

GENERAL GUIDELINES FOR DEVELOPING FACULTY-LED STUDY ABROAD PROGRAMS

The Office of International Education (OIE) highlights four cornerstones of study abroad courses:

- **Academic Integrity.** Studying abroad is a *serious and meaningful academic enterprise* consisting of college-level [usually upper-division, but not always] academic study – either coursework or experiential learning or some combination of the two – that is done at a location outside the US in a pedagogy that encourages intercultural learning, global understanding and responsible citizenship in a global community.
- **Health and Safety of Participants.** The safety and security of our students and faculty while abroad is a consideration of the highest importance at every stage in the development and administration of programs overseas. For this reason, OIE conducts an independent site assessment for each destination and also continuously monitors global warnings and alerts.
- **Fiscal and Budgetary Responsibility of Programs.** The Office of International Education realizes Fredonia students face considerable financial pressures with their studies at Fredonia and works to control the costs of study abroad. The office also assures that adequate financial resources are devoted to each program and coordinates with Financial Aid and other offices on campus that assist students in this regard.
- **Cultural Immersion.** It is imperative that the program focuses on immersion and engagement with the host country to maximize the student's *intercultural development*. This development is essential to creating a meaningful and transformative study abroad program, as it often means that the student's ideas about the host culture, the US, or their own identity are challenged and rearranged.
- **Demonstrated Campus Interest.** An important goal of the Office of International Education is to increase the number of Fredonia students studying abroad across the campus. OIE seeks to provide our students with programs that enhance the global connections in the college's Core College Curriculum program as well as support majors in all schools and departments. Priority in developing new programs will be given to program proposals that demonstrate explicit support of the mission and goals of OIE.

DEVELOPING A PROGRAM PROPOSAL

Before preparing the proposal, you should:

1. **Ask yourself, "Is this a role I will be comfortable in?"** In addition to a considerable amount of administrative work, a wide variety of skill sets that are quite different from those you regularly use as a faculty member. Will you be comfortable in this role? You will, for example, need:
 - Flexibility! Being able to handle students and logistics in a field-trip in any location can be challenging, but combining students, host cultures and logistics can require a great deal of patience when plans go awry.
 - First-hand, relevant experience in the areas involved.
 - Commitment to intercultural learning, global understanding and responsible citizenship in a global community.
 - Organizational and planning skills as well as the ability to keep track of a number of details simultaneously.
 - Ability to create and manage budgets as well as account for any cash advances you may request, being mindful that you are operating in a public institution where fiscal matters must be handled transparently and according to state policies.
 - Recruitment techniques and enthusiasm – you should spend time speaking with students to promote the program.
 - Good health, to handle the physical and emotional demands of the program overseas. While some program sites overseas present no more challenge than living in Fredonia, a

study abroad program, where you and your students are frequently on the move, may be more rigorous.

- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
 - Appreciation for the increased contact with students that is inevitable in a study abroad program.
2. **Meet with the Assistant Director of Study Abroad & Exchange Programs:** Please do this early in the process, so that the staff of the Office of International Education will be able to provide advice and assistance throughout the planning process. The Office of International Education staff members have many years of experience in creating and promoting study abroad programs, and they can provide suggestions to enhance program proposals. If this is done early in the process, the staff of the Office of International Education can review the proposal in draft form and provide valuable feedback throughout.
 3. **Review program proposal forms.** Do you have the time to develop a proposal, which includes not only academic preparation, but also logistical and fiscal preparation for the in-country portion of your program? Given the multiple demands of teaching, research and service, be sure adequate time is available.

WHO DOES WHAT?

Faculty members leading short-term study abroad program are responsible for:

- The oversight of all academic content and matters related to the program.
- Devising a detailed program itinerary including travel arrangements.
- Gathering actual quotes from service providers overseas and negotiating reservations
- Promoting their program to students.
- Caring for the health and safety of students while abroad and keeping students out of harm's way.
- Traveling and staying with students throughout the program.
- Keeping within the budget and reconciling spending with receipts.

A short-term study abroad course should be no less demanding than a course taught on the Fredonia campus. As "instructor of record" it is the responsibility of the Fredonia faculty member to assess and certify that the learning outcomes are the equivalent – in level of instruction, academic rigor, workload and validity of assessment – of the corresponding on-campus courses.

Service providers come in many shapes and forms. They can be other universities who have agreed to coordinate services such as housing, transportation, field trips, etc. for your program or travel agencies. In identifying a service provider, the real costs and terms and conditions of the services being offered are very important and should be clear when you submit your proposal.

The Office of International Education has responsibility for all administrative aspects of study abroad programs at Fredonia: These tasks come under the general headings of "Fiscal Oversight" and "Enrollment and Registration"

Fiscal Oversight:

- Fiscal responsibility for overseas programs resides exclusively with the Office of International Education and all program budgets are subject to its approval.
- A budget for each program is proposed by the program leader to the Office of International Education and approved by the Assistant Director of Study Abroad & Exchange Programs.
- All fees connected with the overseas programs are billed by and collected at the Office of International Education and Student Accounts Office.
- Payments will be made to international vendors by the Office of International Education. All payments must be in compliance with New York State procurement guidelines.

Program Enrollment and Course Registration:

- OIE designs, collects and files enrollment, release of information, waiver and health information forms from students according to deadlines specified later in this guide.
- OIE provides students with Study Abroad Budget Letters for the Financial Aid Office.
- OIE verifies that students have appropriate health insurance.

Promotional Activities and Student Recruitment: OIE promotes study abroad programs equally and its primary objective is to advise students on all programs to help them find the program that best matches their reasons for wanting to study abroad. OIE helps faculty leading short-term programs to develop print and web materials to promote their programs, and will distribute posters on campus.

PROPOSAL SUBMISSION AND NEXT STEPS**Next Steps for Faculty-Led, Study Abroad Course**

After you have submitted your course proposal, the Assistant Director of Study Abroad & Exchange Programs will meet with you to discuss the proposal, and develop a budget.

Criteria for evaluating proposals for a new study abroad program include the following:

- Academic quality
- Health and safety
- Departmental support
- Student need and interest
- Budget
- Time Line