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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS
A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, Florida 32306-2420
IP-info@fsu.edu

PHONE 850.644.3272
1.800.374.8581
FAX 850.644.8817
850.645.4659
EMAIL IP-Faculty@fsu.edu
WEBSITE international.fsu.edu

HOURS 8:00 A.M. To 5:00 P.M. EST, Monday - Friday

EMERGENCY CONTACT PHONE NUMBERS
International Programs has on-call staff members at all
times during all summer and spring break programs.

In the case of an emergency, first, call the local
emergency number (ex. 911) before contacting
International Programs.

In the case of an emergency or urgent matter during
the hours of 8 am-5 pm EST, call 850.644.3272 or toll-
free 1.800.374.8581.

In the case of an emergency or urgent matter after
business hours and on holidays, call 850.644.1742. If
no answer, call 850.644.2335. If no answer, call the
FSU Police Department at 850.644.2335.

For non-emergency medical or judicial concerns, please
email Chris Carroll ccarroll@fsu.edu or Lou Blenman
lblenman@fsu.edu.

PROGRAM MANAGEMENT STAFF
Carolyn Barringer, Assistant Director
PHONE 850.644.1667
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Stephanie Tillman, Internship Coordinator
EMAIL sftillman@fsu.edu
BEFORE DEPARTURE & ARRIVAL

BEFORE DEPARTURE
FSU International Programs is a Passport Acceptance Facility. Apply for a passport in our office. Call 850.645.9714 or visit international.fsu.edu/Passports.aspx for details. You may also purchase your passport photos in our office. Please call our Passport Acceptance Facility office for details.

Please send a digital copy of the pages in your passport that contain the issue date, your signature, and your photograph to IP-Faculty@fsu.edu using FSU Dropbox (https://dropbox.fsu.edu/) prior to departure.

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.

GUESTS
All faculty members will be asked to provide information about each of their guests that will be accompanying the program. It is vital for the safety and security of each of your guests that you inform the IP of their participation. IP does not provide compensation for guests' travel. This information will be collected through a guest form which will be sent to you prior to your departure.

FLIGHT ARRANGEMENTS
Please make sure that you are arriving on or before your Approved Arrival Date, which is typically one day before the start of the program. This date can be found in the Okay to Buy Airline Ticket email, which will be sent from IP-Faculty@fsu.edu.

FACULTY COMPENSATION
Your teaching stipend will be split between the pay periods during your approved program dates. Your payments will be deposited automatically to your checking account as currently arranged with FSU. Be sure to keep your original receipts for expenses incurred for shipping, airline baggage charges, or airport transportation.

For more information regarding your compensation, including your approved teaching stipend and shipping/baggage reimbursement, please refer to your International Programs appointment letter.

SHIPPING ALLOWANCE
As part of the compensation package, faculty may be reimbursed shipping or baggage costs for books and other items up to a set amount in the program budget. Receipts for shipping/baggage costs should be uploaded to the Concur online travel system. See the attached directions for uploading your receipt(s) to the Concur online travel system. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. If you have questions about your receipts, contact ip-submittravel@fsu.edu. Travel receipts for reimbursement will not be accepted via email or in person.

HOUSING
On summer programs, housing is provided for the faculty member as well as one guest in the same room at no additional charge.

Faculty members and Program Leaders must arrive on or before their approved arrival date in order to prepare for student arrivals. If you intend to arrive at your 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.

Your program coordinator will work with you to secure affordable housing. These decisions are made within the confines of the budget and in compliance with IP’s Safety and Security guidelines.

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 foreign currency that you are able to withdraw will fluctuate with the 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 smartphone apps or online banking that can be used to monitor your funds. Travelers’ checks are not recommended.
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 into the streets 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 accompanying formal 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. The 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. You are able to utilize travel time to and from the location for instruction.

ACADEMIC RIGOR
Distractions from academic work are part of a student’s life while studying abroad. They are in a new and alluring environment and will 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 so engaging that the students will want to attend 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; do not pile on the work at the end of the semester.

ACADEMIC INFORMATION

TEXTBOOKS
When you applied to teach abroad, you were asked to submit course descriptions for all study abroad courses. 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 and course materials information into Student Central on your behalf. Faculty members are encouraged to use electronic resources including e-books, online readings, OERs, and/or scanned handouts/ readings on Canvas. 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 does 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 program 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 can submit any additional course fee requests when you are contacted by International Programs to submit your textbook and course materials 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 an Instructor 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 set forth 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 syllabi.

University and Faculty Senate policy require 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](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.

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](http://distance.fsu.edu/instructors/preparing-syllabus-university-approvals)

Please keep in mind that faculty members and Program Leaders may be asked to provide a copy of a syllabus earlier so non-FSU 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 by posted deadlines. 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](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](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 faculty members are encouraged to also participate in program-planned social/cultural events. Guests 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](mailto: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 regard to their overall experience. Faculty and Program Leaders will receive a survey regarding their experience abroad.
COURSE EVALUATIONS
Students will be asked to evaluate the courses that they completed abroad, just as they evaluate courses on the main campus. Course evaluations will automatically be ordered and provided to the students electronically by the Office of Distance Learning at FSU.
HEALTH

PRESCRIPTION MEDICATION
If possible, bring sufficient quantities of your prescription medications to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere.

INSURANCE INFORMATION
International Programs will provide full medical/evacuation coverage for all approved faculty based in the United States through Cultural Insurance Services International (CISI). Students participating in all our study abroad programs are also covered by this same insurance policy. For more information regarding coverage, please see CISI’s insurance policy posted on the IP’s website.

Your guests will be provided with international health and emergency evacuation insurance during your approved program dates. For insurance questions, please contact IP-Faculty@fsu.edu.
SAFETY & SECURITY POLICIES

Safety and security issues vary from country to country, so International Programs ask 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 of information for Americans living abroad that includes current travel advisory warnings. The U.S. State Department also provides a service that allows Americans to register their travel plans, which can be invaluable in the event of an emergency or crisis. These resources can be accessed by visiting www.state.gov.

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.

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

International Programs has on-call staff members at all times during all summer and spring break programs. Please see the numbers on the first page.

Notices of any and all crimes and emergencies are to be given to the International Programs office in Tallahassee, and to the local authorities as soon as possible.

EMERGENCY ACTION PLAN
It is required that all non-study center Program Leaders create an Emergency Action Plan for their program. These procedures must be clearly relayed to the students and other faculty members and staff upon their arrival at the on-site orientation. Emergencies requiring extreme measures may include but are not limited to: natural disasters, civil unrest, political uprising, environmental catastrophes, and acts of terrorism or war. The Program Leader is responsible for doing whatever is necessary to protect the program participants in a time of crisis. You will receive an Emergency Action Plan template from the Risk Management team prior to departure. The completed Emergency Action Plan must be sent by email before the first day of the program.

MEDICAL EMERGENCIES
All non-study center Program Leaders must have knowledge of local doctors’ offices and hospitals in case of a medical emergency. If you have not previously visited the location, please research information on medical and emergency procedures and locate the nearest facilities. It is required that you know the emergency phone numbers for police, ambulance, fire, etc., prior to the start of the program, as these phone numbers are often different than U.S. emergency phone numbers.

Non-study center Program Leaders are responsible for assisting ill or injured students enrolled in their program. You will need to accompany them to the doctor’s office or hospital no matter the severity of the illness or injury. You will also need to assist them with insurance matters. Some health care providers require no out-of-pocket cost to the insured at the time of service, others will require payment. If the latter is the case, the insured is responsible for making the payment and seeking personal reimbursement afterward. Students have been advised to have a credit card with sufficient limits for this purpose. However, in the event of an emergency, should a student not have the means to pay for urgent medical treatment, you are authorized to use the IP credit card to procure the services. If you must do this, please notify your Program Coordinator as soon as possible so that International Programs can seek reimbursement from the insurance company.

CAMPUS RESOURCES
Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. Program staff members are available to support program participants in a variety of ways, including connecting you with other professionals locally and/or on the main campus.

Victim Advocate Program - The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad. For more information on the Victim Advocate Program, visit http://victimadvocate.fsu.edu.

University Counseling Center - The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more. Visit https://counseling.fsu.edu/ for more information.

Center for Health Advocacy & Wellness - The Center for Health Advocacy & Wellness encourages healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. For more information, visit http://chaw.fsu.edu/.
**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/](http://www.usembassy.gov/).

**SAFETY & SECURITY MEASURES**
The U.S. State Department maintains a web site of information for Americans studying abroad, including current travel advisory warnings, at: [http://studentsabroad.state.gov/](http://studentsabroad.state.gov/).

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to or living in, a foreign country. STEP 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/](https://step.state.gov/step/).
WAIVERS.

All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP. Be aware that you are subject to the laws of the country in which you are traveling.

Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.

Encourage students to use the buddy system—Bystander intervention is a powerful opportunity and responsibility for those within our community.

Valuables. If a safe is available in 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. Plan regular visits to the cash machine rather than leaving large amounts of cash in your room. 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.

Pickpocketing. In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight (“sleeper”) train.

Weapons. You are strictly prohibited from keeping or using firearms, knives, weapons (including pellets, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.

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.