**Checklist for Off-Campus Interim Instructors**

Spring Duties (Course proposal process):

 Proposals for interim are due Mid-February (applications are available in mid-December). Application materials can be found at [www.calvin.edu/admin/comm/interim/proposal/](http://www.calvin.edu/admin/comm/interim/proposal/).

 Check the State Department’s travel warning and announcement page to make sure the country you are traveling to is not under a travel warning or alert. If you are proposing an interim to a country that has a travel warning or travel alert, review the risk management protocols that must be followed for the interim to be approved at [www.calvin.edu/academic/off-campus/instructors/](http://www.calvin.edu/academic/off-campus/instructors/).

 Your proposal should include a preliminary budget. Use the budget form provided on the Interim Term Committee website. (<http://www.calvin.edu/admin/comm/interim/proposal/>) Don’t forget the following costs: fees, room and board, transportation and miscellaneous costs.

 Review the resources and forms for Interim Instructors found on the Faculty Resource page: <http://www.calvin.edu/academic/off-campus/instructors/>

 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), informational meetings, and through your classes. The OCP Office will let you know about Expo dates.

 Please make sure all information included in the description of your interim on [the interim section of the Off-Campus Programs website](https://calvin.edu/offices-services/off-campus-programs/programs/interim-programs/) is correct – especially the price.

 Encourage students to apply online as quickly as possible since they must be approved before they can be included on your roster. **Please note that the application process has changed for Interim 2018 so that some parts of the application will be completed in the Post-Acceptance Section.** Understand your role in managing the application process in Horizons for students and contact Julia Smilde (jcs47@calvin.edu) in the OCP Office with questions. See the application documentation for directors – item 2 on this page: <http://www.calvin.edu/academic/off-campus/interim/instructors.html>

 If 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.

 Together with Financial Services we will let you know your interim account number, which is to be used for all expenses related to your interim.

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. **If possible, set a deadline for applications in late spring/early summer.** You will need to show that your interim is viable in early October and have the roster set by October 15. If you want to spend money on something before you are sure that your interim will be financially viable, make sure you have a source for back-up funds.

**Fall Semester Duties**:

 If your interim is not full, 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. When your interim is full, please notify the OCP office so we can close the interim in Horizons to any further applications.

 As you interview students, if you have academic health, or mental health concerns remember you can consult various resources on campus, including:

* The Center for Counseling and Wellness (CCW): 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 CCW services and provided consent for an exchange of information. Clinicians at CCW 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 CCW, 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 Services: 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.

 For information about Scholarship and grant applications, go to <https://calvin.edu/offices-services/off-campus-programs/financial-information/scholarships-and-grants/>

 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 of all students in your interim (who have paid a deposit and/or signed the Terms and Conditions sheet) **with name and ID** and verify that all have completed their Horizons application. Please mark their Application Status “Approved” in Horizons. Send the class list you have completed to Julia Smilde (jcs47@calvin.edu) in early October.

 When a student’s application has been marked “Approved” in Horizons, students will be able to go back in to their application to complete the Post-Acceptance portion of their application and so should be instructed to do so. Students should complete the Post-Acceptance portion as soon as possible. If they do not have their passports yet, they should complete the rest of this portion and go back to it when they receive their passport to include this information.

 The OCP office will send your final roster on to Financial Services, the Registrar, and Health Services. This roster sheet will be shared with Financial Services 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.)

 Collect all students’ deposits by mid-October. Students must submit deposits directly to Financial Services. They should include their student ID number on their deposit check. To pay it online, they should pay it in to their miscellaneous account and follow up with an e-mail to financial services indicating the purpose of the deposit. If they submit it directly to Financial Services, they can request a receipt which they can give to you so you will know.

 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 necessary information. Our office needs to have information about where and how you can be reached at all times during interim. The form “Group Itinerary/Emergency Contact Numbers” which shows the minimum information needed can be found under item 3 at <http://www.calvin.edu/academic/off-campus/interim/instructors.html>

 Develop an orientation plan for students.

* 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 incidence 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/](http://www.calvin.edu/academic/off-campus/instructors/) ) as needed.

 Monitor your budgets, remember to get receipts for all expenditures and document all expenditures using the spreadsheet provided by Financial Services. If you have any questions or requests related to the budget, email the following individuals: Ruth Witte, Nathaniel Nielsen, 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 Center for Counseling and Wellness, 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 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.