

# Checklist for Off-Campus Interim Instructors

---

## SPRING DUTIES (COURSE PROPOSAL PROCESS):

- Proposals for interim are due Mid-February (applications are available in mid-December). Application materials can be found at [www.calvin.edu/admin/comm/interim/proposal/](http://www.calvin.edu/admin/comm/interim/proposal/).
- Check the State Department's travel warning and announcement page to make sure the country you are traveling to is not under a travel warning or alert. If you are proposing an interim to a country that has a travel warning or travel alert, review the risk management protocols that must be followed for the interim to be approved at [www.calvin.edu/academic/off-campus/instructors/](http://www.calvin.edu/academic/off-campus/instructors/).
- Your proposal should include a preliminary budget. Use the budget form provided on the Interim Term Committee website (<http://www.calvin.edu/admin/comm/interim/>). Don't forget the following costs: immunization costs (from Health Services), fees, room and board, transportation and miscellaneous costs.
- Review the current student handbook available on the OCP website. Although the handbook is targeted to semester programs, it also contains good information regarding interims, especially in terms of health and safety while traveling abroad.
- Review the resources and forms found on the Interim Instructor Resource page: [www.calvin.edu/academic/off-campus/interim/instructors.html](http://www.calvin.edu/academic/off-campus/interim/instructors.html) -- Forms found on this website include: Travel Request Form, Health Services Preliminary Health Questionnaire, Receipt for funds (student), Vehicle Driving Release, Group Itinerary/Emergency Contacts, and a Roster form.
- Review the student application resources (including application, health form, mental health form, waiver, recommendation forms) found at: [www.calvin.edu/academic/off-campus/interim/apply.html](http://www.calvin.edu/academic/off-campus/interim/apply.html).
- Develop an application process for your interim. Beyond the required application, the application process can include: a supplemental application (with open-ended questions), reference checks or reference letters, interviews (strongly recommended), etc. Whatever process you use, make sure you have established criteria for selecting students to be a part of your interim.
- Wait for course review by the Interim Term Committee (by late March). If your course is approved, you can begin to recruit and hold informational meetings.

## SPRING SEMESTER AND SUMMER DUTIES (IF YOUR INTERIM IS APPROVED):

- Promote your interim through Off-Campus Programs Expos (in the spring and fall), informational meetings, and through your classes. The OCP Office will let you know about Expo dates.
- Encourage students to submit an application to you as quickly as possible. As you receive applications, submit them to the Registrar's office in batches (as opposed to individually). Don't hold all of them until the end of the application period. The applicants will be vetted by Academic Services, Student Life and the Off-Campus Programs Office and then sent back to you.
- If at all possible, try to interview students who apply for your interim. This allows you to get to know each student, explore potential challenges, and share additional information.
- At the time of the interview or before you make final decisions, students **must** bring the following completed forms to you, all of which can be found at the following website: <http://www.calvin.edu/academic/off-campus/interim/apply.html>

- Health Form (Calvin Health Services)
  - Mental Health Form (Broene Counseling Center)
  - Waiver form
- Someone in Financial Services will send you your interim account number in early to mid-July (with the start of a new fiscal year). Use this account number for all expenses related to your interim.
  - Submit a completed Group Travel Form to April Lutke in Financial Services by late May (for interims that require air travel).
  - Send the Preliminary Health Questionnaire to Health Services (attention Barb Mustert) by the end of August.
  - If you are confident that your off-campus interim will happen, you can begin to make reservations for travel (plane, hotels, ground transportation, etc). Charge these expenses to your interim account. Limit the outlay of money as much as possible until you have actual deposits from students.

#### FALL SEMESTER DUTIES:

- Continue to promote your interim in whatever ways you see fit. Remember that students living on-campus will receive a rebate for room and board if they are taking a Calvin Off-Campus Interim.
- Continue to encourage students to apply and remember to interview students if possible. If a student is not recommended because of a low GPA or a student life violation, the student may submit an appeal to the Off Campus Programs Office. The Director of Off-Campus Programs will work with you to make decisions about the appeal. The appeal process is outlined in the Off-Campus Programs Student Handbook found on the OCP website.
- Scholarship and grant applications are available on-line or in the Financial Aid Office the second Monday of September. The Financial Aid Office will give these awards on a rolling basis. All Scholarship applications must be submitted to the Financial Aid Office by early October. All grant applications must be submitted to the Financial Aid Office by late October.
- The first Monday in October marks the end of first phase of the application period. At this time, the college will review enrollment in all interims to see if they should be cancelled. Interim classes need to have at least 9 students for each instructor at this point.
- Before you officially notify students as to their status with your interim, you should send a list of potential students to the following departments for review as you solidify your final rosters. Allow as much time as possible for a turnaround (a week, if at all possible) prior to final notification to a student to join your interim.
  - Broene Counseling Services (send the list electronically to Barb Veeneman – [bveenema@calvin.edu](mailto:bveenema@calvin.edu) -- and keep the completed mental health forms in case you are contacted by Broene).
  - Student Academic Services (send the list electronically to June DeBoer – [jed4@calvin.edu](mailto:jed4@calvin.edu) )
  - Health Services (send the list electronically to Barb Mustert – [bmustert@calvin.edu](mailto:bmustert@calvin.edu). In addition, instructors leading interims to Africa, Asia, Caribbean, Central America, Eastern Europe, Mexico, Pacific Islands or South America, should send all completed health forms to Barb Mustert via campus mail. These health forms will be returned to you to bring with you as the group travels once immunizations are completed.)
  - Bursar (send the list electronically to Rana Huisman – [rsh4@calvin.edu](mailto:rsh4@calvin.edu) ). Any financial balance from previous semesters must be paid before students are officially accepted into any off-campus program.

Notify students of their acceptance *after* you have been given the go-ahead by the above departments.

- ❑ **Send a class list with names, ID numbers and the final cost** electronically to Julia Smilde ([jcs47@calvin.edu](mailto:jcs47@calvin.edu)) in the Off-Campus Programs Office by **October 15**. We will share this final list with the Registrar's Office so students can be registered and with the Bursar so students can be billed. (If your IMG Roster is complete, you can send this instead)
- ❑ **By November 15**, you should send the IMG roster\* sheet to Julia Smilde ([jcs47@calvin.edu](mailto:jcs47@calvin.edu)) if you are *going outside of the US*. This list has columns for the following information and should include students, instructors and visitors:
  - First and Last Name
  - Student ID number
  - Date of Birth
  - Passport # (if not available yet, use Social Security number)
  - Nationality
  - Departure Date and Return Date
  - Total cost of the interim (includes all charges including admin costs, insurance fees, some immunization costs and the extra \$50 fee for visitors). When you list the cost, please include total cost, NOT the cost after the deposit is paid.
  - Emergency Contact name, phone and email

If you are *staying in the US*, complete the roster\* for domestic programs which includes first and last names, student ID number, cost, and the name, phone number and e-mail address of an emergency contact and send to Julia Smilde ([jcs47@calvin.edu](mailto:jcs47@calvin.edu)). Please include students, instructors and visitors on this roster.

\* Both the IMG roster and the roster for domestic programs can be found under item 3 on the Instructor Resources page on our website: <http://www.calvin.edu/academic/off-campus/interim/instructors.html>

- ❑ Collect all students' deposits by October 15 (if October 15 is a Saturday or Sunday, deposits are due on Monday). Students can submit deposits directly to Financial Services or to you, but not the OCP Office. They should include their student ID number on their deposit check.
- ❑ Finalize travel arrangements for the group in late October.
- ❑ Attend the training for Off-Campus Interim Instructors in late October or early November.
- ❑ Compare your roster for the interim with the official course roster from the Registrar (early November). Students cannot be billed (or be a part of the course) if they are not on the Registrar's official course roster.
- ❑ In mid-November, check your revenue account to verify the funds available for your course following the deductions of fees (immunizations, supplemental travel insurance, administration).
- ❑ Create a general risk management plan (follow the link, *How to create a general risk management plan*) on the Risk Management Protocols Page on Directors Resources Page.
- ❑ Finalize and submit your emergency contact list and program itinerary to the Off-Campus Programs Office by early December. Be sure to include all requested information.

- ❑ Inform students that December 1 is the final date for refunds for students who drop your course. However, students should be reminded throughout the process that once you have their deposit, Calvin will begin to commit funds on their behalf (e.g. airfare, lodging, etc). If at any point after a deposit is made a student needs to drop out of the class, there may be financial consequences. The student should let you know as soon as possible; but Calvin may need to bill him or her for any costs that we are not able to recoup.
- ❑ Develop an orientation plan for students.
  - Encourage students to read the Off-Campus Programs Student Handbook
  - Collect the following forms and other paperwork from students
    - Insurance verification
    - Emergency contact form
    - Copy of each student's passport (if traveling internationally)
  - Encourage students to complete all required immunizations
  - Provide a basic orientation to the course. Possible topics include:
    - Place specific information (culture, language, etc.);
    - Behavior expectations of students;
    - Responding to other cultures (e.g. culture shock)
    - Create opportunities for the group to begin to get to know one another.
  - Where appropriate, develop a letter describing the interim with emergency contacts for students to share with their families.

#### WHILE YOU ARE AWAY:

- ❑ Monitor the group, communicate with the Off-Campus Programs Office if you or the group needs any specific assistance. If any major illness or incidence happens, please remember to complete an incident report form available on the Off-Campus Program's website.
- ❑ Monitor current world events and how they might impact your class. Understand the risk management protocols for traumatic world events and be prepared to act. Use the risk management protocols (found at: [www.calvin.edu/academic/off-campus/instructors/](http://www.calvin.edu/academic/off-campus/instructors/)) as needed.
- ❑ Monitor your budgets, remember to get receipts for all expenditures and document all expenditures using the spreadsheet provided by Financial Services. If you have any questions or requests related to the budget, email the following individuals: Becky Brinks, Don DeGraaf, and Julia Smilde.

#### AFTER YOU RETURN:

- ❑ Encourage students to submit photographs, essays or multi-media work for the Travel Well Awards. We will send you a reminder with details about where/how to enter.
- ❑ Inform the Off-Campus Programs office if you had any issues related to: student health, student safety, problematic group dynamics, financial issues, or other incidents. This information will help the OCP office follow-up with necessary individuals if needed.
- ❑ Consider planning a gathering for your returned students to debrief about their experience and support one another in the re-entry process. Keep an eye out for students who may need extra support from you, the Broene Counseling Center, or others, and be ready to refer as needed
- ❑ The deadline to reconcile your financial accounts is the end of March.

A Special Note for May Off-Campus Interims : This checklist is the same but the timeline is a bit different. However, it is important to note that by October 1 you will still need to demonstrate that you

have enough student interest to assure the viability of the May interim course. You may continue to recruit additional students through the end of February. Other important dates:

- By late January, deposits must be submitted to Financial Services.
- By early March Grant and Scholarship Applications are due.
- By mid-March, final rosters are due to the Off-Campus Programs office.
- By late April, Emergency Contact List and Program Itinerary are due.
- By mid-July, all financial records must be reconciled.