



March 17, 2021

Dear :

This letter serves as your agreement for teaching in Jamaica. The following information outlines the course you are scheduled to teach. Please review this for accuracy. Your signature on the agreement indicates your willingness to teach and your approval of the course information. If you have any questions, please contact Catharina Nickel via e-mail ccnickel@wcu.edu.

Please return the entire signed teaching agreement packet to Educational Outreach by . Keep a copy for your records. A signed agreement must be received prior to scheduling the course. Changes in your instructional responsibilities (i.e. course dates, books, flights) must be approved by the CEAP Jamaica Director. Upon approval, the agreement will be revised. If you are an adjunct instructor, you will receive an employment contract from the appropriate college dean's office.

Course: Location:

In Class Date*: **through**

These dates are actual face-to-face class meetings only. Course dates may be different.

Hotel:

Compensation: \$

Compensation is based on your degree. Masters faculty will receive \$3,000 per course; Doctoral faculty will receive \$3,750 per course. Faculty are paid based on the official course dates (not the classroom dates in Jamaica) on a prorated monthly basis.

Thank you for participating in the Jamaican Program at Western Carolina University.

Sincerely,

Dr. Carolyn Callaghan
Executive Director
Educational Outreach

AGREEMENT FOR TEACHING IN JAMAICA

1. E-mail approved **Jamaican Syllabus and Handouts** to ccnickel@wcu.edu at **least 6 weeks before your departure**.
2. Please fill in the information below **completely**. Incomplete information may delay payments.
3. If you have read and consent to this agreement, please sign and return to Catharina Nickel, ccnickel@wcu.edu, Educational Outreach, 138 Camp Building, Cullowhee, NC 28723. **Agreement must be returned to Catharina Nickel no later than** .

Course: _____

Course Title

First Day of Face-to-Face Class: _____ Last Day of F2F Class _____ Cohort

Official Class Dates: _____ to _____ *

***Grades must be submitted within 48hrs of last official class date - Unless otherwise specified, dates will be set for 30 days after the last face-to-face class.**

Location: _____ Compensation: \$ _____

Name: _____ WCU Department: _____

Mailing Address: _____

City _____ State _____ Zip: _____

Email Address: _____

Home Phone _____ (W) _____ (Cell) _____

Your Status at WCU: ___ Professor ___ Assoc Prof ___ Asst Prof ___ Instructor ___ Retired (from WCU) ___ Adjunct

WCU ID#: ___ If adjunct or retired, when did you last teach at WCU: _____

Emergency Contact Information:

Name: _____ Relationship to you: _____

Phone number(s): Home (____) _____ - _____ Work (____) _____ - _____ Cell (____) _____ - _____

Travel Information:

Please e-mail Catharina Nickel with the dates you intend to travel and any individuals who you may be visiting.

Approved Dates of Travel: -

University Technical or Confidential Data: (You must list all university-owned equipment, technology or technical information to be taken on this trip)

___ Microcomputers/processor ___ Flash drive(s) ___ Other _____

Please list all university-owned confidential data to be taken on this trip (e.g., student or employee Social Security numbers, driver's license numbers, financial information or protected health information). Also list all university-owned technical data to be taken on this trip (e.g., any information required design or development; production, manufacture or assembly; operation; repair, testing or maintenance; modification of product in the form of blueprints, drawings, plans, photos, instructions or other documentation EXCEPT for information in the public domain.)

Signature

I, , have read and consent to this agreement

Signature of Instructor

Date

**Please return completed packet to
Catharina Nickel | ccnickel@wcu.edu
Educational Outreach | 138 Camp Building Cullowhee, NC 28723**

For office use:	
Course: _____	
CRN: _____	Section: _____
PAF type: _____ Adjunct	_____ Overload
WCU Department: _____	

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Course Coverage Directions
College of Education and Allied Professions
Western Carolina University

Instructors who are scheduled to travel internationally to teach are required to complete the attached course coverage form before departure. Completed forms require the signature of instructor's Department Head and Dean of the College of Education and Allied Professions. Completed forms with required signatures should be submitted to the Dean of the College at least two weeks prior to departure.

Purpose

The purpose of the course coverage information sheet is to document how instruction in the curriculum is maintained when instructors are teaching internationally.

Who is required to complete the course coverage information sheet?

Full-time faculty members who teach internationally during any part of the fall or spring semester are required to complete the form. Full-time faculty members who will be missing any part of an assigned course in the summer or other special sessions because of an international assignment are required to complete this form.

Adjunct faculty members who will miss any part of an assigned course because of an international course are required to complete this form.

Anyone teaching internationally at a time when no other course will be missed, such as in the summer, are not required to submit a completed course coverage form.

General Guidelines and Policy

Faculty members generally teach courses internationally during the winter break, spring break, and/or during the time between May commencement and the beginning of the fall semester.

It is the policy of the College of Education and Allied Professions that full-time faculty members will not teach courses longer than two weeks and all courses must include one week in which WCU courses are not offered (meaning, faculty may not be away for more than one full week during a fall or spring semester).

Please return completed packet to
Catharina Nickel | ccnickel@wcu.edu
Educational Outreach | 138 Camp Building Cullowhee, NC 28723

**Course Coverage Directions
College of Education and Allied Professions
Western Carolina University**

Instructor Name: _____

Today's Date: _____

Course taught in Internationally: _____

Location of Intentional Course: _____

Dates of course (including travel days): _____ - _____

Please provide a description of how instructor's regular classes are being covered while in Jamaica.

Course (Prefix and Section): _____

Dates that must be covered: _____

How will the class be covered, including responsible person?

Course (Prefix and Section): _____

Dates that must be covered: _____

How will the class be covered, including responsible person?

Instructor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

**Please return completed packet to
Catharina Nickel | ccnickel@wcu.edu
Educational Outreach | 138 Camp Building Cullowhee, NC 28723**

**Once completed and submitted to Catharina, she will send to
CEAP's Dean's office along with your PAF for payment.**

Jamaica Checklist

Thank you for your willingness to teach in Jamaica. You will find this experience to strengthen your knowledge and understanding. Please refer to the Faculty Handbook on jamaica.wcu.edu for full information. The checklist below serves as a reminder as you prepare for your teaching experience.

Passport: You will need a valid passport to teach in Jamaica. Lead time for securing a passport has been greatly extended now that passports are required for travel to Mexico and Canada. Please plan accordingly.

Work Permit-Ministry of Labour and Social Security Application: The Jamaican Ministry of Labour and Social Security Application requesting exemption has been changed. Currently a work permit is not required unless you are in the country more than 30 days.

VISA application: A VISA application is presently NOT required.

Travel Arrangements:

All travel will need to be submitted through Chrome River by Educational Outreach.

If you have not done so already, please make sure to add Catharina Nickel and Chelsea Pressley as delegates on Chrome River. *Visit travel.wcu.edu and in the settings menu, click Delegate Settings and add Catharina and Chelsea as delegates*

Upon submission of your signed teaching agreement, a travel pre-approval form will be completed by Educational Outreach for your trip to Jamaica. In order to process this form, we will need your dates of travel. The pre-approval must be completed 6 weeks prior to your trip.

- Make your own flight arrangements as soon as you receive approval to be a good steward of University funds. Submit a paid, itemized receipt to Catharina Nickel in Educational Outreach in accordance with University travel policy. A reimbursement will be submitted on Chrome River by Educational Outreach and payment will follow the University travel policies and schedule.
- Upon arriving in Jamaica, you will receive Jamaican dollars to pay for meals and incidentals while in Jamaica.
- Upon your return, you will be reimbursed only for travel within the US. Receipts must be turned into Educational Outreach within two weeks of your return.
- Your reimbursement will be sent either by check or direct deposit; depending on the option you selected upon being hired. If you have not set up your direct deposit, a check will be mailed to the address listed on the teaching agreement. Please note: With the transition into using Chrome River, some changes may be made. This said, all receipts must be turned into Educational Outreach for reimbursement.

Guests: If you plan to take guests with you to Jamaica, please be sure to correctly identify the guest and relationship on your teaching agreement. This information will be used to reserve hotel rooms and to secure appropriate transportation to and from the airport. Travel expense reimbursements will only be made to the instructor teaching the course. Any guest expenses are the responsibility of you or your guest. Also see Health Insurance.

Itinerary: Itineraries should be submitted to Catharina Nickel as soon as possible. Include information regarding any guest(s) accompanying you. Travel expenses including airfare, ground transportation, and parking will be reimbursed. Guests travel at their own expense. Hotel, per diem and transportation are covered through Educational Outreach.

**Please return completed packet to
Catharina Nickel | ccnickel@wcu.edu
Educational Outreach | 138 Camp Building Cullowhee, NC 28723**

Textbooks: Students are responsible for purchasing textbooks prior to the class start date. Textbooks have been approved prior to the program start. Please visit jamaica.wcu.edu for the Jamaica program schedule. Included in this schedule is the approved list of textbooks for each course. Faculty are advised that any changes in books must be approved prior to the start of a new cohort.

Computers: Faculty members are discouraged from taking computers to Jamaica due to "Export Control" regulations. A laptop computer has been assigned to each instructional site for your use. Please plan to bring instructional materials on a flash drive if needed.

Syllabus: A copy of your syllabus will be sent electronically to students. Any pre-work should be clearly identified. A copy must be sent to Catharina Nickel 6 weeks prior to the first day of class. This is kept on file in our office and may be subject to review and/or revisions to adhere to SACS-COC requirements.

Handouts: Materials cannot be shipped to Jamaica. You are responsible for bringing these to Jamaica. Copies can be made in Educational Outreach.

Course Materials: Due to customs regulations we are not able to ship course materials into Jamaica without incurring significant duty charges. Should materials be required, we will need to explore purchases in country. Lead time of 4-6 months may be required depending on the nature of the materials requested.

Course Evaluations: As a part of our accreditation responsibilities, course evaluations are required. You will receive a link to a course evaluation that can be placed in Blackboard. The aggregated results of the evaluations are sent to the CEAP Jamaica Director for review.

Jamaica School Visit: You will also be provided a link to record your visit to a Jamaican school.

Class List: If your agreement and approvals are submitted in time, students are registered prior to the course. You are responsible for confirming your class roll on MyWCU. Adjuncts must have completed the hiring process in order to be listed as the instructor of record. Contact Catharina Nickel if the course is not showing in the system or if a student is not registered.

Health Insurance: Health Insurance will be purchased for the duration of your trip. Insurance will also need to be purchased for your guest at their expense.

Contacts:

Catharina Nickel, Student Services Specialist, Ed. Outreach, (828) 227-3022, ccnickel@email.wcu.edu
Carolyn Callaghan, Executive Director, Ed. Outreach, (828) 227-7397 ccallaghan@wcu.edu

I agree to the information listed above and understand that it is my responsibility to submit receipts to Catharina Nickel in Educational Outreach within two weeks of returning from Jamaica.

Signature

Date

**Please return completed packet to
Catharina Nickel | ccnickel@wcu.edu
Educational Outreach | 138 Camp Building Cullowhee, NC 28723**