



OFF-CAMPUS STUDY & EXCHANGES

# PARIS FALL SEMINAR

## Director's Handbook

SKIDMORE  
C O L L E G E



# Paris Fall Seminar

## Director's Handbook

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## PROGRAM OVERVIEW

### PARIS FALL SEMINAR

The Paris Fall Seminar program was first offered in 2005. Available only in the fall semester, it is a faculty-led program designed to offer an opportunity to sophomore, junior, or senior Skidmore students to spend a semester in Paris, even if they have little or no French language skills. The Seminar Director position is filled by a different Skidmore professor each fall. Students enroll in a total of four courses: a beginning or low-intermediate French language course, a course on French civilization that is taught in English by a Program Center faculty member, and two additional courses that are taught in English by the Skidmore Seminar Director. The Seminar Director teaches the two content courses in his/her area own discipline. These courses must feature Paris and France and incorporate the city and local area in the curriculum.

Students with upper-intermediate or advanced French language skills, who are also French majors or minors, are not eligible for this program. Instead they should consider Skidmore's Paris JYA program. (Students who are not French majors or minors may enroll in a JYA French language course if their level of French is high enough. This program is open to Skidmore students only.

The Seminar program is hosted at the Skidmore Center, which also hosts the Skidmore in Paris, or "Paris JYA" (junior year abroad) program. While the Skidmore in Paris and Fall Seminar programs overlap in some areas, it is important to note that general oversight of the Fall Seminar is the responsibility of the Seminar Director. While the Resident Director (RD) and Associate Director will both support the Seminar Director in important ways, the Seminar Director will be responsible for much of the overall delivery of the Fall Seminar program.

### SKIDMORE IN PARIS

Founded in 1980, the JYA program is designed for students who have upper-intermediate or advanced French language skills and strives to integrate them as fully as possible into the academic, cultural, and social life of Paris. The program is open to sophomore, junior or senior students for the fall, spring, or full academic year. The JYA program is open to eligible students from any accredited U.S. college or university, although the majority of participants each semester are matriculated at Skidmore. While the JYA program is managed entirely by the Resident Director and Associate Director, it is important to understand the program's goals and general administration, as the Fall Seminar shares space and resources with the JYA program. In addition, there may be opportunities throughout the semester for the two programs to come together for a variety of co-curricular activities. These opportunities can be seen as mutually beneficial and can result in stronger linkages between the two programs. Specifics will, of course, depend on the goals and needs of each program and are likely to change each fall based on the focus of the Fall Seminar.

### ON-SITE STAFF

The Skidmore in Paris program regularly employs three people in the Skidmore Center: the Resident Director, the Associate Director, and a Secretary. These individuals will all assist the Paris Fall Seminar in a variety of ways. The Center is composed of a suite of rooms in an apartment building in central Paris.

#### Resident Director

The Skidmore in Paris Resident Director (RD) reports directly to the Director of Off-Campus Study & Exchanges. The RD has complete academic oversight for courses taught by Skidmore in Paris staff, including those intended for the Paris JYA program and the Paris Fall Seminar. The RD also has ultimate oversight and responsibility for the overall administration of both programs in Paris. The RD supervises all staff who work at the Center, including the JYA faculty.

The balance between the role of the Seminar Director and the role of the RD can be tricky. For that reason, it is critical that the RD and Seminar Director discuss their needs and expectations early in the preparation process. Also, open communication is key as the semester progresses. Because the RD has ultimate responsibility for the management of the programs in Paris, any changes to the Fall Seminar (the staffing, the curriculum, the structure, the budget, etc.) should be discussed with the RD prior to implementing a change.

**Associate Director**

The Associate Director's (AD) primary responsibility is to support the administrative and student support functions of the Paris JYA. The AD also serves as a resource for the Fall Seminar, coordinating student housing, organizing the on-site orientation, arranging field trips and cultural activities, and supporting the Seminar Director and the students with student affairs related questions and concerns. The AD is available to assist the Seminar Director; however, the main responsibility for supporting the students on the Fall Seminar lies with the Seminar Director. As is true with the Resident Director, the balance between the role of the Seminar Director and the role of the AD can be tricky. For that reason, it is critical that the AD and Seminar Director discuss their needs and expectations early in the preparation process. Again, open communication is key as the semester progresses. The AD reports directly to the Resident Director; any questions or concerns should be brought to the RD for discussion.

**Secretary**

The program Secretary supports the administrative efforts of both the Resident Director and the Associate Director, and can also be available to assist the Fall Seminar director in coordination with the RD. She is also available to support students on social and cultural issues. The Secretary reports directly to the Resident Director; any questions or concerns should be brought to the RD for discussion.

## SEMINAR DIRECTOR RESPONSIBILITIES

The successful Seminar program will be the result of a solid and active collaboration between the Skidmore Seminar Director, the Director of Off-Campus Study & Exchanges (OCSE), and the Resident Director of the Paris JYA program. There are essentially three phases associated with a study abroad program, all of which will be discussed fully in this handbook: the "pre-departure" phase; the "on-site" experience, i.e. the program itself; and, the "re-entry", or return home, phase. Seminar Directors are expected to fully participate in each phase of the program.

The following is a brief outline of faculty responsibilities for the Paris Fall Seminar:

- ❖ Designing the academic program and all instructional materials, including detailed syllabi, a list of readings and other resource materials, and a detailed itinerary that relates site visits to the subject matters of the course(s) to be taught. Again, the curriculum must reflect a strong connection to Paris, France, and/or the European Union and must demonstrate the benefits of offering the courses in Paris versus Saratoga Springs.
- ❖ Ensuring proper and timely approval of courses through Curriculum Committee.
- ❖ Locating and evaluating resources abroad that will serve to enhance the overall academic and cultural experience of the students and faculty member (with assistance from the Paris staff).
- ❖ Obtaining accurate cost estimates on any expenses associated with possible field trips and/or special arrangements needed to ensure the utilization of local resources as associated with the curriculum (e.g., entrance fees, lecturing permits, etc.). A preferred activities list and possible costs should be submitted to the Skidmore in Paris Associate Director by **March 1**, and a final list by **May 1** of the spring prior to the seminar. Paris staff will work with the Seminar Director to finalize activities and costs once final program enrollments are known and no later than the end of the May prior to the seminar.
- ❖ Ensuring program expenses stay within predetermined budget parameters.
- ❖ Promoting and recruiting for the program through a brochure, flyers, informational meetings, class visits, etc. (with guidance and support from the OCSE).
- ❖ Providing Off-Campus Study & Exchanges with copies of all informational materials describing the program.
- ❖ Reviewing applications and selecting program participants in collaboration with the OCSE.
- ❖ Developing pre-departure materials to prepare students for the program (in collaboration with OCSE).
- ❖ Providing a pre-departure orientation for program participants in April before the program semester (in collaboration with the OCSE).
- ❖ Obtaining his/her own visa, as required by the current French regulations and procedures (with support from OCSE and the Paris staff).
- ❖ Working with OCSE and the JYA Resident Director to deliver academic and administrative portions of the on-site program.
- ❖ Attending to all financial arrangements needed, well in advance of departure, to meet program expenses in the U.S. and abroad, according to established Skidmore financial policies and procedures (In collaboration with the OCSE and the Paris staff).

- ❖ Obtaining receipts and keeping accurate records of all program-related expenses incurred abroad, in coordination with the Paris JYA Associate Director.
- ❖ Obtaining receipts and keeping accurate records of all personal expenses incurred abroad that will be charged against the Seminar Director's living stipend. **IMPORTANT:** The Seminar Director must keep a separate accounting of program and personal expenses. Personal expenses may not be charged to the program accounts. All receipts to be submitted for the living stipend are due to OCSE by **January 15** following the end of the program.
- ❖ Reporting expenses to OCSE and Financial Services according to established procedures.
- ❖ Submitting a formal program assessment report to the Director of Off-Campus Study & Exchanges by **February 15** following the program.
- ❖ Working with OCSE and the Seminar Director's academic department to develop and organize substantive re-entry activities for program participants upon return.
- ❖ Working with the Seminar Director's academic department and its curriculum to incorporate experience in Paris into course work upon return.

This handbook outlines more fully the duties and responsibilities of the Seminar Director.

## PRE-DEPARTURE RESPONSIBILITIES

### RECRUITMENT

The Seminar Director, in conjunction with OCSE, will be responsible for communicating the details of his/her program to other Skidmore faculty and students in the interest of recruiting students for the program. Creativity in recruitment is encouraged, yet here are some traditional methods of recruitment that should be incorporated in the overall plan. Minimally, these include hosting Interest Meetings (generally, one in the fall before the Thanksgiving break and one or two in the spring prior to the application deadline); visits to pertinent classes to discuss the program overview (5-10 minute presentation) and explain application process; and e-mail announcements to select student audiences. OCSE will assist with these recruitment activities and with the advance advertising of them. Additionally, the Seminar Director will supply OCSE with content for a program brochure and Web site.

The Fall Seminar is designed as a more personalized academic experience and, therefore, the Seminar Director should be prepared to spend a good deal of time with students while they consider, prepare for and participate in the program. The Seminar Director will be asked to meet with individual students who are interested in the program and advise them regarding the courses and the structure of the program. She/he should also meet individually with each applicant to discuss program specifics as they relate to the student. These meetings should occur as students express interest and prior to the application deadline.

### APPLICATION PROCESS

The OCSE Program Manager will create an appropriate program application from a template used for other study abroad programs. The application will include forms for students to provide background information about themselves, motivation for applying to the program, academic recommendations, and French language assessment. Students who are not studying French language at the time of application will be required to take the online language assessment provided through the Foreign Language Resource Center. Completed applications will be submitted to the OCSE by the established deadline of **March 15** and will be reviewed for acceptance by the OCSE Program Manager using the standard requirements as a guideline. Any applications from students who do not meet the 3.0 GPA minimum

requirement will be offered for review to the Seminar Director. Notification of application status will be sent by OCSE to each applicant, and an "acceptance packet" will be sent to qualified students by OCSE.

### **PRE-DEPARTURE ORIENTATION**

Paris Fall Seminar students are required to attend a pre-departure orientation at Skidmore College in March/April prior to the program semester. This orientation will take place in cooperation with the Paris Resident Director, and possibly the Associate Director, when they are in Saratoga in the spring.

The OCSE Program Manager assigned to the Paris Fall Seminar program will consult with the Seminar Director to create an outline for the on-campus orientation and will also work closely with the Paris Resident Director to determine who will lead the various sessions included in the orientation. The orientation must minimally include information and discussions on the following:

1. Pre-departure logistics – passports and visas, health forms, course registration, finances, and travel information;
2. Academics – an explanation of the language courses and content courses and discussion about different academic expectations in France;
3. Living in France – discussion on U.S. vs. French values and cultural differences, cultural adjustment issues, behavioral expectations, home stays, the Skidmore Center, and day-to-day life in Paris;
4. Field trips and cultural activities – an introduction to sites to be visited during the semester and their significance to French history and culture.

### **OBTAINING A FRENCH VISA**

A French visa is required for U.S. citizens who will be in France for a period of more than three months. Therefore, a Seminar Director with U.S. citizenship must obtain a French visa in order to lead the group in Paris. The particular visa required, as of June 2009, is called a "professor/research scientist visa", and is categorized as a "work visa." The program budget will cover the cost of the visa fee for the director and her/his spouse or domestic partner, as established by Skidmore College's Domestic Partnership policy, as well as the cost of round-trip travel to New York City from Saratoga Springs for the visa application appointment(s). A French visa application is only accepted through a personal appearance at the French Consulate—no more than 90 days prior to departure for France—and the French consulate may require more than one appointment from an applicant. To ensure the best attempt at a successful visa application, the Seminar Director will be expected to apply for his/her visa as early as permissible by the Consulate, and no later than six weeks prior to departure for France.

The French Consulate in New York City is located at 10 East 74<sup>th</sup> Street (between Madison & 5<sup>th</sup> avenues). The Visa Section can be contacted at 212-606-3601 and [visa@consulfrance-newyork.org](mailto:visa@consulfrance-newyork.org). Visa application requirements can be found online at <http://www.consulfrance-newyork.org/spip.php?rubrique108>.

The Paris office will provide applicable application documentation from our partner university in Paris. The OCSE Program Manager will assist the Seminar Director by providing the most recent information available regarding the visa process. Having said this, the process often changes without advance notice. We *strongly* suggest that the Seminar Director contact the French consulate in New York City before applying for a visa to ensure that s/he understands the most current procedure and requirements. E-mail communication to the Visa Section is typically the best method by which to contact the French Consulate in New York. OCSE urges the Seminar Director to approach this task with a great deal of patience and understanding. The office is able to assist in certain areas but can not complete or submit the visa application on behalf of the Seminar Director nor ensure that the process runs smoothly.

Seminar Directors who do not have-U.S. citizenship should notify OCSE as early as possible so that the applicable French immigration information may be researched. Students will obtain their own visas after acceptance to the program with assistance and support from OCSE and the Paris office.

## ON-SITE RESPONSIBILITIES

The Paris Fall Seminar is limited to a group of 10 to 15 students, and requires a minimum of 7 students to be viable. The on-site staff (Resident Director, Associate Director, and Secretary) assist the Seminar Director in the general administration of the program. The Seminar Director is charged with the academics of the Seminar and with monitoring the progress of his/her group. Ongoing communication and collaboration among the Seminar Director, OCSE, and the Skidmore in Paris staff are essential in operating this type of study abroad program. On-site orientation, cultural activities, and excursions are organized by the JYA staff in cooperation with the Seminar Director. Additional excursions and activities that enhance the curriculum of the Seminar are organized and/or developed by the Seminar Director. NOTE: The program schedules for the Skidmore in Paris and the Fall Seminar programs are off-set by one week to allow for more focused attention during orientation.

Because the Seminar Director is expected to handle administrative as well as teaching responsibilities, this semester counts as a three-load semester (two 4-hour courses and one administrative).

### ARRIVAL

The Seminar Director should arrive to Paris no less than two weeks prior to the start of the Fall Seminar program. This will allow the director time to acclimate to new housing, become familiar with the neighborhood and commute to the Skidmore Center, and to prepare for the student arrival. The Fall Seminar typically starts around the first weekend in September. Contact OCSE for exact dates.

### ORIENTATION

The Seminar Director and the Associate Director are responsible for planning, scheduling, and administering an on-site orientation as soon as students arrive in Paris at the start of the program. The purpose of this orientation is to support the vision and goals of the Paris Fall Seminar program and to complement the pre-departure orientation held during the previous term at Skidmore College. The orientation should provide students with an introduction to living abroad in general; an opportunity to establish cohesiveness within the group; and an academic and cultural foundation to the semester-long program.

The orientation must include the following:

1. Skidmore in Paris Program Center tour – highlighting the rules of the Center, classrooms and offices, and computing facilities;
2. Tours of the local area in and around Paris;
3. Introduction to the academic program – distribution of textbooks, discussion about differing academic expectations, and initial class meetings;
4. Discussion of cultural issues – French vs. U.S. values, French social norms, and cultural adjustment (culture shock) issues;
5. Individual meetings with students – to discuss details of class schedule, establish rapport with individual students, and clarify any medical or emotional issues that may arise during the program;
6. Field trips and group meals – an introduction to on-going cultural activities that will be part of the entire semester program;
7. Visit to the U.S. embassy – to register as U.S. citizens abroad and to obtain absentee voting forms (if applicable) for students who have not already done so;
8. Discussion of health and safety issues – health facilities, emergency contacts and instructions, and explanation of local laws that could affect students while living in France;
9. Discussion of language learning – advantages of using French as much as possible, tips to increase vocabulary, study suggestions, brief introduction to the Parisian dialect, and useful phrases for day-to-day activities, and explanation of Language Pledge.

## ACADEMICS

### Academic Calendar

The Paris Fall Seminar program is offered for the fall semester only. The program will run for 16 weeks, breaking in accordance with the French academic system and the JYA program. The Fall Seminar is scheduled to begin a week after the Paris JYA program to avoid conflicts between the two programs. Specific dates will vary each year and are available from OCSE.

### Seminar Director Courses

All students participating on the Fall Seminar program will enroll in both courses offered by the Seminar Director. These courses will vary from year to year in conjunction with the academic expertise of the Seminar Director.

Students participating in the Paris JYA program who wish to enroll in one of the seminar courses may do so providing they are not French majors or minors and they receive approval from the Seminar Director. The seminar may decide that he/she does not want to allow JYA student into the seminars – it is the Seminar Director's decision. The Seminar Director should discuss this option with OCSE during the recruitment process to ensure OCSE is advising students appropriately.

### Program Center Courses

#### *French Language*

All Fall Seminar program participants are required to enroll in a French language course. There may be a need for two levels of beginning French for this group. Although knowledge of French language is not required, many students do have some background. Students will be tested by the Skidmore College language lab during the application process so as to provide OCSE and the Skidmore in Paris staff a perspective on the language levels involved with each group. The four-credit grammar course is offered in-house.

Any students needing intermediate or more advanced French should talk to OCSE. Depending on their language level, they may be able to take the language course with the JYA students or may want to consider applying to the JYA instead of the Fall Seminar.

#### *French Civilization*

All Fall Seminar program participants are required to enroll in the Contemporary French Society (JPFF 325) course. The 3-credit course is offered in-house, is designed to provide students with an overview of French culture.

### Course Registration

Students register for four courses. Students will enroll in the seminar courses through the application process. They will complete a course pre-approval form that will be reviewed, minimally, by their academic advisors and the Registrar's Office.

## COURSE GUIDELINES

### Grading

The Paris Fall Seminar director and Skidmore Center course instructors are responsible for all assignments and final grading for their courses and should do so according to Skidmore College standards (see Appendix C).

### Attendance

The Seminar Director must provide students with a clear attendance policy for all classes, fieldtrips and tutorials that ensures full participation in the Fall Seminar program throughout the semester. Attendance policies should also be discussed with the Resident Director, who will work with the Program Center instructors, in order to avoid inconsistencies.

### Academic Integrity

Students participating in the Paris Fall Seminar program are expected to abide by the Skidmore College Honor Code:

*I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the College regulations.*

The Seminar Director should discuss the Honor Code during orientation, particularly in the context of French faculty expectations. *Student Responsibilities and Rights – Academic Policies* are included in Appendix B of this handbook.

### Field Trips

The Seminar Director, in collaboration with the Associate Director, will arrange at least five field trips or excursions during the semester. Field trips should supplement topics covered in the Seminar Director's courses. Sample locations can include some of Paris' popular historic and cultural sites such as Notre Dame Cathedral, L'Opera, the Louvre, etc., as well as visits to various neighborhoods and commercial districts. Excursions to cities or sites outside of Paris are also encouraged, if appropriate. (Visits to locations outside of France are not possible.) Students are expected to attend all organized field trips except in the case of illness. Field trips will be led by the Seminar Director and be followed by a one-hour discussion that will integrate the visit with topics covered in class.

## FINANCES

### Program Expenses

The Seminar Director will have access to certain monies based on the final budget. (See next section.) The Seminar Director may access those monies through the Credit/Debit card provided by the program.

Program Credit/Debit Card: This card serves both as a credit card and a debit card. The card ties into the Paris program account in Paris and may be used for program expenses only (not personal or stipend related expenses). The Paris staff will work with the director to obtain the card once he/she is on site. Purchases using this card should be tracked and reported monthly. (See section below on Expense Reports.) **NOTE:** The Seminar Director cannot set up automatic payments from this account. Monthly expenses covered by the program, such as home internet service and mobile phone, will be paid by the Paris Program office upon the timely submission of the bills by the Seminar Director.

In cases when cash is needed, or when a credit card will not be accepted, the Seminar Director may use the Credit/Debit card to withdraw cash from the Paris account. We ask that the Seminar Director PLAN CAREFULLY to avoid unnecessary withdrawal fees. (The fees for these withdrawals will be charged against the Seminar budget and will, therefore, affect the total amount available for activities.) Cash withdrawals and purchases in cash must be tracked and reported monthly.

The Seminar Director may obtain paper-based checks from the program account while in Paris by making a request to the Skidmore in Paris Associate Director. However, Seminar Directors should plan to use either the Credit/Debit card or cash for all program purchases whenever possible.

### Personal Expenses

The Seminar Director will receive a stipend to help with living expenses. The stipend is not meant to – and probably will not – cover all living expenses. OCSE, in conjunction with Financial Services and the Dean of the Faculty, has developed stipend guidelines that outline which expenses are and are not covered by the stipend. There are some living expenses that are covered by the program itself – home internet service, Métro passes, mobile phone service for calls within Paris and France. Stipend guidelines are included in Appendix H of this handbook.

The OCSE Finance Manager will work with the Seminar Director to distribute the stipend funds prior to departure. The Office of Financial Services requires that all housing rental costs be paid directly by the

College. In effect, OCSE will pay the amount of a full semester of rent, using stipend funds, directly to the landlord or rental agency. **Seminar Directors therefore must contact the OCSE Finance Manager to discuss rental details prior to signing a lease.** Further, according to Internal Revenue Service regulations, if the landlord is a U.S. citizen, s/he must submit a completed W-9 (Request for Taxpayers Identification Number) form to OCSE in order to be paid by Skidmore. Payment can only be made upon receipt of a completed W-9. Seminar Directors should direct the landlord to the Web site for the Office of Financial Services, at [http://cms.skidmore.edu/financial\\_services/upload/W\\_9\\_Form.pdf](http://cms.skidmore.edu/financial_services/upload/W_9_Form.pdf), to download the W-9 form.

OCSE can also pay directly for the Seminar Director's round-trip international airfare, e.g. Albany to Paris. If the Seminar Director pays directly for his/her airfare and seeks reimbursement prior to departure for France, Skidmore's Office of Financial Services requires both a copy of the flight itinerary and the credit card statement that shows the charge. These may be submitted to the OCSE Finance Manager for processing. Once the Seminar Director's housing and flight are paid for, the remainder of the stipend can be paid out by check to the Seminar Director or can be transferred to a bank account here in the U.S. or in France. (If a wire transfer is preferred, the Seminar Director will be responsible for all bank fees associated with the wire. Sending fees will be deducted from the stipend.) Most Seminar Directors will not have access to a personal French bank account, as it is difficult to set one up for such a short period based on French regulations. Therefore, OCSE typically transfers the funds to a U.S. account. The Seminar Director may then decide how s/he wants to access the money (debit card, traveler's checks, etc.) once in France.

The Seminar Director must track and report all personal expenses to be charged against the stipend. These expenses do not need to be reported monthly, rather the Seminar Director must submit a final report with receipts by January 15 following the end of the program to the OCSE Finance Manager. Receipts should be legible, organized by date, and taped to 8.5x11- or A4-sized paper for easy processing. Any stipend funds not spent during the semester must be returned to Skidmore at the end of the program, also by January 15. Additionally, any expenses that do not fall within the stipend guidelines will not be accepted as eligible expenses. (See stipend guidelines in Appendix H of this handbook.)

### **Program Budget**

The Seminar Director will collaborate closely with the Skidmore in Paris Associate Director to properly account for program expenses during the fall semester. Total expenses for the program must not exceed the established budget, which will be affected by the final number of enrolled participants. The Seminar Director should keep this in mind as s/he plans the various events and activities for the semester. Any deviations from the established budget should be discussed with the Resident Director, who will consult with the Director of OCSE as needed.

OCSE will provide a budget for the Seminar Director once the Skidmore Board of Trustees approves the new fiscal year's budget, generally in June. The program budget will be based on final student enrollments, and will include amounts for cultural excursions and activities, instructional supplies, postage, and phone calls. These are the budget areas available to the Seminar Director and the areas s/he should track. The budgets for academic and housing costs are managed by the Skidmore in Paris Resident Director and Associate Director.

The Seminar Director is expected to use the figure included for cultural excursions and activities as the Seminar Director's "discretionary" fund – s/he may use this money to support the activities related to the curricular and co-curricular goals of the program. The remaining amounts are meant to be used to support the administrative pieces of the program. Again, exact amounts for each item will be provided once we know the number of students participating on the program.

Once the budget figures are set, the Seminar Director should begin to make final plans for the activities and events s/he wants to sponsor during the program. The Associate Director in Paris will assist the Seminar Director with suggestions, as needed (based on what was sponsored by the JYA and Fall Seminars in the past). The Associate Director will also be able to work through possible budget scenarios based on what the Seminar Director would like to do. In the end though, the Seminar Director will be the

one to plan activities to support the program and these activities must fit into the total budgeted amount. The Seminar Director should have a tentative schedule of events available to discuss by April 1 so it is available to discuss when the Resident Director visits from Paris in early- or mid-April. At that time, the Resident Director and Seminar Director will meet to talk about liability and logistical issues, go over details, and next steps.

### **Expense Reports**

The Skidmore in Paris Associate Director will produce monthly expense reports, which are submitted to the OCSE Finance Manager. The expense reports are based on all program expenses, as demonstrated by the receipts submitted by the Seminar Director. Original receipts should be submitted at the end of each month to the Associate Director in Paris to assist in maintaining an accurate accounting the budget. All receipts must be accompanied by a clear description of the purchase, including location and date of purchase. Expenses will be reported in Euros (€). The Office of Financial Services will convert the figures into U.S. dollars according to the current exchange rate.

## **STUDENT AFFAIRS**

### **Cultural Activities**

In addition to field trips organized in conjunction with content courses, the program will also organize other cultural activities and field trips throughout the semester. These can include musical and theater performances, visits to museums, dinners at local restaurants, and any other activities that will enhance the students' study abroad experience and understanding of French culture. Tutors who might work with the students should be encouraged to join these activities in order to provide students with French perspectives and to give them an opportunity for informal contact beyond classroom and tutorial time.

The JYA Associate Director will take the lead role in organizing the logistics of the cultural activities. However, the Seminar Director is responsible for determining which activities are appropriate, planning a cohesive semester-long agenda of activities, ensuring the activities complement and enhance the Fall Seminar curriculum, support the overall goals of the program, and remain within the overall program budget.

### **Housing**

The JYA Associate Director is responsible for securing appropriate housing with host families for each participant. Students will complete a Housing Questionnaire that the Associate Director will use in placement with host families. The Housing Questionnaire addresses topics such as dietary restrictions, personality summaries and lifestyle descriptions. The Associate Director will also ensure that the JYA Resident Director, the Fall Seminar Director, and the OCSE Program Manager are informed of any housing issues that arise. The Resident Director is the one charged with ensuring that the Associate Director is fulfilling these responsibilities and that there is clear and timely communication with OCSE should a problem arise.

### **Behavior**

Students participating in the Fall Seminar are expected to abide by the Skidmore College Student Code of Conduct:

*Basic College regulations are vital to community welfare, student safety, and high standards of ethical integrity. Skidmore expects all members of the community to conduct themselves in a manner supportive of the educational mission of the College. The College considers abuses and violations of these regulations major breaches of the College Honor Code which may lead to various sanctions, including the withdrawal of membership from the Skidmore community. In addition to following basic College regulations, community members are also obligated to observe the laws and ordinances of local, state, and the federal governments. The College may press charges against community members engaged in criminal activities on or off the campus. All currently enrolled Skidmore students are required to report any circumstance that results in their arrest to the Associate Dean of Student Affairs/judicial counsel.*

*Respect for the person, property, ideas, and perspectives of others and a commitment to intellectual and personal growth are values essential to membership in the College community. The policies listed below are illustrative only, not exhaustive; the College has the right and obligation to act upon conduct not in accord with the informing principles of the Honor Code or codes of conduct.*

Students may need to be reminded that they are in France, and Paris, as 'ambassadors' for Skidmore College and should behave accordingly. Obviously, the Seminar Director is expected to serve as a role model for the students and demonstrate appropriate behavior within the context of French society. The Seminar Director should be mindful of any issues that may arise, and, when necessary, discuss cultural misunderstandings and the implications of unacceptable behavior while studying abroad, calling on the Paris staff to assist as needed. (*Student Responsibilities and Rights – Social Policies* are included in Appendix D of this handbook.) The Seminar Director should also communicate any problems to the Resident Director and OCSE to ensure they are prepared to discuss the issues with students, parents, or administrators if the problem should escalate.

### **Alcohol**

Because the legal minimum drinking age in France is 16 years, the Seminar Director may find that Fall Seminar students will consume alcoholic beverages while in France. The Seminar Director should be mindful of any potential problems and discuss these problems with students. The Seminar Director can be seen by students as a positive role model when it comes to sensible consumption of alcohol and, therefore, s/he does not need to completely refrain from drinking moderate amounts of wine or beer while in the presence of students. However, program funds may NOT be used to purchase alcohol for students, as this opens the College to liability issues. Part of the orientation program at the beginning of the program should be used to discuss this issue in the context of French social relationships.

### **Drugs**

According to the "Policy on Alcohol and Other Drugs (AOD)" in the Skidmore College Student Handbook, "...The College will not ignore violations of the law or the Skidmore regulations elaborated in this policy. The College will discipline students whose conduct undermines the vitality of the academic community. ..." This policy also extends to students abroad. The Seminar Director should take the initiative to educate him/herself on French laws regarding drug possession, use, and trafficking; the Resident Director can be available for consultation on these questions. During orientation, students must be informed of these laws and the consequences of breaking them. They must also be informed that any drug use while on a study abroad program will result in being withdrawn from the program and sent home. Students should also be informed that they will be subject to Skidmore College's disciplinary actions. If a situation involving illegal drugs does arise during the program, the Seminar Director must immediately notify the Resident Director **and** contact the OCSE Director.

### **Local Laws**

During the on-site orientation, the Seminar Director should include a brief explanation of French laws that may affect students on the Paris Fall Seminar program, as well as a discussion about significant differences between the French and U.S. legal systems. The Resident Director can be available for consultation on these questions. Students should be encouraged to read the U.S. Department of State's *Country-Specific Information* for "France & Monaco," which can be found at <http://travel.state.gov/travel>.

## **STUDENT HEALTH**

The JYA Resident Director will receive copies of each student's Health Assessment Form to be kept on file in case of medical emergencies. The Resident Director should also meet with each student individually during orientation to discuss any existing physical and mental health conditions that may affect the student's experience on the program or issues that may arise during emergencies. Students must be assured that all medical information provided to the Resident Director will be kept confidential, and provided only to medical professionals when/if necessary. If there are serious concerns, the RD is

expected to share those with the Seminar Director in case there are issues during class, a filed trip, or an overnight excursion.

### **Health Insurance**

All students receive supplemental health insurance (through ACE American Insurance Company for Skidmore students or through CISI for non-Skidmore students) that includes medical evacuation and repatriation coverage. The Seminar Director should make copies of the students' study abroad insurance cards during the on-site orientation to have on file in case of emergencies. OCSE recommends to all students who study abroad that they consider obtaining an International Student Identity Card (ISIC), which includes supplemental medical coverage, and also includes medical evacuation and repatriation coverage. Obtaining an ISIC is not required of Skidmore students—some students may have an ISIC, while others may not. Upon their arrival to Paris, the Seminar Director should obtain, from each student who carries an ISIC, a photocopy of his/her card.

### **Medical Assistance**

In the event of a student's injury or illness, the Seminar Director and, when necessary the JYA Associate or Resident Director, should accompany the student to an appropriate medical facility and remain with the student as long as necessary. Students should be encouraged to give permission to the RD to contact family members, and if such permission is obtained, the RD will contact parents directly. The OCSE Program Manager should also be contacted as soon as possible in order to have correct and up-to-date information in the event family members call OCSE. If the student is required to spend a significant amount of time in a medical facility, it is important that the Resident Director act as advocate for the student to ensure that appropriate care is received.

## **STUDENT SAFETY**

The Seminar Director should include discussions about personal safety and crime prevention during orientation and throughout the program as needed. Students should receive on-site materials that contain safety tips and advice on reporting thefts and other crimes to the Seminar Director, the Resident Director and to French authorities. Further, it is important to **require** students to give personal travel information to the Seminar Director any time they plan to leave Paris. Students should be discouraged from traveling alone and advised about areas in France that may have particular safety issues for foreigners. The Seminar Director should be aware of any U.S. Department of State travel warnings (<http://travel.state.gov/travel>) and advise students accordingly.

### **Emergencies**

The Seminar Director is to serve as all students' primary emergency contact and must be available to provide immediate assistance to them as necessary. The Seminar Director is expected to report all emergencies to OCSE immediately and to follow all established protocol (see Appendix F). In cases of serious emergencies such as natural disasters, political upheaval, or terrorist incidents, the Seminar Director and Resident Director will both consult with the OCSE Director to decide on any evacuation and contingency plans for the program. A list of Safety Precautions is included in Appendix E.

### **Students With Disabilities**

Under the Americans with Disabilities Act (ADA), colleges and universities in the United States are prohibited from discriminating against a qualified person with a disability in all aspects of academic life, including study abroad. The Seminar Director should be familiar with the following ADA guidelines outlined in the *Students with Disabilities at Skidmore* handbook provided online at [http://cms.skidmore.edu/academic\\_services/accessibility/index.cfm](http://cms.skidmore.edu/academic_services/accessibility/index.cfm):

1. A qualified individual (someone who meets the College's criteria for admission) with a disability must be provided access to programs, activities and services that are offered to others.
2. A qualified person with a disability must have an equal opportunity to participate in or benefit from that which is offered to others.

3. Individuals with disabilities may not be charged extra for costs incurred in barrier removal, alternatives to barrier removal, reasonable modifications or the provision of classroom auxiliary aids to make the college environment accessible and usable.

The Seminar Director should work closely with OCSE to ensure that students with disabilities have the same opportunities as other students on the Paris Fall Seminar program. Any questions regarding Skidmore students with disabilities should initially be directed to the OCSE Program Manager.

### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) prevents disclosure of student records to anyone other than a school official who has a legitimate need to have the material. It allows students to give written consent for disclosure to certain other persons and it also ensures that students have access to their own records. The Seminar Director can legally share student records related to the Paris Fall Seminar program with Skidmore College officials and Skidmore in Paris staff but must obtain the students' consent in any other situation.

It is important for the Seminar Director to respect students' privacy in all matters. For example, if there is an emergency involving a student it is appropriate to share that information with the Resident Director and OCSE; however, it is not appropriate to share any information with other faculty (in Paris or at Skidmore) or with staff, students, or host families. Cultural norms may be different while in France and this type of sharing of information may be seen as acceptable, but with the U.S. college-sponsored Paris Fall Seminar (and Skidmore in Paris), we are obligated to abide by what is acceptable in terms of U.S. regulations.

### **PERSONAL TRAVEL**

OCSE requires that the Seminar Director provides travel details with the Paris JYA staff whenever s/he travels for personal reasons away from Paris. It is imperative that personal travel does not conflict with the program schedule and administration, and that Paris JYA staff know how to reach the Seminar Director at all times should an emergency arise. Travel details minimally include dates of travel, destination city and country, and local telephone contact. Please note that the Seminar Director will have a cell phone in Paris, and Paris JYA staff should be notified if it will or will not serve as a mode of contact in the travel destination.

### **DEPARTURE**

The Seminar Director is responsible for remaining in Paris with the program until its official end. S/He may wish to stay beyond the official end of the program to wrap-up any personal or program-related matters, and this is expected. The Skidmore Center in Paris will close for the winter break within 2 or 3 days after the end of the program, so it is advisable to arrange with the JYA Resident Director in advance any access needed to the Center. The end of the program is typically at the end of the third week in December. Contact OCSE for official dates.

## POST-PROGRAM RESPONSIBILITIES

### GRADES

At the end of the semester, the Program Center instructors for the French language and French culture & civilization courses will submit student grades to the Resident Director, who will in-turn report these grades to the Skidmore Office of the Registrar. Similarly, the Seminar Director will report grades for his/her program courses directly to the Office of the Registrar. This should be completed within six (6) weeks of the end of the program via the online grading system. Access to the online grading system is at <http://cms.skidmore.edu/registrar>.

### EVALUATIONS

The Seminar Director, working closely with the OCSE Program Manager and the JYA Resident Director, will create a student evaluation process that allows the Seminar Director and OCSE to assess the program and all its aspects. The evaluation should be mandatory and should be completed by the students at the end of the program while they are still in Paris. The Paris staff should submit the completed evaluations to OCSE by February 1.

### RE-ENTRY PROGRAMMING

The Seminar Director should schedule at least one or two activities for program participants shortly after their return to the Skidmore campus. Planning of these activities should be done in advance and in cooperation with the OCSE Program Manager, and costs associated with the event(s) will be covered by the program budget. The purpose of "re-entry programming" is to offer an opportunity to students to reflect on their experiences abroad, as well as to promote the Fall Seminar to the greater Skidmore community. Possible activities would have students present their academic work from Paris to other students and faculty, or, submit written work that is reflective of a particular focus of the overall program. A social gathering with the Seminar Director and program participants can also be a welcome event to the participants as they cope with their return to campus after an experience that, for many, feels life-altering and immensely formative. Re-entry programming will not only benefit the program participants, the Seminar Director, and the Skidmore community, but it is also a Priority Initiative of Goal II of Skidmore's Strategic Plan: "...*Find new ways to take advantage of the resources represented by students returning from study away to enrich the campus community.*" (See <http://cms.skidmore.edu/planning/goals/goal2.cfm>.)

### PROGRAM REPORT

The Seminar Director will prepare a report providing a detailed overview of program activities (both academic and co-curricular), as well as assessment outcomes and recommendations regarding the future development of the program. The report must be submitted to the Director of Off-Campus Study & Exchanges no later than **March 1** following the program. (See Appendix G for template.)

**APPENDIX A****SKIDMORE COLLEGE ONLINE RESOURCES****Offices and Departments:**

Off-Campus Study &amp; Exchanges

<http://cms.skidmore.edu/ocse>

Office of the Dean of the Faculty

<http://cms.skidmore.edu/dof>

Academic Departments &amp; Programs

<http://cms.skidmore.edu/academics.cfm>

Information Technology

<http://cms.skidmore.edu/it/index.cfm>

Student Academic Services – Disability Services

[http://cms.skidmore.edu/academic\\_services/accessibility](http://cms.skidmore.edu/academic_services/accessibility)

Human Resources

<http://cms.skidmore.edu/hr>

Financial Services

[http://cms.skidmore.edu/financial\\_services](http://cms.skidmore.edu/financial_services)

Business Services

[http://cms.skidmore.edu/business\\_services](http://cms.skidmore.edu/business_services)

Student Aid &amp; Family Finance

[http://cms.skidmore.edu/student\\_aid](http://cms.skidmore.edu/student_aid)

Bursar's Office

<http://cms.skidmore.edu/bursar>

Registrar &amp; Institutional Research

<http://cms.skidmore.edu/registrar>

Residential Life

<http://cms.skidmore.edu/reslife>

Purchasing Services

<http://cms.skidmore.edu/purchasing>

Campus Safety

[http://cms.skidmore.edu/campus\\_safety](http://cms.skidmore.edu/campus_safety)**References:**

Student Handbook

[http://cms.skidmore.edu/campuslife/upload/Student-Handbook-08-09\\_cx-3.pdf](http://cms.skidmore.edu/campuslife/upload/Student-Handbook-08-09_cx-3.pdf)

College Catalog

<http://www.skidmore.edu/catalog/index.htm>

Staff and Student Directories

<http://cms.skidmore.edu/directory>

## APPENDIX B

### ACADEMIC POLICIES

The Skidmore pamphlet on “The Ethics of Scholarship” defines some of the positive reasons why an academic community needs to observe the highest principles of intellectual honesty. These expectations include the bond of trust among faculty and students, without which there can be no truly educational enterprise; the need for students to embrace the rewarding struggles inherent in challenging intellectual endeavors; the excitement of mastering research and discovery processes in various disciplines; and the rewards of becoming a genuine participant in the larger community of scholars past and present. (Please see the extended definitions of policies and sanctions in the *Student Academic Handbook*.) The academic Honor Code requires students to attend closely to such issues as the following:

1. Plagiarism is representing the work of another person as one's own: for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else. Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources; the appropriate ways of acknowledging his or her academic, scholarly, or creative indebtedness; and the consequences for violating the Skidmore Honor Code. The Integrity Board and the Board of Appeals will not regard claims of ignorance, unintentional error, or academic or personal pressures as adequate defenses for violations of the Honor Code.
  - a. Minor plagiarism offenses: for example, failure to acknowledge the source(s) of a few phrases, sentences, or an idea (though not an idea of importance to the thesis or central purpose of the paper or project).
  - b. More serious plagiarism offenses: for example, failure to acknowledge the quotation or paraphrase of a few longer, paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) of important pieces of evidence or information; or the source(s) for an ordering principle central to the paper's or project's structure.
  - c. Major plagiarism offenses: for example, failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method submitted as one's own; and work borrowed, stolen, or purchased from someone else.
2. Cheating on examinations by giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an exam (unless explicitly permitted by the instructor); looking upon someone else's exam during the examination period; intentionally allowing another student to look upon one's exam; discussing test items during the exam period; and the passing of any exam information to students who have not yet taken the examination. There can be no conversation while an examination is in progress. Any prohibited or unauthorized interaction (e.g., talking or other communication) between students while an examination is in progress may constitute “cheating,” regardless of the content or intent of the interaction.
3. Multiple submission of substantial portions of the same work for credit, with out the prior explicit consent of the instructor(s) to whom the material is being (or has been) submitted.

4. Forging another person's signature or name on academic or other official documents (e.g., the signing of a faculty advisor approval, the misuse of attendance sign-up sheets, the mishandling or misappropriation of registration materials or other official documents).
5. The deliberate destruction, damaging, or theft of another's work or working materials (including lab experiments, computer programs, term papers, works of art, or other projects undertaken for academic purposes).
6. The effort to remove uncharged library materials from the library, defacing or damaging library materials, intentional displacement and hoarding of materials within the library for unauthorized private use, and the abuse of reserve-book privileges. These and related offenses constitute an abuse of the College community's central resource for the advancement of learning. The College may treat the failure to return materials to the library in a timely fashion, when other members of the Skidmore community need these materials, as an academic integrity infraction.
7. Computer abuse and fraud includes the abuses defined in these guidelines under "plagiarism," "multiple submission," and "alteration." The College expects members of the Skidmore community to observe the highest standards of academic and social integrity as they use computers for class, office, and individual projects. Such offenses as computer plagiarism, unauthorized collaboration, entry into another person's computing directory, data theft or unauthorized alteration, inappropriate use of the electronic mail, and other malicious or dishonest computer activities will be treated as serious infringements of integrity. Consult the "Code of Ethics for Academic Computing at Skidmore," available from Skidmore's Center for Information Technology Services (CITS). The College recognizes the following EDUCOM policy statement: *Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; the right to privacy; and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.*
8. Software piracy: The College forbids the unauthorized duplication or use of copyrighted software. Even if a program does not contain copy protection to prevent unauthorized duplication, it is illegal to copy commercial software for your own use or use by others. Likewise, knowingly accepting or using copies of "pirated" software violates the Skidmore College Honor Code.
9. Unauthorized collaboration (closely related to plagiarism or cheating): Student collaboration on projects, papers, or other academic exercises regarded as inappropriate by the instructor(s). Although the most common faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and each discipline. Students who want to confer or collaborate with one another on work receiving academic credit (for example, homework assignments, lab reports, exam preparations, take-home exams, research projects, essays) should be certain of the instructor's expectations and standards.
10. The misrepresentation or purposeful mishandling of material or fabrication of information in an academic exercise, academic process, or assignment (for example, the falsification of experimental or computer data, the construction of false documents or the misleading alteration of documents, the false or misleading citation of sources, the purposeful mishandling or misappropriation of registration materials).
11. Altering material without the instructor's knowledge and consent in negotiation for a higher grade.

(Excerpt from Skidmore College [Student Handbook 2008-2009](#), pages 9-11)

**APPENDIX C****ACADEMIC STANDARDS & REVIEW**  
**(GRADES, GRADE CHANGE & GRADE-POINT AVERAGE)****Grades**

Grades are assigned on the following basis:

A+, A:	<i>Distinguished work</i>	C-, D+, D:	<i>Passing, poor-quality work</i>
A-, B+, B:	<i>Superior work</i>	F:	<i>Failure, no credit earned</i>
B-, C+, C:	<i>Satisfactory work</i>		

**S/U, Satisfactory/Unsatisfactory:** S/U grades do not affect the student's grade-point average, but a student receiving an Unsatisfactory will not receive credit for the course. The college criterion for Satisfactory is the equivalent of a C or better. A student may take no more than one course in a semester for an S/U grade. A student may take a maximum of sixteen semester hours for an S/U grade, excluding internships. The S/U option is offered at the discretion of the department. The semester schedule will indicate which courses may be taken for an S/U grade. Students must indicate their choice of the S/U grade option at the time of registration. No change may be made after the end of the first week of classes.

**AU, Audit:** Students may officially audit a course with the approval of the instructor. An AU grade does not affect the student's grade-point average; it reflects approved participation for no credit. Students may enroll for a maximum of two audits per semester and must make the audit selection by the end of the drop/add period. Students who do not attend will be awarded an AW (Audit Withdrawal). An audit fee will be charged per course to any student not already enrolled full-time and paying the full tuition rate.

**W, Withdrawal:** Prior to the last three weeks of classes (exclusive of final exams) in the fall or spring semesters, students may request withdrawal without penalty from a course with the permission of the instructor and approval from the Committee on Academic Standing. Withdrawal, W, is not figured in the grade-point average. No credit is earned. Beginning with students who entered in fall 1999, a student is limited to a maximum of two withdrawals (W) while completing the baccalaureate degree.

**WF, Withdrawal Failing:** A student who departs from a course at any time during a semester without permission to withdraw or who departs from a course during the last three weeks of classes may be given a WF grade. Students may also petition for a WF grade, which must be approved by the instructor and the Committee on Academic Standing. WF is figured in the grade-point average as an F. No credit is earned.

**I, Temporary Incomplete:** A grade of I may be given a student who has diligently completed a substantial amount of the course work but who, because of unforeseen academic, medical, or personal difficulties, has been unable to complete the work for the course.

In such cases, an I may be submitted by the instructor if both the instructor and the student agree that exceptional circumstances warrant an extension of time beyond the normal deadlines of the term. (An incomplete grade will make the student ineligible for Dean's List Honors for the term if the student completes fewer than fourteen semester hours by the regular grading deadline.) The student is responsible for making arrangements for completing the course with the instructor and the Office of the Registrar. The extension period may not be longer than six weeks after the end of the fall or spring semesters, or more than six weeks after either of the summer terms. At the end of the extension period, the instructor may submit a grade based on the work completed.

A student may not graduate with an incomplete grade still outstanding on the transcript. In such a situation, the student will be moved to the next graduation period, with the expectation that any required work will be submitted in a timely fashion. This policy pertains even if the student has completed all other degree requirements.

**IF, Incomplete Failing:** If the instructor does not submit a grade by the end of the extension period, the I becomes a permanent grade of IF, figured in the grade-point average as F.

### Grade Change

All grades are considered final once they are submitted to the Office of the Registrar. An instructor may request a change in the student's grade only if the instructor has made a computational or clerical error (or if an academic integrity infraction requires a change in the course grade). No grade may be changed on the basis of reexamination, reevaluation, or supplementary work. Petitions to change grades must originate with the faculty members concerned and be brought before the Committee on Academic Standing for consideration.

The function of the Committee on Academic Freedom and Rights (CAFR) is to receive inquiries and complaints concerning academic freedom and rights and to consider formal charges of violations of academic freedom and rights from any faculty member or student.

### Grade-Point Average (GPA)

Each grade is assigned a point value as follows:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A+, A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F, WF, IF	0.00
C+	2.33		

No points are assigned for S, U, AU, AW, W, or I. The GPA is calculated by multiplying the points assigned to each grade received by the number of semester hours the course carries, then totaling these products and dividing by the total number of semester hours considered.

The GPA for the semester is computed at the end of each semester. The cumulative GPA for all courses taken at the college is also computed at the end of each semester.

As a general principle, courses for which a grade of D or higher has been earned may not be repeated for academic credit; the exceptions to this regulation are noted in individual course descriptions. If a course for which the student received a grade of F is repeated at the college, both grades remain on the record and both are included in the GPA. With the exception of designated programs and cross registrations, credit granted by Skidmore College for work taken at another institution or by examination is not included in the GPA.

(Excerpt from Skidmore College Catalog 2009-2010 -- [http://www.skidmore.edu/catalog/2009-10/academic\\_standards\\_and\\_review2.htm](http://www.skidmore.edu/catalog/2009-10/academic_standards_and_review2.htm))

**APPENDIX D****STUDENT RESPONSIBILITIES & RIGHTS ~ SOCIAL POLICIES**

Good social conduct is in the large majority of cases a matter of common sense and ordinary principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the community. The social policies listed below cannot capture the essential value of a respectful and cooperative community. The items listed do, however, suggest some of the more serious issues that sometimes confront our community. Violations of the Skidmore Honor Code and Code of Conduct include, but are not limited to, the following:

1. Obstruction or disruption of teaching or other educational activities on the College campus or other property used for educational purposes.
2. Obstruction that unreasonably interferes with the freedom of movement, both pedestrian and vehicular, on the College campus or other property used for educational purposes.
3. Any action or situation that recklessly or intentionally endangers mental or physical health, or involves the forced consumption of alcohol or drugs by students, visitors, and other licensees and invitees for the purpose of initiation into or affiliation with any organization.
4. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on the College campus or other property used for educational purposes without the permission of the Dean of Student Affairs.
5. Damage to, misuse or theft of College property or the property of any person.
6. Physical harm or threat of physical harm to any person or persons, including but not limited to assault, sexual abuse, or other forms of physical abuse.
7. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual or groups of individuals, easily construed as "fighting words" and likely to cause an immediate breach of the peace.
8. Abusive or disruptive behavior, verbal or physical, directed toward any member of the College community.
9. Failure to comply with the lawful directives of College officials who are performing the duties of their offices, especially as they are related to the maintenance of safety and security.
10. Forgery, alteration, fabrication, or misuse of identification cards, records, etc., or misrepresentation of any kind to a College office or official.
11. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted for use.
12. Disorderly conduct, including but not limited to public intoxication and lewd, indecent, or obscene behavior.
13. Illegal purchase, use, possession, or distribution of drugs, or drug paraphernalia, or alcohol, or paraphernalia associated with the dangerous consumption of alcohol (e.g., a funnel, "beer pong" table).

14. Unauthorized entry into another person's computing directory, data theft, or unauthorized alteration of data, inappropriate use of the College's computing system (e.g., harassment using the College's electronic or news network systems), and other malicious or dishonest computer activities. For more specific information on news and network systems, please see the Skidmore College policy on news network conduct. The College treats violations of the computer codes of conduct as social or academic infractions or both.
  
15. Any action or situation that involves the forced consumption of alcohol or drugs by students, visitors, and other licensees and invitees for the purpose of initiation into or affiliation with any organization. The College will consider such behavior as hazing.

(Excerpt from Skidmore College Student Handbook 2008-2009, pages 7-8)

## APPENDIX E

### SAFETY PRECAUTIONS

Safety and security are always important when traveling overseas, but at this time we ask that students to be particularly aware. Please keep in mind these safety precautions for Americans studying abroad:

- Avoid traveling in large groups and always check the Department of State Web site before traveling outside of France. (<http://www.state.gov>)
- Avoid speaking English in public if that is not the native language of the country you are visiting.
- Do not stand out by wearing typically American clothing (college sweatshirts, clothes with American symbols, shorts, etc.); try to dress as the locals do.
- Avoid highly trafficked tourist attractions and American establishments such as fast food chains and typically American bars/pubs.
- Be aware that anti-American sentiments do exist and do not get drawn into arguments. Avoid all conflicts.
- Be constantly aware of your surroundings and those around you. Remove yourself immediately from situations you suspect may be dangerous. Report any suspicious activities to your program director.
- Use caution when talking about yourself and other members of your program. Do not offer information freely regarding your program or anything that might link you to an American organization.
- Communicate regularly with your family, with Skidmore's Office of Off-Campus Study & Exchanges, and with the school sponsoring your program overseas (if not Skidmore).
- Register yourself at the local United States Consulate or Embassy and know how to contact them in an emergency. (<http://www.usembassy.gov>)
- If you travel away from your program site, leave a detailed itinerary with your family and an official from your program. Be sure to stick to your itinerary.
- Formulate a plan for what you will do in an emergency. Know the direct numbers of whomever is supervising your program abroad.

These precautions make good sense at all times; however, they are even more critical now. Again, please rely on your on-site support staff to guide you as needed.

## APPENDIX F

### EMERGENCY PROTOCOL

#### **Off-Campus Study & Exchanges Emergency Response Plan**

##### **Disclaimer**

This document describes the efforts made by Skidmore College to help participants enhance their safety and to help them respond to emergency situations. Nothing in this plan is a guarantee that any specific action will be taken in any given situation, nor is anything in this document a contract or part of a contract between Skidmore College and any other party, nor is any statement in this document intended to sell a service to a student, nor to attempt to persuade any party to avail themselves of any program or service provided by Skidmore College. Skidmore College will make every reasonable effort to ensure each student's safety and well-being in an emergency situation. However, it should be understood that some events are beyond Skidmore College's control and therefore the College cannot be held responsible for the outcomes of decisions made during a crisis situation.

##### **Emergency Contacts**

The number for Off-Campus Study & Exchanges is 1-518-580-5355. This number is answered from 8:30 AM - 12:00 Noon and 1:00 - 4:30 PM, Monday through Friday.

Outside of office hours students and parents are advised to contact Campus Safety at 518-580-5566. Campus Safety has contact information for the staff. Our resident staff has home and cell numbers for appropriate contact people within Off-Campus Study & Exchanges.

##### **International Emergency Response Team**

The International Emergency Response Team is made up of members of the Office of the Dean of Faculty, the Office of the President, and the Director and staff of the Office of Off-Campus Study & Exchanges. These individuals work together to assess an emergency and determine the emergency protocol to implement. Implementation of the emergency protocol will fall to resident directors and Off-Campus Study & Exchanges staff. For non-Skidmore Approved Programs the program provider will handle the implementation of any protocol; however, Off-Campus Study & Exchanges will facilitate communication among the providers and the various contacts on campus.

##### **Public Announcements**

In the event of a major crisis, Skidmore will:

- Post a message on the Off-Campus Study & Exchanges Web site: <http://cms.skidmore.edu/ocse>
- Attempt to send e-mail messages to all participants and their guardians/emergency contacts within 48 hours of the event.
- Off-Campus Study & Exchanges may call students and their guardians/emergency contacts depending upon the severity of the emergency.

##### **Risk Assessment**

All decisions regarding program operations are made with reference to data from a number of sources. In addition to the consular information sheets and advisory messages posted by the U.S. Department of State (<http://www.travel.state.gov>), the World Health Organization (<http://www.who.int/en>), and the CDC (<http://www.cdc.gov>), our resident directors, program directors, and partner institutions use information gathered locally and through conversations with other providers in the city or country. The U.S. based staff also uses national and international sources to stay abreast of the progress of any situation and uses this information to determine the appropriate course of action. In making individual decisions concerning participation, we suggest that participants and their parents carefully review the State Department Travel Advisories web page listed above.

The current Skidmore policy does not allow students to participate in any program located in a country in which there is a current Department of State Travel Warning. We also use the Department of State Travel Warnings as a means for determining when to consider canceling a program or bringing students home from a program.

### **Monitoring**

Resident Directors make every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants and Off-Campus Study & Exchanges of these changes. Resident Directors and staff of Off-Campus Study & Exchanges subscribe to the U.S. State Department's service and thus automatically receive any Travel Warnings and Advisories as soon as they are issued. In addition, as all programs are registered with the American Embassy or Interest Section the RDs receive Warden notices that provide regular updates on safety issues pertinent to the country or city in which the program takes place.

The following Web sites serve as ongoing resources for Off-Campus Study & Exchanges:

- U.S. Department of State <http://travel.state.gov/travel/warnings.html>
- Center for Disease Control <http://www.cdc.gov/travel>
- World Health Organization <http://www.who.int/en>
- SAFETI Clearinghouse <http://www.globaled.us/safeti>
- U.S. embassy or consulate in your country of residence or visit.
- Australian Department for Foreign Affairs and Trade <http://www.dfat.gov.au/geo>
- Canadian Department for Foreign Affairs and International Trade [http://www.voyage.gc.ca/consular\\_home-en.asp](http://www.voyage.gc.ca/consular_home-en.asp)
- Ireland Department of Foreign Affairs <http://foreignaffairs.gov.ie/home/index.aspx?id=275>
- New Zealand Ministry of Foreign Affairs <http://www.safetravel.govt.nz/index.php>
- Foreign and Commonwealth Office of the United Kingdom. <http://www.fco.gov.uk>

### **Response Plans: Local and Worldwide**

#### **Skidmore Program Contingency Plans**

Each Skidmore program is developing contingency plans which will be activated in case there is a known local condition that requires (a) extra caution, (b) removal of the program to a different site in the same city or country or a nearby country, or (c) suspension of a program and evacuation of participants. For security reasons these local contingency plans are not available to anyone except Off-Campus Study & Exchanges and the International Emergency Response Team.

#### **Protocol In the Event of a Local Emergency**

1. The Resident Director contacts participants as soon as possible to ascertain participants' well-being, and to provide information, instructions, and advice.
2. The Resident Director contacts the local U.S. embassy, consulate, or Interest Section, and also confers with other study abroad providers and/or U.S. enterprises in the area.
3. Depending on the situation, the RD may or may not gather the participants together in a group.
4. Participants are advised to contact their parents, guardians, or emergency contacts as soon as possible.
5. The Resident Director reports to Off-Campus Study & Exchanges within 36 hours.
6. Off-Campus Study & Exchanges reports to any institutions with students in the program within 48 hours.
7. Off-Campus Study & Exchanges may report to participants' emergency contacts depending upon the severity of the emergency.

**Protocol In the Event of a Worldwide Crisis Such as Armed Conflict Involving U.S. Forces**

In addition to the measures in the previous section:

1. Each Resident Director consults local government, local U.S. consulate, local professional organizations, other study abroad programs, and advises Off-Campus Study & Exchanges as to what action should be taken, if any, to modify or suspend the program.
2. The Director or Program Manager consults the U.S. State Department and other sources of information and confers with other study abroad providers.
3. The Director or Program Manager consults the Dean of Faculty to determine specific actions to be taken, both worldwide and at specific locations.
4. Off-Campus Study & Exchanges posts notices on its Web site, communicates with institutions sending students on Skidmore Programs, and communicates with participants' emergency contacts within 48 hours or as soon as accurate information is available.

**In the Event that Skidmore College is unable to Open or Communicate**

The Director and Program Manager have direct access from their homes to computer files with all critical data regarding participants, insurance provider information, worldwide staff contact information, contact information for institutions with students on Skidmore Programs, emergency contact information for participants, and other safety and crisis resources.

**Orientation and Training for Participants**

Every Skidmore student studying abroad attends a mandatory pre-departure orientation and receives a pre-departure handbook. Health and Safety issues are addressed during the orientation and are found in the handbook.

In addition, every Skidmore Program begins on-site with a comprehensive orientation to the country, city, university, and program, which includes, among other information, an explanation of any local risks that the Resident Director (RD) has identified and tips for enhancing personal safety. In addition, each RD distributes a local emergency contact information card to each participant. Finally, the RD registers the program and each participant with the local U.S. Consulate or Interest Section.

Providers of non-Skidmore Approved Programs also have comprehensive orientations that include explanations of local risks identified by their local staff. Skidmore College is in contact with those program providers. In the course of an emergency, many of those providers will contact parents directly. Students on non-Skidmore programs are advised to register with the United States embassy in the country where they will be studying. This can be done on-line prior to departure.

**On-Site Care and Insurance**

Each RD maintains lists of recommended health and mental health providers. All students studying abroad through Skidmore College have emergency medical, repatriation, and evacuation insurance. Each RD is asked to establish an emergency phone tree to be activated in order to contact all participants quickly. Skidmore and Off-Campus Study & Exchanges is working with each Skidmore on-site director to establish protocols to be used in the event of health emergency, serious accident, political crisis, natural disaster, crime, rape, or death of a participant. For security reasons these documents are not public.

**Advice for Participants and their Families**

Off-Campus Study & Exchanges will share the following advice with students and their families:

- Skidmore College strongly recommends that unless specific situations dictate otherwise, participants should designate their parents as emergency contact persons.
- Participants and their emergency contacts should keep in touch with each other throughout the participants' time out of the U.S.
- Participants should make sure their parents and/or emergency contacts have their accurate and up-to-date local contact information at all times.

- Participants should immediately notify their emergency contacts in the event of any emergency, accident, serious health problem, or other serious mishap.
- Participants are required to notify the RD in the event of any health condition that lasts longer than a day or two.

Skidmore College advises participants and their families that communication between Skidmore College and any non-Skidmore participants' sending institution is considered "internal communication" in terms of the Family Rights and Privacy Act (FERPA), and that Skidmore College has the right and the obligation to communicate all relevant information concerning participants' health and safety, academic progress, behavior, etc. to appropriate officers at the home institution on a need-to-know basis. In addition, the Skidmore application to study abroad specifically authorizes Off-Campus Study & Exchanges to communicate any relevant information to participants' emergency contacts during an emergency.

The Department of State's Office of American Citizens Services and Crisis Management assists in all matters involving protective services for Americans abroad, including arrests, death cases, financial or medical emergencies, and welfare and whereabouts inquiries. If the student's family needs to contact him/her for an emergency at home or if the family needs to reach the student during a crisis because they are worried about his/her welfare they should call the State Department's Overseas Citizens Services at 1-888-407-4747. The State Department will relay the message to the consular officers in the country in which the student is located. Consular officers will attempt to locate the student, pass on urgent messages, and, consistent with the Privacy Act, report back to the family.

Participants and their families need to be aware of the fact that the U.S. Department of State Office of American Citizens Services and Crisis Management will generally not release information about specific individuals to Skidmore College or to other third parties.

### Resources

Facts and circumstances regarding health and safety in each program locale are constantly changing. To monitor the latest available information for a program location, please consult the following Web sites:

- U.S. Department of State <http://travel.state.gov/travel/warnings.html>
- Center for Disease Control <http://www.cdc.gov/travel>
- World Health Organization <http://www.who.int/en>
- SAFETI Clearinghouse <http://www.globaled.us/safeti>
- U.S. embassy or consulate in your country of residence or visit.
- Australian Department for Foreign Affairs and Trade <http://www.dfat.gov.au/geo>
- Canadian Department for Foreign Affairs and International Trade [http://www.voyage.gc.ca/consular\\_home-en.asp](http://www.voyage.gc.ca/consular_home-en.asp)
- Ireland Department of Foreign Affairs <http://foreignaffairs.gov.ie/home/index.aspx?id=275>
- New Zealand Ministry of Foreign Affairs <http://www.safetravel.govt.nz/index.php>
- Foreign and Commonwealth Office of the United Kingdom. <http://www.fco.gov.uk>

Off-Campus Study & Exchanges also shares risk assessment and monitoring practices with students and parents.

*This document is adapted from the Council on International Educational Exchange (CIEE) Emergency Preparedness Plan.*

## APPENDIX G

### PROGRAM REPORT GUIDELINES

An Annual Report for each program should be submitted at the conclusion of the program, no later than **March 1**. The Program Report is intended primarily to convey important information about the program and its development to Off-Campus Study & Exchanges, to the Dean of the Faculty, and to academic department staff throughout the college.

In writing your report, you should assume that the reader is familiar with the basic structure of your program. With the exception of the first sentence, which briefly states the mission of the program, the focus should be on any noteworthy facts about **this particular year**. Reports should be clear and to the point. Your approach should be to answer specific questions using the template given below. In addition to these, there may be other questions posed in a given year that are related to issues you raised in a previous annual report or to problems that may have surfaced throughout the year. While answering the questions and completing the report, you should also think about program operation the following year and include any concerns or considerations.

Your report must be submitted electronically to Off-Campus Study & Exchanges, preferably in Word for Windows 95 or a later version, by **March 1**. A hard copy should also be sent to Off-Campus Study & Exchanges. OCSE will distribute copies to the Dean of the Faculty. We will also keep a copy on file for future reference.

Again, your program report should address all of the questions given below. Ultimately, your report should be used to convey information. This is not the appropriate vehicle to extol program virtues we already know about or to air any pet peeves or ongoing disagreements between you and others involved in the program. The final version should be appropriate for all potential audiences.

As this has the potential of being a public document, you should be sensitive to students' and staff's privacy. Please refrain from naming students or sending institutions in the report. Specific comments about individual students and sending institutions should be included in the confidential section. Also, please refrain from including other confidential information, such as grades. Students' grades are to be reported on grade reports.

#### **1. Introduction**

Give general information about the program, years operating, faculty and staff, overview of students; general comments about this year in particular. Briefly state the mission of the program. For whom is the program intended or how the program carries out its goals? Did we meet those goals? How has the mission changed or how does it need to change?

#### **2. Academic Program**

Give a general overview of the academic program, including all courses taught on this program. Include insights into faculty, staff, student relations, organizational, administrative and academic problems, student evaluations and complaints.

Discuss general observations regarding the academic program. What was problematic? Do you recommend any changes? Do you see any development needs or opportunities? Finally, discuss students' evaluations of their courses. What changes do you suggest based on student feedback?

#### **3. Students**

Give an overview of the group enrollments and profile:  
Total number of students  
Men vs. women

Majors and minors with number of students in each  
Ethnic backgrounds (if possible)  
Number of students in different levels of French language (i.e. beginning, intermediate, advanced) (if appropriate)

Also address any serious difficulties that occurred (without stating students' names). What seemed to be the cause of these problems? What should be done to prevent this sort of difficulty in the future? Do you recommend any changes in the admission requirements? Why?

**4. Housing**

Describe students' family experiences; include pictures where possible (to be used in promotional pieces). Report on results of housing evaluations.

**5. Academic and Non-academic Activities**

List all lectures, group meals, films, theatre, art exhibitions, dance and music, excursions, etc. Indicate whether activity was linked to a particular class and the attendance at each. Include details about specific excursions, how much the students enjoyed this or that, humorous anecdotes, or other information. Include photos where possible to be used in promotional pieces. Were there any new features or specific difficulties in this year? Do you recommend any changes?

**6. Program Center Facilities**

Evaluate the appropriateness of the office and other facilities for student use.

**7. Program Staff**

Evaluate staff. Include general concerns and recommendations for improving services to students.

**8. Communication**

Discuss the flow of communication to and from the program and the Office of Off-Campus Study & Exchanges. What improvements would you recommend for the future?

**9. Host Institution(s)**

Discuss the relationship with the host institution(s) on site. Would you suggest any changes? What areas might need nurturing or additional development over the next two to five years? What opportunities for growth do you see?

**10. Marketing**

What suggestions do you have for better promoting this program?

**11. Conclusion**

Summary of report.

**Appendices**

Include as appendices:

- All orientation materials
- Program handouts
- Course descriptions
- Student evaluations
- Confidential report as necessary (to be read by Director of OCSE)

## APPENDIX H

### **STIPEND GUIDELINES**

The Seminar Director will be given a living stipend of \$22,000. This stipend is designed to assist the director with the increased cost of living associated while residing in Paris. It is not meant to cover all personal expenses while abroad, nor is it meant to cover costs associated with family members who are accompanying the director.

The **program budget** will cover the following expenses. These expenses may not be paid for using stipend funds:

- Required French visa for Seminar Director, and spouse/domestic partner (if applicable)
- Instructional supplies and shipping of these supplies to Paris (items can be shipped for an arrival before June 15 or after August 15)
- Transportation within Paris (Métro passes and taxis as needed for program business)
- Cell phone and international calls as needed for program business
- Internet service in residence (if included in apartment rent, director must request a monthly cost for internet service from landlord/rental agency)

The **stipend** may be used to cover the following living expenses during the director's semester in Paris:

- Housing (rent and necessary deposits)
- Telephone in residence and personal international/long distance costs
- Utilities
- One roundtrip flight to/from Albany and Paris (for initial trip), plus required baggage fees, if applicable
- Shipping costs and excess baggage fees for personal items up to \$500
- Limited entertainment costs (2 plays/concerts per month)
- Most food costs

The stipend does not cover the following costs. For other expenses not listed here, please contact OCSE in advance to inquire if your desired expense can be covered:

- All food costs
- Travel outside of Paris
- Additional travel to and from the U.S.
- Excessive entertainment costs
- Excessive costs of eating out
- Costs associated with faculty research while abroad

The stipend will be paid to the faculty director two weeks prior to the director's departure. The amount paid will be equal to the stipend total less the cost of airfare and housing, as described above.

The Seminar Director must submit original receipts for all expenses to be charged against the stipend. In accordance with the policy established by Skidmore's Office of Financial Services, any unused portion of the stipend will be returned to Skidmore at the end of the program.

**APPENDIX I****PROGRAM CONTACTS****OFF-CAMPUS STUDY & EXCHANGES**

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