



## **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.

#### **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 and 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 to the affiliate institution within one month of the conclusion of the program and will be entered directly on the student's transcript by the cooperating institution.
3. The cooperating institution will nominate an IBI Campus Advisor to represent IBI on the campus and assist in processing the student participants.

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 February 1.

Student application form and instructions along with reference forms

Community Life Standards form

Instruction form for faculty IBI Campus Advisors

Letter of acceptance and confirmation

Passport procedure information

Study Abroad Contract  
Student Information and Health Form  
Medical Authorization and Release Form  
Travel Medicine  
Financial Responsibility Agreement  
Flight Bulletin  
Packing lists and suggestions  
Detailed itinerary and address list  
Course outlines, texts, assignments, and related academic materials

**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 Campus Advisors 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. Staffing decisions are based upon a consideration of the needs of the program and the availability of faculty and staff from affiliate institutions.
2. Coordination with the IBI Campus Advisors in all matters of student recruitment, travel, and program details.
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 and staff compensation** for overseas participation will be determined by the Managing Director of IBI. All travel expenses and room and board for faculty and staff will be met by IBI. Compensation will be paid by August 20. Faculty participating in the program may be involved for one to four weeks. Staff participating in the program will be expected to be involved for a minimum of three weeks.
2. 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 cost to IBI of the spouse's participation is reported to the IRS as taxable income of the faculty member.

3. It has been helpful for both the affiliated institutions and their faculty (and institutions considering affiliation) to arrange for an **observation visit** to the IBI 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 10-14 days. 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.

## **VI. Responsibilities of IBI Campus Advisors**

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 deposit.
4. Upon notification from IBI of student acceptance, IBI Campus Advisors will continue to work with students on all program arrangements and will monitor student compliance with payment deadlines.