

UNC-ASHEVILLE FACULTY GUIDELINES FOR

# Developing & Renewing Faculty Led Study Abroad Programs

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## Preface

The UNC Asheville International Programs Advisory Committee (IPAC) and Study Abroad/Study Away have developed these guidelines to provide faculty members interested in leading Faculty Led Study Abroad groups with an outline as they devise and execute their programs. The Guidelines are supplemented by the UNC Asheville Program Director's Handbook for Faculty-Led Study Abroad Programs which should be consulted after your program has been approved.

Faculty who are planning new programs of any length should consider the following suggested standards:

- New programs should complement rather than compete with existing UNC Asheville programs (for a list of current options, please contact Study Abroad/Study Away).
- Specific educational objectives of the program should be clearly stated in the program literature.
- The programs should attempt to combine academic learning with cross-cultural experience and be designed to make extensive use of the physical, human, and cultural resources of the host environment.
- Accurate and complete information should be provided to prospective students on the nature and scope of the program.
- The academic rigor of the program should be comparable to that of UNC Asheville.
- Programs should be evaluated regularly by participants, program administrators and instructors, and IPAC to determine the extent to which program objectives are being met. Change should be made in light of the findings.

Faculty might also want to keep the following factors in mind when considering the location, academic focus, and general appeal to students of a new program:

- *Faculty should only consider sites where they have real expertise.* This means they should have a working knowledge and practical experience in their selected locations. Wherever possible faculty should speak the language of the country. Our expertise shows that faculty cannot design effective programs in locations they have never visited.
- *Program costs should be kept as low as possible, to ensure greater accessibility and participation.* Students participating on summer programs are not only paying an additional cost to study during the summer, but they are also in most cases giving up some if not all potential summer income from full-time work. One way to keep costs down is to eliminate extensive travel during programs. Consider limiting the internal travel during the program to approximately eight hours per week including layovers.

- *Students need to earn a minimum of 6 credit hours during the summer if they want to maintain eligibility for financial aid.* Programs should begin in the first summer term and should either offer the option of earning 6 credits during the program itself or should be scheduled to end within the first summer session, so that students can take additional courses during the remaining summer session.
- *Carefully consider your program curriculum.* Students participating in summer programs are usually looking to fulfill major/minor/general requirements in order to justify (to themselves and their parents) the additional expenses of the program.

Keeping these points in mind helps students, but can also help your recruitment efforts.

## Program Administration – All Programs

**B**efore applying for program approval, faculty intending to develop a study abroad program of any kind should be aware of the many aspects of administration that are required. There are many responsibilities assigned to Faculty Directors before, during and after a program. Administrative steps necessary for all programs may include, but are not limited to, the following:

- Developing a self-supporting budget keeping in mind affordability to students. Your program should support itself, but the cost to students should be as low as possible;
- Marketing and recruiting;
- Reviewing and accepting applicants (acceptance procedure should address students with disabilities and students with conduct records);
- Arranging/paying for housing, meals, classroom space, excursions, on-site transportation, etc., complying with UNC -Asheville policies on purchases and contracts;
- Ensuring course approval;
- Providing student on-site orientations;
- Registering students with overseas embassy/consulate;
- Locating doctor/hospital in host country that complies with HTH Insurance;
- Monitoring, being aware and notifying students of any risks associated with host country;
- Locating and arranging reasonable accommodations for any disabled students if feasible;
- Serving as on-site advisor for students (mental health issues, medications, sexual harassment, student conduct, cultural adjustment, crime, emergencies, etc.);
- Managing on-site finances and receipts according to UNC Asheville policy;

- Preparing for and managing on-site emergencies (evacuate students, creating a communication tree, communicate with local authorities and possibly media, administer first aid, facilitate medical evacuation or repatriation, communicate with UNC Asheville staff, etc.);
- Submitting grades for students;
- Debriefing department and the Study Abroad/Study Away Office;

As an integral condition for developing and administering a study abroad program, faculty directors are expected to follow guidelines established by Study Abroad/Study Away and IPAC, provide information in a timely manner, hold pre-program meetings with students, and debrief all parties involved in managing study abroad programs. Before the faculty can turn his/her attention to most of these matters, the program must first be approved, and therefore, the roles of various units are explained in the next section.

## A Review of Roles

Study abroad programs are planned, implemented, and administered through cooperation among the faculty director and his or her Department, the Study Abroad/Study Away Office, the International Programs Advisory Committee (IPAC) the Assistant Provost for Academic Administration and the Provost. Each of these entities has specific roles in the process. Faculty should know the various roles these different campus units assume in supporting their Study Abroad efforts. They are asked to work closely with these units to ensure smooth program administration.

***The Faculty Member and his or her Department.*** Once a faculty member has an idea for a study abroad program, he or she should discuss it early on with his or her Department Chair. This is extremely important as study abroad programs led by UNC Asheville faculty members and offering UNC-Asheville academic credit are viewed as activities of the Academic Departments. While Study Abroad/Study Away and other units are pleased to support these efforts, the actual sponsorship of them lies with the Academic Department. Because of the obligations which such sponsorship entails, the prospective Study Abroad Program Director must receive approval from his or her Department prior to the initiation of discussions with Study Abroad/Study Away. Study Abroad/Study Away recommends you consider a second on-site staff member to help administer your program. This needs to be another faculty member from UNC-Asheville. Team responsibility is particularly important in any emergency.

After the program approvals described here and below have been received, the faculty member and his or her Department have several responsibilities. Chief among these is the promotion of the program and the recruitment and selection of participants. The faculty member is also responsible for seeing that all deadlines are met with respect to publicity, pre-registration, and completion of registration.

The faculty member, in close collaboration with his or her Department, will oversee the following tasks:

- The development and distribution of program advertisement (e.g., brochures), in conjunction with the Study Abroad/Study Away Office. Printing will be paid from the individual Summer, Winter Break or Spring Break program's fund and will be arranged by the Study Abroad Office.
- Student recruitment and selection (in conjunction with the Study Abroad Office);
- Completion and submission to the Study Abroad Office of all faculty travel authorizations;
- Maintaining communication with the Study Abroad Office, the Registrar, Financial Aid, and Business Affairs as needed;
- Process the grades after the program has been completed.

It is particularly important that faculty members see to it that students who seek to receive financial assistance while on Study Abroad consult individually with a Financial Aid advisor well in advance of the commencement of the program in order to determine Financial Aid application deadlines and student responsibilities.

***Study Abroad/Study Away.*** Once their Department heads have approved the study abroad idea, faculty members wishing to offer courses overseas should then discuss their ideas with the Study Abroad/Study Away Director. The Director and the Study Abroad/Study Away Office will assist in a variety of ways. They will:

- Help the Faculty Director develop plans and budgets for the program (required before cost information can be released);
- Assist in the development of a promotional strategy for the program;
- Establish and manage the program fund;
- Receive and receipt application and program payments;
- Register students;
- Provide updated registration lists to the Program Director;
- Develop and offer pre-departure orientation to program participants;
- Provide state-mandated, supplemental study abroad health and accident insurance to instructors and participants;
- Provide optional International Student Identity Cards (ISIC) to program participants; and
- Ensure proper liaison with IPAC.

The Study Abroad/Study Away Office may provide limited financial assistance for students through the International Experience Scholarship. The application can be found at: [www.unca.edu/studyabroad/](http://www.unca.edu/studyabroad/).

***International Programs Advisory Committee (IPAC).*** IPAC is a university wide committee comprised of about a dozen faculty members (and 2 student representatives). Members meet periodically to advise the International Studies Director and Director of Study Abroad in curriculum development, study abroad program development, annual and long-range program planning, budgeting and publicity. To fulfill that purpose, the committee needs to review new programs for educational. Program proposals will be reviewed by IPAC during their Fall meetings.

## Planning and Executing a Study Abroad Program

**T**he following steps should be taken in sequence *preferably four terms, but AT LEAST THREE TERMS PRIOR TO THE CONDUCT OF THE STUDY ABROAD PROGRAM:*

1. *Program Director:* Discuss your program plans with your Department Head and seek approval from your Department to offer the course or courses.
2. *Program Director:* Set a meeting with the Director of Study Abroad/Study Away to discuss your program and ideas.
3. *Program Director:* If needed, recruit additional faculty for the program.
4. *Program Director:* In consultation with the Director of Study Abroad/Study Away (if needed) prepare a program budget. (See Attachment 1) The budget should specify the total amount needed to cover all costs and the anticipated cost per student based upon the expected enrollment. The Director of Study Abroad/Study Away then will review and approve the program budget preliminarily.
5. *Program Director:* Prepare for submission the Short-term Study Abroad Program Proposal and program budget. See website for deadline of submission: [studyabroad.unca.edu/faculty](http://studyabroad.unca.edu/faculty)
6. *Program Director:* Submit proposal for review to your Department Chair. After approval from Dept. Chair the proposal should follow the list of approvals with final review by the Provost.

PLEASE NOTE STUDENTS CAN NOT BE REGISTERED IN ANY COURSES UNTIL THE REQUEST FOR APPROVAL IS RETURNED TO STUDY ABROAD WITH ALL THE APPROPRIATE SIGNATURES.

7. *Study Abroad/Study Away:* Study Abroad/Study Away will establish a mechanism to receive and receipt program fees. All monies received will be deposited in the program's accounts.
8. *Program Director and Study Abroad/Study Away:* Ensure that all students observe deadlines for Program Payments.
9. *Program Director:* In consultation with Study Abroad/Study Away, establish a series of "go"/"no go" dates. Should enrollment and revenues fall short at any one of the payment due dates, the program will be cancelled. In addition, the Program Director will inform Study Abroad/Study Away of any dates when airlines, hotels, etc., require firm and non-refundable payments. Should anticipated revenues appear insufficient to justify such payments, the program may be cancelled.

### ***NO LATER THAN TWO TERMS PRIOR TO THE PROGRAM:***

10. *Program Director:* Complete a Travel Authorization form once your program has been approved and return it to the Study Abroad Office for signatures. NOTE: No fund money will be released by the university without a completed Travel Authorization so this is important to do early to avoid payment delays.

11. *Program Director*: In conjunction with Study Abroad/Study Away, develop and distribute advertising materials (brochures, web pages, etc.) which clearly indicate:

- Title of program
- Dates of program
- Location of program
- Any affiliated universities
- Curriculum description (including location of classes and UNC Asheville course numbers, titles, credit hours, etc.)
- Faculty who will teach
- Housing and meal information
- Flight information (arranged flight or individual flight)
- Program cost (including brief statement of what will be included)
- List of costs not included in program fee and estimates, if possible (tuition, airfare, etc.)
- Application procedures (admissions decision procedure, any additional materials necessary, any prerequisites, any minimum or maximum student number requirements, application deadlines, etc.)
- Program Director contact information
- Deadline for application and application fee
- Deadline for students to pay deposit and remaining program fees.
- Deadline for final submission of Permission to Study Abroad form (registration for course) and payment of remaining program fees.

**All brochures must include a disclaimer about possible program and/or cost changes:** “UNC Asheville reserves the right to cancel or alter the program format or to change costs in case of conditions beyond its control.”

NOTE: In liability cases, program brochures are viewed by the courts as legally binding contracts. Therefore, all brochure drafts mentioning application and fees must be reviewed by the Study Abroad Office.

**Very important! No publicity can be distributed until steps one through eleven have been successfully completed.**

**Once publicized, the payment deadlines may not be changed.**

12. *Program Director and Study Abroad/Study Away Office:* Distribute the publicity materials with a link or reference to the Study Abroad/Study Away application form.
13. *Program Director:* Recruit and select sufficient numbers of students at least to recover all costs contained in the budget.

***EARLY IN THE TERM IMMEDIATELY PRECEDING THE PROGRAM:***

14. *Study Abroad/Study Away:* Receive and receipt student payment of the non-refundable application fee.
15. *Study Abroad/Study Away:* Immediately after the application deadline, determine the number of pre-registrants. If there is insufficient pre-registration, the course may be cancelled at this point.
16. *Program Director and Study Abroad/Study Away:* reviews applications for acceptance and the Program Director sends notice of acceptance either by email or regular mail.
17. *Study Abroad/Study Away:* Bill students for deposit and remaining funds. Periodically provide the Program Director with a list of student registrants and the amounts they have paid.
18. *Program Director and Study Abroad/Study Away:* Monitor those participants who need financial aid to participate in the program and work with the office of Financial Aid to ensure that sufficient funds are available.
19. *Study Abroad/Study Away:* After the deadline for final registration and payment of all fees, inform the Program Director of the total number of registrants and the total receipts. If receipts are insufficient to pay program costs as they are incurred the program may be cancelled.
20. *Program Director:* Make sure each faculty member has completed their Travel Authorization and submitted it to the Study Abroad Office.
21. *Program Director:* From this point on, ensure that proper invoices for program expenses are forwarded to the Study Abroad Office. NOTE: no program invoices can be paid without approved Travel Authorizations for each group leader.

***IMMEDIATELY PRIOR TO THE PROGRAM:***

22. *Study Abroad/Study Away:* Make sure Program Director has copies of students' Health/Emergency Information forms, HTH Insurance cards and Participation Agreement forms.
23. *Program Director:* At least one month prior to departure make sure Travel Advances have been completed and submitted to the Study Abroad Office. **You will not receive the advance until 5 days before leaving for your trip.**
24. *Program Director:* Open a SECU account that will be used **only** for trip expenses. You will want to open the account well in advance of departure. The travel advance can easily be deposited and accessed if it is already open.
25. *Program Director:* Return Emergency Contact Information form including in-country contact information and itinerary.

26. *Program Director:* Enroll faculty members and students in US Department of State Smart Traveler Program (STEP): <https://travelregistration.state.gov/ibrs/ui/index.aspx>
27. *Study Abroad/Study Away:* Provides mandatory pre-departure for students and for faculty.

***DURING THE PROGRAM:***

28. *Program Director:* Conduct the program in accordance with high academic and administrative standards. In particular the Program Director will collect proper receipts for any and all expenditures as outlined by Diane Royer in Study Abroad/Study Away and Vicki Schraven in Travel.
29. *Program Director:* Report any incidents to Study Abroad/Study Away.

***IMMEDIATELY AFTER THE PROGRAM:***

30. *Program Director:* Submit grades for all students to Registrars; submit properly completed Travel Reimbursement form and receipts to Diane Royer in Study Abroad/Study Away no later than two weeks after you return. A Travel Authorization must have been completed prior to the program commencing in order to receive any reimbursements.
31. *Program Director and Study Abroad/Study Away:* Conduct a program debriefing session with the Study Abroad/Study Away Office.
32. *Program Director and Study Abroad/Study Away:* Remind students to complete on-line program evaluation.

**ATTACHMENT 1:**

**Sample Program Budget**

NOTE: Fill in the highlighted areas only and all other columns will be calculated for you based on # of students and # of faculty.

Short-Term Study Abroad Program Budget				
<b>Course Title:</b>				
<b>Term/Year:</b>				
<b>The following costs are based on:</b>				
a minimum target enrollment of:	0	students		
leaders:	0	faculty		
<b>A. Faculty/Leadership Expenses</b>	<b>Per Student</b>	<b>Per Faculty</b>	<b>Total Faculty Expense</b>	<b>Comments</b>
Air Transportation	\$0	\$0	\$0	
Ground Transportation	\$0	\$0	\$0	
Other Travel Expense	\$0	\$0	\$0	
Lodging: Location 1	\$0	\$0	\$0	\$_ x _ days per faculty
Location 2	\$0	\$0	\$0	\$_ x _ days per faculty
Location 3	\$0	\$0	\$0	\$_ x _ days per faculty
Location 4	\$0	\$0	\$0	\$_ x _ days per faculty
Meals	\$0	\$0	\$0	
Gratuities/Tips	\$0	\$0	\$0	
Registration Fees	\$0	\$0	\$0	
Events: tickets, admissions, excursions, other	\$0	\$0	\$0	
Work-related cell phone usage	\$0	\$0	\$0	
Laundry / Internet usage	\$0	\$0	\$0	
Insurance	\$0	\$0	\$0	\$2.63 x _ days per faculty
Educational Supplies	\$0	\$0	\$0	
Other Administrative Supplies	\$0	\$0	\$0	
Other Materials & Supplies	\$0	\$0	\$0	
Travel Advances	\$0	\$0	\$0	
Photocopying/Printing	\$0	\$0	\$0	
<b>Total Faculty/Leadership Expenses</b>	\$0	\$0	\$0	
<b>B. Direct Student Expenses</b>	<b>Per Student</b>	<b>Total Student Expense</b>		
Air Transportation	\$0	\$0		
Ground Transportation	\$0	\$0		
Other Travel Expense	\$0	\$0		
Lodging: Location 1	\$0	\$0		\$_ x _ days per student
Location 2	\$0	\$0		\$_ x _ days per student
Location 3	\$0	\$0		\$_ x _ days per student
Location 4	\$0	\$0		\$_ x _ days per student
Meals	\$0	\$0		
Gratuities/Tips	\$0	\$0		
Registration Fees	\$0	\$0		
Events: tickets, admissions, excursions, other	\$0	\$0		
Insurance	\$0	\$0		\$1.32 x _ days per student
5% Margin of Error	\$0	\$0		
<b>Total Student Expenses</b>	\$0	\$0		
<b>Total Expense Billed Per Student (Parts A and B)</b>	\$0			
<b>Total Program Revenue:</b>	\$0			