



Offshore Course Graduate Handbook



BABSON

2009 - 2010

Office of International Programs

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I. What is an Offshore Course?

Offshore Course electives are short-term, faculty-led, education abroad courses with a specific academic theme. These electives were first offered at Babson in 1992 when a group of MBA students visited Paris and Cognac, hosted by l'Ecole Supérieure de Commerce de Paris, a Babson partner school. The first undergraduate course, entitled *Contemporary British Stage*, was offered in January of 1996 in London, England. Since its start in the 1990's graduate and undergraduate students have traveled to over 15 countries on 5 continents.

Offshore Courses combine classroom instruction, led by Babson and partner school faculty as well as distinguished guest speakers from the private and public sectors, with company and site visits, and cultural excursions. Programs are offered to students during academic breaks in January, March and May. Pre-departure sessions are conducted prior to travel to address academic preparation, travel logistics, risk management issues and cultural awareness. A debrief session is conducted on campus upon the group's return and provides the opportunity to process and synthesize the information and experiences shared on the course. Please note that on occasion it may be necessary for the debrief session to take place in-country during the last days of travel.

Students experience the benefits of participation in an Offshore Course in several ways. The Offshore electives provide students:

- A short term, intensive means of learning about doing business in another culture as well as a deeper understanding of the global marketplace.
- An alternate option to study abroad for those who cannot commit to a full semester abroad.
- An opportunity to earn three elective credits while exploring another culture.
- The chance to connect with alumni contacts as well as students at partner institutions abroad which adds to the depth of the cultural and professional experience.

II. Who can participate in an Offshore Course?

These courses are open to all graduate students who have completed one half of their studies at Babson, i.e., full time graduate students in their second year; one-year graduate students having completed their core requirements; evening students who have completed 50% of their degree requirements (30 credits); and, Fast Track students who are eligible to begin their elective courses.

III. Pre-course preparation

There will be a minimum of ten hours of pre-departure sessions held on campus in the weeks preceding the travel component of the course. These mandatory class sessions will address the academic content of the course, travel logistics, health and safety during travel and cultural awareness. The sessions are considered a part of the course, and attendance is mandatory. Please read full course description for dates and times and check your schedule at time of application.

IV. Visas

It is the responsibility of each student to secure their own visa for any Offshore Course. It is expected that the student will have familiarized themselves with visa requirements before applying for this elective course. No refunds will be given for visa-related issues after the final payment has been charged to the student account (one month before travel).

The Office of International Programs (OIP) will gather general information about visa requirements for each destination country and provide travel specific information to assist students in completing their visa application. Visa requirement information is available at <http://www.globalroadwarrior.com>, however, the most updated information should be obtained through the destination country's consulate office. Given the number of course participants, OIP is unable to process student visa applications.

V. Travel logistics

Since most courses take place during semester breaks, students often travel from locations other than Boston and/or choose to include additional travel before or after the course. For this reason, the international component of most courses will begin and end in the host country, and students will be responsible for arranging and booking their own flights to and from the start/end points. For most courses a group flight to and from the destination is established (this will be included in the course description). In this case, OIP will make all flight arrangements, and information about the flight will be communicated to the students, once accepted into the course. Once in country, additional air or ground transportation may be required during the course. OIP will make all arrangements for the group, and include the costs in the quoted program fee (unless otherwise noted).

Accommodations for the duration of the course will be arranged by OIP, and will also be included in the program fee. A shared double room is used as the standard when quoting costs. On some courses students may have the option to upgrade to a single room at an additional cost.

Hotels and transportation on each course will be chosen with a variety of factors in mind. Babson aims to select hotels and transportation with a reasonable standard, while considering cost, location, safety and other factors. Students should be aware of the local conditions and not necessarily expect Western style accommodations. **Please consider what your travel needs will be during the course (e.g. internet access, ability to use cell phones, etc.) and confirm whether these needs can be met on a particular course. Not all courses will have the same access to internet and may not be an appropriate match for your needs.*

VI. Application and Registration Process

While our goal is to accommodate all students who wish to enroll in each Offshore Course, we are not able to guarantee a place on any course.*

To apply, students will complete an on-line form on which they indicate their order of preference for each course, up to three courses. **It is important to remember that by indicating a preference for a course, you are committing to taking that course, if selected.** To do otherwise would be unfair to other students whose spot you would be taking. All students who apply during the enrollment period will be placed in a common lottery and assigned a selection number. We will then go down the list in order, starting at number one (1), placing students in their first preference. If a student's first choice is not available, we will use the second preference (or third). The process will continue until all students on the list are accounted for. The process is similar to that used for the housing lottery.

Students will be notified via their Babson email account of their course placement. It is the student's responsibility to manage their account and respond in a timely manner (or by the deadline given) to all course correspondence/requests. Students may be dropped from a course, without refund of payments made/charged for responsible costs, for failure to produce materials requested by OIP/course faculty. OIP will make every effort to work with students to meet deadlines/address payment issues, however, it is the student's responsibility to make concerns/issues known.

After we have announced the allocations and collected deposits from participants, OIP will open a second application round to offer any remaining available spaces for all Offshore Courses and to begin a waitlist for each course. The application period for this 'waitlist lottery' is posted on the individual course web pages (as applicable).

There are some Offshore Courses which have a separate application process (i.e. Ghana). The lead faculty on these courses will be responsible for setting application guidelines and selection criteria. Application requirements will be described in each course description. Space in these courses will not be allocated via the lottery system.

Once your participation in the course has been confirmed, the Office of International Programs will inform the Registrar that you are to be enrolled in the course for credit. You should not register for the course when you sign up for your other courses in that academic term.

***Note for students needing an Offshore Course to fulfill their international requirement:** We are not able to guarantee placement in any particular course. If you need an Offshore Course to fulfill your requirement, please be prepared to list multiple options when you apply.

VII. Application schedule

Application opens – Thursday, September 17, 2009

Application closes – Wednesday, September 23, 2009

Selections announced – Friday, September 25, 2009

Acceptance and \$500 deposit due – Friday, October 2, 2009

‘Waitlist’ Application opens – Monday, October 5, 2009

VIII. Program Fees

\$500 deposit:

\$500 deposit is required at time of acceptance by check only.

Second payment (\$1000; depending on the course) due:

Approximately 60 days before travel

Balance due:

Approximately 30 days before travel

Note: Students will be given a schedule of payments upon acceptance of the course.

These charges are related to program fees and are separate from the course credit charges, international flight costs and anticipated personal expenses. Failure to meet any of the above deadlines will result in student being dropped from course, with no refund. We accept personal checks (made payable to Babson College) and MasterCard/Visa for all payments except the initial deposit (check only). Payment must be made by phone, email, or in person at the Office of International Programs, Nichols Hall, Monday-Friday, between 8:30 am and 4:30 pm.

Course Offerings for 2009 – 2010:

<u>Travel Dates</u>	<u>Destination</u>	<u>Lead Faculty</u>	<u>OIP Manager</u>
January	Chile/Peru	Julio DeCastro	Renée Graham
January	Ghana	Dennis Hanno/ Stephen Deets	Renée Graham
March	Norway	Brad George	Sharon Thomas Ambrose
March	Brazil	Andrew Zacharakis	Renée Graham
March	Russia	Bill Coyle	Renée Graham
May	Korea/Japan	Yoo-Taek Lee	Renée Graham
May	China	Bob Ng	Sharon Thomas Ambrose

For more information, please contact [Renee Graham](mailto:Renee.Graham@babson.edu) (x4356) or Sharon Thomas Ambrose (sthomas@babson.edu) (x5244) in the Office of International Programs.

The Office of International Programs is located in Nichols Hall and is open Mon. – Fri., 8:30am – 4:30pm.