

Study Abroad Faculty-

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2. College Dean
3. Office of International Programs
4. Office of Academic Planning and Assessment
5. Academic Affairs
6. Texas State University System Board of Regents (TSUSBR)

1.5 PROPOSAL COMPONENTS

1. Program Proposal (*See Appendix*)
2. Syllabi of courses to be offered
3. Program itinerary
- 4.

SECTION 2: Guidelines for Program Development

2.1 GENERAL RESPONSIBILITIES

- 2.1.1 Academic Departments** have the primary responsibility for the academic content, instructional delivery methods of study abroad, pre-departure orientation (with the exception of safety and security pre-departure orientations) and onsite arrangements for the program.
- 2.1.2 Office of International Programs** will work with academic departments:
- To assist in the development of a program to ensure compliance with university policies, train faculty on best practices in study abroad, and health and safety requirements.
 - To assist in setting up accounts and budgets for the trip.
 - In conjunction with the Cashier's Office, place charges and, if necessary, remove charges on student accounts based on a pre-determined payment schedule set by faculty and OIP.
 - To coordinate with faculty and the Registrar's Office to confirm registration status.
 - To assist with marketing through hosting a Study Abroad Fair, information sessions, Saturday at Sam, and posting trip information on the OIP website.
 - To provide pre-departure health and safety orientations for participating students.
 - To provide scholarship information to eligible students.
 - To maintain centralized records of all faculty-led study abroad programs and participants.

2.2 TIMELINES

The following timelines are meant to prepare faculty well in advance for the proposal submission requirements and to help them plan accordingly. Note that specific dates will change from year to year, but the general timeline will remain the same. The timelines begin the YEAR BEFORE the program will be held.

ALL PROGRAMS (PROGRAM PROPOSAL SUBMISSIONS):

All program proposals for the calendar year must be submitted according to the following timeline:

May: Begin compiling budget and other materials for submission.

Early July: Submit program proposal to Department Chair and College Dean for approvals (*See Section 1.4*).

August 1: Faculty Leader submits program proposal to OIP.

Mid-August/September: Make adjustments to proposal requested by OIP and Academic Affairs.

Mid-August/September: Begin marketing proposed course(s) to students. OIP will also host a Study Abroad Fair, information sessions, and will attend Saturday at Sam to assist in marketing.

Mid-August/September: Submit New Fund Request (if necessary) so trip account can be set up.

Late November: Receive notification from THECB (through OIP) as to whether courses have been approved.

SUMMER PROGRAMS (REMAINDER OF PROGRAM PREPARATION):

For summer (including mini session programs), faculty should adhere to the above timeline for proposal submission and the following dates:

End of November-January: Deposit payments are due and become non-refundable (*see Student Financial Responsibility Agreement in student application packet*).

January: Submit courses to Registrar to be built (*See Section 2.12*).

Mid-January-May: Financial penalties begin to take effect against student withdrawals (*see Student Financial Responsibility Agreement in student application packet*).

February/March: OIP will host information sessions August 14-15, 2014 (8:00am-5:00pm) in the JQA 6 (Ev 5510) building.

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chair & dean), it will be forwarded to the Provost, the Budget Office, the Vice President of Finance (if over \$50,000) and President (if over \$100,000) for approval.

2.6 COLLECTING STUDENT PAYMENTS

To relieve the faculty member from the rigors of collecting student money, all student payments should be made to the Cashier's Office. Charges will be placed on student accounts based on the published program costs. All students must sign the Financial Responsibility Agreement as part of the program application prior to any charges being added. This agreement serves to notify students when deposits and payments are due and when certain percentages of payments are nonrefundable. The Study Abroad Coordinator will send faculty updates on students who have and have not paid. Please also let the Coordinator know if a student needs to have a charge removed.

2.7 STUDY ABROAD SCHOLARSHIPS

OIP offers merit-based study abroad scholarships that come from student fees. Due to limited funds, there is no set amount as to how much each student will receive. The International Programs Activities Committee will meet after each scholarship application deadline to determine scholarship amounts for eligible student applicants.

2.7.1 Student Requirements

To be eligible for the scholarship, undergraduate students must have at least a 3.0 SHSU GPA and graduates at least a 3.5 SHSU GPA, be participating in an authorized study abroad program, and be receiving academic credit for that program. Students should fill out the scholarship application in the Bearkats Abroad Portal (Via TRM) and attach their unofficial transcript by the application deadlines.

2.7.2 Application Deadlines

September 1 for winter-break programs

November 1 for other programs

To request a payment be made, submit the Direct Pay Form or Outgoing Wire Form along with a detailed invoice through BearKatBuy.

2.9 TRAVEL PRE-APPROVAL

A travel pre-approval must be created and approved for each SHSU faculty member accompanying the student group for the Disbursement & Travel Services Office. All travelers are required by our Board of Regents to complete the Liability Waiver (*provided by OIP*). Student liability waivers need to be attached to the lead faculty member's pre-approval. Also attached to the lead faculty member's pre-approval is a list of participants, the class roster (as soon as available), and an emergency contact list/forms for all travelers.

2.9.1 Accompanying Family Members

All accompanying family members must complete and submit the Accompanying Family form (*contact OIP for form*). It contains guidelines on required forms and policies. (

2.10.4 **Keeping Receipts & Accountability Form for Meal Expenses**

All expenses used with advance funds must be accounted for by either receipts or the Accountability Form. If the faculty member pays for a group or individual meal, a record of recipients needs to be submitted with the meal receipt. A receipt for any excursion(s) paid for on site is required to be attached to the travel expense voucher with explanation of who attended and where/what the expense relates to the academic purpose. Allowed meal and lodging rates are to be obtained at www.gsa.gov.

The Accountability Form is applicable for meal expenses only and a record must be kept for each student regarding the daily total dollar amount. Students must sign the Accountability Form upon receipt of funds

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Additional fees charged by the card issuer for foreign currency transactions may be reimbursed, if itemized and explained on the statement.

2.11.2.1 Credit Card Rate is the suggested method of reporting daily exchange rate as it is much less burdensome for Faculty than the method below. Please note, however, that due to the nature of international travel, it may not always be possible to pay on-site expenses by credit card.

- **Online Rate:** The traveler may use <http://www.OANDA.com> for historical currency exchange as a standard conversion rate. The OANDA website provides an average exchange rate for exact dates of travel that will need to be customized for accuracy.

2.11.3

Expenses NOT Reimbursable

2.15.1

Occasionally programs must be cancelled prior to departure or terminated prior to completion, but after the students are already abroad. In order to protect the students' monetary investment and the faculty leader's time investment, a cancellation policy should be specified in the published brochure/website and discussed during the pre-departure orientation session(s).

If the program is cancelled prior to departure, the Disbursement & Travel Services Office should be notified, and a request to release the budget should be made.

2.16.1 Emergency Cancellation or Termination of Programs

If the faculty leader, Chair, or Dean determines that a program should be cancelled or terminated due to an emergency or crisis situation, the process for notification should be determined by the Department. The University Marketing and Communications should be notified so that all university communications will be consistent.

2.17 PROGRAM CLOSE-OUT

Upon completion of faculty-led programs, the following procedures should be completed within **30 days** of the program completion date:

2.17.1 Expense Report (Faculty Travel Expenses)

Upon completion of the program, faculty leaders must account for all purchases made against a travel advance and submit the report to Disbursement & Travel Services.

2.17.2 Remaining Fund Balances

If, upon completion of the program, after all outstanding balances to vendors have been paid, there is a remaining fund balance, the following procedure will occur:

1. For amounts over \$10 per student on the program, all remaining funds will be refunded to students who have completed the program and received a passing grade in the course(s). OIP will work with the Cashier's Office to refund students.
2. For amounts under \$10 (\$9.99 and less) per student, the fund balance will be transferred into a Study Abroad Administrative fund.
3. The Study Abroad Administrative fund, after reaching a balance of \$5,000, can be used under the discretion of the OIP Director, in conjunction with the sponsoring department head, to cover programs ending in a negative balance up to \$1,000. Program funds with a negative balance over \$1,000 will be the responsibility of the sponsoring department.

2.17.3 Cost Report Form for Annual Report



Complete the Cost Report form (*provided by SAC*) and submit to the Study Abroad Coordinator no later than August 30 (summer trips) or 30 days upon completion of the program.

SECTION 3: Program Components

3.1 PROGRAM CONTENT

All faculty-led study abroad programs are subject to the same standards and university policies and procedures as any other academic program except where otherwise stipulated by this document.

3.2 SUGGESTED LEARNING OUTCOMES

All study abroad programs should address one or more international-based learning outcomes in addition to the specific discipline-related learning outcomes of the program. Examples of **suggested** learning outcomes are listed below:

3.2.1 Knowledge

Study abroad participants will seek to understand the host culture in a global and comparative context; that their culture is one of many diverse cultures and that alternate perceptions and behavior may be based in cultural differences; how historical and current forces shape world systems; other languages and cultures (beliefs, values, perspectives, practices, and products); or how the natural environment of the country is contextually important to the program.

3.2.2 Skills

When appropriate, study abroad participants will analyze issues, situations, or the natural environment from more than one cultural perspective and have opportunities to speak, listen, read, and/or write in a language other than their first language.

3.2.3 Cultural Perspective

SHSU study abroad participants should seek to learn from others who are culturally different from themselves; accept cultural differences and accept cultural differences and ambiguities; appreciate the language, art, religion, philosophy, material culture, or utilization of the natural environment of different peoples.

3.2.4 Additional Suggestions for Learning Outcomes

- A substantial portion of the academic program should be related to the socio-cultural or geographic environment of the host country.
- Class-hour credit may be awarded for extra-curricular lectures and field trips when the content is academic in nature and integrated into the class for which the credit is awarded.
- Where possible, opportunities for cultural immersion should be incorporated into the program, e.g. service learning, internships, host

families, interaction with students from the host country, discovery of the natural environment, etc.

- When feasible, programs in non-English speaking countries should seek to incorporate a language development component.
- The program should include opportunities for reflection on the experience abroad during and after the experience.

3.3 PRE-DEPARTURE ORIENTATION

All students participating in a study-abroad program will attend a mandatory orientation session(s) prior to departure. The Study Abroad Coordinator will work with faculty leaders to develop these sessions and will provide assistance and information as needed. The session(s) should provide information about:

- Health and safety issues
- Behavior expectations
- Accommodations
- Adjustment to the host culture
- Information about the host location and society
- U. S. State Department Travel Warnings or Advisories
- CDC Health Information for the country
- Emergency Contact Numbers for program directors and university officials
- Procedures for a medical emergency

3.4 ON-SITE ORIENTATION

The program must also provide students with a continuous on-site "orientation" to the host culture by providing them with information about the host location and culture in order to maximize their experience and learning.

3.5 STUDENT ASSESSMENT

Student learning outcomes and overall student experience should be assessed at the program's conclusion. Feedback will be used to improve subsequent programs and to continually improve pre-departure orientation sessions.

3.5.2 Post-Program Evaluation

Students will be provided information while they are abroad regarding the completion of an online evaluation via Qualtrics. Once evaluation data has been collected, it will be analyzed and shared with individual Faculty Leaders. The purpose of the evaluation is for faculty to make improvements to their programs and to determine which activities were viewed as successful by the students.

3.6 FACULTY AND ON-SITE STAFF

In order to ensure the safety of the students

3.9 STUDENT APPLICATION PROCEDURES

Student can access program information and the application through the Bearkats Abroad Portal (Via TRM). Students should submit complete application through the portal by **MARCH 1st** for summer programs or **AUGUST 1st** for winter programs. The application requires students to:

- Upload their unofficial transcripts
- Request judicial verification from the Dean of Students to show they are in good standing with SHSU
- Request verification from the Student Money Management Center that they have completed the mandatory budgeting coaching session
- Request approval from the faculty leader
 - The faculty will receive an email from the portal with the “recommendation” request. A recommendation letter is not required.

The SAC will check for general eligibility to study abroad (minimum GPA, no holds, no serious prior disciplinary action, etc.). Individual programs may have separate application deadlines, but these deadlines may not be later than OIP deadlines unless prior agreement is reached between OIP and faculty.

Post-Admission Decision Application Items:

Must be submitted through the Bearkats Abroad Portal (Via TRM) by **MARCH 15th** for summer programs or **AUGUST 15th** for winter programs.

1. Emergency Contact
2. Behavior Contract
3. Liability Waiver
4. Pre-Travel Health Survey
5. Financial Aid Budget Increase Form (optional)
6. Passport copy
7. Flight itinerary

These application items will be available to the student in the portal as soon as they have committed to the program. Students will be required to complete and submit the forms through the portal. Faculty will not be responsible for distributing or collecting these documents. Documents will be forwarded promptly to faculty for pre-departure administrative use.

responsible for all financial commitments of the program, until they have paid this deposit in full. Therefore, it is imperative that students are not committed to non-refundable program costs prior to their payment of this deposit, even if they insist funds will be available at another time.

3.10 STUDENT EXPECTATIONS

Admission requirements are based on university general admission standards and policies. At a minimum the pre-requisites for the course

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3.10.5.1 Note that some countries will require students to obtain a visa prior to departure or upon entry into the host country. Therefore, students must be informed of the proper steps to obtain the visa, if necessary. If faculty require assistance in this matter,

SECTION 4: Emergency Protocol

4.1 PROTOCOL PURPOSE

The OIP Emergency Protocol has been designed expressly to safeguard the well-being of program participants and to protect the University's interests. The procedures set forth below are to be followed by the faculty leaders, university administration, staff, and students in order to effectively prepare for and rapidly respond to emergencies during SHSU's Study Abroad Programs.

- We emphasize that students who participate in the program must also take responsibility for their own safety, security, and well-being by not putting themselves in compromising situations. We caution students, and faculty, to:
 - Use common sense
 - Be alert and aware of their surroundings at all times
 - Always travel with a buddy
 - Never put themselves in compromising positions with the use of drugs or alcohol
- SHSU cannot guarantee or assure the absolute safety of participants or eliminate all risks from the study abroad environment, nor can students be monitored at all times.

It is the responsibility of faculty leaders and other university administrators to follow the procedures outlined below. Program directors must inform the students in their group about these procedures during pre-departure orientations.

4.2 DEFINITIONS

Crisis: Any event that harms or jeopardizes the health, safety, or security of SHSU students, faculty, and/or staff in a foreign country necessitating immediate action and/or involvement by the University. Can be real or perceived.

Emergency: Any circumstance that poses a genuine risk to or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not be confined to:

- Disappearance or kidnapping of a participant
- Criminal or sexual assaults against program participants
- Serious illness, physical or emotional injury, or death
- Hospitalization for any reason
- Arrest, incarceration, or deportation
- Terrorist threat or attack
- Local political crisis
- Natural disasters

4.7 EMERGENCY RESPONSE GUIDELINES

4.7.1 For Faculty Leaders

1. In an emergency, the faculty leader's first responsibility is to safeguard the safety and wellbeing of program participants. They should do whatever is necessary to assure this, whether this means obtaining prompt and appropriate medical attention, Embassy intervention, or police protection.
2. When all has been done to assure the participants' wellbeing, the faculty leader should contact their department and/or Dean and brief them in detail about the situation. The department head should then report these details to the Dean.
3. On Call International 24/7 Global Response Center should be contacted to assist making logistical arrangements and provide advice. When you contact On Call SHSU will be notified and any potential expense will be reviewed.
4. In an emergency, the faculty leader should urge participants to contact emergency contact as soon as possible to advise them of their personal situation. Wherever necessary, the faculty leader must facilitate such contact.
5. As necessary, the faculty leader should notify the local U.S. Embassy or Consulate about the crisis and follow whatever procedures they may require. If there is a continuing risk to the welfare of the students (during a terrorist threat, for example), the faculty leader should ask the appropriate Embassy or Consular Official to advise him/her on a regular basis about the evolution of the crisis, and about how the students should respond.
6. In a medical emergency, the faculty leader or appropriate designee should accompany the student to an appropriate health care provider. Details should be kept confidential unless the participant grants permission for them to be shared. If a medical emergency is critical and the emergency contact needs to be informed, the department head should contact the emergency contact.
7. During an on-going crisis, the faculty leader should keep the department and OIP informed on a regular basis, daily or as need dictates.

8. Depending on the acuteness of the crisis, a crisis response team may be assembled to decide on a course of action that the faculty (a) -1 ny 1 faols (949995)-1 (c

will be refunded any non-expended fees. Relocation of program may also be considered in case of various contingencies.

It is highly recommended that all students/faculty/staff traveling on a study abroad program to **any location** purchase additional travel insurance that provides coverages for costs incurred due to the unforeseen issuance of a Travel Warning or any number of other

