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## FACULTY-LED PROGRAM GUIDE

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## GETTING STARTED

### *What is a faculty-led program?*

A faculty-led study abroad program involves a professor or group of professors leading a group of Rowan University students to another country for academic purposes. These programs can vary in length from a few days to a few weeks and often involve a combination of coursework, cultural immersion, and experiential learning activities.

Here's an overview of the typical structure and benefits of faculty-led study abroad programs:

1. **Academic Focus:** Faculty-led programs are designed to integrate academic coursework with real-world experiences in a foreign setting. Students often earn academic credits that count towards their degree while studying abroad.
2. **Guided Learning:** Unlike some other forms of study abroad where students may have more independence, faculty-led programs provide structured guidance from professors who lead the group and/or tour directors. This can be especially beneficial for students who are new to international travel or are looking for a more supported experience.
3. **Cultural Immersion:** These programs should include cultural activities, and interactions with local communities. Students get the chance to immerse themselves in the culture of the host country, gaining a deeper understanding of its customs, traditions, and way of life.
4. **Personal Growth:** Traveling to a foreign country can be a transformative experience for students. It challenges them to step outside their comfort zones, adapt to new environments, and develop valuable skills such as intercultural communication, problem-solving, and independence.
5. **Networking and Professional Development:** Faculty-led programs often include visits to local organizations, businesses, or institutions relevant to the coursework. This provides networking opportunities and exposure to international perspectives that can be valuable for future academic or career pursuits.
6. **Enhanced Learning Environment:** Being in a different country offers a unique learning environment that can enhance students' understanding of course material. Whether it's studying art history in a museum in Paris or marine biology on a coral reef in Australia, the hands-on experiences can deepen students' comprehension and appreciation of the subject matter.
7. **Group Dynamics and Community Building:** Traveling and studying together in a foreign country can foster strong bonds among students and between students and faculty. The shared experiences, challenges, and discoveries create a sense of camaraderie and community that can last long after the program ends.

Overall, leading a group of students abroad can be incredibly rewarding for faculty members. Not only can they share their expertise and passion for their field of study in a new context, but they also play a crucial role in facilitating transformative experiences for their students.

### *Where should I begin?*

Step 1: Think about what course you'll be teaching abroad. We suggest choosing a course that is already on the books and doesn't need to be approved by the Senate. We also suggest that the course be broad so that students can take the course as a major component, free elective, or Rowan core etc.

As the faculty leader you have the freedom to choose a provider with which to work. The links below will take you to the websites of each provider so that you can call to begin creating your program. Before you call though, think about what kind of program you want to offer: what location(s) to where you wish to travel, what cultural hotspots you want to go to, what your itinerary might look like, and how all these things relate to your course. You will work with the providers to create an itinerary, organize cultural activities, review costs, housing etc., to ensure that the program is meeting your needs for the course. Once you have chosen your provider you will then begin the Rowan proposal process. Our available providers are:

[International Studies Abroad](#) | [WorldWide Adventures India](#) | [American Institute for Foreign Study](#)

[World Endeavors](#) | [EF College Study Tours](#)

Step 2: Once you have an itinerary and program design set with your provider you may start the Faculty-Led proposal process. You will need to email the Study Abroad Advisor (kahler@rowan.edu) to be given access to the online portal where you can work on your proposal. You'll see a packet within your proposal application that should be completed by the February 4<sup>th</sup> deadline. This is a lengthy document that will require some time to complete so please make sure you're dedicating time to finishing it to ensure its timely submission. The completed packet, including your Dean's signature, is due by February 4th of the year prior to your program. (i.e. if you want to run a May 2026 program, your proposal must be submitted by February 4th, 2025)

Step 3: Once your proposal is submitted, the Study Abroad Committee will meet to review it. The Study Abroad Committee is made up of faculty members/chairs/department heads from each College/School. The committee will review faculty-led proposals and will vote to approve the program to run. If the committee does not approve your proposal they may request more information from you. The committee's purpose in reviewing these proposals is to ensure the academic rigor and quality of the program abroad, to ensure that the destination, itinerary and places visited all relate to the course material. After review, the Study Abroad Advisor will notify you, via email, if your proposal has been approved, or if you need to resubmit it with additional information. Once approved, you will meet with the EA Advisor to review upcoming recruitment, student application deadlines and what the next steps will be like as you promote your program.

Step 4: Upon approval, you will be able to promote your program, and the student application will be open. Students must complete the Rowan application first and then they're guided to then register for the course and register with their provider for the study abroad component. The Study Abroad Office will communicate this with the students.

Step 5: Promote your program! Once your proposal has been approved, you're able to promote your program on campus through email blasts, Rowan Daily Mail, info session and hosting a table at the study abroad fair in the fall and spring semesters. You will work closely with the Study Abroad Office to clearly communicate deadlines, costs etc., to the students to ensure a stress-free application process.

Step 6: Go abroad!

## THE PROPOSAL PROCESS

### *The Proposal Process explained*

The faculty-led program proposal is an online application for the Study Abroad Office. This online application will require the faculty member to answer questions regarding previous travel experience, knowledge of the host-country to which you're traveling, and language proficiency. There is also a lengthy packet that must be submitted that includes all the information required for our office. (i.e. course information, contact hours, pedagogical outcomes, explanation of how the course relates to itinerary abroad etc.) Lastly, you must include a program contract & itinerary from your provider program.

This process can take a few weeks to complete so please ensure you are giving yourself sufficient time to submit the proposal by the deadline. All proposals are due on February 4<sup>th</sup> of the year prior to your program.

To gain access to the proposal please email Laura Kahler, Advisor for Study Abroad ([kahler@rowan.edu](mailto:kahler@rowan.edu)). You will be provided with instructions on how to create your account and how to navigate the application portal.

Once completed/submitted for review, the Study Abroad Committee will meet to determine if proposals are approved or not. If approved, the Study Abroad Advisor will notify you, via email, on your next steps. If not approved, the Study Abroad Advisor will explain why the decision was made and you can resubmit your proposal. Proposal resubmissions should be completed within one week of notification to resubmit. Once approved, you will meet with the EA Advisor to review upcoming recruitment, student application deadlines and what the next steps will be like as you promote your program.

### *The Role of the Study Abroad Committee (SAC)*

The Study Abroad Committee is made up of faculty members and Department Heads from each College/School. The Study Abroad Committee's review of faculty-led proposals to run short-term programs is valuable for several reasons:

1. Quality Assurance: The committee ensures that the proposed programs meet academic standards and provide meaningful, educational experiences for students.
2. Risk Management: It evaluates potential risks and safety concerns, ensuring that the programs adhere to the institution's safety protocols and guidelines.
3. Resource Allocation: The committee assesses the feasibility and resource requirements of each proposal, ensuring efficient use of institutional resources.
4. Diversity and Inclusion: It promotes a diverse range of program options that cater to different academic

disciplines and student needs, enhancing the overall inclusivity of the Study Abroad offerings.

5. Strategic Alignment: The committee aligns the proposed programs with the institution's strategic goals and internationalization efforts, contributing to broader educational objectives.

Overall, the committee's review helps maintain high standards, ensures student safety, optimizes resource use, and supports the institution's strategic mission.

### *Submitting a successful proposal*

As educators, it's imperative that we ensure these experiences are not only enriching, but also seamlessly integrated into the curriculum to benefit our students. Here are some guidelines on how to effectively relate your itinerary abroad to the course material you're teaching:

- Pre-Trip Preparation:
  - Familiarize yourself with the itinerary and destinations you'll be visiting.
  - Identify key themes, topics, or concepts from your course material that can be explored or exemplified during your travels.
- Identify Relevance:
  - Reflect on how the locations, cultures, or experiences you'll encounter align with the subject matter of your course.
  - Consider how these experiences can provide real-world context or practical applications of theoretical concepts.
- Document Insights:
  - Keep a journal or digital record of your observations, interactions, and experiences during your travels.
  - Note any connections you observe between the course material and your overseas experiences.
- Capture Visuals:
  - Take photographs, videos, or collect visual materials that illustrate the relevance of your travels

to the course content.

- These visuals can serve as powerful teaching aids to engage students and reinforce learning.
- Integrate Into Curriculum:
  - Design specific lessons, discussions, or assignments that incorporate insights from your overseas experiences.
  - Use your journey as a case study or example to elucidate complex concepts or cultural phenomena discussed in class.
- Facilitate Discussion:
  - Encourage dialogue with students about your travels and their relevance to the course.
  - Foster critical thinking by prompting students to analyze how the concepts learned in class manifest in different cultural contexts.
- Encourage Reflection:
  - Assign reflective exercises or essays where students can analyze how your travels have broadened their understanding of course material.
  - Encourage students to relate their experiences to their own lives or future career aspirations.
- Share Resources:
  - Provide students with relevant readings, documentaries, or other resources related to the locations you visited.
  - Offer recommendations for further exploration of topics inspired by your travels.
- Incorporate Multicultural Perspectives:
  - Emphasize the value of multicultural perspectives gained through your travels.
  - Encourage students to appreciate diverse viewpoints and recognize the interconnectedness of global issues.
- Evaluate Impact:



- Assess the effectiveness of integrating your overseas experiences into the curriculum through student feedback, learning outcomes, and academic performance.
- Continuously refine and adapt your approach based on insights gained from student engagement and assessment data.

By following these guidelines, you can ensure that your itinerary abroad becomes an integral part of the learning experience, enriching students' understanding of course material and fostering a deeper appreciation for global perspectives.

### *Timeline of Events*

- ❖ February 4<sup>th</sup> –Proposals are due!
- ❖ Mid-February – receive notification of proposal approval or the need to resubmit it.
- ❖ Late February – meet with Study Abroad Advisor to review timeline, application deadlines, marketing strategies
- ❖ March – November – promote program at campus events, through email blasts, host info sessions, attend study abroad fair
- ❖ March – Oct/Nov/Dec/Jan – The student application will open in March of the preceding year. Students can apply ONLY through Rowan’s Study Abroad Application all the way through the application deadline which will vary from program to program. The EA Advisor will discuss this deadline with the faculty member in their meeting. Students will have two applications to complete. First, they’ll apply through IC: Study Abroad Office, and then in November they’ll be given access to apply through their provider program IF we have reached the minimum number of enrollments necessary for the program to run. Once we meet the minimum enrollment, the students will be given a link to apply to their provider as long as they’re enrolled in the Rowan course AND that they’ve completed Phase 1 of the Rowan app.
- ❖ January Add/drop Week: final roster call – if the minimum number hasn’t been reached, we will notify students that the program will not run.
- ❖ March – Rowan student applications (Phase 2) should be completed.
- ❖ March/April – Rowan’s IC: Study Abroad Office will conduct a Pre-Departure Meeting with each program’s group of students.

## KNOW BEFORE YOU GO



### *Students with accommodations*

As students apply to study abroad programs, they're prompted to electronically sign certain documents. One such document includes an Academic Success Disclosure form that informs students of the importance of disclosing their need for academic accommodations with our office, the professor leading the program, and their provider. We encourage students to reach out to the Academic Success Center to obtain any letters or documentation that may be required for their provider to make necessary arrangements on their behalf.

Although our providers do their best to accommodate the needs of our students, we must stress that sometimes it is not possible to receive the same accommodations abroad as students receive at Rowan. Typically, extra time for testing, quiet environments, most food allergies etc., can be accommodated easily. However, it is crucial that the student informs the provider of their needs prior to applying so that they know if it would be safe and/or appropriate for them to continue pursuing the program.

Regarding dietary requirements, these will likely be the responsibility of the student to order food from restaurants/markets that carry food within their restrictions. If, after speaking with the provider, it is determined that the country/city simply won't allow for certain dietary restrictions, the student may need to reconsider the participating in the program.

We strongly encourage all faculty to get to know their students prior to departure. Some faculty have found it helpful to hold meetings with individual students as a requirement of the course. They require that each student meets with them individually and/or they meet with another student to get to know each other. This can be quite helpful in cultivating new relationships between students and it will allow students to feel more comfortable knowing you, as the leading professor and other peers participating in the program.

If upon meeting a student, it is mentioned that they need certain accommodations please reach out to our office immediately so that we can connect with the Office of Accessibility and the provider to ensure a successful program for the student.

### *The Wellness Center: Counseling & Psychological Preparation*

No matter how well-planned a study abroad program is, unexpected challenges can arise. These might include cultural misunderstandings, student health issues, or logistical problems. Being prepared allows you to anticipate these challenges and have strategies in place to address them swiftly and effectively.

As you prepare to lead our students abroad, starting for all 2026 programs, we will host a workshop alongside the Wellness Center, and we ask that you make every effort to attend. This workshop is designed to equip you with essential information on counseling services available to our students while abroad. Additionally, it will provide practical guidance on how to effectively manage various situations that may arise during the trip. The workshop information will be provided after all the programs have been approved by the Study Abroad Committee.

### *Rowan's International Insurance*

Rowan University partners with AIG International Insurance to provide medical (and some travel) insurance at no cost to our students and faculty. Those faculty leading programs are urged to enroll as are all students participating in the program. All the information regarding coverage, policies and claims can be found within the study abroad application. Information regarding how to register for this insurance will be in the Study Abroad portal for students and faculty.

### *Pre-Departure Meeting*

Our office will gladly co-host a Pre-Departure meeting with you about a month or two prior to your departure. The meeting allows the Study Abroad Office to impart essential safety information to students. This includes safety information regarding local laws and customs, health precautions, how to access medical care, and stay safe in unfamiliar environments. Practical advice such as packing tips, budgeting tips, and dealing with jet lag can significantly ease students' transition into international travel. Our office will do our best to prepare students for the cultural nuances of the program destination to help promote cultural sensitivity, which will help students integrate more smoothly into their new environment. This is also a great time for you, the professor, to clarify academic expectations and grading systems that will help the students prepare for the academic piece of the program. This meeting may be the first time students are meeting each other, so with that, it gives students an opportunity to foster a sense of community and support among peers. Knowing they're part of a group on a similar journey can alleviate anxieties and encourage collaboration and friendship.

All in all, the Pre-Departure Meeting sets a foundation for a successful and enriching academic and cultural journey, promoting safety, academic success, cultural understanding, and personal growth.

## WHILE ABROAD



### *Student Conduct Abroad*

Students are expected to conduct themselves as if they're on Rowan University's campus. While abroad, students are subject to the [Student Code of Conduct of Rowan University](#).

The Rowan University Study Abroad policy states that alcohol may be consumed, but not abused, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they always remain responsible for their actions. Students studying abroad must comply with the legal drinking age of the country in which they're studying. For example, in Europe, the legal age to consume alcohol is 18+ so any student under 18 should not be consuming alcohol. All students must understand that they should not drink to excess and remain responsible at all times for their conduct.

Rowan University has a [zero-tolerance policy](#) for purchase, possession, use, or distribution of any drugs considered to be illicit, illegal, or a controlled substance. Students are further cautioned that the possession of drugs is often dealt with harshly by local, host-country law enforcement and neither Rowan University nor the U.S. Embassy can obtain release from jail.

Please see our website for a detailed list of policies: <https://sites.rowan.edu/international/educationabroad/study-abroad-faqs.html>

### *Rowan's Emergency Communication Plan*

Our primary concern is the safety of you and your students. Please review the following information and keep it on hand in case of emergency.

All faculty will create a WhatsApp chat which includes all faculty leaders and the Study Abroad Advisor. In the event of an emergency while abroad, faculty are reminded that their first point of contact should always be their on-site program provider and local authorities, who are best equipped to respond immediately. Once local support has been engaged, faculty should follow the established communication protocol: If a true emergency occurs outside of U.S. business hours (8:00 AM – 4:00 PM, Monday through Friday), faculty must use the designated WhatsApp chat to notify the Study Abroad Advisor. Emergencies that warrant this level of communication include, but are not limited to, incidents such as assault, mental health crises or suicidal ideation, hospitalization, or the death of a program participant.

In the event of a medical or health emergency, students should go immediately to the nearest physician without delay and contact the international insurance provider (AIG). The insurance provider will then take appropriate action to assist and monitor your care. The U.S. Department of State has special resources for students studying abroad, including travel alerts, considerations before traveling, news alerts, and volunteer opportunities. Please visit [travel.state.gov/content/studentsabroad/en.html](https://travel.state.gov/content/studentsabroad/en.html) for more information.

Once the Study Abroad Advisor is informed of the emergency that will be shared with the Associate Provost of International Education. From there, Public Safety, The Wellness Center, Provost and General Counsel will be notified as needed.

### Clery Act – Campus Security Official

Campus Security Authority (CSA) are mandated reporters to the Rowan University Police Department or designated University office for those reported allegations of Clery Act crimes which they receive in their capacity as a CSA, for inclusion into the annual disclosure of crime statistics. The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are “Campus Security Authorities” under the law. According to the Clery Act, a “Campus Security Authority,” or CSA, is “an official of an institution who has significant responsibility for student and campus activities.” The function of a person’s position determines this. Under this federal Act, many positions qualify as CSAs, including student life professionals, Rowan University Police Department staff, student advisors, personnel acting as an advisor on a student trip, coaches and others due to the function of their job responsibilities.

If a crime abroad occurs, as a Campus Security Official, you are required to report it to the university. Should a crime occur during the program you’re leading please make sure to complete the Campus Reporting Form immediately so that the information is fresh in your mind. Please ensure that the Study Abroad Office is aware that you have completed a form. The link to the form is located [HERE](#).

## FREQUENTLY ASKED QUESTIONS

### *How do I verify that the students enrolled in the course are going abroad?*

Study Abroad Office and your provider will work together to ensure that we have the same student enrollments. Students should always complete the Rowan Study Abroad Application first, and then they're guided to register for your Rowan course, and then they're ready to start the provider's application. The Study Abroad Office can send you monthly updates regarding your student enrollment so that you're aware of who is planning to be abroad with your group.

### *Can I cross-list a course?*

Yes! In fact, we encourage it!

### *Can I offer a graduate section?*

Yes. These programs are primarily geared toward undergraduate students so the bulk of the students should be undergraduates, but you can cross-list the course for a graduate section to include that population of students. The assignments would need to reflect graduate-level coursework, and your lectures abroad may need to be directed differently as you're teaching two different levels of students.

### *How do I enter grades?*

General practice is that you will enter an incomplete for the grades and then upon completion of the program you will update that to reflect the students' actual grade received.

### *How do I give myself plenty of time to promote my program?*

Submitting a complete and detailed proposal on time is the best way to ensure you'll have plenty of time to promote your program to students. If all goes well with your proposal, you should have approval to promote by March and can continue until the applications deadlines which vary from November through January.

### *How does course registration work?*

This can be handled in a few ways. One thing we always suggest is that you cap the section at ZERO. This will prohibit students from registering for the course so that we can ensure the correct students are applying. The IC: Study Abroad

### *Can my course be a late start course?*

Yes! There are pros/cons to having a late start course. The pro is that the students will have more flexibility to enroll in the course after the regular add/drop period.

### *How do I promote my program?*

Rowan announcers, blast emails, attend the study abroad fair through the Study Abroad Office, host information sessions etc.

### *How can I find out who is applying to my program?*

This can be done in two ways. Our office can train you to use our application management database so that you can view your applicants as often as you'd like. You'd be able to see the students' names and what they have left to complete in their applications. However, we understand if you don't want to learn an entirely new application software, so if you'd prefer, our office would be happy to send you weekly or bi-weekly emails that include the student information.