

Guidelines for International Education

Volunteer State Community College

The guidelines herein establish the operational procedures for international activities and are reported annually to the TBR Office of Student Success.

Organizational Structure

The Dean of Social Science and Education oversees international education, including study abroad. Vol State's international education committee reviews and recommends policies and procedures, ensuring that the College maximizes its international education fee resources.

The Vice President of Academic Affairs appoints faculty members to serve in coordinator roles during the fall and spring semester as outlined in the position descriptions (Appendix A).

Financial Guidelines

The annual budget for international education is approved by the Vol State international education committee, the Dean of Social Science and Education, the Vice President of Academic Affairs, and the Vice President of Business and Finance. The budget is considered a flexible document and includes campus events and study abroad programs.

Vol State assesses an international education fee to each student enrolled for credit at the College. Use of the international education fee is subject to TBR policy 2:08:10:00.

The College Business Office is responsible for establishing and managing financial policies and operational procedures specific to international education, subject to TBR policy.

The college maintains a financial reserve of \$20,000 for program emergencies. Expenditures cannot be made from the emergency fund without permission of the Dean of Social Science and Education, VPAA, and the President or their designees. The College is under no obligation to provide financial assistance to any faculty, student, or staff member claiming an emergency and participating in an unapproved study abroad program.

Students pay program fees to the Business Office following posted program deadlines. Program fees and payment deadlines are established by TnCIS and the office of Social Science & Education. Payment to vendors is managed by the Business Office in accordance with TBR policy.

Study Abroad Program Budgets

An estimated budget for each study abroad program is prepared by the director with the assistance of the Dean of Social Science & Education and TnCIS as applicable. The program budget must be filed with the Vice President of Business and Finance and approved by the VPAA and President or their designees.

The budget should be based on a reasonable projection of travel and operating costs in the host country, including consideration of projected currency exchange rates. It must include a breakdown of student and faculty/staff expenses.

The budget should clearly identify which expenses are to be paid from tuition and mandatory course fees, which expenses are to be paid from the student-specific program fee revenue, and which expenses are to be paid by the international education fee. Program fee revenue should only be used for student expenses.

Individual participant insurance coverage of \$100,000/\$50,000 that includes emergency evacuation and repatriation is required. Individual coverage must be purchased for all participants and included in the budget.

Faculty and staff teaching in or directing study abroad programs may be charged travel costs assumed by the institution for withdrawing from the program subject to an approved exception for an emergency.

Campus Program Guidelines

The international education program at Vol State strives to provide students with opportunities that will enable them to foster and develop a global perspective. We welcome partnerships with faculty, staff, and/or departments that will:

1. Engage students in thinking about the greater world
2. Help prepare students for global competition
3. Increase cultural understanding and awareness
4. Encourage a growth mindset
5. Facilitate discourse surrounding topics that students may not encounter in a traditional classroom.

Any Vol State faculty or staff member may apply to receive campus or online event funding. Priority will be given to first-time requesters. Examples include special projects, guest speakers, food for cultural events, presentations, etc.

Award Process

The international education committee and Dean of Social Science and Education will review all requests and awards based on available budget, timeframe, student impact, and learning objectives associated with the proposed program.

- Applications for programming scheduled for the Summer and Fall semesters must be submitted by March 1st the previous semester. A decision will be made during the International Education Committee meeting in April.
- Applications for programming scheduled for the Spring semester must be submitted by October 1st the previous semester. A decision will be made during the International Education Committee meeting in November.

Event Planning

The requester will be responsible for gathering all necessary information to complete the event and submitting it to the office of Social Science & Education, including, but not limited to:

- getting all relevant quotes for food and other expenses and submitting that documentation.
- reserving the space through EMS for the event.
- submitting any necessary Plant Ops work orders for setup, clean-up, etc.

- submitting any AV requests.
- gathering and submitting documentation for any required contracts if the International Education Committee is paying for the vendor/performer.
- publicizing the event (bulletin board flyers, tabletop displays, and online event submission).
- gathering and submitting travel authorizations, if applicable.
- making sure you have a sign-in sheet at your event.
- scanning the completed sign-in sheet(s) and submitting that documentation.

Post Event Reporting

Following the event, the requester will be required to report to the international education committee at their next committee meeting regarding the success of the event and the learning objectives that were met.

Study Abroad Program Guidelines

The following guidelines have been developed to support compliance with the Tennessee Board of Regents (TBR) Policy 2:08:10:00: Development and Operation of Off Campus International Educational Programs and Policy 2.08.20.00: System Faculty & Academic Staff Abroad.

Introduction to Study Abroad

VSCC's international education program includes opportunities for students to participate in study abroad. Study abroad programs expose students to diverse people and cultures, increase their knowledge of those cultures, and broaden their worldviews. Student and faculty participation in study abroad brings greater global awareness to the campus community and enriches our learning environments. VSCC study abroad programs are academically based, so students enroll in and complete academic courses during their travel experience.

Vol State Programs

Effective fall 2020, all Vol State faculty-led study abroad programs except the Ophthalmic Technician Program in Guatemala will be administered as [institution specific partnership programs](#) via the Tennessee Consortium for International Studies (TnCIS). The TnCIS Operational Handbook, available online at tncis.org, and the guidelines herein outline the policies and procedures related to study abroad.

Study Abroad Courses, Syllabi, and Tuition

Courses from all academic fields may be considered for study abroad. Participation in study abroad requires registration in Vol State coursework, whether for academic credit or continuing education credit. Courses for credit should align to student's program of study or meet general education requirements.

Program faculty develop course syllabi according to the academic standards of the college, their academic division, and TnCIS. Credit is offered for individual courses within study abroad programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring in a foreign location. Therefore, a strong emphasis on academic integrity throughout the study abroad experience is expected. The number of instructional hours required is equal to that for academic credit as defined in the Vol State faculty handbook: one semester hour of credit consists of a minimum of 750 minutes (12.5 hours) of classroom instruction.

Approved syllabi are maintained in the respective division office and by TnCIS as applicable.

Service learning may be included in approved courses and, if used, must be included in the course syllabus.

Grade appeals will follow existing procedures outlined in VSCC policy, see III:15:06 Grade Changes.

Faculty Applications for Vol State Programs

Any Vol State faculty member may apply to teach abroad. Collaboration between diverse academic disciplines is strongly encouraged to maximize student opportunities.

Steps to Develop a Vol State Program

1. Apply to the international education committee.
 - a. Only one program application is required at this step, even if multiple courses and faculty members are involved. Requirements include a resume for each faculty member and course syllabi using the TnCIS format.
 - b. Submit complete committee applications by October 15th each year for potential programs in the following academic year. For example, apply to the committee by October 15, 2020 for Spring or Summer 2022 programs.
 - c. Present your proposal to the International Committee at the November meeting.
 - d. The international education committee will review all requests based on available budget, program costs, timeframe, student impact, stability of the site, and learning objectives associated with the proposed program.
 - e. If approved, the program faculty will continue on to step 2.
2. Complete TnCIS partnership program applications by February 1 for *each* faculty member.

Requirements include:

 - a. Signed Partnership Program Institutional Approval Form
 - b. Short form CV
 - c. Official Transcripts for SACSCOC verification purposes
 - d. A syllabus for each course using the TnCIS Syllabus Outline (Microsoft Word format required)
3. Collaboratively plan the program and course details with the TnCIS administration and Vol State's Dean of Social Science & Education.
4. Recruit! All faculty are expected to actively participate in recruitment through class visits, media promotion, information sessions, and student interviews.
5. Complete the two mandatory TnCIS faculty orientations leading up to the onsite programs.
6. Pack your bags and have an amazing time teaching abroad!

Faculty Benefits for Vol State Programs

Faculty members on 9/10-month contracts will be paid at their normal overload rate to teach Vol State study abroad classes in the regular semester if the additional teaching assignment puts them in overload status.

Faculty members on 9/10-month contracts will be paid regular overload rate (not 1/32 rate) if teaching in Vol State study abroad classes during the summer term.

Faculty members on 12-month contracts are not eligible for additional pay for teaching Vol State faculty-led study abroad classes.

Salaries and benefits of program faculty will be paid from applicable departmental funds unless there is an applicable restricted grant for the faculty salary and benefits.

Other faculty benefits include:

- Any required visitor's visa (cost reimbursement)
- Round trip international airline ticket out of Nashville, Tennessee
- Accommodations and meals based on the program budget
- All transportation and entry tickets on sponsored excursions
- Limited health insurance while abroad

Faculty are personally responsible for the following expenses:

- Passport
- Health insurance (beyond the limited insurance provided abroad)
- Transportation/Lodging to and from the faculty/student orientations
- Transportation/Lodging to and from the departure airport
- Airport parking
- Personal spending money

Any faculty or staff member who will be requesting reimbursement for travel related expenses must have an approved travel authorization on file with the VSCC Business Office prior to the date(s) of travel. Travel must be approved by the Dean of Social Science & Education, the faculty member's academic Dean, the Vice President of Academic Affairs, and the President of the College. An employee traveling with students on study abroad may be advanced 100% of the amount of the authorization.

The employee must complete a Travel Expense Report and submit it with all appropriate receipts within 30 days following their return to the United States. Reimbursements are subject to normal Vol State Business Office and TBR policies.

Risk Management Review

A risk management review of every country must be made in collaboration with TnCIS. The review must include an evaluation of U.S. State Department travel warnings and restrictions for all or part of the proposed country. Travel warnings for a portion or a specific area of a proposed country does not, by itself, eliminate a new country request. However, travel, academic, and cultural activities should not be planned for any area of any country where travel warnings or restrictions are in place. Should an entire country be on a State Department listing advising against travel or be on a prohibition list for travel, the application cannot be considered.

U.S. State Department travel and health advisories must be shared with all participants for each program. A new travel advisory that includes a "do not travel warning" for an entire country requires immediate program cancellation.

Additionally, travel alerts will be disclosed to participants within six weeks of departure for approved programs. All travel participants will be enrolled in the [Smart Traveler Enrollment Program \(STEP\)](#) - a free service to enroll their trip with the nearest U.S. Embassy or Consulate.

Student Applications for Vol State Programs

Vol State students are encouraged to review the [Vol State International Education website](#) and to attend an information session to learn about program opportunities. Scholarships are available to assist Vol State students who qualify through a competitive application process.

Participation Eligibility

Unless otherwise stated on the program application website, students eligible for Vol State programs:

1. are currently enrolled at Vol State
2. have a minimum 2.5 GPA at the time of application and award date
3. are in “good standing” at the time of application and award date – this includes academic and disciplinary matters
4. have completed a minimum of 12 college level credit hours by the start of the program
5. will be 18 years old by the start of the program

Non-credit students may participate in Vol State study abroad only if appropriate courses are available within the advertised program. Non-credit students must meet all other eligibility requirements.

Vol State students who graduate in May are permitted to apply for and participate in study abroad programs the summer after their graduation. Recent graduates must declare a new major in order to enroll.

Application Information

A complete Vol State study abroad student application consists of:

1. Completed online application
 - a. (Note: all applications except Guatemala will be available at [tncis.org](#))
2. Nonrefundable \$100 application fee paid at [Vol State’s Business Office](#)
3. Official transcript requested by the student from the [Vol State’s Records & Registration Office](#) and mailed to TnCIS. (Not required for Guatemala applicants)
4. A faculty member recommendation completed through the TnCIS system
5. Participation in a personal interview

Once accepted, students must register for their courses through the Vol State student portal.

Participating non-credit students must register for their designated courses through Vol State’s Continuing Education office.

TnCIS Consortium Model Programs

Study abroad at Vol State also includes 3-week summer programs in more than 20 countries around the world through the TnCIS consortium model. TnCIS study abroad programs provide life-changing academic

experiences for faculty and students from across the state. Vol State faculty are strongly encouraged to apply to teach in a TnCIS program prior to proposing a VSCC faculty-led program in order to gain experience.

Faculty Applications for TnCIS Consortium Programs

Faculty members who desire to may apply to TnCIS for consideration and are encouraged to review their website thoroughly for details. The application will require, at a minimum, the following items:

1. Completed online application
2. Signed Partnership Program Institutional Approval Form
3. Short form CV (Microsoft Word format required)
4. Official Transcripts for SACSCOC verification purposes
5. A syllabus for each course using the TnCIS Syllabus Outline (Microsoft Word format required)

The Dean of Social Science & Education is the designated TnCIS Representative at Vol State.

Faculty Benefits for TnCIS Consortium Programs

Faculty members on 9/10-month contracts will be paid through a dual services contract with TnCIS during summer if hired by TnCIS to teach in that program.

Faculty members on 12-month contracts who wish to teach through TnCIS in summer may do so with permission of their supervisor as part of their regular summer work at no additional pay or may take annual leave and/or leave without pay to accept TnCIS summer work as outside employment if approved through the outside employment and leave request processes.

Two to three VSCC TnCIS student scholarships are guaranteed for each Vol State faculty member approved to teach in a TnCIS program, depending on resources, number of faculty teaching, and student eligibility. If no students apply or the faculty member's course/program is canceled, the remaining scholarships may be used for applications to other programs. Refer to tncis.org for a current listing of additional faculty benefits.

Student Applications for TnCIS Consortium Programs

Vol State students are encouraged to review the TnCIS website for detailed information and to apply for study abroad participation. Scholarships are available to Vol State students who qualify through a competitive application process as outlined in the *Scholarship Application Eligibility and Process* below

Participation Eligibility

Unless otherwise stated on the TnCIS website, students eligible for TnCIS consortium programs:

- are currently enrolled or accepted Vol State
- have a minimum 2.0 GPA indicated on an official transcript at the time of application and are in "good standing" – this includes academic and disciplinary matters
- have completed a minimum of 12 college level credit hours (by the start of the program)
- will be 18 years old by the start of the program

Non-credit students are not eligible to participate in TnCIS consortium programs.

Application Information

A complete TnCIS consortium program application consists of:

1. Completed online application at tncis.org
2. Nonrefundable \$100 application fee paid at [Vol State's Business Office](#)
3. Official transcript received by TnCIS from the [Vol State's Records & Registration Office](#)
4. Online TnCIS recommendation form completed by a Vol State professor

Deadlines for TnCIS consortium program applicants:

- October 1 – TnCIS online application portal opens
- December 3 – Early acceptance application deadline
- February 11 – TnCIS application deadline
- February 11 – Vol State study abroad scholarship application deadline
- March 6 – Full payment due (total program fee)

Accepted participants must register for their academic courses through the Vol State student portal prior to departure. Vol State students may only register for courses included in the VSCC catalog.

Scholarship Application Eligibility and Process

Unless otherwise stated in specific program requirements, students eligible for study abroad scholarships from the International Education fee:

1. must submit a complete scholarship application and essay by the posted deadline
2. are currently enrolled at Vol State
3. have a minimum 2.5 GPA at the time of application and award date
4. are in "good standing" at the time of application and award date – this includes academic and disciplinary matters
5. have completed a minimum of 12 college level credit hours by the start of the program
6. will be 18 years old by the start of the program
7. have completed the program application (varies by program)
8. must participate in a personal interview

Some programs may require higher standards and additional qualifications for participation and scholarship eligibility. All exceptions to this policy will be clearly posted on the Vol State website for international education. Awards will be based on available funds, number of applicants per program, applicant eligibility, and strength of the application and interview. Program faculty and/or members of the international education committee will evaluate scholarship applications and participate in the interview process.

The deadline to apply for a study abroad scholarship in a TnCIS summer consortium program is February 11th. The deadline for all other study abroad scholarships may vary by program and will be clearly posted on the international education web page.

Students may become disqualified from participation and lose their scholarship if they fail to secure a passport, complete all required documentation, satisfy payment deadlines, or meet all posted eligibility requirements.

Continuing Education participants are not eligible for International Education fee-based scholarships.

Completed scholarship applications will be evaluated on a 100-point scale:

1. Application - 30 points total. Points awarded based on the following criteria:
 - Financial Need (Financial Aid)
 - EFC Full Pell – 10 points
 - EFC Half Pell – 5 points
 - EFC No Pell – 0 points
 - First Generation Student (Application) – Defined as a student whose parent(s) did not complete a bachelor's degree.
 - FGS status – 5 points
 - Not FGS or lacking/unclear data in establishing FGS status – 0 points
 - GPA (Banner)
 - 3.500-4.000 – 10 points
 - 3.000-3.499 – 8 points
 - 2.500-2.999 – 6 points
 - Have you ever traveled outside of the state of Tennessee or outside of the United States of America?
 - No to both (5 points)
 - Yes to TN, no to U.S. (2.5 points)
 - Yes to both (0 points)
2. Essay - 30 points total. There are multiple questions worth 5 to 15 points each. Essay Scoring Criteria:
 - Excellent (A) = 5 points
 - Good (B) = 4 points
 - Acceptable (C) = 3 points
 - Fair (D) = 2 points
 - Poor (F) = 1 point
 - Not addressed = 0 points
3. Interview - 40 points total. Each question is worth a maximum of 5 points. Content to be addressed in each question is provided. Guidelines for assigning points to each category of response:
 - Excellent (A) = 5 points
 - Good (B) = 4 points
 - Acceptable (C) = 3 points
 - Fair (D) = 2 points
 - Poor (F) = 1 point
 - Not addressed = 0 points

Tuition and Financial Aid

Due to the complexity of financial aid regulations, individual students are responsible for consulting with the Vol State office of Financial Aid regarding the impact of study abroad registration, costs, and/or scholarships awarded.

In addition to the study abroad program fee, all students enrolled in Vol State faculty-led study abroad programs pay a minimum of tuition and applicable mandatory fees for the course(s) they register for.

Vol State will not collect tuition for students enrolled in TnCIS consortium-model study abroad programs. Regular tuition and any regular mandatory fees will be assessed and charged to an institutional scholarship expense account. However, TnCIS consortium-model participants will be assessed a TnCIS program fee.

Individuals with Disabilities

Individuals applying for study abroad program participation who have learning, psychological, physical and/or other disabilities may be eligible for accommodations that provide equal access to educational programs and activities. It is the student's responsibility to include their request for services at the time of program application and to self-identify with the VSCC Access Center to receive accommodations and services in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADA/AA).

Potential issues related to accommodations requests must be settled after application and program selection and before departure. The college may restrict participation for those determined to be at excessive medical risk. A realistic understanding of international and in-country accessibility limitations will be included in information sessions, orientations, and during in-country orientations.

For further information, please contact the Vol State Access Center at (615) 230-3472, or visit the office, which is in the Ramer Administration Building, room 143.

Student Recruitment

The Study Abroad Coordinator will organize student recruitment efforts such as email, social media campaigns, announcements, campus events, and information sessions. Past study abroad participants are asked to help recruit future participants at campus events, in video announcements, and in class meetings. Faculty who are planning to teach abroad are expected to contribute heavily to recruitment efforts by participating in at least three information sessions, applicant interviews, and by providing classroom announcements.

Orientation and Training

Orientation for students and training for faculty and staff will include health and safety management, existence of and assumption of risks, insurance requirements, potential causes for early program termination, paying for health care while abroad, student conduct and expectations, disciplinary procedures ranging from reporting to expulsion, the appeal process, travel tips, and cultural/regional information relevant to the program.

Student Orientation and Conduct

The Vol State Ophthalmic Technician Program director will schedule and conduct student orientation for the Guatemala program. As the administrative partner, TnCIS will schedule and conduct all other student orientation sessions. Student orientation is mandatory for all study abroad programs. Failure to attend will result in disqualification from the program. All students participating in study abroad programs are subject to the Vol State code of conduct and disciplinary procedures.

A detailed orientation checklist is developed and maintained for each program by the program director. A separate orientation is held for each residential setting in country. Orientation checklists are considered requirements and serve as guidelines for individual programs and residential sites. Copies of the orientation information for each Vol State faculty-led program and residential site should be on file with the office of Social Science & Education.

Policies and guidelines related to each program are included in orientation and course materials. Program directors have the authority to establish more stringent guidelines than those established by TBR, TnCIS, or VSCC regarding student conduct which may be disruptive to the program or be necessary to support program safety. Program directors may impose rules and prohibitions in addition to those provided at orientation at any time during the program.

All study abroad participants are subject to the college student code of conduct and all other requirements established by the program. Reference VSCC policies III:00:05 Student Conduct and Disciplinary Sanctions and III:00:06 Student Complaint Procedures.

Director and Faculty Training

Definitions

Program directors are those who administratively plan, lead, and assess study abroad experiences, and they may also teach courses during the study abroad. Vol State study abroad program director responsibilities are outlined in the TnCIS operational handbook and supporting appendices.

Program faculty are those who teach courses during a study abroad experience. Vol State study abroad program faculty responsibilities are also outlined in the TnCIS operational handbook and supporting appendices.

Vol State's Guatemala program is a service-learning experience embedded within the ophthalmic technology program and is led by the ophthalmic technology program director. As the group leader, this individual is responsible for program planning, administration, leadership, and assessment.

Training

Faculty and staff with teaching responsibilities and program management responsibilities will be trained annually. The Dean of Social Science & Education will schedule and conduct faculty and director training for the Guatemala program utilizing the TBR Office of Student Success "Study Abroad Leadership Certification" curriculum and VSCC's Campus Security Authority (CSA) Training through the campus police department. As the administrative partner, TnCIS will schedule and conduct all other faculty and director training and orientation sessions according to TnCIS operational guidelines.

Training/orientation is mandatory for participation in all study abroad programs. Failure to attend will result in disqualification from the program.

Training will include, but is not limited to, the following components:

- Responsibilities on U.S. soil, in transit, and on foreign soil
- How to document and report crimes that arise during a program
- Crisis communication and management
- How to receive and document complaints of discrimination and harassment that arise during a program and how to report that information
- Supervision of students during planned excursions/safety monitoring
- Enforcement of established program guidelines
- Assistance with hospitalized students

Documentation of program director and faculty training for Vol State faculty led programs will be maintained by the office of Social Science & Education and reported annually to TBR. Documentation of program director and faculty training for TnCIS consortium study abroad programs will be maintained and reported to TBR by TnCIS.

Required Forms

Guatemala program participants are required to submit the following completed forms: A) individual travel authorization; B) designation of medical surrogacy; C) medical history; D) proof of insurance; E) student conduct agreement and assumption of risk; F) travel waiver liability; and G) photograph and publicity consent release form. These forms are maintained by the office of Social Science & Education.

TnCIS is responsible for the administration, collection, and storage of all required participant forms according to their operational guidelines and TBR policy.

Original copies of forms required for medical reasons are carried by the program director during the program and destroyed after program completion. Electronic copies of all required forms are retained by the college following all study abroad programs and will meet college requirements for records retention. All appended forms and supporting informational text are considered part of required college guidelines and rules for study abroad programs.

Students enrolled in programs taking place in the European Union must sign a notice regarding protection of personal data and grant consent for processing their data from the home campus during study abroad in the EU in order to comply with Regulation (EU) 2016/679.

Cause for Early Program Termination

A study abroad program may terminate if the director, in consultation with college administration and TnCIS, determines that it may be unsafe for the program to continue. Emergency evacuation procedures will be in place for each country. Coordination by the Social Science & Education office will be a team effort with college personnel, the insurance carrier, the U.S. Embassy, and as necessary the U.S. State Department. Situations leading to program cancellation consideration and emergency evacuation can include, but are not

limited to, broad civil unrest, declaration of martial law, armed conflict in the country, natural disaster, and public health emergency.

Each program director and faculty member participating in a study abroad program will have a copy of the crisis communications plan with them while abroad. Travel insurance coverage information, emergency contact support numbers, and U.S. Embassy contact information must be included with the director's binder.

Crisis Response and Communications

The Vol State office of Social Science & Education will develop a crisis communications plan which details critical response protocol to address emergencies. The plan will contain a clear, written reporting chain with identified contact person(s) to which all incidents and potential actions to take within a crisis situation are reported.

All incidents should be reported at the earliest possible time.

Program directors will develop clear guidelines with relevant contact information for airlines, insurance, and medical personnel in the event of a crisis including the need to evacuate.

A copy of the Vol State crisis response plan (see Appendix B) will be filed with the TBR Office of Student Success by April 1 of each year.

Clery Act

Vol State study abroad programs will comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Program directors and faculty are responsible for completing Campus Security Authority (CSA) training prior to departure and for complying with the Clery Act by reporting to the Vol State Campus Police department.

Discrimination, Harassment, and Sexual Misconduct

Discrimination, harassment in any form, and sexual misconduct are prohibited as defined by Vol State policy and listed online at www.volstate.edu/policies. Behavior involving discrimination, harassment, or sexual misconduct should be reported to a VSCC representative immediately. Vol State strictly prohibits these offenses. Any allegation of sexual misconduct, harassment, or discrimination will be investigated and adjudicated according to VSCC policy addressed in the VSCC Student Handbook.

Any incident of discrimination, harassment, or sexual misconduct may be directly reported to the Vol State Title IX/EEO Coordinator:

Human Resources
Manager of Employee Relations & Equity
1480 Nashville Pike
Ramer Administration Building, Room 139
Gallatin, TN 37066
titleIXcoordinator@volstate.edu
(615) 230-3592 Office

The Title IX/EEO Coordinator will be available to receive incident reports 24 hours a day. Call 615-230-3595 during non-business hours to be connected with the Title IX/EEO Coordinator.

Victims may alternatively report incidents to any supervisory employee of the College.

Program Evaluation

Each completed program will be evaluated in writing by the participating program director, faculty, and students. Evaluations are utilized for future program improvements. For TnCIS administered programs, the TnCIS will collect program evaluations, summarize the results of the evaluations, and forward a summary to Vol State in order to facilitate data-based decision-making on campus. Evaluations will be shared with the participating director and faculty members.

Research

No research is authorized on-site in any country for any program without Vol State IRB approval and adherence to HHS and NIH standards. Any research activity to be included in any program must be reflected in the course syllabus, requires IRB approval, must follow HHS and NIH standards, and must meet any required country protocols prior to initiation. Course requirements that include interviewing cooperating citizens, educators, public employees, and students in a class setting and involve guided dialog that is designed to explore the country and support cultural immersion with cooperating assistance are not considered research activities needing approval.

Travel Guests

Consistent with TBR policy, spouses or significant others may accompany the director or faculty during study abroad programs when traveling more than 30 consecutive days and with the written approval of the VPAA, the President, and the Executive Director of TnCIS. Vol State assumes no liability for the spouse or significant other approved for travel. All expenses are the sole responsibility of the individual. Neither Vol State funds nor student fees may be used to cover expenses related to the spouse/significant other's participation. There is no provision for inclusion of dependent or non-dependent children in the programs.

Students participating in study abroad are prohibited from traveling with a guest, spouse, or dependent.

Use of Technology Abroad

The International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR) are two important U.S. State Department export control laws that affect the manufacturing, sales, and distribution of technology. The study abroad program office will work jointly with the information technology (IT) department, the office of institutional research, and TBR general council as required by ITAR to determine whether any device, component, or document related to study abroad programs requires a license or other government approval for export or import as defined in those regulations.

FERPA

Family Educational Rights and Privacy Act (FERPA) guidelines established by the College must be followed for all international education programs, including study abroad. Information related to a student's educational record or personally identifiable information will only be released to those persons designated by the student in a signed, written permission form.

Media Inquiries

Information releases related to program status or any incident involving a Vol State student, staff, or faculty member during overseas operation and on return will be managed by Vol State Public Relations and Student Services offices with the approval of the VPAA and the President or their designees in accordance with Federal Educational Rights and Privacy Act.

Memorandum of Understanding

A Memorandum of Understanding (MOU) should be in place for each institution that has a substantive and continuing hosting or participating relationship with a college program. A contractual relationship in which funds are expended requires a Memorandum of Agreement (MOA). Completed MOU and MOA documents must be vetted through TBR and approved by the VPAA and President or their designee. MOU and MOA documents are retained in the VSCC office of Social Science & Education and the office of Purchasing and Contracts. Copies are forwarded to the TBR Vice Chancellor's office and TnCIS.

Third Party Providers

The college makes no endorsement, makes no approval by silence, and assumes no liability for any student or faculty participation in any non-approved study abroad or other international program provided by any third-party (non-college) provider.

Faculty working in or reporting outside employment that includes work in a third-party international program or study abroad does not constitute college acceptance of responsibility or liability for safe operation of any program operated by a third party.

International Transfer Credit

[VSCC Policy III 15 09](#): Transfer and alternative sources of credit must be followed in considering any request for granting credit for non VSCC study abroad program.

Appendix A International Education Coordinator Job Descriptions

Position Summary

The International Education Coordinators at Volunteer State Community College work with the international education committee to ensure success in meeting the goal of providing all students with a global perspective. The coordinators support Volunteer State's mission by providing quality, innovative educational programs; promoting diversity and cultural awareness; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society. The coordinators report to the Dean of Social Science and Education to account for this work.

Study Abroad Coordinator Duties and Responsibilities

1. Serve on the Vol State International Education committee as Ex Officio.
2. Serve on the High Impact Practices (HIPs) subcommittee of the Teaching & Learning Center (TLC).
3. Serve on the TnCIS Advisory Council and attend Spring and Fall meetings.
4. Represent Vol State as the TnCIS campus contact, which includes responsibility for student and faculty application management, fee reporting, grade reporting, and regular communication with applicants.
5. Coordinate and host student recruiting sessions to promote study abroad.
6. Advise prospective study abroad students and assist with applications, program and course selection, travel readiness, and other issues as needed.
7. Advise prospective study abroad faculty and assist with applications and syllabi development, budget items, and travel readiness as appropriate for the program.
8. Provide advice and support for VSCC study abroad faculty regarding issues related to student conduct, safety and security, housing, excursions, and transportation while on location.
9. Administer the Vol State study abroad scholarship application and evaluation processes.
10. Coordinate the annual approval of the study abroad course list with division deans and the records office. Ensure accurate HIP coding on study abroad courses.
11. Assist students with registration for study abroad courses.
12. Maintain the International Education web pages (volstate.edu/international) in collaboration with the campus IE coordinator.
13. Write and submit the annual International Education report for TBR.
14. Maintain a current, high level of knowledge in the field of study abroad.
15. Other duties as assigned.

Campus International Education Coordinator Duties and Responsibilities

1. Serve on the Vol State International Education Committee as Ex Officio.
2. Serve on the Diversity and Cultural Awareness Committee as Ex Officio.
3. Serve on the High Impact Practices (HIPs) subcommittee of the Teaching & Learning Center (TLC).
4. Attend TBR's International Education Committee spring and fall meetings.
5. Develop appropriate goals and programs to achieve those goals.

6. Lead and coordinate all aspects of international campus and online programming. This includes budgeting, scheduling, planning, promotion, implementation, and evaluation, and should include all Vol State campuses.
7. Organize and lead international education week every fall semester.
8. Collaborate with faculty and the office of student engagement to organize, promote, deliver, and assess international education events.
9. Maintain information and post updates to the TLC webpage (lib guide) for Diversity and Global Inclusion.
10. Maintain the International Education web pages (volstate.edu/international) in collaboration with the study abroad coordinator.
11. Assist with the annual International Education report for TBR.
12. Maintain a current, high level of knowledge in the field of international education.
13. Other duties as assigned.

Time Commitment (both positions)

Each coordinator should account for at least 5-6 hours per week during each fall and spring semester for a total of 90 hours per term. However, the weekly workload may vary due to factors such as heavy recruitment periods, conference dates, etc.

Compensation (both positions)

Benefits of each position includes release time of one 3-credit course per semester (fall and spring). The study abroad coordinator also receives a \$750 stipend for 30 hours of summer work.

Term and Appointment (both positions)

The Vice President of Academic Affairs appoints a faculty member for a 3-year term based on his or her study abroad and administrative experience, demonstrated leadership at Vol State, and the recommendations of the international education committee.

Appendix B

Volunteer State Community College International Education Program Crisis Communications Plan

College Faculty-Led Study Abroad Programs
Social Science & Education Office
James Brown, Dean of Social Science & Education
Caudill 222F
Office 615-230-3787
Cell 615-517-9254

Dr. Jennifer Brezina
Vice President for Academic Affairs
Office 615-230-3557
Cell 661-645-4599
Executive Assistant Sherry Kennedy 615-230-3773

Dr. Orinthia T. Montague
President
Office 615-230-3500

Campus Police 615-230-3595

A Crisis Communications plan is necessary for approved Volunteer State Community College (VSCC) International Education Study Abroad/Learning Abroad programs that are operating outside of the USA.

“A crisis is a sudden, generally unanticipated event that profoundly and negatively affects a study abroad participant(s) and has the potential to result in serious injury or death. Crises shall also include, but not be limited to, situations involving illness; assault, substance misuse/abuse; accident; natural disaster; taking of hostages; and the death of a student, staff member or a member of a participant’s immediate family.” (Source, Regent University).

Further, a crisis may also include, but not be limited to arrest of a program participant, detainment by foreign authorities, incidents that limit entry or departure for a foreign country, missing program participants, a need to vacate housing or transit coach, train or car.

VSCC has created procedures with guidelines to be used by the on-site director and campus personnel to establish, maintain and as necessary re-establish contact between the college and the designated director in a foreign country during the program and especially during a crisis situation.

The following are types of crises or critical incidents that need communication between the college administration and the Program Director as soon as possible.

Emergency: a genuine or imminent risk to participants or a disturbance that has occurred.

Examples:

- Serious physical/emotional illness or accident
- Trauma or physical assault
- Missing student for unknown reasons
- Death of a student or other program member
- Political coup or civil unrest
- Natural Disaster
- Terrorism
- Incarceration
- Kidnapping
- Pandemic

Perceived emergency: No immediate significant risk, but perceived as threatening by a student, family, college officials or others.

Examples:

- Sensational media reporting of an overseas event
- Distortion of information provided by a participant
- Anxiety of family member or others with little or no international experience

Note: Perceived emergencies can affect students, family members, and staff as strongly as real emergencies. These need to be treated seriously and responses should be made in a timely manner.

In order to establish and maintain timely communication during a crisis situation, the following practices and procedures are in place at VSCC and are used to assist a clear flow of accurate information during a crisis situation.

The designated on-site director for each program working with VSCC administration will:

- Have a cell phone capable of international contact with key college personnel. The phone must be with the on-site Director at all times.
- Have emergency contact information for the U. S. Embassy, local police, and local EMS personnel in each foreign country visited.
- Maintain a copy of phone contact information and email information for the Coordinator, Dean, VPAA, and the President. If the Dean and Coordinator are out of the country, the VPAA or his designee will be the primary contact person at VSCC. A copy of all contact information must be held by a second person traveling as a back-up source of information. There is a 24/7 contact availability with on-campus administration and the Campus Police as a back-up plan to reach the college administration in an emergency.
- Maintain a copy of college forms completed by each student with emergency contact information, medical history, and surrogacy.
- With the assistance of the Social Science & Education office at VSCC, provide the US Embassy in all countries involved in a program with program dates, phone contact information, participant names and a full itinerary of the program.
- Maintain the emergency contact information for the travel insurance vendor.
- Maintain phone contact and address information for any host families, hotels, hostels, transit providers, and partner educational institutions.

- Create and maintain an incident report for each emergency.
- Assure that college communication related to any emergency or perceived emergency from or to family members of participants or to the public must be made through the Social Science & Education office with the knowledge and approval of the VPAA or his/her designee.

Updated May 2022