Welcome!

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INTERNATIONAL PROGRAMS

Contacts

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Acclimating to A New Culture

The Iceberg Model of Culture

**Surface Culture - 10%**
- Easily observable
- Includes common aspects of culture such as festivals, food, fashion, and language.

**Deep Culture - 90%**
- Difficult to observe
- Includes displays of emotion & communication, concepts of modesty, perceptions of religion, race, and much more.

The best way to adapt to a new culture is to be curious, ask questions, and listen to learn & understand!
Faculty Information Packets

- Your Pre-Departure packet will be on the Faculty Portal under “Program Information”

Faculty Portal

- The Faculty Portal will house all of your important program information
- Check the portal frequently - You will receive important program updates, deadlines, and checklist tasks to complete on your dashboard
Okay to Buy Airline Ticket

Notification Will Include:

• Your approved travel dates
• Airfare purchase directions
• CONCUR directions

Upload the following to the Faculty Portal:

• Passport Copy
• Flight Itinerary
• Local address (independent housing only)
• Emergency Contact Info
Travel Reimbursement

• Upload your receipts to your file in FSU’s CONCUR Travel System
  • We will **not** accept receipts via email or in person
  • Do **not** create a Travel Request or Travel Report, IP will do that for you
• Refer to your Approval to Purchase Airline Ticket notification for detailed instructions

Before You Leave
• Email [IP-Submittravel@fsu.edu](mailto:IP-Submittravel@fsu.edu) to let us know that you have booked your flight in CONCUR. Attach receipt with itinerary & comparison receipt (if applicable) in email.

After You Return
• Email [IP-Submittravel@fsu.edu](mailto:IP-Submittravel@fsu.edu) to let us know that you have uploaded your shipping/luggage and taxi receipts to CONCUR.
Travel Logistics

- Entry Requirements
- Airport Transportation
- Housing
- Cell Phone Policy
- Study Center-organized excursions & activities
  - Guest policy
  - Guest insurance - deadline to enroll
- Testing Requirements
  - Arrival
  - Departure
COVID-19 Information

• Vaccine Validity
  • Proof of vaccination is currently required to enter Spain
  • For proof of vaccination to be accepted, you must either
    • A) Have received your Booster dose OR
    • B) Have received your final vaccine dose no more than 270 days (9 months) prior to the date of your arrival in Spain
      • Make sure you check the date on your vaccination card!

• Face Masks
  • Currently in Spain, face masks are required to be worn while indoors

• Positive Test
  • If you or a student tests positive for COVID-19 while in Spain, you must isolate in line with local health requirements which can vary from region to region
Class Preparation

• COVID-19 Policies & Resources for Faculty

• Plan class activities in advance, but be flexible
  • Read the students, weather, changes in site hours, etc.

• Be creative with student engagement!

• Utilize Canvas to post reminders about upcoming class sessions
  • Meeting place for excursion, appropriate attire for site visit, bring water for excursion

• Review Google Maps and helpful apps in your city

• Program Assistant’s main role is to support the students. They are only able to support your academic requests.
Course Info & Contact Hours

• Canvas access
• Course Fees
  • Per student, per course: 25€
  • Optional: Guest Speaker fee
  • Provide reservation request to Tamara by deadline
• Contact hours – Classroom time & site visits
Academic Reminders

- Please submit your Syllabi by end of first week of classes
- Please complete the Textbook Information Qualtrics located in the portal by March 18, 2022.
- Once course registration opens, textbook information cannot be changed
- Academic Problem-Solving Flowchart
Evaluations

- Course Evaluations through FSU
- Program Evaluations through IP
- IP Faculty survey at end of program
Student Health & Wellness

- Creating a foundation for success
- Managing stress of experience
- Changes in medication
- Being mindful of external factors
  - Social dynamics of the students
  - Cultural barriers (i.e. Language)
Student Safety & Security

- Set high group expectations
  - Students should be looking out for one another!
- Always keep Study Center emergency contact information with you
- Practice Proper Incident Reporting
  - Title IX
  - Judicial issues
- Trust your instincts

Resources:

- [Study Center Staff](#)
- [IP Tallahassee Staff](#)
- [Local Counseling Resources](#)
- [FSU Victim’s Advocate Program](#)
- [CISI](#)
CISI Insurance

- Resources
  - Card
  - Claim forms
  - Portal Access
- Know the policy
- COVID-19 related coverage
- Trip Delay Benefit
Travel Form

• Can be accessed through the IP website
• Independent Travel in & around Spain
  • Local restrictions
• Mandatory for all students to complete
• Important for Faculty to complete as well
  • This information will only be used to contact you in case of an emergency
Questions?
We’re here to get you there.