

## **STUDY ABROAD PLANNING GUIDE**

The Study Abroad Office appreciates your interest in developing a faculty-led study abroad program. Only full-time faculty (contract, tenure-track or tenured) are permitted to lead study abroad programs. We look forward to assisting you in what will be a rewarding opportunity, both for your professional development and the academic development of BSU students.

Your willingness to consider directing a study abroad program enables BSU to offer a broader range of study abroad options to a variety of students. Most students feel more comfortable studying abroad in group programs sponsored by their own university.

Over half of BSU students who study abroad do so on faculty-led programs. Very often these short-term programs lead to longer and more independent international experiences, as many students participate in more than one program during their time at BSU. Thus, in a very direct way, you are helping to train the globally aware leaders of tomorrow by providing life-changing experiences abroad.

Although much work is involved in developing and producing a successful faculty-led study abroad experience, you are not alone in this endeavor; the Study Abroad Office is happy to assist you. We hope you will be able to find the answers to many of your questions in this guide. We welcome all additional questions.

**This new procedure for proposing a study abroad program, whether it is a new program or a program that has perhaps been in existence for years, is necessitated by the urgent need of the Study Abroad Office to have complete and accurate information on all programs and students going overseas.**

This guide is intended to provide a thorough review of the information to consider when proposing a faculty-led study abroad program. Once you have reviewed this guide, please contact the Director of Study Abroad for an appointment to discuss your program ideas and to obtain the necessary forms to propose a new program, or to continue a past program.

**PLEASE NOTE: Program proposals should be submitted to the Study Abroad Office as soon as possible, preferably at least one year in advance of the proposed program.**

## General Overview

This guide is designed for faculty developing a new faculty-led study abroad program or faculty continuing an established faculty-led study abroad program. These programs must meet the following criteria.

The program:

- is taught outside the United States
- involves a BSU faculty member
- involves a group of students (typically it takes 10 or more to make a program financially viable) going to the same location for the same time period
- offers courses or is part of a course for which students could earn BSU credit; typically the course can be taken for a grade, is listed on students' transcripts, and is included in the GPA, similar to on-campus courses
- is supported by BSU

Your proposal for a faculty-led study abroad program is NOT intended for programs in which:

- no academic credit is earned
- the program is being held within the United States
- no BSU faculty member is accompanying any portion of the program \*
- students take courses overseas individually, not in a group \*

\*Please consult RCIP for these procedures

## Program Types

The first step in program development is to review the types of faculty-led programs offered at BSU. They are generally categorized by length.

- **Summer Programs**-Duration based on credit/contact hours. A current example is Anthropology's Primates Field Study to South Africa
- **Short-Term Programs** Similar to summer programs but take place over other break periods. A current example is the Journalism Spring Break Field Study to Hungary.
- **Imbedded Programs** offer a short imbedded international experience as a part of a longer main campus course rather than a standalone program. A current example is the Comparative Criminal Justice Program in England where students travel over spring break to compliment the learning that takes place during the semester.
- **Semester Programs** These programs last a full semester. A current example would be CAP Asia.

## Factors to Consider When Developing a Faculty-led study abroad program

The learning environment:

- The academic rigor of the program must meet BSU standard contact hours (45 classroom + 90 out-of-classroom assignments = 3 credit hours).
- Specific educational objectives of the program must be clearly stated in the program literature.
- The program 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.

- The program should be evaluated regularly by participants, program administrators, and the instructor to determine the extent to which program objectives are being met. Changes should be made in light of the findings.

In an effort to help you in your recruitment efforts and in order for BSU to maintain a diverse range of program options for students, the Study Abroad Office recommends you keep the following standards in mind as you design your new program:

- You should first check with the U.S. State Department to make sure there are no travel warnings for the country where you intend to go. If your destination is under a travel warning, you must get approval from the Ball State University Travel Committee before proceeding with planning. Contact Robert Morris, Associate Provost. His phone number is: 285-1300; his email is: [rmorris@bsu.edu](mailto:rmorris@bsu.edu)
- New programs should compliment, rather than compete with, existing BSU programs.
- Less traditional sites should be considered.
- Program costs should be kept as low as possible, to ensure greater accessibility and participation.
- Carefully consider your program curriculum. Students participating in study abroad programs are usually looking to fulfill major/minor/core requirements in order to justify (to themselves, and their parents) the additional expense. Special topic courses can be offered on field studies, but fully approved, regular courses are preferable.
- If students need to maintain eligibility for financial aid, they must earn a minimum of 6 credit hours during the summer. Ideally, programs should either offer the option of earning 6 credits during the program itself, or should be scheduled to fall within one summer session, so that students can take additional courses during the remaining summer session.

## Faculty-Led Study Abroad Procedures

1. Submit a program proposal to the Director of Study Abroad (Director). A complete program proposal contains the following items:
  - a. Proposal Coversheet (from this guide)
  - b. Narrative describing the program (see Proposal Coversheet for details)
  - c. Preliminary budget worksheet (from this guide)
  - d. Rough program itinerary
  - e. Course syllabus containing contact hours and learning outcomes
  - f. Letter of support from the Department Chair
2. The Director will review and formally approve the program. The Rinker Center will then send you the following:
  - a. Letter of approval from the Director (with CC to Department Chair)
  - b. “Program Administration Guide” – Document reviewing the FD steps required to set up an account, arrange logistics, enroll students, obtain insurance, etc. The appendices contain: “Student Enrollment Forms” and a copy of the “Faculty Led Program Information Sheet” which allows us to advertise the program on our study abroad website.
3. Please begin making formal program arrangements including obtaining all required signatures on the official budget.
4. Once the official budget has been approved, return the completed “Faculty Led Program Information Sheet” with a copy of your program flyer to the Study Abroad Office. At this point you are authorized to recruit students and participate in the Study Abroad Fair. RCIP will post the program details on the Study Abroad Website to assist with marketing efforts.
5. Student recruitment and enrollment continues
6. At least 6 weeks prior to program departure arrange a face-to-face “Pre-Departure Meeting” with the Director. At this time the following takes place:
  - a. Confirmation that the program budget has sufficient enrollment to run. If there will not be sufficient funds, the program will be cancelled.
  - b. You will submit the complete HTH insurance roster
  - c. You will provide a final itinerary and emergency contact information for while abroad
  - d. Photocopies of completed student enrollment will be turned in (ex. emergency contact forms, passport copies, health forms, etc.)
  - e. The Director will provide you with with a copy of the “Study Abroad On-Site Handbook”- Contains guidance on issues related to student conduct, emergency response, budget management, program evaluation, etc.
  - f. The Director will review your plans for pre-departure orientation, including Risk Management requirements for health & safety topics such as immunizations
  - g. The program’s Travel Warning status is also re-assessed at this time.
7. You will conduct a pre-departure orientation for your students
8. Group Departs

***NOTE: Faculty Directors are responsible for keeping RCIP apprised of any changes that take place after the “Pre-Departure Meeting” and before group departure. Any on-site changes or program concerns should be promptly reported to the Director.***

## Proposal Coversheet for New or Continuing Faculty-led Study Abroad Program

Name of Program: \_\_\_\_\_

Department: \_\_\_\_\_

Faculty Director: \_\_\_\_\_

Co-Director (if over 15 students): \_\_\_\_\_

Location of Program: \_\_\_\_\_

Dates of Proposed Program: \_\_\_\_\_

List below the courses you propose to teach:

Course #1: \_\_\_\_\_

Course #2 (if applicable): \_\_\_\_\_

Please attached a written narrative describing the proposed program, including:

1. Your experience in the proposed location.
2. How the courses will be enhanced by being taught in the proposed location.
3. Excursions and how they relate to the courses.
4. Potential universities where classroom facilities may be available (if applicable)
5. How lodging and meals will be handled (where will the students sleep, how will meals be provided?)
6. Other pertinent information.

Please also attach the following:

1. Preliminary budget worksheet (see attachment)
2. Rough program itinerary (city, country and dates)
3. Course syllabus containing contact hours and learning outcomes
4. Letter of Support from your department chairperson (*If the program offers credit from another department please also attach a letter of support from that department's chairperson*)

**NOTE:** Faculty must be aware that leading a faculty-led study abroad program is very consuming of both time and energy. Prior to the faculty-led study abroad program, faculty members will recruit students, organize orientation meetings, and work with the Director of Study Abroad and Departmental Chair on program content. Faculty is primarily responsible for program recruiting. During the program, faculty will teach and supervise students. Supervision includes enforcing a code of student conduct and helping to resolve a myriad student issues. Upon return, faculty will provide a written summary of the program.

**I have read, understood, and agree to the above-mentioned conditions.**

Faculty's Signature: \_\_\_\_\_

# Budget Planning Sheet

## Student Expenses:

Tuition (Cost per credit hour) \_\_\_\_\_

Air Fare(s) \_\_\_\_\_

Ground Transportation \_\_\_\_\_

HTH Insurance \_\_\_\_\_

Translator \_\_\_\_\_

Food \_\_\_\_\_

Lodging \_\_\_\_\_

Culture Package \_\_\_\_\_

ISIC Card \_\_\_\_\_

Entrance Fees \_\_\_\_\_

Study Abroad Contingency Fund \_\_\_\_\_

Technology Fee \_\_\_\_\_

Orientation \_\_\_\_\_

## Program Support-Director Expenses (per capita contribution of each student):

Airfare \_\_\_\_\_

Lodging \_\_\_\_\_

Food \_\_\_\_\_

Entrance Fees \_\_\_\_\_

HTH Insurance \_\_\_\_\_

ISIC Card \_\_\_\_\_

Honoraria for guest lectures \_\_\_\_\_