INTERNATIONAL STUDY PROGRAMS

FACULTY HANDBOOK

OF POLICIES AND PROCEDURES
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SECTION 1: Mission Statement and Philosophy

Mission, Learning Outcomes, and Guiding Principles

Mission
Brigham Young University’s Office of International Study Programs serves students by developing and implementing life-changing international academic experiences.

Vision
To enable students to reach the Aims of a BYU Education in a culturally diverse setting.

Aims of a BYU Education
BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Leading to Lifelong Learning and Service

Learning Outcomes
International Study Programs (ISP) provides enriching intercultural academic experiences by working with students, faculty, and local communities in mutually beneficial relationships. All International Study Programs should be designed to help participating students achieve the following outcomes:

1. Demonstrate an in-depth understanding of the people, worldview, culture (and language, where applicable) of the foreign setting in which they study.
2. Recognize one’s cultural presuppositions and biases through sustained exposure to, and study of, foreign perspectives on one’s own culture.
3. Articulate a deeper awareness of one’s academic discipline by comparing and contrasting how it is understood and practiced in a foreign setting.
4. Express a broader understanding of the LDS Church in a global context and a more refined insight into its core beliefs by exposure to cultural variation in religious expression and practices.
Guiding Principles

- Academic departments will collaborate with the Office of International Study Programs to administer all international credit-bearing experiences including internships, field schools and individual research.
- All students must pay BYU tuition for International Study Program-administered credit.
- All program costs charged in excess of tuition are justifiable and reasonable and based on approved budget policies and procedures.
- International Study Programs will follow all professional accounting and record keeping standards.
- International Study Programs will continually look for ways to provide high-quality programs for a reasonable cost.
- International Study Program discounts and grants are extended based on merit and financial need.
- International Study Programs will share our knowledge and experience with other universities through regular collaboration.
- While encouraging active participation with local church units, ISP will not burden local church leaders or members. ISP will strive to practice appropriate engagement and reciprocity with local church units and members.
- ISP promotes increased participation in its sponsored programs through providing financial support and new program development.
- ISP costs charged in excess of tuition are justifiable, reasonable, and based on approved budget policies and procedures.
- ISP assists in budget preparation, financial compliance, and training faculty directors in professional accounting and record keeping standards for administering these funds.

Program Types

Study abroad is guided by a BYU professor in the field and offers lectures, study, and research on-site. Field trips to important locations of cultural and historical significance support the program’s academic aims and bring to life theory and principles gained in the classroom.

Field school is a research-based program where students work on research projects in an international setting under the mentorship of a BYU faculty member.

International internships are an independent, work-oriented experiences in an international setting. Students bridge the gap between their academic and professional career as they pursue personalized study with the guidance of a faculty mentor and receive individualized training under the tutelage of a field professional. Internship programs are limited to BYU Provo students.

Direct enrollment are individual students immersing themselves with local and international students on a foreign campus for a semester independent of any BYU professor or other BYU students. Students are directly enrolled in the foreign institution while earning BYU credit. Direct Enrollment only exists with universities for which BYU has official agreements. Direct
enrollment programs are limited to BYU Provo students.

SECTION 2: Faculty Roles
Faculty serve in a number of different roles with International Study Programs. These roles include:

**Faculty Director (Study Abroad, Field School)**
Nominated by an academic department to partner with ISP to promote the program, select and prepare students, and oversee study abroad groups onsite. Responsibilities may include teaching, academic advising, personal mentoring, and managing logistical details of programs. (Please refer to Section 6 for more detailed responsibilities.)

**Faculty Director (Internships)**
Nominated by an academic department to partner with ISP in program promotion, student selection, student preparation, internship provider relations, and student mentoring. Faculty director responsibilities typically include the responsibilities of the visiting faculty. (Please refer to Section 5 for more detailed responsibilities.)

**Visiting Faculty (Internships, Direct Enrollment)**
Based on enrollment and program budgets, and as assigned by ISP or an academic department, make a short visit (1 to 3 weeks) during an ongoing program to:

- mentor students in the field by
  - evaluating academic coursework and research
  - assisting students with cross-cultural differences
  - addressing individual needs of students
- further increase international relationships for ISP
- gather relevant logistical and cross-cultural information for ISP
- develop interests of the academic department

Visiting faculty are responsible for providing a personal meeting and a written report to ISP upon return. (Please refer to Section 7 for policies for visiting faculty.)
Faculty Responsibilities Matrix

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Study Abroad / Field School</th>
<th>International Internships</th>
<th>Direct Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty-led program in a foreign country for a period of time that focuses on specific academic coursework.</td>
<td>Short-term, on-the-job apprentice training experiences to provide students practical application of academic work.</td>
<td>Academic experience in an international university taking BYU-approved courses taught by faculty native to the country.</td>
</tr>
<tr>
<td>Faculty Roles</td>
<td>faculty director</td>
<td>faculty mentor; faculty director and visiting faculty also possible</td>
<td>faculty advisor; visiting faculty also possible</td>
</tr>
<tr>
<td>Recruitment</td>
<td>faculty, facilitator</td>
<td>faculty, facilitator</td>
<td>faculty</td>
</tr>
<tr>
<td>Selection</td>
<td>faculty</td>
<td>faculty, ISP Coordinator, facilitator</td>
<td>faculty</td>
</tr>
<tr>
<td>Orientation and Preparation</td>
<td>faculty: 1.0 to 2.0-credit prep class</td>
<td>faculty or ISP: 1.0 to 2.0-credit prep class</td>
<td>ISP: prep seminar</td>
</tr>
<tr>
<td>Course Instruction</td>
<td>faculty: 2 to 3 courses on-site</td>
<td>faculty: distance mentoring</td>
<td>faculty: approve course equivalencies</td>
</tr>
<tr>
<td>Program Finances</td>
<td>faculty and ISP Coordinator</td>
<td>ISP Coordinator</td>
<td>ISP Coordinator</td>
</tr>
</tbody>
</table>

SECTION 3: ISP and Coordinator Role

International Study Programs and Coordinators

International Study Programs is the office designated to work with faculty and academic departments to ensure that all international study programs leaving BYU campus have a safe and academically enriching experience. Once selected, each faculty director will be assigned to work with an ISP coordinator. The services provided by ISP and ISP coordinators are the following:

Professional Study Abroad Consultation

ISP Coordinators have knowledge in cultural preparation, logistical planning, risk and liability concerns, and institutional knowledge of the best practices. The coordinators experience and insights help faculty produce the best program for their students.
Budget Assistance
ISP has a standardized budgeting system to help faculty project the costs of their program. Throughout the year, faculty will meet with their assigned coordinator to update and approve their budget as program itineraries solidify.

Accounting Assistance
ISP will train faculty on how to accurately account for their spending on a program. Faculty will receive an official ISP budget and ledger that they will use to track and record their spending. Faculty may then easily reconcile the program expenses within fifteen days after the director returns to campus.

Visa Assistance
Although ultimately it is the responsibility of the faculty and student to obtain the necessary visa prior to departure, ISP may assist in processing any visas that are required for the program.

Travel Logistics
ISP has recommendations for accommodations, transportation, and activities in many cities throughout the world. ISP coordinators can help faculty directors in making these arrangements when necessary. However, logistical details are the responsibility of the program director so they are well prepared to lead the program.

Payment and Wiring Funds
Faculty can work with their coordinator to make payments for arrangements. As many payments as possible should be made prior to departure.

Flight Reservations
The Kennedy Center Travel Office in 280 HRCB purchases flights for all faculty directors. Faculty should set up an appointment with one of the travel agents at least 3 months prior to departure to purchase their airline tickets. Faculty will need to give their flight itinerary to their ISP coordinator. (Please refer to the Faculty Information Sheet in Appendix 2.)
SECTION 4: Student Selection Process

Application Process
Students begin and complete most of their application via the online application processes. All required portions must be completed before the student may be considered for participation in an international study program. The application consists of the following:

1. Student information, including emergency contact information, bio data, and passport information
2. Letter of intent
3. Ecclesiastical Endorsement (BYU students need to have an active endorsement on file. Non-BYU applicants, including BYUI and BYUH students should submit or upload a hard copy of the endorsement.)
4. References
5. Transcript (non-BYU applicants only)
6. Application fee
7. An online legal agreement covering issues such as finances, cancellations, and health
8. Online Honor Code commitment

As a director, you can view all applicants to your program through the ISP website. Go to kennedy.byu.edu/isp/faculty. Click on “Application Login” and log in with your BYU Net ID and password. Select the correct semester or term and your program should appear. Once you click on the name of your program, you will be able to see the following information: program info, course list, faculty list, and participant list.

Once a student has completed the entire application (indicated by bold text), s/he is eligible to be interviewed.

Faculty can receive access to the database of student applicants for a program and their applications. Federal law requires that faculty take specific Family Education Rights and Privacy Act (FERPA) training which is available at ferpa.byu.edu. ISP Faculty Directors should view both the section for faculty and the section for employees in order to gain access to the complete student record.

Interviewing Students for Selection
Once students have completed the application, you should contact them to arrange an interview. For out-of-state applicants, interviews are typically done over the phone. The timing of an interview is up to a director. Directors may choose to interview each applicant on a rolling basis upon completion of their application or wait until after the deadline has passed to fully evaluate and ensure they accept only the best applicants for their program. Please email the out-of-state students and arrange a time for a Skype conversation or phone interview. ISP recommends Skype (or other video telephone technology) over just a regular phone interview. While it will
never replace face-to-face interviews, you will be able to have a “face-to-face” discussion via technology.

The interview assists the director in three ways:

1. Becoming better acquainted with the applicant;
2. Assessing the student’s maturity and ability to benefit from an International Study Program experience, and;
3. Providing the initial orientation for the student about adhering to standards and policies (including the BYU Honor Code and Dress and Grooming Standards, and specific program policies) expected of all participants.

Directors use the interview to share their philosophy for the entire program. They explain the commitments to academic excellence and to group and spiritual unity. They determine through questions and discussions how well students are prepared for the experience and how well they will contribute to group program objectives.

Important topics for directors to cover in an interview include a student’s academic preparation, general expectations, general maturity, emotional stability, ability to adapt to a group living or family stay environment, and commitment to the BYU Honor Code and Dress and Grooming Standards and other program policies and guidelines.

Students must understand and support the overall objectives of the program and all travel must support program learning objectives.

Directors should carefully consider the level of maturity of each applicant and assure themselves s/he will contribute to, rather than detract from, the unity of the group.

It is important for directors to discuss potential problem areas and solicit from each applicant a commitment to abide by the program policies and to contribute to the success of the program. It is much easier to counsel and correct during the program if expectations have been discussed in the initial interview. However, this is not a bishop’s interview and restraint must be exercised when discussing personal conduct more appropriately left to ordained ecclesiastical leaders.

Students majoring or minoring in the subjects related to the International Study Program curriculum should receive priority in acceptance. Matriculated BYU students should be given preference over similarly qualified students from other institutions. And freshmen and other young applicants should only be accepted after it is determined that there will be enough vacancies to accept future applicants who may be better prepared. However, well-qualified applicants should be accepted as early as possible.
Typical Interview Questions and Responses

When possible, use questions as a basis for communicating information that you want to make sure is presented. Some sample questions are listed below.

Exploring Your Background Questions

Tell me about yourself.

What are your greatest strengths?

What are your greatest weaknesses?

What will you want your host(s) to learn about you? About the United States?

Personality Questions

How do you envision spending your free time while abroad?

In what way(s) would you have a positive influence on your group?

Motive Questions

How can you contribute to this program?

Why should I accept you for this program?

Why do you want to go on this program?

What interests you most about this program?

How does this program fit into your academic goals?

How will you profit both academically and personally from this study abroad experience?

What do you think your directors’ obligations are to you?

What are you doing to achieve your goals?

Medical and Health Questions

Do you have any medical issues we need to be aware of to ensure you have a positive experience while overseas?

Do you have any special dietary needs?
Program Specific Questions

How familiar are you with the host country?

What do you expect to get out of this experience?

What do you perceive your responsibilities to be as a member of your study abroad group?

How do you envision a typical day during the program?

Tell me how you live the Honor Code while on an education abroad experience.

(The answers to this question are quite interesting. This gives the student the opportunity to explain to you how they understand the Honor Code.)

Any specific program objective questions the director may have.

Once interviews have been conducted, use the ISP’s online application system to indicate whether the student is accepted, an alternate, or denied. Once this is done, their name will be submitted to the university to check to see if they are in good honor code standing—a process that can take up to a week—and the student will then be automatically notified by email of their accepted, alternate, or rejected status. Once accepted, students will be charged the first program payment. Please keep in mind that before you are able to make changes on the database, you must have taken care of the FERPA requirement. Please contact your program coordinator if you have any questions.

SECTION 5: General Policies

Approval of Faculty

Faculty should be cleared by their department chairs, deans, and ISP before participating in an International Study Program. This clearance will be indicated by a signed program application (available at http://kennedy.byu.edu/isp).

Academic Guidelines

Courses and other academic work in international study programs should focus on meeting the program’s learning outcomes, including the general ISP outcomes (please refer to “Learning Outcomes” in Section 1, pp.1). All coursework should be geared toward assisting students to experience and understand the new ideas, institutions, social patterns, and traditions they confront daily in their host country.

Current research suggests that the most effective international programs are those which immerse students in the foreign culture but also include some faculty-led discussion from the perspective
of an American experience.

Course work should include appropriate texts and in-country experiences to maximize learning opportunities.

All courses must be approved by the respective academic department prior to departure.

Because these are experiential programs, faculty should weigh carefully the amount of reading and writing assignments given to students on these programs. The primary text for each program should be the location of the program. Where possible, all assignments—writing, reading, presenting—should focus on helping participants come to understand the program locations by meeting the ISP learning outcomes. In most cases, it is appropriate for faculty to replace long reading assignments with educational experiences such as visiting museums and historical sites, engaging locals in pertinent conversations, etc.

**Ecclesiastical Guidelines**

Studying abroad with Brigham Young University is a unique personal and spiritual experience. As with all things of great value, there are responsibilities associated with this privilege. BYU students are seen as representatives of the University and the Church. Therefore, students and faculty have a responsibility to exhibit the highest standard of behavior.

*Dress and Grooming Standards*

BYU standards of dress and modesty apply to students and faculty during the entire enrollment in the program. In addition to observance of the BYU dress and grooming standards, students and faculty need to be sensitive to customs of the host culture and avoid culturally unacceptable dress or behavior. (Refer to the Student Handbook, Dress and Grooming Standards, pp.4–5.) Faculty involved with an ISP should expect student compliance with the Honor Code.

*Sabbath Day Observance*

ISP students and faculty are expected to observe the Sabbath by attending all church meetings at local wards/branches and engaging in other appropriate ward/branch activities. Program activities and travel should be organized to make this church attendance possible. For programs that take place in areas where there are no established church units, the faculty directors should contact their ISP coordinator to discuss other options for church attendance.

*Missionary Work*

International Study Programs are primarily educational experiences. Activities that detract from this purpose, including formal missionary work, should be minimized. Moreover, formal missionary work may compromise BYU’s standing in various countries and, in these cases, should always be avoided.
Relations with Local Church Leaders

Although BYU students on an ISP do not transfer their records to the local church units, ecclesiastical leaders in the host country assume some accountability for the spiritual welfare of students assigned to their wards/branches. However, there should be no ordinations or temple recommends issued to BYU students on an international study program. All assignments in local units should be cleared with the program director and/or the program coordinator prior to issuing the callings. While students are encouraged to participate in the ward activities and to accept teaching or speaking assignments, ISP participants should not be issued major callings, nor given church assignments which detract from their academic work. Faculty should discuss church attendance plans with their ISP coordinator. In some instances, special requests may need to be made to attend certain wards or branches.

Firesides, or similar events, need to be preapproved by the international vice president. Those interested in offering firesides should work with their assigned ISP coordinator to get them approved.

Living with Local LDS families

ISP programs are not typically housed with local LDS families. However, should a program have specific need for local LDS host families, the faculty must work directly with their ISP coordinator to get approval from the international vice president for this housing before housing commitments are made. Students should not expect to stay with the host families after the program ends.

Payment of Tithes and Offerings

Students and faculty directors and their families should not pay tithing to the Church unit they attend while they are abroad. Tithing should be paid to the home ward of record. But ISP participants are welcome to pay fast offerings and contribute to the mission fund in their international ward.

Temple Visits

Temple presidents have conveyed some concerns relative to touring groups dropping in at the temple without prior notification and requesting to do baptisms for the dead. Groups planning on visiting temples should make a request for this privilege well in advance so that appropriate accommodations can be made. Faculty directors should assess before leaving the U.S. how many students in their program can attend the temple.

If a visit to the temple is planned for a program, student participants should be informed of this during the preparation class. Students wishing to do temple work abroad must obtain their temple recommend from their home bishop. Bishops and Branch Presidents in the host country should not issue temple recommends to ISP students.

Programs visiting the temple should arrange for enough endowed brethren to accompany the
group to help perform the ordinances. Temples often do not have sufficient priesthood available to perform the ordinances for large groups unless previous arrangements have been made.

Temple presidents have also expressed concern about BYU student groups who visit the temple dressed inappropriately. Although most students will understand the need to dress appropriately for a temple visit, directors should remind students of the sacred nature of temple attendance and should plan so that students have the time and facilities necessary to dress appropriately. They should also remember the need to set a good example to local saints, as well as represent the university and the Church.

Temple Housing
Approval to request temple housing from a BYU group can only be granted by the international vice president’s office. If ISP groups wish to use the temple housing, the ISP coordinator must be notified at least two months in advance to start this process. If approval is given, faculty should contact the temple presidency at least one month in advance and wait for confirmation of scheduling. The temple presidencies are often eager to serve student groups but priority for the use of temple housing is given to local members who are attending the temple. Approval from BYU to contact the temple presidency is not approval to stay in the temple housing. This approval must come from the temple presidency. Please be aware that in order to use temple housing, the group will be expected to participate in temple work while staying there. Please make sure you take this into consideration as you manage your travel itinerary.

Accompanying Student Spouses/Family
ISP seeks to make its programs as available as possible to all BYU students, regardless of their diverse personal circumstances. Nevertheless, given the diversity of program design, length, facilities, and objectives, ISP reserves the right to determine if and under what conditions married student couples and/or their children may participate in its programs.

Participant Spouses
In general, married couples may participate in an international study program only when both are admitted as full participants. Furthermore, some programs have living facilities that cannot accommodate married students and participation in these programs is contingent on the couple finding approved housing.

For programs that can accommodate couples, the acceptance of one spouse to the program does not give a presumptive right of acceptance to the other. This means that each spouse must apply separately to the program and meet all of the qualifications of the program, such as language prerequisites or other qualifiers specified by individual programs, including being enrolled in the prep class the semester before departure. There is no discount for spouses who are participating in the program as full participants.
Nonparticipant Spouses

Directors of specific programs may apply to ISP for permission to allow spouses of participating students to accompany them on the program. When such an application is made, ISP will work together with program directors to determine during the program approval process if spouses may accompany student participants on international study programs and under what conditions they may do so. ISP will only consider applications that have been endorsed by the director’s department chair and dean. Factors to be considered include the importance of the program in the students’ chosen major or minor curriculum; the length, size, and location of the program; the nature of the program’s facilities; and any other issues that may bear on questions of the academic integrity of the program, the students’ health and safety, and BYU’s liability. The conditions for non-participant spouse’s presence on the program will be set at the time the program is approved (and before it is advertised). As is true for all matters of ISP policy, any exceptions to this policy as stated herein must be approved by both the ISP coordinator and the program director.

The following guidelines will be used for granting programs this special designation:

- Nonparticipant spouses will not interfere with the academic goals and the administration of the program, nor distract their spouses from their responsibilities to the program and to the other students. That is, the presence of such spouses will not keep the enrolled spouse from completing all program curriculum and keeping to the program’s schedule. The nature and location of the curriculum and cultural customs and conventions will not be compromised when these spouses accompany their enrolled spouses.
- The participation of nonparticipant spouses will not place undue liability on BYU. Nonparticipant spouses must be completely insured and meet the same standards of physical and mental health required of the students admitted to the program. Their presence will not substantially increase the safety and security risks to the program or its enrolled students. For instance, they will not require program directors or students to spend significant time chaperoning them.
- Programs require participating students to bear all costs associated with their nonparticipant spouses coming along on the program, including housing, food, transportation, administrative, and logistic costs. Programs with large numbers of enrolled students may make it impractical or financially undesirable for a large number of nonparticipant spouses to accompany them.
- Nonparticipant spouses should in no way cause undue burden on local members of the community, especially local church members.
- The program has designed activities and opportunities for nonparticipant spouses to learn about the culture which their student-spouses are studying. All such spouses must attend the prep course taught in Provo, but it is strongly recommended that international study
Programs seeking this special designation also provide some kind of meaningful experience for these spouses with the culture and, ideally, the language of the country of the program.

- Participant and spouse will sign the Assumption of Risk, Disclosure Agreement for Maried Couples on BYU International Study Program. Student and spouse need to notify the ISP coordinator and assume risks and costs of any health condition, including pregnancy.

**Accompanying Family Members**

The policy for spouses also applies to children and other dependents of student participants. In most cases, these children/dependents may only participate in the program if they are admitted as full participants. Nonparticipant dependents may only come on the program if they meet the criteria for nonparticipant spouses.

**Accompanying Graduate Students**

Graduate students are required to apply to the program through the same process as undergraduates. If the graduate student is participating in the program either as a faculty TA or in another capacity, they are still required to apply to the program. They need to be enrolled in courses, which should be decided in conjunction with the program coordinator, and pay graduate tuition.

Graduate student grants or other funds awarded to the student are still applicable, though graduate students are not eligible for ISP funding.

**Dating on Programs**

Relationships between men and women are viewed differently by other cultures and are often subject to norms, traditions, and taboos that may be difficult for foreigners to grasp. As a consequence, dating between student participants or dating locals of the host country, no matter how innocent, is *not allowed*. Program directors should not hesitate to place additional restrictions on male/female interactions if needed to comply with local custom. When this policy is violated, directors have the responsibility to report this to their program coordinator so appropriate action can be taken.

**Curfew on Programs**

The standard curfew for all BYU international programs is 11:00 P.M. on weekdays and midnight on weekends. There can be exceptions to this policy to meet specific travel or activity needs, but these exceptions should be kept to a minimum. Directors can make this curfew earlier to meet local customs or security concerns.

**High-Risk or Adventure Activities**

High-risk or adventure activities are not allowed on an international study program because such
activities nullify insurance coverage. This includes, but is not limited to skydiving, bungee jumping, and skin/scuba diving.

**Mental Health, Eating Disorders, or other Medical Concerns**

Faculty who learn of mental health, eating disorders, or other medical concerns in the field should immediately contact their ISP coordinator. Remember the student’s safety and well-being are most important. In instances where it is decided that a student should no longer continue on the program, faculty need to work with their ISP coordinator before sending the student home.

**Removing a Student from a Program**

If a student violates the law of chastity or the word of wisdom during the program, in most cases, the student should be removed from the program and be encouraged to return to their home. If a faculty director learns of an infraction like this, they should immediately contact their ISP coordinator and work with them to develop a proper course of action.

Other infractions committed by students may also warrant being removed from a program, but this will vary on the frequency and severity of the infraction. If a student is continually behaving in a way contrary to the norms of BYU, breaking local laws, or disregarding the conditions of participation and the faculty director has warned the student that continual misbehavior is unacceptable, it may be appropriate to remove the student from the program.

It is important that faculty directors work with their ISP coordinator in any case which may result in a student being removed from a program. The director could face personal legal liability if proper procedures are not followed.

In considering whether or not to remove a student the faculty director should first make sure that they have accurate information. Where did the information on the student’s behavior come from? Is this information coming second hand, and if so, is it reliable? Did you personally witness an infraction? Did the student confess?

If it is clear that the student violated program rules or the Honor Code, the faculty director should pursue the following procedure:

- Visit with the student about the situation. It is important to let the student know that it will be necessary to discuss the situation with the ISP office and that instructions will be given to the director on how to proceed. This will assist the student in realizing that this won’t be a decision made by the director only and that this is not a “personal” issue, but a University issue.
- Contact your ISP coordinator. Depending on the severity of the problem, the program coordinator will contact the necessary offices on campus. This can include the Legal Counsel Office, the Honor Code Office and the Director of ISP.
• The ISP coordinator will convey any directions from the University to the faculty director and will determine with him/her how best to follow this direction.

**Traveling to Restricted Countries**

BYU goes to great lengths to keep faculty and students safe. Travelsmart.byu.edu has lists of restricted countries where it is deemed unsafe for faculty and students. Countries on the red list are not eligible for student travel. However, countries on the black list may have some exceptions granted. Faculty who want to travel to restricted countries need to work with their ISP coordinator for approval.

**Housing Guidelines**

In planning housing for students, faculty directors should follow BYU Residential Living Standards for off-campus housing which stipulate that genders must not share sleeping quarters and that respect for privacy be given for all other living areas. Efforts should be made for each student to have separate beds. If this is not a possible, the director needs to discuss this with their program coordinator so they can jointly decide on the best course to follow. Students should not room with Church members or in Church-owned facilities without advanced clearance from BYU’s international vice president.
SECTION 6: Policies for Study Abroad (On-Site) Directors

General Policies

On-Site Faculty Duties

Study Abroad directors who lead their programs in person are responsible for the following items:

1. Recruiting student participants through on-campus outreach, class visits, etc.
2. Selecting students by reviewing applications and interviewing applicants.
3. Managing program logistics, including local arrangements, housing, budgets, visas, onsite payments, field trips, local Church relations, and student standards.
4. Overseeing academic content of the program.

Time Commitment before Program

The semester before the program, study abroad directors should be prepared to commit several hours each week in preparing for the program. A portion of this time will be spent teaching the preparation course while the rest will be spent dealing with the obligations noted above. (Please refer to Appendix 1 for more information.)

Time Commitment while on the Program

Directing a program places unique and often challenging pressures on the on-site director and accompanying family members. While on the program, faculty directors should:

1. Be available to address student concerns at any time.
2. Demonstrate a sincere concern for mentoring students in an international and cross-cultural setting, and put the welfare of the students involved and the program above personal considerations, including family activities, research, travel, conferences, and other interests.
3. Be prepared to take needed action in case of medical emergencies, violations of BYU standards, political unrest, etc., and to contact the ISP coordinator, and parents as required.
4. Take responsibility for delegated decisions made for and in behalf of the program by assistant director(s), facilitators, student instructors, or teaching assistants.

Programs with Multiple Faculty Directors

In cases where there is more than one faculty on-site, one of the faculty members will be designated as the program director while the others will be designated as associate or assistant directors. While the director will act as the faculty team leader, all faculty members share the responsibility for the success of the program. Typically the faculty team will divide various duties of the program—counseling, chaperoning, planning program activities, finances, class registrations, students’ organizations or socials, etc.—amongst themselves. In cases with multiple faculty, at least one faculty member should be accessible to the students at all times.
Student and Part-Time Employees
In addition to faculty directors, programs may also have a student instructor, teaching assistant, and/or student facilitator to help carry the program’s administrative load.

The duties for these employees could include program promotion and recruitment, student selection interviews/schedules, communication, planning/teaching preparation class; logistical arrangements for the program, such as culture, housing, field trips, travel, and in-country needs, and teaching in-the-field under the direction of the faculty.

Student facilitators are required to attend relevant ISP-sponsored meetings and the preparation class, make sure that absentees receive updated information weekly, follow-up with students on payment schedules under the direction of ISP’s controller, and fulfill other tasks as assigned by the ISP coordinator.

Accompanying Director Spouses
In order to avoid having the spouse’s travel and accommodations taxed as a fringe benefit, it is important that the spouse be actively involved in running the program. Therefore, when spouses accompany a faculty director, they should be included in the faculty team and should be given responsibilities that will help make the program a success. Duties for spouse could include helping the faculty with logistics, student counseling, administration, and finances. However, all financial and program decisions are the ultimate responsibility of the faculty director. The spouse should maintain a detailed work log identifying their involvement and contributions to the program.

Academic Policies
Teaching Load
Directors of semester programs teach up to three classes as directed and approved by their respective department. Some programs (such as those at the London Centre) may have specific curricular requirements. Directors should check with the program coordinator to make sure their courses meet the requirements and needs of a particular program.

Directors of term programs teach up to two classes as directed and approved by their respective department.

While on study abroad programs, faculty will only teach courses created as study abroad sections and the courses must be created by the ISP Registrar.

Class Schedules
Forty-five contact hours are required for a three-credit class. Contact hours can be fulfilled through excursions and other out-of-classroom activities. The weekly schedule for teaching courses on-site is flexible, but regular and consistent contact with students is expected, and long
gaps of several days between classes, excursions, or other meetings with students should be avoided.

**Course Approvals**
All courses taught during a program must be processed on course approval forms through the ISP office and approved by respective department chairs and deans before the courses can be cleared to receive registration. This should be completed the semester before the program starts.

**Student Course Loads**
All student participants are required to carry a full time course load during the entire program. For undergraduate students on most programs, this is 12 credit hours per semester and 6 credit hours per term. For some programs, such as internships, this can be reduced to 9 credit hours per semester and 4.5 per term. Graduate students are required to carry a full graduate load.

**Ecclesiastical Policies**

*Pre-Program Preparation*
In the interview process, directors should carefully screen and counsel applicants regarding emotional and spiritual expectations. Directors should secure a firm commitment from each applicant to participate actively in Church activities and uphold all BYU and Church policies including the Honor Code and Sabbath day observance.

During the preparation class and other orientation meetings, faculty directors should spend time instructing students about local priesthood leadership, meeting schedules, student/missionary relations, ward assignments, etc.

*Worship Service While Traveling*
It is expected that students on international study programs will regularly attend established branches or wards. Church attendance takes precedence over travel plans. If this is not possible, the program director should consult with the ISP coordinator to discuss options.

*Firesides/Devotionals*
In order to maintain spiritual unity of a program, directors typically hold regular devotionals. Likewise, students can gain spiritual insight to the local area by inviting local Church members, local families, and faculty members to speak to the students in a fireside setting. Both devotionals and firesides can be organized by a designated student committee. Firesides need to be preapproved by the ISP coordinator.

*Non-LDS Participants*
Students who are members of other faiths are welcome to participate in international study programs. However, they are expected to be as involved in opportunities for spiritual and personal growth as LDS participants and should be aware of these expectations before they are accepted into the program.
Relations with Local Church Leaders
Contact with local Church leaders before the start of the program should be coordinated with the ISP coordinator.

Upon arrival in a country, efforts should be made to meet with the local Church leaders to discuss with them the nature of the program, the number of participants who will be in their wards/branches, Sundays when participants will be away from the units, and service opportunities/callings that may be available. In this meeting local leaders can also share information on meeting schedules and the expectations the Church has for study abroad students in the host culture.

Local leaders should also be encouraged to introduce students and faculty families to the ward as early as possible and promote fellowship between students and members. Please make sure that the local bishop/branch president is aware that all callings of students should be approved by the faculty director. (Please refer to “Ecclesiastical Guidelines” in Section 5.)

Financial Policies
Program Expenses
All approved budgeted expenses will be covered by the revenues raised from student payments. Unapproved expenses will become the personal responsibility of the director. Unused funds must be returned to the university and must be reconciled during the final program expense review.

Personal/Family Expenses
Expenses not specifically approved will not be reimbursed to the directors, and those personal expenses paid for with university funds may be treated as taxable fringe benefits and added to gross wages. Faculty are responsible for taxes applicable to such fringe benefits.

Budgets
Budgets will be developed by the ISP Program coordinator. Directors must use the official ISP budget form.

Equipment
Any equipment purchased with program funds is the property of ISP and will be returned for use on subsequent programs.

Program Expense Review
A review of all expenses will be made within ten working days of each director’s return. Expenses must be logged on the appropriate sheet in U.S. dollars along with documented exchange rates and supporting receipts. Reporting format will be explained to each director during the budgeting process with the accountant prior to departure.
Marketing Expectations

ISP Support
ISP will maintain a program website, print fliers, and provide other printed advertising.

Director’s Responsibility
Directors need to supply ISP with the content for the website and the flyers. It is ultimately the director’s responsibility, with the support of ISP, to recruit enough students for their program. Suggested marketing includes:

- Participating in the ISP Fairs
- Actively distributing flyers
- Hosting information sessions
- Conducting class presentations
- E-mailing your past and current students
- College newsletters
- Digital screens in buildings
- 11x17 posters on bulletin boards
- Tables in the WSC
- Strategically e-mailing and presenting to a target group of students

Faculty Benefits

Guiding Principles
Certain costs for the faculty and their accompanying dependents are approved to be covered by the program budgets. However, smaller programs (generally fewer than twelve students), shorter programs (less than four weeks), and high cost programs (those with a lot of air travel) usually don’t qualify for full benefits. The following principles guide the decisions in determining these approved costs:

- ISP discourages separation of program faculty from their families for longer than a month.
- International Study Programs should be structured so that a faculty director’s accompanying family members can participate and make a positive contribution to the success of the program.
- Since the financial burden on students is a primary consideration in all program budgets, approved faculty costs will be balanced against the potential cost to students.

Salary
Faculty approved to direct an academic program will be eligible for compensation as agreed with the sponsoring department. The assignment with study abroad will be considered part of the BYU faculty member’s regular load for the duration of the program and salary will continue as if teaching on campus.
Meals/Per Diem
Faculty directors for most programs can claim per diem up to the amount allowed by the university. In cases where the cost of living is very low, faculty may choose a lower per diem. However, faculty are required to deduct the value of any meal provided by the program (such as breakfasts provided by hotels, group meals etc.) as stipulated by university policy from the per diem they receive. Per Diem is only provided for faculty directors and not for their family members.

Faculty at the London Centre do not claim a full per diem as most meals are provided by the program. (Please refer to “Faculty Benefits” in Appendix 4 for more information, pp.36.)

Airfare
Airfare for the faculty member, spouse, and qualifying dependent children is provided via the least expensive fare direct from Salt Lake City to the program destination. Extensions, stopovers, or other adjustments that result in an increased airfare will be charged to the faculty member. Dependent children are defined as those who are under 18 years old or who have not yet graduated from high school.

Lodging
Primary lodging is provided for eligible family members.

Local Transportation
Local transportation is provided for faculty member and spouse, but not dependent children.

Other Approved Costs
Travel costs on program-sponsored “excursions” (lodging, admissions, and transportation expenses) are provided for the faculty member, spouse, and qualifying dependents.

Concurrent Enrollment for Accompanying Children Who Have Not Yet Graduated from High School
Faculty children that are in high school may be able to take courses on the program for credit through concurrent enrollment, and typically there is no tuition charge for these courses.

Children Over Eighteen
Faculty dependents who have graduated from high school or are at least eighteen years of age and who are full time students on the program will pay the full program cost, which includes tuition. The BYU benefits office, at the request of the faculty, will cover half tuition. All program costs are payable prior to departure.
Health Insurance

Primary Health Insurance
All faculty must ensure that they have adequate health and medical insurance covering themselves and their dependents while abroad and on their return. BYU faculty have regular DMBA coverage, which remains in effect during the time abroad. Refer any questions or concerns to the BYU Benefits office, D-240 ASB, 422-4716.

Additional Insurance
All students and faculty are provided with limited, secondary insurance coverage through the HTH Worldwide and coverage details can be found at their website, http://www.hthstudents.com.

Non-emergencies
In a nonemergency situation, you should log on to www.hthstudents.com and search the online database under your international destination for HTH recommended doctors, dentists, hospitals, and clinics. These are healthcare professionals recommended by HTH who have generally been trained at Western medical schools, speak English, and have worked with international patients before. Contact the doctor’s office or hospital/clinic directly to set up an appointment. If possible, call HTH Worldwide to let them know of your appointment. They can begin to work with the doctor or hospital/clinic directly to negotiate payment and begin medical monitoring of your case prior to your visit. HTH will also set up the appointment for you, if you like.

Emergency Situations
In an emergency situation, follow the instructions on your HTH Insurance card. You should go to the nearest facility that can provide you with the best quality of care possible. This may be an HTH recommended facility or not. In either case, be prepared to guarantee payment of care. Contact HTH as soon as possible. They will open up a case on you and notify their medical teams both domestically as well as international regional medical directors. HTH will begin to work with the local hospital to guarantee payment of services rendered and will involve their regional medical directors to help monitor the quality of care you receive. If better care is available and necessary, HTH will work with the attending doctors and hospitals under the direction of the regional medical directors to transport you to a higher quality facility of care, home to the U.S., or another location.

What do I do if there is not an HTH recommended hospital or clinic in my area?
If there is not an HTH hospital or clinic in your area, you should determine beforehand which hospitals and clinics provide the highest quality professional care. You can call HTH and ask for recommendations/advice for doctors, hospitals and clinics. If there is not an HTH recommended medical facility or doctor in your area, simply visit the best-known and highest quality doctors or facilities in your area. Although they may not be HTH recommended, you can pay for any medical services rendered and be reimbursed by HTH later. Make sure to obtain and keep all receipts so you can submit a reimbursement request to HTH at a later date.
In either case, it would be best to notify HTH as soon as possible so they can help you with payment of services and monitoring of your case to ensure that you receive the best possible care. To contact HTH Worldwide, call 1-800-257-4823 or 1-610-254-8771 (toll-free), or the customer service numbers, 1-888-243-2358 or 1-610-254-8769. Or, send your inquiries to studentinfo@hthworldwide.com. Your ISP coordinator and BYU International Security at international_security@byu.edu or 801-422-5357 can also help you find adequate health care facilities.

**Travel Policies**

Because of the field-based learning emphasis, travel is an integral part of the international experience. There are several travel-related opportunities as a part of an international program.

*Field Study Trips*

Field study trips are a mandatory, curriculum-based, budgeted part of the program. These trips must fit into the framework of the academic program and faculty directors are expected to accompany program participants on these trips.

*Optional Travel*

Optional travel is curriculum-based, approved by directors, and student financed. Directors should give clear guidelines during the prep class about arrival and departure dates and the number of days students may have for personal travel during the program.

Unchaperoned travel is limited to groups of three or more persons for no more than three consecutive nights. Exceptions or extensions of this policy come only after consulting with the ISP program coordinator. Under no circumstances may unmarried men and women be permitted to travel together as a couple. Mixed gender groups of students are permitted to travel overnight and unchaperoned, but they are not permitted to share bedrooms.

Optional travel must not interfere with attendance at class, church, or cultural involvement activities.

Every student who desires to travel overnight must submit a written request with the following information:

1. A detailed itinerary of projected travel;
2. A list of traveling companions; and
3. Lodging arrangements including contact telephone numbers in case of an emergency.

Directors should keep these travel applications on file so they know where all students are on any given day. No student can travel overnight before submitting this itinerary and receiving approval from the program director. Adherence to this policy does not, by any means, commit the director to grant approval to the request.
Travel Restrictions and Guidelines
Travel on a study abroad program with a home base cannot exceed 15 percent of the total number of days of the program. Exceptions must be approved by the ISP coordinator and ISP Director.

Students, directors, and family must maintain BYU Honor Code and Church standards at all times. This includes when they are traveling in small groups.

Student Travel with Family Members
Students are not permitted to interrupt the academic program to travel with parents or friends. Families and friends should plan on spending time with their student before the programs starts or after it ends, but not during the program.

Faculty Travel during the Program
If faculty desire to do individual travel, the schedule should be set up for at least one director to be available at all times to answer student concerns. Students should be supplied with this schedule and should know at all times where they can reach the faculty member who is “on call.” Under no conditions should faculty consider field study trips to be a time when they are free to do independent travel.
SECTION 7: Policies for Mentoring/Visiting Faculty

Summary of Faculty Duties
Faculty mentors oversee distance courses as previously agreed with students and ISP.

Visiting faculty, as assigned by ISP and/or the advising faculty committee of the specific international program, make a short-term visit during an ongoing program to:

1. Mentor students in the field
2. Further increase international relationships for BYU ISP
3. Gather relevant international and cross-cultural information for ISP
4. Conduct personal research

Mentoring faculty agreed to provide oversight of students’ academic work. Grades for these courses should be turned in according to the terms of the course—typically within thirty days of the end of the program.
APPENDIX 1: Timelines for Directing a Program

**Director’s Checklist—Spring, Summer, and Fall Programs**
Study Abroad (SA)—Direct Enrollment (DE)—Int’l Internships (II)

<table>
<thead>
<tr>
<th>To Do…</th>
<th>When…</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete New Program</td>
<td>18 months in advance of program</td>
<td></td>
</tr>
<tr>
<td>Proposal/Complete Faculty Application for Study Abroad</td>
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<td></td>
</tr>
<tr>
<td>Initial program planning meeting with ISP coordinator and receive Director’s Handbook</td>
<td>1 August of previous year</td>
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<tr>
<td>Create flyer with ISP coordinator</td>
<td>15 August of previous year</td>
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<tr>
<td>Recruitment of students</td>
<td>Begin 1 September of previous year</td>
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<tr>
<td>Follow-up budget meeting</td>
<td>Before 1 September of previous year</td>
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</tr>
<tr>
<td>Contact ISP coordinator for an initial budget appointment. Bring with you pertinent financial information (itinerary, estimated prices for lodging, etc.).</td>
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</tr>
<tr>
<td>Interviews and student selection</td>
<td>Fall semester prior to departure</td>
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<tr>
<td><em>Faculty Handbook</em></td>
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</tr>
<tr>
<td>Schedule a time with ISP coordinator to review the Director’s Handbook.</td>
<td>1st block winter semester</td>
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<tr>
<td>Schedule Prep Class</td>
<td>1st block winter semester</td>
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<tr>
<td>Coordinate with ISP registrar to schedule prep class.</td>
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</tr>
<tr>
<td><em>Prep Class Registration</em></td>
<td>Before first day of prep class</td>
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</tr>
<tr>
<td>Make sure that all accepted students have registered for the prep course. Registration is online.</td>
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<tr>
<td><em>Prep Class Syllabus</em></td>
<td>Two weeks before 2nd block</td>
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<tr>
<td>E-mail a copy of your prep course syllabus to the ISP coordinator.</td>
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<tr>
<td><em>Travel Office Meeting</em></td>
<td>Schedule them to attend 1st day of prep class</td>
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<tr>
<td>Contact the Travel Office about airfare arrangements for your family and your students</td>
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<tr>
<td><em>Visas</em></td>
<td>1st day of prep class</td>
<td></td>
</tr>
<tr>
<td>Inform students of visa requirements or complete visa applications for the group. *Depending on the country</td>
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</tbody>
</table>
you are going to, you may need to start the application process before the prep class begins. | 1st day of prep class
---|---
*Course Approval Forms*
Completed and turned in to the ISP registrar. (These are the classes students will be taking while they are on the program.) | 31 January
Establish final program cost and apply for necessary Travel Card(s) | Before 15 February
Final budget review with ISP coordinator | Prior to pre-departure budget meeting with controller
*Program Calendar*
Bring/E-mail a detailed program itinerary to ISP coordinator (complete with hotel addresses and phone numbers). | Two weeks prior to departure
*Student Course Registration*
SA & DE register online. II work on course contracts. | Before tuition deadline
*ISIC*
For dependent children 12 years of age or over. Please submit full name, date of birth, 1x1 photo, and name of their school. | Two weeks prior to departure date
Bring the Personal Information Sheet and flight information, along with a copy of you and your family’s passports to ISP coordinator. | Two weeks prior to departure
Course syllabi for classes taught in the field given to ISP coordinator. | Two weeks prior to departure
*Pre-Departure Budget*
**SA:** Meet with Kennedy Center controller (2-6621) to obtain budget packet and instruction.
**II:** Meet with ISP coordinator for final budget. | Two weeks prior to departure date
*Flight Bag*
Pick up your flight bag in 101 HRCB. | After you have submitted all paperwork/forms to your program coordinator
*In-Country Contact Information*
Bring/E-mail a complete list of your contact information while abroad. | Two weeks prior to departure or immediately after you
including other travel excursions (hotel addresses). This also includes cell phone numbers, home phone, or company/organization information for international internships.

<table>
<thead>
<tr>
<th>After Program Ends</th>
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<tbody>
<tr>
<td><strong>Final Budget Submission</strong></td>
<td>After your program, return the completed budget packet to Kennedy Center controller and return excess program funds in U.S. dollars only.</td>
</tr>
<tr>
<td><strong>Program Report</strong></td>
<td>Please provide to ISP coordinator a detailed final written program report within fifteen days after you return to Provo.</td>
</tr>
<tr>
<td><strong>Director Debriefing</strong></td>
<td>Contact ISP coordinator to schedule a debriefing session as soon as you return to Provo.</td>
</tr>
<tr>
<td><strong>Grades</strong></td>
<td>Complete and submit grades by semester deadlines. If you are not able to do so, electronically submit your grades when you return to Provo. If applicable, contact ISP registrar.</td>
</tr>
</tbody>
</table>
# Director’s Checklist—Winter Programs

**Study Abroad (SA)—Direct Enrollment (DE)—Int’l Internships (II)**

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<td>Create flyer with ISP coordinator</td>
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<td>Recruitment of Students</td>
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<tr>
<td>Follow-up budget meeting Contact ISP coordinator for an initial budget appointment. Bring with you pertinent financial information (itinerary, estimated prices for lodging, etc.).</td>
<td>Spring of previous year</td>
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<tr>
<td>Interviews and student selection</td>
<td>Any time after application is complete</td>
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<tr>
<td><strong>Faculty Handbook</strong> Schedule a time with ISP coordinator to review the Director’s Handbook.</td>
<td>1st block of fall semester</td>
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<tr>
<td><strong>Schedule Prep Class</strong> Coordinate with ISP registrar to schedule prep class.</td>
<td>Any time</td>
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<tr>
<td><strong>Prep Class Registration</strong> Make sure that all accepted students have registered for the prep course. Registration is online.</td>
<td>Before first day of prep class</td>
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<td><strong>Prep Class Syllabus</strong> Email a copy of your prep course syllabus to the ISP coordinator.</td>
<td>Two weeks before 2nd block</td>
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<td><strong>Travel Office Meeting</strong> Contact the Travel Office about airfare arrangements for your family and your students</td>
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<td><strong>Visas</strong> Inform students of visa requirements or complete visa applications for the group. *Depending on the country you are going to, you may need to</td>
<td>1st day of prep class</td>
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<td>Task</td>
<td>Deadline</td>
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<td>start the application process before the prep class begins.</td>
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<td>students will be taking while they are on the program.)</td>
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<tr>
<td>Establish final program cost and apply for necessary Travel Card(s)</td>
<td>Before 15 October</td>
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<tr>
<td>Final Budget review with ISP coordinator</td>
<td>Prior to departure meeting with controller</td>
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<tr>
<td><strong>Program Calendar</strong></td>
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<td>Bring/Email a detailed program itinerary to ISP coordinator (complete</td>
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<td>with hotel addresses and phone numbers).</td>
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<td><strong>Student Course Registration</strong></td>
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<td><strong>ISIC</strong></td>
<td>Two weeks prior to departure</td>
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<td>For dependent children 12 years of age or over. Please submit full name, date of birth, 1x1 photo, and name of their school.</td>
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<td>Bring the Personal Information Sheet and flight information, along with a copy of you and your family’s passports to ISP coordinator.</td>
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<td>Two weeks prior to departure</td>
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<td><strong>SA</strong>: Meet with Kennedy Center controller (2-6621) to obtain budget packet and instruction.</td>
<td>Before 15 December</td>
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<td><strong>II</strong>: Meet with ISP coordinator for final budget.</td>
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<td><strong>Flight Bag</strong></td>
<td>After you have submitted all paper work/forms to your program coordinator</td>
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<td>Pick up your flight bag in 101 HRCB.</td>
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<td>Bring/E-mail a complete list of your contact information while abroad, including other travel excursions (hotel addresses). This also includes</td>
<td>Two weeks prior to departure or immediately after you arrive in your host country</td>
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<td>After Program Ends</td>
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<tr>
<td><strong>Final Budget Submission</strong>&lt;br&gt;After your program, return the completed budget packet to Kennedy Center controller and return excess program funds in U.S. dollars only.</td>
<td>Within 10 days of returning home</td>
<td></td>
</tr>
<tr>
<td><strong>Program Report</strong>&lt;br&gt;Please provide to ISP coordinator a detailed final written program report within fifteen days after you return to Provo.</td>
<td>Within 15 days of returning home</td>
<td></td>
</tr>
<tr>
<td><strong>Director Debriefing</strong>&lt;br&gt;Contact ISP coordinator to schedule a debriefing session as soon as you return to Provo.</td>
<td>Within 15 days of returning home</td>
<td></td>
</tr>
<tr>
<td><strong>Grades</strong>&lt;br&gt;Complete and submit grades by semester deadlines. If you are not able to do so, it electronically submit your grades when you return to Provo. If applicable, contact ISP registrar.</td>
<td>University deadlines</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2: Faculty Information Sheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Passport Number</th>
<th>Country of Citizenship</th>
<th>Passport Expiration Date</th>
<th>Please attach Flight Itinerary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director:</td>
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<td>Spouse:</td>
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<tr>
<td>Dependents:</td>
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</tbody>
</table>

Date completed: ____________________
APPENDIX 3: Specific Site Policies

Policy on Faculty Flats for BYU Study Abroad Programs
For the Paris, Vienna, and Spain programs, BYU maintains apartments for the use of faculty directors. The following policies regulate the use of these apartments:

Within reason, faculty directors are welcome to host family and friends in the BYU apartments. Before making these plans, however, faculty should remember:

- The faculty’s primary duty is to the students, and visits that detract from this duty should be avoided.
- In order to be a good citizen in the communities where the apartments are located and to abide by local housing laws, faculty should be careful in hosting a large number of guests at one time.

Please report any damage or needed maintenance to the International Study Programs office. While minor damage and regular wear and tear to the flat is expected and planned for, any significant damage incurred will be the responsibility of the faculty directors, and they should be prepared to pay for damage to the apartments caused by dependents or guests.

Faculty are welcome to occupy the apartments a few days before and a couple of days after the program. Longer stays must be cleared through ISP coordinators since they may conflict with other programs. In general, faculty who stay longer than two or three days before and after the program will be charged a day rate for continued use of the apartment. Contact the ISP coordinator for information on the day rates for these apartments.
APPENDIX 4: London Centre Appendices

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Part A: Definitions

London Centre Participants (hereafter referred to as participants) are the following:

- Faculty directors who have been chosen and cleared to lead the current London Centre program and their spouses and dependent children under the age of 18.
- Students who have been accepted on the London program, who are fully registered in the academic program, and who have paid all required tuition and program fees.
- Guest speakers, administrators, or VIPs who, with the necessary approval, contribute to the academic program of the Centre.

Dependent Children are the biological or legally adopted children of faculty directors and who are under eighteen years of age.

Public Rooms for the London Centre include the following places: the entryway, the formal and informal dining rooms, the front sitting room, the library, and, when classes are not in session, the classroom.

Part B: Faculty Benefits

The following policies are specific to the London Centre and take precedence over the General Policies listed in other portions of the Director’s Handbook.

Housing

Housing in the London Centre is provided for faculty, spouse, and dependent children. Benefits include a furnished apartment, utilities, TV, Internet access, local telephone (faculty should pay for all personal long distance calls through calling cards or Skype), use of laundry facilities, bedding, and kitchen utensils. Flats available to the BYU faculty directors are:

- Large Director Flat includes 3 bedrooms and two full bathrooms, sleeps 8 on the third floor.
- Small Director Flat includes 1 bedroom and 1 sofa bed with 1 bathroom, sleeps 3 on the second floor.

Dates of Residence

Faculty directors and dependents may stay at the London Centre only during the official dates of the academic program plus two days prior to and following the program depending on the cleaning, maintenance, and academic schedule of the Centre. Any exceptions must be approved prior to the beginning of the program by the ISP coordinator.

Centre Meals

A light breakfast and dinner are provided at the Centre Sunday through Friday when the students are in residence. Centre meals are not provided for faculty during the dates before or after a program. Centre meals are only for program participants. Non-participant guests are not invited.
Meals on Excursions
For overnight program excursions away from the Centre, the faculty per diem is £10 each for faculty and spouse, for a total of £20 total. Dependent children do not receive this per diem.

College-aged Dependents
Faculty directors who have college-aged dependents (children over the age of eighteen) who participate in the program will be charged £10 per day for housing if the dependent lives with the faculty member. The student dependent will be charged the full program cost if the student chooses to live with the other student participants. Payments for these costs will be due prior to departure and paid along with the program tuition. College-age dependents who are not enrolled as full-time students are subject to the same policy as other overnight visitors.

Day Visitors to the Centre
Faculty are welcome to have visitors at the Centre during the day under the following conditions:

- These visitors may only visit public rooms of the Centre and the faculty apartments. Visitors should never be allowed into the student bedrooms.
- All visitors should respect the academic function of the building and not disrupt classes, academic discussions, etc.
- Day visitors should not use Centre facilities including the laundry, catering kitchen, phones, etc.
- Day visitors should not participate in any of the London Centre meals (though they can eat meals prepared by the faculty in their flats).
- Day visitors may not ride on the coaches for excursions.

Overnight Visitors to the Centre
Because of issues of security, liability, and disruption to the academic elements of the Centre programs, overnight visitors must be closely regulated. These visitors are welcome under the following conditions:

- All stays by overnight visitors must be cleared in advance. These visits should be cleared by the ISP coordinator before the faculty leave Provo. Because of the significant legal and financial liability associated with these visits, faculty should not expect for all such requests to be approved. However, ISP will endeavor to fairly assess all legitimate requests.
- Each faculty member/family will be limited to 40 visitor nights per semester and 20 visitor nights per term. A visitor night is defined as an overnight stay by a visitor of any age. For example, a family of four visiting the Centre for one night would use 4 visitor nights and their faculty hosts would be able to have this family stay at the Centre for no more than 5 nights during a term (20 visitor nights) or 10 days during a semester (40 visitor nights). Visitor nights cannot be carried over from one academic term/semester to another, may not be shared between faculty, and all overnight visits must be cleared in advance (even if the faculty have adequate visitor nights).
- Overnight visitors are expected to obey all BYU Honor Code and behavior policies.
- Overnight visitors may not participate in London Centre meals, nor should they take any food from the Centre pantry.
• Overnight visitors may not use the laundry facilities, office machinery, or classroom items, and they should limit their computer use to the computers in the faculty flats where they spend the night. Overnight visitors should also limit their use of the wireless internet.
• Overnight visitors should never ride with the group on chartered buses. If they wish to join the participants on any excursions, they are responsible to arrange their own transportation and entrance fees.
• Overnight visitors are not allowed to stay in the Centre at times when the program participants are on overnight excursions.

Part C: Other Policies

Use of the BYU London Centre
The use of the BYU London Centre is restricted to faculty and students participating on the BYU London Study Abroad program. Use of the Centre for any other BYU program should be cleared by ISP in consultation with the London Centre Resident Directors.

Schedule of London Centre Programs
Terms
• Term-long London Centre programs should be 49 days long, including student arrival and departure days. The program is allowed a maximum of 8 nights away on field excursions.

Semesters
• Semester-long London Centre programs should be 98 days long, including student arrival and departure days. The program is allowed a maximum of 16 nights away on field excursions.

Student Room Capacity
At maximum capacity, the Centre can hold up to 41 students. Student room sizes vary, the configuration of beds-per-room is the following: 1 bed; 6 beds; 8 beds; 12 beds; 14 beds.

Food Services
Faculty directors and resident directors coordinate meal times and special requests. Special dietary needs can be met upon request.

The faculty directors assign all students to assist in food preparation for the evening meal. Students set and clean tables before and after breakfast and dinner, including washing dishes. Students should keep the small kitchen, servery, and dining rooms clean at all times. They are allowed to eat in the servery and the room is left unlocked, except between 9:00 A.M. and 11:00 A.M. when it is closed for cleaning. One of the faculty members or their spouses will be asked to supervise the kitchen crew. Training on this duty will be provided by the resident managers at the beginning of each program.

One Sunday each month the faculty directors will prepare the dinner for the Centre.
Laundry
Both students and faculty may use the laundry facilities in the Centre. Laundry facilities are available twenty-four hours a day, however, a schedule is provided and posted by the resident directors.

Cleaning of Building
Faculty families and students are responsible to maintain clean, attractive facilities. Students should keep their rooms and bathrooms neat and orderly at all times. Faculty directors and/or spouses together with the resident directors will be responsible to conduct periodic inspections. There is a cleaning staff employed by the Centre that is responsible for cleaning the “common” areas of the building only.

Church Attendance
Student participants will be assigned to attend and serve in wards away from the Hyde Park building. London Centre faculty and resident directors are expected to support students serving in these wards and should encourage students to get actively involved in their assigned wards, as long as such activity does not detract from the student’s academic experience at the Centre. London Centre faculty is also encouraged to attend and serve in wards away from Hyde Park. However, they may choose to attend the Hyde Park Ward if doing so is more conducive to their family’s needs.

Arrival and Departure
- Students are not permitted to arrive at the Centre prior to the regularly scheduled group arrival day. Names and addresses of hotels in the vicinity of the Centre are available from the study abroad office.
- Students are not permitted to remain in the Centre following the conclusion of the program. The group departure date is the last day students may reside in the Centre. The combination lock on the front door is changed at the conclusion of each program. Faculty should not invite students to reside with them after the group departure day.
- Please be aware that the Centre does not have the capacity to store student luggage during the breaks. If students travel before or after the program dates, they must make their own arrangements to store their luggage.
- No student or overnight visitor is allowed to remain at the Centre when the groups are on overnight excursions.
- Faculty arrival dates should be scheduled well in advance with the ISP coordinator.
- Faculty departure dates are also scheduled with the study abroad coordinator. Faculty and families should vacate the Centre flats no more than two days after the group departure. This allows faculty time to finish grading final examinations and papers and help their families clean their flats and leave them in an orderly condition.
- The time between the end of one program and the beginning of another program is set aside for deep cleaning and major maintenance of the Centre. The resident directors will coordinate the approvals and work schedules for all maintenance projects.
Responsibilities and Accountability

The husband and wife team hired to manage the study abroad facility in London are called “resident directors” and are directly responsible to the ISP director for matters relating to the continuing operation of the facility. They should work closely with the directors of the current academic program for all matters pertaining to the program, specifically to the students and operation of the academic program in residence. The husband and wife team work together with the director upon request assuming that all requests are within the general guidelines and responsibilities outlined below.

The resident directors and the faculty directors share in supervising and enforcing the house rules and maintaining general order in the facility. They need to be aware of BYU Honor Code and dress and grooming standards and ensure they are adhered to. This supervision includes:

- Routine cleaning and maintenance of all facilities including common areas and dormitory rooms.
- Routine weekly dormitory room inspections with faculty or spouse.
- Maintenance includes all special needs and repairs such as glass breakage and small electrical, plumbing, carpentry, or painting needs.
Part D: Academic Supplement

Core Curriculum
The London Oversight Committee coordinates the core curriculum for the London program, so professors and students have an experience that combines course work and on-site activities. Every effort should be made to integrate on-site learning experiences in all subject areas.

Library
The London Centre has basic library materials in a wide range of disciplines. A listing of the collection can be found at http://lib.byu.edu/sites/london/. Students and faculty may also get library cards to Westminster Paddington Library, which provides access to 19 libraries throughout London.

Media and Equipment
The Centre has a VCR, DVD, and CD player for the classroom. The classroom also has a piano.

Office Equipment/Information Systems
Office equipment available at the Centre includes a fax machine, a photocopy machine, and a desktop computer networked to the classroom printer. Each of the faculty flats also has a computer. All computers are networked for printing and e-mail. Downloading programs from the Internet on to Centre computers is not permitted. There is wireless internet throughout the building, though the bandwidth is limited and students should limit their downloading of large files and use of video conferencing.

Textbooks
Some textbooks for the core courses can be found in the Centre library. Textbooks for elective courses are not typically available in the Centre library. Determine at least four months before departure which texts must be purchased either at the BYU Bookstore or in London after the students arrive. Faculty directing fall semester programs have found that when processing textbook orders, they should order textbooks as if they were going to need them in the spring term to ensure that textbooks arrive before their students leave campus. Otherwise, the textbooks will not arrive until mid-summer, which creates difficulties for students already away from campus needing to purchase these textbooks. BYU Bookstore orders should be done through department secretaries (faculty provide ISP with a copy of the order for reference). Textbooks ordered by professors are not included in the program budget and need to be purchased by the students.

Faculty Electronic Resources
An electronic archive of faculty resources, developed by experienced faculty who have resided at the Centre is available at http://humwiki.byu.edu/eurostudies/LondonCentre. This archive offers suggestions on syllabi, itineraries, and travel planning.
Part E: Resident Facility Director Responsibilities

General Responsibilities
The London Centre Resident Facility Directors supervise the work load, efficiency, and scheduling of London Centre permit and part-time employees; oversee the maintenance and cleaning of the Centre; work with the faculty teams to insure the success of the academic programs; liaise with the local Church leaders; and represent BYU and the Centre to the local community.

Financial and Human Resource Responsibilities
While the resident facility directors supervise the employees of the London Centre, they should consult with the ISP office before hiring or releasing any employee. They must not alter the compensation of or commitment to any employee without prior approval from ISP and, as necessary, the Church offices in Solihull.

Resident facility directors are responsible for the following financial duties:

- Paying all bills involved with the Centre in accordance with established financial and operational procedures.
- Preparing the monthly budget report under the supervision of ISP.
- Working closely with the Church area personnel in Solihull for personnel matters, accounting, and facilities maintenance.

Large repair and maintenance needs for the Centre should be coordinated through the controller of ISP.

Resident facility directors must provide emergency telephone contact numbers to the program directors if circumstances take them away from the Centre (long weekends, etc.) This will help program directors who might experience heating, electrical, plumbing problems, or other unusual events.

Food Service
Resident directors are responsible to:

- Purchase food and supplies to take advantage of seasonal food sales and special quantity purchases. Care should be taken to achieve maximum utilization of food products and supplies with due consideration for nutritional value.
- Receive directions and training as needed from the ISP director relating to daily maintenance and food preparation.
- Prepare, cook, and serve two meals Sunday through Friday (breakfast and a main meal in the evening) with assistance from student and/or resident help. One Sunday each month, the faculty directors will prepare the dinner.
- Perform all services within budget guidelines and allocations.
General Management Functions

Coordinate relationship of BYU with all local agents and agencies including:

- Paying taxes and duties.
- Paying London Centre utilities.
- Handling legal registrations, transfers, and other administrative transactions.
- Renewal of annual memberships (English Heritage, National Trust, etc.).
- Handling applications and collecting information for student discount schemes (museum cards).
- Ordering supplies: paper, printer cartridges, toner, etc.

Handle operational assignments requested by the program director, including:

- Serving as the named London Centre official in order to take advantage of transport discount available to students.
- Assisting with coach arrangements and with tour and travel needs. Files should be maintained on all site visits.
- Scheduling facilities and services.
- Orienting arriving groups and explaining the Centre’s rules.
- Writing out the kitchen routine clearly and training students for kitchen duty.
- Maintaining all equipment, including office machines, and keeping a sufficient inventory of office supplies on hand.
- Maintaining computer systems.
Part F: Resident Academic Director Role

This position has been created for the purpose of strengthening BYU’s overall academic presence in the UK and Europe, building long-term university relationships, providing academic continuity for London Centre programs, and promoting University activities that demonstrate the “public benefit” of the London Centre for the UK Charities Commission that assure the tax-exempt status of BYU’s programs.

In addition to assignments from the BYU administration, the Academic Director will assist the faculty directors of individual programs in making programs at the Centre a success. The director will also establish relationships with academics and academic institutions in the UK and through these relationships provide opportunities for BYU students and faculty to further their intellectual development.

While not responsible for the day-to-day running of individual programs, the director will be expected to participate in the programs in the Centre by regularly teaching courses (typically one per program) and helping to provide curricular and administrative consistency across programs.

This position provides an apartment at the BYU London Centre, and the resident director should participate as much as possible in the meals and activities of the programs. The resident director will continue to receive his or her BYU salary and will resume his or her full-time faculty appointment in Provo upon returning from London.