



# **FLORIDA GULF COAST UNIVERSITY**

## **Faculty-Led Study Abroad**

### **Program Development Guidelines**

**For programs that travel in Spring, Summer, or Fall of 2012**

## INTRODUCTION

Faculty-Led Study Abroad (FLSA) programs provide a unique opportunity for students to study, and for faculty to teach, in a foreign country under the auspices of FGCU. The International Services Office (ISO) provides centralized coordination of these programs and supports faculty and colleges in the development and operation of FLSA programs. These Program Development Guidelines explain the roles of faculty leaders, ISO, and administrative units involved in these programs and provide instructions for submission of the *FGCU Faculty-led Study Abroad Program Proposal Form*. Please note that many of the procedures and processes outlined in these guidelines are new for 2012. The International Services Office will be the central point of contact to communicate any necessary changes to these guidelines if any unforeseen issues, minor changes or new information arises that impacts the program development and implementation. The International Services Office staff can provide resources, guidance, and consultation on any aspect of the FLSA.

### Definition of Faculty Led Study Abroad

Faculty-Led Study Abroad programs are FGCU courses for academic credit and/or qualified for service learning credit that are conducted by FGCU faculty and/or staff outside of the United States. Participants in these programs must be FGCU enrolled students generally receiving academic credit, service learning credit, conducting research or participating in a defined academic activity supported by FGCU.

### Program Development

The program faculty leader should begin the process of developing a proposal 12-18 months prior to conducting the program to allow time for adequate planning and recruiting. The *deadlines listed in the chart at the end of this document* will guide faculty members in preparing programs in a timely manner that takes into account the timelines of the various on and off campus offices, institutions, and vendors that will support the program. Failure to adhere to these deadlines may result in a cancellation of the program. *A Program Proposal Checklist is included at the end of this document* to help faculty ensure that their proposal is complete.

## Roles of Responsible Parties for Faculty-Led Study Abroad Programs at FGCU

Florida Gulf Coast University supports Faculty-Led Study Abroad programming through operations in offices and departments across campus. Understanding the responsibility of these various parties is helpful in knowing where to go for resources at various stages of the program development process. Below is a list of responsible parties and their respective roles in the FLSA program here at FGCU.

- **International Services Office (ISO)** The ISO is a central resource for all study abroad programming at FGCU including Faculty-Led Study Abroad programs. Brent Spencer ([brspencer@fgcu.edu](mailto:brspencer@fgcu.edu)) is the Study Abroad Coordinator in the ISO and is the main contact for questions related to the FLSA proposal process. Specifically the ISO supports FLSA with the following services:
  1. **Central coordination and advising** on the development of FLSA programs through the process explained in this document to ensure that programs comply with university policies, procedures, and deadlines as well as national standards for the development of successful study abroad programs.
  2. **Program promotion and recruitment** of student participants through print and website publications, study abroad fairs, information sessions, and other marketing tools. To assist in promoting all FLSA programs the ISO may request videos, photographs and commentaries from study abroad programs.
  3. **Student application process** coordination including collection of student applications and other forms required by FGCU; collection and verification of passports, visas, or other travel documents; and collection of program specific application materials or other paperwork related to each specific program.

4. **International medical/emergency response insurance** procurement for students and faculty leaders. To ensure all travelling participants (student, faculty leaders, etc) have the required health/medical insurance (including repatriation and medical evacuation), each will be enrolled in the FGCU-secured insurance program. Department budget managers will receive an insurance company invoice for the purchased insurance policies for participants of each program.
  5. **Travel document advising** for faculty leaders and students on passport, visa, immunization, and other travel document requirements.
  6. **Procurement assistance** for program services as requested by academic departments and faculty leaders.
  7. **Pre-departure health, safety, and culture orientation** for each FLSA program.
  8. **US Department of State registration** for faculty and students for the country in which the program is operating.
  9. **Crisis Management Plan** preparation and distribution to the FGCU Crisis Management Team members. Faculty leaders will also be provided a Travel Handbook outlining program support services, requirements and expectations for students, faculty leaders, and university departments while the program is abroad. The handbook will contain incident reports and protocols for emergencies. International Services will be a main point of contact to support programs during the travel abroad experience.
  10. **Administrative and operational support** of programs. As determined through university protocols, the ISO collects administrative fees from student participants to support necessary administrative and overall operational costs of the FLSA programs and, in certain circumstances, to assist with contingency expenditures.
- **Academic Colleges and Departments** Academic colleges, departments and Budget Managers support the academic integrity and fiscal sustainability of FLSA programs in the following ways:
    1. College Deans must approve faculty proposals to develop FLSA programs based on academic integrity and college/department budget concerns.
    2. College Deans will maintain contingency reserve funds to respond to emergencies that might arise during the conduct of a trip he or she has authorized. Program budgets will include approximately 5% of total program costs for contingencies.
    3. College Budget Managers will work with the ISO (who will coordinate with, faculty, FGCU Procurement and Accounts Payable units) in monitoring fiscal expenditures related to procurement of program services from vendors (i.e. airline tickets, hotel reservations, tour operator services, etc).
    4. Faculty teaching assignments and course offerings for FLSA programs will be determined by the colleges and departments.
    5. Colleges will work with the Registrar's office to establish the course in the semester's schedule, if not already established. The travel costs for the program should be attached to the study abroad course as course related fees. [Note: There is an approval process required for adding fees to courses.] Students will be able to register for an FLSA study abroad course as they would for other courses, via Gulfline.
  - **Faculty Leaders** Faculty Leaders will develop FLSA programs following the guidelines described in this document. Specifically, faculty leaders will:
    1. Schedule an advisory consultation with the ISO and complete an *Intent to Propose a Faculty-Led Study Abroad Program Form* at least 12-18 months prior to initiating a program.
    2. Complete an *FGCU Faculty-led Study Abroad Program Proposal Form* by the deadline posted in the ***Calendar of Deadlines*** at the end of this document. Faculty should refer to the *Program Proposal Checklist* included in this document as they complete their proposal.
    3. Discuss the proposal with the sponsoring college chair and dean, and other university departments affiliated with the program (i.e. Service Learning, Colloquium, etc.) and obtain appropriate signatures and approvals.

4. Promote the program with FGCU students. The ISO will assist in promotion of FLSA programs as described above and will provide resources to faculty in promoting their programs.
  5. Submit to ISO a detailed *Travel Plan* (form will be provided by ISO) at least four weeks prior to the departure of the program that includes the proposed budget and itinerary, method of contacting group leaders while abroad, participant information, designated contacts in case of emergency.
  6. Schedule a group pre-departure health, safety, and culture orientation with the International Services Office. Faculty leaders should provide additional pre-departure orientation and preparation for the specific program needs, location, and content.
  7. Be up to date on and take into account US State Department, Center for Disease Control, and host country embassy instructions and recommendations related to travel.
  8. Lead safe and academically sound programs abroad and maintain appropriate emergency contact with FGCU. Faculty leaders will receive a Travel Handbook prior to departure from International Services that outlines roles and responsibilities as well as guidelines and expectations for program management and support services provided during travels. A Crisis Management Plan with emergency contact numbers specific to each program will be prepared and distributed to faculty leaders and university officials prior to program departure. Faculty leaders should keep this plan with them throughout the program abroad.
  9. Submit any *Incident Reports* for situations such as persons who received any level of medical care while abroad, unusual or problematic situations, changed plans from the original itinerary, unplanned departure or termination of participant or faculty leader, etc.
  10. Submit a post travel *FLSA Program Evaluation* to International Services and the college dean. Faculty leaders should settle all accounts with vendors submit receipts and balance accounts through the college budget office, etc. Faculty leaders and students are encouraged to offer public presentations of their study abroad experience. International Services can assist with these opportunities.
- **FGCU Administrative Offices Support Roles**
    1. Financial Aid The Financial Aid office is available to advise students regarding the use of financial aid for approved faculty led study abroad programs. Students should be directed to meet with a financial aid officer to determine if they have financial aid available to assist in covering the cost of the program. The financial aid office can also guide students through the aid application process if they have not yet completed a FAFSA. Because financial aid awards vary by student, it is critical that students discuss their options with a financial aid officer.
    2. Registrar FLSA courses will be established in the regular FGCU Course schedule with attached course related fees.
    3. Procurement The FGCU Procurement Office will work with college Budget Managers to procure all services from vendors.
    4. Academic Affairs the Budget Director of Academic Affairs will approve FLSA Proposal Forms submitted by faculty to ensure that university budget requirements are fulfilled.
    5. Office of Curriculum and Instruction (if applicable) FLSA Proposal Forms for Honors Program and Colloquium courses should be approved by the Office of Curriculum and Instruction.
    6. Office of Service Learning (if applicable) FLSA Proposal Forms for courses where Service Learning credit is granted should be approved by the FGCU Office of Service Learning.
    7. General Council The office of General Council reviews FLSA policies and procedures and vendor contracts to ensure compliance with university policies.

## **General Principles and Guidelines for Development of FLSA Programs**

1. The study abroad experience will have a clearly defined educational purpose related to the mission of FGCU.
2. Programs, faculty leaders and student participants will comply with all relevant university policies and procedures.
3. FGCU faculty and/or staff directing a study abroad program will have had experience in the country to be visited to ensure knowledge of the customs and laws of that country at a level sufficient to successfully conduct the program. Faculty leaders and/or staff must have experience in leading groups in travel programs.
4. Provision must be made for at least two (2) faculty/staff to accompany a group to ensure the group's safety in the event one faculty/staff member cannot participate or becomes incapacitated in the performance of their duties. Faculty leaders must travel with the group from point of program departure to point of return and must remain with the group participants throughout the travel program.
5. The number of participants in the study abroad program will be sufficient to cover the costs of the program but not so large that faculty leaders cannot effectively perform their duties.
6. All funds collected from participants will be deposited directly in a university account in accordance with university procedures and disbursed to cover expenditures only by FGCU personnel authorized for this purpose.
7. University procurement procedures will be used in the acquisition of service providers in support of the trip. Faculty members are not authorized to sign contracts or agreements with service providers on behalf of the university. If a program uses a travel provider or if an institution or agency abroad will handle all travel arrangements, a contract must be developed. All contracts must be in English, or translated to English for review and processing by the university. Contracts or agreements should be presented to the dean of the college and to International Services for review and will need to be presented, reviewed and processed through university General Counsel and Procurement procedures. Copies of these finalized contracts need to be submitted to International Services prior to program travel.
8. University fiscal management policy and procedures will be used for all fiscal activities of the study abroad program.
9. Advertising, promoting or implementing a program must not commence until the program has been approved by International Services. Faculty leaders will be notified by International Services at time of approval.
10. No prospective participant will be denied an opportunity due to a disability that might be accommodated in compliance with U.S. law.
11. Student participants will pay all fees to the university rather than in direct dealings with a service provider(s). Fees will be paid only through the university Cashier/Bursar and Gulflin systems. Faculty members are not authorized to collect any fees from students for FLSA programs. University policy requires that course related fees be attached to the course and collected following university procedure when students register for a course. Course related fees are collected by the Bursar along with tuition through the regular registration and fee payment process using the Banner system. Students will pay the FLSA course tuition and related course fees (the program travel costs) via the student's Gulflin account or directly to the Cashier Office. The Controller's office will establish an account for each college to collect course related fees for credit-bearing study abroad programs (a Course Related Fee Request and Justification Form are filed by the college). These accounts have already been established for some colleges. The college Budget Manager is encouraged to consult the ISO or the Controller's office if there are any questions. For non-credit study/service travel abroad activities, separate auxiliary accounts will be established as needed.

## **Approved Programs**

When an FLSA program is approved, International Services will provide additional guidance and procedures to faculty leaders and will work with them to coordinate and ensure that continued program development and planning proceeds in a timely manner. Additional meetings with the ISO office may be necessary to clarify information entered in the proposal in order to effectively coordinate recruitment and application processes. A detailed itinerary form will be sent out to faculty leaders of approved programs to be filled in before the program departs.

## **FGCU Faculty-Led Study Abroad** **Program Proposal Checklist**

Before Submitting an FLSA Proposal, please review and ensure that the following sections have been completed

### **Section 1: Program Information**

The basic program information provided in this section should be clear enough so that anyone reading the proposal can understand the basic objectives and structures of the FLSA program. The International Services Office will use information from this section to coordinate the recruitment and application processes for student participants.

### **Section 2: Faculty Leader/Co-Leader**

Faculty leaders play an essential part in the success of FLSA programs. This section will be used to assess the experience of faculty leaders in the country/culture of the program destination. Faculty members that do not have significant experience in the country/culture of the program destination are advised to find a qualified co-leader that does have this experience. One leader must be faculty for FLSA programs that grant academic credit. The other leader may be faculty or staff of FGCU.

### **Section 3: Frequently Asked Questions**

The FAQs provide information for the promotion of the program; enables students to make well informed decisions about, and preparations for, their participation in a particular FLSA program; and provides university personnel with a greater understanding of the location, conditions, facilities, accommodations, local support services, medical/safety matters, and special needs required to support each FLSA program. An additional General FAQ developed by the ISO will be included for each FLSA program that addresses general travel matters such as passports, visa, health and safety, etc.

### **Section 4: Budget**

Costs should be based on the full program cost and not the per student cost. All calculation on this budget should be in US dollars using exchange rates as published at <http://www.xe.com> where appropriate. Include anticipated revenue from student fees, college budgets, grant funds, donations, student fundraising efforts or other sources. Most programs will have no additional faculty compensation (beyond regular faculty teaching load calculations) or staff support costs. A contingency fund of 5% should be calculated in the budget for unanticipated costs. To calculate leader and co-leader expenses borne by students, please sum up the appropriate per participant travel and on-site costs and multiply by two. Explain any other faculty leader costs in the *Other* budget items section if necessary. Fixed costs that are not affected by the number of students enrolled (such as guest lecture fees/classroom rental costs/translators/tour guides, etc) should be calculated separately. Travel and on-site costs that are affected by the number of students enrolled should include airfare, accommodations, meals, in-country transportation, airport transfers and country entrance/exit taxes and fees, fees for required events and the FGCU-secured Health and Emergency Response Insurance. The FGCU-secured insurance costs are \$21.50/student for 2 weeks or less, \$34/student for 2-4 weeks, and \$52/student for 4-6 weeks (note: these costs are subject to change based on annual contract renewal rates). In most cases, the Cancellation Date that should be included in the appropriate line of this *Proposed Budget* form is the application deadline listed for the appropriate semester in the *Calendar of Deadlines* found at the end of this document. Please list any budget items that don't fit in to this budget form in the space allowed at the bottom of the form or on a separate attachment if necessary. Please keep in mind fluctuations in currency and future cost variations during program development and the number of students needed to break even. The sponsoring academic college is responsible for fiscal management of the program and should be prepared to financially support it. The calculation of total program cost per student will be used as the advertised cost of the travel part of the program. Other costs to the student such as obtaining a passport (required for most travel at the traveler's expense) and course tuition, visa, country entrance/exit fees, and FGCU Administrative fee are not calculated into the program budget.

### **Section 5: Logistic Planning and Program Specific Forms**

The information in this section is different from the information in the FAQs as this information will be used to explain the administrative arrangements that have been made for the program. This information will not necessarily be supplied to students as the FAQs will be. The ISO will use this information to assist in procurement of provider services where requested and to coordinate the application process for specific programs.

### **Section 6: Attachments and Checklist**

#### **Course syllabus or academic program description**

Include the course title, course number, CRN, credit hours, term and year. If this course will be offered as "part of term" rather than during the regular spring, fall or summer terms, specific start and end dates for the course should be listed.

**FLSA Deadlines**

The final page of these guidelines contains a calendar of deadlines that should be adhered to in order to allow for timely development and approval of programs, recruitment of student participants, and preparation for travel. Please follow the appropriate deadlines for the semester in which the FLSA program will be operating. Faculty that are not on campus during the summer months (or any other semester) should complete projects before leaving campus if necessary to meet posted deadlines.

**Pictures or other promotional descriptions**

If available, please attach relevant photos of the program site and descriptions of activities and course materials that the ISO can use to promote your program.

**Section 7: Signatures and Approvals**

Once a Program proposal is completed, it should be saved and printed. The printed hard copy form (along with the necessary attachments) needs to be signed by the Faculty Leaders proposing the program, the appropriate College Dean, the appropriate Department Chair, the college Budget Director, the Academic Affairs Budget Director, and the Director of International Services. If applicable, the appropriate contact in the Office of Curriculum and Instruction and the Office of Service Learning should sign as well. Deadlines for specific approvals are listed in the Deadlines page of these guidelines. The ISO should receive the fully signed Proposal form by the dates indicated in the Calendar of Deadlines.

### Calendar of Deadlines – 2012 Programs

Planning begins 12-18 months in advance of semester of program travel. Early submission is encouraged.

<b>FUNCTION</b>	<b>Actions Taken by Faculty Leader</b>	<b>Spring 2012 Deadlines</b>	<b>Summer 2012 Deadlines</b>	<b>Fall 2012 Deadlines</b>
Initial faculty consultation with International Services	<i>Intent to Propose an FLSA Program</i> form submitted to ISO and initial consultation with ISO scheduled	May 15, 2011	May 15, 2011	May 15, 2011
Review from International Services completed. ISO notifies faculty leader and college dean of permission to proceed with program development		June 15, 2011	June 15, 2011	June 15, 2011
Proposal further developed and presented to Dean for review and approval	<i>FLSA Proposal Form</i> presented to Dean	August 1, 2011	September 1, 2011	September 1, 2011
Dean's decision due. If approved by dean, faculty leader submits full program proposal to ISO for final review and approval	<i>FLSA Proposal Form</i> presented to ISO	August 15, 2011	September 15, 2011	September 15, 2011
ISO decisions on program approval. ISO notifies faculty leaders, chair, and dean and provides instruction for approved programs to proceed.		Sept 1, 2011	October 1, 2011	October 1, 2011
Approved programs announcements prepared by ISO on ISO templates. Programs promoted at FGCU Study Abroad Fair (Oct. 13), Study Abroad Information Sessions, ISO website, office, by faculty members, etc.	Faculty help recruit interested students and direct them to the ISO for application	From September 12, 2011 to student application deadline (December 1)	From October 12, 2011 to student app. deadline (March 1)	From Oct. 12, 2011 to student app. deadline (March 15)
Full program plan in place and course submitted to Registrar by college	Faculty work with college to submit course to registrar	Courses may be submitted any time after June 27, 2011	November 21, 2011	October 14, 2011
If min. # of students have committed by the student application deadline, preparations and deposits will be made to procure program services from vendors (i.e. flights, hotels, etc). Programs without the min. required number of students will be cancelled.	Faculty work with college Budget Officer to procure services. Procurement should not be made until it is confirmed by the ISO that the minimum # of students have committed to the program.	December 1, 2011 – at least 3 weeks prior to departure.	March 15, 2012 – at least 3 weeks prior to departure	March 15, 2012 – at least 3 weeks prior to departure
Programs conducted, travel abroad	Faculty lead the programs abroad	Spring sessions 2012	Summer sessions 2012	Fall sessions 2012