



FLORIDA GULF COAST UNIVERSITY

Faculty-Led Study Abroad Program Development Guidelines For programs that travel in Spring, Summer or Fall of 2022

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 Global Engagement Office (GEO) centrally coordinates 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, GEO, and administrative units involved in these programs and provide instructions for submission of the *FGCU Faculty-led Study Abroad Program Proposal Form*. The Global Engagement 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 or are activities required as part of a degree program that are conducted by FGCU faculty or A&P employees outside of the United States. All participants in these programs must be FGCU enrolled students receiving academic credit for a course associated with the program or an FGCU employee leading the program.

Program Development

The deadlines listed in the chart at the end of this document will guide faculty members in preparing programs in a timely manner that considers the timelines of the various campus offices, institutions, and vendors that will support the program. A Program Proposal Checklist is included at the end of this document to help faculty ensure that their proposal is complete.

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. Significant academic and cultural immersion activities are encouraged.
2. Provision must be made for at least two (2) faculty or one faculty member and one A&P employee (Program Leaders) to accompany the program participants to ensure their safety. The second leader ensures continuity of the program in the event the other leader cannot participate or becomes incapacitated. Exceptions to this provision will be considered if that faculty can demonstrate sufficient local support and planning to allow a program to be led solo.
3. At least one Program Leader will have had experience in the country to be visited to ensure knowledge of the customs, laws and social norms of that country at a level sufficient to successfully conduct the program. At least one Program Leader should have experience in leading groups in travel programs.
4. At least one Program Leader should have sufficient language ability of the host country(s) to adequately facilitate the needs of the group or plan to secure interpreter services for the program.

5. An A&P employee may serve as a Program Leader upon supervisor's approval.
6. Faculty leaders' family members or community members shall not participate or accompany the group. Exceptions can be requested based on guarantees that the primary responsibility of faculty leader is to students. Family members cannot partake in any program activities, incur any costs upon the program (including accommodation) and faculty leader must sign appropriate waiver form and receive approval from the Office of Global Initiatives and International Services.
7. 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. Course enrollment minimums are determined by the college(s) of each of the faculty leaders.
8. 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. All program expenditures will be processed by the Global Engagement Office.
9. University procurement procedures will be used in the acquisition of and payment for 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 with terms and conditions should be developed by the provider. 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 Global Engagement Office for review and will be forwarded by the GEO to be reviewed and processed through university General Counsel and Procurement procedures.
10. University fiscal management policy and procedures will be used for all fiscal activities of the study abroad program.
11. Official advertising, promoting or implementing a program must not commence until the program has been approved. Faculty leaders will be notified by International Services when programs have been approved and recruiting may begin.
12. No prospective participant will be denied an opportunity due to a disability that might be accommodated in compliance with U.S. law and FGCU disability accommodation policies.
13. Faculty members are not authorized to collect any fees from students for FLSA programs. Student participants will pay all fees (the program travel costs) to the university as installment payments rather than in direct dealings with a service provider(s). Students will pay the FLSA course tuition and the related installments (program travel costs) via the student's Gulfline account or directly to the Cashier's Office. The Controller's office will work with the sponsoring college to establish an account for each faculty led study abroad program. These accounts have already been established for some colleges. The college Budget Manager is encouraged to consult GEO or the Controller's office if there are any questions.

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 at FGCU.

- **The Global Engagement Office (GEO)** The GEO is a central resource for all FGCU study abroad programs including FGCU Faculty-Led Study Abroad programs. Matt Ryan (mryan@fgcu.edu) is the Assistant Director for the Global Engagement Office and is the main contact for questions related to the FLSA proposal process. Specifically, GEO 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 and best practices for the development of successful study abroad programs.
 2. **Assistance in program promotion and recruitment** of student participants. Specifically, the OGIIS will:
 - Publish details of each FLSA program on the OGIIS Study Abroad webpage
 - Design and post program outreach on campus, on websites and social media
 - Offer a table to program faculty leaders at study abroad fairs to promote their program
 - Promote FLSA programs at general Study Abroad Information Sessions
 - Promote FLSA programs in individual advising sessions with students
 - Present to classes and student groups upon request

3. **Student application process** coordination including collection of student applications and other forms required by FGCU; collection and verification of passport, visas, or other travel document photocopies; and collection of program specific application materials or other paperwork related to each specific program. GEO will provide specific details on the program, collect student data, obtain approvals and to establish that the student agrees to, and understands, university policies related to study abroad.
 4. **Determines participant eligibility** for program based on GPA and Dean of Student's student conduct record. GEO will consult with the Dean of Students and other university administrators if any participant appears not to be eligible for travel, to determine the appropriate course of action. Students on disciplinary probation at the time of program departure are not eligible to travel on FLSA programs.
 5. **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. The program budget will cover the cost of insurance for each participant and the program account in the college will be billed for this expense.
 6. **Travel document advising** for faculty leaders and students on passport, visa, immunization, and other travel document requirements.
 7. **Procurement** of program services. GEO coordinates procurement of services with faculty leaders, the FGCU Procurement Office, FGCU General Counsel (if necessary), and service providers to ensure that procurement is done according to established university procedures and in a timely manner. All large purchases (i.e. airfare and provider services) that can be made before travel should be done by the GEO. Faculty leaders may be equipped with a cash advance, a P or T card and/or given instructions for reimbursement to make purchases that can't be made before travel commences.
 8. **Pre-departure health, safety, and culture orientation** for each FLSA program. Attendance is mandatory for students and faculty leaders.
 9. **US Department of State registration** in the Smart Traveler Enrollment Program (STEP) for U.S. citizen faculty and students for the country in which the program is operating.
 10. **Risk Management Plan** preparation and distribution to the FGCU Risk Management Team members. The GEO will generally serve as the primary contact for FGCU to support the faculty leaders and students in the event of an emergency situation during a program. Faculty leaders will be provided a Risk Management Plan document outlining program support services, requirements and expectations for students, faculty leaders, and university departments while the program is abroad. The Risk Management Plan will contain incident reports and protocols for emergencies. Faculty Leaders are required to attend a Risk Management training during the semester prior to travel.
 11. **Communicate with College Budget Managers** when the minimum number of students (noted on the FLSA Proposal) have applied to the program. This will allow the Budget Manager to establish the budget (i.e. make funds available) for the program in the college account so GEO can begin to make travel expenditures.
 12. **Assess Students for Travel Costs and Register Students for Study Abroad Course(s)**. GEO will work with the Bursar to place installment payments (for program travel costs) onto individual students' FGCU Gulfline accounts. Once the college has established the appropriate courses on the schedule, the GEO will work with the Registrar to create "ghosted" courses (not available for students to view or enroll) and will directly register only students GEO has accepted into the study abroad program (via "Horizons") in the appropriate courses based on course selection lists from faculty leaders.
 13. **Collect and Review Travel Plan Information** from faculty leaders (transportation, accommodations, itinerary, contact information in transit and in-country, host organization in country, etc.) in a timely manner.
 14. **Administrative and operational support** of programs before, during, and after the program.
 15. **Conduct Post-Program Evaluation** of programs and program services.
 16. **Advise, inform, interpret, and ensure compliance with** any other university policy or procedure requirements related to Faculty Led Study Abroad programs.
- **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 and department Chairs must approve faculty FLSA 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. All FLSA program budgets will include approximately 5% of total program costs for contingencies.
 3. **College Budget Managers will establish the college budget** once the program has filled to take in to account the projected costs of FLSA programs according to the budgets developed and approved in the FLSA Proposal. Once the budget has been established, GEO can begin procurement of airline tickets and program services.
 4. **Faculty teaching assignments and course offerings** for FLSA programs will be determined by the colleges and departments. No faculty member may receive more than one course assignment and only one faculty member may receive full compensation for a single course. In the event a single course has more than one faculty member assigned, the compensation may be divided based upon extent of participation.
 5. **Work with the Global Engagement Office and the Registrar's office to establish the course in the semester's schedule**, if not already established. All courses should be ghosted to avoid having students sign up for the course(s) who have not applied and been accepted through the GEO application system. Students will be registered for their courses by the Global Engagement Office.
- **Faculty Leaders** Faculty Leaders will develop FLSA programs following the guidelines described in this document. Faculty leaders should work collaboratively with the GEO staff and communicate with them in a timely manner through all FLSA phases. Specifically, faculty leaders will:
 1. **Attend a FLSA Proposal Workshop and schedule an advisory consultation with the GEO**. An email invitation will be sent to all faculty/staff during the spring semester to attend a FLSA Proposal workshop. Faculty that can't make it to any of the dates listed for the workshop can schedule a meeting directly with the Assistant Director of the Global Engagement Office to review the material presented at the workshop
 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 to complete the proposal. This will require coordination with host institutions and research on transportation, housing, meals, program activities, costs and projected budget.
 3. **Discuss the proposal with the sponsoring college Chair, Program Leader (if applicable), and Dean**, and other university departments affiliated with the program (i.e. Service Learning, Colloquium, Honors, etc.) and obtain appropriate signatures and approvals.
 4. **Promote the program to FGCU students**. GEO will assist in promotion of FLSA programs and will provide resources to faculty in promoting their programs as described in item # 2 of the GEO responsibilities listed above.
 5. **Schedule a group pre-departure health, safety, and culture orientation conducted by OGIIS**. Faculty Leaders may want to schedule additional pre-departure meetings with participants to discuss program specific itinerary, accommodations, travel arrangements, conditions (FAQs), site arrangements for faculty and participants, grading policies, assignments, and other pertinent details.
 6. **Attend a Faculty Leader Crisis Management Training** to understand university protocols, faculty responsibilities, and resources during an emergency abroad.
 7. **Be up to date on US State Department, Center for Disease Control, and host country embassy instructions** and recommendations related to travel. The faculty leader should learn about and include in their proposal and program budget any requirements or costs associated with complying with government regulations regarding travel, study and research in the host country. Faculty leaders are responsible for and must document compliance with all research requirements (i.e. permits, fees, IRB, etc.) of the host country and program site and secure approval as needed from FGCU IRB for any research conducted during the program.
 8. **Work with ISO for Procurement** of all program services. GEO will handle transactions for large purchases that can be made prior to travel (i.e. airfare, accommodations). Faculty will travel with cash advances and/or P cards, and/or will receive reimbursement for on-site expenses. **Reconcile expenditures** Faculty leaders must monitor travel expenditures and submit receipts and expenditure logs (if needed) on completion of program to GEO. Faculty leaders should settle all accounts with vendors, submit post-travel receipts and reconcile travel accounts with GEO and Procurement within 5 days of return from travel.
 9. **Lead safe and academically sound programs** abroad and maintain appropriate communication and emergency contact with FGCU. Faculty leaders will receive a *Crisis Management Plan* with emergency contact numbers specific to each program. The *Crisis Management Plan* also outlines roles and

responsibilities as well as guidelines and expectations for program management and support services provided during travels. Faculty leaders should keep this plan with them throughout the program abroad.

10. **Consult GEO if an approved program is subsequently delayed** and unable to meet scheduled program development dates. The Faculty Leader must consult with GEO immediately to discuss possible program cancellation or program changes and alternate options of rescheduling the program for a future date if within feasible timeframes.
11. **Submit 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.
12. **Submit a post travel FLSA Program Evaluation** to GEO. 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 generally be ‘ghosted’ by the Registrar to allow GEO to directly enroll students in the study abroad courses.
3. **Procurement** The FGCU Procurement Office will work with GEO to procure all services from vendors and facilitate, as needed, any expenditures by faculty leaders during travel, and receipt reconciliation.
4. **Academic Affairs** GEO may consult with Academic Affairs administration if needed on budgetary, risk management or other matters that could impact a FLSA program.
5. **Honors Department (if applicable)** FLSA Proposal Forms for Honors Program courses should be approved by the Honors department.
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 Counsel** The Office of General Counsel reviews FLSA policies and procedures and vendor contracts to ensure compliance with university policies.

Approval of Programs

Program Leaders should complete and sign the FLSA Proposal Form and obtain the signatures from their department chair(s) or supervisor *before* submitting it to the Global Engagement Office. We will accept FLSA proposals for 2022 programs until September 1st, 2021. GEO may accept proposals on a rolling basis after September 1st but some GEO services may be limited in terms of program promotion. We encourage the early submission of proposals so we can begin program promotion. Programs that meet the requirements outlined in these Guidelines will be forwarded by GEO to the appropriate college budget managers and deans for approval. Once the dean has returned the fully signed FLSA Proposal Form to GEO, we will send an acceptance email to Program Leaders that will provide additional guidance and procedures to begin student recruitment and program development.

FGCU Faculty-Led Study Abroad

Budget Instructions for Anticipated Costs/Expenses (See FLSA Budget Proposal Excel Page)

Student travel and on-site costs:

1. US transportation costs (i.e. FGCU to Miami airport): Include the cost of vehicle rental or other costs associated with transporting the study abroad group within the United States.
2. Airfare: Include the cost of airfare for the group. Oftentimes a call to the airline group flights desk is necessary to get an accurate quote for groups. The cheapest available single flight is generally not indicative of the group price.
3. Accommodations: Include the cost for hotel, dorm, or other accommodations for the duration of the trip.
4. Meals: Include the cost for all meals that will be included as part of the program. Explain which meals will be included and which meals students will be responsible for themselves in the “Meals” section of the FAQ portion of this proposal. If faculty choose to follow FGCU meal allowance as determined by state department guidelines, these amounts must be reflected in this line item. See Asst. Director, Study Abroad for state department allowance guides for the region. Faculty meal allowance amounts cannot exceed state department guidelines and be reimbursed. To economize overall program fees for students, faculty may budget less than the state department allowances.
5. In-country transportation (metro passes, tour buses, train tickets): Include in-country transportation costs such as tour buses or any public transportation costs that are included in the cost of the program. Include any airport transfers and country entrance/exit taxes and fees in the Program Costs section of the Frequently Asked Questions.
6. Guest lecture fees/classroom costs/translators, etc.: Include costs for services from in-country providers.
7. Third party vendor fees: Include costs for services from U.S. based or in-country based parties that are used to coordinate logistical details.
8. Required events (museum entry fees, excursions, theatre tickets, guide fees): Include event costs that will be covered by the program.
9. FGCU – secured Health and Emergency Response Insurance. The FGCU-secured insurance costs are currently \$25/person for 2 weeks or less, \$39/person for 2-4 weeks, and \$52/person for 4-6 weeks (note: these costs are subject to change based on annual contract renewal rates).
10. Other: Include other costs that don’t conveniently fit in to the above-mentioned categories.

Faculty Leaders Travel Costs (to be borne by students):

11-18. List separately the costs for faculty leaders to be borne by students for the items in lines 11-18 using the descriptions and instructions listed above.

Calendar of Deadlines – 2022 Programs

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

| FUNCTION | Deadlines |
|--|---|
| Faculty submit an <i>Intent to Propose a FLSA Program</i> form. Faculty can reach out to the Assistant Director, Study Abroad to schedule a meeting to discuss viability and process before this date. | N/A |
| Review of Intents completed by GEO. Assistant Director, Study Abroad notifies faculty leader, department chair, and college dean of permission to proceed with program development | N/A |
| Faculty complete FGCU Faculty-Led Study Abroad Program Proposal Forms and submit to GEO. Leaders encouraged to submit proposals before this date for increased chances of program confirmation. | September 1 st |
| GEO forwards approved programs to College Budget Managers and Deans. | Early September - End October. |
| Budget Manager and Dean return approved program proposal to GEO. GEO notifies faculty leaders of approval and provides instruction for approved programs to proceed. | September to November |
| Programs promoted at FGCU Study Abroad Fair Study Abroad Information Sessions, Study Abroad website, by faculty members, etc. | From program approval until program deadline |
| If min. # of students have committed to the program by the student application deadline, GEO will assess the program travel costs on student accounts and proceed to procure program services from vendors (i.e. flights, hotels, etc.). Programs without the minimum required number of students will be cancelled. | December 1st, (or before) for Spring semester (or Spring Break programs; Jan / Feb (or before) for Summer/Fall semester programs. |
| Programs conducted, travel abroad | Spring, Summer, or Fall |
| Faculty leaders submit all travel expenditure receipts to GEO for Post Program Account Reconciliation | Within 5 days of travel completion |