



## Non-Credit Bearing Faculty-Led Program Handbook



[www.rowan.edu/studyabroad](http://www.rowan.edu/studyabroad)

## *Introduction*

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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,



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## *Rowan University - Study Abroad: Vision Statement*

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*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.*

## *Faculty Coordinator's Study Abroad Planning Calendar and Checklist*

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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.") 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*

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	Activity (not all may apply to each study abroad program)	Check when completed
	Preliminary discussion with Dean/Department head	
2	Review this Faculty Led Handbook for instructions on completing the proposal process and	
3	Contact the approved providers to obtain preliminary estimates/itineraries and contracts for your program.	
4	Email <a href="mailto:kahler@rowan.edu">kahler@rowan.edu</a> to obtain access to your online proposal.	
5	Begin working through the online proposal application. Once everything is marked off as "received" you will be able to submit your proposal for review.	
6	The Education Abroad Office will review your proposal and you will be notified (via email) of your approval or your need to resubmit.	
7	Upon receiving your approval, the Education Abroad Advisor will set up a meeting with you to review deadlines, student's application process, and promotion.	
8	Develop student information media, marketing plan, recruit students.	
9	Complete the International Travel Request Form and Clery Act Form found in your online proposal.	
10	Conduct a Pre-Departure session (45-60 prior to departure) with the Education Abroad Advisor.	
11	Ensure that all students are paid in full by the deadline set by the provider.	
12	Upon Return: Submit Final Report to Study Abroad (within 30 days after return)	
13	Provide sample of student experiences (Testimonials, pictures, videos)	

## *Checklist in Detail*

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### 1. Begin preliminary discussion with your Dean/Department Head

- Engage in an exploratory discussion early in the process with your Department Head/Dean to assure alignment with department and college/school goals;
- Explore collaborative opportunities with departmental and university-wide colleagues;

### 2. Review the Faculty Led Handbook and contact approved providers.

- Contact any providers listed in the proposal to begin customizing your program and obtain estimates for your program;
- The Faculty Led Handbook will help guide you as you work with the providers to create your program;

### 3. Contact Providers: After receiving an initial estimate and itinerary, choose a provider with which you'd like to run your program;

### 4. Once you have finalized your itinerary and contract with your provider, you will email the Education Abroad Advisor to gain access to the online proposal which includes a Budget Estimate and requires your Department Head/Dean's approval.

### 5. Begin working through your online proposal. There are several items in your proposal that will need to be completed by the deadline.

### 6. Once your online proposal has been submitted you will wait to hear from the Education Abroad Advisor in regards to your proposal's approval.

### 7. The Education Abroad Advisor will request a meeting with you to review the student application process, marketing, deadlines and the payment structure.

- 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.

### 8. Develop student information media, marketing plan and recruit students.

- Begin to deploy marketing materials and advertise in the departments;
- Identify students that would be eligible to travel;
- Provide program application information; and
- 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.

### 9. The Faculty Coordinator is required to complete the International Travel Request Form and Clery Act Form found in your online proposal.

### 10. Conduct a Pre-Departure Session with your students.

- 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.

11. Ensure that all students are paid in full by the deadline set by the provider. Communicate regularly with your students and ensure that they are staying on top of their requirements through their provider program which includes making payments on time.

12. Upon Return: Provide the Education Abroad Advisor with a 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;
  - Lessons learned, i.e., what you would do again and what you might do differently;
  - Identify any potential problem areas that arose during the trip, i.e., administrative, logistical, etc.

13. 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.

## *Approval Process for Faculty-led, Non-Credit Bearing Study Abroad Proposals*

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All faculty-led short-term study abroad proposals and trips are approved or denied by the Education Abroad Office based on many factors including:

- Requisite safety factors have been given due consideration;
- Adequate site visits or prior travel experience 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 review the Faculty Led Handbook and complete The Faculty Led Proposal. After the department chair and college dean have signed off on the approval form, the proposal should be submitted for review by the Education Abroad Office.

The Education Abroad Office 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. Our office may also forward the proposal to Rowan Wellness Center for a review of potential health risks.

The Education Abroad Office has three options in approving a proposal:

- Approve the proposal as submitted;
- Request additional information before providing an approval; or
- Not approve the proposal

If the proposal is approved, the faculty coordinator may begin promotion. (Written notification of approval will be provided.) For the proposals not approved, a faculty member will receive a written explanation of the decision. S/he then has the option to appeal the decision to the Education Abroad Advisor. To initiate such an appeal, a faculty member will need to:

- Notify the Study Abroad 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.