1. **Teaching responsibilities**
   Faculty members teaching a summer course abroad must comply with Boston College contact-hour policy, which stipulates the teaching of 45 hours for 3 credit or 90 hours for 6 credit courses. In case a course is taught by more than one person, teaching salaries will be prorated according to each individual’s contact hours. In such a case, the teaching load and logistics will be divided by the faculty themselves.

2. **Excursions and cultural activities**
   Faculty are expected to accompany students on activities or excursions that have been planned as part of the course. Excursions and cultural activities can count as contact hours only if they are planned as an integral part of the syllabus and contain an active teaching component. For example, a faculty member accompanying students to an art exhibit would not count as contact hours; visiting a museum or a historic site and giving a lecture and organizing a discussion around a particular work or site would count as contact hour.

3. **Guest speakers**
   Faculty can integrate an occasional local guest speaker into the syllabus of a summer course. Plans for guest speakers or lectures need to be discussed with the OIP Assistant Director, Summer and Service Programs in advance. A small budget to incur costs related to the invitation of a guest speaker can be arranged.

4. **Auditing and guests policy**
   In general, non-tuition paying participants are not allowed to take part in summer courses. However, with special prior approval from OIP, guests may be able to join the class for cultural excursions and lectures outside the classroom. Neither OIP nor BC faculty can assume any liability for such guests. Participating guests are responsible for costs incurred.

5. **Accommodation for family members and guest policy**
   Family members are welcomed to travel and live with teaching faculty during a summer course abroad. However, OIP can only cover the teaching faculty’s lodging and food expenses. Covering the costs for additional family members will be the responsibility of the faculty/family. These costs include airfare, supplemental daily fee for additional
6. **Faculty Compensation**
   BC offers a summer salary for summer courses abroad. The amount is adjusted, as needed, in consultation with the Provost Office. For the summer of 2010 the salary rate is $6,000.- for a 3-credit course and $12,000.- for a 6-credit course. In addition to a salary, OIP offers faculty reimbursement for an economy round-trip airfare to the local destination, arranges and pays for faculty housing, and helps defray other expenses with an allowance based on a per-diem rate. This allowance should be used for, but is not limited to, meals and local transportation.

7. **OIP support structure and resources**
   The Office of International Programs (OIP) acts as the primary resource for all faculty planning a summer course abroad. Aside from a small number of essential summer courses, mostly intensive language courses, OIP will support summer courses for up to three consecutive years. At the fourth year, OIP will require a one year hiatus before a professor will be eligible to teach abroad again. OIP encourages faculty to utilize the office’s support structure both on campus and in the host country. In the planning and teaching phase, faculty will work with OIP staff and on-site support in all aspects of the course. This includes coordination of housing for both students and faculty, meals for students, and the organization of cultural activities and excursions.

8. **Support of on-site coordinator**
   Most summer courses require the help of on-site support to find housing and appropriate classroom facilities, organize activities and excursions, and provide back-up for faculty in emergency situations. OIP, in consultation with the faculty member, decides which person or institution in the host country should perform such services.

9. **Assistance and support in emergencies**
   Faculty and on-site coordinators are responsible for providing reasonable assistance to students throughout the duration of the course. In addition, if illness or emergency makes it impossible for the faculty leader to perform their duties, OIP must be notified immediately and a system must be in place to transfer responsibility to another authority on-site.

10. **Students discipline and disciplinary action**
    Faculty serve as the academic and disciplinary authorities for the students while abroad. It is critical that faculty communicate academic and behavioral expectations to the students during the pre-departure summer orientation, the on-site orientation, and at any other required time. As needed, OIP stands ready to help in any capacity necessary, including speaking with a student’s family.

11. **Curricular status of summer courses**
    As of the summer 2010, Boston College has adopted a new summer course credit policy. Students may take one summer course abroad during their time at BC and have that course count towards the graduation requirements as well as for major, minor or core requirements. Although the summer course will count for academic credit, it will not be factored into the overall GPA. To receive academic credit for a summer course abroad, a student must indicate their request for credit on their summer course application and accommodations, meals, etc.
receive at least a C- for the course.

12. Grading policy
Summer courses abroad function as an integral part of the BC undergraduate curriculum. Grades should be given with the same academic rigor as courses being taught on-campus.

13. Student eligibility
Any BC student is eligible to enroll into a summer course including graduating seniors. While summer courses are generally geared towards undergraduate students, graduate students may also participate with prior faculty approval. Please note that tuition rates for undergraduate and graduate students are different. Summer courses are also open to students from other institutions. However, BC students must comprise of at least half of the class.

14. Selection of students
Student participants for summer courses are selected by the faculty leader for each course. In most cases, applications are submitted on a rolling admissions basis until mid-February. As received, applications will be evaluated and, when necessary, discussed with the Assistant Director, Summer and Service Programs in a timely manner.

15. Minimum enrollment and cancellation policy
To assure that a course is financially viable, summer courses need to have a minimum enrollment. OIP reserves the right to cancel a summer course in case the financial or logistic viability of a course cannot be assured.

16. Course promotion
Faculty are expected to advertise their specific course during the academic year through departmental contacts, in the classroom, and by other creative means. OIP will assist with the promotion through emails, information sessions, advisor meetings, etc.

17. Mandatory pre-departure meeting
In March or April 2012, a mandatory pre-departure orientation for all students provides faculty with the opportunity to meet with their class and review important pre-departure information. If a faculty member is unable to meet their students at the pre-departure orientation, he/she will arrange an alternative date for such an orientation.

18. Submission of final grades
Faculty are expected to submit final grades for summer courses abroad within two-weeks from completion of the course.

19. Summer course evaluation
OIP expects faculty to fill out a Summer Course Evaluation online and have students complete an evaluation in a timely manner.