

Faculty-Led Study Abroad Handbook



Office of International Education

Oakland University

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Introduction to the Travel Seminars

Oakland University faculty members are essential to the internationalization of the campus and the curriculum. They challenge students to think beyond their immediate world and gather new experiences. One of the ways faculty can facilitate such learning is by developing courses that include a short-term Study Abroad component and cover material specific to the intended overseas destination. These programs include:

- A faculty-led program developed in conjunction with departmental goals.
- A **Travel Seminar** with a faculty program leader for 10 days during Spring Break. Participants leave as a group the Thursday evening prior to Spring Break and return before the start of classes.
- A **Spring Intensive Travel Program** with a faculty leader in May, immediately following the end of the winter semester. This program allows for a longer period of overseas travel. It also allows Oakland University to offer faculty opportunities to lead programs to more distant destinations, or programs that focus more intensely on a particular area.

Faculty-led, short-term programs in any discipline may create valuable intercultural learning opportunities for students who may not yet be emotionally, academically, linguistically, or financially ready for more lengthy, integrated overseas experiences.

These short-term programs also provide students who have family and/or work obligations the opportunity to study abroad. The short duration and special group dynamics of the Study Abroad courses, however, necessitate careful design and direction to maximize the students' academic and intercultural experiences.

This handbook has been designed by the Office of International Education to guide faculty members who are planning and directing Faculty-led Study Abroad programs. In assuming the responsibility for developing and leading an overseas study program, a faculty program leader can expect to assume the roles of administrator, teacher, financial advisor, travel agent, and counselor. To prevent these roles from becoming overwhelming, especially if it is the first time a faculty member is directing an overseas program, this handbook provides guidance and outlines policies associated with aspects of program development.

The handbook answers program leaders' most frequently asked questions about developing study abroad trips. It is not intended to be a compilation of everything that a faculty leader will need to know but rather the basics of overseas program development. If there are questions unanswered by the handbook, please contact the Director of International Education who is readily available to answer questions, provide suggestions and resources, and facilitate your planning and development of a Study Abroad course.

Note: This process and schedule has never been implemented (2/8/11)

TIMELINE:
Travel Seminar & Spring Intensive Programs

<u>Date</u>	<u>Tasks</u>
March	Proposals submitted
April	Study Abroad Committee reviews proposals, makes recommendations, and votes to deny or accept proposed programs based on established criteria
April	Leaders are formally notified
Summer	Leaders meet with Study Abroad Director to review roles, responsibilities, and expectations.
Summer	Leaders continue to develop program, itinerary, and budget
August	Leaders submit appropriate materials to curriculum Committee for consideration in September
September	Leaders provide a final program description to be posted on Oakland University's website and used for other promotional activities
Fall	Leaders work with Study Abroad office to recruit students
September	Study Abroad Fair
Fall	Continued work to finalize itinerary
January	Coursework begins
January	Pre-Departure Orientation
February	Risk Management Session for Faculty
February	Study Abroad Information Meeting
March	Spring Break - Travel Seminars complete in-country portion of course
March	Re-entry Orientation
May	Spring Intensive Programs complete in-country portion of course
	Leaders submit completed Trip Assessment form to Director of International Education within a month of returning

Financial Policies

Cost of Travel and Course

The costs listed for a particular travel experience are the per-participant charges for that particular trip with the added cost of the tuition for courses associated with the travel. Tuition charges are assessed when the student registers for the course. In Spring Break segments, only one course may be taken for credit due to the intense nature of such courses.

Study Abroad Travel Grants

Students who receive funding from Oakland University for the specific purpose of studying abroad are expected to follow through on their commitment to complete their overseas study experience. If a student withdraws from the program, it is the program leader's responsibility to immediately inform the Director of International Education who will monitor the funding and inform the Financial Aid and Student Accounts.

A student who withdraws from a Study Abroad Program will forfeit all study abroad funding which will be deducted from the student's account. If the funding has already been posted to the specific program budget account, it will be subtracted from that account. The student will be responsible for paying any non-recoverable costs associated with his/her withdrawal from the program.

Payments

The course associated with each Study Abroad course must be set up in the University registration system with the program fee (less the deposit) attached. This will follow the same protocol as any other course that has a course fee associated with it. ~~Once a student has registered for the travel trip, the program fee (less the deposit) will be automatically charged to the student's account. After financial aid has been applied to the student's account, the University will collect on this course fee in the same manner that it collects on all other fees.~~

Consortium students and faculty/staff participants will follow the same procedure.

Non-University Participants

Guest students from non-consortium institutions who wish to receive credit for a Study Abroad program must register for the travel course at the standard Oakland University tuition fee rate for the course.

Non-Oakland University or consortium college students, guest students, participating faculty, or staff will be required to pay a registration fee⁵ and register as visiting students. This is required for liability purposes and is non-negotiable.

Participant Eligibility and Requirements

Registration

In order to register for an Oakland University Study Abroad Program, students must obtain the permission of the instructor/faculty leader. Students must enroll for the travel seminar course and, therefore, be receiving academic credit. Students must also meet the pre-requisite(s) for the course and be in good academic standing.

Priority Admission and Eligibility

First Priority: Current Oakland University and consortium institution students are given first priority when applying for a program.

Second Priority: Guest students.

Third Priority: Oakland University and consortium institutional faculty and staff who wish to apply for a program may do so after the program has recruited the established minimum number of students.

Participation

A minimum of **ten students** is required in order for a travel seminar to occur; the majority of the participants must be comprised of Oakland University, consortium, and/or guest students. The maximum number of total participants will vary depending on the faculty leader. Should the number of individuals interested in the program exceed the maximum number allowed, all displaced participants will be refunded the deposit. If the number of students falls **below ten**, the program will be cancelled for that year.

Non-student participants are welcome to attend all seminar or spring intensive program class sessions and activities.

Pre-departure orientation is mandatory for all participants.

Approval of applications is left to the discretion of the individual program leaders. This applies to students, faculty, staff, and outside participants.

Roles and Responsibilities of the Travel Seminar Leader

Teaching Responsibilities

In order for a travel experience to be viable and sponsored by Oakland University, at least one academic course must be offered in conjunction with the travel. The travel experience is teacher driven. The faculty member proposing the travel experience would be required to submit a course proposal that includes a specific itinerary. The faculty member becomes the teacher of record for the course and the escort for the travel experience.

The faculty member must be teaching in his/her recognized field of expertise. If a faculty member wishes to propose a program with a focus outside his/her recognized field of expertise (or if an administrator wishes to develop a program), he/she must partner with a faculty member capable of teaching in the proposed subject area. This faculty member will handle the academic component of the program.

The teacher of record will be provided with transportation and room (plus board, if provided as part of the package). The teacher of record and any other faculty member teaching in conjunction with the travel experience will be paid by the University for the courses taught at the part-time/overload rate.

If two faculty members (or one faculty member and one administrator) would like to work together to develop and lead a program, **the costs for one leader** are incorporated into the program fee plus a \$25 stipend per student for the second leader. If sufficient participation exists, the second staff member would have his/her costs covered in full.

Note: Both faculty members (or faculty-administrator combination) are required to travel with the group to the foreign destination and back to Oakland University.

Faculty Leaders' Responsibilities

- Pre-Departure:**
- Collaborate with the Office of International Education in all administrative arrangements for the program.
 - Set selection criteria.
 - Review all applications and select participants.
 - Select provider to arrange group travel and coordinate payment process with the Office of International Education.
 - Develop budget to be submitted to Financial Aid and International Education. Include all costs in the final budget analysis to insure that student travelers have sufficient monies to pay for subways, meals, drinks, etc.
 - Manage the program budget and keep detailed financial records of program expenditures.
 - Advise students with health issues or dietary restrictions prior to departure and submit formal report to International Education.
 - Advise students on academic and personal matters, as appropriate.
 - Attend all meetings scheduled for Faculty Leaders.
 - Collect and maintain copies of applications. Inform students of admission to program
 - Prepare a detailed itinerary of program travel and activities, along with in-country contact information for each student and provide copy to Office of International Education.
 - Assist Office of International Education in dissemination of information.
 - Conduct Pre-Departure Orientation.
- In Country:**
- Meet with students on a regular basis to discuss program content, in-country experiences, and group dynamics.
 - Handle any and all conduct matters that come to the Faculty Leader's attention.
 - All significant safety and health issues that may arise should be reported to the Office of International Education immediately and be followed-up by completing an Incident Report and submitting it to the Office of International Education.
- Upon Return:**
- Each faculty leader is asked to prepare a written report that includes a summary of the course related activities, an evaluation of the program, and proposed changes for the following year's program.
 - Participate in re-entry orientation.

International Education Office Responsibilities

As the campus coordinator of International Education and Oakland University, the International Education Director's responsibilities are as follows:

- Pre-Departure:** Work closely with the faculty leader to plan and implement the program and assist in organizing campus and/or department recruitment activities.
- Meet with interested students to discuss the program and the application process. Distribute application materials and guide students through the process. Be available to answer students and faculties questions.
- Collect and maintain copies of applications. Inform students of admission to program.
- Monitor registration, financial aid, and billing.
- Assess risk factors of location and program activities; inform students and faculty on health safety responsibility and insurance issues.
- Attend pre-departure orientation for students and assist faculty leader, as needed.
- Publicity:** Put program description information provided by the faculty leader on the International Education website and include the information in other advertising and promotions organized by International Education.
- In-Country:** Respond to emergencies.
- Upon return:** Meet with the Faculty Leader to review overall success and discuss suggestions for the following year's program.
- Receive program evaluations of programs from student participants.
- Organize re-entry orientation meeting.

Academic Policies

Contact Hours

All courses associated with the travel program are generally offered for four semester hours of credit. In order to maintain consistency within the program, faculty leaders must meet with their class a minimum of 12.5 (1 $\frac{3}{4}$ hours per week) hours on campus. It is estimated that while abroad, faculty leaders will take part in a minimum of 25 contact hours, resulting in a total of 37.5 contact hours for short programs. This is in accordance with hours required to earn three semester credits.

Academic Withdrawal

Students are not allowed to withdraw from the seminar or spring intensive program class after the travel portion has occurred because more than 80% of the course will have been completed by this time. This is in accordance with university-wide policies.

Syllabi

All travel faculty leaders must submit a hard copy of their syllabi/course outlines to the Director for International Education after approval by the Curriculum Committee. These materials will be kept on file in the Office of International Education for future review by faculty leaders.

Study Abroad Budget Form

Office of the Director
for International Education
520K O'Dowd Hall
Rochester, Michigan 48309-4401

E-mail: pigott@oakland.edu
Website: www2.oakland.edu/ie
Phone: (248) 370-4131
Fax: (248) 370-2589

Program Title _____ Country _____

Seminar Leader(s) _____ Telephone _____

Program Dates _____

Line Item	Cost	Comments
Direct Seminar Cost	\$	
Additional Meals (meals/day x number of days)	\$	
Insurance	\$ 0	Included in Direct Seminar Cost
Local Transportation	\$	Estimated
Passport Costs	\$ 85.00	Standard across all Seminars
Visa Costs	\$	
Immunization Costs	\$	
Other	\$	
Other	\$	
Miscellaneous Expenses	\$	Estimated standard across all seminars. Covers incidentals, e.g., tips, snacks, laundry, over the counter medicines, extra entrance fees, etc., but not spending money
Grand Total	\$	Total used to calculate student financial need

Submitted by _____ Date _____

Faculty Trip Assessment

(A thoughtful assessment is an important tool in the on-going task of improving travel experiences. Please note your reflections of your trip and submit them to the Director of International Education within two weeks after arrival back to the Oakland University campus. Note that not all of the following points will be apropos for all trips.)

Professor name: _____

Course title: _____

Dates of Travel: _____

Destination: _____

1. Please summarize the purpose of this trip and indicate how well you think the purpose was achieved.

2. Please evaluate the academic rigor of the program in terms of assignments and grading.

3. Please comment on the trip itinerary and offer recommendations for future leaders.

4. Please evaluate the field trips available as part of this trip. Would you offer any recommendations or substitutions for future leaders?

5. Are there budget suggestions that could be passed on to future leaders?

6. Evaluate the hotel and its accessibility to group activities.

7. Evaluate the orientation meeting prior to the trip? Did the meeting address the major concerns and questions of students?

8. Other recommendations:_____

INCIDENT REPORT FOR STUDY/WORK ABROAD GROUPS

(To be completed within two weeks of the end of the trip and submitted to the Director for International Education)

GROUP NAME: _____

ACADEMIC YEAR: _____

NATURE OF INCIDENT (Please give a brief description of the incident)

INCIDENT HANDLED INTERNALLY BY DEPARTMENT/FACULTY/GROUP

FOLLOW-UP NEEDED

COMMENTS (Based on this experience, was there anything more that could have been covered in the pre-departure session?) Other Comments???

FACULTY INVOLVEMENT

Because faculty involvement is so crucial to the success of Oakland University's efforts to expose students to the adventure and learning provided by study and travel abroad, the Office of International Education requests that faculty members complete the following form and return it to the International Education office by _____.

Your name: _____

Your discipline: _____

1. Most important question of all: What is your interest in leading a study abroad trip?

Very Interested

Interested

Curious

Not at all

2. Have you traveled abroad before? ____Yes____No If so, where, why, and for how long?

Location

Purpose

Length of Stay

3. Have you led study abroad before? ____Yes____No

Location

Purpose

Length of Stay

4. Have you lived abroad before? ____Yes____No

Location

Purpose

Length of Stay

5. Do you speak any languages other than English? ____Yes____No
If so, please list language(s) and proficiency level.

Language

Proficiency Level

	Native	Advanced	<u>Intermediate</u>	<u>Beginner</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7/11/07