



INTERNATIONAL PROGRAMS

Faculty-Led Study Abroad Program Handbook

**A Guide for the Development and Implementation of
Faculty-Led Academic Experiences Abroad**

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Introduction & Welcome

Erin Lassial
Coordinator of International Student Initiatives



Thank you for your interest in developing and leading a study abroad experience!

International academic experiences provide students with opportunities to learn more about the world, their disciplines, and themselves. SUNY Canton is committed to providing quality programs for our students, those in other North Country colleges, and across the SUNY system.

The United States Abraham Lincoln Study Abroad Fellowship program, commissioned by the U.S. Senate, made a goal in 2006 for the United States to send one million students annually to study abroad by the year 2016 – about half of the students receiving undergraduate degrees each year.

At SUNY Canton we recognize the value of these programs for our students and faculty. Students gain global competencies, cultural awareness and international outlook, while faculty can expand their international experiences to enhance their classroom instruction and research.

This manual is intended to provide you with the tools and resources you need to develop a faculty-led study abroad program in all of its varied aspects. This resource will:

- Program development, including a proposal and budget;
- Supply all necessary forms for establishing the program, including marketing materials, student applications, contracts, incident report forms, and evaluation forms;
- Provide a timeframe, including applicable deadlines, for the development of the program, as well as a step-by-step guide to help you through the process.

Along with this comprehensive Handbook, I and my assistant at the International Studies office look forward to collaborating with you in all phases of this process, including assisting with:

- The development of the proposal
- Publicity and promotion of the program
- Pre-departure orientation sessions
- Student behavior or health and wellness incidents;
- Program evaluation and wrap-up.

Together we can offer meaningful, academically enriching international experiences for our students.

Ready, Set, GO!

Erin Lassial
Coordinator of International Student Initiatives

Acknowledgements

This Handbook is adapted from the *The Guide to Successful Short-Term Programs Abroad*, published by NAFSA: Association of International Educators and SUNY Potsdam's handbook, "Developing Short-Term, Faculty-Led Abroad Programs: Travel Course Policies and Procedures." We acknowledge their hard work in preparing these documents, and their generosity in allowing us to use their resources.

This Handbook was prepared by Lenore VanderZee in Spring 2013.

The International Programs Office at SUNY Canton gratefully acknowledges the helpful resources from the following Institutions and Offices:

NAFSA: Association of International Educators

Office of International Education of the State University of New York

SUNY Brockport

SUNY Geneseo

SUNY New Paltz

SUNY Oswego

SUNY Plattsburgh

SUNY Potsdam

SUNY Tompkins Cortland

Washington State University

Preparing to Lead a Study Abroad Program

Are you eligible?

Full time faculty, part-time faculty, adjunct faculty, and professors emeritus are eligible to lead programs abroad if they have the support of their department chair and college dean prior to proposing a program. These experiences may also be team-led within the same department or across disciplines.

Are you ready?

Leading a group of students in this type of endeavor is rewarding; it is also a commitment of time and energy. Faculty Leaders should realize that they are involved in every aspect of the program, and are often on duty 24 hours a day. This is demanding and potentially exhausting; in order to ensure success, Faculty Leaders should be skilled not only in the academic field they wish to teach, but also in diplomacy, logistics, and group dynamics.

As you consider developing a faculty-led study abroad program, consider the following:

- Do you know the geographical region or country well enough to confidently and safely lead the experience?
- Do you have contacts in the area in which you will travel?
- Do you have expertise in international travel – including the potential pitfalls, transportation within the country or region, and safety concerns?
- Do you have academic expertise in the academic subject matter on which the course will focus?
- Do you have the time, energy, and access to resources to develop this international program in consultation with the International Studies Office, including academic, financial, logistical, and personal aspects?
- Are you emotionally and physically prepared to deal with the 24/7 presence of students and their concerns and needs?

Hallmarks of a Successful Faculty-Led Program

There are several qualities that make a faculty-led study abroad program successful from inception, through the development, to the post-experience evaluation.

New Academic Opportunities

The program should give students new academic opportunities – courses that are not available (or do not make sense to offer) on campus, or target an underserved student population, or add substantially to an existing major or minor.

Strong Faculty Leadership

Faculty endeavoring to lead a study-abroad program must have strong leadership both academically and personally. Students will be engaging in a new culture in new ways. The academic program should have a well-laid out structure, so students know what is expected of them. Because students are living in a new place, engaging in a new culture, and perhaps even surrounded by a new language, they need strong personal support from faculty. This has practical and personal aspects. Practically, there must be a reasonable faculty-student ratio –not more than 20 students per faculty; ideally closer to 10-15 students per faculty. On a personal level, students will require more of you than they would on-campus. You should be prepared to provide a measure of emotional support to students as they engage with their new surroundings.

See *also* Teaching Responsibilities, p. ____

An Appropriate Orientation

Orientation is an ongoing process: it begins well before you embark on your program, and ends after you return.

Before you leave, you should prepare a comprehensive and detailed orientation handbook containing the course information as well as helpful cultural and geographical information, both practical and academic, as well as behavioral expectations. The more students know what to expect – and what is expected of them – the more successful the program will be.

When you arrive in your study abroad location, arrange for tours and cultural activities to orient students to their new surroundings. Begin with the academic program as soon as possible so that there is structure to their daily activities. It is helpful to include as part of the program a mid-trip evaluation in order to gauge whether students' needs and expectations are being met.

After you arrive back on campus, it is important to have a debriefing period, where students can evaluate and synthesize their experiences. You may want to have students compile a journal as part of their course grade, or you may want to have a meeting or series of meetings to discuss their experiences.

Academic Integrity and Cultural Integration

A Faculty-Led Program should have the same academic standards in content, delivery, and assessment as courses on campus. In addition, it should utilize the opportunity to engage culturally, critically, geographically, and creatively with the region in which the program takes place. Students should be more than just tourists – they should participate meaningfully with the culture, connecting with that culture and the society of the country or region in which they are studying. You are encouraged to include local faculty or other experts in your program in guest lectures, team-teaching, or cultural immersion experiences.

Safety and Security of Students and Faculty

In consultation with International Studies, SUNY Canton administration, SUNY Central guidelines, fellow faculty, and sources in your target country, Faculty Leaders should develop safety guidelines, and protocols for emergencies. Included in these resources should be a list of local hospitals, health care providers, safe places, and other appropriate emergency contacts for Faculty Leaders to keep handy at all times and students to have for reference.

Fiscal and Budgetary Responsibility

It is a difficult balance to try to maximize opportunities for your students during the program while ensuring that the program is accessible to financially struggling students. International Studies will work closely with you to ensure you can develop the highest quality program in the most fiscally conservative and cost effective manner. Carefully research prices and alternatives to ensure you're getting the most for the students' money. Devise a budget based on travel costs, modest accommodations, meals, compensation for local hosts, contributors, and consultants, and incidentals, Also include an emergency fee and enough margin to offset unforeseen expenses such as currency fluctuations, airline surcharges, etc.

In addition, you should develop a system to ensure that money is carefully monitored and accounted for. Faculty leaders must submit a detailed expense report immediately upon your return to the U.S.

Ethics in Development and Programming

Faculty should be careful to be truthful and transparent throughout the process of developing, advertising, and finally implementing your study abroad program. Be open about the programs strengths, but also its limitations.

Gifts, gratuities, discounts, rebates, and compensation should not improperly influence decision-making, or create the appearance thereof.

You may not use student or university funds to bribe or improperly influence local officials, participants, or other program contributors.

Timeline for Developing a Faculty-Led Program

Faculty must begin the development of their proposed program at least 12 months in advance of anticipated travel. Below is the ideal timeline for planning and preparations. Significant deviation from this timeline will hurt your efforts to effectively devise the program and recruit students, and may result in the cancellation of your program.

1 year from departure	<ul style="list-style-type: none"> - Consult with department chair and school deal to gain support for the program concept - Meet with the Director of International Programs to discuss your program proposal, syllabus, itinerary, and initial budget considerations
11-10 months from departure	<ul style="list-style-type: none"> - Develop program framework, itinerary, and objectives - Consult with logistics providers regarding available services and costs - Further develop academic aspects of the program, including course description
9 months from departure	<ul style="list-style-type: none"> - Finalize program itinerary - Determine final program costs and set a program fee - Establish application procedures and deadlines - Submit Faculty-Led Study Abroad Course Proposal to Department Chair, School Dean, and Director of International Programs for approval
8-6 months from departure	<ul style="list-style-type: none"> - Determine and activate marketing plan - Develop marketing materials for the program (flyers, posters, brochures, web text, etc.); staff of the Office of International Programs can assist you - Begin promoting program and recruiting students - Provide Student Health Services with the "Study Abroad Health Information Form" (Appendix C)
5-4 months from departure	<ul style="list-style-type: none"> - Interview and select students for participation - Provide list of accepted students to Office of International Programs, Department Chair, and School Dean - Provide students with required health and liability forms, to be submitted to International Studies Office by agreed-upon deadline - Begin accepting deposits from accepted students, either to Student Services or to logistics provider/travel agent
4-2 months from departure	<ul style="list-style-type: none"> - Submit all required health & safety and liability forms to the Office of International Programs for each participating student
3-2 months from departure	<ul style="list-style-type: none"> - Finalize detailed itinerary, including emergency contact information, flight/travel/hotel information, and a complete list of participating students to the Office of International

	Programs
1 month from departure	- Provide a mandatory pre-departure orientation with Office of International Programs
1 week after return	- Submit final grades in UCanWeb
2 weeks after return	- Submit all financial documents (receipts, etc.) to the Office of International Programs and University Administration - Submit student evaluations to the Office of International Programs
1 month after return	- Submit program report to the Office of International Programs - Hold debriefing meeting/activity for program participants on campus

Step-by-Step Guide: Developing a Faculty-Led Study Abroad Program

1. Assess the need for and interest in your proposed program

Before planning and developing a program, ask:

- Does the program fill a curricular need for the department?
- Does the program enhance a university major or the General Education program?
- Is there an existing program that already meets these needs?
- Does the program offer something unique that cannot be accomplished on campus?
- Why this country destination?
- Does the time of year when the program is planned appeal to students? Think about climate considerations and ease/cost of travel in addition to the availability of students
- Is the length of the program appropriate for the academic content?
- Is the political and/or economic situation in the country of destination stable?
- Is there a minimum GPA requirement for program participation? Class standing (i.e. upper division only)? Prerequisites (language or other) required?
- Is there significant physical activity involved in your program? Are there minimum standards of fitness required?
- Are there enough students to sustain the program? (Consider SUNY Canton students, students at other area universities, and students across the SUNY system, if you choose to market the program that widely.)

2. Get the Travel Course Approved

As with “regular” courses, travel courses must be approved in the manner provided in the department(s)/school(s) in which the course will be listed, as well as the Director of International Programs.

Travel courses may be initially conducted as a “special topics” course, requiring only departmental approval; after it has been successfully completed twice, it may become a permanent offering with department, school, curriculum committee, and faculty assembly approval.

3. Draft a Program Proposal

A program proposal includes a course syllabus, itinerary, budget, and emergency protocols. The Proposal Form and Guidelines to complete it can be found in Appendix B.

Proposal Submission Deadlines:

- Winterterm Programs: April 1
- Summer Programs: November 1

Be sure to meet with Erin Lassial, Coordinator of International Student Initiatives to discuss your proposed program. She can help clarify academic standards, budgetary

and logistical matters, and program promotion. You should plan this meeting about one year in advance of your proposed departure.

Components of the Program Proposal:

- Course Syllabus
 - General course description, including number of credit hours
 - Outline of course goals and objectives (Learning Outcomes)
 - Course requirements
 - Methods of instruction
 - Outline of themes to be covered
 - Opportunities for experiential learning
 - Description of evaluation methods
 - Dates on which assignments are due
 - Bibliography
 - Dates of pre-departure orientation(s) and debriefing session(s)
- Itinerary
- Travel dates and modes of transportation
- Dates and times of instruction and group activities
 - Include instruction by local scholars and/or experts
 - Provide opportunities for experiential learning
 - Plan exercises for focused reflection on learning experience
- Scheduled free time for self-exploration, socializing, shopping, or other cultural engagement
- Budgets
 - A budget template is available in Appendix D to assist you in creating a budget.
 - Two budgets are required: one based on the minimum number of student participants, one based on the maximum number of student participants; calculate the cost per student based on each budget
 - Calculate in U.S. dollars as well as local currency. As fluctuations in the exchange rate are to be expected, you can use an emergency contingency line in your budget to offset possible changes in the exchange rate.
 - Essential Components of the Budget:
 - Student/Participant Expenses
 - Airfare
 - Accommodation
 - Meals (specify whether these costs are included in student fee or students will be expected to pay for some/all meals out of pocket)
 - Ground transportation costs (chartered busses, trains, public transportation, taxis, rental vehicles)
 - Mandatory international health insurance (**check rates**)
 - Incidental costs (museums, cultural events, cultural experiences, group tours, required books and/or other course materials)
 - * You *do not* have to include passport fees, visa fees, vaccinations, airport exit fees, gifts for hosts, or personal activities/excursions in the program budget
 - Faculty Leader Expenses

- Airfare
- Accommodation
- Meals
- Ground Transportation
- Incidental costs
- Miscellaneous
- Compensation

*The same pre-credit hour rate applies to travel courses as to on-campus Summer Session or Winterterm courses

- Instructional/Administrative Expenses
 - Honoraria (lectures, demonstrations, workshops, cultural events or performances – including ground transportation costs)
 - Supplies (mailing, photography, first aid kit)
 - Classroom/laboratory facilities and library use in destination country
 - Emergency contingency fund (5% of program cost)
- Plan for use of excess funds upon program completion (return to students, hold in reserve for the following year's program, or other uses)

➤ Logistics

- You must provide the arrangements for travel, lodging, ground transportation, instruction space, site visits, and cultural experiences
- If you have few local contacts or less experience in the area or with the language where you are travelling, you may choose to utilize the assistance of an organization that specializes in travel to the destination country to help you arrange these logistics. These organizations, called travel, service, or logistics providers, specialize in educational group travel. They may be more expensive than doing all of the planning yourself, but they significantly lessen the time commitment during the planning phase of program development and may, through their local network, provide an enriched cultural experience for students. More information and a list of possible service providers may be found in Appendix A.
- You may also choose to arrange on-the-ground logistics on your own, but use a travel agent to arrange international travel, accommodations, and/or ground transportation for you.
- If the faculty leader has a relationship with a host institution overseas, it may be possible, and less expensive, to work with that host institution to arrange in-country logistics.
- In addition, it is possible for faculty leaders to require students to make their own flight reservations and meet in-country rather than arranging for either mandatory or obligatory group travel.

4. Promote your Program

It is the faculty leaders' responsibility to market, advertise, and promote your program, in consultation and cooperation with the Office of International Programs. It is up to you to get students to participate! Your experience, enthusiasm, expertise, and time will be your strongest marketing tools.

You are encouraged to do any – or all! – of the following to get the word out:

- Post brochures/posters on bulletin boards on campus
- Conduct information meetings and classroom visits
- Create an internet presence
 - You may create your own site in consultation with the International Studies Office through web site creation tools such as [Wordpress](#).
 - You may ask that International Programs, your department and/or school, and other relevant institutional offices link to your site on their respective pages
- Enlist the help of other faculty in your department/school or other targeted departments
- Email prospective participants, targeting specific majors/minors/programs
- Distribute information in your classes and invite your colleagues to do the same
- Advertise in campus publications/newsletters
- Participate in the annual Study Abroad Fair (held annually during the Fall Term; see the Director of International Programs for dates/details)
- Present your program to relevant student groups on campus

You are also encouraged to promote your program at other campus, particularly North Country colleges and universities. Contact the International Studies directors on these respective campuses for procedures, guidelines, and ideas (contact information is available in the Office of International Programs).

Be sure to be honest and thorough in all of these communications, including:

- Application requirements and deadlines
- Program cost
- What is (and is not) included in program fees
- How much additional money participants should budget
- When the application fee and deposit are due
- Final payment deadline
- Contact information

Brochures are critical to the marketing of your program. They may also be viewed as legally binding contracts should a liability case arise. Brochures should include:

- A recognizable photo or image that can be reproduced without copyright infringement
- Program title and dates
- Program location (including a brief description of its distinguishing characteristics)
- Course(s) to be offered through the programs, including the number of credits that will be earned and graduation requirements that they could fulfill
- Pre-requisites and other eligibility requirements, if any
- Faculty who will teach the course(s), including contact information
- Program fee, including what is *not* included in the fee
- Excursions and site visits that are included
- Housing and any special meal arrangements
- Deadline for application, non-refundable deposit information, and payment due dates

- Disclaimers about possible program itinerary and fee changes – for example:
“Details such as dates, costs, itinerary items, etc. are subject to change.”

Nothing is more effective than in-person marketing. When you talk directly to students, share stories, photos, and vivid descriptions of what they can experience, the idea of studying abroad comes alive to them. Create a dynamic presentation using PowerPoint or [Prezi](#) to engage students, avoiding tons of logistical details (these details can be found in the brochure, on the website, or through you if students are interested).

APPLICATION PROCEDURES & ADMISSIONS

Application Materials

The Office of International Programs requires several documents of all study abroad participants. These forms provide the Office with the information needed to assist in the event of an emergency or health crisis, mitigate the risk and liability assumed by SUNY Canton as an institution, and track participation and demographics. Additional application materials may be required by the faculty director or the department for the specific program (language ability, depth of background in a particular study area).

Students participating in a study abroad program must complete these forms and submit them to the Office of International Programs at least 30 days prior to departure. It is advised that faculty leaders collect these documents, make copies for themselves, and forward a complete set of documents for each student to the Office of International Programs. A complete list of these forms, as well as instructions to complete them, can be found in Appendix E and on the Office of International Programs web site ([add hyperlink to forms page once web page is created](#)).

Financial Aid

Financial Aid Eligibility

SUNY Canton students pursuing either Winterterm or summer faculty-led experiences are registered for the course during that term. They may be eligible for financial aid to help reduce cost of the program. In most cases, the assistance will be in the form of a loan (federal or private). Additional information about financial aid may be found for both [Winterterm](#) and [Summer](#) courses. We encourage students who are considering studying broad to meet with the Office of Financial Aid to discuss financial aid options as soon as possible.

To receive financial aid, the student must:

- Be a matriculated student at SUNY Canton for the term in which they go abroad.
- Complete an application for FAFSA and TAP (TAP can only be used for programs that charge New York tuition).
- Submit a detailed estimate of the program costs for the study abroad program, including course name, number, and program destination.
- Be making Satisfactory Academic Progress at the end of the term preceding the study abroad program.

Once students complete these requirements, the Office of Financial Aid will:

- Review and adjust the student's cost of attendance budget to reflect the costs for the study abroad program
- Notify the student via email regarding their financial aid eligibility, what their options are, and how to apply/accept any additional aid that may be available.

Student Accommodation & Eligibility

Students with Disabilities

Every attempt should be made to accommodate students with disabilities, however, the Americans with Disabilities Act (ADA) does not apply outside the borders of the U.S. To the extent possible, the faculty leaders, in cooperation with the Office of International Studies and the [Office of Accommodative Services](#), should make all efforts to ensure that students with disabilities are given equal opportunity to apply for and participate in a faculty-led overseas academic program. Various organizations provide online [resources](#) to assist in arranging accommodations for disabled students.

It is important to inform the Director of International Programs of any students that may require or are seeking accommodations. It is important to consider that we may not be able to obtain all of the necessary accommodations to enable a disabled student to participate in the overseas program or in certain portions of it.

Non-Degree Student Participation

At the faculty leader's discretion, students who do not attend SUNY Canton are welcome to participation in Canton's faculty-led programs. These students need to register as a non-degree student via [this site](#).

Academic Support Services

As a matter of policy, the Office of International Programs submits the names of all students applying to study abroad to Academic Support Services. They review the names and alerts the Office of International Programs of any students with serious violations and/or who are currently on conduct or academic probation. Students can be prohibited from studying abroad based on their past conduct on campus.

Should an applicant have a serious offense(s) on his or her record, the Office of International Programs will notify the faculty director, discuss with him or her the nature of the offense, and provide recommendations regarding how to handle of the situation. This may involve meeting with the student to discuss the conduct, removing the student from the program, or other measures. Should the decision be made to remove a student, the faculty leader is responsible for notifying the student of this decision and of any financial ramifications.

Health, Safety, & Emergency Management

Health & Safety

As a faculty leader your responsibilities extend beyond the classroom. Students rely on you for all types of extra-curricular assistance as they adjust to a new, and sometimes stressful, environment. To help ensure the health and safety of the students participating in your program, it is essential to take the following steps:

- Provide detailed information about the program and program site to participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior requirements associated with the program. This includes information on the level of physical demands that will be placed on the students by the program activities, destination, etc.
- Have knowledge of students' pre-existing medical and/or psychological conditions
- Provide students with the Center for Disease Control recommendations for [immunizations](#) required for the destination country.
- Monitor the [U.S. Department of State](#) travel information for the country(s) the students will be visiting as part of the program.

As part of the application process, each student participating in a study abroad program is required to complete a Student Health history form. It is strongly recommended that each faculty leader keep this information with him/her when abroad in the event of an emergency.

Emergencies & Crisis Management

Recognizing the value of international experiences for students, SUNY Potsdam strives to provide students with opportunities for international study that are academically enriching and safe for student participation. However, there are times when world events, whether as a result of natural disaster, political instability, terrorist activity, etc., create challenges for safe operation of study abroad programs. The following general guidelines are meant to assist the Office of International Programs staff and faculty leaders during periods of instability.

Prior to Departure:

- Provide a mandatory, pre-departure, country-specific orientation program for all students participating in the program, including health and safety information.
- Establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- [Register](#) your group members with the Department of State prior to departure.
- Keep a copy of the SUNY insurance contact numbers and copies of each student's passport data page with you abroad.

- Know whom to contact at SUNY Canton in the event of an emergency abroad:
 - SUNY Canton University Police - 315-386-7777
 - Office of International Programs - 315-386-7608
- Locate and have on hand the location and contact information of the nearest U.S. Embassy or Consulate.
 - Additionally, the Overseas Citizens Services emergency line may be of assistance: 202-501-4444.

While Abroad:

- Keep up-to-date contact information for students in the group.
- Establish a procedure for you to contact students in the event of an emergency, and a procedure for students to contact you and/or on-site personnel.
- Maintain regular contact with students, noticing any changes in behavior or physical condition.
- Notify the Office of International Programs immediately should an emergency occur or change in behavior/physical state is observed.
- Complete the Incident Report Form (Appendix F) for any incident that occurs, keeping detailed records of what occurred and when, who was involved along with their contact information, and the result/consequences of the incident. The Incident Response Log (Appendix F) can assist in tracking the events of an ongoing incident abroad.
- Report any serious incidents to local authorities and on-site personnel. Obtain copies of any reports made by these individuals.

Money Handling/Security While Overseas

Faculty leaders should exercise caution when carrying a substantial amount of cash overseas. In conjunction with the Office of International Programs, they can determine the best plan for how they should carry program funds overseas.

We recommend the following:

- Avoid travelling alone, especially at night.
- Exercise caution when strangers approach offering something to buy or to be a guide.
- Beware of pickpockets. A cute, sweet-looking child or even a woman with a baby can be a pickpocket. Beware of groups of children who create distraction so they can pick your pocket.
- Try to seem purposeful and confident when travelling.
- Be careful when using an ATM machine. Try to use only those ATM machines that are in a well-lit and safe location. Withdraw only as much cash as you will need in the near future. Try to use ATM machines that are equipped with a "swipe" feature to avoid losing your card to machine malfunction.
- Keep cash in a secure location. If carrying large amounts of cash, use an undergarment money belt.

- Make sure credit cards are returned after each transaction. Know where your credit card is at all times.
- Make a note of the credit card number, issuing bank, and customer service number (that can be used from overseas) in case of theft or loss.
- Be discreet when paying a bill. Do not “flash” large amounts of cash.
- Be particularly aware in crowded or confined areas such as subways, train stations, elevators, tourist sites, market places, festivals, and marginal areas of cities.

Faculty Leader Expenses & Compensation

Faculty Leader Expenses

Faculty leader expenses during the program, including health insurance, airfare, local transportation, excursions, meals (the same covered for students), and accommodations are covered by the program fee. Souvenirs and personal items are not acceptable expenses. Faculty are responsible for the cost of flight deviations if they wish to remain abroad after the program ends, as well as any excess luggage fees. In addition, faculty are responsible for all the expenses of a non-participating spouse, partner, or family member accompanying them on the program. To avoid the image of impropriety, we suggest that the faculty director addresses this with students.

Faculty Compensation

I'm not sure how faculty leaders are compensated for faculty-led study abroad courses. Do they receive the same compensation as regular adjuncts or those who take on extra courses during the semester, or is it at the same rate as Winterterm/Summer online courses? Also, under what circumstances are more than 1 faculty leader paid, and how much?

APPENDIX A: Service Providers

Service providers can significantly ease the time and stress of arranging on-the-ground logistics in the destination country on your own. They can assist program leaders with securing group flights, hiring local guides, making housing arrangements, locating classroom space, arranging in-country transportation, and even setting up excursions and site visits. They also provide continual oversight of program details from inception through completion, detailed itineraries, and emergency contacts both in the home office and in the destination country. In addition, service providers generally take on the liability risks associated with the program and are more flexible with regard to payment deadlines. This may be a very good option for faculty that are new to leader study abroad programs.

However, be advised that there are usually extra costs associated with using a service provider. This raises the cost of student participation, and may inhibit student enrollment.

It will be worth your while to get quotes from various service providers to compare costs and program details, as well as the level and type of service they provide.

Below is a list of reputable service providers as a resource for faculty and staff interested in utilizing their services:

- Academic Programs International – Customized Program Options
 - Conducts programs in countries in the Americas, Western and Eastern Europe, and the Middle East
 - <http://www.apistudyabroad.com>
- American Institute for Foreign Study – Partnership Program
 - Partners with faculty for programs in several countries in the Americas, Western and Eastern Europe, as well as Russia, China, and New Zealand
 - <http://www.aifspartnerships.com>
- GlobalLinks Learning Abroad – Custom Designed Short Courses Program
 - For programs in Australia, New Zealand, Fiji, China, Hong Kong, and Spain
 - http://www.globallinksabroad.org/for_advisors/study_abroad_advisors/academics/custom_programs/
- CEA Global Education – Group and Custom Programs
 - <http://www.gowithcea.com/educators.html>
- EF Educational Tours – Group and Custom Programs
 - Offers programs in select countries worldwide
 - http://www.efcollegestudytours.com/?ga=etushp?utm_medium=EFLink&utm_source=ETUS&utm_campaign=homepage
- Institute for the International Education of Students – IES Customized Programs
 - Offers programs in select countries worldwide
 - <http://www.iesabroad.org/study-abroad/advisors-faculty/customized-programs>

APPENDIX B: PROPOSAL SUBMISSION FORM

Faculty Led Study Abroad Course Proposal

Please address each of the following items as thoroughly as possible. It is understood that various items may change leading up to departure (dates, itinerary, costs, etc.) but completion of this proposal is required to notify various offices of the campus that your program is being planned.

Faculty planning overseas courses are required to meet with the Director of International Programs prior to leading students overseas.

Once approved, a copy should be provided to curriculum committees reviewing the academic components of your program. The appropriate Chairperson, Dean, and Office International Programs will also retain copies of this approved proposal. For assistance or clarification, contact Marela Fiacco, Director of International Programs, fiacom@canton.edu.

Once the program has been approved, the Office of International Programs will assist the faculty member in completing arrangements for the program. These will include: creation of promotional materials, scheduling information sessions, addressing application intake/review/notification, arrangements for program payments, pre-departure orientations, post-program report, etc.

Proposal Deadlines: Winterterm program proposals – April 1
Summer program proposals – November 1

Overview

- Program Name: _____
- Program Location(s): _____
- Program dates: _____
- Sponsoring Department(s): _____
- Leading faculty or staff member: _____
- Additional staff or faculty members: _____

Educational Objectives and Outcomes – Describe the educational objectives and anticipated outcomes of the course(s) to be offered. Address how this program supports/enhances the academic experience of the students and the curriculum of the academic unit.

Course information and advisement – List all SUNY Canton courses participants will take, indicate the number of credits each course is worth, and attach a copy of the syllabus to be used for each course offered. If a course offered is normally taught on campus, please discuss how it has been modified to reflect and take advantage of the program location. Please be sure to demonstrate that contact hours included in the

course are sufficient to justify the number of credits, and that there is adequate out of class time for assignments and study time.

Instruction & Academic Advisement – List all individuals who will provide instruction. If any instructors are not SUNY Canton faculty, please indicate each individual's academic qualifications. Comment on how the course may be applied to prospective students' degree plans.

Program Itinerary – Provide a comprehensive listing of all cities/countries to be visited with dates, even if they are not firm. Please include every day of the program, including departure and return dates.

Activities designed for cross-cultural experiences – Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include home stays, students from host country taking part in the classes, events planned for local and SUNY Potsdam students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom.

Language preparation – 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.

Course-related activities/excursions – Describe these activities, mention where they will occur, how long they will last and relate them to the course objectives. Please also discuss any leisure/optional activities that are to be planned for the group.

Projected number of students and staff – Specify the desired minimum and maximum number of participants. Indicate who will handle on-site administration, including misconduct and emergencies of the program, which is a constant responsibility, above and beyond program instruction. Please list any non-SUNY Potsdam employees for program staffing (note that individuals contracted for a specific service, such as bus drivers or tour conductors do not need to be included).

Program Affiliations – Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (including third-party program providers, research centers, schools or NGO's) including its history and academic information (including accreditation status and academic programs, if applicable). Mention should be made of any counterpart associated with the affiliated institution who may assist with the program. For those that have few in- country contacts and maybe less experience with the local territory and/or language, having the assistance of an organization that specializes in travel to that destination is extremely beneficial. A number of outside organizations, called travel, service or logistics providers, specialize in arranging educationally focused group travel. They can assist program leaders with tasks such as securing group flights, hiring local guides, making housing arrangements, locating classroom space abroad, arranging in-country transportation, and setting up excursions and site visits. The Office of International Education & Programs can provide

a list of reputable service providers who specialize in educationally focused group travel.

Risk Management

- *Travel & Living Arrangements* – Outline the arrangements to be used for in-country travel and who will provide it. Discuss where the group will eat and sleep. If host families will be used, please discuss screening/selection procedures. Please elaborate meal arrangements and address provisions for adequate sanitation/food & water safety.
- *Health & Safety* – The safety and security of our students is of utmost importance. As such, we require that information be provided regarding steps that will be taken to protect students in the event of civil unrest or natural disasters to which the region is prone. Please speak as well to other 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 the safety measures that are in place for these risks. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued Travel Warnings or for which the Center for Disease Control has issued Travel Health Warnings. Provide information on the resources to which you would turn for assistance if a participant were in need of medical or psychiatric care during the program. Speak to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation. Please note: Faculty-Led programs are required to purchase comprehensive health insurance coverage that is valid abroad with no exclusions. Students will also be required to present the required SUNY health & liability forms, including obtaining a physical from a health provider within six months of departure.

Technology & Communication – Please discuss how program faculty, staff and students can stay connected with SUNY Potsdam and with friends and family during the faculty-led program. In particular please address options to ensure the program leader will have, at all times, the means available to contact emergency services, SUNY Potsdam and/or the emergency contact of any group members, if necessary.

Program Assessment – Recognizing that individual courses will be assessed by the academic units offering them, explain how you will measure success in achieving program objectives described in “Educational Objectives and Outcomes/Nature and purpose of the program” were met.

Programming upon return to SUNY Canton – Faculty leaders may also want to consider opportunities to share the faculty-led program experience with the SUNY Canton community. Examples may include a photo gallery and display, an art exhibit, a colloquium or other student presentations or a documentary film. The Office of International Education & Programs can provide support and possible funding for these events upon your return.

Program Budget – *Please remember this section should be completed concurrently with your program proposal in conjunction with the Office of International Programs and a final draft of your budget submitted along with your proposal.* Please list below all anticipated expenses for the program, giving actual figures (even if they are still only estimates). Program leaders are encouraged to contact the Office of International Programs with any questions or for assistance.

The overall program budget will be used to create the per student program fee. Once the per student program fee has been finalized, the Office of International Programs will create a budget sheet to provide to each participant. This will be created in a format that our Financial Aid Office staff is familiar with. Included in the budget sheet will be what is INCLUDED in the program fee and, more importantly, what is NOT INCLUDED in the program fee. It will also include the deposit and program fee payment schedule and the following statement: *The initial enrollment deposit is not refundable. By registering for the course and submitting the non-refundable enrollment deposit, students commit to participate. Most expenditures from faculty-led programs become unrecoverable soon after participants have committed. If a student should choose to withdraw from the program, he or she will receive a refund of any recoverable costs, should there be any, less the non-refundable deposit. SUNY Canton course refund policies do not apply to faculty-led programs.*

Departmental Approval and Support

Please paste into or attach to your proposal:

Departmental and Dean approval is required for Short-term Education Abroad programs. As in all course offerings at SUNY Canton, the programs are offerings of academic departments, not individual faculty.

_____ Department Chair Approval

_____ Dean Approval

_____ Director, Int'l Programs

Date: _____

Date: _____

Date: _____



Study Abroad Health Information Form

This worksheet gives the medical providers at the Davis Health Center the information they need to advise your students about staying healthy during your trip. This information is needed as soon as it is available; you may bring it to the Davis Health Center in Campus Center 004. Thank you for helping to keep your students healthy!

Name of Trip:

Countries Visited: _____

Dates of Trip From: _____ To: _____

Faculty Member 1:

Name: _____ Email: _____

Phone #: _____

Faculty Member 2:

Name: _____ Email: _____

Phone #: _____

The following questions determine types of medication and vaccines needed:

Will time be spent in a rural area? Yes / No

Will rural exposure last overnight? Yes / No

Is contact with animals foreseen during trip? Yes / No

What kind of animals?

Where will the contact occur (which country, which province)?

Please determine if malaria medication is recommended by going to www.cdc.gov/travel/yellowBookCh5-MalariaYellowFeverTable.aspx. **USE THE TABLE TO DETERMINE THE MALARIA RISK FOR EACH COUNTRY VISITED. OUR MEDICAL PROVIDERS CANNOT ANSWER MANY OF THE QUESTIONS ASKED ON THE TABLE.**

Is malaria medication recommended? Yes / No

APPENDIX D: Budget Template

The faculty leader should create a proposed budget based on the information below. Please note that faculty leaders are welcome to build reasonable administrative costs into the budget, but are encouraged to keep costs as low as possible so that the program will be affordable to a greater number of students. Ideally, tuition revenue will cover all instructional expenses, and student fees will cover other student costs.

Estimated Instructional Expenses

Salaries: Please supply the exact salary (including benefits) that each faculty member would receive for organizing and implementing this program:

- Salary & Benefits Faculty #1: _____ Name: _____
- Salary & Benefits Faculty #2: _____ Name: _____
- Salary & Benefits Faculty #3: _____ Name: _____
- Salary & Benefits Faculty #4: _____ Name: _____

Faculty Expenses (estimate):

- Transportation – Air: _____/each
- Visa & entry/exit taxes _____/each
- Health Insurance _____/each
- Transportation – Local: _____/each
- Accommodations: _____/each
- Excursion Costs (program related): _____/each
- Per Diem: Full / Partial _____/day x _____ days x _____ Faculty

Other Faculty Expenses (estimate):

- Vaccinations: Yes / No # of faculty _____
- Cell Phone(s): Yes / No # of faculty _____
- SIM Card / Minutes: Yes / No # of faculty _____

Facility Rental - Will you need to rent or have access to:

- Classroom Space: Yes / No
- Library: Yes / No
- Computer Lab: Yes / No
- Faculty Office Space & Equipment: Yes / No
- Guides, Translators, or Guest Lecturers: Yes / No

Administrative Costs related to instruction (estimate):

- Publicity and Marketing Expenses: Cost: _____
- Logistics Coordinator: Yes / No Cost: _____

Student Expenses (estimate; only if included in students' program fees):

- Transportation - Air: _____/per student
 - Visas & exit/entry taxes: _____/per student
 - Health Insurance Potsdam's is \$96 per student per month
 - Transportation – Local: _____/per student
 - Accommodations (# nights): _____/per student
 - Group meals: _____/per student
 - Excursion costs: _____/per student
 - On-site Orientation costs: _____/per student
 - Welcome / Farewell Parties: _____/per student
 - Books and/or other supplies: _____/per student
 - Other, please specify: _____/per student
- for: _____

APPENDIX E: REQUIRED STUDENT FORMS

The following Forms are required for all students participating in Study Abroad Programs through SUNY Canton, and are included in this Appendix:

Potsdam's application instructions and required forms can be found at <http://www.potsdam.edu/academics/international/studyabroad/forms.cfm>.

I am sure you have protocols/forms already; I suggest putting them in this document with a list of forms on this page, followed by each form in turn. The forms can also be put online if there is dedicated space on the International Programs website.

APPENDIX F: Incident Forms

Forms included in this Appendix:

- **SUNY Canton Study Abroad Program Incident Report**
- **SUNY Canton Study Abroad Program Incident Response Log**



SUNY Canton Study Abroad Program Incident Report

Student and program names will be kept confidential.

Today's Date:

Student Name:

Student ID#:

Date and Time of Incident:

Location of Incident:

SUNY Canton Staff/Faculty Completing Report and Contact Information:

Program Name:

Others Involved:

Please check the appropriate box to indicate the nature of the incident:

- Alcohol/Drugs
- Theft
- Assault of Student or Injury/Illness
- Arrest of Student
- Other, please specify:

Please describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.



SUNY Canton Incident Response Log

Should an emergency arise involving SUNY Potsdam students, faculty and/or staff, all action taken abroad and on the SUNY Potsdam campus must be recorded as specifically and accurately as possible. Be sure to include names of persons spoken to, dates, and times of conversations, and all subsequent actions taken and by whom. This information should then be communicated immediately to **International Programs – international@canton.edu**. Use additional sheets if necessary.

Names of those involved:

When incident took place:

Where incident took place:

Description of incident:

Date: _____ Time: _____ Spoke with: _____
Action Taken:

Date: _____ Time: _____ Spoke with: _____
Action Taken: