

FACULTY LEADER & PROGRAM
DIRECTOR HANDBOOK

FACULTY-LED STUDY ABROAD



THE CITADEL

OFFICE OF MULTICULTURAL STUDENT
SERVICES & INTERNATIONAL STUDIES
MSSIS

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The Office of MSSIS is here to assist you in developing a successful and meaningful study abroad program. We are here to answer any questions you may have and guide you through every step of the process from program proposal to implementation and program evaluation.

This handbook should be used to help you understand what goes into running a faculty led study abroad program, and what you need to do to start, implement, and complete a successful study abroad program. At the end of this document there is a list of additional resources that may be helpful as you go through the planning process. If you should have any questions that are not addressed please contact our office and we will be happy to assist you.

INTERESTED IN CREATING A NEW STUDY ABROAD PROGRAM?

HERE ARE A FEW THINGS YOU NEED TO DO TO GET THE PROCESS STARTED9

- ☐ Meet with Director of International Studies to discuss potential. He will then advise you to submit a program proposal.
- ☐ Establish goals/outcomes for study abroad
- ☐ Submit Program Proposal to be reviewed by the Global Studies Committee. Upon review the committee will give you feedback/ make suggestions to revise or pass on to Provost for approval.
- ☐ Once your program is approved, develop course syllabus for approval by department chair.
- ☐ Establish dates for program
- ☐ Create a budget for your program
- ☐ Create marketing plan for program
- ☐ Recruit Students
- ☐ Attend faculty/staff pre-departure orientation
- ☐ Submit a list of (seriously) interested students to Director of International Studies to establish eligibility.
- ☐ Meet with treasurer's office to organize payment for program



- ☐ Be sure to prepare and complete all necessary paperwork: liability forms and waivers, insurance, emergency contact information, personal information sheet (including medical).
- ☐ Submit all student applications and completed forms to Office of International Studies
- ☐ Ensure students know how and when to register for courses abroad and what they need to do stay on track once they return.



- ☐ Hold pre-departure orientation for students traveling
- ☐ Submit travel plans and itinerary to Office of International Studies (passport and visa information, transportation information, locations, activities, etc.)

- Create emergency contact card for students to carry with them to include: their information, university contacts, lodging information, US embassy, etc.
- Post-program report submitted to Office of International Studies
- Post-program evaluations submitted to Office of International Studies
 - Faculty
 - Student





FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL FORM

Name & Title of person submitting this application:

Date:

E-mail address

Department:

Campus Phone:

Location of new program:

Description of Program:

Proposed semester or session in which the program would be initiated?

How often would this program be offered (Every summer? Every semester? Every other year?)

Has our institution run a program in this city in the past?

Have you ever planned or worked with an educational program abroad? If yes, in what capacity?

Are there any programs already existing in or near the city in which the proposed program is located?

If yes, please list them:

Do other programs exist at the proposed site abroad with which your proposed program could collaborate and share resources? Explain.

Who are the contacts you are working with at the site abroad? Please list their names and contact information and the length of time you have been working with them. Please describe their background and what makes them qualified to serve as the coordinator of this proposed program abroad?

Does the site abroad already provide housing and support services, including medical facilities?

If yes, please describe them. If no, please describe how they would be provided for if your program were to be approved. Please include these costs in the estimated budget you will eventually submit for this program.

Who will be the person in your department to be nominated as faculty director of this program?

In the event that this person is not able to continue, who would take over this role?

Please include a statement from this person that they are willing to take on this responsibility in the event that the designated person is no longer able to fulfill his/her duties.

What support services are you seeking from the Office of MSSIS?

Please explain specifically how this program fits into the College's Strategic Plan?

What are the primary goals of this study abroad program?

What learning outcomes for this program, if different than goals listed above?

Signature of Faculty Member submitting the proposal

Date

Signature of Director of MSSIS

Date

Signature of Global Studies Committee

Date

Notes/Suggestions/Comments:

____Approved

____Not Approved

____Date

Signature of Provost



STUDY ABROAD

Summer/Short-Term Study Abroad	Dates	Submission Details	Contact Person	
Meet with Director of MSSIS to discuss potential program	August-September or before	Face-Face Meeting/Phone call/Email	Robert Pickering	MSSIS
Deadline for Program Proposal	1 st week of October	Program Proposal Form Online to MSSIS	Robert Pickering	Global Studies Committee
Submit Proposals for New Courses	2 nd week of January	Per School/Department	Dept. Head/Dean of the School	School/Department
Deadline for Participant Selection & Notification	2 nd week of February	Notify MSSIS via email (excel sheet/word document, etc)	Robert Pickering	MSSIS
Deadline for Participant Confirmation	Last week of February	Liability Waiver Study abroad Application & Contract Deposit & financial Info	Robert Pickering	MSSIS Treasurer's Office
Submit Final Roster of Participants	1 st week of March	Submit to MSSIS via email (excel sheet/word document, etc.)	Robert Pickering	MSSIS
Submit Completed Insurance Enrollment Information	1 st week of March	Insurance Enrollment Form	Robert Pickering	MSSIS



STUDY ABROAD

Fall& Winter/Short- Term Study Abroad	Dates	Submission Details	Contact Person	Office
Meet with Director of MSSIS to discuss potential program	January-February or before	Face-Face Meeting/Phone call/Email	Robert Pickering	MSSIS
Deadline for Program Proposal	1 st week of March	Program Proposal Form Online to MSSIS	Robert Pickering	Global Studies Committee
Submit Proposals for New Courses	2 nd week of March	Per School/Department	Dept. Head/Dean of the School	School/Department
Deadline for Participant Selection & Notification	2 nd week of September	Notify MSSIS via email (excel sheet/word document, etc)	Robert Pickering	MSSIS
Deadline for Participant Confirmation	Last week of September	Liability Waiver Study abroad Application & Contract Deposit & financial Info	Robert Pickering	MSSIS Treasurer's Office
Submit Final Roster of Participants	1 st week of October	Submit to MSSIS via email (excel sheet/word document, etc.)	Robert Pickering	MSSIS
Submit Completed Insurance Enrollment Information	1 st week of October	Insurance Enrollment Form	Robert Pickering	MSSIS

BUDGET FOR YOUR STUDY ABROAD PROGRAM

- To use the budget calculator click [here](#).

BUDGET TEMPLATE FOR SHORT-TERM STUDY ABROAD PROGRAMS

(Submit to: **MSSIS & TREASURER'S OFFICE**)

*** Note: This spreadsheet is designed to auto-calculate values. Adding additional lines will interfere with formulas.

Program Name:

EXPENSE CATEGORY	COST PER STUDENT (in USD)
1 Overseas Airfare	
2 Tours, trips, local transportation	
(a)	
(b)	
(c)	
(d)	
Category Total (sum a through d above)	0
3 Academic fees (lecture room rental, guest speakers, etc.)	
(a)	
(b)	
(c)	
(d)	
Category Total (sum a through d above)	0
4 Lodging and Meals	

This budget calculator was adapted from Furman University's Budget Template for Study Away

- When recruiting students for your study abroad program, be sure to make them aware of the costs and possibilities of change in cost based on final number of students participating.
- Remember to contact and meet with the Treasurer's Office to set up an account and payment plan.

ITEMS TO BE SUBMITTED TO OFFICE MSSIS (AS NEEDED):

1. Program itinerary, including all destinations and dates of travel.
2. Detailed contact information for the traveling party at each step on the trip, including any faculty, staff, or student cell phone numbers
3. A detailed description and itinerary for all planned field trips, side trips, and other activities
4. A list of all participants as well as a U.S.-based emergency contact for each participant
5. Information concerning each traveler's special needs, if any (including medical.)

	SUN	MON	TUE	WED	THU	FRI
7:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:00	Urban Renewal - OR - Community Gardens	Urban Renewal - OR - Community Gardens	Urban Renewal - OR - Community Gardens	Urban Renewal - OR - Community Gardens	Hike with a group of students and volunteers from Gedera - OR - Educational seminar - OR - Educational tour	Study
9:00						
10:00						
11:00						
12:00						Free Time
13:00	Lunch & Break	Lunch & Break	Lunch & Break	Lunch & Break		
14:00					English Tutoring	
15:00	English Tutoring	English Tutoring	English Tutoring	English Tutoring		
16:00					Youth Activities	
17:00	Study Session	Youth Activities	Study Session			
18:00				Dinner	Dinner	Dinner
19:00	Dinner	Dinner				

Emergency Access to My Medical Directives

CALL 800-362-8226 Or log on at www.docubank.com

See back to obtain my advance directives

Chris A. Student

MEMBER # 087654 PIN 3210 EXP: 10/31/12

ALLERGIES: Penicillin

CONDITIONS: Asthma

HIPAA Release Included

I.C.E. CARD

IN CASE OF EMERGENCY
Student Of: Student's College Here

EMERGENCY CONTACT
Parent's Name
cell: 610-667-0268
home: 610-667-3524
work: 866-362-8226 ext 1234

DocuBank

A FEW FACTS

- Study Abroad Programs can be held in any country where there is NOT a State Department Travel Warning. Check out the DOS website and the new Smart Traveler App for current updates on travel warnings and current events.
- According to current events (political, environmental, etc.) study abroad programs may be suspended at the discretion of the Director of Multicultural Student Services & International Studies.
- The Director of MSSIS will decide when it is appropriate to communicate with the student's family or emergency contacts when needed and how best to communicate with them.



FERPA FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT



WHO TO CONTACT WHEN?

In case any of the following events occur, your first point of contact will be the Director of MSSIS, [Robert Pickering](#).

1. Student misconduct
2. Student injury, accidents, or death
3. Arrests
4. Serious behavioral problems
5. Violations of local law or university policies
6. Crisis management team and key administrators available: [Janet Shealy](#), [Robert Pickering](#), Col Moore.
7. Sexual harassment/Assault Contact: Janet Shealy

LTC .Robert
Pickering

- Robert.Pickering@citadel.edu
- 843.437.9645
- Director of Multicultural Services & International Studies

Janet Shealy

- Janet.Shealy@citadel.edu
- 843.425.1315 or 843.881.7085
- Sexual Assault & Response Coordinator

Col. Moore

- Hawk.Moore@citadel.edu
- 843.953.9631
- Asst. Commandant for Discipline

QUESTIONS TO ANSWER & THINGS TO CONSIDER BEFORE YOU LEAVE:

1. What will happen if the sole faculty or staff member on-site is injured or unable to perform his or her duties during the trip?
2. Is there someone else at the institution that could travel to the location and take over the program or provide the necessary support from the home campus on very short notice?
3. Will traveling students know what to do, where to go, and whom to contact if the faculty member is incapacitated or unavailable during any part of the trip?
4. When is campus in session and when it is closed for a break (while you are away)?
5. How best to reach the university's global medical assistance provider, on-site medical providers, emergency personnel, and local authorities.
6. What to do with the rest of the members of the group in the event of an emergency involving one student?
7. Who is to receive complaints of harassment on the home campus?
8. What will happen if the alleged harasser is the only university employee on the trip?
9. Know how to use the Student health insurance including the options and coverage at your location abroad.
10. Make sure you look at the risks of harm or exposure to potential disease at your host site and how best to avoid and/or treat them.
11. Make yourself aware of the political climate and any expected civil unrest, political demonstrations, or similar strife.
12. Take into consideration your travel plans and any challenges posed by poor roads or traffic conditions.
13. Know the risks of crime in areas/terrorism and what to do if you and your students find yourself in that environment

STUDENT PRE-DEPARTURE ORIENTATION

- Overview of program
- Notify students of Health, safety and security risks
- Specific strategies students should be encouraged to follow to reduce the risk of sexual assault include:
 - Avoid overindulging in alcohol and becoming impaired, you are in a different country.
 - Keep your eyes on your drinks while at parties, clubs, bars, or pubs to ensure that substances are not slipped into them.
 - Use a buddy system to the extent practicable when out at night.
 - Avoid leaving restaurants, bars, or nightclubs by yourself or with strangers and do not get into vehicles with people you do not know.
 - Don't be too quick to trust people you have just met or don't know well.
 - Know the local culture as well as areas and behaviors to avoid in order to reduce the likelihood of becoming a victim.
 - Know the institution's policies on sexual harassment and sexual assault.
 - Immediately report any problems to program faculty or staff leaders.
- Student conduct policy and consequences
- Cultural differences and appropriate behavior
- Alcohol Use
- University contacts in case of an emergency (to be included on emergency card they will carry with them)
 - How to report incidents
 - What will happen if the sole faculty or staff member on-site is injured or unable to perform his or her duties during the trip?
 - Will traveling students know what to do, where to go, and whom to contact if the faculty member is incapacitated or unavailable during any part of the trip?
- Communication: cell phones, laptops

- Budget/payment plan
- Financial Aid
- Finances while abroad
- Registration
- Course expectations
- How to prepare and make the most of their experience abroad
- Read, review and complete all required forms: insurance, liability, consent, medical information, personal information, emergency contacts.



STUDENT ON-SITE ORIENTATION

- Review all health and safety risks AGAIN.
- Arrange a guest speaker: a local police officer, a representative of a local nongovernmental organization like CARE International or Oxfam International, or U.S. Embassy/ local consular official who can speak directly to the risks, crime, cultural issues, and criminal penalties or statutes unique to the country, including local health risks and other similar issues.
- Provide maps of area, transportation instructions, landmarks, hospitals, host campus services if applicable, banks etc.
- Storing valuables/passports/travel documents, etc.
- Set meeting times and places and make sure everyone knows where how to get to them.



YOUR RESPONSIBILITIES:

- **Citadel Faculty Handbook**

As a program director for Citadel Sponsored programs, you are held to the same standards as all Citadel Faculty/Staff.

- **Working with students outside of the classroom**

As most of you deal with students on a daily basis in your classes you are well aware of how they operate, however you will be traveling with these students and spending a great deal of time with them outside of the classroom. If you have any questions or concerns as to what to do or how to respond in certain situations, please contact the Office of MSSIS and we will assist you in working with your students.

- **FERPA regulations**

The same regulations apply while abroad as they do on The Citadel campus. The Director of MSSIS will decide when and if it is appropriate to contact a student's emergency contact while abroad. Please notify the Director immediately of any issue you feel may merit contacting the student's family members/emergency contact.

- **Students with Disabilities**

Be sure to research appropriate accommodations and travel arrangements for students with disabilities, including all on-site field trips, excursions, or visits. If you have questions or concerns regarding any of the topics mentioned above please contact the Director of MSSIS to help you provide an equal opportunity for all students interested in study abroad.

- **Negligence**

Negligence in study abroad refers to the strict liability placed on program administrators and their institutions in hopes of preventing reckless and dangerous behavior. Many times students engage in legal action against their programs or institutions alleging that the faculty member or program administrator was negligent and as a result the student was unnecessarily harmed. The main question to ask when thinking about negligence is:

"Would a reasonable person have known or should have foreseen the risk of harm?" To prove negligence, the injured party must prove,

- 1) The existence of a duty which the offender did not meet, and
- 2) That the effect of that specific failure resulted in injury to the plaintiff.

One type of duty that exists in program administration involves the presence of a "special relationship". Special relationships in study abroad are created due to the increase of risk and knowledge of unknown factors that are involved in international education which make students more dependent

on faculty or program administrators than they would normally be at their home institutions.

Smith, Dr. Sandi M (2008). Legal Liability Relevant to Study Abroad. Retrieved April 17, 2011 from <http://www.profeesound.net/legal-liability-relevant-to-study-abroad/>.

- **Discrimination**

Discrimination in study abroad can come in many different forms. One form relevant to the administration of programs in study abroad is discrimination based on sex.

"Title IX of the Educational Amendments of 1972. Title IX prohibits sex discrimination in schools receiving any federal assistance, including financial aid. Discrimination, including sexual harassment, is prohibited in the entire school, not just the program receiving federal funds. Students and employees are covered. In February 1992, the U.S. Supreme Court unanimously ruled that complainants under Title IX may sue for damages. Title IX is enforced by the Office for Civil Rights in the Department of Education."

- [The Citadel Sexual Harassment Policy](#) (Tutorial)

Because many universities receive federal funding we must follow the guidelines set forth by the federal government.

Does Title IX apply to education abroad since we are not in the confines of the United State?

Although most federal laws are not applicable outside of the US, Title IX still applies to education abroad because most programs are run by US institutions and federal funding may be used to support education abroad programs.

The Citadel (2002). *Sexual Harassment*. Memorandum Number 15. Retrieved on April 4, 2011 from http://www.citadel.edu/policies/images/files/02-president/sex_harass_memo_15.pdf.

ADDITIONAL RESOURCES

[Methods, Systems, and Suggestions: Health, Safety, & Crisis Response](#)

[How to Create a Sustainable Study Abroad Program](#)

NAFSA

[Standards of Good Practice in Education Abroad](#)

The Forum on Education Abroad

[SAFETI: Resources for Program Administrators](#)

The Center for Global Education

[Travel Information, Data, and Statistics by Country](#)

The Department of State

[Understanding and Managing the Risks of Short-Term International Programs](#)

United Educators

[Facultyled.com](#)

