

# 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):**

- Help the 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"> <li>1 faculty leader, fully salaried with budgeted expenses covered</li> </ul>
15-19 students	<ul style="list-style-type: none"> <li>1 faculty leader, fully salaried with budgeted expenses covered</li> <li>1 faculty assistant with budgeted expenses covered (no stipend)</li> </ul>
20 students or more	<ul style="list-style-type: none"> <li>1 faculty leader, fully salaried with budgeted expenses covered</li> <li>1 faculty assistant, budgeted expenses covered with stipend calculated at half the salary of the faculty leader</li> </ul>

**Faculty-led programs are expected to have a minimum of 10 students participate. If the program has fewer than 10 students, OIE staff and the faculty leader will determine if the program runs. 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 : Student Ratio may be re-assessed by OIE if a third-party program provider is used and is providing on-the-ground support. If the number of students is 19 or below and support is provided through a third-party, an additional (third) assistant would not be recommended in order to keep the program cost low and affordable for students.

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# FACULTY AND ASSISTANT CONDUCT EXPECTATIONS

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:

1. Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.
2. Should be sensitive to the customs of the host country and act in accordance with the laws of the host country.
3. Should be willing, upon return to the home campus, to provide the broadest value to the institution of the time spent abroad.

[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.

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# PROGRAM TIMELINE

<b>WINTER AND SPRING PROGRAMS</b> Timeline begins one year prior to execution of program	
<b>Before November</b>	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.
<b>December 1</b>	Note: Program proposal due. Include administrative approvals and bids, if needed.
<b>January 15</b>	Open WinTerm/Spring application cycle (earliest date for students to apply).
<b>Mid-January – May 1</b>	Market and recruit for your program through email, classroom presentations, info sessions, word of mouth, Study Abroad Fair, Pitch your Program event, etc. Don't forget, non-Stout students can also participate!
<b>End of April</b>	Attend mandatory pre-departure workshop (Risk and Safety, Purchasing, Student Conduct, UW-Stout Police, Student Health Services, Counseling Center, etc.).
<b>May 1</b>	Note: Student applications and faculty Travel Authorizations due.
<b>May</b>	Hold pre-departure program meeting with your students before summer break.
<b>May – August</b>	Make program purchases, reserve flights, accommodations, etc.
<b>September 1</b>	Note: Final itinerary due.
<b>Fall term</b>	Hold pre-departure program meetings with your students.
<b>November 1</b>	Note: Students' Access Stout account charged based on Program Estimate.
<b>Program dates</b>	Track all purchases and receipts. Teach your course.
<b>Within 30 days of return</b>	Hold post-trip meeting with OIE. Submit TER through online system (TERs submitted after 60 days are not reimbursed).

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<b>SUMMER AND FALL PROGRAMS</b> Timeline begins one year prior to execution of program	
<b>Before April</b>	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.
<b>April 1</b>	Note: Program proposal due. Include administrative approvals and bids, if needed.
<b>June 1</b>	Open WinTerm/Spring application cycle (earliest date for students to apply).
<b>June – December 15</b>	Market and recruit for your program through email, classroom presentations, info sessions, word of mouth, Study Abroad Fair, Pitch your Program event, etc. Don't forget, non-Stout students can also participate!
<b>Beginning of December</b>	Attend mandatory pre-departure workshop (Risk and Safety, Purchasing, Student Conduct, UW-Stout Police, Student Health Services, Counseling Center, etc.).
<b>December 15</b>	Note: Student applications and faculty Travel Authorizations due.
<b>December – February</b>	Make program purchases, reserve flights, accommodations, etc.
<b>Spring term</b>	Hold pre-departure program meetings with your students.
<b>March 1</b>	Note: Final itinerary due.
<b>April 1</b>	Note: Students' Access Stout account charged based on Program Estimate.
<b>Program dates</b>	Track all purchases and receipts. Teach your course.
<b>Within 30 days of return</b>	Hold post-trip meeting with OIE. Submit TER through online system (TERs submitted after 60 days are not reimbursed).

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