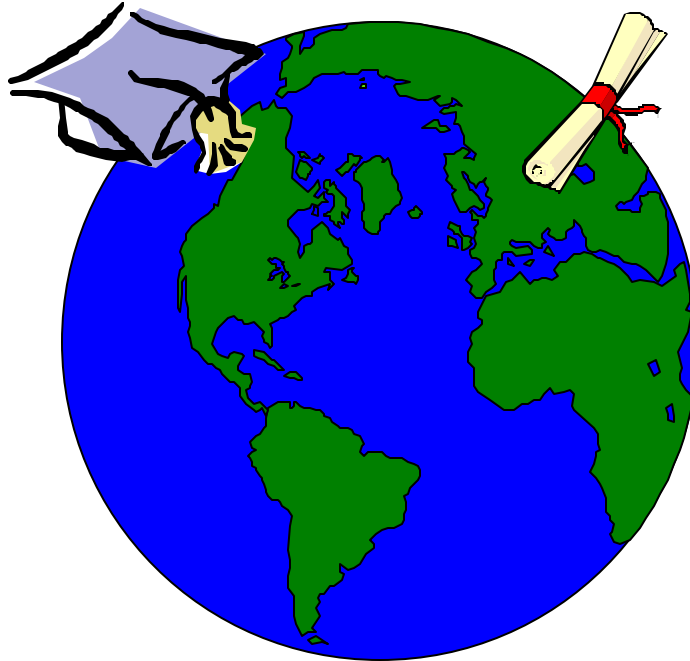


FACULTY GUIDELINES

FOR

DEVELOPING & RENEWING GROUP STUDY ABROAD PROGRAMS



REVISED November 2007

**UNCG Study Abroad Committee
International Programs Center**

Many thanks to NC State's Study Abroad Office for allowing us to use their materials in the preparation of this manual.

For further information contact:

International Programs Center

127 McIver Street, UNCG

Greensboro, NC 27402-6170

Phone (336) 334-5404; Fax (336) 334-5406

<http://www.uncg.edu/ipg/facultyguidelines.pdf>

Studyabroad@uncg.edu



PREFACE

For more than a decade UNCG has been a leader in providing Study Abroad opportunities for its students. Well known for its international student exchange program, the University also provides opportunities for faculty members to take groups of students overseas for summer, short-term or semester-long programs.

The UNCG Study Abroad Committee (SAC) and the International Programs Center (IPC) have developed these "Guidelines" to provide faculty members interested in leading such Study Abroad groups with guidance as they devise and execute their programs. The "Guidelines" are supplemented by the UNCG *Program Director's Handbook for Faculty-Led Programs (Handbook)* which should be consulted after preliminary work/preparation has been completed toward a new course proposal.

Faculty who are planning new programs of any length should consider the following suggested standards:

- New programs should complement rather than compete with existing UNCG programs (for a list of current options, please contact IPC).
- Specific educational objectives of the program should be clearly stated in the program literature.
- The programs should attempt to combine academic learning with cross-cultural experience and be designed to make extensive use of the physical, human, and cultural resources of the host environment.
- Accurate and complete information should be provided to prospective students on the nature and scope of the program.
- The academic rigor of the program should be comparable to that of UNCG.
- Programs should be evaluated regularly by participants, program administrators and instructors, and the appropriate college-based advisory committees to determine the extent to which program objectives are being met. Changes should be made in light of the findings.

Faculty may also want to keep the following factors in mind when considering the location, academic focus, and general appeal to students of a new program:

- *Less traditional sites should be considered.* (The majority of short-term programs currently offered are in Europe.) Nonetheless, faculty should only consider sites where they have real expertise. This means they should have working knowledge and practical experience in the ir selected locations. Wherever possible faculty should speak the language of the country. Our expertise shows that faculty cannot design effective

programs in locations they have never visited.

- *Program costs should be kept as low as possible, to ensure greater accessibility and participation.* Students participating in summer programs are not only paying an additional cost to study during the summer, but they are also in most cases giving up some if not all potential summer income from full-time work. One way to keep costs down (and to create a better learning experience) is to eliminate extensive travel during programs. Consider limiting the internal travel during the program to approximately eight hours per week including layovers.
- *Students need to earn a minimum of 6 credit hours during the summer if they want to maintain eligibility for financial aid.* Programs should begin in the first summer term and should either offer the option of earning 6 credits during the program itself or should be scheduled to end within the first summer session, so that students can take additional courses during the remaining summer session.
- *Carefully consider your program curriculum.* Students participating in summer programs are usually looking to fulfill major/minor/general requirements in order to justify (to themselves and their parents) the additional expense of the program.

Keeping these points in mind helps students, but can also help your recruitment efforts.

PROGRAM ADMINISTRATION -- ALL PROGRAMS

Before applying for program approval, faculty intending to develop a study abroad program of any kind should be aware of the many aspects of administration that are required. NB: Faculty-led programs typically fall into two categories: 1) stand alone, off-model study abroad courses, and 2) components of an on-campus course that will be undertaken abroad. Fees associated with the two categories differ. Procedures for approval, however, are similar. Stand alone study abroad courses are typically offered as "off - model" which means:

- existing, approved on-campus courses must be identified as equivalent and then approved to be offered off-campus;
- the students do not pay on-campus tuition in addition to the program cost;
- faculty compensation is covered by program costs and is typically separate from regular salary amounts or sources;
- enrollments in off-model courses do not count toward departmental FTE's or influence departmental budgets like tuition-based courses.

There are many responsibilities assigned to Faculty Directors before, during

and after a program. Administrative steps necessary for all programs may include, but are not limited to, the following:

- developing a self-supporting budget keeping in mind affordability to students. Your program should support itself, but the cost to students should be as low as possible;
- marketing and recruiting;
- following an application procedure that complies with Family Educational Rights and Privacy Act (FERPA), American's with Disabilities Act (ADA), and other higher education regulations;
- reviewing and accepting applicants (acceptance procedure should address students with disabilities and students with conduct records);
- arranging/paying for housing, meals, classroom space, excursions, on-site transportation, etc., complying with UNCG policies on purchases and contracts;
- arranging for student course enrollment;
- ensuring course approval. As mentioned above, faculty-led programs typically fall into two categories: 1) stand alone, off-model study abroad courses and 2) components of a course.
- assisting any students on financial aid;
- ensuring the availability of funds which will cover student expenses until financial aid is disbursed;
- designing, distributing, collecting and reviewing student forms, including liability waiver, health and safety information;
- providing student pre-departure and on-site orientations;
- registering students with overseas embassy/consulate;
- locating doctor/hospital in host country that complies with HTH Insurance
- monitoring, being aware and notifying students of any risks associated with host country;
- locating and arranging reasonable accommodations for any disabled students if feasible;
- serving as on-site advisor for students (mental health issues, medications, sexual harassment, student conduct, cultural adjustment, crime, emergencies, etc.);
- managing on-site finances and receipts according to UNCG Business Affairs Office policy;
- preparing for and managing on-site emergencies (evacuate students, communicate with local authorities and possibly media, administer first aid, facilitate medical evacuation or repatriation, communicate with UNCG staff, etc.);
- submitting grades for students.
- debriefing Department and the IPC

As an integral condition for developing and administering a study abroad program, faculty directors are expected to follow guidelines established by the IPC/SAC, attend all IPC training sessions to keep abreast of any new guidelines or safety information, provide required information in a timely manner, hold student pre-departure and on-site orientations, and debrief all parties involved in managing study abroad programs. Before the faculty director can turn his/her attention to most of these matters, the program must first be approved, and therefore, the roles of the various units are explained in the next section.

A REVIEW OF ROLES

Study abroad programs are planned, implemented, and administered through cooperation among the faculty director and his or her Department, the appropriate College/School dean, the International Programs Center (IPC) and the university-wide Study Abroad Committee (SAC). Each of these entities has specific roles in the process. Faculty should first know the various roles which these different campus units assume in supporting their Study Abroad efforts. They are asked to work closely with these units to ensure smooth program administration.

The Faculty Member and his or her Department. Once a faculty member has an idea for a study abroad program, he or she should discuss it early on with his or her Department Head. This is extremely important as study abroad programs led by UNCG faculty members and offering UNCG academic credit are viewed as activities of the academic Departments. While the International Programs Center and other units are pleased to support these efforts, the actual sponsorship of them lies with the academic Department. Because of the obligations which such sponsorship entails, the prospective Study Abroad Program Director must receive approval from his or her Department prior to initiation of discussions with the International Programs Center. IPC recommends that you consider a second on-site staff member to help administer your program. This can be a graduate student or another faculty member. Team responsibility is particularly important in any emergency.

After the several approvals described here and below have been received, the faculty member and his or her Department have several responsibilities. Chief among these is the promotion of the program and the recruitment and selection of participants. The faculty member is also responsible for seeing that all deadlines are met with respect to publicity, pre-registration, and completion of registration.

The faculty member, in close collaboration with his or her Department will oversee the following tasks:

- the preparation, printing, and distribution of program advertisement (e.g., brochures); be sure to include all information listed in step 11 below;
- student recruitment and selection;
- payment of telephone and fax expenses;
- completion and submission of all faculty travel documentation; and,
- maintaining communication with the Division of Continual Learning, the International Programs Center, the Registrar, Financial Aid, and Business Affairs.
- process the grade sheet for the recording of grades after the program has been completed.

It is particularly important that faculty members see to it that students who seek to receive financial assistance while on Study Abroad consult individually with a Financial Aid advisor well in advance of the commencement of the program in order to determine Financial Aid application deadlines and student responsibilities.

In addition, the faculty member is responsible for informing students about the procedures they should follow in order to retain their "continuing student" status. This is essential for semester-long programs. In particular, he or she will instruct students on how to register for courses in the semester following the Study Abroad experience.

Department heads should ensure that someone in the academic Department is assigned the tasks of maintaining files on the students on the Study Abroad program, ensuring the participants' current and future registrations, and answering questions from parents and others about the status of those students while they are overseas.

The International Programs Center (IPC). Once their Department heads have approved the study abroad idea, faculty members wishing to offer courses overseas should then discuss their ideas with the Associate Provost for International Programs at the International Programs Center. Following this discussion, faculty should meet with the Director of Study Abroad & Exchanges (SAE). The SAE Director and IPC will assist in a variety of ways. They will:

- help the Faculty Director develop plans and budgets for the program (required before cost/price information can be released);
- assist in the development of a promotional strategy for the program;
- help in establishing and monitoring of program trust funds (if needed);

- receive and receipt program payments;
- provide for the payment of the salary of program leaders and instructors from program receipts;
- assist in completion and submission of "Extension Course Information" forms;
- register the students;
- provide updated registration lists to the Academic Department, Financial Aid, and IPC;
- submit a class list for the instructor prior to the beginning of the course;

IPC has experienced staff who will also help faculty directors to:

- develop and offer pre-departure orientation of program participants;
- provide state-mandated, supplemental study abroad health and accident insurance to instructors & participants;
- provide International Student Identity Cards (ISIC) to program participants; and
- ensure proper liaison with UNCG Study Abroad Committee.

IPC will also require specific training sessions to keep faculty abreast of safety measures.

In addition, IPC may provide some limited financial assistance for student travel from one of its various endowment funds. The deadline for students to apply for travel funds for Summer and Fall Term programs is March 15; for Spring Term programs, November 1.

The UNCG Study Abroad Committee (SAC). The SAC is a University-wide committee whose members are appointed by the Provost. It is comprised of about a dozen faculty members with experience in Study Abroad programs. As stated in its official "charge" (of November 1993 and revised in November 2000) the Committee's purpose is "to ensure the quality of the University's Study Abroad programs." To fulfill that purpose, "The Committee shall review new programs for educational integrity, quality of total experience and safety. It will also monitor on-going programs to ensure their continuing quality."

Thus, faculty members should be sure that their plans for study abroad programs are reviewed and approved by the SAC. The SAC meets twice per semester. The International Programs Center will assist in making a proper presentation to the Committee.

Now that we have an idea of the roles of the various units, we can turn our attention to the steps and timetable for developing group programs.

PLANNING AND EXECUTING A STUDY ABROAD PROGRAM IN 25 EASY (?) STEPS!

Before beginning these 25 steps you should attend an IPC Interest Workshop where the "Faculty Guidelines for Developing Study Abroad Programs" will be presented and discussed.

The following steps should then be taken in sequence.

Preferably four terms, but AT LEAST THREE TERMS PRIOR TO THE CONDUCT OF THE STUDY ABROAD PROGRAM:

1. *Program Director:* Discuss your plans with your Department Head and seek approval from your Department to offer the course or courses under its aegis. (It is helpful to use the items in number 5 below for your discussions.)
2. *Program Director:* Set a meeting with the Associate Provost for International Programs, The Director of Study Abroad & Exchanges and your Department Chair to discuss your program and ideas. Before this meeting you should review the "Faculty Guidelines for Developing Study Abroad Programs."
3. *Program Director:* If needed, recruit additional faculty for the program.
4. *Program Director:* In consultation with the SAE Director, prepare a budget along the lines described in *Attachment 1*. The budget should specify the total amount needed to cover all costs and the anticipated cost per student based upon the expected enrollment. The SAE Director then will review and approve preliminarily the program budget, and prepare the "Extension Course Information" form (for a sample see *Attachment 2*).
5. *Program Director:* Prepare for submission to the UNCG Study Abroad Committee "UNCG Application for UNCG Study Abroad Program". **The IPC application for UNCG study abroad program and instructions are the last 4 pages of this publication.** Please note that this application is required each year the program runs. For a PDF writable electronic version see: <http://www.uncg.edu/ipg/Applicationpages19-20.pdf>. Please note the application encompasses a brief description of the proposed course, including: title of program, dates of program, location of program, description of program (including objectives), any affiliated universities, curriculum description (including UNCG course numbers, titles, credit hours, graduation requirement fulfillment, etc.),

list of instructors, total program costs and what is included in this cost, list of costs not included in program fee and estimates (if possible); description of travel, housing, meal and classroom arrangements; flight information (arranged flight or individual flight); application procedures (admissions decision procedure, any additional application materials necessary, any prerequisites, any minimum or maximum student number requirements, application deadline, etc.), location safety assessment and a discussion of any other matters pertaining to program quality and safety (see Attachment 3 for a sample report), letter of support co-signed by the appropriate College Dean and Department Head.

6. *Study Abroad Committee:* Review and approve the Program Director's program proposal. (This review is only for new programs, new Program Directors or programs with substantial changes or new safety issues.)
7. *International Programs Center:* Upon approval of the budget and the "Extension Course Information" form, IPC will prepare and circulate the Request for Program Approval (RPA) form for signatures of the appropriate Department Head, Dean, and Provost. When the approval has cleared, IPC will set up the course registration file and process the faculty appointment letter. IPC will also see that appropriate reports are submitted to the UNC Office of the President. PLEASE NOTE THAT STUDENTS CANNOT BE REGISTERED IN ANY COURSES UNTIL THE RPA IS RETURNED TO IPC WITH ALL APPROPRIATE SIGNATURES.
8. *International Programs Center:* IPC will establish a mechanism to receive and receipt program fees. All monies received will be deposited in the program's accounts.
9. *Program Director:* Ensure that students observe the following deadlines for receipt of program payments:

For Programs Held in ...	SPRING TERM	SUMMER TERM	FALL TERM
\$400 non-refundable deposit	Oct. 15 of preceding year	Dec. 15 of preceding year	March 1 of same year
50% of program fee or evidence of financial aid award. No deferment.	Nov. 1 of preceding year	Feb. 28 of same year	May 1 of same year
Remainder of program fee.	Dec. 1 of preceding year	April 15 of same year	July 1 of same year

10. *Program Director:* In consultation with IPC, establish a series of definite "go"/"no go" dates. These dates will include the deadlines for the receipt of funds (see Step 9 above). Should enrollment and revenues fall short at any one of the payment due dates, the program will be canceled. In

addition, the Program Director will inform IPC of any dates when airlines, hostels, etc., require firm and non-refundable payments. Should anticipated revenues appear insufficient to justify such payments, the program will be canceled.

NO LATER THAN TWO TERMS PRIOR TO PROGRAM

11. *Program Director:* In consultation with IPC, produce and distribute advertising materials (posters, brochures, Web pages, etc.) which clearly indicate:

- Title of program
- Dates of program (including any orientation meetings)
- Location of program
- Any affiliated universities
- Curriculum description (including location of classes and UNCG course numbers, titles, credit hours, graduation requirement fulfillment, etc.)
- Faculty who will teach
- Housing and meal information
- Flight information (arranged flight or individual flight)
- Program cost (including a brief statement of what will be included)
- List of costs not included in program fee and estimates (if possible)
- Application procedures (admissions decision procedure, any additional application materials necessary, any prerequisites, any minimum or maximum student number requirements, application deadline, etc.)
- Faculty director contact information
- Registration information
- Deadline for pre-registration and payment of a deposit (generally a non-refundable \$400, \$175 for IPC administration costs, if the program is 3 weeks or longer or \$150 if the program is under three weeks). (See above under 9 for dates.)
- Deadline for payment of the 50% deposit (See above under 9 for dates.)
- Deadline for final registration and payment of remaining program fees (See above under 9 for dates.)

All brochures must include a disclaimer about possible program and/or cost changes: “UNCG reserves the right to cancel or alter the program format or to change costs in case of conditions beyond its control.”

NOTE: In liability cases, program brochures are viewed by the courts as legally binding contracts. Therefore, all brochure drafts mentioning registration and fees must be reviewed by IPC.

Very important! No publicity can be distributed until steps one through eleven have been successfully completed!

Equally important! Once publicized, the payment deadlines for Pre-registration and Registration may not be changed!

12. *Program Director:* Devise and distribute the publicity materials with the link to the IPC student application form.
13. *Program Director:* Recruit and select sufficient numbers of students at least to recover all costs contained in the budget.

EARLY IN THE TERM IMMEDIATELY PRECEDING THE PROGRAM

14. *International Programs Center:* Receive and receipt student payment of the non-refundable pre-registration deposit. Neither the deposit nor the deadline for its receipt will be waived even when the student is applying for financial aid.
15. *International Programs Center:* Immediately after the deadline for receipt of deposits, determine the number of pre-registrants. If there is insufficient pre-registration, the course may be canceled at this point.
16. *International Programs Center:* Bill students for remaining funds and periodically provide the Program Director with a list of student registrants and the amounts they have paid.
17. *Program Director:* Monitor those participants who need financial aid to participate in the program and work with the Office of Financial Aid to ensure that sufficient funds are available. Students on financial aid will be required to show a financial aid letter at the time of registration or else their registration may be canceled.
18. *International Programs Center:* After the deadline for final registration and payment of all fees, inform the Program Director of the total number of registrants and the total receipts. IPC will also send a copy of the class roster to the Office of Financial Aid. If receipts are insufficient to pay program costs as they are incurred, the program may be canceled.
19. *Program Director:* From this point on, ensure that proper invoices for program expenses are forwarded to the Academic Department.

20. *International Programs Center:* Upon the recommendation of the Academic Dean, write letter(s) of appointment to Program Director and any other faculty member(s) participating in the program.

IMMEDIATELY PRIOR TO THE PROGRAM

21. *Program Director:* From this point on, follow procedures and meet deadlines to provide insurance lists, completed forms, safety reports as outlined in the *Handbook*.
22. *Program Director:* Prepare and submit to the Academic Department a Travel Authorization (Form TRV-01) which may include a request for a travel advance to cover the on-ground expenses of both the instructors and the students.

CONDUCT OF THE PROGRAM

23. *Program Director:* Conduct the program in accordance with high academic and administrative standards. In particular, the Program Director will collect proper receipts for any and all expenditures.
24. *Program Director:* Distribute to, and collect from, students program evaluations, which will be shared with the Academic Department and IPC.

IMMEDIATELY AFTER THE CONDUCT OF THE PROGRAM

25. *Program Director:* Submit grades for all students to IPC; submit a properly completed Travel Reimbursement Form (TRV-01) to the Academic Department within 10 days of conclusion of program; meet with SAE Director to review the status of the program's budget and the disposition of any remaining balances; and, conduct a program debriefing session with representatives of the Academic Department and IPC.

Please see the *Program Director's Handbook for Faculty-Led Study Abroad Programs* for more details.

ATTACHMENT 1

THE PROGRAM BUDGET

Please note that all Study Abroad programs must be completely self-supporting. Program Directors must therefore be careful to include in the program budget all projected expenses (including faculty salary, travel, and lodging costs and the administrative costs).

In preparing their budgets, Program Directors should divide their presentations into two parts: A. a description of Fixed Costs; and B. an indication of Variable Costs.

Fixed Costs are those which must be recovered regardless of the number of participants. These fixed costs would include (but not necessarily be limited to): the salary and personnel benefits of the Program Director and any other instructors; the travel and lodging costs of the Program Director and any other instructor; the costs of producing and distributing publicity brochures; telephone and FAX expenses; the rental of classrooms; and the cost of state-mandated health and accident insurance for leaders of Study Abroad programs.

Variable Costs depend on the number of student participants in the program. These would include (but not necessarily be limited to): the administration costs (i.e., \$150 per student if the program is less than three weeks in length or \$175 if the program is three weeks or more); the cost of the students' international affairs, the rental of student rooms; expenses for providing student meals; the costs of admissions to museums and cultural events; charges for the International Student Identity Card (ISIC); and the cost of state-mandated health and accident insurance for participants in Study Abroad programs.

The total budget for the program is the sum of both the Fixed and the Variable Costs. The course fee charged to each student is the total budget divided by the number of students. The goal is to arrive at a course fee, which will result in the recovery of all costs, and at the same time be low enough to encourage student participation.

The following presentation of a sample budget should provide some useful tips. But do bear in mind that each program's budget is unique and may or may not include—or be limited to—the several items described below.

Once you have prepared your working budget and presented it to the SAE Director then IPC will provide an Excel spread sheet with built in formulas by email upon request.

SAMPLE PROGRAM BUDGET

A. Fixed Costs

- Program Director's Salary (indicate basis for derivation of the amount, e.g., 1/12th of annual nine-month contract)
- Program Director's Personnel Benefits (e.g., Social Security, Retirement Contribution)
- Costs of printing and distributing brochures
- Rental of Classrooms
- Program Director's Travel (airfare, local ground transportation, parking, etc.)
- Program Director's Per Diem expenses (indicate basis of deriving the daily rate, for example "state rate for out-of-state travel")
- Cost of any vehicle rentals (e.g., minibuses)
- Telephone and FAX
- Miscellaneous supplies (paper, Xerox, etc.)
- Mandated State of North Carolina health & accident insurance for leaders of Study Abroad programs

TOTAL FIXED COSTS \$xxx

B. Variable Costs

- Administration costs (\$150 per student if the program is less than three weeks in length or \$175 if the program is three weeks or more)
- International Airfare
- Ground transportation (trains, taxis, etc.)
- Room rental in dorms or hostel (indicate basis of cost)
- Cost of meals (indicate basis of cost)
- Books and other educational materials
- Tickets to museums and cultural events
- Mandated State of North Carolina health and accident insurance for participants in Study Abroad programs
- International Student Identity Card (ISIC)

TOTAL VARIABLE COSTS \$xxx

➤ Hint One: you may wish to collect only some of the above costs as part of the program expense and ask students to bring sufficient money to cover other costs—e.g., bus fares and tickets to cultural events—out-of-pocket. That will simplify accounting.

➤ Hint Two: figure the cost per student, and then multiply the total by the number of students.

TOTAL PROGRAM COSTS = Fixed Costs + Variable Costs = \$xxx

COST PER PARTICIPANT = Fixed Costs + Variable Costs = \$xxx
Number of Participants

See "Faculty Handbook" (p. 58) for another version of the budget sheet.

**UNCG – STUDY ABROAD
EXTENSION COURSE INFORMATION**

Routing: **A.** ____ **ACADEMIC DEPARTMENT** fills out part A
B. ____ **DIVISION OF CONTINUAL LEARNING** uses A & B to complete Request for Program Approval (RPA)

A. ACADEMIC DEPARTMENT _____

Name of Program: _____

Location of Program: _____

Year _____ inclusive dates of program _____

Instructor(s)	<u>USA Address</u>	<u>Overseas Address & Fax #</u>
1. Name: _____	_____	_____
Rank/status: _____	_____	_____
Address: _____	_____	_____
_____	_____	_____
Telephone No: _____	Fax: _____	_____
2. Name: _____	_____	_____
Rank/status: _____	_____	_____

3. If more space needed, attach a separate sheet.

Courses to be offered (number, title, beginning and ending dates)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List any prerequisite courses student needs. Does student need prior permission from instructor?

_____ Yes _____ No _____

Attach list of costs to be covered by student tuition (see attached budget worksheet B). _____
Proposed student fee \$ _____

The above project has my approval.

Department Head

Date

B. International Programs Center

IPC has reviewed and approved the above information. All pertinent costs are included in the budget. The final per student program cost (including the per student IPC administration fee of \$150 per student if the program is less than three weeks in length or \$175 if the program is three weeks or more) \$ _____

Director/

Date

Indicate salary for each instructor if you want this mentioned in the appointment letter.

1. _____
2. _____
3. _____

C. This form should reach **International Programs Center** (attn: Penelope Pynes) by September 1 for Spring semester; October 20 for Summer courses; January 30 for Fall courses

ATTACHMENT 3

Safety Assessments for Faculty-led Study Abroad Programs

The health and safety of students participating in study abroad programs is the highest priority of the International Programs Center (IPC). At UNCG, as at many of our peer institutions, it is the IPC's responsibility to:

- monitor the security of program locations abroad
- assess study abroad programs to maximize student and faculty safety
- offer orientation and training sessions to help students and faculty minimize risks and respond appropriately to emergencies
- coordinate any crisis response related to study abroad
- collaborate with other university units to minimize and manage risks

Because the IPC bears the brunt of the responsibility for student safety, the request for assessments, reviews, and reports is at the IPC's discretion, and it falls on IPC staff to cancel programs where security issues have not been adequately addressed. Program cancellation is extremely rare and would always be carried out in consultation with all relevant constituents.

Routine Safety Assessment Practices

Every study abroad program director will be required to:

- Read faculty director handbooks and other materials provided by the IPC
- Attend training workshops provided by the IPC
- Provide any information needed by the IPC to carry out a safety assessment of a new program prior to program approval
- Provide any information required by a college-based review committee for an in-depth review, approximately once every 3-5 years
- Submit a pre-departure report one month prior to leaving, highlighting any security concerns
- Communicate with the IPC if any incident occurs during the program
- Submit a debriefing report upon program completion every year, including any relevant incident documentation

Please find below a sample location safety assessment (provided by NC State).

Segovia Location Safety Assessment

- Segovia is a small city with relatively little crime
- Students stay with families chosen by our director in Segovia, Dr. Luis Encinas
- The American director and the Spanish director carry cell phone at all times -- students are asked to keep both numbers with them at all times
- Dr. Encinas knows Segovia and has important contacts in government and business
- We use a reputable bus company in Segovia and have established a good relationship with the firm. We can thus count on them for any emergency.
- The American embassy is 55 miles away in Madrid. I contact embassy prior to departure with names of participants. We can also reach Canadian embassy in, Madrid. I studied in Madrid and know the city well.
- In the worst case scenario, if we have to evacuate country and Madrid airport closes, we can travel by bus to one of two American bases in Southern Spain, Moran Air Force Base in Sevilla, Rota naval airbase near Sevilla, or head to Lisbon on bus.
- We are picked up by private coach at Barajas airport and transported to Segovia , we avoid train stations. This is the largest bus company in Segovia and there are emergency back-ups available. The driver is in constant communication with his home company. In addition, I always take the cell phone number for the driver.
- All students live within a one mile radius. I do not depend on phone trees working but I have three adults who can contact the families quickly. We will also have an emergency meeting place at the school outside the walls of the historic district. In case all phones are down, we can round up students in 30 minutes by going to families.
- I am in contact with the director of the UNC program in Sevilla and the Duke program in Madrid. I have met with UNC director and I know the Duke director from my studies at Duke.
- Because my family is originally from Madrid, I have contacts in the city in areas of law and government who can step in to help us.
- Our Saturday trips to surrounding cities/towns are all by private coach and Dr. Encinas accompanies us.
- Our trip to Barcelona is by private coach- there is an American consulate in Barcelona and we stay at a very safe-well-established hotel (a four star hotel) with numerous support staff from concierge to security staff
- The hospital in Segovia is 5 minutes from the center of town and is staffed with medical personnel who speak English and were trained in UK. There are major medical centers in Madrid should a serious illness arise.
- Because our six day week is part of our academic program, students are not allowed to travel independently during their stay in Segovia. I will ask students for release forms if they choose to travel after we depart for the US on June 13. During pre-departure orientation we will have safety discussion for what they do in case of emergency.
- We use only 4 fork restaurants on our trips where the food is healthy and good.
- We have class meetings every day with directors and students to discuss emergency and daily details.
- The American directors stay at a central hotel and if they for some reason are not available, the hotel staff can direct them.

UNCG INTERNATIONAL PROGRAMS CENTER
APPLICATION FOR UNCG STUDY ABROAD PROGRAMS
INSTRUCTIONS

All UNCG faculty-led study abroad programs must be approved through the appropriate process prior to running. Before applying for approval, please read the IPC "Faculty Guidelines for Developing Group Study Abroad Programs". This guide describes program options, types, guidelines and approval process.

PURPOSE

Please note that for all UNCG study abroad programs, courses, or course-related field trips conducted abroad, whether administered primarily by IPC or some other unit, an approval must be obtained. This application is intended for all programs which meet one or more of the following criteria:

- are taught outside the United States;
- involve a UNCG faculty member (including adjunct) either as instructor or on-site program coordinator;
- are stand alone courses or are part of a course for which students could earn UNCG graded credit, listed on the transcript and included in the GPA as are on-campus courses;
- are typically handled as off-model extension courses, which are self-supporting and do not involve regular tuition payments.

This **application is NOT intended for programs** in which individual students take non-UNCG courses overseas and receive transfer credit upon return. These programs should consult the IPC for details on necessary paperwork.

PROCEDURE AND TIMELINE

1. Meet with your Department Head - Discuss preliminary ideas for the program and consult on authority over any of the courses being offered. Inform the Department whether this is a course, course related field trip, or full program involving more than one course. Also inform her/him of the anticipated time frame, budget/cost and location. This discussion will better ensure full approval when you must obtain a letter of support at a later date. In addition, these early meetings help determine whether the program is well integrated into departmental goals, enrollment strategy and is likely to include academic content which meets departmental standards. **Time:** at least 18 to 24 months prior to the intended start date.
2. Contact IPC - Provide preliminary ideas for the new program and determine what resources and support services are available from the IPC. The IPC will provide you with any updated faculty guidelines for group programs. **Time:** at least 18 to 24 months prior to the intended start date.
3. Determine preliminary logistics - Gather detailed information on things such as travel arrangements and housing options, and decide on academic content. Preliminary logistical arrangements can be made by the Faculty Director or with the assistance of outside agencies. These steps are necessary to determine preliminary costs and budget. **Time:** at least 18 months prior to the intended start date.
4. Submit application - Complete and submit to the IPC the Application for UNCG Study Abroad Program. A complete application includes the following:
 - Application for UNCG Study Abroad Programs;
 - Statement of program purpose;
 - Preliminary program budget;
 - Preliminary itinerary;

- Course information;
- CV's for any non-UNCG faculty/staff;
- Location safety assessment; and
- Co-signed letter of support from appropriate College/School Dean and Department Head. As the financial and legal risks for faculty-led programs fall on the Faculty Director and his/her College, the IPC requires all programs to submit a letter of program approval co-signed by their appropriate College Dean and Department Head. The text for this letter can be found at the following web site:
<http://www.uncg.edu/ipg/departmentalsupportletter.doc>

Letters not including this text will not be accepted. **Time:** at least 12 to 18 months prior to the intended start date.

5. Committee review - Once your application has been submitted to the IPC, it will be reviewed by the UNCG Study Abroad Committee. (Renewal applications will only go through reviewing if there is a new faculty director or substantial changes have been made in the program or new safety issues are involved.) **Time:** varies by calendar year, but generally 12 to 18 months prior to the intended start date. This gives the committee time to review and approve the academics of your program during their regularly scheduled meetings and allows sufficient time for recruitment of participants. *Recruitment should not begin before approval is granted by the SAC and IPC.*

6. Decisions - You will be notified by the IPC of the decision within 2 weeks after the scheduled Study Abroad Committee meeting. Committee decisions on academic content vary in timing.

7. Program Administration - Once your program has been approved, you will need to begin the program administration process. This begins with a meeting with the IPC staff on the details of administration, roles and responsibilities. At this time, you will receive the *IPC Program Directors Handbook for Faculty-Led Study Abroad Programs*.

GENERAL TIMING INFORMATION

For new programs, planning is generally a two-year process. The required span is often underestimated and program quality becomes compromised. As an example, a proposal for a summer program departing in May 2009 should ideally be researched during summer and fall of 2007 and submitted for approval by early April 2008. The Faculty Director could then gather any additional program details over summer 2008 and prepare a brochure to be distributed at the Study Abroad Fair in late August/early September. Students typically begin inquiring about programs in October, discuss their plans with parents over Thanksgiving, and frequently sign up by Christmas. Applications should be available in early October, the application deadline is in early December, and final payment is due from students in early April.

IPC, 127 McIver Street, UNCG, Greensboro, NC 27402 Phone: 336.334.5404 - Fax: 336.334.5406 - Studyabroad@uncg.edu - www.uncg.edu/ipg

UNCG INTERNATIONAL PROGRAMS CENTER
APPLICATION FOR UNCG STUDY ABROAD PROGRAMS
<http://www.uncg.edu/ipg/Applicationpages19-20.pdf>

PROGRAM INFORMATION:

Program Title: _____

Program Site (city/country): _____ Dates of Program: _____

This is a new program renewal of program; date last offered _____

This is a service-learning program Yes No

DIRECTOR INFORMATION:

Faculty Director: _____

Faculty Director Phone: _____ Email: _____

Do you have experience in the proposed location? Please explain: _____

Will there be a co-director? Please list name: _____

Will there be a program assistant? Please list name: _____

If there will be a co-director or assistant, how will responsibilities be shared? _____

ACADEMIC OPTIONS:

multiple courses single course field trip that is part of an on-campus course

Max credit hours per student _____ Will UNCG faculty teach? no yes - If yes:
 Some courses
 All courses

Will students enroll at an institution on site? no yes

If yes, host institution name: _____

ENROLLMENT INFORMATION:

Number of Students: Optimum: _____ Minimum: _____ Maximum: _____

Open to non-UNCG students? no yes

Criteria for participant selection (language/course pre-requisites, GPA other than standard 2.75 minimum, etc.):

LOGISTICAL ARRANGEMENTS:

PROGRAM ASSISTANCE: Name of agency or outside organization (if any) assisting with the program logistics:

_____ Services they will provide: _____

HOUSING:

Hotel student residence halls homestay families arranged by: _____

Criteria used to select home stay families: _____

CLASSROOM ARRANGEMENTS: _____

INTERNATIONAL FLIGHT* ARRANGEMENTS:

- Arranged flight (director reserves flight for students/group, but students pay airline/agency directly)
- Individual flights make all their own arrangements to arrive on date set by director - director will meet students upon arrival)
- Other _____

*The IPC does not recommend group flights that require one invoice for the whole group, due to the high financial risk to the program budget.

COST/BUDGET: Estimated cost of the program per student \$_____ (please attach budget sheet; program must be self-supporting, including your expenses, salary and benefits)

VISA: Will students of US citizenship be required to obtain a visa to enter the program country?

- Yes No

TEACHING LOAD: Please list any additional courses or programs for which you may be responsible during or within two weeks before or after the program dates. Attach a separate sheet if necessary.

ATTACHMENTS (To be submitted with completed proposal--Please make sure you keep all these materials in electronic form for later use)

- Statement of program purpose - should address program goals and objectives, academic goals and objectives, integration of site to learning objectives and your personal goals in directing the program.
- Preliminary program budget - program must be self-supporting, including any director/co-director/assistant expenses, salary and benefits.
- Preliminary itinerary - include any overnight excursions away from primary site and specify location, duration and accommodation.
- Course information - should include any courses you are considering, as well as special situations (graduate level, advanced language, etc.). Include a syllabus for each course, including assessment method (number of tests, papers, etc.), any course pre-requisites, language of instruction, credit hours, course number, title, description, and list approximate amount of time spent on each of the following: lectures, site visits, group discussions, reflection time and cultural activities. Also list whether each course is new or existing.
- CV's for any non-UNCG faculty/staff
- Location safety assessment - identify potential risk factors specific to your site and the steps you are taking or will take to ensure students' and your own health and safety. Be sure to consider in-country travel arrangements. Consult the US State Department Travel Advisories (www.travel.state.gov) or similar resources.
- Letter of support co-signed by both the appropriate College/School Dean and Department Head

By submitting this proposal I agree to abide by all UNCG & IPC regulations regarding faculty -led programs.

Signature of Faculty Director: _____ Date: _____

Deliver to: SAE, 203 Foust Bldg., UNCG, Greensboro, NC 27402 Phone: 336.334.5404 - Fax: 336.334.4908 -
Studyabroad@uncg.edu - www.uncg.edu/ipg