Dornsife Global Short Term Programs (Special Sessions)
Handbook
2017

USC Dornsife
Dana and David Dornsife
College of Letters, Arts
and Sciences
Dear Faculty Director or Program Administrator,

Thank you for your commitment in planning your special sessions program. We know that special session development, programming, and administration are tremendous endeavors for all involved. USC Dornsife is fortunate to have dedicated educators who are willing to invest their time and resources to carry out a special session program for USC students. These special programs enrich all of our lives and highlight the breadth of USC Dornsife.

Please know that there is an entire university support system that must be coordinated to bring your program to fruition. We are working with the Dean’s Office, the Curriculum office, Global Initiative, the Provost office, the Dornsife Faculty Affairs office, the Dornsife Business Office – budget, procurement, and payroll teams, the Registration Office, Legal and Treasury Services, Business Services - Disbursement Control and Travel Management, Health & Safety, Insurance, and Student Affairs office. There are many outside connections and networks as well: universities or programs abroad, your special speakers, the travel agencies or hotels that you align with to make these programs and excursions possible. It all has to come together to create one “special session”. Since so many hands touch these programs, we would like to emphasize the importance of planning in advance. This gives each department sufficient time to process requests.

Please use this procedure manual as you plan your programs. While we have compiled this information, it by no means takes ownership of your programs. They belong to you and your department. You are not only the Faculty and Administrators, you are the managers (and program coordinators, travel agents, international experts, counselors, etc.) This ensures our students are receiving a study experience that is special, creative and unique to your Department, Dornsife and USC and not getting a generic cookie cutter travel abroad experience.

FIGHT ON - -

Dornsife Global Short-Term Programs Team

Jane M. Cody
OVERVIEW OF PHASES

Phase I. Approvals

- Initial Program Inquiry - Deans Office- Assoc. Dean Cody
- Full Proposals to Vice-Dean Lamy
- Schedule a meeting with Wendy Pedersen to help with proposal budget if needed
- Univ. Committee on Curriculum (Report - 501 or 502) – New and Review (every 2-3 years)
- Role and Responsibility for Department Administrators and Program Directors

Phase II. Set-up

- Budget Approval - & Assoc. Dean Cody (Department)
- Marketing (Department)
- Student Applications and Processing (Department)
- Program Registration Set-Up (Department)
- Contracts/MOI’s for Special Sessions

Phase III. Ongoing Pre-Session

- Student Acceptance – (Department)
  - Program Deposit - $400
- Managing the Finances
  - Business Services
- Program Forms – (Department)
  - Student Required Forms
  - Department Forms

Phase IV. During your Special Session

- Keeping Track of Finances

Phase V. Post Special Session

- Settling Expenses
- Qualtrix Evaluations (required by Curriculum)
- Director’s Report, Dean’s Memo; Evaluations Summary
PHASES IN DETAIL:

Phase I. Approvals (Internal)

- **Initial Program Inquiry** - Deans Office- Associate Dean Jane Cody via Heidi Ippolito or Wendy Pedersen
- **Full Proposals** to Vice-Dean Lamy and Associate Dean Cody
- **Program Budget** - Schedule a meeting with Wendy Pedersen to help with proposal budget if needed
- **Univ. Committee on Curriculum** (Report - 501 or 502) – New and Review (every 2-3 years)
  - 501 Form
    - 501 Forms are used for all off-campus studies international or semester programs longer than two weeks, both new and those up for review for full reviews of international summer programs (ISPs).
  - 502 Form (has two categories: new and review)
    - 502 Form: to propose a **new** international trip of two weeks or less
    - 502R Form: for **review** of international trip of two weeks or less
- **Role and Responsibility of the Program Director and Department Administrator**

Phase II. Set-up

**Budgeting for Special Session Programs**

For USC Dornsife Special Session programs, each organizing Resident Director and Department, will submit a standard budget worksheet electronically to Wendy Pedersen to be approved by Assoc. Dean Cody’s office.

There will be 3 scheduled budget reviews and approvals needed:

1) Initial program approval
2) Upon student acceptance with initial student numbers
3) The final student numbers two weeks prior to program

This is your budget.
Budget Submissions

Review the budgets that are submitted to Assoc. Dean Cody’s office to make sure that all your expenses are included. Except for emergencies and special circumstances, **there should not be any major changes in the initial program budget approval** that does not relate to student numbers or exchange rate fluctuations. There is an understanding that if student numbers increase the budget will have to increase. If student numbers decrease the budget will be decreased. Programs failing to meet the budget net set by Assoc. Dean Cody’s office will only be approved to “go” by the authorization of CFO Ito, and Assoc. Dean Cody or Vice-Dean Lamy. If the net is low, before cancelling your program, look for ways to cut costs.

Planning in advance will aid in keeping expenses down to the best rates available.

The estimated future exchange rates that are used for budgeting are given by the Treasury Office, who consults with their banking contacts.

Compensation

- **Director’s Stipend (TT and NTT)** –
  - $1,500 for PWPs and Maymester directors
  - $6,000 for departmental summer programs

- **USC Instruction-Per-Course summer rate**
  - Tenure Track (TT)
    - Maymester – Part of annual load
    - PWP/Summer -- 1/9 of ABR up to $8,500 ($8,000 minimum) for 3- or 4- unit course; $4,250 ($4,000 minimum) for 1- or 2- unit course
  - Non-Tenure Track (NTT)
    - Overload at $8,000 per course rate

- **Student employees** – Not allowed to travel with the program
  - Exceptions made by approval of Dean Cody or Dean Lamy
  - Must be budgeted

Per Diem

1st year of a program each Faculty and Staff will need to settle with actual receipts in order to set rate for the program abroad. For the 2nd year, upon approval by Assoc. Dean Cody’s office, a per diem rate can be set and maintained.
Once your budget is set, there is no changing. Do not buy something while abroad and expect us to approve it if it is not on the budget. We will only approve such items in the event of an emergency or special consideration approved by Assoc. by Assoc. Dean Cody or Vice-Dean Lamy.

**Student Charges in Budget**
We cover program fees, in-country travel & excursions, and event meals. We do not cover housing, hotel, daily/personal meals, airfare to country, or international visas.

**Marketing**
- Web Marketing Details
- Inform Advisors
- Overseas Study Abroad Fair Fall/Spring

**Web Marketing Details**
Here are the **necessary** items for web marketing for your special session programs:

- Photos
  - All photos must be in high resolution!
- Program Details
  - Course description
  - Dates and locations
  - Estimated costs
  - Application deadlines, procedures and paperwork
  - Contact information

Here are the **optional** items for web marketing for your special session programs:

- Course syllabus
- Relevant links to blogs, articles, etc.
- Student testimonials (from past sessions)
Inform Advisors

Inform department advisors and college academic counselors who work with your target student population about your special session program.

Overseas Study Abroad Fair Fall/Spring

Set up an information booth for both the Fall 2016 and Spring 2017 study abroad fairs.

Student Applications and Processing

This process is left up to the department. If you would like a help with a general application, see Wendy Pedersen.

Student Financial Worksheet

The Global Programs office and Financial Aid office on campus has created a template for student finances abroad that is to be used for our programs. These worksheets give students an idea about the total cost for each of the programs abroad. Please have these ready upon your first budget approval for Assoc. Dean Cody. These worksheets will be used to help market your program. They will be attached to the program flyer in the Overseas Studies office and may be online with your program information. If your program is a spring semester or a summer program, having them ready before the winter break will give students time to plan for their study experience.

Special Session Program Registration

Use the special session set-up form with registration. Set your session up as early as possible. For these programs Dornsife Business office has created special income accounts. If you do not know your income account, Wendy Pedersen will assist you. If you find that you have put the wrong income account number on your special session registration, please inform Wendy Pedersen.

Once your students start registering, remember to check and make sure that all your students are registered. When a student doesn’t register it gives us a hint that there might be a problem: are they planning to withdrawal?
Contracts

Appropriate Contracts are created and maintained for study abroad. For any commitments of other institutions/building/program led excursions. We should have the appropriate contracts. All contracts have to have the Global and Strategic Vice-President Anthony Bailey’s approval. Departments should never sign themselves on contracts.

Contract Process:

- Resident Director and University, institution or program organization create contract.
- Contracts go to Academic Programs Office (Wendy Pedersen). It is reviewed and with the department and/or Jane Cody/Steve Lamy the obvious edits are made.
- The contracts are sent to Stephen Yamaguchi (USC legal) and Matthew Erskine (Global Initiatives) for edits and approval.
- Once approved by Stephen Yamaguchi and Matthew Erskine it is sent back to the program for edits and signatures.
- The edited signed copy should obtain Jane Cody (Summer)/or Steve Lamy’s (All other) approval by email.
- The edited original will go to the Dean (Amber Miller) for signature via Sherri Sammon with a copy of email approval of Steve Yamaguchi, Matthew Erskine and Jane Cody or Steve Lamy.
- After the Deans signature -the documents are sent to Matthew Erskine at VKC for logging and for Anthony Bailey’s university signature.
- Global Initiatives will contact Dornsife when contract is ready for pick-up.
- Copies should be kept and maintained by department and organization. Pdf is okay.

Phase III. Ongoing Pre-Session

Deposits

Each special session program requires a $400 commitment deposit that is non-refundable in case of withdrawal. This is for the benefit of both the Department and Dornsife. Commitment deposits solidify the commitment of the student to your program as well as pays for staff time expended on each student. Exceptions are on a case by case basis. Departments should submit a list of name (first and last) with student number for their programs to Wendy Pedersen. The $400 deposits will be billed directly to the students’ account through SIS. We are no longer accepting checks for this deposit. The $400 deposit will be refunded upon program start date, to be applied to their student fees bills. We
have created a form for the students that acknowledges that they will be billed a $400 deposit upon acceptance to the program.

**Student Billing**

Some programs have student charges that cannot be left for the student to pay upon arrival: housing, airfare, etc. If you are purchasing group housing or group flight in order to keep the program cohesive, let Wendy Pedersen know and she will arrange to have the expenses added to the student fee bill. It is our preference to bill the students before paying the vendor.

**FORMS**

Student Forms

- Know Before You Go includes Informed Consent:
  - Recommendations for a healthy study abroad
  - Pre-departure checkups
  - Medications
  - Students with different abilities.
  - Keep signed copy in department
  - Acknowledge of “Know Before You Go” and consent form
  - Explain potential issues and provides steps to avoiding these issues: medical exam, immunizations, medications to bring abroad, consult with physician/mental health professional in case of psychological issues, consult with Office of Students with Disabilities if applicable
  - Travel Release:
    - Keep signed copy in department
    - Acknowledgement of student responsibilities while abroad
    - Acknowledgement of USC assuming no responsibility for various issues (it’s a long list) from travel to weather to acts of God, war, injury, etc.
    - Acknowledgement of insurance coverage and release of USC from any liability
    - Agreement of student to follow all rules, regulations, and laws of the country in which he or she is studying, and that violation may result in expulsion from program
    - Agreement of student to fully participate in all parts of the program
    - Agreement of student to not leave the program/country on pain of termination of relationship with USC
- Acknowledgement that USC can cancel the program at any time for various reasons (see above partial list)
- Acknowledgement of good standing and no history of prior charges

- Medical Treatment Authorization:
  - Keep signed copy in department
  - Acknowledgement that student is a willing participant in the program
  - Acknowledgement that student understands his or her financial responsibility for injury or medical treatment while overseas
  - Authorization USC to act on student’s behalf if unable to self-authorize treatment
  - Understanding that authorization does not create a duty for USC for any costs, liabilities, claims, losses, etc., that student may incur because of medical care overseas

- Refund Policies
  - Institutional or USC: stricter policy applies
  - Clearly indicate cancellation fees by date
  - Clearly explain cancellation process
  - Include signature page with policies
    - Student keeps policies
    - Department keeps signature page (photocopy for student if requested)

- Commitment Fee & Withdrawal Acknowledgement
  - Keep signed copy in department
  - Acknowledgement that student will be charged $400 commitment fee that is fully refundable as long as student goes on the program
  - Acknowledgement that the $400 fee will not be refunded if student withdraws from the program

Faculty Forms

- Health Center Overseas Spreadsheet
  - Send to Valerie Hill (vhill@engemann.usc.edu) at least a month prior to travel
  - USC ID, Student Name, Gender, Date of Birth, Arrival in Country (could be prior to program), Departure back to US (could be after program), Destination, Insurance Name
  - Students waiving insurance now must go online to do so. The process has changed where Valerie has to verify every student’s insurance.
• Student Affairs Overseas Roster Spreadsheet
  o Send to Jessica Frank (jliebert@usc.edu) at least 2 weeks prior to departure—fully populated.
  o Keep a copy in department
  o Student information: name, ID#, Major, Gender, Country, Passport #, Academic level, Email address, USC address, phone number, dates of departure and return
  o Program information: department, location of program, name of institution, program type, term, program coordinator name, coordinator USC phone # and email, faculty sponsor name/email/phone #
  o On campus information: contact person, email, phone #
  o On site information: contact person, email, phone #
  o Overseas contact information for each student: address, city/state/post code, phone #
  o Health insurance and emergency contact: provider name, dates covered, contact name, address, phone #, email

Special Sessions Payment Processing

Administrator Expenses

• Administrator expenses (lodging, meals, travel, and incidentals) must be separated from program related costs.

• Per Diem requests for lodging and meals must be approved prior to the administration of the program.

• Incidental expenses such as taxi, fees, baggage, mail, and internet are not considered as part of per diem and can be claimed for reimbursement when approved by the department.

• Payments for professional services may not be made directly from the Administrator to the Service Provider. This is considered a Third Party Payment and not reimbursable. Please see Honorarium Payments for proper procedure.

Receipts for Purchases

• Receipts are required for all reimbursement and advance settlement claims.

• A Missing Receipt Declaration is required for expenses not supported by a receipt or where the receipt has been lost.

• Receipts in foreign currency must be converted to US Currency using Oanda.com as the basis for the conversion rate.
Payments to Universities for Tuition and Program Fees

- Contracts are not required for payments for Tuition and Program Fees.
- Tuition expenses require Vice Presidential approval prior to payment request in Kuali via Disbursement Voucher.
- The roster of participants must be included for all tuition payments.
- Program fees to administer program do not require Vice Presidential approval for payment via Kuali Disbursement Voucher.
- Payment requests for Universities must include the full address, contact email, and US Federal Tax ID (if it is a US Institution).

Website for Procedures: http://dornsife.usc.edu/off-campus-programs-process/

Phase IV. During your Special Session

Keeping track of expenditures

- Receipts pile up quickly- keep daily records
  - We’ve provided you with a spreadsheet that will help you stay on budget while abroad

Phase V. Post Special Session

- Qualtrics Evaluations (required by curriculum)
- Director’s Report and Evaluations Summary
- Settling Expenses: Settle within 30 days of return, Make sure to include details (who, what, when, where & how many) in your information.
### Contacts:

<table>
<thead>
<tr>
<th>Position</th>
<th>Email</th>
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<tbody>
<tr>
<td>Associate Dean Jane Cody</td>
<td><a href="mailto:jmcdod@college.usc.edu">jmcdod@college.usc.edu</a></td>
</tr>
<tr>
<td>Vice-Dean Steve Lamy</td>
<td><a href="mailto:lamy@college.usc.edu">lamy@college.usc.edu</a></td>
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<tr>
<td>Wendy Pedersen</td>
<td><a href="mailto:cook@dornsife.usc.edu">cook@dornsife.usc.edu</a></td>
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<tr>
<td>Heidi Ippolito</td>
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<tr>
<td>Business Office</td>
<td><a href="mailto:business@dornsife.usc.edu">business@dornsife.usc.edu</a></td>
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<tr>
<td>Curriculum Office</td>
<td><a href="mailto:curriclm@usc.edu">curriclm@usc.edu</a></td>
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<td>Registration</td>
<td><a href="mailto:regsched@usc.edu">regsched@usc.edu</a></td>
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<td>Student Affairs</td>
<td><a href="mailto:jliebert@usc.edu">jliebert@usc.edu</a></td>
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<td>Health and Safety</td>
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