EXCHANGE STUDENT RESPONSIBILITIES

Pre-exchange:
This is a school exchange. You are going to become part of a school community, and will be involved in all of their academic and co-curricular programs. If this is not acceptable to you and you are looking for the “tourist experience,” please seriously consider whether or not this is the right opportunity for you.
Following is a list of your pre-exchange responsibilities:

• Be responsible in terms of keeping in touch with the Director of Global Programs. This means replying to emails and other forms of communication in a timely manner.
• Submit forms and other required paperwork on time.
• Research the school and country you will visit before you host your exchange partner or travel there, whichever comes first. Being informed shows interest and commitment to the exchange experience.
• Establish and maintain contact with your exchange partner before her visit to Baltimore and before your visit to her home and school community.
• Speak to your coach and to the Athletic Director about the implications of your time abroad if you are an athlete.
• Speak with the faculty advisors in advance if you hold other positions within the Upper School that may be impacted by your absence during your exchange.
• Attend a pre-departure meeting before you travel and a pre-arrival meeting before you host. At least one parent or guardian must attend the meetings with you.

During the exchange:
A successful exchange student is: positive, open-minded, flexible, appreciative, independent, adventurous, outgoing, relaxed, responsible, diligent, committed, friendly, mature, courageous, understanding, empathetic, and curious, among other things. And most importantly, she maintains a healthy sense of humour throughout the experience!

While abroad:
• Send the Director of Global Programs an email once you are settled, letting her know how your exchange is going.
• Adhere to the rules and regulations of the host school and your host family.
• Be conscious of the fact that you represent not only yourself, but your family, your school and your country at all times.
• Be prepared. You may be asked to give a presentation about yourself, your school and your country while on exchange. Consider bringing materials that will aid you in your presentation.
• Use the host school’s exchange coordinator as a resource, but don’t hesitate to contact Bryn Mawr’s Director of Global Programs with any issue or concern during the exchange.
• Grab every opportunity, get involved, make the most of every experience, and show appreciation for all that is done for you. The success of your exchange is largely up to you.
• Remember, all exchange experiences are as unique as those who participate in them!

While hosting:
• While your exchange partner is here, it is your responsibility to do everything in your power to help her adapt; this includes familiarizing her with the rules and expectations of your home and school.
• Set a good example for your exchange student (staying on top of your school work, being in proper uniform, arriving to school and classes on time, etc.). Remember, she will follow your lead.
• Introduce your exchange student not only to your friends but to teachers, administrators and other members of our community.
• Check in with the Director of Global Programs periodically while your exchange student is here to make sure that everything is going well.
**After your Exchange:**

- Contact Director of Global Programs upon your return to follow up on your experience
- Submit your responses to post-hosting and post-travelling questions within two weeks of completing each experience (see below). Please attach at least one photo to each.
- Be prepared to give a speech about your exchange experience as part of a convocation, assembly, class meeting or other community event.
- Be a resource for Bryn Mawr students interested in our global exchange programs and for our international exchange students. This includes attending Open Houses for our exchange students and meetings for future Bryn Mawr exchange participants (informational, pre-arrival, and pre-departure meetings).
- Send the necessary thank you letters to all of the people who made your exchange experience possible. It is important that you recognize and acknowledge these contributions in an appropriate manner.

**GUIDELINES FOR HOST FAMILIES OF EXCHANGE STUDENTS**

**Responsibility:**

- Bryn Mawr assumes overall responsibility for all exchange students.
- While she is at school, the exchange student must abide by Bryn Mawr rules and must uphold our Honor Statement.
- Over the weekends, the student is bound by the rules of conduct determined by the host family.
- In the (unusual) event that the exchange student does not abide by the rules of the host family, the school will either find other accommodations, or will arrange for the student to return home at the expense of her family.

**Weekend Activities:**

- Plan ahead! This doesn’t mean throwing all spontaneity out of the window, but it is useful to work out in advance what you would like to show your exchange partner, and then figure out a way to fit everything in.
- Network! Perhaps another Bryn Mawr family would be willing to have your exchange student accompany them on an outing.
- Allowing her to attend unsupervised parties is not acceptable. Blame Bryn Mawr when you say ‘no’ if this will help!
- Make her part of the family … this includes doing specific chores around the house.
- If you plan to travel out of state with your host daughter, kindly let the Director of Global Programs know.
- Occasionally opportunities will come up during the school week that will greatly enhance your host daughter’s American exchange experience. While we expect her to be in classes the majority of her time here, we do make exceptions. Be sure to have her get a planned absence form signed, as you would for your own daughter.

**Contact with Exchange Student’s Family:**

- You are strongly encouraged to maintain a regular email relationship with the family of your exchange student. This will help with the decisions on boundaries, weekend activities, expectations, etc. This is also useful when it comes to financial issues and expectations.

And finally, good luck! It is impossible to be too prescriptive when parenting a teenager, and even more so when dealing with a teenager from another country and culture! Ultimately, a great deal of it comes down to common sense and your infinite wisdom as parents.
AGREEMENT, ACKNOWLEDGEMENT AND ACCEPTANCE OF RESPONSIBILITIES

1. To be filled in by the Bryn Mawr Exchange Student:

I, _________________________________, have read carefully my responsibilities as an exchange student. I have taken particular note of the fact that:

• I am an ambassador for my family, my school and my country.
• The success of my exchange experience depends largely on my personal attitude towards this experience and the people involved.
• If I miss school obligations while I am away, I am responsible for making them up.
• I accept the responsibilities contained in this Exchange Agreement.

________________________________________________________
Student’s Name

________________________________________________________
Student’s Signature

Date: ______________________________

2. To be filled in by a Parent / Guardian:

I, __________________________________, have read carefully my daughter’s responsibilities as an exchange student and as a host sister. We also understand our responsibilities as a host family.

________________________________________________________
Parent/Guardian’s Name

________________________________________________________
Parent/Guardian’s Signature

________________________________________________________
Parent/Guardian’s Name

________________________________________________________
Parent/Guardian’s Signature

Date: ______________________________
**REFLECTIONS**

**Post-Travel:**
What was most surprised about the experience of being an exchange student abroad?

What were the highlights?

What was the hardest part? How did you cope?

What were the most valuable lessons you learned (about yourself, about the host culture, about the world, etc.)?

Would you recommend this exchange to your classmates? Why or why not?

How might Bryn Mawr improve the exchange experience?

Attach Photo(s)

**Post-Hosting:**

What was most surprising about the hosting experience?

What were the highlights of the hosting experience for you and for your family?

What was the hardest part about hosting? How did you cope?

What were the most valuable lessons you learned by opening your home to an exchange student?

Was the hosting experience a positive one for you and your family? Why or why not?

How might Bryn Mawr better prepare students and families for the experience of hosting an international student?

Attach Photo(s)