

OIE PARTNERSHIP

Planning and implementing a faculty-led education abroad program is labor intensive. As a faculty member leading an education abroad program, you are entering into a partnership with the OIE (and, in some cases, with third-party provider/s). Roles and responsibilities are as follows:

OIE:

- Connect faculty with external program providers or partners if applicable and negotiate a working contract, billing process, etc.
- Assist in budget planning, and process all large pre-departure program purchases (flights, accommodation, etc.)
- Establish an infrastructure for program marketing (flyer, webpage, events, etc.), and advise/inform students of program options
- Assist faculty with recruitment efforts
- Develop, distribute, and process student applications and share status updates with faculty
- Provide faculty training on purchasing and travel forms, pre-departure orientation, mental health abroad, risk and safety, etc.
- Create course section, enroll participants, and conduct online pre-departure orientation
- Manage the program's financial account and collect participant fees
- Liaise with Financial Aid, Dean of Students, Student Health, and Business Office
- Manage crisis/emergency response - available 24/7 while program travel dates are active
- Administer student program evaluation process

Faculty leader:

- Complete program proposal, and approve course through CIC or have a one-time course proposal finalized by deadline
- Meet all deadlines set by OIE for completion of proposal, budget, itinerary, purchases, TA, TER, etc.
- Research or collaborate with provider to find affordable transportation, room and board, cultural activities, etc. to structure the itinerary and budget
- Work with OIE to finalize logistics (budget, itinerary, purchases, etc.)
- Provide details or invoice for large purchases, and make all small-ticket or in-country purchases (cultural events, course supplies, meals, etc.)

- Lead student recruitment to secure minimum required enrollment
- Familiarize myself with health and safety information of the program destination, and participate in the pre-departure workshop held by OIE, which is critical to risk management
- Conduct face-to-face pre-departure orientation with students and establish group ground rules
- Ensure the academic integrity of the course in line with HLC guidelines; design programmatic aspects including academic, professional and cultural tours, lectures, interviews, etc.
- Travel with the group to and from the program destination unless otherwise approved by OIE
- Identify and appoint a backup for each Stout employee (faculty leader, chaperone)
- Act as a 24/7 in-country emergency contact for participants; serve as director and responsible counselor on academic and student life matters while abroad and take appropriate action if student violates code or if student is at risk
- Track all on-site program spending and complete TER within 30 days of return

Assistant (if present):

- Assist faculty leader with student recruitment to secure minimum required enrollment
- Familiarize myself with health and safety information of the program destination, and participate in the pre-departure workshop held by OIE, which is critical to risk management
- Assist the faculty leader in the face-to-face pre-departure orientation with students
- Travel with the group to and from the program destination unless otherwise approved by OIE
- Act as a 24/7 in-country emergency contact
- Participate in and provide support to all on-site activities with the faculty leader and students, unless separately providing support to other student/s (e.g., medical or mental health issue)
- Pass on to the faculty leader and/or OIE any relevant information I may have or learn about potential health and safety risks and/or dangerous or disruptive behavior

FACULTY LEADER SIGNATURE

DATE

ASSISTANT SIGNATURE*

DATE

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ENROLLMENT

The following ratio has been established to maintain affordable and rewarding experiences for participants. Securing enrollment can often be a challenging aspect of planning a faculty-led program. Be sure to recruit more students than the required minimum to compensate for when students drop out. For tips on recruiting, please refer to the [Marketing and Recruitment section](#) on the Faculty-Led Program page of the study abroad website.

Faculty : Student Ratio	
10-14 students	<ul style="list-style-type: none"> 1 faculty leader, fully salaried with budgeted expenses covered
15-19 students	<ul style="list-style-type: none"> 1 faculty leader, fully salaried with budgeted expenses covered 1 faculty/staff assistant with budgeted expenses covered (no stipend)**
20 students or more	<ul style="list-style-type: none"> 1 faculty leader, fully salaried with budgeted expenses covered 1 faculty/staff assistant, budgeted expenses covered with stipend calculated at half the salary of the faculty leader* <p>*12-month contract employees ineligible for stipend.</p>

Faculty-led programs are expected to have between 10 and 20 students enrolled. For example, if 18 students complete applications, all 18 must be accepted. If fewer than 10 or more than 20 have interest in participating, OIE staff and the faculty leader/s will determine if accommodations can be made. Programs carried out must be able to operate within the advertised budget, and accommodations may need to be made such as pro-rating faculty salary. Additionally, it may be recommended that the program run every other year.

* Faculty leaders may want to consider having an assistant from the Advisement Center, Admissions, ASPIRE, or another office that works with recruiting students as they will be great recruiters for future programs!

** The Faculty/Assistant: Student Ratio may be re-assessed by OIE if a third-party program provider is used and is providing on-the-ground support. Using an assistant in-country will keep the program cost low and affordable for students. Decisions will be made on a program-by-program basis.

FACULTY AND ASSISTANT CONDUCT EXPECTATIONS

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 ASSISTANT SIGNATURE* DATE

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Students, faculty, and staff traveling as part of a university sponsored program become representatives of the institution, state, and country alike. Faculty leaders are expected to model appropriate behavior to program participants. Failure to model and enforce respectable behavior while leading a study away program will jeopardize future program approvals.

[UWS Policy 146](#) University of Wisconsin System Faculty and Academic Staff Abroad:

- Faculty and academic staff for both programs abroad and study away:
 - a. Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.
 - b. Should be sensitive to the customs of the host country or domestic host location and act in accordance with the laws of the host country or domestic host location.
 - c. Should be willing, upon return to the home campus, to provide the broadest value to the institution of the time spent abroad or through study away.

[UWST Faculty Handbook](#) Alcohol and Other Drug Policy (pg. 275)

The abuse of alcohol and other drugs interferes with the education and development of students. It affects the overall campus environment in a negative way and reduces the effectiveness and performance of students, faculty, and staff.

Statement of Policy

1. It is the policy of the University of Wisconsin-Stout to take an active and assertive stance in dealing with alcohol and other drug abuse that diminishes the quality of the learning environment or that creates a threat to personal safety
2. The unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs and alcohol by students, employees, or organizations is prohibited on university property or as part of university activities.
3. This policy applies to all on-campus and off-campus activities that are considered to be school activities, such as officially sanctioned field trips. These standards of conduct also apply to student-sponsored social activities or, for employees, professional meetings, if these activities or meetings are considered UW-Stout-sponsored activities.

Disciplinary Sanctions

1. Violation of the provisions of this policy by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under UWS 17.06(1)(c), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on university property or the worksite or during work time, up to and including termination from employment.

Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules, faculty and academic staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Violations of UWS 18.06(13) and 18.10, Wis. Adm. Code, may result in additional penalties as allowed under Ch. UWS 18, Wis. Adm. Code.

PROGRAM TIMELINE

FACULTY LEADER SIGNATURE

DATE

ASSISTANT SIGNATURE*

DATE

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WINTERM AND SPRING PROGRAMS Timeline begins one year prior to execution of program	
November (14 months prior)	Build the framework of your proposal and explore all possibilities with partner universities or provider companies with whom you plan to work. Obtain curricular, departmental, and college approvals.
December 1	Program proposal due. Include administrative approvals and bids, if needed.
January 15	Open WinTerm/Spring application cycle (earliest date for students to apply).
Mid-January – May 1	Market and recruit for your program through email, classroom presentations, info sessions, word of mouth, Study Abroad Fair, etc. Don't forget, non-Stout students can also participate!
End of April	Attend mandatory pre-departure workshop (Risk and Safety, Purchasing, Student Conduct, UW-Stout Police, Student Health Services, Counseling Center, etc.).
May 1	Student Application Priority Deadline and faculty Travel Authorizations due. Note: If program does not fill, final application deadline will be October 15.
May	Hold pre-departure program meeting with your students before summer break.
May – October	Make program purchases, reserve flights, accommodations, etc.
October 15	Student Application Final Deadline if program did not fill in May.
Fall term	Hold pre-departure program meetings with your students.
November 1	Students' Access Stout account charged based on Program Estimate. Final itinerary due to OIE.
Program dates	Track all purchases and receipts. Teach your course.
Within 30 days of return	Hold post-trip meeting with OIE. Submit TER through online system (TERs submitted after 60 days are not reimbursed).

****Only sign this page if your program is being offered in WinTerm or Spring term.****

PROGRAM TIMELINE

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 ASSISTANT SIGNATURE* DATE

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SUMMER AND FALL PROGRAMS	
Timeline begins one year prior to execution of program	
Before April (14 months prior)	Build the framework of your proposal and explore all possibilities with partner universities or provider companies with whom you plan to work. Obtain curricular, departmental, and college approvals.
April 1	Program proposal due. Include administrative approvals and bids, if needed.
June 1	Open Summer application cycle (earliest date for students to apply).
June – December 15	Market and recruit for your program through email, classroom presentations, info sessions, word of mouth, Study Abroad Fair, etc. Don't forget, non-Stout students can also participate!
Beginning of December	Attend mandatory pre-departure workshop (Risk and Safety, Purchasing, Student Conduct, UW-Stout Police, Student Health Services, Counseling Center, etc.).
December 15	Student Application Priority Deadline and faculty Travel Authorizations due. Note: If program does not fill, final application deadline will be March 1.
December and/or Spring term	Hold pre-departure program meetings with your students.
December – March	Make program purchases, reserve flights, accommodations, etc.
March 1	Student Application Final Deadline if program did not fill in October.
April 1	Students' AccessStout account charged based on Program Estimate.
Program dates	Track all purchases and receipts. Teach your course.
Within 30 days of return	Hold post-trip meeting with OIE. Submit TER through online system (TERs submitted after 60 days are not reimbursed).

****Only sign this page if your program is being offered in Summer or Fall term.****

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