader of a major-specific program at a non-study center location
- Faculty member that teaches on a major-specific program at a non-study center location (please contact International Programs for more information regarding this type of appointment and its responsibilities as it is only available under certain circumstances)

In order to be prepared to teach abroad, all faculty members and Program Leaders (regardless of location or years of experience) must attend a mandatory Faculty Orientation session. This orientation will cover safety and security, current global issues, and how to prepare for going abroad. Orientation date options will be sent to faculty members by email, and they must respond with their preferred date of attendance.

Teaching abroad is an enriching and rewarding experience for both faculty members and Program Leaders in locations all around the globe. Maintaining high teaching standards on overseas programs requires thoughtful effort and considerable skill. There will be opportunities to involve students in cultural activities outside of the typical classroom environment and to develop meaningful faculty-student relationships. International Programs is delighted to welcome you to our team of dedicated higher education professionals and is excited to prepare you for this incredible journey!
Compensation
Your stipend will be deposited directly to your home checking account in the United States during the pay periods of your assignment overseas.

Fall & Spring: London, England | Florence, Italy | Panama City, Panama | Valencia, Spain IP provides the following:

London/Florence/Valencia (as outlined in your assignment letter):
- Coach class round-trip airfare (as outlined in your assignment letter)
- Housing allowance of $3,000
- Portion of salary reimbursement to Florida State University home department
- International health and emergency evacuation insurance
- Shipping allowance (varies by program)

Panama City, Republic of Panama (as outlined in your assignment letter):
- Coach class round-trip airfare (as outlined in your assignment letter)
- Housing in FSU-arranged facilities
- Portion of salary reimbursement to Florida State University home department
- International health and emergency evacuation insurance
- Shipping allowance (varies by program)

Summer: All locations IP provides the following:
- Coach class round-trip airfare (as outlined in your assignment letter)
- Stipend per course-based on minimum enrollment*
- Housing in FSU arranged and designated facilities for faculty and one companion
- International health and emergency evacuation insurance
- Shipping allowance (varies by program)
- Program Leader planning stipend
- Program Leader stipend as approved by International Programs (varies by program; only for non-Study Center locations)

FLIGHT ARRANGEMENTS
International Programs pays for airfare for all Program Leaders and faculty members. You, as a faculty member or Program Leader, are responsible for making your own transportation arrangements. If you are traveling with companions, please note that IP does not pay for travel costs for them. Please DO NOT purchase your airline ticket(s) until IP has confirmed your assignment. Your assignment from IP will have approved arrival and departure dates to/from your program location. You are welcome to arrive earlier or leave later than these dates; however, International Programs will not pay for any additional days of accommodation outside of your approved dates. In addition, IP only covers the cost of airfare for the amount that it would cost to fly from Tallahassee to the program location on your approved dates. International Programs cannot reimburse you for a ticket purchased with frequent flyer miles. IP will only be able to reimburse the taxes associated with that purchase.

Once you purchase your ticket, please email a copy of your itinerary showing the price, ticket number, class, dates, times of travel, and form of payment to IP-SubmitTravel@fsu.edu.

You should arrive at the international airport check-in desk at least three hours before your scheduled departure. Make sure your baggage is checked through to your final destination.

Additional information and instructions for making flight arrangements will be detailed in the “Okay to Buy Airline Ticket” email, which will be sent from IP Program Management (IP-Faculty@fsu.edu)

HOUSING
On summer programs, housing is provided for the faculty member, as well as one companion in the same room, at no additional charge. Fall and spring semester faculty members are responsible for securing their own housing.

Faculty members that teach at a study center are required to arrive before the students arrive. Please see your appointment letter for your approved arrival and departure dates. If you intend to arrive at your overseas location earlier than your approved arrival date or stay later than your approved departure date, you must make housing arrangements for days outside of your approved dates. You will be responsible for expenses incurred on the extra days. For additional dates in London housing, please contact the London Study Centre for payment arrangements. London, Valencia, and Florence summer faculty members will receive a separate housing email during the fall term, prior to their summer assignment.
In London, if you are planning on bringing more than one companion, or a companion that will not be sharing a room with you, please keep in mind there will be additional housing costs. In Valencia and Florence, you have the option to secure your own housing and receive a housing allowance. Also, keep in mind that our overseas locations have limited space and may not be able to accommodate all of your needs.

**COMPANIONS**

All faculty members will be asked to provide information about each of their companions that will be accompanying the program. It is vital for the safety and security of each of your companions that you inform IP of their participation. This information will be collected through a companion form which will be sent to you prior to your departure.

If you are a Program Leader or faculty member in a study center location, you are strongly encouraged to purchase international health and emergency evacuation insurance for your companion(s). If you are a Program Leader or faculty member in a non-study center location, your companions will be provided with international health and emergency evacuation insurance. You will be invoiced for any costs incurred by International Programs for your companion(s). For insurance rates and questions, please contact IP-Faculty@fsu.edu.

*Minimum student enrollments may apply and may vary per location. For more information or questions regarding financial information and Program Leader stipends, please contact the Director of Program Management.*
**VISAS AND WORK PERMITS**
For visa, work permit, Dependent Entry Clearance information, and immigration policies for particular locations, please contact the International Programs Immigration Officer at IP-Visas@fsu.edu.

**PASSPORT INFORMATION**
Please apply for a passport if you do not already have one or if your current passport is expired. This process can take eight or more weeks. You must keep in mind that some countries may require visitors to have a passport that is valid for three to nine months after their return to the United States. You must also keep in mind that immigration laws are subject to change. For more information about passports, visas, and work permits please visit the passport information page on the International Programs website or call 850.645.9689.

Make three photocopies of the pages in your passport that contain the issue date, your signature, and your photograph. Leave one copy of these pages at home with a relative or friend, take one for the study center (if you are teaching at a study center location), and carry one separate from your passport in case the passport is lost or stolen. Please email a digital copy of those pages to IP-Faculty@fsu.edu prior to departure.

**CUSTOMS**
You will likely not have any difficulty going through U.S. Customs or the Customs of your host country. Please be aware that there are limits on the amount of tobacco you may take into a country. When you return to the U.S., you will undergo careful inspection at U.S. Customs. Please be sure to check the following U.S. Customs website concerning duty regulations: https://help.cbp.gov/app/home.
BAGGAGE & SHIPPING
Since the charges for excess baggage can be very high, be certain to obtain precise information on baggage weight and size regulations from your airline. If you plan to fly from one European country to another, be advised that baggage regulations may be different than they were on your flight from the U.S. to your initial overseas location. Please check with your airline for up-to-date policies and regulations since they are constantly changing. Generally, luggage is limited to one checked bag and one carry-on for international flights.

If you plan to ship materials to your overseas location before you leave the U.S., we advise that you ship your packages at least eight to twelve weeks in advance to allow plenty of time for their arrival. Keep in mind this can be an expensive option. Some shipping companies will take even more time; check all shipment times with your local post office. Your compensation includes a shipping allowance that may be applied toward covering costs of excess baggage fees, baggage weight penalties, and/or shipping costs. Approved shipping allowances vary by program. You will receive the specifics of your approved shipping allowance in your assignment letter. IP will not arrange shipments on your behalf. It is your responsibility to make all shipping arrangements in a timely manner. For reimbursement, you will need to send the original receipt to IP by mail or to IP-SubmitTravel@fsu.edu.

While housing for all Program Leaders and faculty members is furnished, some living supplies may need to be purchased (e.g. toilet paper, soap, etc.) depending on location. Remember that American electrical appliances are rarely usable in foreign countries, unless an adapter and/or converter is used. You will need to research and purchase appropriate electronic adapters and/or converters. Florida State University is not responsible for the loss of or damage to your personal items. It is advisable that you obtain a short-term personal property insurance policy if you are not already covered by your present policies.

INTERNATIONAL DRIVING PERMIT
In the event that you plan to drive a car while you are abroad, you may want to consider obtaining an International Driving Permit. For more information, visit: http://www.aaa.com/vacation/idpf.html

MONEY & CURRENCY
Please contact your financial institution(s) before departure to advise them that you will be using your ATM card(s), debit card(s), or credit card(s) overseas. Some financial institutions charge an international currency conversion fee; please contact your bank to see if this applies to you. Exchange rates are set daily. Keep in mind that withdrawal limits will still be measured in USD currency, thus the amount of a foreign currency that you are able to withdraw will fluctuate with exchange rate. You have the option to withdraw cash from an ATM, this way you will avoid costly bank/exchange office conversion fees and only pay the charge assessed for making an ATM cash withdrawal. Make sure your ATM card works before you leave the country. If you experience problems, contact your bank. Please note that most ATMs overseas do not have alphabetical letters on the keyboard, so you must know your numerical PIN number. Your ATM card will not access funds from a savings account while overseas, so ensure that the money you are planning to use is in a checking account. Some financial institutions have smart phone apps or online banking that can be used to monitor your funds. We discourage the use of travelers’ checks since many locations no longer accept them.
INSURANCE INFORMATION
International Programs will provide full medical/evacuation coverage for all study abroad faculty members from the United States through Cultural Insurance Services International (CISI). For more information regarding the coverage, please see CISI’s insurance policy by visiting the following link and clicking on the “CISI Insurance Policy” link: https://international.fsu.edu/Insurance.aspx.
There is also an Insurance Portal available that can be found on International Programs’ website. Please carefully review these policies.

MEDICAL INFORMATION
It is very important that you are aware of the specific requirements and health matters that are relevant to your program location. Information is available through the Centers for Disease Control and Prevention’s website: http://wwwnc.cdc.gov/travel/default.aspx.

The FSU Health and Wellness Center, as well as many private healthcare providers, have travel clinics where you can go to learn about any health concerns of the country in which you will be traveling. These clinics can provide you with up-to-date information on recommended medicines, vaccines, and hygiene, as well as safety tips. You can schedule an appointment to receive more information about health concerns related to traveling abroad.

If you have prescription medications, be sure to bring enough for your entire stay in your host country. It is also advised to bring common non-prescription medications or a first aid kit with you. Be sure to keep all prescriptions and medications with you in your carry-on luggage. All medications should be stored in their original containers. Some medications that are easily obtained in the U.S. might be more strictly regulated in other countries. Sometimes medications have different names in foreign countries, so please make sure the prescriptions are legible. You can also ask your healthcare provider to include the chemical formula. If you wear glasses or contact lenses, take the prescription and an extra pair with you. It is advised that you receive routine medical and dental care before you leave.
International Programs is a strong proponent of the concept that “The World is Your Campus.” Class sessions need not meet solely in the classroom; we encourage you to use the host city as the classroom. Courses taught internationally should be enhanced by their location, and we recommend that you take full advantage of all the resources available to you. The finest museums, theatres, and historical sites are at your disposal, so you will be expected to get your students out to explore all your host country has to offer.

CONTACT HOURS
Course related field trips incorporating academic lectures are classified as classroom contact time for the duration of the lecture or instruction. Course related field trips without formal accompanying instruction count as half class time for the period allotted by the instructor. For example, if your field trip without formal instruction lasts four hours, only two hours will count as teaching contact hours. Contact time required per credit hour is 750 minutes. A three credit hour class will need a total of 37.5 hours of teaching contact time.

ACADEMIC RIGOR
Distractions from academic work are part of a student’s life while studying abroad, due to the fact that they are in a new and alluring environment; they invariably want to travel and explore. Personal travel and exposure to the culture are important to the educational experience, but this must not be at the expense of academic standards. Therefore, you, as a faculty member or Program Leader, must exercise all of your teaching skills to make your courses engaging during every session! This is not an easy task, but involved faculty members and Program Leaders will find a way.

It must be stressed that student access to library facilities, computers, and reliable internet access will be much more limited than on the home campus. You must take this into account when assigning research papers and other assignments that rely on these resources. Focusing outside class assignments on direct contact with the culture is a wise alternative. It would be a mistake to give assignments requiring the kind of library research expected on Florida State’s main campus. Whenever possible, assignments should be creative mixtures of traditional materials and the international environment. It is wise to spread your assigned coursework throughout the term, and not all due at the work at the end of the semester.

TEXTBOOKS
As per the Higher Education Opportunity Act (2008), Section 112, information regarding course materials for courses taught at our study abroad locations must be posted on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that the students know about any required texts and course materials that they will need to purchase prior to their departure. Before registration opens for students, you will be asked by an International Programs staff member to submit your textbook information for your courses. International Programs will enter this textbook information into Student Central on your behalf. If you have any questions regarding Textbook Compliance, please contact IP-Faculty@fsu.edu.

COURSE FEES
Keep in mind that there may be expenses associated with your study abroad course that do not exist on the Tallahassee Main Campus (e.g. museum entrances, theatre tickets, etc.). In many cases, International Programs has already accounted for the costs of tickets and transportation in the program budget, so faculty members and Program Leaders will not need to indicate extra course fees. If you believe that your courses will need additional course fees beyond the amount that International Programs has already accounted for, you will have the opportunity to request additional fees for your courses. International Programs will review all requests and reserves the right to approve or deny them. The amount that International Programs has already accounted for in the program fee varies depending on location. You must submit any additional course fee requests when you are contacted by International Programs to submit your textbook information. In accordance with textbook compliance laws, additional course fees must be posted along with textbooks on the FSU Textbook Compliance Portal in Student Central before registration opens for the students. This ensures that the students know prior to their departure about any additional course fees that they will be expected to pay during their program. If you have questions regarding course fees, please contact IP-Faculty@fsu.edu.

COURSE DESCRIPTIONS
Course descriptions will be displayed on the International Programs website for all courses taught abroad.

DIRECTED INDIVIDUAL STUDY (DIS)
You may be asked to accept Directed Individual Study (DIS) requests from students going abroad. There will be no additional compensation given for DIS courses that you accept. In addition, you may be asked to be a Professor of Record by a student participating in an IP International Internship.
SYLLABI
An electronic copy of your final syllabus must be provided to International Programs during the first week of classes. Each syllabus must be as comprehensive as possible, clearly and fully stating the requirements for the course. It is important that you make the standards for the course absolutely clear in this syllabus at the outset. Objections inevitably arise when new requirements are added mid-course. Grade appeals are often determined by the clarity of syllabus.

University and Faculty Senate policy requires that a course syllabus be distributed at the beginning of the semester. Please visit the following link for further explanations:
http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language

The syllabus is required to include:
- University Attendance Policy
- Academic Honor Policy
- Americans with Disabilities Act

It is recommended that the syllabus also includes:
- Information about Free Tutoring from FSU
- Syllabus Change Policy
- Written course objectives
- An evaluation/grading statement that indicates what procedures will be used to evaluate students. It should also be possible to discern the approximate weight of each grade component.
- A statement of the faculty member’s policies and/or expectations regarding classroom conduct and missed work.
- Title IX Statement

Additional helpful information to use when creating your syllabi can be found at the following link:
http://distance.fsu.edu/instructors/preparing-syllabus-university-approvals

Please keep in mind that faculty members and Program Leaders may be required to provide Non-FSU students with a syllabus of their course(s) so that these students can receive pre-approval from their home institution before going abroad.

There may be other required syllabi entries based on your course’s designation. For example, if your course is a Liberal Studies course, there might be additional requirements for the syllabus. Please check with your home department as to any requirements for your specific course(s).

GRADES
All instructors are required to submit their grades online. Grades are submitted through Student Central. For complete instructions on how to submit your grades please visit the following link: http://www.sc.my.fsu.edu/Faculty/How-To/Use-Grade-Rosters-in-Faculty-Center. For “Incompletes,” “No Grades,” or any necessary changes to grades even after the term’s grades have posted, please go to: http://sc.my.fsu.edu/Faculty/How-To/Request-a-Grade-Change.

ATTENDANCE
Rosters are available through Student Central. It is each instructor’s responsibility to ensure that the class roster is correct after the drop/add period is complete.

ACADEMIC CALENDAR
Your overseas study location’s academic calendar may not correspond with the Tallahassee main campus calendar. International Programs strives to allow students time for personal travel during their program abroad, so Program Leaders and faculty members should be willing to be flexible in their teaching schedules.

SOCIAL/CULTURAL EVENTS
International Programs provides social and cultural events for all program participants as part of the program fee. These events may include concerts, lectures, special visits, or day-trips to surrounding locations. Program Leaders must attend all program related social/cultural events, and we encourage faculty members that are not Programs Leaders to also participate in program-planned social/cultural events. Companions of faculty members are invited to participate in such trips on a space-available basis, but they must fund these trips themselves. Past faculty members would agree that participating in such trips was one of the most rewarding aspects of their program because it allowed them to get to know students on a personal basis and share a common learning experience with them.

ACADEMIC FACILITIES
For information on available academic facilities, such as AV equipment, library space, or laboratory space, please contact your Program Coordinator or IP-Faculty@fsu.edu.

PROGRAM EVALUATIONS
Each student will be asked to complete evaluations of the program. Program evaluations will be provided to the students by an International Programs staff member through an online survey. These evaluations will help us prepare a report on the program and hear the opinions of the students in regards to their overall experience.

COURSE EVALUATIONS
Students will be asked to evaluate the courses that they completed abroad, just as they evaluate courses on the Tallahassee Main Campus. An International Programs staff member will order these evaluations which will be provided to the students electronically by the Office of Distance Learning at FSU. Evaluations will be ordered for all professors personally teaching their courses. For professors that are a Professor of Record for internship students, there will be no evaluations ordered.
SAFETY & SECURITY

Safety and security issues vary from country to country, so International Programs asks that you research your host country before departing the U.S. and that you stay aware of your surroundings while traveling. The U.S. State Department maintains a website, travel.state.gov of information specifically for Americans abroad. Travel.state.gov includes current travel advisories and alerts, information on safety and security, health, entry requirements, consulates, etc. The U.S. State Department also provides the Smart Traveler Enrollment Program (STEP), a free service which allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/.

COMMON CRIMES
As in most large cities throughout the world, pickpocketing is the most common crime and can happen anytime and anywhere. International Programs cautions faculty members and students to always be aware of their surroundings. While traveling, use money belts, cross-body bags/purses, or neck pouches that are worn under your clothes. Protection against street robbery includes carrying purses with straps worn across the chest with the clasp turned toward the body and away from the street. Keep your purse between your arm and your body. Cameras should be treated the same way. Billfolds are most secure in a front trouser pocket, rather than a back pocket. When seated in a restaurant or theater, never leave your bag or camera on the floor next to you, or hanging off the back of the chair, because it may be easily stolen without your noticing. While traveling abroad, be aware of thieves who try to distract you. While this is happening, an accomplice, often a child, does the stealing. In general, thieves love confusion and work near busy, touristy places and on public transportation. Shouting and screaming are often good counteractions to street theft. Coats and purses are often stolen in crowded areas; keep them close to you.

SECURING IMPORTANT DOCUMENTS
If a safe is available in your program housing, it is encouraged that you use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. International Programs is not responsible for items lost or stolen during your time abroad. Be sure to also secure your money, passport, and other valuables if you are traveling on public transportation, especially overnight trains.

Always carry a photocopy of the photo and signature pages of your passport. Keep another copy in your room separate from your passport. Be sure to email a digital copy of these passport pages to IP-Faculty@fsu.edu.

EMERGENCY PROCEDURES
All faculty members and Program Leaders at study centers are responsible for pastoral care of their students in class and during academic excursions. All non-study center faculty members and Program Leaders are responsible for shared pastoral care duties of their students at all times.

For study center faculty members and Program Leaders, safety plans, emergency procedures, and emergency telephone numbers will be provided at the on-site faculty orientation by the study center staff. All Program Leaders and faculty members at non-study center locations will need to give an on-site orientation to their students which must discuss safety plans, emergency procedures, and emergency telephone numbers which will be provided to Program Leaders by Program Coordinators before departure.

Notices of any and all crimes and emergencies are to be given to your study center staff (if the program is in a study center location), the International Programs office in Tallahassee, and to the local authorities as soon as possible.

Please keep in mind that you are subject to the laws of your host country and that these laws are often different than U.S. laws and more severe. Please educate yourself about the laws of your host country.

For study center faculty members and Program Leaders, in case of a personal emergency, contact your study center director for assistance. In case of a program-related emergency, follow your study center contingency plan and contact your study center director.

For non-study center faculty members and Program Leaders, in case of a personal emergency contact the International Programs main office in Tallahassee for assistance. In case of a program-related emergency plan and contact the International Programs office in Tallahassee as soon as possible, as well as any applicable local authorities.

U.S. EMBASSIES
Be sure to make yourself familiar with the location of the nearest U.S. Embassy in your host country. Current addresses for the U.S. Embassy in specific locations can be found at http://www.usembassy.gov/.

For information and resources on this topic, please refer to the International Programs Health & Safety webpage by clicking the following link and then selecting the “Health and Safety” tab: https://international.fsu.edu/Students.aspx.