

*Handbook for Faculty-Led International
Educational Programs*

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International Programs
Arkansas State University

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Handbook for Faculty-Led International Educational Programs

Preface

Faculty members at institutions of higher education influence profoundly the lives of the students with whom they interact as part of their normal professional duties and responsibilities. Additionally, one of the most extraordinary ways in which some faculty members have the opportunity to facilitate a positive transformation in their students is to encourage them to participate in academic experiences outside of the United States and to provide leadership for these experiences. In recognition of this theme, Arkansas State University (ASU) is committed to establishing and improving conditions that encourages both faculty and students to engage in academic pursuits in other countries and to do this in a way that controls risks to the greatest extent possible and otherwise optimizes the overall experience.

Accordingly, the University has formulated and implemented a number of strategies to help students and faculty prepare well for the challenges, opportunities, and risks they will or may encounter while participating in international travel and associated academic experiences. Among other things, ASU has developed and provides this Handbook for Faculty-Led International Programs along with the parallel Study Abroad Handbook for Students (as free resources). Both ASU students and faculty leaders receive group and individualized advice and counsel as to their respective duties and obligations while on University sponsored international travel; an array of useful information and insights about related safety, health, and other risk management issues; and practical recommendations for optimizing the educational experience for all.

Mr. Carl Lindquist, Academic Advisor in the Office of International Programs did a masterful job in developing this Handbook for faculty and the companion Handbook for students. Faculty members who read, understand, and follow the wisdom contained in the pages of this publication will be more comfortable with and able to provide better leadership to ensure that their students will benefit from and enjoy more fully the positively transformative experience of international travel and associated academic programs. On behalf of the entire University community, it is my honor and special privilege to express heartfelt appreciation to Mr. Carl Lindquist for his singular and positively noteworthy efforts to create this Handbook that will benefit many students in the future.

G. Daniel Howard, PhD
Executive Vice Chancellor and Provost

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INTRODUCTION: THE IMPORTANCE OF SHORT-TERM STUDY ABROAD

Short Study-Abroad Trips Can Have Lasting Effect, Research Suggests

From *The Chronicle of Higher Education*, February 20, 2009

By Karin Fischer

The length of time students study overseas has no significant impact on whether they become globally engaged later in life, according to researchers at the University of Minnesota-Twin Cities, a conclusion that is sure to add fuel to the already fiery debate over the efficacy of increasingly popular short-term study-abroad programs.

The findings of the Study Abroad for Global Engagement project, presented here on Thursday at the annual conference of the Forum on Education Abroad, suggest that students who go overseas for a short period of time, four weeks or less, are just as likely as those who study abroad for several months or even a year to be globally engaged.

"It's both exciting and disappointing," said Gerald W. Fry, a professor of international-development education at Minnesota and one of the study's principal investigators. "On one hand, you'd hope that studying in a country for a long period of time would be particularly meaningful." On the other, he said, the study's findings suggest that "if it's done right, if it's done with intensity of learning, a short-term program can have impact."

The Minnesota study, which surveyed nearly 6,400 graduates of 22 colleges who had studied overseas during the last five decades, sought to learn the ways in which those individuals had become globally engaged and the degree to which that engagement could be attributed to having studied abroad. The researchers defined engagement in several ways, including volunteerism and philanthropy, involvement in international and domestic political issues, and leadership in organizations that benefit the community and society.

The project was done in collaboration with the Forum on Education Abroad, a membership association of American and overseas colleges and independent education-abroad providers, and supported by a grant from the U.S. Department of Education.

A Transformative Effect

The results of the survey, a summary of which will be posted on the project's [Web site](#) next week, found that study abroad did influence the participants to become more globally engaged.

Indeed, study-abroad alumni rated the experience as the most significant of their college years. Eighty-three percent of those surveyed said going overseas had a strong impact on their lives. By contrast, 73 percent of the respondents said college friendships and peer connections had a strong impact, while 66 percent listed course work as having such an effect.

That result is likely to come as no surprise to international educators, who have long argued that study abroad was transformative.

More startling, and potentially more controversial, is the finding that program duration, in and of itself, seems to matter little in predicting long-term global engagement.

Short-term programs, which are typically led by faculty members, have been rising in popularity, but skeptics have criticized them as being little more than cultural tourism, saying that in many of them students spend most of their time with other Americans and have little opportunity to immerse themselves in the local culture.

Advocates for such trips counter that they help make overseas study possible for students who might not be able to commit the time or have the financial resources to study for a semester or more.

Mr. Fry, who leads a short-term program to Thailand, said the study suggests that a more complex combination of factors makes a program effective. He and his colleagues hope to further mine the data to examine the interrelationship of a number of variables, such as whether students studied with other Americans or with foreign students.

Planning Worthwhile Trips

Also on Thursday, presenters at another session offered practical advice for crafting effective short-term programs. One key, they agreed, is to ensure that such programs, despite their brevity, have a strong academic grounding.

Marlene Torp, associate director at the Danish Institute for Study Abroad, recalled talking with a student several years ago who had gone on a trip to Moscow organized by her group, a nonprofit overseas-study provider. The student, Ms. Torp said, was awed by the sites but frustrated because she felt that she didn't have the adequate background to ask thoughtful questions about what she was seeing. Since then, the institute has worked to carefully integrate both academic and cultural content into all of its programs.

"You see what you know," Ms. Torp said. "If you don't know anything, you don't see anything."

On college campuses, a large number of short-term trips are organized by faculty members. But the responsibilities involved—acting as travel agent, counselor, nurse, and resident director, in addition to teacher—can scare off some professors, said Michael Ulrich, associate director of international-education services at the University of Maryland at College Park. To alleviate some of the concerns, Mr. Ulrich said, he has tried to find funds so that faculty members can jointly lead trips. He has also worked with provider organizations, like Ms. Torp's group, to offer programs together.

Max Savishinsky, director of the University of Washington's Exploration Seminars, said he tries to work closely with faculty leaders on all aspects of their short-term programs, including recruiting students and providing training on health and safety, managing money, and mitigating risk. This summer, Washington faculty members will lead 45 trips abroad, and students on Exploration Seminars now account for about a third of those who study overseas, Mr. Savishinsky said.

Leading a study-abroad trip, Mr. Savishinsky said, is like having a child: "No one in their right mind would take on all the work and sacrifice and money and poop. But once you do it, you wouldn't have done anything differently."

As this article and the University of Minnesota study show, students who participate in international educational programs experience increased civic engagement and cultural curiosity. They are more likely to pursue graduate work, and they hold a distinct advantage over job candidates who have had no comparable international experience.

Faculty leaders—those who envision, design, and implement short-term international education programs for Arkansas State University students—make a positive and enduring impact on students and the world. Initiatives toward making international education possible for ASU may be the most rewarding and far-reaching impact an educator has during the course of his or her career.

The Office of Academic Affairs and Research and the Office of International Programs thank you for your interest in designing and implementing an international educational experience for our students. This manual is designed to assist you in this process. Our offices are strong supporters of international education, and we are delighted to assist you throughout this process, from initial design and development to return to the United States after a successful and rewarding academic and cultural experience.

PROCEDURES FOR FACULTY-LED INTERNATIONAL EDUCATIONAL PROGRAMS

The Arkansas State University (ASU) Office of International Programs (OIP) has prepared this document to assist faculty in the development and on-going administration of short-term international educational programs, or as they are commonly called, study abroad trips. This is a general manual that will guide ASU faculty and OIP staff in designing, developing, and implementing international education initiatives. This manual does not provide a comprehensive overview of all rules and regulations, and the requirement of individual programs will vary depending on academic area, destination country, and student demographics. Further, rules and regulations—both institutional and governmental--may change from semester to semester, and this manual will be updated accordingly. OIP staff is pleased to assist faculty leaders in determining current institutional regulations, best practices in international education, and current requirements for student safety and security.

Definition and Mission of International Educational Program

An international educational program is a credit or non-credit academic program designed and led by ASU faculty and staff and that is implemented primarily in an international setting. The programs are designed primarily for ASU students, although

students from other universities may attend, as may community members. These programs are short-term, and often take place during summer sessions, although Winter Break and Summer Interim programs can be arranged. International educational experiences may also be an overseas component of a semester-long class held on the ASU campus. Third parties, such as educational institutions and travel service providers, may be contracted in the development and coordination of these programs.

The mission of international educational programs is to promote and sustain student, faculty, and community involvement regarding international academic study and cultural understanding.

Development of International Educational Programs

Faculty-led program proposals originate from the faculty and receive staff support through the Office of International Programs. (In order to initiate a new course, please refer to the Course Proposal Form (available on ASU website). *Faculty leaders are encouraged to meet with the International Programs staff for planning and promotion purposes, as well as for determining administrative logistics and advisement regarding current requirements and best practices for safety and security. OIP staff will also assist faculty leaders in designing and delivering student orientations prior to departure.*

It is recommended that ASU faculty planning international academic programs meet with OIP staff at least one year prior to planned departure. Travel and budgetary logistics require advance planning, as do marketing and publicity. Further, early planning will assist students in coordinating their academic courses of study and financial aid.

When possible, faculty are encouraged to utilize ASU's existing partnerships with universities around the world. These contacts can help facilitate academic programs, internal travel, and housing options. In addition to maintaining a number of bilateral relationships with universities around the world, ASU also holds memberships in the Magellan Exchange and the International Student Exchange Program (ISEP), both of which can be helpful in the development of international educational opportunities.

Credit vs. Non-credit

International educational programs are offered to ASU and non-ASU students for university credit. A non-student, such as community member, has the option of enrolling in international educational programs for non-credit by applying as a transient student or as a non-degree student (transient student status will allow for eligibility of federal financial aid). Non-student participation and eligibility is at the discretion of the faculty leader and his/her department or college. Each non-ASU student desiring to receive academic credit through an ASU-sponsored international educational program

will have a unique set of circumstances; it is therefore encouraged that the student, the faculty leader, OIP staff, the Office of the Registrar, Financial Aid, and Admissions confer with one another in order to ensure that the individual needs of each student are thoroughly and properly addressed.

Process for initiating new programs

Faculty members interested in proposing new international educational programs should first consult their department chair in order to discuss the feasibility, scope and objectives of the new program. Faculty should complete a Course Proposal Form in consultation with their Dean or Department Chair. A proposed course outline should also be provided to ASU OIP staff so that initial advice, research and consultation can begin.

Program features to consider in design and development

- **Program Model**—An international educational program may be designed as an experiential, travel-based course involving instructor contact hours during on-site travel, or it may be structured within classrooms (such as academic spaces provided by ASU partner institutions or program-provider collaboration) along with structured on-site visits.
- **Location**—Some international educational programs have multiple locations, while others may be predominately within one foreign setting. It is essential to

stay informed about U.S. Department of State Travel Warnings that may exist for each proposed location; their website is found at <http://www.state.gov/travel>

- **Contacts and Affiliation**—An international educational program can incorporate various on-site resources, including ASU partner institutions, program providers, and international contacts of faculty and ASU OIP staff. OIP maintains a current file of all ASU partner institutions and potential overseas resources.
- **Duration**—The length of an international educational experience is an important consideration for determining sufficient number of academic contact hours, logistics of travel, and for minimizing conflict with other periods of enrollment (for example, Summer 1 and Summer 2).
- **Time of year**—International educational programs may take place during Winter Break, Spring Break, May Interim, and Summer periods. It is advised that faculty use caution when organizing programs that straddle the fiscal year—doing so may cause difficulties with budgetary matters. The ASU OIP staff can advise on these and other matters.
- **Program Activities and Institutional Liability**—All students and faculty leaders must take part in ASU's international health insurance policy. Potentially risky activities warrant rider insurance policies. Faculty and OIP staff will consult with the ASU Office of Risk Management to determine legal processes (such as

waiver forms) for minimizing institutional liability. ASU's international insurance provider, Trawick International, will also be consulted in order to determine policy applicability and the possibility of policy riders. ASU maintains an emergency situation policy that covers faculty, staff, and students traveling on programs occurring under the auspices of the university. OIP staff and the Office of Human Resources will provide the faculty leader with detailed information regarding this policy.

- **Climate**—Faculty and OIP staff will pay close attention to the destination climate in designing and developing an international educational program and consider how regional climactic conditions might impact logistics relating to domestic and international travel, on-site visits, and the overall mission and scope of the specific academic program.
- **On-Site Arrangements**—Following are some of the typical arrangements that are required to be coordinated during the development of international educational programs:
 - Accommodation. This can include hotels, youth hostels, homestays, and university residence halls.
 - Meals. Food may be included with accommodation costs, or may be determined on-location as a separate expense.

- Ground transportation. Mobility from site to site can be arranged through service providers. In any event, careful attention must be paid to safety—the first priority for all arrangements during an international educational program. Cost is an important factor, and OIP staff will assist the faculty leader in determining safe and affordable options.
- Academic and instructional space. Use of classroom space and other facilities may incur a cost. Use of ASU partner institutions may defray such expenses, and OIP staff will assist in determining opportunities for potential accommodation.
- Site visits. A sufficient number of outings should be arranged to ensure that students receive exposure to the host culture, preferably including contact with natives of the host culture.
- Special needs. In compliance with federal law, faculty and OIP staff will accommodate students with disabilities whenever possible. ASU Disability Services and Mobility International are important resources to help ensure that all students get to participate in and benefit from international educational opportunities.
- **Participants**—Faculty leaders and OIP staff will determine maximum and minimum number of student participants in conjunction with the respective ASU college. The college will determine the number of students required to make the

program administratively possible, and will also be responsible for determining compensation for the faculty leader for his or her services during the period of instruction.

- **Marketing and Publicity**—OIP staff and faculty leaders will coordinate marketing and publicity for the program. Opportunities will include web sites, ASU email communications, *The Herald of Arkansas State University*, KASU, and posters placed at central points on campus. University Communications, located in the Administration Building, is an essential resource for local and regional communications and marketing. Networking with study abroad offices at regional colleges and universities is also an important initiative. Information sessions conducted on-campus are crucial, and multiple sessions should be coordinated during the months leading up to departure.

The Study Abroad Library, located in Room 104E of the Administration Building, is an important point for marketing international education programs. The library houses flyers, posters, and other information relating to the program, and will also collect Student Interest Forms (available through the Office of International Programs) for faculty programs.

Considerations for Academic Content

- **Structure**—A program may be designed as a stand-alone course (with pre-departure contact hours), or it may be a component part of a semester course.
- **Credit**—the number of academic credits to be awarded will be determined by the faculty leader in conjunction with Dean and Department Chair. This figure will be stated in the Course Proposal Form. Careful consideration must be paid toward the type of credit awarded (graduate, undergraduate, major, minor, elective, or general education credit). An additional consideration is the possible need for prerequisites in order for a student to be eligible for participation.
- **Contact Hours**—the number of contact hours will be determined during the design and development of the course. These contact hours can begin prior to implementation of the trip during *pre-departure sessions*.

Student eligibility criteria and considerations regarding participation

- **Course Requirements**—During information sessions and other marketing opportunities, it must be made clear to students what the course requirements are, what work is expected, and how grading shall be determined.
- **Itinerary**—When the program reaches an advanced stage of development, the faculty leader should provide students with a day-to-day itinerary for the

program. This information should also be integrated into marketing as much as possible.

- **Selection Criteria**—The faculty leader, in conjunction with his or her College Dean and Department Chair, must determine if the program will require a minimum GPA. They will also determine whether the program will be open to non-ASU students (those who apply as transient students or as non-students), as well as whether it will be open only to students within a specific department and major.
- **Interdisciplinary Opportunities** should be considered by the academic department offering the program. Collaboration with other departments may increase the educational value of the program, attract more students, and provide a richer, more diverse course of study. Such collaboration may also reduce costs for students and the sponsoring department.
- **Research Destination Risks and Dangers**—Faculty leaders and OIP staff will research potential dangers and risks specific to program destinations. This will include natural hazards (such as weather and climate), as well as political instabilities. Such information will be made known to all participants. The U.S. Department of State website is an important, up-to-date resource to consult.
- **Pre-Departure Orientation**—All programs will have a mandatory pre-departure orientation. This orientation will be designed and delivered by OIP staff and the

faculty leader, and may include citizens from the host country as guest speakers.

Orientation will have an emphasis on cultural values and how they may differ between the host and home countries; they will also provide indispensable information regarding academic requirements, student responsibilities, and program itinerary.

Orientation should also include coordinating essential paperwork with students.

The following are some of the forms to be addressed during orientation; they will be referenced again during the course of this manual.

- Release and Liability Waiver:
- Power of Attorney:
- Student Emergency Contact Information;
- Special Needs Assessment and Special Needs Inventory;
- Student Profile Information; and
- Insurance Information.

BUDGETARY AND FINANCIAL MATTERS FOR INTERNATIONAL EDUCATION PROGRAMS

Financial and Administrative Policies for International Academic Experiences

International educational programs will be designed to operate on a cost recovery basis.

Doing so will maximize student participation while minimizing student expenses.

Primary expenses incurred by students will include the following:

1. Tuition and fees, as determined by the current per-credit hour structure approved by the ASU Board of Trustees;
2. Faculty leader salary(ies) and fringe benefits (@ 30% of salary);
3. Instructional expenses directly relating to educational purposes, including equipment rentals, space rentals, guest lecturers, and assessments;
4. Support services, such as on-site transportation, meals, and accommodation;
5. International health insurance (coordinated through OIP office). This will include health, accident, evacuation, repatriation, and insurance riders for high-risk activities; policy riders for high-risk activities are an additional consideration;
6. Airfare;
7. Student personal on-site expenses;

8. Administrative expenses, including marketing and promotion;
9. Inoculations (Note: it is essential that students consult their personal physician regarding inoculations and health); and
10. Passport and visa fees.

Budget Worksheet

A generic budget worksheet is available from the OIP office and can be modified for the specifics of each program. This worksheet is designed to allow the faculty leader and OIP staff to itemize the overall expenses for the program as well as to determine the costs to be incurred by students.

Accounts

After the final budget has been determined and approved, the faculty leader will determine, through consultation with the respective college or department, an account for the purposes of depositing fees, tuition, and other costs associated with the program, as well as for paying invoices. Once this account is established, student deposits, fees, and payments can begin. Program accounts cannot incur a negative balance. Potential deficits must be compensated with a surcharge to program participants or through other administrative expenses, such as faculty salary.

Currency Exchange, Cost Projections, and Reimbursements

Calculations involving currency conversions will be made through use of

<http://www.oanda.com/convert/classic>, a website approved by ASU and referenced on the ASU Travel Office resource site.

Faculty Compensation

Faculty compensation will be determined through consultation with the individual and the ASU college sponsoring the study abroad program. The Office of Academic Affairs and Research and the Office of Human Resources may be consulted for assistance in determining compensation and other matters relating to employee contracts.

Faculty Assistants (if applicable)

In some instances, faculty may appoint a graduate assistant to attend a study abroad program as a leader. Doing so requires the same processes for appointing graduate assistants as governed by the Graduate School.

Stipend for Meals and Personal Expenses

Stipends for meals and personal expenses will be determined through consultation with the ASU Travel Office according to current institutional policies; no stipends are available for students. A central resource for this is the Travel Office website:

<http://finance.astate.edu/travel/>

Other Faculty/Staff Expenses Included in Program Fee

Faculty leader costs which will be included in the advertised program costs include the following:

- Airfare;
- Housing;
- Ground Transportation;
- Visa Fees (when applicable);
- Study Abroad Health Insurance;
- Passport and Photo Fees;
- Inoculations required for entry into certain countries, not covered by health insurance; and
- Contingency Fees.

Student Expenses

Following are items that should be included in the program fee. Unexpected student expenses should be avoided as much as possible in order to maximize student participation. Some of these expenses will change during the development phase of an international educational experience, and may be good points for discussion during student orientations.

- Airfare;
- Housing;
- Ground Transportation;
- Entry Fees and Tours, if participation is required;
- Visa Fees;
- Books or Course Materials that must be purchased;
- International Student Identity Card (ISIC) is optional but recommended in order to receive student discounts;
- Study Abroad Health Insurance (required by ASU through Trawick International); and
- Contingency Fees.

Emergency Fund

It is recommended that an Emergency Contingency Fund be established in order to cover budget shortfalls due to unforeseen costs or fluctuations in currency. It is recommended that this amount be 10% of the total with full or proportional return to the students. This charge should be placed within the generated revenue account during the participant deposit and payment phase, and deposited in the personal expense account of the faculty leader prior to departure.

Fundraising Initiatives

Fundraising initiatives (such as establishing scholarships for specific programs, or raffles and other fund-raising events) should be explored in conjunction with the ASU Foundation. Pell Grant students may be eligible to apply for the Gilman Scholarship; students who may be interested in this scholarship should contact the Study Abroad Coordinator as soon as possible.

Communicating Program Costs

All marketing and publicity materials must include the following statement: "Program costs are subject to change without prior notification due to international fluctuations in currencies and other unforeseen events beyond the control of Arkansas State University." Advertised costs of the program should include all the student expenses listed above.

Collection of Program Deposits and Fees

All deposits and fees MUST be payable to ASU, not to the faculty member or to the Office of International Programs. Deposits and fees are sent with deposit forms to the Cashier's Office. Payment of invoices will be coordinated by the faculty leader's

departmental office, unless other arrangements are made with the Office of International Programs.

Cancellation Policy

The faculty leader and OIP staff will establish a cancellation policy and related timeline to determine eligibility for refunds and reimbursements. This policy will be communicated to students regularly and emphasized at the time of application. In general, deposits are non-refundable, especially in later stages of planning. Many expenses, such as airline tickets and housing payments, cannot be recovered.

Financial Aid

Degree-seeking ASU students may be eligible to utilize financial aid and scholarships; to determine their eligibility, students should consult their financial aid advisor. The Study Abroad Coordinator can generate documentation attesting that a student is enrolled in an approved, for-credit academic program. Non-ASU students may be able to utilize financial aid by applying to ASU as Transient Students, or through Consortium Agreements with their home institutions. Financial aid is typically not available for non-degree students or for those taking courses as non-credit. As stated previously, each non-ASU student desiring to receive academic credit through an ASU-

sponsored international educational program will have a unique set of circumstances; it is therefore recommended that the student, the faculty leader, OIP staff, the Office of the Registrar, Financial Aid, and Admissions confer with one another in order to ensure that the individual needs of each student are thoroughly and properly addressed.

Personal Travel Advances and Group Travel Advances

Faculty may request a personal travel advance up to 50% of the budgeted stipend for meals and miscellaneous expenses; the Travel Office can provide further details regarding this. A Travel Authorization (TA) form must be completed prior to departure. Faculty can arrange for a group travel advance for food and miscellaneous expenses. This is especially helpful for expenses that cannot be pre-paid before departure, such as admission tickets for events and venues. Advances are given for 90% of such costs. Faculty leaders are responsible for keeping track of the expenses in receipt form, and then recording these on the TR-1 upon return.

Items Requiring an Original Receipt

- Itemized hotel receipts (if not invoiced prior to departure);
- Ground transportation (if not invoiced prior to departure);
- Business related supplies purchased while traveling;

- Meal receipts, IF paid for the group and included in program fee;
- Entry fees and admission tickets; and
- Rental of any equipment.

Further information can be found on the Travel Office website.

PROGRAM ADMINISTRATION FOR FACULTY-LED INTERNATIONAL EDUCATIONAL PROGRAMS

Recruitment and Marketing

The faculty leader and the academic department will have primary responsibility for recruitment of students. The Office of International Programs staff will assist with organizing information sessions and with disseminating promotional materials. All marketing initiatives must contain pertinent information (who, what, when, where, how and why), appropriate university logo, sponsoring department and college, and contact information in the form of email address(es) and telephone number(s) for the faculty leader and OIP staff. OIP staff and the faculty leader will review marketing

material with ASU Communications in order to ensure that standards are being followed.

Photographs used in news releases must conform to the following standards: stand-alone JPG images (not imbedded in a word processing file), at least 150K up to 1 MB, at least 300 dpi. (Staff contact for communications standards and requirements: Sarah McNeil, University Communications, 972-3056, smcneil@astate.edu).

Budget

Faculty leaders and the academic unit are responsible for obtaining quotes and bids such as airline tickets, space and equipment rentals, and private provider services and contracts. OIP staff will assist with these initiatives. Reasonable recruitment goals will be set by the faculty and respective department and college.

Travel Arrangements and On-site Preparations

The Office of International Programs will assist faculty leaders in identifying and contacting services such as accommodations and services. Files maintained by OIP from previous programs are an important source for such information. However, due to

limitations of time and staff, the faculty leader must take an active and leading role in securing such services. Invoices can be sent either to OIP or the faculty lead's department, depending on the financial logistics of the particular program.

ASU has an agreement with Marathon Travel, although the university may use other vendors. Details for Marathon Travel and their offerings can be found by downloading the Power Point presentation located on the website of ASU's Travel Office.

When international educational programs are planned for countries where ASU has academic partnerships, faculty may consider utilizing ASU partner institutions for resources, housing, academic facilities, guest lecturers, travel services, etc. OIP staff will identify possibilities for institutional collaboration, and will also initiate communications with partner institutions.

Application Process and Participant Eligibility

It is the discretion of the faculty leader to determine the eligibility of students interested in participating in international academic programs. Timeliness of application, academic classification, and major are some of the considerations which may be important criteria for the faculty leader. Participants under the age of 18 must be

accompanied by a parent or legal guardian. The Office of International Programs will provide applications to interested students, as will the faculty leader; completed applications will be reviewed by the faculty leader in order to determine eligibility. Cancellations must be made in writing to the faculty leader, with copies sent to the Office of International Programs.

Communicating program details to students

The faculty leader will coordinate all communications to students relating to program specifics. This includes routine emails such as deadlines, payment schedules, orientations, pre-departure meetings, and itinerary changes. OIP will coordinate specific communications regarding logistics of international travel and safety, financial aid, health insurance, and general matters relating to international study.

Orientation and pre-departure sessions

The faculty leader and the OIP staff will work together on the design, delivery, and implementation of group orientation sessions and pre-departure sessions, as well as determining when these events will be scheduled. These sessions are mandatory for students, and if necessary can be scheduled on a Saturday. Consideration should be

given to students with inflexible work hours, or for students from non-ASU institutions, when applicable; such consideration may involve make-up sessions, or use of Blackboard.

Some of the essential areas for discussion include the following. Appendices B through H are to be distributed to students at the appropriate time during orientation sessions.

- Cultural values, and how they may differ between the home and host countries;
- Traveling by airlines, and itinerary expectations;
- Course contents, syllabus, how students will be evaluated and graded, academic work required;
- Itinerary for all scheduled events; academic activities should be differentiated from free time;
- Institutional liability and student responsibility; this will include discussion of forms requiring student signatures;
- Code of Conduct, including attendance expectations, behaving in accordance with cultural values, and consequences for aberrant behavior;
- Survival language training: how to acquire skills prior to departure;
- Money matters, including how to secure cash when abroad;
- Health related matters, including utilization of health insurance;

- Culture Shock: what is it and how to overcome it. This will include group activities;
- ISIC Student Identity Card and its benefits;
- Laws of the host country, including alcohol, drugs, and how these issues relate to the Code of Conduct; and
- Emergency contact information, including the Office of International Programs emergency response procedures, U.S. Department of State, passport services (in the event of a lost or stolen passport), health insurance, and international medical resources.

Study Abroad Health Insurance

Health insurance coverage is mandatory for all students, faculty, and staff participating in ASU-sponsored international academic experiences. The approved mandatory month-by-month policy is provided by Trawick International and sold through the Office of International Programs. During orientation sessions, the faculty leader should collect the following information:

- Full name
- Date of birth
- Gender
- Mailing address

An Excel spreadsheet for this purpose is available through the Office of International Programs.

The OIP office will provide students with an identification card, policy statement, and claim forms. Estimated student cost is \$34.00 per month. The estimated cost of this insurance will be included in the advertised costs of the study program. Faculty leaders will be provided with additional claim forms as part of the emergency contact resources provided prior to departure.

The cost of this insurance is provided in the advertised costs of the program. Although participants may already own private health insurance, many policies are not valid overseas, and time and staff limitations do not allow for evaluation of policies for each participant.

Participation of Family Members/Friends

Faculty members may be accompanied by family members or friends for all or part of the program. In such instances, guest accompaniment must not interfere with delivery of the course, or with any scheduled contact hours between faculty leader and students.

Guests of faculty members cannot serve in any official instructional or administrative capacity, nor can guests represent themselves as employees or representatives of ASU.

Guests will be responsible for all costs of the attendance, travel, meals, lodging, and contracted services such as transportation, tour operations, and site visits.

If guests of faculty leaders wish to take the program for academic credit, they may do so by completing the normal application process, paying tuition and fees, and participating in the program as is required of all students. No reduction in tuition and fees is possible.

Faculty to Student Relationship

The relationship between faculty and students during international academic programs will be as described in the ASU Faculty Handbook. (Pertinent handbook excerpts to be identified and integrated).

ENSURING SAFE TRAVEL

HEALTH, SAFETY, AND LIABILITY ISSUES

The health and safety of all members of study abroad groups is the top priority of faculty leaders. During the design, development, orientation, and implementation phases of study abroad programs, faculty leaders must work closely with on-campus resources that will provide pivotal support regarding safety and security. The Office of International Programs (OIP) will be the central point of contact for safety and security issues in relation to faculty-led programs. This support includes advising on current best practices in study abroad course design, implementing institutional policy, and facilitating action during emergency situations.

The Study Abroad Office within OIP also conducts a formal orientation program for faculty leaders, a primary component of which is health, safety, and liability. The Study Abroad Library (located in room 104E of the Administration Building) holds several current published resources for health and safety for student and faculty travelers.

In addition to the Office of International Programs, other points of contact on campus include Risk Management and Disability Services. OIP staff will be helpful in assisting faculty with making arrangements with these offices, as well as assisting in the implementation of requirements.

Other important points of contact that should be consulted during the design, development, orientation, and implementation phases of faculty-led programs include governmental and private sector resources.

Safety and Risk Management

An element of risk is involved in all academic excursions taking place off-campus, especially to other countries in the world. While risk cannot be eliminated, it can be minimized through careful planning and research. Further, institutional and faculty sponsor liability can be reduced through consultation with personnel in the Office of Risk Management. The OIP staff and the faculty leader will coordinate meetings with Office of Risk Management in order to keep them apprised of proposed international excursions and to take appropriate steps in regard to institutional liability.

Forms

In addition to a completed health insurance application, all students will sign a form regarding conduct and release of liability (this form is available through the Office of

International Programs). Students will also be given the option to sign a Power of Attorney (this document is available through the Office of International Programs), designating an individual that can be contacted to make medical decisions in case of incapacitation or inability.

Faculty Leader Responsibilities

- Know the host culture, including health risks;
- Use local contacts (such as ASU academic partners) when engaging services such as domestic transport, tours, site visits, etc. Use available resources to determine the reputation and reliability of service providers;
- Stay in regular contact with the university, including International Programs and the academic unit;
- Report all emergencies and incidents (regardless of how minor) to International Programs immediately;
- Be able to be contacted by students at all times, or make students aware of a designated emergency contact when not available; and
- Make students aware at all points when ASU responsibility begins and ends.

Disability Issues Abroad: Planning for and Assessing Special Needs and Disabilities

Arkansas State University encourages students with disabilities to participate in study abroad programs. ASU faculty, Office of International Programs staff, and Disability Services will accommodate students with disabilities whenever possible. In addition, Mobility International USA can be a helpful resource for preparing for academic study overseas.

The faculty leader, OIP, and the Office of Disability Services of ASU will make every effort possible to allow students with physical or learning disabilities to participate in international academic experiences. ASU sponsored programs will comply with section 504 of the Rehabilitation Act of 1973, as well as with the Americans with Disability Act of 1990 (ADA). In addition to the Office of Disability Services of ASU, Mobility International USA is a useful resource for acquiring information and advice regarding international educational experiences for students with disabilities.

A document (available through the Office of International Programs) for compiling emergency contact information for each student and faculty traveler is essential; it includes medical information and contact details. In addition to this form, students with disabilities should be encouraged to complete the Special Needs Assessment Form

(available through the Office of International Programs) that will enable the faculty leader to accommodate the specific requirements of a group member.

Online Resources for disability issues:

The Air Carrier Access Act

<http://www.dotcr.ost.dot.gov/asp/airacc.asp>

Mobility International USA.

<http://www.miusa.org>

Procedures for Crises and Emergencies

The faculty leader will carry an emergency contact list, including 24-hour points of contact in both the home and host nations.

1. Safety, security, and well-being of program participants will be the foremost concern in responding to all crises, threatening situations, and emergencies;
2. Communication of a situation must be immediate and directed to all concerned parties. Designated Office of International Programs staff are a central point of contact, and such communication must be made directly--email and voice mail are not adequate means for communicating emergency situations;

3. The faculty leader and OIP staff will consult with the Office of Risk Management prior to departure in order to determine all means for limiting institutional liability. The means and methods determined by these parties will govern all ASU-sponsored activities and events; and
4. All decision-making regarding disciplinary measures, evacuation, group security, program cancellation, and nature and scope of communications, will be determined by the faculty leader, designated OIP staff, and ASU Academic Affairs and Research.

Travel, Safety, and Health Resources

The following is a list of resources that provides information helpful during the design and implementation of faculty-led study abroad programs. Travel information is subject to change with little or no notice, and faculty leaders are advised to stay current on the pertinent information regarding travel and safety regulations. Please be advised that ASU does not support faculty-led travel involving countries for which there is a US Department of State Travel Alert or Travel warning.

The United States Department of State Travel Website

The [U.S. Department of State](#) is the primary point of contact regarding travel information and safety issues. Their website (<http://travel.state.gov/>) provides the most current safety information and data regarding foreign countries and international travel. Their website should be consulted frequently prior to departure and during the study period, and can also be useful in the design and development phases of study abroad programs. The U.S. Department of State Consular Information Program provides the following resources:

- **Country Specific Information**—Information is available for all countries. These pages include such information as location of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties.
- **Travel Alerts**—Travel Alerts are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

- **Travel Warnings**—Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.
- **Cautions**—interpret news items and attempt to anticipate any potential problems that Americans may encounter. A “Worldwide Caution” is always in effect to remind U.S. citizens to be vigilant about safety on their own behalf.

During orientations and pre-departure meetings, the faculty leader and OIP staff will encourage students to do the following:

- Monitor U.S. Department of State Travel Warnings;
- While abroad, avoid potentially volatile situations such as political demonstrations;
- Dress according to local custom. Do not wear clothing with slogans or other attention-getting garments;
- During free time, avoid congregating in large groups with other Americans;

- Stay in frequent touch with friends and family back home. Inform that itinerary is on schedule, or if changes have taken place;
- Inform the local authorities if there is a feeling that a threat or suspicious activity has taken place; and
- Take precautions to avoid being a target of crime: To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Do not leave unattended luggage in public areas and do not accept packages from strangers.

If an emergency should arise, the faculty leader has several points of contact. Be certain that the Emergency Contact Checklist (provided in this manual) has current, valid, and reliable emergency contact information for Arkansas State University, as well as local sources for contact within the host country. These local sources may include law enforcement, the military, and standard emergency services such as ambulance and medical institutions.

Overseas Citizens Services (OCS) in the State Department's Bureau of Consular Affairs has as a primary responsibility the welfare of United States citizens who are overseas, whether on short-term travel or extended stay. They can be contacted by calling the number listed under Telephone Resources. In addition to OCS, embassies and

consulates are important points of contact, and faculty leaders should list telephone numbers for these offices in the Emergency Contact Checklist.

Health and Safety Resources

Online Resources

In addition to the resources mentioned within this list, the Office of International Programs will be able to identify and recommend other resources specific to countries and regions of travel.

The Air Carrier Access Act

<http://www.air-transport.org>

This site provides information regarding airline travel for individuals with special needs.

CIA World Factbook

<https://www.cia.gov>

This site provides detailed country profiles, including matters pertaining to health, safety, and travel.

The Center for Disease Control and Prevention (CDC)

<http://www.cdc.gov/travel>

The CDC provides information on health protection and disease prevention.

The United Nations

<http://www.un.org>

The website of the United Nations is a useful resource for information on health, security, and current world events.

World Health Organization

<http://www.who.int/en>

The website of the World Health Organization provides information on current disease risks and outbreaks, as well as specific health conditions around the world.

Telephone Resources

U.S. Department of State Office of Overseas Citizen Services (OCS)

The OCS provides general information to the public regarding health, safety, and travel.

The center takes calls from 8:00 a.m. to 8:00 p.m. Eastern Standard Time Monday through Friday. The center operates 24 hours a day during crisis situations.

Hotline: 202-647-5225

American Citizen Services: 888-407-4747

The Center for Disease Control and Prevention (CDC)

The CDC provides information on health protection and disease prevention.

877-394-8747

Disability and Special Needs Resources

<http://www.miusa.org>

Tel: (541) 343-1284

Fax: (541) 343-6812

Street and Mailing Address:

132 E. Broadway, Suite 343

Eugene, Oregon USA 97401

Administrative Issues for Safe Travel

Documentation

Faculty leaders should keep a file of pertinent information relating to the program, itinerary, on-site contacts, emergency contacts at ASU and in the host country, and detailed information pertaining to each student.

- Student information

- Medical information;
- Special needs information, if applicable;
- Personal contact information;
- Power of Attorney form, if applicable; and
- Copy of passports.
- General information
 - ASU emergency contacts; and
 - Governmental resources listed in this manual.

A Word About Passports: Advising Students

The faculty leader should not carry the passports for the entire group. Students should never relinquish their passports to third parties, except for brief times when hotel front desks may need to photocopy the front page of the passport. When this occurs the student should wait at the front desk until the passport is returned. This should be emphasized throughout the program orientations and during the program.

When traveling, make certain that your passport is always safe.

- If you are traveling in a group, do not allow one person to carry all the passports. In fact, you should never relinquish your passport at any time except when you are applying for a visa, or temporarily when checking in to a hotel;
- Never lay your passport down on a counter or desk—there is a possibility of forgetting it or having it stolen;
- Keep the passport in a dedicated pocket. Do not carry it in a purse or pouch—if the bag is stolen, so is the passport; and
- Do not pack your passport in checked luggage; rather, place a complete copy of the passport in your checked luggage.

In case the worst happens and you lose your passport, you must stop by the local U.S. Embassy or Consulate in order to complete a DS-64, which is a Statement Regarding a Lost or Stolen Passport, the first step in getting a new passport. Once the old passport has been reported as stolen, it can no longer be used for travel by the original owner or by anyone else.

Sources:

The Chronicle of Higher Education
Safe Overseas Travel: Maximize Your Enjoyment by Minimizing Risk

