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 which pops up when you select “off-campus” ([http://www.calvin.edu/admin/comm/interim/proposal/2016interimapp.html](http://www.calvin.edu/admin/comm/interim/proposal/2016interimapp.html)). Don’t forget the following costs: 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 for Interim Instructors found on the Faculty Resource page: [http://www.calvin.edu/academic/off-campus/instructors/](http://www.calvin.edu/academic/off-campus/instructors/)
  Forms found on this website include: Travel Request Form, Travel Health Services Preliminary Health Questionnaire, Receipt for funds (student), Vehicle Driving Release, Group Itinerary/Emergency Contacts, and a Roster form.
- Review the application process for off-campus programs found at: [http://www.calvin.edu/academic/off-campus/interim/apply.html](http://www.calvin.edu/academic/off-campus/interim/apply.html) After reviewing the application page, identify what additional steps you might add (eg. Interview, supplemental application). 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 apply online as quickly as possible. Understand your role in managing the application process in Horizons for students. After students complete the application process online, you will need to move the student to the appropriate status. See the application documentation for managers – item 2 on this page: [http://www.calvin.edu/academic/off-campus/interim/instructors.html](http://www.calvin.edu/academic/off-campus/interim/instructors.html)
- 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.
- 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 Financial Services by late May (for interims that require air travel).
Please check with Health Services (attention Barb Mustert) by the end of August if you are taking students to countries other than U.S.A, Canada, Western Europe, Greece, Japan, Australia or New Zealand. Remember that all students are responsible for getting and paying for required immunizations.

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 travel grant for room and board if they are taking a Calvin Off-Campus Interim.

- Continue to encourage students to apply online 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.

- As you interview students, if you have academic health, or mental health concerns remember you can consult various resources on campus, including:
  
  - The Broene Counseling Center: The center is available for consultation regarding the potential impact of a mental health condition on a student’s ability to meet the basic academic and behavioral expectations of your off-campus interim. The type of consultation provided will depend on whether a student has accessed Broene services and provided consent for an exchange of information. Clinicians at Broene are free to speak with you in general terms regarding this potential impact. If a student has not signed a consent form, the clinician will not disclose information to you regarding any prior knowledge of the student in order to comply with confidentiality laws and ethics. If the student has signed a consent form allowing communication between you and Broene, a clinician will be able to provide specific information regarding the student’s situation. The clinician may also be available to meet with you and the student to discuss concerns, identify coping strategies, and/or facilitate communication regarding behavioral expectation around the student’s participation in the program.
  
  - Health Center: Is available to discuss any questions related to immunizations or health concerns related to the trip.
  
  - Academic Services: Is available to discuss how to provide appropriate accommodation for any students with disabilities.

- Scholarship and grant applications are available on-line or in the Financial Aid Office the second Monday of September. The Financial Aid Office will make 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.

- Remember that to participate in an off-campus interim students must be current with all tuition, room, and board payments. If you have any questions about a specific student, please contact Calvin’s Bursar -- Rana Huisman (rsh4@calvin.edu).

- When you officially notify students as to their status with your interim please create a Terms and Conditions sheet for students to sign when officially accepting a roster spot. This sheet helps
students understand financial costs and implications of dropping out of your interim. A sample terms and conditions sheet can be found on the interim instructor’s resource page.

- Complete a class list with names, ID number and the final cost and send it electronically to the OCP office (Julia Smilde – jcs47@calvin.edu) by October 15. Class lists can be generated in Horizons when you know who has been accepted in your interim. Contact Julia when you are ready.

- The OCP office will send this final roster on to Financial Services, the Registrar, and Health Services. This roster sheet will be shared with Financial Services to purchase supplemental travel insurance and to bill students.
  - In addition, instructors leading interims to Africa, Asia, Caribbean, Central America, Eastern Europe, Mexico, Pacific Islands or South America, should send all 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.)

- By November 15th, you should send the complete roster sheet* to Julia Smilde. If you are going outside of the US, this roster should have the following information and should include students, instructors, and visitors.
  - First and Last Name
  - Student ID number
  - Date of Birth
  - Passport # (if not yet available, please use social security number)
  - Nationality
  - Total cost of the interim (includes all charges including admin costs, insurance fees, 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
  - Departure Date and Return Date

  *This info can also be generated in Horizons. Contact Julia for assistance.

- 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 Director/Instructor Resource Page.

- Finalize and submit your program itinerary to the Off-Campus Programs Office by early December. Be sure to include all requested information. This form which shows the minimum information needed can be found http://www.calvin.edu/academic/off-campus/interim/instructors.html
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
- Remind 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 contact information where you can be reached during interim for students to share with their families. Please be sure and provide our office with this emergency contact information also.

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 inciendence happens, please remember to complete an incident report form available on the main menu of 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/) 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: Ruth Witte, 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.