

THE
SOUTH
CAROLINA
HONORS
COLLEGE

OFF CAMPUS COURSE
DEVELOPMENT GUIDE

Off-campus study is an important component of the Honors College (SCHC) curriculum. We believe that students hone their leadership skills, gain valuable personal & academic insights, and learn about the world beyond USC and SC when they supplement their studies with off-campus academic experiences. SCHC students can earn credit toward their honors requirements when they participate in off-campus programs, including study abroad, service learning, research and internships.

The information in this guide will take you through the process of developing, proposing and preparing to lead an off-campus study experience. The SCHC will work closely with you during all stages, and we encourage you to contact us at any time during the process with questions.

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Models for Off-Campus Study

Off-campus programs can be defined in many ways: short-term study abroad, domestic and international trips associated with on-campus courses, service learning courses, courses that take students off-campus for research, and internships. They all share the following criteria:

- Participants earn honors credit;
- A faculty program director with relevant experience in the discipline and location teaches the course and leads the off-campus component;
- Programs are reviewed and approved by the SCHC Off-Campus Study Committee;
- Faculty directors have the support of their home and/or sponsoring department;
- Typically between ten and 30 students enrolled.

Possible Courses:

- SCHC course offered during the fall or spring semester with a fall break or spring break off-campus experience;
- SCHC course offered during a maymester or summer session;

The Honors College is open to partnering with other units developing off-campus study opportunities in consultation with the SCHC dean.

Academic Considerations:

Faculty applicants should propose courses in their academic fields that make special use of locale. Courses should be site-specific and may be modeled closely after a course the faculty member normally teaches on campus, as long as the course has a regional, national, or comparative focus that makes it appropriate to be taught at the site.

The SCHC Off-Campus Committee will determine the number of credit hours to award for each course. However, formal classroom instruction in an off-campus setting is based on the same formula used for classes on the USC campus: 37.5 contact hours for a three-credit course. Any prerequisites or other requirements for participation should be indicated in the proposal.

Credit requirements can include guest lectures and documented, organized experiential activities that support the class work (e.g. excursions, field trips, museum visits, as well as organized language lab or computer lab activities, internships and service learning). The concept of learning solely by osmosis (living in the overseas location for a period of time) is not a sufficient basis for awarding credit.

If non-honors students are selected to participate in the course, they are required to meet all academic requirements of the SCHC course and policies.

Course Development: What's Involved

Faculty-led programs provide a variety of benefits for students: an international or domestic trip directly linked to their honors coursework, the security of traveling with someone who they know and respect, opportunities for field experience, and a shorter program that opens up opportunities for students who otherwise would not be able to participate in an experiential program.

Many honors students who participate in short-term programs want to earn honors credit in a course led by a USC faculty member. Often these students return with an interest in longer-term opportunities offered by the Study Abroad Office, National Student Exchange, Washington Semester or Fellowships & Scholarships. Faculty-led programs are as rewarding as they are involved. The Faculty Director is instructor, logistical coordinator, and at times, counselor (both academic and personal).

Faculty Program Director Requirements

- First-hand, relevant experience in the locale involved OR a plan to work with a customized program provider with appropriate knowledge of the locale(s) involved.
- Academic expertise in the content areas covered by courses for which credit will be awarded.
- Organizing and planning skills, and the ability to keep track of a number of details simultaneously.
- Recruitment techniques and enthusiasm - you must be willing to spend time speaking with students to promote the program.
- Ability to handle the physical and emotional demands of the program location. While some program sites present no more challenge than living in SC, some locations and multi-site programs may be much more rigorous.
- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
- Appreciation for the increased contact with students and counseling that are inevitable in an overseas setting.
- Ability to consistently enforce policies and procedures of the SCHC, USC and/or the host institution.

Running a faculty-led program is a full-time commitment for the duration of the program. It is very different from, and much more demanding than, teaching on campus. Faculty Directors can be relatively isolated from USC and often without many permanent facilities on-site. Applicants should have the flexibility and skills necessary to cope with diverse program demands. Faculty Directors are also expected to set a good example for participants and are required to follow the policies, procedures and code of conduct of the University of South Carolina, the host institution, U.S. law and host country law.

The first step toward coordinating a program is to familiarize yourself with the information provided in this guide and make an appointment to meet with the SCHC dean to discuss the proposed program. The earlier you start to plan, the better able the SCHC staff will be to provide feedback in the planning stages. Keep in mind that proposals should be submitted a minimum of nine months prior to the departure date in order to successfully plan the program and recruit enough students.

Evaluating the Program Concept

If you are comfortable with the responsibilities of the Faculty Director and the general expectations of SCHC faculty-led programs, the next topic to consider is the viability of the proposed program.

Below are some key questions to ask yourself as you start to plan; they are provided as a way to encourage you to think about creating a successful program, not to discourage you from your idea. Most programs evolve and change through the planning process and become stronger as a result.

Program rationale:

- Does it offer something that cannot be accomplished on campus?
- Will the program fill a curricular need for SCHC students?
- Will it enhance and apply towards a department's major or minor offerings?
- How will the coursework apply towards SCHC honors requirements?
- Is there a program already available which will meet the need?

Participants:

- Which majors and minors would this course be appropriate for?
- Will it attract interest outside the major or minor? (Programs that focus on a very specific topic can sometimes have difficulty achieving and maintaining sufficient enrollment.)
- Will the course be open to non-honors students and, if so, how many?

Safety and security:

- Is this location on the State Department Travel Warning list? See <http://travel.state.gov/> for the current list.
- Is this location considered safe by measures other than the U.S. State Department for travel/temporary residence by Americans or other foreigners?
- Do you feel comfortable that you can adequately ensure the safety and security of 10+ students in this location?
- Programs that include physically strenuous or potentially high-risk activities require extra consideration in protecting students and the university. Are the risks worth it?

Fiscal responsibility:

- How much will this program cost over and above tuition?
- Does it provide the highest quality program at the most conservative cost?
- Does the program fee include essential items (e.g. housing, ground transportation, excursion costs, etc.) or will students be expected to pay numerous out-of-pocket costs?

The SCHC staff will be happy to discuss this and potential strategies that might assist you in strengthening the program concept.

Roles & Responsibilities:

Many people are involved in the successful development and operation of faculty-led programs. Below are the key responsibilities of the Faculty Director, SCHC, Chairs and Deans, and student participants. The role of Faculty Directors and SCHC are explained in greater detail throughout these materials.

Faculty Directors:

A key responsibility is a commitment to plan, run, and follow up after your program. Preparation involves a combination of paperwork, legwork, and teamwork. While abroad, though your primary role will be that of instructor, you may also be responsible at times for administrative and counseling duties (academic and personal). Upon your return, you will be required to submit detailed expense reports and receipts and a program summary report. In selecting faculty to lead these programs, SCHC looks for applicants with the variety of talents and skills necessary to assume the following responsibilities:

Course Development:

- Develop program proposal, including academics and logistics, and a detailed emergency plan. Locate service providers on site (housing, transportation, instruction, guide/interpreter, etc.) necessary for the operation of a safe, successful program.
- Plan excursions and other program activities.
- Serve as the primary contact between SCHC and any vendors abroad (hotels, tour guide operators, academic institutions, etc.) whose services will be utilized for the program.
- Work collaboratively with SCHC to develop a fiscally responsible program budget.

Academics:

- Create academic content for the program consistent with the standards for SCHC courses and including the same components that they would if taught on campus, with the equivalent workload and assessment.
- Develop and submit syllabi for program courses.
- Choose textbooks and resource materials appropriate for the courses.
- Commit to instruction off campus for a specified period of time.

Recruitment:

- Upon approval, actively promote the program and recruit students by holding information sessions and following up on student inquiries.
- Share information with other faculty who may assist in recruitment.

Pre-departure preparation:

- Develop and attend the group-specific orientation and any on-site orientation sessions. SCHC staff will assist you with the pre-departure orientation.
- Provide SCHC and participants with a detailed itinerary that includes emergency contact addresses and telephone numbers.
- Advise SCHC and participants of any changes in previously agreed upon travel, accommodation or other course-related arrangements.

- Comply with all USC and government regulations regarding travel, study and research in the host country.
- Assist SCHC in securing invoices from service providers if necessary.

On-site:

- While abroad, insure that you or an appropriate responsible party is available to students on a regular and emergency basis for consultation on individual and group problems, including those that are non-academic in nature.
- Follow USC's emergency management procedures and the site-specific emergency plan, and inform your group about them.
- Advise SCHC immediately of any problem or emergency related to, or injury of, a course participant or third party. For liability reasons, all such reports must be followed by a detailed written account from the Faculty Director.
- Arrange for confidential evaluations to be completed by participants and submit to SCHC

Post-program:

- Submit final grades to the Registrar using grading practices that conform to USC policies. Attendance policy, as a factor in grading, must be clearly announced at the beginning of the course.
- Provide all original receipts to SCHC, itemized, translated (if necessary), and converted to U.S. dollars in spreadsheet format.
- Within one month of the program's completion, submit a comprehensive program report to SCHC and/or the academic department chair.
- Participate in training of future Faculty Directors.

South Carolina Honors College:

SCHC staff support Faculty Directors in all aspects of course development. Below are specific responsibilities of SCHC in relation to faculty-led programs:

Course Development:

- Provide general support in the development and administration of faculty-led programs.
- Assist faculty in developing a strong, thoroughly prepared proposal for review by the SCHC Off-Campus Study Committee.
- Provide guidance on program budget development to ensure that budgets are both fiscally responsible and in compliance with USC policy and state law.
- Provide advice on USC policies and other resources so that Faculty Directors may learn more about issues including health & safety, finances, etc.

Program promotion:

- Assist Faculty Director in development of marketing materials for use by faculty, including webpage content, brochure, flyer and presentation materials.
- Schedule and help promote information sessions led by the Faculty Director.
- Promote the program to eligible students who seek general information about off-campus programs.

Program administration:

- Set timeline for program application and acceptance process to facilitate successful recruitment and program administration.
- Create a program application and determine eligibility for participation in conjunction with Faculty Director.
- Collect all application and post-acceptance materials. Provide application and applicable post-acceptance materials to Faculty Director in a timely manner.
- Register students in course
- Prepare all travel paperwork and work with the Travel Office and Faculty Director to ensure that USC policies and state laws are followed.
- Liaise with Registrar, Financial Aid, Student Financial Services, and other divisions of the university to assist students and Faculty Directors.
- Co-lead a program-specific orientation for program participants with the Faculty Director.
- Provide program binder and faculty training on financial procedures prior to departure. Binder contains financial forms, student medical information, and emergency procedures.
- Provide support in case of an emergency.
- Summarize program evaluations and submit copies to Faculty Director and Department Chair.

Financial matters:

- Set the final program price prior to marketing the program and determine a payment schedule compatible with required payments for services abroad.
- Work with aid recipients and Financial Aid to resolve questions on aid eligibility and disbursements.
- Negotiate payment schedules and make payments for services provided as part of the program in compliance with USC policy and state law.
- Prepare travel vouchers and reconcile program expenses against the budget.

Department Chairs & Deans:

The Faculty Director's Chair and the SCHC Dean are responsible for reviewing the program proposal to ensure that it meets the academic standards of the department and college. Approval of the program proposal indicates support from the department and college for the program.

Students:

Students are responsible for entering into an off-campus program with an open mind and a willingness to experience new places; for participating fully in the program and all organized activities; and for completing and submitting work as they would if they were on the USC campus. Specific responsibilities follow:

- Meet application deadlines.
- Complete and sign all mandatory forms associated with the program.
- Meet payment deadlines prior to the program's departure.
- Represent USC and the SCHC while abroad and abide by the Student Code of Conduct.
- Meet all academic and behavioral expectations of the program.

Finances

Tuition represents only part of the total program cost to students. Airfare, travel documents, meals not included in the program fee and spending money are additional items that make up the total cost of a program. Developing a budget requires attention to enrollment, director compensation, travel costs, and room and board while off campus.

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants (e.g. Faculty Director's salary). Variable costs are dependent on the number of participants (e.g. room and board costs). Fixed costs determine the minimum funding necessary to run the program and thus the number of participants. Detailed information on these topics follows.

Minimum Enrollment: Typically programs are budgeted based on a minimum enrollment of 10. Faculty Director expenses as well as those of the participants are covered in the program fee; a minimum enrollment ensures that the program is not a financial burden on participants. Programs can run with more than the minimum, and are occasionally able to run with less with approval by the SCHC dean. Once published, the program fee will not be adjusted to compensate for low enrollments.

Developing the Budget: The SCHC will work with you to develop a viable budget for your program. The Sample Budget (see Forms section) will help you to include all items that should be part of the program cost, including pre-departure expenses, such as books & supplies, and production of marketing materials. Not all items are included for all programs; the sample budget is merely intended to help you examine all options. We recommend that you include as many expenses as are necessary to the program so that students can pay up front for as much of the trip as possible.

Failure to include all items in the final budget could result in those items being excluded from reimbursement. Substantial unexpected costs could result in the cancellation of the program if alternative arrangements cannot be made (for example, if a domestic flight in the program country became necessary but was not anticipated).

Be sure to take a credit card that provides you with access to emergency cash. SCHC will reimburse you for expenses incurred in handling an emergency.

Budget Adjustments: Your budget will most likely change as you determine the actual number of participants in the program, work more closely with your on-site contacts, and monitor costs (e.g. exchange rates). Though the budget submitted with your proposal should be thorough and accurate to the best of your knowledge, there will be room for modifications once the program is approved and before a price has been advertised to students. Once a price has been advertised, it will not be increased to cover enrollment shortfalls or other unanticipated costs.

Travel Authorization: The Travel Authorization (T.A.) for your trip will be initiated by SCHC following the application deadline and confirmation that the program has sufficient enrollment to run. The T.A. documents the cost of airfare, per diem for the Faculty Director, and certain other costs. It often takes several weeks to get all required signatures on your T.A. SCHC will monitor the progress of your T.A. and notify you when it is complete. Once the T.A. has been signed by all of the required parties, tickets for your trip may be purchased. Please note that if tickets are purchased prior to approval of the trip, and the trip is subsequently cancelled, SCHC will not cover the cost of the ticket.

Group Travel: Travel arrangements must be booked through the SCHC. The Faculty Director can identify excursions, hotels and other logistical details if preferred, but the SCHC will arrange the group's travel.

Special care should be used when considering non-refundable tickets. Check dates carefully. The cost of non-refundable, non-changeable tickets purchased in error will not be covered by SCHC.

The Faculty Director, or a suitable representative, is expected to fly with the group if there is a group flight or plan to arrive on the day the program starts to meet the students as they arrive. Faculty Directors cannot depart before the last day of the program.

Per Diem: Per diem (money for housing and meals) is built into the program budget to cover your costs and paid by the SCHC. On the program budget, funds for meals provided by a provider or taken with the group should be listed as «group meals» and per diem amounts for these particular meals are eliminated from the per diem line. Per diem may not be claimed for any meals provided by hosts or included with accommodation.

Insurance Coverage: Insurance coverage is mandatory for all participants. If the Faculty Director prefers to require supplementary coverage, SCHC can help to locate insurance companies that provide group policies for travel.

Family members: Expenses for family members accompanying the Faculty Director must be paid by the Faculty Director and not with university/student funds. Arrangements should be made to ensure that family members do not interfere with the Director's primary responsibilities for the program.

Health & Safety

Safety is a serious concern for everyone involved in off-campus study-- students, their families, Faculty Directors, host sites, and the SCHC. Particularly when any safety issue arises overseas, the fact that students are far from home and in an unfamiliar culture may make the experience more traumatic than it would be in the U.S.

Pre-departure and on-site preparation can make all the difference when dealing with health and travel-related emergencies. Below are some basic guidelines to assist you in your preparation and operation of a safe program.

Travelers Health Considerations and Resources: When planning a program at a particular site, the Faculty Director should consider questions such as the following:

- ? What kind of local health care is available and how can the Faculty Director and participants access it should it become necessary?
- ? If a participant becomes ill at the beginning of a three or four week program and is unable to attend class for a week or two, how will credit be earned when so much time has been lost?
- ? If a participant has an accident while on a program which travels extensively, who stays behind to attend to the participant's medical needs while the group moves to the next site?
- ? Has the Faculty Director warned participants of any aspects of the program that may carry a higher risk of injury or danger?

International Travel Health: The Center for Disease Control is an excellent resource for learning about country-specific health issues of concern to travelers. Their travel health website <http://www.cdc.gov/travel/> gives information on common illnesses, recommended vaccinations, and more. Contact USC's Travel Nurse for advice regarding vaccinations or medications for going abroad. You can also check with the health officer or nurse at the U.S. Embassy or consulate in the host country to learn about any health concerns in your destination country. This may also be a way to identify local health care resources should they become necessary.

Self-Disclosed Medical Issues: Prior to departure, all participants are required to fill out a Medical Report and Medical Release form, provided by SCHC. These are considered confidential documents, but are carried on the trip by the Faculty Director in case of emergency. Remind students that they may have to pay up front for medical services and will be responsible for covering any of those costs.

USC's Office of Disability Services can assist the Faculty Director in providing for the specific needs of individual participants who request special accommodations.

Emergency Communications: Cell phone service for you and other staff affiliated with the course may be arranged by the SCHC if necessary. But, you and your students need to be familiar with the use of public phones at the site. As Faculty Director, you should always have a means to contact SCHC or an emergency services provider, either through cell phone, change for payphones or a telephone card that can be used with payphones.

Each program participant will list a person for emergency contact at the time he/she fills out

the basic program application. In the event of an emergency, SCHC will contact the individual named on this form. Faculty Directors are asked to contact SCHC first in an emergency; SCHC may request that the Director speak directly with a student's family after the SCHC or Student Affairs have made the initial contact.

Pre-departure Orientation: During your pre-departure orientation, you and SCHC staff will provide health and safety information so that students can make informed decisions concerning preparation, participation, and behavior while they are in the program. If going abroad, you will need to include information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. Regardless of location, you should deal with health and safety issues and potential risks and emergency response measures, and special attention should be paid to safety issues in the pre-departure orientation.

Discuss with your students the concept of preventable accidents such as not driving (automobiles, motorcycles, mopeds), drinking culture, drug laws, and walking alone in unfamiliar surroundings, especially at night. Also, note particularly dangerous environments, such as busy airports, train stations, subways and other areas known for pickpockets or muggings. Caution your students about the wise use of ATM machines and about keeping money and other valuable belongings out of sight.

On-site Safety: Major safety issues have been rare in off-campus programs, but minor issues, such as illness, disciplinary problems or muggings, happen more frequently. Part of successfully managing the on-site safety of your program is in preparing students, as mentioned above, and acting quickly and calmly to address the situation. While students are no more likely to be harmed while away from campus than they are at home, dealing with an injury, illness, or traumatic incident while out of their «element» significantly compounds the stress they experience. If the program involves research in the field or physically rigorous activities, the Faculty Director will want to check on local conditions and take necessary precautions before the program is undertaken. If the program has an unusual or high risk involved, the Faculty Director should inform participants of the potential risk. This may include such things as sports or physical activities, political instability, high altitude, and health and environmental concerns. If a crisis should occur, review precautions with students so they can better assure their own safety.

Communicate the applicable codes of conduct and the consequences of failing to comply with them clearly to students. If you need clarification concerning USC's general policies, including the student code of conduct, drug and alcohol policies and the policies on sexual harassment, consult the USC Student Affairs website at www.sa.sc.edu. These basic policies transfer well to off-campus programs. The SCHC can also assist Faculty Directors who want to develop codes of conduct specifically for their programs.

Lost or Stolen Documents: Because of the travel element of many short-term programs, time is essential in the replacement of lost or stolen documents. Participants should carry a copy of their passport and airline tickets, and keep these separate from the originals. If a ticket or passport is stolen, the whole group may be required to wait with the victim until the consulate or embassy can provide the necessary replacement document. To further ensure swift action, we advise the Faculty Director to carry a copy of each participant's passport and airline tickets.

Early Departure by a Participant: If a student needs to leave a program early because of serious illness or an accident or due to a family emergency at home, the Director must notify SCHC immediately. Students may not leave the group to pursue other interests, meet friends or family, or for reasons other than true emergencies; such an action will result in dismissal from the program and the forfeiture of monies paid and a loss of credits.

Early Departure by the Faculty Director: If an emergency occurs in the life of a Faculty Director (serious illness or accident while abroad, grave family emergency at home), it is possible that he/she will need to leave the program early. The first step is to contact SCHC. If the program is affiliated with a host university, the university may be able to assign a faculty member or administrator to the remainder of the program. If this is not possible, SCHC will work with the Faculty Director to try and find a solution so that the program may continue. The final option would be to cancel the program and bring the students home.

Emergency Preparation: As the Faculty Director, you may face an emergency involving one or more participants in the program. In any emergency that arises, the Faculty Coordinator is the official representative of USC and has the dual obligations of representing USC while onsite and ensuring the safety and well being of the students entrusted to your care. Notify SCHC as soon as possible of any student/program emergency abroad. SCHC will provide guidance and assistance in dealing with the situation. A written report must follow for liability reasons. You are expected to follow the procedures outlined below and to discuss the procedures with your students during the on-site orientation.

Emergency Contact Information: SCHC Office: 803-777-8102 (8:30 – 5:00 EST, Mon.-Fri.) Fax: 803-777-2214

For emergencies outside of regular office hours, call the USC Police Department at 803-777-4215. Tell the dispatcher that you are teaching an off-campus course, and s/he will route your call to the administrator on call.

Is this an emergency? An emergency in an off-campus program is any event that poses a genuine risk to, or has already endangered, the safety and well being of program participants and/or the Director. This includes (but is not limited to) the following types of incidents:

- Serious accident or injury
- Serious illness, whether physical or emotional
- Hospitalization for any reason
- Physical assault
- Sexual assault or rape
- Robbery or mugging
- Disappearance of a student
- Local or national political crisis that could threaten the students' safety/well-being
- Terrorist threat or attack
- Arrest or questioning by police or other local security force
- Any legal action (lawsuit, trial, etc.) involving a student
- Potential epidemic (e.g. SARS, Avian flu)

Preparing for an emergency:

- Be prepared yourself. Consider how you will handle any of the emergencies listed above if they occur where you direct a program.
- Whether students are housed in a college residential facility, with host families, or in hotels, inform the housing management personnel that they are required to notify you immediately if there is an emergency involving a student.
- Explain to the students during on-site orientation that they are required to inform you about any medical emergency. If for any reason you cannot be contacted, the students are to call the SCHC. Provide students with the local telephone number for emergencies (the equivalent of our «911») and be certain that they know how

to operate local pay phones.

- If abroad, inform your students where the U.S. embassy is located in the capital, and if there is a U.S. Consulate in the city where your program is located, be sure that students know the address and the telephone number. You need to register your group of students with the Embassy.

Handling an emergency: In the event of a crisis, it is important that you and the students not panic or over-react. Students will count on you to take charge and get them through the crisis, and they will take their behavioral cues from you. Remain calm, keep in contact with SCHC, and handle the emergency using the guidelines below:

- ! If an emergency occurs, your first responsibility is to safeguard the program participants. You must do whatever is necessary to assure this, whether it involves obtaining prompt medical attention, police protection, or seeking the intervention of the U.S. Embassy if abroad. You will be reimbursed by SCHC for all expenses related to managing an emergency.
- ! Once you have done all you can do to insure the student's well being, immediately contact SCHC staff, using the phone numbers listed at the beginning of this section. If you are unable to contact an SCHC staff member, you should contact the USCPD.
- ! In a non-medical emergency, notify the local police and then follow the procedures that may be required by local law.
- ! If abroad, notify the U.S. Embassy or Consulate about any emergency and follow any procedures that they may require. If there is an on-going risk to students and yourself (for example, during a terrorist threat), ask to have an authorized Consular or Embassy officer advise you on a regular basis about the development of the crisis and how you and the students should respond.
- ! During an on-going crisis, keep in steady and continued contact with SCHC via phone, fax, and/or e-mail, until the crisis has passed.
- ! As a general rule, it is wise to advise students to maintain a low profile while abroad.

During a political crisis where foreigners or Americans may be targeted, this is especially important. Students should avoid the following situations:

- ! Demonstrations or situations where they could put themselves at risk;
- ! Behavior that calls attention to themselves;
- ! Areas or sites where foreigners are known to congregate; and
- ! Wearing clothes and hats that identify them immediately as Americans.

It is highly unlikely that we would need to evacuate program participants from a site abroad. However, if a deteriorating situation were to make this necessary, SCHC would bring students and faculty home. The SCHC dean would consult with you as Faculty Director, with the U.S. Embassy, with the Director of International Programs and with other appropriate members of the administration at USC to develop a detailed evacuation plan.

In the event of a significant crisis, individual students will have the option of returning to USC. Every reasonable effort will be made to allow them to finish their academic program on campus, and to be housed on campus as well if needed.

Application and Approval Process

New Programs: Once you have evaluated the program concept and how to accomplish it, the next step is developing the program proposal. In the SCHC Off-Campus Course Proposal, you will present your program concept, previous experiences leading and/or participating in off-campus experiential learning, and special academic interests to the SCHC Off-Campus Study Committee, which reviews these proposals. Incomplete proposals will not be reviewed.

We recommend that you complete the basic framework of the proposal, including a draft budget, more than two semesters before the intended start of the program so that you have time to meet with SCHC staff and review the draft together. This meeting is an opportunity for you to ask any questions about the application process and allows SCHC staff to provide feedback that may help to clarify or strengthen your proposal prior to committee review.

Continuing Programs: If a program has been successful in the past, the SCHC would be willing to consider a Faculty Director's offer to run the program again, pending approval by the SCHC dean and the SCHC Off-Campus Study Committee.

Program Approval: Program review is usually done at biannual meetings during the academic year. Proposals submitted on or before September 15 will be considered for programs that will run no sooner than fall semester of the following year. Proposals submitted on or before March 15 will be considered for programs that will run no sooner than spring semester of the following year.

Faculty-led programs are evaluated based on the information presented in the application, input from SCHC and the Off-Campus Committee, safety/liability concerns, student evaluations and management of past programs (if applicable), and criteria presented elsewhere in these materials. The SCHC Dean makes the final determination on approval of new or continuing programs.