



**Offshore Course
Undergraduate 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?

Application requirements and prerequisites vary from course to course; however, students typically have completed their sophomore year as well as their core management and liberal arts requirements. Please read a full course description at the time of application for details.

III. Pre-course preparation

There will be a minimum of eight 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 the full course description for dates and times and check your schedule at the 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 registering 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).

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/home.asp?logout=logout.asp&reports=n&ada=n>, 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 these reasons, 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. Students may request assistance from OIP in contacting a travel agent who can help the student with this aspect of travel.

For some courses a group flight to and from the destination is required (this will be included in the course description). In this case, OIP will make all flight arrangements, and the cost will be included in the quoted program cost.

Once in country, additional air or ground transportation may be required during the course. Again, OIP will make all arrangements for the group, and include the costs in the quoted program expenses.

Accommodations for the duration of the course will be arranged by OIP, and will also be included in the program cost. 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.

VI. Registration Process

Enrollment in Undergraduate Offshore Courses will be determined by an application process. Application requirements and selection process will be described in each course description.

VII. Fees

Please refer to the chart below for an overview of the schedule of payments related to the program fee:

Payment Due	Amount Due
At time of acceptance	\$500 <u>non-refundable</u> deposit (check only)
60 days prior to departure	\$1,000 – up to ½ of remaining balance
30 days prior to departure	Remaining balance

Please note: the charges above are related to program fees and are *separate* from tuition payments. Failure to meet any of the above deadlines will result in the student being dropped from the 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 may be made by phone, email, or in person at the Office of International Programs, Nichols Hall, Monday – Friday, between 8:30am – 4:30pm.

VII. Course Offerings for 2009-2010

<u>Travel Dates</u>	<u>Destination</u>	<u>Lead Faculty</u>	<u>OIP Manager</u>
January	Ghana	Dennis Hanno/ Stephen Deets	Renee Graham
January	United Kingdom	Jon Dietrick	Sharon Thomas Ambrose
March	Argentina/Uruguay	Joe Riccardi	Renee Graham
March	Italy	Lidija Polutnik	Sharon Thomas Ambrose
March	Arctic/Canada	Michael Goldstein	Elise Beaudin
May	Turkey	Lisa DiCarlo	Renee Graham

For more information, please contact [Renée Graham](#) (x4356) or [Sharon Thomas Ambrose](#) (x5244) in the Office of International Programs, Nichols Hall.