



INTERNATIONAL BUSINESS INSTITUTE

Statement of Policies and Procedures for Affiliation

I. Introduction

The International Business Institute is a cooperative program involving selected colleges in the Council for Christian Colleges and Universities (CCCU). The mission of IBI is to “equip students for godly leadership in a global economy.” The administration of the program is under the direction of Dr. Vincent A. LaFrance, Managing Director of IBI and Professor of Economics, Messiah College, Grantham, Pennsylvania.

II. Academic Accountability

The academic accountability for the program is provided through the academic administration of Messiah College. Messiah College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education. Dr. LaFrance, Managing Director, is accountable to the academic administration of Messiah College.

IBI’s academic course offerings are listed in the catalogs of affiliate institutions. Such offerings are an approved part of the academic curriculum of each affiliate school. Affiliate institutions are required to issue the official grades for their student participants in IBI.

An Academic Advisory Council is currently being developed to assist the Managing Director. The AAC will be comprised of 10-12 faculty representatives from affiliated schools who will oversee curriculum, occasionally teach on the IBI program, and provide widespread council on all aspects of the program.

III. Financial Accountability

The financial accountability of the International Business Institute is through the financial administration of Messiah College. An annual budget and proposed financial plan is submitted to the Vice President of Finance of Messiah College for review. All receipts and expenditures are made through the Business Office of Messiah College and subject to the policies and procedures of that office.

IV. Process for Affiliation and Basic Responsibilities of Cooperating Institutions.

- A.** An academic institution wishing to be formally affiliated with the International Business Institute may do so by the standard Letter of Agreement. This letter is a simple agreement which is set for three year intervals but may be terminated by either party with the courtesy of advance notice. The letter should be signed by the Managing Director of IBI and the appropriate academic officer of the cooperating institution.
- B.** The basic responsibilities of affiliate institutions are as follows:
1. The course offerings of the International Business Institute will be entered in the curriculum, catalog, and related materials of the cooperating institution.
 2. Student grades will be reported by the International Business Institute within four weeks of the conclusion of the program and will be entered directly on the student's transcript of the cooperating institution.
 3. The cooperating institution will nominate a faculty representative for IBI to represent IBI on the campus and assist in processing the student participants.
 4. The faculty representative will receive compensation in the form of a stated fee from IBI for help in promoting IBI and processing each student enrolled.

Note: Affiliation does not carry an assumption of faculty teaching on the summer program.

V. Responsibilities of the International Business Institute on behalf of the Cooperating Institutions

- A. Advance Planning.** The International Business Institute will undertake the advance planning for all aspects of each session of IBI, including the following elements:
1. Planning of the academic program, including course outlines, readings, texts, and faculty assignments.
 2. Planning of all program logistical arrangements including air travel, other travel, meals, accommodations, and related facilities.
 3. Planning for all faculty, staff, and resource persons.
 4. Development of the budget.
 5. Planning for visits and field experiences at businesses, corporations, governmental or public agencies, and historical/cultural sites.

B. Publicity and Dissemination of Program Materials. The following documents and informational materials will be prepared and distributed by the International Business Institute:

The Preliminary Bulletin with essential details of the forthcoming summer program (by Sept. 30)

The Final Bulletin (detailed bulletin) by January 1.

Student application form and instructions along with reference forms

Community Life and Standards form

Instruction form for faculty IBI representatives

Letter of acceptance and confirmation

Flight Bulletin

Flight confirmation form

Passport procedure information

Packing lists and suggestions

Detailed itinerary and address list

Course outlines, texts, assignments, and related academic materials

Study Abroad Contract

Medical Authorization and Release Form

Student Departure Contact Form

C. Processing Applications. The International Business Institute will process all applications and undertake necessary communication regarding applications. The decision on applicants will be in consultation with respective IBI faculty representatives on campus.

D. Program Administration. The overall administration of the program will be the responsibility of the Managing Director and will involve the following main elements:

1. Selection and orientation of faculty and staff for the program. These appointments are usually made in the fall for the following summer with input from the Academic Advisory Council of IBI. Staffing decisions are based upon a consideration of the needs of the program and the availability of faculty serving on the Academic Advisory Council.
2. Coordination with the faculty campus representatives in all matters of student recruitment, travel, and program details. An annual meeting will be held at the CBFA conference.
3. On-site supervision of the overseas program.
4. Nurturing the devotional and social life of the group.

E. Compensation and Related Financial Arrangements

1. Faculty representatives of affiliate institutions will receive \$100.00 per student enrolled from their campus.
2. **Faculty compensation** for overseas participation will be based on the extent of time involvement, measured in weeks, rather than trying to maintain a complicated formula for various types of responsibilities. There may be incremental supplements for special responsibilities. The first two years of teaching will be compensated at \$1,100 per week. Years three through five will be compensated at \$1,200 per week. After five years, compensation will be \$1,300 per week. This payment scheme will be evaluated regularly to consider adjustments. All travel expenses and room and board for faculty while on the program will be met by IBI. Compensation will be paid by August 20.
3. Faculty participating in the program will be expected to be involved for a minimum of three weeks. This is seen as the minimum commitment in view of fixed costs incurred such as transportation, etc.
4. When a faculty member is involved for at least three weeks and where the presence of the faculty **spouse** is deemed helpful for the program, IBI may cover the round trip air fare, room, board and program-related expenses of the spouse. In return, the faculty spouse will be expected to assume some responsibilities related to the program. These are usually routine and not time-consuming. The program cannot host or accommodate the children of faculty or staff. The experience of the program has been that this is invariably disruptive and creates an additional burden for the students and the staff.
5. It has been helpful for both the affiliated institutions and their faculty (and institutions considering affiliation) to arrange for an **observation visit** to the overseas program. These institutions are expected to bear the costs of transportation, while IBI covers the costs of room, board, admissions, and related local program expenses, including travel. The usual time frame is approximately 7-10 days and the visit should include some exposure to the academic center in The Netherlands. To enable adequate time for planning purposes, all proposals should be made to the Managing Director in the fall prior to the visit. The visit should have the full endorsement of the home institution of the faculty involved. The faculty member is expected to write a report of the observation visit for the sponsoring institution and for IBI to be submitted within one month of the end of the visit.

VI. Composition and Responsibilities of the Academic Advisory Council

A. Composition of the Academic Advisory Council

1. The Managing Director of IBI (chair)
2. Ten to twelve faculty members from affiliate schools appointed by the Managing Director.
3. Special members may be appointed by the Managing Director

B. Academic Role of Academic Advisory Council

1. Work in academic disciplinary teams (related to the four courses taught on the IBI program – Comparative Economic Systems, International Trade and Finance, International Marketing, Global Business Strategy) and advise the Director on academic and curricular matters.
2. Teach on the IBI program on a rotation basis as suggested by the disciplinary team in consultation with the Managing Director.
3. Provide general counsel to the Managing Director as appropriate.
4. Attend AAC meetings as scheduled (at annual CBFA conference and other virtual meetings as needed).

VII. Responsibilities of Campus Representatives

1. Promote the program via presentations to classes, meetings with business and economics majors, and circulation of IBI materials.
2. Interview and screen potential applicants for program requirements and suitability for the program in light of IBI's Community Life Standards.
3. Collect and forward to IBI all application materials, including the initial \$250.00 deposit.
4. Upon notification from IBI of student acceptance, faculty representatives will continue to work with students on all program arrangements and will monitor student compliance with payment deadlines.