

Rowan University



Faculty-Led, Short-Term Study Abroad Program Handbook

www.rowan.edu/studyabroad

Introduction

As Rowan University further develops programming in support of its commitment to globalize the campus, a necessary component of such programming will be providing students the opportunity to travel abroad for purposes of studying the cultures, histories, arts, sciences, economics, and political systems of other nations, hereafter referred to as study abroad programs. Indeed, such opportunities are indispensable if our students are to become functionally successful citizens of the twenty-first century.

This handbook will assist Rowan faculty members in developing plans for creating, organizing, and conducting short-term study abroad programs. The planning timeline for such programs can be long, roughly about one year, and include multiple steps. Therefore, one purpose of this handbook is to provide faculty with a step-by-step guide to assist in developing short-term study abroad programming for students. Another purpose is to standardize and codify procedures for developing and conducting faculty-led, short-term study abroad programming for the campus.

The campus study abroad committee is comprised of representatives from each of the academic colleges and schools, the program coordinator of International Studies, a representative from International Education Committee, and the study abroad program advisor, and the director of the International Center. The committee's role is to advise Study Abroad (SA) and to promulgate familiarization and greater campus interaction with the office and its programs.

Sincerely,

Laura Kahler, Advisor for Education Abroad
Hawthorn Hall 310
kahler@rowan.edu
856-256-4105

Rowan University – Study Abroad: Vision Statement

Rowan University will be a recognized leader in offering a wide variety of high-quality, affordable off-campus educational and training programs, including study abroad and student exchange experiences, linking members of our campus community to the world and preparing skilled and principled professionals to thrive in a diverse world.

Policies

Faculty Policies:

- Only full-time faculty can lead programs abroad
- Children of faculty (non-Rowan University students) or spouses are not permitted to participate or travel with the program. This ensures that faculty can remain focused on the students and the academic focus of the program. (If a faculty member's child is a matriculated Rowan student enrolled in the course, they are permitted to participate.)
- Faculty are permitted another chaperone per every 10-12 students. The chaperone should not be included in the student fees.
- Faculty may not promote the program in any capacity until the proposal is approved by the Education Abroad Office's Education Abroad Committee.
- Student eligibility is up to the discretion of the faculty member. Faculty have the ability to determine if a student can still participate on the program even if the basic eligibility requirements are not met. Furthermore, a faculty member has the discretion to determine if a student is not qualified to participate based on academic and disciplinary history.
- Only credit-bearing programs will go through Education Abroad Committee review and approval. Non-credit bearing programs will go through the accounts payable travel request process.
- Faculty may only run programs that have a direct affiliation to a course within their academic department, research or teaching interests. Faculty are not permitted to run a credit-bearing program that is outside of their academic department.

Student Policies:

- Only **matriculated Rowan University students** can participate on faculty-led programs. (RCSJ, RCBC students, and staff members auditing courses are **not** permitted to participate)
- Students must meet the study abroad eligibility requirements listed on the website.
- Students must be enrolled in the course associated with the program abroad.
- Students cannot participate on the international component without being registered.
- Students cannot enroll in the course without going abroad.

Faculty Coordinator's Study Abroad Planning Calendar and Checklist

The following Faculty Coordinator's Study Abroad Planning Calendar and Checklist provides an "at-a-glance" overview of critical planning components for a faculty-led, study abroad tour, and guidelines for timeframe within which to accomplish these tasks. (Note: Faculty members who are leading study abroad tours will hereafter be referred to as "faculty coordinators.") Please note that these are guidelines; they are not absolute. Specific circumstances may require that you reorder the sequences of some tasks or that you accomplish some sooner than suggested. (The only sequences that faculty coordinators must follow as described are the approval process and registering the study tour with U.S. embassies and/or consulates described in the next section.)

Additionally, each entry on the timeline corresponds to a fuller explanation of major subtasks contained within each. You will find this information on the following pages. Faculty members are advised, however, that given the range of possible planning options for this type of study tour, the information should be used as a guide; it does not represent an exhaustive list.

Consequently, there may be a need to include additional steps not listed or, conversely, one might find it necessary to omit some steps.

IMPORTANT INFORMATION: This opportunity is only available to full-time Faculty members. To ensure safety for all of our students and faculty, we cannot permit spouses or children of faculty to participate or travel with the program. This ensures that faculty can remain focused on the students and the academic focus of the program.

Faculty Coordinator's Study Abroad Planning Calendar and Checklist

	Activity (not all may apply to each study abroad program)	Check when completed
1	Preliminary discussion with Dean/Department head. Mention your desire to lead a program overseas to your Dean and inform them that you will be working with the Education Abroad Office to submit a proposal.	
2	Contact the approved providers to obtain preliminary estimates/itineraries and contracts for your program. Reach out to the providers listed on our website and begin discussions about your program. (When you'd like it to run, how many days, excursions, costs, activities etc.)	
3	Make a final decision regarding which provider will run your program.	
4	Complete and submit Faculty Led Proposal. This proposal is online, but you need to gain access to the portal. Please email Laura Kahler to request access.	
5	Submit your proposal (and all electronic forms included in the portal) by February 4 th of the year prior to your program. (i.e. if your program is during the spring/summer 2025, you must submit your proposal by February 4, 2024.)	
5a	The Education Abroad Committee will review all proposals at their spring meeting. This meeting is set for the middle of February so if your proposal is late, you will need to wait until the fall meeting to review it.	
6	Meet with the Education Abroad Advisor to review promotion plan, deadlines for student applications and application process.	
7	Promote program through social media, Rowan daily mail, email and throughout campus.	
8	Assist students with registration for the course by providing overrides.	
9	Host pre-departure meeting with all students, Education Abroad Advisor and faculty. Ensure that all students are paid in full by the deadline set by the provider.	

Checklist in Detail

1. Begin preliminary discussion with your Dean/Department Head
 - a. Engage in an exploratory discussion early in the process with your DepartmentHead/Dean to assure alignment with department and college/school goals;
 - b. Develop linkages to existing curricular and enrichment of courses and majors;
 - c. Explore collaborative opportunities with departmental and university-wide colleagues;
2. Contact one or all providers to discussion program, costs, excursions, program layout etc. After receiving an initial estimate and itinerary, choose a provider with which you'd like to run your program;
3. Once a provider is chosen, reach out to Laura Kahler (kahler@rowan.edu) to obtain access to the proposal application.
4. Once access is granted, you may work on completing all required forms in the Faculty Led Proposal. When you finish, you can submit the proposal for review.
5. Submit proposal and wait for Education Abroad Committee's final decision.
6. Meet with Education Abroad Advisor
 - a. As the faculty coordinator it is your primary responsibility to recruit students to participate on your program. You should ensure that they are aware of the application process for both Rowan University and the provider. Please be in close communication with the Education Abroad Office to obtain regular updates on your potential participants. No student will be considered a participant unless they complete the entire Rowan Study Abroad Application by the assigned deadline.
7. Develop student information media and marketing programs and set application deadlines.
 - a. Begin to deploy marketing materials and advertise in the departments;
 - b. Identify students that would be eligible to travel;
 - c. Provide program application information; and
 - d. Share program information with academic advisors in each of the colleges if appropriate. This can be accomplished by providing program specifics to the Study Abroad.
- 8-9. Confirm student participants & provide overrides for students to enroll in the course.
 - a. Once the Rowan Study Abroad Application deadline has passed the Education Abroad Office will confirm the students who have completed the application and ONLY those students will be able to participate on the program. The Education Abroad Office will then send that list of students to the provider so the students can continue with the application process for the provider.

Checklist in Detail Additional Items

1. Pre-departure session

- Please inform the Education Abroad Office of the date, so we can assist in conducting the session.
- These sessions should include information on language, culture, political, monetary, customs, etc.; Potential dangers should also be discussed;
- Information on what to bring, how to pack, type of luggage, how to deal with important documents, money etc.; and
- Additionally, begin arranging for a medical orientation through the Wellness Center, which can provide important information on required or recommended immunizations, health precautions, etc. This should be done at least six months prior to departure to ensure any required immunizations can be administered within prescribed timeframes.

2. Confirm final payment to provider.

- By 45–60 days prior to departure, the faculty director should ensure all payments to vendors providing services in support of the trip (airlines, hotels, tour companies, academic institutions to be visited, etc.) have been paid and receipt confirmed; and
- Remember, an action passed is not necessarily an action completed—verify that vendors have received all necessary payments.

3. While on-site

- As the faculty coordinator, you are responsible for teaching, administrative, logistical, health, safety, and welfare of group members along with the provider staff. As such, it is important that you are familiar with the requisite guidelines and ensure that Rowan personnel, via the Study Abroad, have the ability to contact you through the entirety of your trip.
- If possible, maintain a blog.
- Please provide any changes to your original on-site contact information as soon as possible. You should provide Study Abroad in-country contact prior to departure.
- In an effort to establish a line of communication, please be prepared to send a very brief update upon arrival, in the middle and upon departure of your program.

Checklist in Detail

4. Upon Return: Final report
 - A final report summarizing the overall experience of the group is required. A copy should be filed with the Study Abroad, and if so required, with the college dean. The faculty member should also retain a copy for future reference should s/he decide to organize a similar trip in the future. At the very least, the report should include:
 - Number of students participating;
 - Dates and locations visited;
 - Learning objectives and how they were met;
 - Lessons learned, i.e., what you would do again and what you might do differently;
 - Include the course name/credit hours/number of students registered for the class, revenue, and
 - Identify any potential problem areas that arose during the trip, i.e., administrative, logistical, etc.

5. Provide samples of student experiences
 - Digital photos (along with student release to use photos in future advertisements);
 - Short one or two sentence student summarizations that might also be used to advertise future trips; and
 - Encourage students to participate in the annual Study Abroad photo contest and other events.

6. The Education Abroad Office has developed a post-study abroad survey for students to assess their experience. Faculty directors are actively encouraged to ensure that their students complete this survey in a timely fashion. The results of the survey will be sent directly to the EA Office. Student feedback will be employed to fine tune existing programs and to assist in the development of future ones.

Approval Process for Faculty-led, Short-term Study Abroad Proposals

All faculty-led short-term, study abroad proposals and trips must be submitted to the Study Abroad Committee for review:^{*}

- Requisite safety factors have been given due consideration;
- Adequate site visits have been conducted prior to planning a trip and taking students;
- A risk assessment for the travel areas involved has been undertaken (Form B); and
- That everyone in the faculty member's supervisory chain and Rowan administration is aware of the trip.

These requirements are not designed to make the process odious, but rather to ensure maximum safety for faculty and students alike. Thus, the following serves as a guide to facilitate faculty efforts in getting trip proposals approved. Should you have any questions during the process, please feel free to direct them to the Study Abroad.

Approval Process

Once a faculty member has decided on a trip location and a general timeline (adequate planning usually requires planning for about 12 months in advance), the first step is to complete **The Faculty Led Proposal**. (In the portal, you'll find a form that requires the signature of the Dean of your Academic Department.)

When reviewing proposals The Education Abroad Committee will consider and weigh various risks associated with the travel: i.e., environmental, political, economic, or other areas of potential unrest or instability. Consequently, it is crucial that as much information be included in the faculty member's proposal as possible. The committee may also forward the proposal to Rowan Wellness Center for a review of potential health risks.

The committee has four options once it considers a proposal:

- Recommend the proposal as submitted;
- Recommend with modification;
- Request additional information before rendering a recommendation; or
- Not recommend the proposal

If the proposal is recommended and EA Office agrees, the faculty coordinator may begin planning. (Written notification of approval will be provided.) For the proposals not recommended, a faculty member will receive a written explanation of the decision. S/he then has the option to appeal the decision to the appeal authority, which in this case is the Provost. To initiate such an appeal, a faculty member will need to:

- Notify the EA Office of intent to appeal; and
- Put the appeal in the form of a memorandum along with accompanying documentation supporting the faculty member's position. At the very least, accompanying documentation should include the packet of original materials returned by the committee.

Upon returning from a site visit, the faculty member should complete a report of her/his findings and submit it to the department chair and college dean for final review. Once approved, the report should be forwarded to Study Abroad for review by the Study Abroad Committee. If approved, the faculty member can then begin planning the trip itself. (Again, written notification of approval will be provided.) If it is not approved, s/he can pursue the appeals process outlined above.

Assessment of Faculty-Led, Short-Term Study Abroad Program Proposals

Within the online proposal, you will find a rubric of that the Education Abroad Committee will use to assist them in making a formal decision. The following rubric is designed to enable a committee of individuals to assess faculty-led, short-term study abroad program proposals in terms of potential associated risk. Faculty considering a study-abroad excursion should make sure to address each of the stated areas. Please note a score of six (6) is required in order to pass this section. While scores of zero (0) and two (2) should be clear, here are some examples of why a score of one (1) might be given.

- **Political Stability:** Global unrest or extreme difference between area of trouble and proposed site visit.
- **Health Risks:** Available care below US standard or possible health problems due to lack of sanitation or proper food preparation.
- **Criminal Activity:** Known area of tourists being preyed upon and/or weak police or military forces.
- **Advance Site Visit:** Limited knowledge of area, but has traveled internationally without students.
- **Faculty Director's Language Proficiency:** Either English is common in area or professor has passing knowledge of local language—can find help or assistance relatively easily.
- **Participants' Language Proficiency:** Similar to faculty coordinator's capability by 33 percent or more of students.
- **Participants' Experience:** 50 percent or more have some international travel, understand process of going through customs, etc.

If a score of zero (0) or one (1) is expected in a particular category on the rubric, please attach an addendum that provides information regarding the ways in which the applicant plans to address the issues that lead to a low score.

Rubric for Proposal Approval:

Global Risk Evaluation for Faculty–Led Study Abroad Program

	0	1	2	SCORE
POLITICAL STABILITY	Unknown reported, unclear, or high risk of government instability, negative USSD travel advisory	Minor risk of instability, USSD advisories limited to areas distant from site	Stable government, no travel advisories	
HEALTH RISKS	Unknown reported, unclear, or high risk of government instability, negative USSD travel advisory	Limited health risks	Little likelihood of health concerns, high quality medical care readily available, handicapped accessible	
CRIMINAL ACTIVITY	Unknown reported, unclear, or high risk of criminal activity	Limited criminal threat	Little threat of criminal activity	
SITE VISIT	Unknown, reported, unclear or limited experience travel	Limited criminal threat	Considerable experience on-site, significant with international travel with students	
FACULTY COORDINATOR LANGUAGE PROFICIENCY	Unknown, unreported, unclear or limited	Some time spent on site, some travel experience	Near fluent in local language(s)	
PARTICIPANT'S LANGUAGE PROFICIENCY	Unknown, unreported, unclear, or limited	Competent in local language(s), Translators available	Near fluent in local language(s)	
TOTAL:				

Scores from this category is NOT included in the overall score for approval. This category is included as additional information to help the committee make an informed decision.

PROVIDER CONTACT INFO

Rowan University has formal agreements with the partner organizations listed below. Please contact an organization to begin a program design with pricing estimates to assist you in the planning of your program abroad.

<u>ORGANIZATION</u>	<u>WEBSITE</u>
ISA/Worldstrides	ISA by Worldstrides Link
AIFS	AIFS Link
EF CollegeStudy Tours	www.efcollegestudytours.com
The Asia Institute	http://www.asiainstitute.org/en/
World Wide Adventures	World Wide Adventures Link

