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Established in 1857®

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FACULTY-LED STUDY ABROAD PROGRAMS
POLICIES & PROCEDURES

In order to ensure consistency, minimize liabilities and maximize resources, the following policies and procedures have been established for faculty members interested in proposing for-credit, faculty-led programs at Upper Iowa University. The policies and procedures listed below have been developed by the Center for International Education (CIE), with the support of the Office of the Provost and the Business Office, and approved by the Executive Leadership Team (ELT) and the Board of Trustees (BOT).

All for-credit, faculty-led programs must go through this formal approval process in order to be approved as a UIU-sponsored program. A UIU-sponsored faculty-led program is one which has the full support of UIU to fund and operate the program. Non-approved programs are not allowed to recruit and/or advertise on the UIU campus.

Section I: Formal Approval

- All proposed courses must be approved by the respective academic department and current university processes. Once the course is approved, and a tentative syllabus is available, the faculty leader must apply for formal program approval through CIE. A proposal packet is included in this document.

- It is recommended that faculty members that start the process 8-12 months prior to their intended departure date. Once the proposal packet is submitted, it may take the Education Abroad Advisory Committee 2-4 weeks to reach a decision.

- Provided that the program does not change significantly from year-to-year (for example, major change in course content, number of credits or location) formal approval for the faculty-led program will be required only once. (Please note that other UIU processes may still need to be completed on a yearly basis).

- Programs in Travel Warning locations published by the U.S. Department of State (http://travel.state.gov) must submit a petition to the CIE prior to developing the program. Please contact the CIE for more information on the petition process.

- Once the program is formally approved, the faculty leader will be notified to attend a mandatory faculty leader orientation.

- **Please note that the faculty leader is not authorized to promote the price of the program until the program has been formally approved and a budget has been pre-approved.**

- **Non-approved programs will not be allowed to recruit and/or advertise on the UIU campus, and will not be eligible for UIU funding.**

Section II: Program Management & Application Process

- All faculty-led programs will be managed by the CIE in conjunction with the faculty leader.

- All students will be required to apply online through the CIE's web-based program and all forms must be submitted in an electronic format whenever possible.

- CIE will manage the application process for the program in conjunction with the faculty leader.

- A general pre-departure orientation, conducted by the CIE, will be required for all participants. However, faculty leaders are highly encouraged to conduct an additional program-specific pre-departure orientation.

Section III: Enrollment

- Enrollment criteria/requirements will be established by the CIE and the faculty leader.

- All students must enroll through the appropriate process set by the CIE and UIU.

- All non-UIU students must apply for admission as a non-degree seeking student prior to applying as a study abroad participant.

- Due to liabilities, all participants on any of the faculty-led programs, with the exception of the faculty-leader's immediate family members, must be enrolled on the course(s) taught in the program. When a program offers multiple courses, students must be enrolled in at least one of the courses but not necessarily in all courses offered. This includes students' relatives, friends and any other guests who wish to join the group while abroad, but not the faculty-leader's immediate family members.

- While UIU does not have an established minimum enrollment policy, faculty-led programs must enroll a minimum number of students in order to ensure they break even. The minimum number of students enrolled may vary depending on the program so please keep in mind that this will have a direct effect on the cost of the program.

- The CIE reserves the right to cancel any faculty-led program due to, but not limited to, low enrollment numbers, inability to meet revenue expectations (based on a break-even point), and political instability in the host country and disasters (natural or other).

Section IV: Program Budget & Cost

- A faculty-led program cannot operate on a budget deficit.

- All faculty expenses must be accounted for in the budget.

- The CIE will work with the faculty leader to create a budget for the program. This is a shared responsibility so the budget must be carefully drafted since any items not included in the budget will not be approved and/or reimbursed. Therefore, please make sure you have included all expenses in your budget. Also, please note that budget adjustments after the budget has been pre-approved will only be allowed in order to account for currency fluctuations as well as other volatile expenses, such as gasoline prices.

- The CIE may calculate designated emergency funds in all faculty-led program budgets in order to cover any emergencies that may arise during the program. Faculty leaders should not count on using this money for operating expenses for the program as it is intended for emergency purposes only.

- The CIE may include a currency fluctuation fee (variable) in the budget depending on the location and currency strength of the host country.

- Pre-approved, and eventually, actual budgets must be submitted in the approved budget provided to the faculty leader by the CIE.

- If the program runs into a budget deficit, your school will be responsible for the deficit amount.

Section V: Compensation

- Salaries for courses taught on faculty-led programs are strictly determined in accordance to the UIU Faculty Handbook. **The CIE is not involved in establishing these salaries under any circumstances**. Furthermore, any faculty and non-faculty salary policies approved by the Dean as it relates to faculty-led programs will be respected.

- A faculty member assisting in the program but not teaching a course is considered "support staff" for the purposes of the program. Support staff is a faculty or staff member who assists with program leadership in-country by serving in a supporting capacity.

- Support Staff Stipends: Determined by the faculty leader in conjunction with the CIE.

- Speaker Honorariums: Determined by the faculty leader in conjunction with the CIE.

Section VI: Refund and Cancellations

- Tuition Refund Policy: As established by the Business office.

- Program Fee Refund Policy: Established by the CIE in conjunction with the Office of the Provost immediately after the program has been approved.

- Program Cancellation Policy: Established by the CIE in conjunction with the faculty leader immediately after the program has been approved.

Section VII: Risk Management

- Enrollment in the UIU International Health Insurance Plan, coordinated by the CIE, is mandatory for all program participants, unless the external organization provides similar or better insurance coverage as a mandatory component of its package. The cost of the insurance, including that of the faculty leader, will be built into the program budget and included in the total program cost to the students.

- All students, faculty and staff must complete all forms required by the CIE (i.e. assumption of risk, medical history form, participation forms, etc.).

- Funds will be provided in the program budget for program-related communications (mobile phones, internet use, phone card, etc.). However, please note that any expenses above the allocated funds will not be reimbursed unless in an emergency.

- A copy of UIU's safety and emergency protocols and procedures will be given to the faculty leader. It is the faculty leader's responsibility to be familiar and keep a copy of this document while abroad.

Section VIII: Advertising and Promotion

- The CIE will contribute to the promotion of the faculty-led program by providing a web page, promoting the program during informational sessions and campus-wide events (whenever possible), through one-on-one advising sessions, and via a nationwide study abroad list-serv (if desired).

- The faculty leader is responsible for promoting the faculty-led program in their school, other schools/departments at UIU and at other colleges and universities outside of UIU (if desired).

- **Please note that the faculty leader is not authorized to promote the price of the program until the program has formally approved and the budget has been pre-approved.**

Section IX: After the Program Concludes

Upon the completion of the program, the faculty leader is required to make an appointment with the Assistant Director for Education Abroad at the CIE within 30 days of returning to the United States. At this meeting, the faculty leader must bring all receipts, travel documents, and any other required documents to reconcile the budget.

Section X: Program Cancellation

The CIE and the Office of the Provost reserve the right to cancel any faculty-led program due to, but not limited to, low enrollment numbers, inability to meet revenue expectations (based on a break-even point), and political instability in the host country and disasters (natural or other).

Section XI: Exceptions

While great efforts have been taken to ensure flexibility when proposing a new program, some exceptions may be made on a case-by-case basis in order to accommodate certain program needs.

All exceptions must be made at the time of the proposal and approved by the Education Abroad Advisory Committee.

Section XII: Acceptance of Policies and Procedures

I hereby agree that I have read and understood the information presented to me above. I understand that if I do not agree with any of the policies and procedures above, whether in whole or in part, my proposed program cannot be considered for approval.

Faculty Leader Signature: _____

Faculty Leader Name: _____

Faculty Leader Title: _____

Faculty Leader Department: _____

Date: _____

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FACULTY-LED STUDY ABROAD PROGRAMS
PROPOSAL PROCESS

In accordance with policies and procedures developed by the Center for International Education (CIE) and approved by Office of the Provost all faculty-led programs must be formally approved in order to be considered a UIU-sponsored program. This application process will help you achieve the required formal approval.

In an attached sheet(s), please address each of the following sections as thoroughly as possible. Once completed, please return all required documentation to the Coordinator for Education Abroad at the Center for International Education (International House).

If you have any questions regarding this process, please contact us at (563) 425-5831, or via e-mail, at educationabroad@uiu.edu.

Please note that the faculty leader is not authorized to promote the price of the program until the program has formally been approved and a budget has been pre-approved.

Section I: Overview

Please provide the following:

- Program name*
- Program location(s)
- Program dates
- Sponsoring department(s)
- Faculty Leader Name
- Faculty Leader Experience in Host Country and Local Language

*To help students grasp the seriousness of study abroad course work, please refer to your time abroad as a "program" not a "trip" (e.g. "UIU Rome Summer Study Abroad Program").

Section II: Cultural Awareness

Please describe how the program will give students the opportunity to develop and/or enhance his/her own cultural awareness.

Section III: Course Information

Please list all UIU courses taught in this program. Indicate the number of credits per course and <u>attach a copy of the syllabus</u> (even if tentative) to be used for each course offered.

Please note that the excitement of travel and new experiences in a foreign country might cause students to lose sight of the fact that they are expected to maintain the same academic rigor in courses abroad as they do in courses held by UIU (in-person and online). Therefore, please clarify in your course syllabi that expectations are high in terms of contact hours and stated requirements, and that participation in course activities is required. Also, please note if there are unusual measures of assessment (e.g. museum visits, site presentations) in addition to standard formats (quizzes, tests, reflection/research papers, etc.).

There are various established university-approved options when it comes to offering a course:

Option #1: If you are proposing a new course, your course must be approved the appropriate channels established at UIU.

Option #2: If you are proposing a new course, you can opt to offer the course as a Special projects course (e.g. 299 or 399) on a one-time basis. Please review page 11 of the Curriculum Committee Handbook at: *"G:\Everyone\CC 2013-14\ CC Handbook Clean Draft 3-26-13_CC.docx"* for more information.

Option #3: You will not need to get your course approved if: (1) your course already exists in the university course catalog and is already approved; <u>AND</u> (2) you are authorized to teach in the subject area; <u>AND</u> (3) you are not making significant changes in the course content (just changes to take advantage of the program location).

Please note that faculty members are only allowed to teach a course(s) in the areas/subjects in which they are authorized at UIU.

Section IV: Instruction & Support Staff

Please list all individuals who will provide instruction and comment on their expertise to provide such instruction.

Please provide the names and contact information of other UIU faculty/staff, as well as any other non-UIU employee(s), that will participate in the program as support staff.

Section V: Program Affiliations

Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (i.e. third-party program providers, research centers, schools or Non-Governmental Organizations). Include a background summary of the affiliate program (a website address will be helpful as well) and pertinent academic information (including accreditation status and academic programs, if applicable). Please indicate any counterpart/staff associated with the affiliated institution that may assist with the program.

Section VI: Program Itinerary

Please provide a comprehensive listing of all cities/countries to be visited with dates, even if they are tentative. Make sure you include every day of the program, including departure and return dates.

Section VII: Language & Host Country Preparation

Please indicate the level of experience, if any, the faculty leader has with the host country as well as the local language. Lack of experience or local language ability is not required to propose a program.

In addition, if the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or onsite. Students should receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies.

Section VIII: Risk Management

A. Travel

Outline the arrangements to be used for travel and who will provide it. If a travel agency will be used, please provide their contact information.

B. Living Arrangements

Discuss where the group will be housed and what the meal arrangements will be, especially how students with specific dietary needs will be accommodated. In addition, please address provisions for adequate sanitation/food & water safety. Finally, if host families will be used, please discuss screening/selection process.

C. Safety

Please elaborate on any known risks, such as communicable diseases present in the area (e.g. malaria, hepatitis, avian flu, etc.), high crime rates, unsafe local transportation students may use in their free time, etc. Please discuss any safety measures that are in place to minimize these risks.

Programs in countries listed in the Travel Warning list published by the U.S. Department of State (http://travel.state.gov) must submit a petition to the Center for International Education prior to developing the program.

Section IX: Projected Enrollment

Please specify the desired minimum and maximum number of participants. Please note that while UIU does not have an established minimum enrollment policy, faculty-led programs must enroll the minimum number of students in the pre-approved budget in order to ensure they break even. The minimum number of students enrolled may vary depending on the program, so please keep in mind that this will have a direct effect on the cost of the program.

Section X: Program Budget

Faculty leaders should make an appointment with the Coordinator for Education Abroad at this time. During the meeting, a detailed program budget will be created utilizing the approved budget form (provided during the meeting). However, in preparation for the meeting, the faculty leader must gather as much current information as possible regarding the expected expenses prior, during and after the program. It is expected that the faculty leader will bring current source documentation for the expenses that will be included in the budget. Estimated information is accepted, but again, it must be current.

Please note that all faculty expenses must be account for in the budget.

Please include compensation information in accordance to "Section V: Compensation" in the "Faculty-Led Study Abroad Programs: Policies and Procedures" document above.

Note: If the program runs into a budget deficit, your school will be responsible for the deficit amount.

Section XI: Programming Upon Return to UIU (Optional)

Faculty leaders may also want to consider opportunities to share the faculty-led program experience with the UIU community. Examples may include a photo gallery and display, an art exhibit, a colloquium, presentations or a documentary film. Projects should highlight the program as well as provide students with an opportunity to share their experiences with faculty, staff, and students. The CIE can provide support and, if available, funding for these events upon your return. If interested, please include information about potential events within this proposal as well.

The CIE also encourages returning faculty leaders to get involved on international-related initiatives on campus.

Section XII: Application Deadlines

Faculty leaders are highly encouraged to submit proposals 8-12 months in advance of the planned departure date. The earlier a program proposal is submitted and approved, the more time that can be dedicated to promoting the program.

Section XIII: Departmental and Dean Approval Form

Please print out 'Appendix A' and obtain the required Department Chair and Dean signature(s). Please note that if the course will be cross-listed, you will also need to obtain the signature(s) of the Department Chair and Dean for the school in which the cross-listed course is housed.

Final Notes

Once the program proposal is submitted and reviewed, the CIE will issue a formal decision letter to the faculty leader. If the program is approved, the faculty leader must request an appointment with the CIE to begin coordinating the arrangement for the program. Programs that are not approved may write an appeal letter to the Study Abroad Coordinator.

Please submit all application materials to:
Coordinator for Education Abroad
Center for International Education
International House
(563) 425-5831
educationabroad@uiu.edu

Faculty Leader: _____

Program Name: _____

Term: _____

APPENDIX A

Please obtain the following supporting signatures and include this page with your application materials.

DEPARTMENT AND DEAN APPROVAL FORM

I hereby certify that I have read the program proposal presented to me and that I approve it.

Department Chair Signature: _____ Dean Signature: _____

Department Chair Name: _____ Dean Name: _____

Department Name: _____ School: _____

Date: _____ Date: _____

If the course will be cross-listed with another department(s), please obtain the signature(s) below.

Department Chair Signature: _____ Dean Signature: _____

Department Chair Name: _____ Dean Name: _____

Department Name: _____ School: _____

Date: _____ Date: _____

Department Chair Signature: _____ Dean Signature: _____

Department Chair Name: _____ Dean Name: _____

Department Name: _____ School: _____

Date: _____ Date: _____