

Faculty-Led Group Study Abroad Programs Handbook

Pittsburg State University

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INTRODUCTION

This handbook provides guidelines, recommendations, and requirements for faculty who plan, sponsor, and lead Faculty-Led Group Study Abroad Programs. These programs may be organized following a variety of different formats with several options for offering credit hours.

The Study Abroad Committee seeks to accommodate the university entities whether they be academic, financial, or service oriented.

Funding from the Study Abroad budget of student stipends is a competitive process. Faculty must be aware that money is distributed as funds are available and that funding is not guaranteed.

GETTING STARTED

Faculty or staff members who wish to offer a study abroad experience for students may begin the planning process by answering the following questions:

1. What is the academic purpose of the trip?
2. What do you want students to learn abroad that they cannot learn as effectively on campus?
3. Where do you want to go?
4. What do you want to see?
5. When do you want to go?
6. How long do you want to stay?
7. Who is the target group for participation? All students, just upperclassmen, specific majors?

PLANNING THE DETAILS

1. How many credit hours do you plan to offer? What term will you offer the credits?
2. Will you require pre-trip assignments, workshops, and/or lectures in addition to an orientation/information meeting?
3. During the travel portion of the trip, will students have additional assignments, activities, or keep a travel log?
4. Will there be a post-trip assignment?
5. Will you contact professional organizations or universities for assistance when planning activities for the cities you plan to visit or will you work with a customizing organization?
6. What kind of housing do you want for your students and for yourself?

PRE-PROPOSAL ORIENTATION

All faculty members planning to turn in proposals for a faculty-led study abroad program should meet with the Study Abroad Coordinator prior to submitting the proposal. Veteran faculty leaders are requested to check with the Study Abroad Coordinator to see if there are updates or changes.

* When submitting a proposal, a letter of agreement with the university, institute, school, or company should be included. PSU General Counsel also requests that all faculty obtain signed contracts from any travel company, travel agent, partner organization, exchange school, etc. Any contracts that a faculty member signs must also be signed by the department chair per the guidelines in PSU's Unclassified Handbook.

PITTSBURG STATE UNIVERSITY RESOURCES

A number of offices and individuals on campus can provide information for the planning stages of a study abroad program.

1. The Study Abroad Committee oversees the Study Abroad activities on campus. It approves or denies Study Abroad programs, sets policies, and determines the amount of university funding for student stipends.
2. This handbook offers guidance on the general procedures and paperwork involved for faculty-led study abroad programs.
3. The Study Abroad Coordinator provides forms, information about international student insurance, pre-departure information, and guidance on the program and approval process.
4. Faculty from various departments have organized numerous Study Abroad programs and are available for advice. Contact the Study Abroad Coordinator in IPSO for the names of faculty who can assist you.
5. A contact person or organization in the destination country can also provide assistance with organizing activities and various cultural experiences.

DEPARTMENTAL SUPPORT

It is necessary to obtain the support of your academic department or the department of the associated course in preparation for a Study Abroad program. If you are developing a new course, it must have both departmental and Faculty Senate/Graduate Council approval. If the program is linked to an existing course or a Special Topics course, the instructor of record must confirm that the course requirements have been met. In the case of foreign language study, the Chair of English and Modern Languages and Literatures must clear all trip-related courses.

PARTNERSHIPS

Study Abroad Programs can be based on existing PSU exchange agreements with universities in the destination country, and a list of these institutions can be obtained from the IPSO office. These universities/institutions can often assist in creating a travel agenda, finding housing, providing transportation, or even hosting the study group. In some cases, home stays can be organized.

There are also numerous study abroad organizations, such as AIFS, API, EF tours, or WorldStrides that can work with faculty to customize a study abroad program. These organizations take care of the logistical details so that faculty can focus on academics and the students. Contact the Study Abroad Coordinator for a list of resources.

A first-time faculty leader needs to use a study abroad organization for his/her program or consider co-leading with a veteran leader.

ADMINISTRATIVE RESPONSIBILITIES/CHECKLIST

Faculty-Led Group Study Abroad Program Checklist

Please refer to the Faculty-Led Group Study Abroad Programs Handbook for further explanation of these items.

Planning the proposal

8-12 months prior to your trip

- Meet with the Study Abroad Coordinator prior to submitting the proposal
- Start the process 8-12 months in advance of the travel dates
 - Proposals are due October 1st for Spring and Summer travel and February 1st for Fall and Winter programs (Exceptions may be made, so please speak with the Study Abroad Coordinator)
- Have the department chair sign the proposal as well as any contracts that you sign with travel organizations, travel agents, partner organizations, etc.
- Ensure that at least 1 credit hour is offered during the trip
 - Only 1 credit per week of travel
 - 1 additional credit can be added per week (5 days) with the requirement of additional student coursework (a note must be added in the Schedule of Classes and explained on the course syllabus)
- Contact the Study Abroad Coordinator to put the class on the course scheduler.
 - The course number should end in .81 for the off-campus course during the dates of travel
- Submit a budget detailing all student costs
 - Include airfare, passports, visas, health insurance, tuition, program fees, tourist expenses, food, vaccinations, exit fees, etc.
 - Arrange to prepay as many expenses as possible
- Know if visas are required for participants
 - Know the process for obtaining the visa so that you can help students
 - Include the visa fees in your budget
- Submit a payment plan and refund policy
 - Student payment deadlines should be early enough to allow you to pay prepaid costs such as airfare, hotels, etc.
 - Make the initial student payment deadlines before the IPSO student deadlines of March 1st for Summer/Fall programs, October 1st for Spring/Winter programs, and February 15th for Spring break programs for proper processing of stipends
 - Payment in full for the program fee must be received at least 3 weeks prior to departure
- Include learning outcomes in the proposal. See Appendix K

After proposal acceptance and as students are enrolling

The Study Abroad Coordinator can help with any of these items

- Promote your program with classroom visits, flyers, brochures, Bulk-Es, info sessions, etc.
- Have students fill out the initial application form
 - The Study Abroad Coordinator will send a copy of the application forms to you.
- Send students to Financial Assistance to discuss their financial aid options
- Tell any international students wanting to participate that they may have different visa requirements and must check their U.S. visas
- Tell non-PSU students that they must apply as a non-degree seeking student to PSU in order to participate.
- Set up an 1844 account, if needed, for student payments
 - Send the payment plan and 1844 account number to the Study Abroad Coordinator
- Provide students with payment slips to pay deposits to the Cashier's Office or ask the Study Abroad Coordinator to create a link so students can pay online.
- Tell students that IPSO will purchase Innext international health insurance for their program and that they must reimburse IPSO for this insurance.
- Check students' GPAs to make sure they are above a 2.5

After students are enrolled and *initial* payment deadlines have passed

- If the actual program cost is lower than advertised due to increased enrollment or lower prices, you can reduce the last payment collected, use the money on the program for an additional group activity, or leave the excess funds in the 1844 account.
 - Funds in the 1844 account after the program that are greater than \$500 will be transferred to a study abroad emergency account.
- Ensure that students have a valid passport valid 6 months from the return date
- Check with the Cashier's office/travel organization to ensure that students have paid
- Initial application form and stipend paperwork must be submitted to IPSO March 1st for Summer/Fall programs, October 1st for Spring/Winter programs, and February 15th for Spring break programs in order for students to be eligible for stipends.
- Suggest students receive Travel Health Consults at the Student Health Center
- Host pre-departure orientation sessions for your students
- Purchase plane tickets, if not included with a provider organization

Before departure

- Meet with the Study Abroad Coordinator and get your Faculty Leader's Notebook
- Verify that students have enrolled in the required class for the trip
- Verify that students have paid all tuition and fees
- Have students attend the IPSO pre-departure orientation
- Prepay as many expenses as possible
- If any expenses cannot be prepaid, submit the Permission to Pay on Site form
 - Let students know which expenses they are required to pay on site
- Submit the Contact Information Sheet to the Study Abroad Coordinator at least 2 weeks before departure (sent via email)
- Arrange to have a cell phone while abroad
- Read PSU Study Abroad Crisis Management Plan
 - Have copies of all emergency contact information
- Have students sign behavioral agreements, if desired
- Verify students' plans to get to the airport or program site, if not using a group flight

- Work with the office manager in your department to fill out a T-form, get a cash advance and/or encumber funds if you will cross the fiscal year. Also make sure you know the exact amount in the 1844 account that can be spent and what needs to be left in to cover possible credit card fees, and whether you will be allowed to charge any faculty expenses to your PD account

During travel

- Keep receipts for food, entrance fees, lodging, transportation, and other costs incurred and record these expenses on the form provided in the Faculty Leader's Notebook
 - If a receipt is not available from a vendor, note that you must complete the Business Office's Exception/Lost Receipt form
- Keep a cell phone so that students can reach you in an emergency
- Communicate with IPSO in the event of an emergency
- Fill out incident reports to document any emergency that arises
- Have students fill out the Check-Out Sheet for Independent Travel if students travel independently

After the trip

- Turn in grades to the Registrar
- Turn in receipts and a Travel Detail Form to the Business Office
- Turn in student evaluations, learning outcomes report, and final budget to the Study Abroad Coordinator
 - The payment for academic credit will then be processed

ACADEMIC CREDIT GUIDELINES

ACADEMIC CREDIT FOR THE COURSE

Each Study Abroad Program must include at least one credit hour offered during the dates of travel.

The faculty member needs to arrange for the academic credit to be attached to the Study Abroad Program. Typical course offerings that are already legislated are practicums, topics, problems, readings, seminars, and special investigations. Additionally, new courses may be developed but must be legislated through the academic process.

Faculty-Led Study Abroad Programs have several options for offering credit hours:

1. prior to going abroad (2 credits in the semester + 1 credit during the summer/travel)
2. 2 + 1 model during the semester (1 credit during the week of travel and 2 on campus)
3. during the international experience (1 or more credits abroad)
4. immediately after the trip (such as an August study abroad program in which the group travels in August and the course is in the fall semester).

The Kansas Board of Regents Policy Manual limits the number of credit hours offered to one credit hour per week of travel (5 days). For each week of a trip, the department can offer an additional credit hour by assigning added coursework and a footnote in the Schedule of Classes that states additional outside coursework will be required. A trip that is at least 10 days in length can therefore offer three credit hours (2 credits for 2 weeks of travel and 1 credit for additional coursework).

Full-time students do not pay extra for credit hours during spring break, winter break, August or May (see below) programs because the credits are part of the flat tuition rate. However, students will pay for credit hours at the appropriate residency rate for any other scheduled travel times. Programs, for example, in June or July will be summer tuition.

IN-PROGRESS STUDY ABROAD COURSE

Most faculty-led study abroad programs occur in May after graduation. Faculty have the option to list the study abroad course (-81) in the spring semester and assign an in-progress grade (IP) for the study abroad course.

This is advantageous because the tuition will be part of flat-rate tuition. It is also great for graduating seniors who need/want the study abroad to be part of their degree and need to be May graduates for certification reasons (i.e. education majors)

Programs in June and July will be summer tuition.

The IP option will just be for the -81 section of the class during the actual dates of the study abroad program. If a program is 2 credits in the spring semester and then 1 credit during the dates of the trip (i.e. MLL 475-01 for 2 credits and MLL 475-81 for 1 credit), only the 1 credit -81 section will have the IP option.

The start date of the -81 class needs to be the last day of the spring semester and the end date will be the end date of the program. For example, if the last day of the semester is May 13 and the trip dates are May 17-29, you would list the class as May 13-29.

Academic honors notations will not be affected with the IP, but there will be a footnote that the grade was changed from an IP to a grade. It's best to make sure the course title indicates study abroad in some way so that it is clear on the transcript why the IP was used. There is not a way to designate in the footnote that the IP is for study abroad.

Grades must be changed from IP to a grade one month after the semester ends (If the last day of the semester is May 13, grades must be changed from IP to the grade by June 13). A program does not need to be home before the first day of summer class, but the program does need to return before the one-month window after the last day of class (i.e. June 13th) so that grades can be changed from IP to the grade.

The IP grade is a good option for a two-week study abroad course leaving in May to use IP. A four-week study abroad course leaving in May should be a summer course.

To have a course listed with the option of IP, in progress, the course needs to be approved through faculty senate. IP will not change the way the class is set up or entered into the course scheduler. If approved to allow the grade of IP, the only change will be the addition of the grade in the drop-down when the instructor assigns grades in web grade rosters. Along with the typical letter grades, the instructor will also see the option of IP.

The Study Abroad Coordinator can provide you with the form to send to faculty senate. The purpose/justification of the revision would be to use "in-progress IP" while students are abroad on the study abroad program. The grade will then be changed when the program is complete and students have submitted assignments.

If it's a graduate class, there is a different form and it will need to go through Graduate Council.

Approval needs to be done as soon as possible and at least 6 weeks before early enrollment in mid-November. It is possible to do this later, but this is the ideal timeline. Faculty senate has its own timeline, so this should be done by October 1st.

When faculty are assigning grades as IP before/during the program, it's important to note that grades are available to post 10 days prior to the last day of class. If faculty have trouble entering the IP grade because it's longer than 10 days from the end of the program, please contact the Study Abroad Coordinator and/or the Registrar.

ACADEMIC CONTENT

It is the responsibility of the faculty member and department chair to ensure that the academic content of the travel abroad experience is equivalent to on-campus courses. A significant portion of the travel experience should be directly related to the subject matter taught in the academic discipline granting the credit. Besides Modern Language and Literature classes where broad cultural experiences are part of sensitizing students to language and culture, academic credit should not be given for unstructured travel abroad.

All study abroad courses need to be listed in the Schedule of Classes on GUS with an off-campus section number (normally ending in .81) for the courses offered during the dates of the trip. The Study Abroad Coordinator will list your study abroad class (-81) on the course schedule.

ENROLLMENT

There should be good communication between the faculty leader and the student participants regarding the course attached to the study abroad program, including the cost of tuition and the payment process expectations. It is recommended that the Study Abroad faculty leader confirm that each student participant is enrolled in the study abroad course and ensure that tuition and fees are paid. Students need to pay by the normal campus deadlines or three weeks before departure, whichever is earliest. The Study Abroad Coordinator will confirm enrollment and payment, but early and frequent communication between the faculty leader and students is always the most constructive.

If the faculty leader would like to allow students from other universities to enroll in the study abroad program, non-PSU students need to apply to the PSU Admissions Office as a non-degree seeking student so that they can enroll in the study abroad course(s).

Due to PSU policy and for liability reasons, all students, whether PSU students or other university students, must be enrolled in at least the one-credit class during the travel dates in order to participate, even if the student does not need the credit and/or is not using stipends or financial aid.

If a student is graduating and does not have any credit left at PSU or another institution and is not using financial aid or stipends, the graduated student may participate as a community member. All community members still fill out the appropriate pre-departure information provided by PSU Study Abroad.

GRADES

Faculty should also submit student grades in a timely manner after the program. If the course for a May program is part of the spring semester and faculty assign a grade of IP (in progress), the grade must be assigned within 30 days of the close of the spring semester.

FACULTY COMPENSATION

The current PSU contract for the faculty travel leader and/or faculty teaching travel courses determines if a faculty member is eligible for receiving compensation for leading the trip or teaching a course.

If the course is not part of the normal teaching load, study abroad faculty leaders and/or faculty who offer courses as a part of a study abroad trip may be eligible for compensation as the instructor of these courses. The payment from International Programs and Services will be figured on the number of students enrolled in the course multiplied by the number of credit hours of the -81 course multiplied by \$45. This payment cannot exceed the maximum overload payment and will be included in the faculty member's state payroll check.

The payment for the academic credit will be made at the conclusion of the study abroad trip once the faculty travel leader has submitted the learning outcomes report. Paperwork to pay the faculty member for teaching the college credit course(s) offered during the dates of the actual travel experience will then be processed. This may also include faculty listed as an instructor of record for the class who offer a course on campus but do not assist or participate in the travel (i.e. this has been the case if a class is cross-listed in two departments). If more than one faculty member is the instructor of record for the travel portion of the study abroad program, the faculty will split the payment. If a course is cross-listed in two departments or has one instructor of record for undergraduate students and one instructor of record for graduate students, each instructor of record will receive compensation for the number of students enrolled in his/her course.

BUDGET

With the Faculty Application (Appendix A), faculty leaders will submit a reasonable budget in order to account for all expenses of the program and to determine the cost per student. A PSU Study Abroad Budget Template is in Appendix E and may be used, if helpful. This template illustrates many program expenses, including entrance fees, health insurance, an emergency cell phone for the faculty leader, etc., and can be adjusted for the specific needs of the program.

Faculty leaders should get quotes through agents, program providers, or other contacts to verify the cost of each item. If items are going to be paid in foreign currency, use the foreign currency in the budget, but please give the final program cost in U.S. dollars, keeping in mind that exchange rates will fluctuate. This is a mandatory step in the planning process that is necessary before advertising the cost of the program. Please contact the Study Abroad Coordinator if you have any questions about the budget.

Faculty members should include his or her's travel cost of airfare, lodging, and meals in the budget and explain which costs are covered by student fees. Costs that are not included in the students' fees will be the responsibility of the faculty member.

The faculty member's department chair, the Study Abroad Coordinator, and the Study Abroad Committee approves the budget.

BUDGET TIPS

Please consider the estimated number of students carefully, as this number will affect the overall cost quoted to students. Faculty leaders can either base the estimated number of students on an average number of students that have participated in past programs or on a minimum number of students needed for the program to be successful. The total cost per student will also include the total faculty expense divided by the estimated number of students. 10 students is often the minimum number for group flight quotes.

Once the cost is set and advertised, it should not be changed. When advertising the cost of the program, please explain if the program fee includes airfare, meals, lodging, tuition, exit taxes, etc. Students often look at the advertised cost and do not realize that other payments are also required.

It is highly recommended to set your dates for application and first deposit before the student study abroad deadlines which are March 1st for Summer and Fall study and October 1st for Winter (December/January) and Spring study. This will give students time to complete the proper paperwork and will facilitate prompt distribution of stipends.

In order for students to be considered for stipends, paperwork needs to be submitted to PSU Study Abroad by March 1st for Summer/Fall, October 1st for Winter/Spring, and February 15th for Spring break study.

1844 ACCOUNTS (SEE STUDENT PAYMENTS BELOW)

If you are collecting student money in an 1844 account, set a payment plan that will allow you to have money available to pay agents, plane tickets, lodging, and any other costs that are prepaid. Students should pay the final payment at least three weeks prior to departure (faculty leaders who have allowed exceptions to this rule have had difficulty making final payments to host country companies). Please note that companies/providers helping with the program may have earlier payment deadlines.

Be sure to have a refund policy in place with dates and amounts (examples provided in Appendix J). If a student cancels at the last moment, nonrefundable items, such as tour deposits and shared room expenses, should be charged.

Please note that when students pay by debit or credit card, the 1844 account will be assessed a 2.9% merchant fee in the months after the payment. According to the Business Office, PSU cannot pass this fee directly to students who use credit cards. Please include allowance for this fee in your budget and leave funds in the 1844 account to cover these fees.

Work with the office manager in your department to fill out a Travel Form before any faculty or student expenses are made. Please also let the Study Abroad Coordinator know before any payments are made.

CHANGING ENROLLMENT

Please note that the minimum number of students that must participate in a faculty-led program is 4. If less than 4 students enroll in the program, the Study Abroad Committee will help decide if the program should be canceled. The minimum number for most study abroad companies and for group flights is 10.

After enrollment, the number of participants may be greater or less than the estimated number of students, and the exact number of participants will replace the estimated number of students in the budget. Faculty using Study Abroad providers, such as EF tours, will need to speak with the affiliate representative about the changing costs.

Faculty using 1844 accounts: If the number of enrolled students is less than the estimated number, the faculty leader will decide if it is financially and logically possible to run the program. This decision should be made before non-refundable payments are made.

If the number is greater than the estimate, the actual cost of the program for each student would be lower. Faculty leaders can decide how to manage these excess funds from the following options: reduce the last payment collected, use the money on the program for an additional group activity, or leave the excess funds in the 1844 account. The International Council has agreed that if students received the study abroad experience that they were promised at the cost they were promised, no refunds will be given after the program. A maximum of \$500 may stay in the 1844 account to be used for program promotion and arrangement the next year, and the rest will be moved into a study abroad emergency account. If at the end of the program there is a large excess in the 1844, refunds can be processed for students. Please speak to the Study Abroad Coordinator before processing refunds.

HOUSING

When making housing arrangements, please note that rooms should be assigned by gender and age. Males and females cannot room together and participants over the age of 30 should be in separate rooms, except in the case of a traveling family member.

Most study abroad companies have their own housing policies. In the case of a program completely arranged by a faculty member, please speak with the Study Abroad Coordinator about any housing options and concerns. Each room should be equipped with a lock on the door and smoke detector. It is very important to research housing options thoroughly and to choose safe lodging. The cheapest option is not always the best option.

PASSPORTS, VISAS, AND EXIT TAXES

All international travel requires a passport and many countries require that travelers also have a valid visa.

Any US Post Office has passport applications, including the Post Office in Whitesitt Hall.

It is recommended that the faculty leader coordinate the visa process for the student group, if group batch processing of visas is permitted by the host country. The destination country's embassy in Washington, DC or an area consulate provides visa information. Since visa requirements vary according to the nationality of the traveler, be sure to know if any of the participants are international students.

Generally, passports must be valid for more than six months prior to application for the visa. Also, since most countries require passports to be valid for 3-6 months after the dates of the trip, please have students check the expiration date of their passports.

Many countries have an airport entry or exit tax. Usually, this tax must be paid in cash when leaving the country. The faculty leader should provide participants with this information when planning the budget.

PAYMENTS/1844 ACCOUNTS

Pittsburg State University must be able to show fiscal responsibility for money paid by participants to finance a study abroad program. If participants pay for their own expenses, such as on-site expenses or expenses to affiliate providers like EF tours, PSU does not claim responsibility.

1844 ACCOUNTS

Money collected from students or participants at PSU must be paid deposited into an on-campus 1844 account. State restrictions do not apply to the 1844 Account; however, specific guidelines are provided by the Business Office. The authorized signature will be the chair of the department sponsoring the program, the dean, or appropriate director.

Faculty should not collect money directly from students so that there can be no risk of money going astray. Students can pay fees in two ways:

1. The Study Abroad Coordinator can accept payments online via Learning Stream/CashNet. The students will receive a link to follow and submit payments.
2. Faculty can give students payment slips (example in Appendix J) that students can take directly to PSU Cashiers Office.

The Study Abroad Coordinator and/or departmental administrative assistants can check the balance in an 1844 account so that faculty leaders can be aware of the amounts collected.

Some Study Abroad faculty leaders use travel agents and/or private companies that handle all travel details and collect all money from students. Faculty leaders who use these services are not required to establish an 1844 account. However, if there are smaller amounts of money that the organization does not collect, such as tips for drivers, etc., faculty should create an 1844 account to collect this money. This is the case with EF Tours.

As noted above under "Budget," faculty leaders collecting money in an 1844 account will set deposit and payment deadlines and refund policies that will be outlined in the proposal. Payment in full for the program fee must be received at least three weeks prior to departure but usually earlier.

Work with the office manager in your department to fill out a Travel Form before any faculty or student expenses are made. Please see the Business Office's website for more information on the travel form.

PREPAYING

To reduce the amount of on-site spending, the amount of cash the faculty leader will be handling abroad, and to lower the risk for the leader and PSU, faculty leaders should prepay as many of the costs of the program as possible.

All expenses that are included under PSU on-campus expenses in the budget template must be paid before the program leaves, including airfare, transportation to the airport, lodging, tour guides, tour provider fees, program provider fees, instruction fees, classroom rentals, and visas.

Please note: When you purchase plane tickets, faculty plane tickets may only be purchased with PSU funds if those funds have already been collected in an 1844 account or are coming from another source already in place. Money cannot

come from any other accounts with the expectation of reimbursement from student fees collected later. If money is not available in the 1844 account when a payment that should be covered by student fees needs to be made, the Business Office recommends using your department's Business Procurement Card instead of using a personal credit card. Receipts must always be submitted in order to be reimbursed. If the 1844 account does not yet have sufficient funds and a faculty member uses a personal credit card to cover expenses that should be covered by students fees, he/she may only be reimbursed, if possible, after the program ends.

If any of these items cannot be prepaid, the faculty leader must submit the Permission to Pay on Site form to the Study Abroad Coordinator. The form should be signed by the department chair and dean. The Business Office does not use this form, but it will help the Study Abroad Coordinator with tasks such as opening the P card for international use with the Purchasing Office.

The Business Office strongly encourages faculty leaders to prepay in-country transportation costs, entrance fees, group dinners, and any other items that are possible. If it is impossible to prepay for expenses that may vary by individual student (meals, tips, etc.), the best option is to let students know ahead of time that they will be expected to carry money to cover those expenses.

ON-SITE SPENDING

All payments and costs incurred on site need to be recorded. Leaders are expected to keep receipts for food, entrance fees, lodging, transportation, and other costs incurred, and record these expenses on the form provided in the Faculty Leader's Notebook (provided by the Study Abroad Coordinator before departure). This is for the faculty leader's own tracking and organization.

If a receipt is not available from a vendor, leaders must document everything as closely as possible and then complete a Exception/Lost Receipt form with the Business Office.

Cash should never be given to students.

Please note that the faculty leader is responsible for any money that is unaccounted for to the 1844 account.

CASH ADVANCES

(Revised by the PSU Business Office)

Pittsburg State University has a system in place to allow faculty and staff to obtain a cash advance prior to a business-related trip.

A cash advance request must be submitted via the Expenses module in GUS Cloud. A signed Travel Request Form (T-Form) should be attached to the cash advance request. By submitting the cash advance request, the traveler is agreeing that all receipts for expenses incurred during travel will be submitted on an expense report within two business days after the end of the trip. Any unused funds must be deposited at the Cashier's Office prior to submitting the expense report so that a receipt may be attached. If the cash advance request is approved by the Business Office Assistant Controller, a check will be issued two business days prior to the trip start date noted in the cash advance request.

STUDENT RECRUITMENT

The best way to recruit students is to promote the program among your own students, since students who know the faculty leader are more likely to participate. It also helps if you have an existing course that is related to the academic content of the program, as these students are likely candidates for the trip.

Classroom announcements, social media announcements, information sessions, flyers, brochures, and mass e-mailings are proven ways to recruit students. Contact the Study Abroad Coordinator to talk about promotion ideas and plans.

STUDY ABROAD EXPO

The Study Abroad Expo is another venue for recruiting students. It is held during the fall semester in the Overman Student Center. Faculty who are leading study abroad programs create displays and provide information about the upcoming trip. Contact the Study Abroad Coordinator for more information.

INCLUDING STUDENTS FROM OTHER UNIVERSITIES

Study abroad programs may include students from other colleges and universities. However, this is only encouraged if low enrollment of PSU students makes it necessary or if the non-PSU student is known to the faculty leader. Students from other universities are subject to all PSU policies and guidelines as well as the specific pre-approved requirements for the program.

Extra steps for students not currently enrolled at Pittsburg State University:

1. Students should receive a course description, syllabus, or other information so they will be able to arrange transfer credit to their university.
2. Students must complete an application for admission as a non-degree seeking student to PSU Admissions.
3. Students must enroll in the course offered through PSU.
4. Students from other universities who are non-residents of Kansas and the Gorilla Advantage counties will be required to pay non-resident tuition.

FACULTY-LED STUDY ABROAD PROPOSAL TIMELINE

The faculty approval process of the faculty-led program proposal starts at least 8 months before the tentative travel dates. The proposal form (Appendix A or posted on the Study Abroad website) must be fully completed and submitted to the Study Abroad Coordinator. A copy of the course syllabus and a letter from the host university, institute, company, etc., if applicable, must be included with the application. The Study Abroad Coordinator will present the application to the Study Abroad Committee for consideration.

Once approved, the Study Abroad Committee will determine the amount of a Study Abroad Stipend available to eligible students when the application is approved. The Study Abroad Coordinator will apprise the faculty leader of the decision and the amount of student stipends.

STUDENT STUDY ABROAD STIPENDS/FINANCIAL ASSISTANCE

The goal of the Faculty-Led Study Abroad Programs is to encourage students to diversify their learning experiences and understanding through contact with people, cultures, languages, and countries that are not their own. Limited student stipends are available through the IPSO for PSU students who participate in an approved Study Abroad Program. Funding per student varies depending on the length of the trip, credit hours associated with the program, and the amount of funding available for study abroad programs. Stipend amounts can vary from year to year depending on the state funding that IPSO receives.

Only full-time PSU students are eligible for the Study Abroad Stipends. For summer or intersession programs, the student must be enrolled full time at PSU the previous or following semester.

INTERNATIONAL STUDENT TRAVEL AND STIPENDS

PSU international students are eligible for Study Abroad stipends if the program in which they are participating doesn't include a stay in their home country.

International students must have a Social Security Number or Tax ID number in order to receive a Study Abroad stipend. If the student does not have a Social Security Number, they may apply for a Tax ID number at the Office of International Programs. It takes an average of 8 weeks to issue this number and it is sent via US mail.

International students should check with IPSO to ensure they have updated visas and immigration documents so they can re-enter the country when they return to the United States.

OTHER STUDENT FINANCIAL ASSISTANCE

The Office of Student Financial Assistance can help students identify funds for study abroad programs. In most cases, financial assistance, including federally guaranteed student loans, can be used to support a student's tuition and other costs, provided that the student has not already exceeded loan eligibility. Students have the option to complete a Financial Assistance form for study abroad and talk with the Financial Assistance Office about their options.

There are also private scholarship funding agencies. The IPSO office and the Study Abroad website provide additional information.

REQUIRED INSURANCE

Each participant is required to have health insurance for international travel that includes coverage for medical expenses, medical evacuation, and repatriation. IPSO has an agreement with Inext to provide international health insurance coverage for all participants on a faculty-led program (faculty, staff, community members, and students). Even faculty leaders using a company, such as EF Tours, will still be required to have Inext insurance in order to ensure that all participants have adequate coverage.

Participants should not cancel their domestic health insurance while abroad, as it will still be needed in the event of a medical evacuation.

The Study Abroad Coordinator will provide participants with Inext's policy information and each participant will be required to reimburse IPSO for the cost of the insurance policy. The price varies based on the participant's age and the length of the program. When planning a program, please speak with the Study Abroad Coordinator in order to know the price to include in the proposal budget. As of 2023, the cost is \$1.50/day for 13-59 year olds and \$4.74/day for those over 60.

STUDENT APPLICATIONS/ STUDENT SELECTION

It is strongly recommended and/or required to meet with a student in person or on zoom before accepting him/her into your program.

Since you will be spending a significant amount of time with the student, you need to know if the student is mature enough for travel and if he/she understands the expectations/requirements. PSU Study Abroad does not deny students the

opportunity to study abroad except in extreme cases of disciplinary sanctions and/or a low GPA. However, certain locations and programs may not be a correct fit for every student and the Study Abroad Coordinator may be able to suggest alternate options.

Students who want to participate in a study abroad program must complete several forms and processes. Most of these forms are completed on Terra Dotta, a study abroad database used by IPSO. Participants complete an initial application form (available on the website via Formstack) and then the Study Abroad Coordinator will follow up with the participants about the online application on Terra Dotta.

PSU's General Counsel has requested that students receive information about their destination country from the US Department of State and the US Center for Disease Control before they make any monetary deposit. The Study Abroad Office will provide the faculty leader with this information together with the program approval, and it is the faculty member's responsibility to share the information with the students when they apply. The information is also available for students in Terra Dotta.

Faculty are encouraged to define criteria for acceptance to the program and outline it clearly in the proposal. Faculty leaders may opt to open the program to all students or give preference based on certain criteria, if it is clearly stated in all program promotional materials. Criteria include:

- students in a certain major
- students who have a certain GPA or above (at least a 2.5 GPA is strongly suggested. Rare exceptions will be made)
- students who are of a certain class standing or above
- students who either have minimal or extensive international experience
- students who have taken pre-requisite classes

The Study Abroad Coordinator checks the disciplinary status of all students participating in study abroad programs. Students with a disciplinary sanction will only be allowed to participate with approval from Student Life and the Study Abroad Coordinator.

It is also recommended that faculty confirm students' GPAs. If any student's GPA is below a 2.5, please speak with the Study Abroad Coordinator before admitting the student. The Study Abroad Coordinator will check with the Registrar to ensure that the student does not have any academic sanctions. Please note that only students with at least a 2.5 GPA will be eligible for a study abroad stipend.

Once the faculty leader has approved a student's participation, the student will need to contact the Study Abroad Coordinator to complete the application form and to get started on the pre-departure information. As part of the pre-departure information, the Study Abroad Coordinator will process the Study Abroad Stipends for the group. Complete student study abroad stipend paperwork must be submitted by March 1st for Summer/Fall travel, October 1st for Winter/Spring travel, and February 15th for Spring break travel.

STUDENTS WITH DISABILITIES

Students with disabilities can and do study abroad. Study abroad faculty leaders cannot inquire about an applicant's disability prior to having accepted the person into the program. Applicants with disabilities should be evaluated based on the same qualifications as any other potential participant, and faculty leaders should not make any assumptions about an applicant's abilities or intelligence based on knowledge of a disability. Once a participant has been accepted, the faculty leader may inquire about a disability in order to facilitate program adaptations.

However, many foreign countries do not have the same accessibility laws as in the United States, and accommodations and accessibility may be much different. It is important to provide as much information about the program as possible so that a student can decide if the program would be a good fit before enrolling.

If special accommodations for a physical disability or learning disability are needed, it is very important to investigate these accommodations in a timely manner, as it may take a considerable amount of time to arrange. Faculty leaders with concerns related to students with disabilities may wish to contact the following offices or organizations (This information has been provided in collaboration with PSU's Office of Equal Opportunity and Affirmative Action).

Mobility International USA (MIUSA) <http://www.miusa.org/>

Mobility International USA is a national nonprofit organization dedicated to promoting equal opportunities for persons with disabilities in international educational exchange, leadership development, disability-rights training, travel and community service. In addition to conducting international exchange programs, MIUSA consults with other organizations to help them include persons with disabilities in their exchange and leadership programs. MIUSA is also a good resource for locating services abroad such as mental health professionals.

Access Abroad <http://umabroad.umn.edu/professionals/accessabroad/>

The Access Abroad site is devoted to making existing study abroad opportunities accessible to college students with disabilities, in accordance with ADA regulations and was developed by the University of Minnesota.

Transitions Abroad www.transitionsabroad.com/listings/travel/disability/index.shtml

TransitionsAbroad.com has been developed to reflect the depth and quality of the best resources, programs and links gathered and updated over the past 35+ years. TransitionsAbroad.com is committed to expand upon its pioneering publications and remain the most comprehensive Web portal and webzine for work, study, travel, living, and volunteering abroad.

Pittsburg State University Office of Institutional Equity

TRAVEL CONSULTS WITH STUDENT HEALTH SERVICES

A Travel Consult at the PSU Student Health Center or with a primary care physician is recommended. Students should take a copy of their immunization records with them to the Student Health Center. Since some immunizations require a series of shots that includes a time interval, students are urged to make a travel consult three months before departure.

FERPA/STUDENT WAIVERS

Faculty leaders are encouraged to communicate with parents of prospective travelers and can share any general information about the program, including dates, costs, itinerary, packing lists, academic expectations, etc. It is important to make information and promotional materials about the program available to parents, and parents are welcome to attend orientation sessions. However, in order for faculty to share non-directory information about a specific student's behavior, progress, financial aid (including stipend amounts), contact information abroad, or progress, students must sign a FERPA release form, available on Terra Dotta. Under federal law, faculty cannot discuss an individual student's participation unless the student signs this form.

For more information, see: <https://www.pittstate.edu/registrar/ferpa-right-of-privacy.html>

The Study Abroad Coordinator gives all students the option to sign a FERPA waiver on Terra Dotta, our online portal. Before speaking with a parent, please ask the Study Abroad Coordinator if a student has signed the FERPA waiver.

ORIENTATION

The Study Abroad Coordinator has a pre-departure orientation that each study abroad student must attend. Since the orientation is for students participating in various programs, no country-specific or program-specific material is presented. Topics like communication, travel, health & safety, documents, money management, and health insurance are covered.

It is the responsibility of the faculty leader to conduct country-specific orientation session(s) for student participants. Faculty can decide how many meetings he/she will organize, but it is important that student participants be properly prepared and know what to expect abroad.

Health, safety, security, and culture-specific information (especially information about climate, food, beverages, and cultural *faux pas* specific to the destination country) should also be part of the orientation program. A safety and security overview is also essential. A few good sources for information are www.studentsabroad.com and <http://studentsabroad.state.gov>. The Study Abroad Coordinator can provide other resources.

The orientation program will also allow a final check of passports, visas, etc., and provide the faculty leader with an opportunity to give packing instructions and to discuss the program itinerary with students. Students should be given a copy of the contact information in the destination country and the flight itinerary.

CRISIS MANAGEMENT PLAN

Study abroad faculty leaders are responsible for reading and implementing the PSU Study Abroad Crisis Management Plan (Appendix C). They should also make the plan available to student participants and their family members. A “crisis” in this document covers the death or severe injury of a student or a disaster (natural or otherwise, including acts of terrorism and hostage taking) in the destination country.

IMMEDIATELY PRIOR TO THE TRIP

WHO AT PSU KNOWS WHERE YOU ARE?

It is very important that a contact person at PSU be aware of your destination and itinerary and that he/she has contact phone numbers and email addresses for you. A good contact person could be your department administration, chairperson, or a spouse who is not traveling with you. The Study Abroad Coordinator must also be provided with your contacts and itinerary (see below).

The faculty leader should carry copies of all participants’ passports, visas, and health/repatriation insurance information (this will be provided by the Study Abroad Coordinator in the Faculty Leader Notebook).

CONTACT INFORMATION

Before departure, the Study Abroad Coordinator will send you an online Formstack to complete in order to provide contact information abroad, including hotels and flight itineraries.

In the faculty notebook provided by the Study Abroad Coordinator before departure, faculty will also have phone numbers for the PSU campus police (in case of an emergency this is the point of first contact), the PSU contact person, the participating student emergency contact list, and the US Embassy in the destination country.

Faculty are required to have a cell phone for emergency use that will work in the host country.

- Faculty should contact their own cell phone providers to ask about international plans
- Faculty may be able to borrow a cell phone from the organization that planned the program. If you are using a travel organization, ask about this option when negotiating the program cost. A tour director with a study abroad company will most likely have an emergency phone.

*Please note that it is unlikely that you will receive reimbursement for a personal cell phone from the Business Office or from PD funds. If you would like this cost included, it must be written into the original proposal and student cost.

PACKING INSTRUCTIONS

Always check with the airline about restrictions regarding checked and carry-on luggage. Warn students about TSA regulations, including packing liquids and using only approved locks on luggage. Participants can check <http://tsa.gov> and the airline's website for the most up to date regulations. Please be aware of changing regulations in the host country.

GETTING TO THE AIRPORT

It is recommended that each participant arrange his/her own transportation to and from the airport. If you organize transportation, you could be held liable in case of an accident. If your flight leaves very early or returns very late, please talk to the Study Abroad Coordinator about potentially renting a van to take students to/from the airport.

IF YOU GET SEPARATED

Participants should have their own ticket and/or itinerary and a list of numbers to call if they get separated from the group.

ARRIVAL AT THE DESTINATION COUNTRY AIRPORT

Be sure to arrange for a representative of the institution or for a transportation company to meet you at the airport in the destination country. You can also choose to use local transportation (metro, train, etc.), as long as it is organized for the group and the students know what to expect.

STAYING IN TOUCH

Staying in regular touch with your PSU contact is very important. Please be in contact with the Study Abroad Coordinator via email or What's App (number provided in the faculty leader notebook) if any issues/concerns arise.

DURING THE PROGRAM

During the study abroad program faculty members represent PSU and may be called upon to perform functions that would normally be the provenance of other divisions of the university. Like a coach who accompanies an athletic team or a band leader who accompanies the band, the study abroad faculty leader may need to assist students not only with academic situations in class but also with non-academic challenges outside of class and emergency situations that may arise.

Therefore it is expected that:

- Faculty will have a cell phone so that students can reach them in an emergency
- Faculty will communicate with the Office of International Programs in the event of an emergency
- Faculty will fill out incident reports to document any emergency that arises
- Faculty will act in a professional manner at all times during the program

Faculty leaders have the backing of the university as a whole and should feel free to call on university resources that could be helpful in an emergency. The Office of International Programs can serve as the liaison between the faculty leader and other PSU offices, including, for example:

- The Office of Campus Life for advice or reinforcement in a disciplinary situation
- The Student Health Center or Counseling Services in the event of a physical or mental health situation
- The Business Office in the event of a financial situation
- The General Counsel in the event of a legal situation

The International Programs office is also able to assist with coordination of communication in emergencies involving:

- Health Insurance Companies- to get approval for treatment or a letter of guarantee of payment
- Airlines- to facilitate plane ticket changes
- Students' emergency contacts
- US Embassies – faxing copies of passports to facilitate the issuance of replacement passports or to learn about evacuation plans for Americans in the event of an emergency

Faculty members are welcome to undertake any of these communications on their own, but we recognize that in some cases, the faculty member has a duty to continue the program for the rest of the group and cannot necessarily dedicate all of their time to resolving a situation. Therefore, the Office of International Programs is able to assist the faculty leader as much as possible.

Some veteran faculty leaders have found that having students sign a behavioral agreement before departure helps set expectations for the trip and minimizes risks associated with student choices and behavior. Sample behavior agreements are included in Appendix G.

PSU expects that faculty leaders who choose to allow students to participate in independent travel to other cities or countries during the program dates will set the expectation that students will turn in a check-out sheet to them. This is necessary, so that in the event of an emergency the university will have a record of where the student intended to travel. A form for this purpose is Appendix I.

INCIDENT REPORTS

Appendix H is the Incident Report. It is very important that any incident concerning students' physical or mental health, finances, misconduct, or students becoming a victim of a crime be documented and added to the program file. The incident should be documented as it is taking place or as soon after as possible so that the information is fresh and accurate. In the event of complaints after the fact about how an incident was handled, the incident report serves as a

record to show that faculty leaders followed university procedures in resolving the situation. The incident report can also be used by Campus Life as a basis on which to begin judicial sanctions against a student for misconduct.

ASSESSMENT

PSU is undertaking assessment of student learning outcomes being achieved by co-curricular programs, including study abroad programs. A team of faculty and staff worked with the PSU Assessment Office to determine which learning outcomes students participating in study abroad programs might achieve. A total of seven possible outcomes were identified, with the first two being seen as the most important. Faculty leaders are asked to consider these outcomes when designing their program, and to incorporate writing assignments that will allow them to measure whether or not students have achieved these outcomes. Sample prompts and rubrics are included in Appendix K, as is a form for faculty leaders to report on the outcomes their students achieved.

AFTER THE PROGRAM

It is strongly recommended that the faculty leader meet with the participating students after the trip to discuss their experience. It is also important that the PSU campus and the Pittsburg area community be informed about students' experiences. This may be achieved by submitting information for the Study Abroad website, participating in the Study Abroad Expo, submitting stories and pictures to PSU Study Abroad, placing articles in the *Collegio* and/or the area newspapers, or by posting displays at the Student Center. Students are also encouraged to give recruitment talks with the Study Abroad Coordinator.

Post Travel Administrative Tasks

- Turn in grades to the Registrar
- Turn in receipts and a Travel Detail Form to the Business Office
- Turn in learning outcomes report to IPSO

Thank you for your interest in leading a faculty-led program and for your support of PSU Study Abroad.

APPENDIX A- PROPOSAL FOR PSU FACULTY-LED GROUP STUDY ABROAD PROGRAM

Faculty Leader: _____ Academic Department: _____

Dates of the Program: _____ Destination Country(ies): _____

Are you in a tenure/tenure earning position? ___YES ___NO

Are you on a standard 9 month faculty contract? ___YES ___NO

Minimum Number of Student Participants: _____ Maximum #: _____

Est. Program Fee per Student without tuition: _____

Does this price include airfare? ___YES ___NO

Are the students receiving funds from a source other than IPSO stipends? ___YES ___NO

If yes, how much and from what source? _____

Does this program include a home stay for students? ___YES ___NO

How will faculty expenses be paid? _____ budgeted into student cost (provide details in the budget)

_____ paid by faculty

_____ grant or other funding (provide details)

Will the Program award PSU Credit? ___YES ___NO If Yes, How many credits? _____

Has a course number for this program been assigned.

_____YES ___NO If not, why not? _____

Course Name: _____

Course Number: _____

A course syllabus must be attached to this application if the Program includes academic credit.

If relevant, **a letter of agreement** with a university, school, company, etc. must be submitted with the application.

On separate sheets of paper, please include the following items:

1. A brief description of the course and itinerary, including a rationale for chosen location, a description of the degree of immersion in culture and language on site, and a description of the benefits for the students.

2. A complete budget including proposed deposit dates and payment deadlines. A refund policy for the program with dates and percentages/amounts, and a list of which faculty costs will be covered.
3. A program design statement which addresses:
 - a. Plans for program promotion, target audience and student selection criteria. All promotion must be approved through IPSO. Include a copy of the program brochure and text of the program website and program announcements that you plan to use.
 - b. Plans for pre-departure and in-country preparation of students
 - c. Plans for travel – will the students travel together as a group? Be met at the foreign airport? Be expected to make their way to their destination independently? What will the faculty leader’s role be in travel arrangements?
 - d. Overview of how safety, health, and security will be managed on site (e.g. Where can students receive health care? How will accommodation and local transportation be handled with safety in mind?) Identify risks associated with the program site and program activities and how that risk will be managed.
 - e. Housing arrangements for participants and leaders (It is recommended that faculty leaders be housed with or nearby participants. If housed at a distant location, justify.)
 - f. Plans for supervision of students during the program & plans to address student conduct and disciplinary issues.
 - g. Contingency plans. In the event that things do not go as planned, or that something happens to you as the group leader while abroad how will the program proceed?
 - h. The expected learning outcomes of the program, referring to outcomes listed in appendix K.
 - i. How the program will be evaluated. Include information on any departmental evaluations that will be conducted.

This program and faculty leader will receive administrative support from the academic department, and the program is approved by:

Faculty Leader	Date	Department Chair	Date
Dean of College	Date		

APPENDIX B- STUDENT APPLICATION FOR FACULTY-LED STUDY ABROAD PROGRAM

***Online Formstack form will be sent via email**

PERSONAL AND CONTACT INFORMATION

Name exactly as it appears (will appear) on your passport:

Last name: _____ First name: _____ Middle I _____

PSU ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email you check: _____

Pitt State email address: _____

Gender (circle one): M F Birth Date (MM/DD/YY): _____

Major: _____ GPA (current cumulative): _____

Classification (circle one) FR SO JR SR GR Other: _____

Country of Citizenship: _____ Have you ever been abroad (circle one)? NO YES

If yes, where and when: _____

PROGRAM INFORMATION

Faculty leader: _____

Destination Country/Countries: _____

Specific dates of study program: _____

STUDY ABROAD STIPEND INFORMATION

If you are eligible for a Study Abroad Stipend for this program (see OIPS for eligibility),

do you have a SS# or Tax ID? ___ Yes ___ No (If no contact the OIPS for further guidance ASAP)

STATEMENT OF GOALS AND OBJECTIVES (if requested by faculty leader)

On a separate sheet of paper, please explain why you wish to participate in this program and how it will enhance your academic program here at PSU.

AGREEMENT OF PARTICIPATION

I understand that approval to participate in this program may include a review of my academic and disciplinary records. I give the director of the specific study abroad program and any other committee member making decisions on my participation permission to review these records. Furthermore, I understand and agree that I will continue to be subject to the rules and regulations of Pittsburg State University in both academic and personal behavior during this program.

I also agree to be subject to other rules given by the director of this program or the host institution. I also will be subject to all laws of the host country. I understand that failure to obey any rules or laws may result in the premature ending of my participation in this program. I will be responsible for all expenses as a result of disciplinary sanctions or illegal or unacceptable activity.

In order to participate, I understand that I must enroll in the course attached to the study abroad program and that I must pass the prerequisite course to this study abroad program, if applicable.

I affirm that I have researched/will research my destination and have/will carefully read the US State Department's consular information sheet and the US Center for Disease Control's travel information specific to my destination.

I have educated myself about the study abroad program by looking at the program website, contacting the organizers with any questions in regards to academics, logistics, finances, health, safety, or any other matters, and I feel informed about the program. I affirm that I have responded truthfully to all information requested in this application process.

Signature of Student: _____

Date: _____

PITTSBURG STATE UNIVERSITY CRISIS MANAGEMENT PLAN FOR STUDY ABROAD PROGRAMS

This plan will be useful to the following groups of people:

1. For staff involved in administrating study abroad programs
2. For American students studying in another country
3. For parents of students participating in study abroad programs

Scope of Reference:

The term "crisis" in this document covers death or severe injury of a student, or disaster in the host country, natural or otherwise, including acts of terrorism and hostage taking.

Proposed Core Team:

1. Director of International Programs
2. Vice President of Student Life
3. Associate Vice President for University Marketing and Communication
4. Associate Vice President for Enrollment Management and Student Success
5. Faculty members involved in the study abroad program (if any)

The Vice President for Student Life who serves as the coordinator of the Crisis Response Team will work closely with the Director of International Programs in handling the crisis involving students in study abroad programs.

Procedures in Responding to the Crisis:

1. Once the information on the crisis situation is established, the Director of International Programs needs to be informed.
2. The Director of International Programs will:
 - Determine the students involved in the crisis
 - Gather the necessary facts and contact the Associate Vice President for Campus Life and Auxiliary Services immediately, who will in turn, gather the Core Team for a meeting to discuss the action plans. At the same time, the President will be informed by the Associate Vice President for Campus Life and Auxiliary Services.
3. The Vice President for Student Life (or designee) in consultation with the Core Team, will immediately contact the family members of the student/students involved in the crisis.
4. The Director of International Programs will work with the institution hosting the student/students, the insurance company and where necessary (in the case of death and disaster) the U.S. embassy in the hosting country to:

- Obtain an official report of the crisis that involves the student/students
 - Help arrange for parents/family member to go over to the country (in the case of death or severe injury)
 - Help with the repatriation process (in case of death)
 - Help with bringing the student back home (in the case of a disaster)
 - Coordinate the return of student belongings (if necessary)
5. The Director of Public Relations will coordinate all information released externally by the university. All queries from media personnel will be handled by the Director of Public Relations.
6. The Vice President for Student Life will serve as the primary contact person for the family of students:
- Meet with family members if they choose to travel to campus
 - Write letter of condolence to family members of deceased student(s)
 - Provide assistance for those wishing to hold a campus memorial for deceased student(s)
7. The Vice President for Student Life will notify the following personnel by memorandum:
- Associate Vice President for Enrollment Management and Student Success
 - Director of Admission
 - Director of University Housing
 - Director of University Counseling Services
 - Director of Food Service
 - Director of Student Financial Assistance
 - Director of Budget and Human Resource Services
 - Director of Career Services (Student Employment)
 - University Controller/Cashiers and Student Accounts
 - Dean, Library Services
 - Dean, College of Arts & Sciences
 - Dean, College of Business
 - Dean, College of Education
 - Dean, College of Technology
 - Dean, Graduate and Continuing Studies
 - Registrar
 - Faculty Advisor of each student involved in incident
 - Professors of each student involved in incident
8. The Vice President for Student Life in consultation with the Associate Vice President for University Marketing and Communication and the Director of Government and Community Relations will notify governmental representatives when applicable (i.e., US and State Senators and Representatives from the affected students' districts)
9. The following offices will assume the outlined responsibilities: (where applicable)
- Registrar: close official academic records
 - Cashier's Office: process any allowable refund of tuition and fees
 - Payroll Office: finalize any remaining wage payment, forwarding it to the Dean of Enrollment Management and Student Success and close any employment records
 - Library: renew all materials checked out to avoid inadvertent overdue/fine notices

- University Housing: process any allowable refund of room, meal plan, and/or Flexi-cash payment; return to library any materials on loan; upon family request, pack private possessions for return to family
 - Financial Assistance: notify Cashier's Office of any funds owed to or by the student
10. Counseling Services will be responsible for coordinating psychological counseling, emotional support and spiritual referral to students in need of assistance as a result of the incident.
11. The Vice President for Student Life may call meetings to review activities and progress of the team during the resolution of the incident. A debriefing session will be held upon completion of the work by all team members.

(August 2004)

(Revised November 2007)

<https://www.pittstate.edu/president/policies/crisis-management-plan-for-study-abroad-programs.html>

Safety Management Procedures

For Faculty Leaders of Study Abroad Programs

1. Upon Arrival:

- a. Identify phone numbers and locations for:
 - i. Doctor/hospital/ambulance
 - ii. Police
 - iii. Consulate/Embassy
- b. Carry International Insurance card and U.S. access code with you at all times

2. In case of serious injury, illness, or death of a student or instructor:

- a. Seek local medical attention
- b. Contact
 - i. Director of International Affairs in International Programs and Services
 - ii. Medical insurance- contact immediately for emergency assistance and coordination of emergency
 - iii. Consulate- necessary for a death

3. In case a student or instructor is a victim of a crime:

- a. Contact International Programs and Services in all cases
- b. Contact medical insurance- if student requires counseling or medical services

- c. Contact Consulate- if necessary

4. In case of emotional or behavioral problems:

- a. Refer to standards set with students before departure including Waiver and Release Agreement Item #3
- b. Refer to campus procedures for disciplinary action found in Code of Students Rights and Responsibilities
- c. Contact International Programs and Services

5. In case of political incident:

- a. Gather the group
 - i. Provide verbal and written instructions in the event of political crisis, natural disaster, or terrorist event
 - ii. Identify a place for the group to meet for future communications
 - iii. Have a Quick Contact Plan
- b. Keep in touch with International Programs and Services
- c. Keep group security high
 - i. Monitor news daily
 - ii. Check in with the group on a regular basis
 - iii. Establish a check out-out system for out of town travel (students to leave itinerary and contact information with director)
 - iv. Provide students on-call emergency contact(s) information

Don't Forget! In cases of injury or death:

1. Maintain strict confidentiality
2. If additional students or instructors are aware of an incident, ask that they respect the rights of the victim and wait to contact their homes until Director of International Affairs, PSU officials, and victim's next of kin have been informed.
3. Refer media to Director of University Communications

International Programs and Services Emergency Contact Information:

8:00 am to 4:30 pm, Monday- Friday

Director of International Affairs.....620-235-4093

Study Abroad Coordinator.....620-235-4221

After Hours Emergencies:

PSU Police.....620-235-4624

IPSO fax.....620-235-4962

IPSO email.....studyabroad@pittstate.edu

APPENDIX D- FACULTY LED STUDY ABROAD PROGRAMS CONTACT INFORMATION

***Online Formstack form will be sent via email**

Faculty Leader: _____

Additional Faculty Leader(s): _____

Destination Country(ies): _____

Faculty Leader's Cell Phone: _____

Dates of the Trip: _____

In the Destination Country

Host Institution (if applicable): _____

Contact Person at Host Institution _____

Email/Telephone Number of Contact Person: _____

Host Family/Hotel Contact Information for Faculty Leader: _____

Phone Number of US Embassy: _____

Travel Information

Name and Phone Number of Airline: _____

Departure Date from US: _____

Flight Numbers: _____

Arrival Date in Destination Country: _____

Departure Date from Destination Country: _____

Flight Numbers: _____

Arrival Date in US: _____

At PSU

Name of Contact Person in your department at PSU: _____

Contact Information: _____

Attach Daily Itinerary for Study Abroad Program

Attach Contact Information for Host Families, other hotels

APPENDIX E- BUDGET TEMPLATE

PITTSBURG STATE UNIVERSITY STUDY ABROAD BUDGET TEMPLATE

Faculty-Directed Program (Year)
(Date)

PROGRAM NAME:
PROGRAM SITE:
TERM:
Departure date:
On-site arrival date:
Program end date:
Faculty:
Other Staff:
Estimated Number of Students
Exchange Rate

PSU ON-CAMPUS EXPENSES	Other Unit Contribution	Foreign Currency	Dollar Amount	PSU Student Cost	Date Expense Is Non-Refundable	TOTAL
PSU enrollment fee or PSU tuition						
International Insurance						
Orientation						
Program materials						
Health and Wellness Check						
Other (list . . .)						
FACULTY AND STAFF EXPENSES						
Airfare						
Transport to airport or private car mileage						
Lodging						
Meals						
Other (list . . .)						
STUDENT EXPENSES						
Lodging						
Meals						
Airfare if included in program fee						
Entry Visa cost						
Credit Card fee of 2.9%						
Other (list . . .)						
EXCURSION						
Transportation						
Meals						
Entrance fees						
Tour guide						
Tour provider fee						
Other (list . . .)						
IN-COUNTRY PROGRAM EXPENSES						
Program provider fee						
Instruction						
Lecturer fees						
Entrance fees						
Room rental						
Local transportation						
Group dinner(s)						
Office supplies/photocopies						
Telephone/FAX/Internet						
Bank fees						
Tips						
Emergency funds						
Other (list . . .)						
TOTAL PER STUDENT COST				-0-		
PROGRAM FEE				-0-		
Estimated Additional Student Expenses						
Passport						
Books/supplies						
Additional meals and/or lodging						
Personal expenses						
Other (list . . .)						
Subtotal Estimated Additional Student Expenses				-0-		
TOTAL PROGRAM COST				-0-		

Faculty Leader _____ Date _____

Pittsburg State University Study Abroad

Permission to Pay On Site

Below please itemize the costs that must be paid in country with an explanation as to why it is impossible to prepay this cost.

Item 1: _____

Expected Cost: _____

Explanation:

Comments from Chair or Dean:

Item 2: _____

Expected Cost: _____

Explanation:

Comments from Chair or Dean:

Item 3: _____

Expected Cost: _____

Explanation:

Comments from Chair or Dean:

Faculty Leader's Printed Name	Faculty Leader's Signature	Date
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Department Chair's Printed Name	Department Chair's Signature	Date
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Dean's Printed Name	Dean's Signature	Date
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APPENDIX G- SAMPLE BEHAVIOR AGREEMENTS

EXAMPLE 1

Prior to going on the trip students will sign a contract stating the following:

Costa Rica Study Abroad Protection Contract

I _____ hereby recognize and understand that the study abroad trip to Costa Rica is an educational based program and not a vacation. I will make every attempt to speak Spanish in all situations, with the director, other students, faculty and staff of IPEE, and local individuals. I will respect and obey the laws of Costa Rica and will not commit any illegal acts. I will make sure that I follow instructions given by the director and by the school to make sure that I do not put myself in a situation of danger or obstruction of Costa Rican law. I understand that although I will be given free time to enjoy the culture that my decisions must be made carefully. In that regard, I will make my director aware of any excursions that I wish to go on whether night or day. I will not only inform the director of my destination but also will tell the director the time I intend to leave the house of my host family and the time I intend to return. I understand that violating any of these rules makes me subject to expulsion from the program and that I will be sent home WITHOUT any monetary refund.

Student: _____

Director: _____

EXAMPLE 2

As a PSU student selected to participate in the CYCU summer program in Taiwan, I understand that I am representing the Kelce College of Business and PSU and as such, pledge the following:

1. I will follow the rules and regulations of CYCU as they pertain to the summer program, its schedule, activities and responsibilities.
2. I will be respectful at all times to the professors, students and staff, and I will fully participate in all the activities arranged by CYCU.
3. I will be responsible for my behavior, and understand that any misconduct on my part will result in my summary dismissal from the CYCU program and loss of credit for the PSU summer course.
4. I will follow and adhere to the Kelce College of Business Code of Ethics of Students.

Student: _____

Pittsburg State University Study Abroad

INCIDENT REPORT

IPSO Phone.....1-620-235-4680 8:00 am-4:30 pm CST (M-F)

IPSO Fax.....1-620-235-4962

EMERGENCY PSU UNIVERSITY POLICE: 1-620-235-4624

Student Name: _____

Name/Location of program: _____

Faculty Director/Contact: _____

On-site Phone/Fax Numbers (with country & city codes): _____

Date/Time of Incident: _____

Type of Incident (please circle):

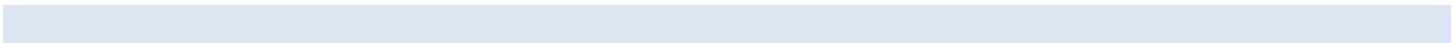
Physical Health Mental Health Victim of Crime Sexual Harassment Conduct Financial

Other (specify): _____

Nature of Incident: _____

Resolution of Incident: _____

Suggested Follow-up (if applicable): _____



APPENDIX I- CHECK-OUT SHEET

CHECK-OUT SHEET FOR INDEPENDENT TRAVEL

Students traveling independently of the program itinerary must notify the Faculty Leader prior to departure. Please complete this form with the information requested below, sign, and return to the Faculty Leader for each planned trip. Only one form is needed per group of travelers. Collection of this form is for informational purposes only. PSU and the faculty leader claim no responsibility for students choosing to undertake independent travel, nor do they grant or deny permission for such travel.

Name(s): _____

Dates of Travel (including time of departure and return): _____

Mode of Travel (plane, train, bus): _____

Destination(s): _____

Address(es) & Phone Number(s) where you can be reached: _____

Signature: _____

Date: _____

APPENDIX J- SAMPLE PAYMENT PLAN AND SLIPS FOR CASHIER

Student Payment Schedule for trip with July Departure –
12/1/2011 - \$250 non-refundable deposit
1/13/2012 - \$700
2/10/2012 - \$700
3/10/2012 - \$600
4/10/2012 - \$600
5/10/2012 - Balance (depends on exact cost of airfare)
6/5/2012 – tuition for one credit

Refund policy
through 1/20/2012 - 100% minus \$250 deposit
through 2/17/2012 - 50% minus \$250 deposit
through 2/18/2012 – 0
Full refund sans \$250 administrative fee is available through 1/20/2012, assuming a replacement is found. You are entitled to a partial refund, as

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. FINAL PAYMENT by May 10

Name _____ PSU ID # _____ Amt \$ _____

Please deposit into account #1844-***** **Multic Med Study Abd**

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. PAYMENT 4 by April 10

Name _____ PSU ID # _____ Amt \$ 600

Please deposit into account #1844-***** **Multic Med Study Abd**

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. PAYMENT 3 by March 10

Name _____ PSU ID # _____ Amt. \$ 600

Please deposit into account #1844-***** **Multic Med Study Abd**

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. PAYMENT 2 by February 10

Name _____ PSU ID # _____ Amt. \$ 700

Please deposit into account #1844-***** **Multic Med Study Abd**

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. PAYMENT 1 by January 13

Name _____ PSU ID # _____ Amt. \$ 700

Please deposit into account #1844-***** **Multic Med Study Abd**

Go to the Cashier windows, 112 Horace Mann. If paying by check, please make it payable to Pittsburg State University. Installment payment for BIOL 602-21 Culturalism in Med-Romania trip. DEPOSIT by December 1

Name _____ PSU ID # _____ Amt. \$ 250

Please deposit into account #1844-***** **Multic Med Study Abd**

APPENDIX K- LEARNING OUTCOMES ASSESSMENT PLAN

PSU expects that students who participate in well-designed faculty-led study abroad programs will achieve one or more of the following learning outcomes. IPSO will conduct a post-program online survey with students that will assess Outcome 1. Faculty leaders are asked to include assignments that assess Outcome 2, and, when possible to choose at least one of the other five outcomes to assess. Suggested prompts that can be used as writing assignments are suggested below. You may adapt the prompts to fit your course material more closely.

Outcome 1 – Students will demonstrate the knowledge to be able to travel independently

Outcome 2 – Students will accept cultural differences and tolerate cultural ambiguity.

Outcome 3 – Students will demonstrate knowledge of the host’s culture (beliefs, values, perspectives, practices and products).

Outcome 4 – Students will demonstrate knowledge of global issues, processes, trends, and systems (i.e., economic and political interdependency among nations, environmental-cultural interaction, global governance bodies).

Outcome 5 – Students will understand their culture in a global and comparative context—recognizing that their culture is one of many diverse cultures and that alternative perceptions and behaviors may be based on cultural differences.

Outcome 6 – Students will use a foreign language to communicate.

Outcome 7 – Students will appreciate the language, art, religion, philosophy, and material culture of different cultures.

PROMPTS AND RUBRICS (USED WITH PERMISSION FROM WASHINGTON STATE):

Outcome 2 – Students will accept cultural differences and tolerate cultural ambiguity.

Suggested prompt:

Please share a “cultural moment” when you felt clueless as to what was happening in the host culture. How did you react? What did it teach you?

Emerging

1

2

3

Developing

4

5

Engaging

6

Does not show acceptance of cultural differences and is troubled by ambiguous situations. Has rigid ideas about what “should” occur.

Shows acceptance of cultural differences and is not troubled by ambiguous situations. Has flexible ideas about what “should” occur.

Outcome 3 –Students will demonstrate knowledge of the host’s culture (beliefs, values, perspectives, practices and products).

Suggested prompt:

Please share some of cultural differences that have fascinated and/or annoyed you while you have been abroad. What have these cultural differences taught you about the host culture’s value system?

Emerging			Developing		Engaging	
1	2	3	4	5	6	
Shows only a surface understanding of his/her cultural context. Broad, sweeping comments with dichotomous thinking and ethnocentric perspectives.				Shows acceptance and a nuanced understanding of his/her cultural context. Student’s understanding reflects an in-depth grasp of reasons behind cultural differences		

Outcome 4 – Students will demonstrate knowledge of global issues, processes, trends, and systems (i.e., economic and political interdependency among nations, environmental-cultural interaction, global governance bodies).

Suggested prompt:

Describe in some specific ways how you see the world as interconnected. For example, consider how large global issues interact and influence each other: interconnectedness of international relations, environmental-cultural interaction, and global governance bodies.

Emerging			Developing		Engaging	
1	2	3	4	5	6	
Shows only a surface understanding of the interconnectedness of global systems. Weak grasp of how systems or trends exacerbate or mitigate problems and/or conflicts.				Shows a nuanced understanding of the interconnectedness of global systems. Clear grasp of how systems or trends exacerbate or mitigate problems and/or conflicts.		

Outcome 5 Students will understand their culture in a global and comparative context—recognizing that their culture is one of many diverse cultures and that alternative perceptions and behaviors may be based on cultural differences.

Suggested prompt:

Please compare two or three aspects of your host culture with own culture. How has a recognition of these differences and/or similarities influenced the way you see the world?

Emerging	Developing	Engaging
-----------------	-------------------	-----------------

1

2

3

4

5

6

Does not show understanding of his/her culture in a global and comparative context. Broad, sweeping comments with dichotomous thinking and ethnocentric perspectives.

Shows an understanding of his/her culture in a global and comparative context. Nuanced comments with integrative thinking and ethnorelativistic perspectives.

Outcome 6 – Students will use a foreign language to communicate.

Suggested prompt

Describe several situations in which you were able to function in the host culture by using a language other than English. How did your language acquisition help you to see your host culture in a new way as a result of your language acquisition?

Emerging

Developing

Engaging

1

2

3

4

5

6

Shows little interest in language acquisition or the value of accommodation to host culture. "After all, everybody speaks English."

Shows involvement in language acquisition and a willingness to understand the host culture. Understands that speaking another language is another way of seeing

Outcome 7 – Students will appreciate the language, art, religion, philosophy, and material culture of different cultures.

Suggested prompt: Explain some aspect of your host culture (such as language, art, religion, or philosophy) that you have come to appreciate. How does an appreciation of this aspect of culture enrich your understanding of being human?

Emerging

Developing

Engaging

1

2

3

4

5

6

Shows only a surface appreciation of the host culture. Minimal reflection on similarities and differences between cultures.

Shows deep appreciation of the host culture. Involved and thoughtful reflection of cultural differences.

FACULTY LED STUDY ABROAD LEARNING OUTCOMES REPORT

Faculty Leader: _____ Dates of Program: _____

Total number of students _____

Objective 2 (required): Number of students who responded _____

Ratings	1	2	3	4	5	6
Number of students with each ranking						

Objective # _____: Number of students who responded _____

Ratings	1	2	3	4	5	6
Number of students with each ranking						

Signature of faculty leader _____ Date _____

Return to Whitesitt 118 post-program

FAQ

CAN A STUDENT ACCOMPANY THE GROUP WITHOUT ENROLLING IN THE COURSE SINCE HE OR SHE IS NOT A MAJOR IN OUR DEPARTMENT AND DOES NOT NEED THE CREDIT?

No. All students must enroll in the course. Allowing students to participate may expose PSU to Unrelated Business Income Taxation under IRS rules – PSU's business is education, and by having all participants enrolled, there is no issue of UBIT. To minimize the tuition expense to students, some faculty have set up their courses as variable credit, allowing those who don't need the credit for their degree to enroll in just one credit for the class, or to offer 2 credits for on-campus portions of the course and just 1 credit for the off-campus portion. Another option to minimize the tuition expense to students is to plan the program for spring break, winter break, or August, when the courses would count as Fall or Spring courses and be covered under the flat tuition rate.

CAN I OPEN MY PROGRAM JUST TO AMERICAN CITIZENS?

You may state in your admissions guidelines that preference will be given to students with limited previous international experience.

CAN MY FAMILY MEMBERS/COMMUNITY MEMBERS ACCOMPANY THE GROUP?

Faculty members have taken spouses. Some have taken children, but we discourage faculty members from taking young children without taking a partner who can assist with caring for the children. Community members may participate in the program with the faculty member's approval. All participants are still required to purchase medical insurance and sign certain forms and waivers. If community and/or family members participate, they are to understand that that the trip is primarily a student study abroad trip.

CAN I LEAVE THE CITY WHERE THE PROGRAM IS TAKING PLACE DURING THE PROGRAM IF THINGS WILL RUN SMOOTHLY WITHOUT ME?

No. It is expected that the faculty leader will remain at the program site where the program is taking place for the duration of the program. Any exceptions to this should be discussed in advance with the director of IPSO.

IF A STUDENT LOSES A PASSPORT, DO I NEED TO ACCOMPANY THEM TO GET IT REPLACED?

Consider the program location, linguistic ability of the student (does he/she speak the host language), distance to travel to the embassy, safety of the city where the embassy is located, wishes of the student, whether the coordinating agency or university can help, what the plans are for the rest of the group, and how feasible these plans would be without your presence. In general, it is good practice to offer to accompany the student and let them decide. It is also good to let IPSO know about the situation and document the discussion with the student in an incident report.