



about our **SITE DIRECTORS**

ICHARLESTON SITE DIRECTORS ARE SELECTED BECAUSE OF THEIR EXPERTISE IN THREE SPECIFIC AREAS:

- 1** PERSONAL STUDY-ABROAD EXPERIENCES THROUGH THE COLLEGE OF CHARLESTON
- 2** THEIR KNOWLEDGE OF THE COLLEGE AND THE RESOURCES AVAILABLE FOR FIRST-YEAR STUDENTS
- 3** PRIOR WORK EXPERIENCE WITH FIRST-YEAR STUDENTS AT THE COLLEGE

A SITE DIRECTOR...

- works with the partner institution to facilitate your transition from high school to college and a new country.
- encourages and advises participants so that they complete the requirements of the iCharleston program and are officially admitted to the College of Charleston.
- schedules one-on-one and group meetings. Site directors use the meetings to help with the transition process and suggest additional resources for specific concerns/issues (eg., writing lab, online academic resources, etc.).
- gets updates from iCharleston professors on the academic progress of participants and conducts a mid-term assessment of each participant's academic standing.
- provides opportunities for iCharleston participants to meet students from outside their group.
- keeps participants informed about the College of Charleston, iCharleston academic partners, and study-abroad locations.
- acts as a sounding board for participants and suggests options whenever possible.
- enrolls in a required class with iCharleston participants. Site directors model classroom behavior and observe the academic performance of participants in their group.
- lays out the guidelines and requirements of the iCharleston program and is there to help participants successfully complete the requirements.
- organizes events that help participants develop a better understanding of the traditions, customs and norms of the country, city and community in which they live.
- plans scheduled visits for College of Charleston faculty and administrators who help pave the way for a smooth transition to the College.
- acts as an emergency contact for iCharleston participants.
- helps students use resources offered by iCharleston partner institutions and the College of Charleston.
- mentors and guides participants so that they develop the proper balance between academic, campus and personal life.

A SITE DIRECTOR DOES NOT...

- perform maintenance or security functions in the residence halls of iCharleston partner institutions.
- live on the same floor as iCharleston participants or act as a residential advisor. iCharleston partner institutions have professional staff available and on call.
- help with homework assignments or projects.
- make administrative decisions such as grades, living situations, admission to the College, etc. These are handled by the iCharleston administrative team and partner programs.
- cook or shop for food for iCharleston participants who are in locations that don't have a meal plan.

Questions? Contact us: ichs.cofc.edu • 843.953.5670 • ichs@cofc.edu



**COLLEGE of
CHARLESTON**