



FACULTY-LED STUDY ABROAD PROGRAMS

Contents

Introduction	2
Responsibilities	3
Faculty/staff	3
Office of International House and Programs	3
Students	3
Study Abroad Creation Process	4
Logistics Checklist	5
Budget Information	6
Study Abroad Program & Leader Recommendation Form	6
Non-affiliated Travelers	7
Program Changes	7
Crisis Management	7
RESPONSIBILITIES OF THE JSU EMERGENCY CONTACT.....	7
Example of Budget Worksheets.....	8
Resources	9

Introduction

Dear Faculty,

Thank you for putting in the time and effort required to create a faculty-led study abroad program. We understand how difficult and time consuming this process can be, but it is worthwhile when you consider the vast benefit to our students, JSU, and yourselves. Study abroad programs provide students with the opportunity to travel and to learn much more than what can be taught in a classroom. Without your effort and dedication, these opportunities would not be available to our students.

During a study abroad program, the faculty leader serves as more than a member of the JSU faculty. You will also be a mentor, advisor, and cultural liaison, among other things. Please remember while you're planning that many of your student participants will be completely new to traveling abroad. They will often need a level of information and preparation that you may find obvious or tedious. It is detrimental to the program for students to withdraw late in the planning process, so it will be in your best interest to plan extensively and provide that information to students early so they and their families will be able to make decisions as quickly as possible.

This handbook is intended to provide you with resources that will help you create your program. The information you provide us in your proposal will help us provide you with additional resources, market your program to potential students, and support you and your students as you prepare, study abroad, and return home. If you have any questions or need assistance, please contact International House and Programs.

Good luck in creating your study abroad program, and bon voyage!

International House and Programs

Responsibilities

Faculty/staff

Faculty and/or staff leading or assisting in a study abroad program are responsible for planning and implementing a study abroad program that is academically rigorous and provide students with opportunities to interact with the culture, and that is well organized, reasonably safe, and not prohibitively expensive.

The faculty/staff leader will be responsible for securing approval of the course by the department head, director, and/or dean and for providing information about the course, its prerequisites, and its credits and what requirements it fulfills to the department and school to provide information for advising and registration.

The faculty leader will be responsible for recruiting student participants and for creating and implementing participation requirements that allow for equal access to the program by all students (i.e., requirements that do not rule out participation by students of any particular race, religion, gender, sexuality, etc.) while maintaining high academic standards and behavioral expectations.

The faculty leader will always strive to collaborate with all entities involved in study abroad program with utmost professionalism.

All faculty/staff participating in the program are required to be on call and available to assist the student participants during the entire duration of the program and must make themselves available via methods (e.g. messenger apps, etc.) that are made clear to the students in advance and are readily available at the program site and the surrounding area. In addition, there must be an emergency contact person available both at JSU and at the program site.

All faculty/staff are responsible for ensuring all program participants understand how and are able to contact all emergency contacts.

Faculty/staff participating in study abroad programs must provide proof of travel/health insurance.

Office of International House and Programs

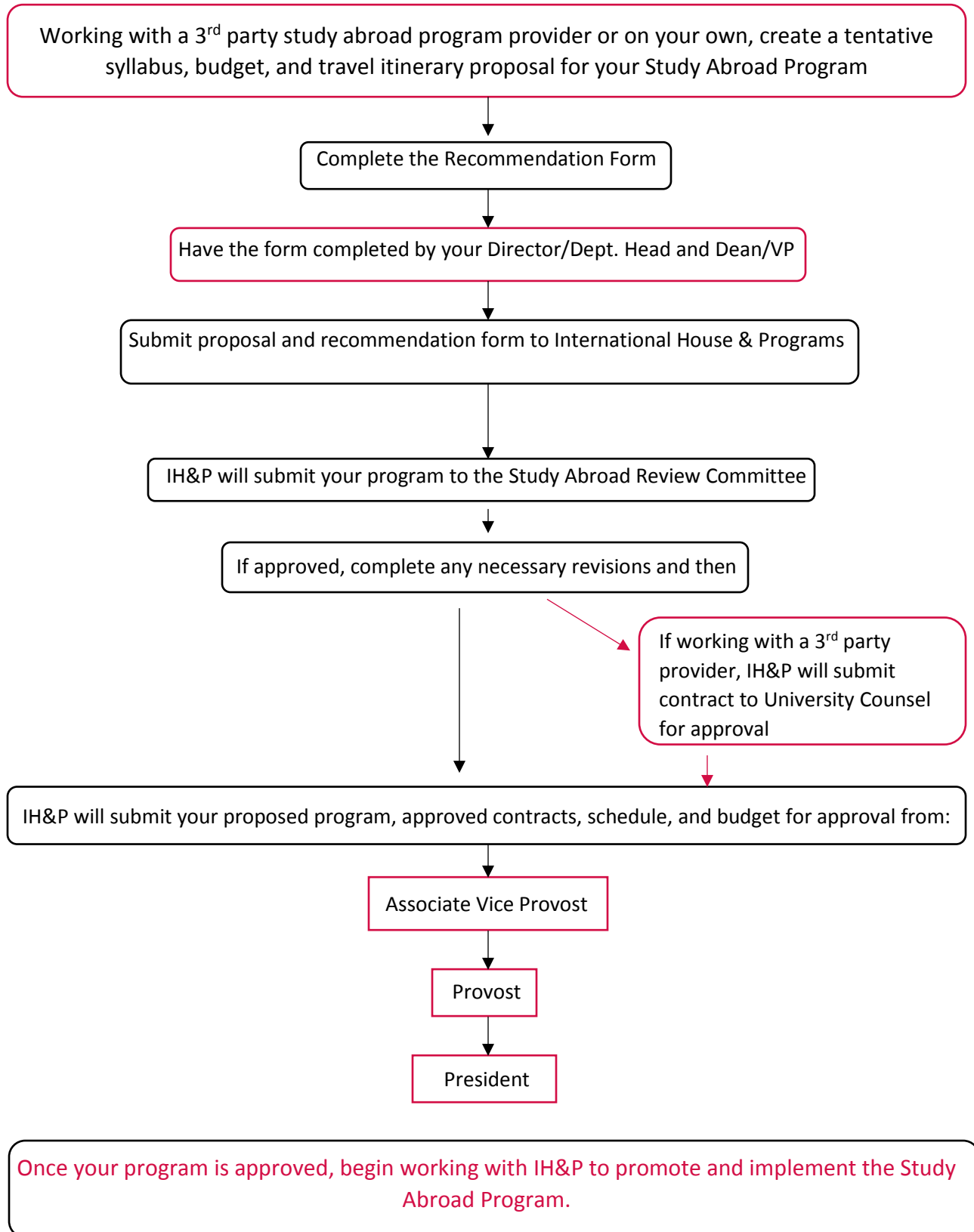
IH&P will assist with planning and coordination, assign a staff member to serve as an emergency contact person at JSU, set tuition rates, assist with marketing and recruitment, maintain records of participation, assist with program evaluation, and provide resources (when possible) for students and faculty leaders.

The IH&P will work with the Office of Students Account to collect student fees.

Students

Students are responsible for following the laws of the host country, maintaining a budget, informing all involved university faculty/staff of mental or physical health issues that may need to be addressed, obtaining health and travel insurance coverage, passports, and visas (if necessary), enrolling in appropriate study abroad course, paying all required fees and attending all programming (orientation, educational and cultural activities during the study abroad program, post program evaluations, etc.).

Study Abroad Creation Process



Logistics Checklist

When developing a study abroad program, please consider the following:

- Academics
 - assessments
 - course descriptions, etc. for course catalog
 - instructional methods
 - learning objectives
 - syllabus
 - classroom and equipment
- Communication: how you and the students will keep in touch during the program
- Emergencies/crises: emergency contacts, local contacts, etc.
- Excursions
- Funds for emergencies
- Health and Safety (review State Dept. Consular Information Sheets and CDC warnings)
- Housing
- Internet access
- Itinerary (include as much detail as possible)
- Meals
- Passports and visas
- Politics and social mores (will all students be safe and welcome traveling to this location?)
- Student orientation and planning materials
- Transportation
 - to and from airports
 - in-country
 - if you intend to rely on public transportation at the program location, keep in mind the difficulty of large groups traveling together

Budget Information

What is your projected cost per student for this program? \$_____

How many students must participate at this cost for the program to be self-sustaining? _____

Does this cost include:

- airfare
- in-country transportation
- accommodations
- food (majority of meals)
- tuition
- the JSU study abroad fee
- textbooks
- supplies
- trip/ticket insurance
- faculty compensation/expenses
- excursions

Does this cost depend on:

- current airfares that are likely to change significantly
- current accommodation prices that are likely to change significantly
- students sharing rooms
- students/faculty cooking the majority of their meals
- accommodations such as hostels or homestays that may not be consistently available

Should students be prepared to provide funding for:

- the majority of their meals
- gifts for host families or other hosts and guides
- phone/internet expenses
- tips for hotel staff, restaurant staff, transportation, etc.
- transportation

Study Abroad Program & Leader Recommendation Form

Interested faculty or staff members are required to complete the Study Abroad Program and Leader Recommendation form, attach all necessary document and submit them to the Department Chair and Dean for review and official support.

Non-affiliated Travelers

Family members or friends accompanying faculty, staff, or students during a study abroad program are not encouraged. If travelers who are unaffiliated with the university and/or the study abroad program do accompany those who are, Jacksonville State University will not be held responsible for them.

Non-affiliated travelers must pay for their own insurance, accommodations, transportation, housing, and meals. **The expenses for a non-affiliated traveler cannot be included in the total student cost for the study abroad program.**

Program Changes

Changes to the Study Abroad program should be filed with the IH&P so that the office can change marketing, costs, etc. to reflect those changes.

Please do not make any itinerary changes without notifying IH&P. The JSU emergency contact person will need to have detailed and correct information readily available in case of an emergency. They may need to have the correct names, addresses, and phone numbers for the housing, excursion locations, etc. in order to help you if there is an emergency situation.

Crisis Management

International House and Programs will assign a staff member to serve as the emergency JSU contact for your trip for the duration of your time out of the country. This person will be able to access the emergency contact information and any medical information records your students gave IH&P.

You are also required to have an emergency contact person at the site of the Study Abroad program. If there is a lot of traveling during the program, you may need to have more than one person to contact depending on your location. Faculty leader is required to go through crisis management information session with IH&P office. **The faculty leader is responsible for ensuring the student participants know who the JSU emergency contact is and how and under what circumstances they should contact that person.**

RESPONSIBILITIES OF THE JSU EMERGENCY CONTACT

The assigned JSU emergency contact person will:

- be on call for the duration of the Study Abroad program.
- know where and how to access students' emergency contact information.
- get in touch with emergency contacts and keep them informed of a situation as it develops.
- assist the faculty leader during an emergency situation (e.g., researching online for local resources, calling healthcare professionals, informing other JSU personnel as needed, etc.).
- stay reasonably well informed regarding the location of the Study Abroad program and ensure the faculty leader is aware of and handling any local crises (e.g., natural disasters, political/social unrest, etc.).

The assigned JSU emergency contact person will not be expected or required to:

- provide any financial assistance.
- pick up or drop off any travelers from an airport.
- make, cancel, or change any reservations or plans of the Study Abroad program.

The faculty leader is responsible for keeping in contact with the JSU emergency contact until the crisis is resolved or until the emergency contact person has appropriately transferred responsibility.

Example of Budget Worksheets

TOTAL STUDENT COST	Name of the Study Abroad		
Description	Total Cost	Funded By	
<i>Student Expenses</i>		School of	Student
Tuition Fee (3 Credits)			\$ -
Program fee			
<i>Travel Expenses</i>			
Airfare and baggage fees			
Meals- Dinner and free days			
Visa & Passport			
Insurance -Travel/health			
<i>Misc. Expenses- travel free days, tips, gifts</i>			
Total			

FACULTY COST

Description	Total Cost	Funded By	
<i>Faculty Expenses</i>		School of	Faculty
<i>Travel Expenses</i>			
cell phone and/or other constant availability			
Airfare and baggage fees			
Other transportation			
Meals			
Visa & Passport			
Insurance- travel/health			
<i>Misc. Expenses- travel free days, tips, gifts</i>			
Total			

Resources

US Department of State Travel Information:

<https://travel.state.gov/content/passports/en/country.html>

At this link, you can find all relevant information about embassy and consulate locations, entry/exit/visa requirements, health and safety issues, fact sheets, and other important information regarding the location you are planning to visit.

The Smart Traveler Enrollment Program:

<https://step.state.gov/step/>

A free program offered by the Department of State that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate in order to make themselves easier to get and keep in touch with in case of emergency.

Travel Insurance Reviews and Comparisons:

<https://www.squaremouth.com/>

<http://www.travelinsurancereview.net/compare-travel-insurance/>

Travel Itinerary:

<http://protravelblog.com/free-travel-itinerary-templates/>

<http://lifehacker.com/five-best-travel-planning-apps-1470002139>

<https://techcrunch.com/2016/09/19/google-launches-a-personalized-travel-planner-google-trips/>

Crisis/Emergency Preparation and Management:

<http://www.studentsabroad.com/handbook/crisis-management.php?country=General>