

# Faculty-Led Study Abroad Program Planning Handbook

**THE OFFICE OF INTERNATIONAL EDUCATION**

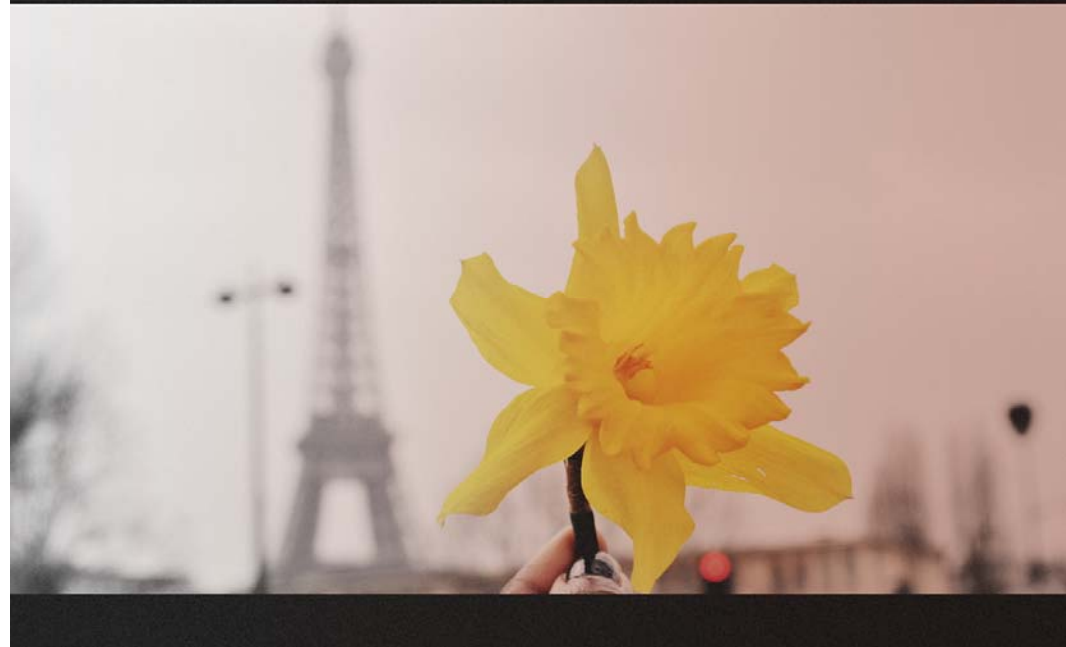
**200 Main Street East, Menomonie WI, 54751**

**715.232.2132**



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# Introduction

## Understanding the Student Application Process



*Thank you for your interest in short-term study abroad programs. The global workplace, and events in recent history have emphasized the importance of knowledge and understanding of the world's cultures. UW– Stout is part of a nationwide trend in expanding international programs, to make the study abroad experience accessible to a larger demographic of students. Today's global market demands employees to have an international perspective, and you are playing a crucial role in enabling students to obtain this awareness.*

Students are able to choose from a variety of short-term, semester and year long programs through UW-Stout. All of our programs are cataloged on our website, and this is where students also start an application- <https://uwstout.studioabroad.com> Once you have finalized your program details, and it has been approved, it will be added to this website.

**The application deadlines for students are October 15th for winter and spring programs, March 15th for summer, fall and academic year programs.** Students are required to complete an online application, which includes a \$190 application fee, 2 academic or professional references, a Dean of Students Clearance and a statement of student purpose. OIE advises students to meet with the Financial Aid Office as early as possible.

Once students are accepted, they are committed to a \$330 service fee as well as any other incurred costs. OIE enrolls all students and faculty leaders in CISI insurance, as well as enrolls students in the UW-Stout course. Student are billed for the program in the same way they are for normal tuition. All students are required to attend a mandatory pre-departure orientation organized by OIE, which faculty-leaders play an active role in.

# Timeline

The following is a general timeline of what goes into planning a study abroad program. The below stages are then outlined the following sections.

## Aug 1<sup>st</sup> - winter programs

## Oct 1<sup>st</sup> - summer programs

Program Proposal Due to OIE: Program Approval Cover Page and Site Evaluation Form

## 5 Months Pre-Departure

Initial OIE Meeting: Discuss itinerary, budget, recruiting, reservations and purchasing, etc.

## 5 Months Pre-Departure

Marketing and Recruiting: Attend Study Abroad Fair, hold info session, present, create sign-up sheets, send out emails, etc.

## 5 Months Pre-Departure

Reservations and Purchasing: Secure accommodation, determine flight itinerary and plan in-country transportation and cultural events.

## 3 Months Pre-Departure

Mandatory Faculty Training: Updates regarding OIE policies, purchasing and reimbursement, University police, safety and risk management, student health services and university counseling. Prepare for student orientation.



## 2 Months Pre-Departure

Student Orientation: Meet with program participants and parents to review university policies, your program specific policies and procedures regarding risk management (buddy systems, group communication, etc).

## 2 Weeks Pre-Departure

OIE Pre-Departure Meeting: Finalize internal budget breakdown, submit final itinerary, obtain packet including- student roster, medical background of students, passport details, phone, first aid kit, insurance information, etc.

## Program is Abroad

Track purchases and receipts. distribute procedures to students regarding a buddy system, communication while abroad, etc.

## Within 30 days of Return

OIE Post-Trip Meeting: Assess the success of the program, submit TER, Grade submissions, program renewal

# Proposal and Approval

Leading a group of students abroad is indeed very rewarding, but it is also a commitment of time and energy. Faculty leaders are involved in every aspect of the program, including marketing/recruitment, budget planning, in-country travel and accommodation arrangements. Once abroad, faculty are often on duty 24 hours a day. The responsibilities and information contained within this handbook constitute a job description and expectations of UW-Stout study abroad program leaders.

It is important to assess your experience in the country you plan to lead a program to. If you do not have resources to organize aspects such as accommodation and in-country transportation, then you should consider using a study abroad program provider or travel agent to assist. OIE can provide you with more information regarding this.

***In order for a program to run, student enrollment is crucial. If enrollment is low, faculty salary must be adjusted. Faculty leaders should consider the following when determining what course they plan to teach abroad, and what location they plan to travel to.***

- How many majors will the program be relevant to?
- Will the program attract students outside the major department (preferred)?
- What are the current enrollments in related courses?
- Does the program appeal to students in term of length, content and location?
- Can the course be counted as a substitute, elective, GE, etc?
- Will the type of course affect student interest?
- Does the program compete with an existing program?



## Documents to be submitted

To guarantee the quality and strength of study abroad programs and to allow adequate time for program preparation and marketing, the Office of International Education requires the following documents to be submitted:

### REQUIRED DOCUMENTS

All forms can be found on the OIE website- <https://uwstout.studioabroad.com> under Faculty & Staff resources

#### Program Approval Cover Sheet.pdf

All programs (new and reoccurring) require the submission of a Program Approval Cover Page every time the program runs.

#### Site Evaluation Form.docx

Any new program proposal requires UW-Stout Administration, Faculty and Staff to complete the Site Evaluation Form and undergo a risk assessment prior to receiving university approval. This form may be submitted with your Program Approval Cover Page to OIE.

#### Petition to Travel to a Warning Listed Country.pdf

Only necessary if your destination is on the state department warning list.

The above documents should be completed no later than:

**August 1st– for winter programs**

**October 1st– for summer programs**

After completing the above documents, please schedule an appointment with one of the Study Abroad Coordinators to go over the initial stages of planning a new study abroad program:

**Samantha Sorensen— [sorensens@uwstout.edu](mailto:sorensens@uwstout.edu)**

**Maria Wentworth— [wentworthm@uwstout.edu](mailto:wentworthm@uwstout.edu)**

\*If your course has never been taught at UW- Stout, or if you are looking to get new designation for GE requirements, one-time course approval, etc. please be sure to work with the Provost's Office and/or the Curriculum and Instruction Committee (CIC). Courses need to be approved before the OIE is able to advertise your program.

# Program Planning

## Itinerary

Once your program has been approved and submitted, you will meet with OIE in an initial meeting, and start moving forward with items that are important to complete during the early stages. Items that will be discussed during the OIE Initial Meeting, and are outlined in the following sections are: the program itinerary, budget, reservations and purchasing, faculty pay, student ratio and recruiting tactics.

The best type of courses will be the ones which combine actual experience with exercises in processing the experience. If there are too many activities planned without a proper venue for students to process and talk about what they are seeing, they will come away overwhelmed and unsure about what they are supposed to learn from the experience.

Generally, faculty leaders plan instructional time during part of the day, followed by cultural activities/events. Instruction can also be done during a site visit or cultural activities, with reflection/discussions done later in the day. When possible, please utilize the following elements:

- Opportunities for interaction with the host culture
- Experiential and/or service learning
- Connection with UW-Stout Alumni
- Allotted free time/free weekend for students



***\*\*Please be aware that faculty are responsible for organizing their program accommodation, in-country transportation and culture events. If assistance is needed, OIE recommends utilizing a study abroad program provider or local travel agent. OIE will offer any other resources they may have, as well as make payments of any invoices from providers or travel agents.***

### Local Travel Agents:

- Red Cedar Travel– 715.235.8870
- Travel Now– 715.235.8000

The [Itinerary Template.docx](#) is a nice resource, that can assist in planning your program. Before the departure of your program, it is required to distribute this itinerary, including all details, addresses and contact information to both OIE and all of your student participants. This step is crucial for the safety and security of your program. The Itinerary Template can be found on the OIE website- <https://uwstout.studioabroad.com> under Faculty & Staff resources.

If a faculty leader is planning to bring an accompanying guest (i.e. spouse, partner, friend, child, etc) on the program, OIE strongly encourages them to consider the intense nature of short-term programs and the amount of time needed for students. That said, if any leaders are interested in taking a guest, it must be discussed with the Director of International Education. In all cases, no program funding can be used to pay for the guests expenses.

The individual will need to be responsible for their own costs.



# Program Planning

## Budget Planning and Travel Authorization

Short-Term study abroad programs organized through OIE are all self-supporting, meaning they are 100% covered by student program fees. Therefore, all expenses for the trip must be accounted for in the budget spreadsheet, in order to receive reimbursement. The program cost should allow for an affordable, high-quality program. That said, experience has shown that listing the program fee at its highest budgetary estimate is most honest and best for retention of program participants.



The [Budget Template.xlsx](#) can be found on the OIE website- <https://uwstout.studioabroad.com> under Faculty & Staff resources. You will complete the budget spreadsheet with a Study Abroad Coordinator, during your preliminary planning meeting, but you should come prepared with estimations for the following items:

- Airfare
- Meals (based on OIE per diem)
- Accommodation
- In-Country Transportation
- Cultural Events
- Miscellaneous  
(ATM withdrawal fees, airport shuttle, SIM card, etc)

*\*\*Before any purchases can be made for your program, OIE must have a TA on file for you.- [OIE Travel Authorization Form.pdf](#) Reimbursement totals can be estimations at this time.*



# Program Planning

## Reservations and Purchasing

It is best if a majority of the program expenses are reserved and paid before the program actually begins. OIE will make large purchases pre-departure, such as flights, in-country transportation and accommodation. It is the faculty leaders responsibility to provide OIE with invoices for needed payments.

Purchases such as cultural events should be made by the faculty leader with their corporate card. OIE will process a reimbursement before the program departs.

<b>Flights</b>	OIE will reserve and purchase flights for programs. OIE strongly suggests that faculty/staff fly with the group of students. If faculty decide to fly separately, an emergency plan must be in place (in the case of flight delays, natural disasters, etc).
<b>Accommodation</b>	The Faculty leader is responsible for organizing accommodation, with the assistant of OIE. Please focus on finding affordable accommodation for these student programs, as well as a safe and clean environment. Provide OIE with an invoice for payment pre-departure.
<b>In-country transportation</b>	The Faculty leader is responsible for organizing in-country transportation. Please provide OIE with an invoice if you would like us to make the purchase pre-departure.
<b>Cultural events</b>	The Faculty leader is responsible for organizing and making these purchases. Faculty can be reimbursed

It is crucial to plan ahead for how you would like to manage purchases while traveling. Consider doing some background research to find out whether ATM cards will work in the particular location you are traveling to. See below for suggestions on how to approach purchasing for your program.

<b>Payment options for group travel</b>	
<b>Pre-pay: Office of International Education</b>	If there are large group purchases for in-country transportation and accommodation, OIE can pay before the program leaves. Please provide an invoice and detailed description of what you would like paid.
<b>Travel Cash Advance</b>	If you are planning to make large purchases for the group while you're traveling, a travel advance is an option. The travel advance form can be found on the UW-Stout travel website, under forms and letters- <a href="http://www.uwstout.edu/bfs/travel/forms.cfm">http://www.uwstout.edu/bfs/travel/forms.cfm</a> There are both group and individual travel advances available. Group travel advances can be claimed for the full estimated costs. Individual can be claimed for 80% of the estimated costs.
<b>Corporate Card</b>	We encourage you to use your corporate card to make group purchases, both pre-departure and while you're abroad. <ul style="list-style-type: none"> <li>Please contact Carla Greiber (X2334 or email: greiberc@uwstout.edu) to raise your card limit and inform her of where you will be located.</li> <li>Also contact the number on the back of your corporate card, to inform them of where you will be traveling, and what types of purchases you will be making. They are also able to provide you with activating a PIN number and ATM allowance, which is highly recommended.</li> </ul>
<b>Personal credit and debit card</b>	We encourage you to also contact your personal credit card/debit card companies and bank to inform them of your travels. This is purely for safety reasons, and it is often helpful to have back-up means of payment.

# Program Planning

## Faculty Pay and Student Ratio

Faculty are paid a rate based on credits taught. If the total student enrollment drops below the designated ratios, salary must be pro-rated based on the number of students.

- Assistant Professor- \$1350/credit
- Associate Professor- \$1500/credit
- Full Professor- \$1650/credit

*\*Note that there is a \$5000 salary cap*



Faculty // Student Ratio	
Less than 10 students	Faculty leaders salary will be pro-rated based on the total number of students.
10 students	1 faculty member- salaried and all expenses paid (with less than 10 students, salary, program cost and itinerary adjustments will need to be made)
11-14 students	1 faculty member-salaried and all expenses paid **If need be, one student assistant who is already participating in the program (\$500 discount to program fee)
15-19 students	1 faculty member -salaried and all expenses paid **one faculty assistant -unsalaried but expenses fully paid (or pro-rated salary for both faculty members)
20 or more students	2 faculty members -salaried and all expenses paid

\*Be sure to recruit more students than the minimum, to compensate for student dropout. Adjustments will need to be made to faculty number and salary if student enrollment drops below above designated totals.

# Program Planning

## Marketing and Recruiting

Your experience, enthusiasm and expertise about the program will be your strongest marketing tool. Faculty leader recruiting is vital to the success of the program. OIE will provide marketing support for recruiting students through postings on the website, the development of flyers, classroom presentations, advising and events such as the Study Abroad Fair.

### **\*\*Student Application Deadlines:**

October 15<sup>th</sup> for winter programs  
March 15<sup>th</sup> for summer programs

OIE assists in recruiting, but the faculty leader is responsible for securing a minimum of 10 participants. The more students that are able to go, the more affordable the program will be for each student. All costs for the program (including faculty salary) are covered by the students' program fee.

### **Remember to promote your program early!**

- Attend the Study Abroad Fair in September
- Present in classes
- Start sign-up sheets
- Hold information sessions/ tables
- Send out emails to relevant students
- Post in the student daily email
- Promote to other UW schools
- Tell other faculty to spread the word on campus

*The efforts of the faculty leader are the single largest determining factor in the success or failure of a study abroad program.*



# Mandatory Faculty Training

The Office of International Education will hold a mandatory faculty training for all faculty leaders. Faculty/staff leaders of any study abroad program are required to attend the Health and Safety Training once a year.

Program Leaders must comply with the UW System policies ACIS 7.1 through 7.2 [http://www.uwsa.edu/acss/acis/acis-7\\_revApril08.pdf](http://www.uwsa.edu/acss/acis/acis-7_revApril08.pdf). Most of these requirements can be met by working with the Office of International Education, and participating in the Health and Safety Training.



During the training, OIE and guest speakers will go over the following:

- OIE Policies and Procedures (program planning, student orientation, etc.)
- Purchasing & Reimbursement
- University Police (student conduct)
- Safety & Risk Management
- Student Health Services
- University Counseling

Start thinking about what policies/rules you plan to enforce once abroad, so that your program can run as smoothly and safely as possible. Think about the logistics of transportation and how a buddy or communication system can be put in place. We encourage faculty to establish a buddy system, clear emergency protocol and ensure all students have the itinerary with them at all times.

**Failure to attend the mandatory, in-person Faculty Training will leave faculty leaders liable in the case of an emergency while abroad.**



# Student Orientation

## Your Role as a Faculty Leader

The Office of International Education organizes a mandatory orientation for all students studying abroad, and parents are also invited to attend. ***The faculty leader will lead this orientation for their program participants and parents.*** The faculty leader will present general information to students, from the “Study Abroad Booklet” that OIE provides faculty and students. The students’ Study Abroad Booklet will include a lot of information, but faculty are only required to go over the highlighted content.

Faculty leaders will also have time allotted to review program specific information with students. This is the first chance to meet your full roster of participants, so it is wise to have some materials and/or procedures established, so you can set policies early.

- Significant cultural differences
- Course details– pre/post program requirement and meeting. If you are offering multiple course options for students, be sure to make a list of what course each student wants to take.
- Itinerary details– times, dates, events, etc.
- Departure details– flight itinerary, arrival process to the MPLS airport, etc.
- Accommodation details– roommates, location, meals, etc.
- Establishing processes– buddy system, emergency protocol if someone gets disconnected, communication and transportation systems, etc.)

***It is reported that faculty leaders who keep in contact with students prior to departure have better retention rates, a more timely return of student paperwork and less behavioral incidents during the program. For this reason, OIE encourages faculty leaders to communicate with students frequently pre-departure.***

**\*OIE will be enrolling students for their courses, so remind students that they DO NOT need to worry about enrolling themselves in the summer or winterm course that they will be taking abroad.**



### A USEFUL EXERCISE FOR PRE-DEPARTURE

On a whiteboard, draw a large circle. Ask the group, “What do we each need, to be contributing members of this program?” They can work in small groups to brainstorm and write their ideas on the board. Repeat this process by asking “What behaviors are not needed as part of this experience?” Write these outside of the circle. Then write “OUR CONTRACT” on the top of the board, followed by all students signing the board.

# Pre-Departure Checklist



## Schedule a Final Pre-Departure Meeting with OIE:

- ☐ Hand in the final typed Itinerary Template-  
The [Itinerary Template.docx](https://uwstout.studioabroad.com) can be found on the OIE website-  
<https://uwstout.studioabroad.com> under Faculty & Staff re-  
sources. This should be typed, and include all addresses and con-  
tact info. Faculty/ staff leaders are required to provide this detailed  
itinerary to the Office of International Education for safety reasons.  
All participants in the program also must be provided with this itin-  
erary.

### Obtain from OIE:

- ☐ Copy of this booklet, if you don't already have one
- ☐ Personal CISI International Insurance Information
- ☐ Passport copies
- ☐ Phone
- ☐ First aid kit
- ☐ Student rosters (DOB, passport details, emergency contact info)
- ☐ Overall final budget sheet
- ☐ Budget balance breakdown



## Communicate with Your Students Pre-Departure

- ☐ Collect information from students on any side travel plans.
- ☐ Distribute itinerary (including addresses and contact information) to  
all student participants. Encourage them to share with their family.
- ☐ Distribute flight itinerary, confirming that all students full names  
appear correctly.
- ☐ Remind student to bring their passport

### Establish and communicate systems for:

- ☐ Airport arrival plans for the group (meet up location, times, etc)
- ☐ Backup plan for if students are not present
- ☐ Communication system (hotel phone numbers, cell phone, etc)
- ☐ Buddy system (for transportation, meeting times, etc)
- ☐ "Just in case" protocol for if students get separated from the group



## Organize purchasing details

- ☐ Contact Carla Greiber to increase both your credit and cash limit  
on your corporate card.
- ☐ Contact the number on the back of your corporate card to ensure  
the company is aware of where you will be.
- ☐ Contact your personal bank and cards as a back-up.



# While Abroad

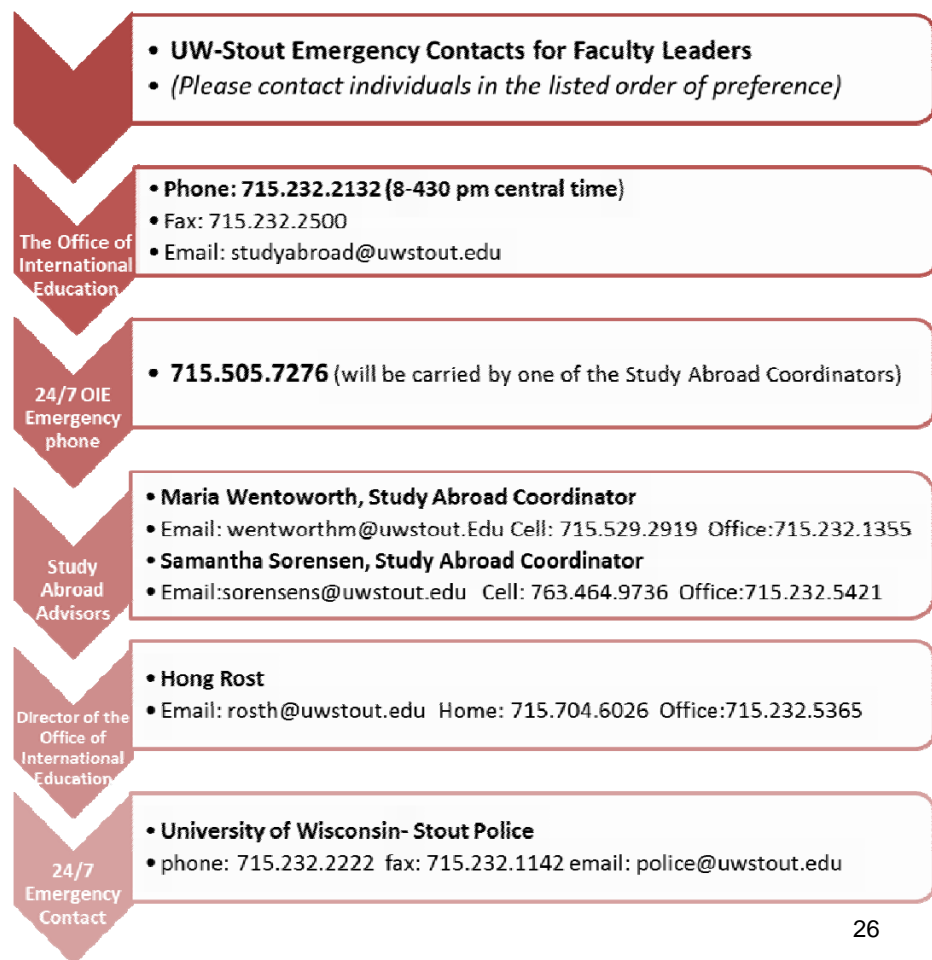
## Cell Phone Directions

The cell phone provided by OIE functions using a SIM card, which can be purchased at convenient stores, grocery stores, street stands, etc. Asking your accommodation staff is helpful. The SIM card is slid into the back of the phone, underneath the battery, and the phone number is associated with this SIM card. Once you have your number, please share with all students, emphasizing that the phone should be used for emergencies only.

## Budget and Purchasing Reminders

Stay within your budgeted amounts for each specified category (cultural events, transportation, accommodation, etc). If there are certain line items you foresee spending less or more on, this should be adjusted in the budget before program departure, rather than accommodated for while already abroad. As you travel, write down what each receipt is for, and tape each smaller receipt to a larger piece of paper. As a reminder, meal per diems are at OIE rates, not at state approved rates.

## EMERGENCY CONTACT INFORMATION



## Incident Reporting Procedures

In an emergency situation, students count on the faculty leader as their main source of information and help. Dealing with the crisis must take priority over other duties. The faculty leader should not attempt to handle all aspects of the emergency him or herself. They should stay calm, focused and never say more than necessary to program participants or external parties.

Common incidents to be aware of are: a student becoming disconnected from the group, crime, illness, emotional instability, etc. In all cases, if a student needs individual care, the itinerary may have to be adjusted to attend to the student. If necessary, OIE can assist by providing additional on-site support or funding, so that the program can continue as planned.

**First and foremost, ensure the well being of the students and take necessary steps to stabilize the situation. As soon as this has happened, contact OIE (see opposite page) to update them on the incident, and seek further guidance on the next steps to take. See general guidelines below:**

### 1. Take Local Action

- Address the safety and well being of your students
- Contact local authorities / Seek medical care / etc.

2. **Contact OIE** (see Emergency Contacts on opposite page) and inform them of the incident. OIE will be carrying an emergency phone the entire time your program is abroad.

### 3. Document the Incident and email OIE. Please include:

- Date
- Student (s) involved
- Date and Time of Incident
- Specific Location of Incident
- Program Leader and Contact Information
- Study Abroad Program Name
- Indicate the nature of the incident  
(alcohol/drugs, crime, injury, assault, health/wellness, etc.)
- Describe the Incident

# Post-Trip Requirements

## Post Trip Meeting

Once you've returned from your program, please schedule a meeting with one of the Study Abroad Coordinators, to report the success of the program. This is required within 30 days of the end date of the program. This discussion should provide appropriate commentary regarding the following issues:

- **Changes/issues in the actual implementation of the program from what was proposed (changes in personnel, itinerary, sites visited, activities, etc.)**
- **Any problems encountered during the program**
- **Successes/positive outcomes of the program**
- **If you're interested in running the program again, re-submit your Program Approval Cover Sheet.pdf. Continue to promote your program over the entire academic year, as well as the summer season.**



## Grade Submission

All grades are due within 3 business days from the end date of the course. The "end dates" for your course are listed on D2L.

## Travel Expense Report (TER)

The [Travel Expense Report.xls](#) can be found either on the UW-Stout travel page, or on the OIE website- <https://uwstout.studioabroad.com> under Faculty & Staff resources.

- The TER should be submitted to OIE within 30 days upon your return (TERs not received within 30 days of return will be subject to tax). Please tape all small receipts onto 8.5 X 11 paper. Keep a copy for your personal records.
- If you've received a travel advance, TER's are to be turned in within 10 days of return. Exceptions are made for leaders extending their travel overseas after the program dates.
- If meals are included in accommodation, or if there are group meals built into the program, these meals should not be claimed in per diem. No receipts are needed for meals, the OIE per diem will be reimbursed.
- Include all receipts taped to 8 ½ x 11 white paper with detailed explanation of expense.

notes

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