Education Abroad
Instructor’s Handbook

A Guide for Planning Study Abroad Programs

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Overview

Study abroad is an important learning activity at Emporia State University (ESU). Creating a well-planned study abroad learning experience can be one of the most rewarding and challenging experiences for a faculty member. ESU, through the Office of International Education (OIE), has developed this guide to assist faculty in planning and carrying out faculty-led study abroad programs. This guide includes procedures that will assist the faculty in creating a safe, successful study abroad program.

The document highlights important considerations regarding faculty responsibilities and administrative services provided by OIE to ensure your study abroad program is successful. For the purpose of this handbook, faculty-led study abroad programs are defined as programs consisting of one or more ESU faculty or staff members leading a group of students to study in another country, for academic credit.

Prior to launching your program, please be mindful that all faculty-led study abroad programs must be approved by the following parties, as outlined in this planning guide:

1. Academic Department Chair sponsoring the program,
2. College/School Dean sponsoring the program, and
3. Associate Provost Office, upon recommendation of OIE.

A faculty-led proposal must be prepared and submitted to OIE by the following dates prior to the program dates:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Date</th>
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<tbody>
<tr>
<td>Summer Programs</td>
<td>December 1</td>
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<td>Fall Programs (Including Winter Break)</td>
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<td>Spring Programs (Including Spring Break)</td>
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<td>Academic Year Program</td>
<td>February 1</td>
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Planning the Study Abroad Program

Following is a sequence of events required to ensure a good planning for your study abroad program.

Planning stage #1: 12 – 18 months before departure

Determine Location and Course

- Determine if your desired site or country for the study abroad program is listed with any State Department Travel Warnings. [http://www.travel.state.gov/travel/travel_1744.html](http://www.travel.state.gov/travel/travel_1744.html)

- Coordinate with your Department Chair and/or colleagues on how this course fits into the department's offerings and rotations as well as program of study.

Submit Program Proposal to Department Chair

- **Program proposal:** submit a one-paragraph proposal of your study abroad program to the Chair of your department (copy Dean of your College/School and OIE). The proposal should include time, location, duration, purpose, estimated cost, estimated number of students (minimum and maximum), and deadlines to receive payments from students. Be mindful that payment deadlines should allow enough time to purchase airline tickets at a low rate, and/or cancel the trip and still give students the maximum possible refund. The proposal must contain a preliminary syllabus with the basic requirements of the course.

- Counting “contact hours” for Courses Abroad: Contact hours may include time spent in all activities in which faculty accompany students and provide information as they engage in...
activities or visits to sites of significance, as well as teaching or seminar hours, supervised group activities that are part of the course, etc.

- Complete the **Study Abroad Course Approval Form**, found at the end of this Handbook. Once completed and signed, submit to OIE.
- Submit to OIE the completed and signed Faculty-led Study Abroad Approval Form.

OIE highly advises that all faculty members consult with OIE on the following issues:

- **Budget.** It is important to establish a realistic budget.
- **Visa.** This will include identifying visa requirements, cost, and timeline for obtaining the visa.

**Advertising**

- Publicize and promote the study abroad trip to all eligible participants.
- Design a specific flyer for the program
- Send OIE an electronic copy of the brochure/flyer to be posted on OIE website
- Include program information on all promotional items: dates, length of trip, location, purpose, costs, deadlines, benefits, eligibility requirements.
- Schedule class visits and informational meetings to increase students’ interest.
- Send letters to other universities to publicize the trip, if applicable.
- Request from OIE a table for the Spring and/or Autumn Study Abroad Fair.
- Send announcements on Buzz-in.
- Ask professors and advisors to announce in classes and to advisees.
- Determine if non-ESU students or un-enrolled participants are permitted to take the class.

**Planning stage #2: 9 – 12 months before departure**

- Finalize course roster
- Complete Emporia State University Study Abroad Programs Fee Assessment Worksheet, found at the end of this document

**Payment Information**

- Students begin to pay into OIE account that will cover their study abroad expenses.
Remember! Faculty members should not use personal credit cards for travel abroad expenses. Also, University business procurement cards are not to be used for any kind of travel expenses. These cards cannot be used outside of the United States.

Make Travel Reservations
Ask departmental secretaries to fill out the Travel Requisition for faculty and the students who are traveling with you at least two weeks prior to first program purchase date.

Meet with business office to purchase tickets.

Safety in Study Abroad
Attend ESU risk management workshop to study/travel abroad provided by OIE.

Planning stage #3: 3 – 6 months before departure
- Students pay balance.

Students must deposit money into the university account designated for this trip. Students must deposit all money, except for money to cover personal expenses by the deadline set by the faculty member. Money for purchases must be in the study abroad account before purchases can be made. Students who do not pay by the deadlines will not be allowed to study abroad.

- Begin orientation process.

Just a thought….at the meeting, discuss language concerns, culture, customs, vaccinations, offensive and illegal behaviors, packing lists, etc. Ask students to come to the meeting prepared to ask questions.

- Go over student requirements:
  - Travel health consultation (at Student Health Center)
  - Apply for passport, for those that do not have one.
  - Purchase ISIC Card.
  - Apply for Financial Aid
  - Make sure students are aware of FAFSA deadlines.
  - Apply for Scholarship (if eligible)
  - Read Emergency Response Handbook
  - Currency exchange information.
  - Provide students with a packing list.
  - Enroll students in course(s)
Planning stage #4: 1–2 months before departure

- Hold an informational meeting for study abroad participants with OIE representative to assist complete necessary paperwork:
  - Study Abroad Approval Form
  - Information Release Form
  - Program Conditions, Release and Waiver of Liability

- Provide OIE with copies of the following documents:
  - Passport (each student and faculty member)
  - Visa (each student and faculty member)
  - Fill out and return to OIE the Risk Management Program Sheet.
  - Attached the finalized itinerary of the program, including dates, flight information, lodging, emergency contact information and overseas contact information for the leading faculty member.

- If applicable, ask department Secretary to initiate a Form C contract. This protects the instructor under the Kansas Tort Claims Act, as long as you are operating within the scope of your authority. The Form C is not needed if the person is traveling during their regular contract.

Planning stage #5: 1 month before departure

- Review departure times with students.
- Ensure students have all the necessary documents for travel.
- Send letter to parents regarding course, contact protocol, etc.
- Verify all program documents are in order (travel reservations, invoices, etc.). Organize the necessary papers (reservation invoices, tickets, health information forms, etc.). You may wish to leave duplicates with your department secretary or OIE or make electronic copies readily available.
- During the trip, keep in touch with ESU through your Department Chair and OIE, as necessary.

While Abroad

Instructor Responsibilities

- Teach the course(s) or coordinate the teaching, if others will be teaching.
- Act as the 24-hour Resident Director in charge of the overall welfare of the students.
- Resolve all student affairs related to issues, including housing and student behavior incidents.
• Plan and supervise excursions or activities that form part of the program.
• Be accessible to students at reasonable times and in the case of emergencies.
• As you see that students are beginning to see the world in a new light:
  o Give them prompts so that they will be able to observe for themselves what the world is like; how things are done both differently and in similar ways as the U.S.
  o Help them to discover an interpretation for themselves rather than telling them how to interpret what they see and experience.
  o Provide the kinds of questions and ideas that will help them interpret what they see and experience.
  o Provide the kinds of questions and ideas that will help them to come to their own conclusions based on their experiences and observations.
  o Try not to program them to come to your conclusions and evaluations. It is their chance to discover.
  o You may not agree with their observations or conclusions, and if you think they have used erroneous information in arriving at those, do help walk in the right direction, but be open to differing viewpoints in those situations where the students can arrive at their own ideas.

Upon Return

Instructor Responsibilities
  o Notify OIE immediately upon return.
  o Submit receipts and account for all moneys spent, if applicable to the corresponding Department Administrative Assistant.
  o Request that participants fill out program evaluations and submit to OIE.
  o Submit grades to the Registrar on a timely basis.
  o In Collaboration with OIE, plan an on-campus program for all interested faculty, staff and students to share your and your students’ experiences. Provide advice and encouragement to other faculty who express interest in organizing a similar short-term program in his/her discipline.