

Faculty-Led Group Study Abroad Programs Handbook

Pittsburg State University

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Recent Updates
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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 and conducted following a variety of different formats with several options for offering credit hours.

The Study Abroad Committee seeks to accommodate the range of 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 past success is no guarantee of future funding.

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?

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 are expected to attend an orientation/information session 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.

Pittsburg State University Resources

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

1. The Study Abroad Committee oversees the Study Abroad activities on campus. It approves or denies Study Abroad Programs and determines the amount of university funding for student scholarships.
2. This Handbook offers guidance on the general procedures and paperwork involved.
3. The Study Abroad Coordinator and OIPS provide forms, information about student insurance required in foreign countries, etc.
4. Faculty from various departments have organized numerous Study Abroad programs and are available for advice. Contact the Study Abroad Coordinator in OIPS for the names of faculty who could assist you.
5. A contact person or organization in the destination country can 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 Readings (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 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 OIPS 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 several study abroad organizations, such as AIFS, CEPA, EF tours, Explorica, 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. Contact the Study Abroad Coordinator for a list of resources.

When submitting a proposal, a letter of agreement with the university, institute, school, or company must 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.

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.

Page numbers are provided below.

Planning the proposal

8-12 months prior to your trip

- ☐ Attend an orientation session/meeting with the Study Abroad Coordinator prior to submitting the proposal (3)
- ☐ Start the process 8-12 months in advance of the travel dates (14)
 - Proposals are due October 1st for Spring and Summer travel and February 1st for Fall and Winter programs
- ☐ Have the department chair sign the proposal as well as any contracts that you sign with travel organizations, travel agents, partner organizations, etc. (4)
- ☐ Ensure that at least 1 credit hour is offered during the trip (8)
 - 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)
 - The course must include a minimum of 3 credits in order for students to be eligible for a stipend
- ☐ Contact the Director of Graduate and Continuing Studies to assign a course number to the class (8)
 - The course number should end in .81 for the off-campus course
- ☐ Submit a budget detailing all student costs (9-11)
 - Include airfare, passports, visas, health insurance, tuition, program fees, tourist expenses, exit fees, etc.
 - Allow for a 2.9% credit card merchant fee
 - Arrange to prepay as many expenses as possible
- ☐ Know if visas are required for participants (11)
 - 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 (10)
 - 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 OIPS deadline 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 (10)
- ☐ Include learning outcomes in the proposal (20). See Appendix L

After proposal acceptance and as students are enrolling

- ☐ Promote your program with classroom announcements, flyers, brochures, Bulk-Es, etc. (13-14)
- ☐ Have students fill out the initial application form (15-16)
 - Send the forms to the Study Abroad Coordinator so students can begin the Study Abroad application

- ☐ Send students to Financial Assistance to discuss their financial aid options (14-15)
- ☐ Tell any international students wanting to participate that they may have different visa requirements and must check their U.S. visas (11,14)
- ☐ Tell non-PSU students that they must apply as a non-degree seeking student to PSU in order to participate. (8, 13-14)
- ☐ Set up an 844 account, if needed, for student payments (11-12)
 - ☐ Send the payment plan and 844 account number to the Study Abroad Coordinator
- ☐ Provide students with payment slips to pay deposits to the Cashier's Office (11-12)
- ☐ Obtain international health insurance, if not included in program (15)
 - ☐ Coverage must meet the requirements of \$100,000 for medical expenses, \$75,000 for medical evacuation, and \$25,000 for repatriation
- ☐ Send list of students' names to the Office of Student Life to check disciplinary status: speak@pittstate.edu (16)
- ☐ Check students' GPAs to make sure they are above a 2.5 (16)

After students have 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 844 account. (10-11)
 - ☐ Funds in the 844 account after the program that are greater than \$200 will be transferred to a study abroad emergency account.
- ☐ Ensure that students have a valid passport valid 6 months from the return date (11)
- ☐ Check with the Cashier's office/travel organization to ensure that students have paid
- ☐ Initial application form and stipend paperwork must be submitted to OIPS 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 (16)
- ☐ Suggest students receive Travel Health Consults at the Student Health Center (17)
- ☐ Have students sign FERPA waivers, if needed (17)
- ☐ Host pre-departure orientation sessions for your students (17-18)
- ☐ Purchase plane tickets (12)

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 (8)
- ☐ Verify that students have paid all tuition and fees
- ☐ Have students attend the OIPS pre-departure orientation (17-18)
- ☐ Prepay as many expenses as possible (12)
- ☐ If any expenses cannot be prepaid, submit the Permission to Pay on Site form (12)
 - ☐ 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 (18)
- ☐ Arrange to have a cell phone while abroad (18)
- ☐ Read PSU Study Abroad Crisis Management Plan (18)
 - ☐ Have copies of all emergency contact information

- ☐ Gather copies of all participants' passports, visas, and health/repatriation insurance information (18)
- ☐ Have students sign behavioral agreements, if desired (20)
- ☐ Verify students' plans to get to the airport or program site
- ☐ Work with the office manager in your department to get a Travel loan, encumber funds if you will cross the fiscal year. Also make sure you know the exact amount in the 844 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 (9-13)

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 (12)
 - ☐ If a receipt is not available from a vendor, fill out the Pittsburg State University Receipt and have the vendor sign it.
 - ☐ Any cash given to students must be recorded on the Form labeled PSU Study Abroad Student Cash Receipt.
- ☐ Keep a cell phone so that students can reach you in an emergency (19-20)
- ☐ Communicate with OIPS in the event of an emergency (19-20)
- ☐ Fill out incident reports to document any emergency that arises (20)
- ☐ Have students fill out the Check-Out Sheet for Independent Travel if students travel independently (20)

After the trip (21)

- ☐ 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 and professional development funds will then be processed

Academic Credit Guidelines

Each Study Abroad Program must include at least one of credit hour that is offered during the dates of the actual trip, and a minimum of three credit hours is required in order for participating, eligible PSU students to receive a Study Abroad Stipend.

It is the responsibility of the faculty member to arrange for the academic credit to be attached to the Study Abroad Program. Typical course offerings that are already legislated are practicum, 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, as courses can be offered prior to going abroad (2 credits in the semester + 1 credit during the summer), during the international experience (1 or more credits abroad), or immediately after the trip (such as an August study abroad program).

The Kansas Board of Regents Policy Manual limits the number of credit hours that can be 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.

Full-time students do not pay extra for credit hours during spring break, winter break, or August trips 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.

It is the responsibility of the 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 must 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. This should be done at the same time that all other courses are listed for the semester. For additional information regarding off-campus courses, contact the Director of Graduate and Continuing Studies.

There should be good communication between the faculty leader and the student participants regarding 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. Payments should be received by the normal campus deadlines or three weeks before departure, whichever is earliest. Student grades should also be submitted by the end of the semester/summer session.

If students from other universities are allowed to enroll in the study abroad program, non-PSU students need to apply to the PSU Admissions Office as a non-degree seeking student. The non-PSU students will be required to submit an application for admission with the application fee. The faculty leader should work with the Study Abroad Coordinator and Cashier's office to send invoices for tuition to those students by mail as early as possible.

Due to PSU policy and for liability reasons, all students must be enrolled in at least the one credit class attached to the trip 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 must fill out the appropriate paperwork provided by OIPS, including the waiver and emergency contact information.

Faculty Payments

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.

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 Graduate and Continuing Studies will be figured on the number of students enrolled in the course multiplied by the number of credit hours 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 to the Study Abroad Coordinator a final budget, the learning outcomes report, and the students' evaluations. The Office of Graduate and Continuing Studies will process the paperwork to pay the faculty member for teaching the college credit course(s) offered during the dates of the actual travel experience. 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. This is most often the case for a class that is cross-listed in two departments. Only one faculty can be the instructor of record for the travel portion of the study abroad program, but a class can be cross-listed in two departments or have one instructor of record for undergraduate students and one instructor of record for graduate students.

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 can be found in Appendix F or on the Study Abroad website 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 must 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 budget must be approved by the faculty member's department chair and the Study Abroad Coordinator before being finalized, as items not appropriate for student costs may be removed.

Budget Tips

Please consider the estimated number of students carefully, as this number will affect the overall cost that will be 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.

Once the cost is set and advertised, it should not be changed. When advertising the cost of your program, please explain if the program fee includes airfare, meals, lodging, tuition, exit taxes, etc. In the past, students have had to withdraw from programs because they were unaware that the stated fee did not include tuition.

It is highly recommended to set your dates for application and first deposit before the general 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 OIPS by March 1st for Summer/Fall, October 1st for Winter/Spring, and February 15th for Spring break study.

844 accounts (see Student Payments below)

If you are collecting student money in an 844 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. Payment in full for the program fee must be received at least three weeks prior to departure. Faculty leaders who have allowed exceptions to this rule have later learned while in the host country that a participant's check has bounced. As a result, the three-week-before-departure deadline was put in place to protect faculty leaders from this situation.

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

Also, when students pay by debit or credit card, the 844 account will be assessed a 2.9% merchant fee in the months after the payment. According to the Business Office, PSU may not pass this fee on directly to students who use credit cards, nor can PSU refuse to accept payments by credit card. For many students who want to use Financial Assistance for study abroad, credit cards are their only option to make payments in advance. Please include allowance for this fee in your budget and leave funds in the 844 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.

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.

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 844 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. 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 844 account. The Internationalization 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 \$200 may stay in the 844 account to be used for program promotion and arrangement the next year, and the rest will be moved into a study abroad emergency account.

Passports, Visas, and Exit Taxes

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

Passport applications can be obtained at any US Post Office. Completed applications should include a birth certificate, two passport-sized photos, and the application fee. Please visit the website for more information: <https://www.usps.com/international/passports.htm>

It is recommended that the faculty leader coordinate the visa process for the student group. Visa information for destination countries can be obtained online by searching for the destination country's embassy in Washington, DC or an area consulate. If Money Orders are required to pay the visa fees, please be advised that the PSU business office cannot issue money orders. 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.

Student Payments/844 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.

844 Accounts

Money collected from students or participants at PSU must be paid by the student to Cashiers and deposited into an on-campus 844 account. State restrictions do not apply to the 844 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. Rather, faculty should give students payment slips (example in Appendix K) and request that students bring them copies of the receipts. Departmental administrative assistants can check the balance in an 844 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 sometimes collect all money from students. Faculty leaders who use these services are not required to establish

an 844 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 844 account to collect this money.

As noted above under “Budget,” faculty leaders collecting money in an 844 account will set deposit and payment deadlines and refund policies that will be outlined in the proposal and noted on the website. Payment in full for the program fee must be received at least three weeks prior to departure.

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: <http://www.pittstate.edu/office/business/travel.dot>

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. Airfare, transportation to the airport, lodging, tour guides, tour provider fees, program provider fees, instruction fees, classroom rentals, and visas must also be paid before the program leaves.

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 844 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 844 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 or acquiring a Travel Loan (see below) instead of using a personal credit card. Receipts must always be submitted in order to be reimbursed. If the 844 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. The form must be signed by the department chair and dean, and the Study Abroad Coordinator will present this form to the Business Office. The Study Abroad Committee and Business Office have the right to approve or deny the request to pay on site.

The Business Office strongly encourages faculty leaders to prepay in-country transportation costs, entrance fees, telephone cards, 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). If a receipt is not available from a vendor, leaders must fill out the Pittsburg State University Receipt and have their vendor sign it. Any cash given to students must be recorded on the Form labeled PSU Study Abroad Student Cash Receipt. The log and receipts will be submitted to the Business Office upon return, and any money that is unaccounted for will be refunded to the 844 account by the faculty leader.

Travel Advances

(Revised by the PSU Business Office)

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

Travel Advance Process (Including Study Abroad Travel):

A “Request for PSU Travel Loan” form must be submitted to the Business Office signed by the traveler. By signing the form, the traveler is stating that the receipts or cash will be turned in upon return or they will be held personally liable. With the Request Form, either an approved Travel Request Form (T-Form) or Paper DPR must be attached and signed by the authorized funding source(s) of the trip. If approved by the Business Office Assistant Controller, a check will be issued two business days prior to the departure of the travel. Upon completion of the travel, a Travel Expense Detail (DA121) form must be completed and returned to the Business Office within 2 weeks. All expense receipts must be attached to the Travel Expense Detail and signed by the traveler and authorized funding source(s).

****Please indicate at the top of the Travel Expense Detail (DA121) that an advance was issued.**

****Do not process through Gorilla Marketplace. Send all originals to The Business Office, attention Kim Wilson.**

****Any funds not spent or without appropriate receipts must be returned to the University.**

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, flyers, brochures, and mass e-mailings are proven ways to recruit students. Announcements about individual trips can be placed on the Study Abroad bulletin board across from the OIPS in Whitesitt Hall. The Study Abroad Coordinator can also plan information sessions, post information about programs on the Study Abroad website, keep brochures in the Study Abroad Office for distribution, and more. 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, and 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. Please note that non-PSU students will require more assistance from the faculty leader and more information about the processes involved. 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, including application fees.
3. Students must enroll in the course offered through PSU. The faculty leader should help the students enroll through Admissions or the Registrar.
4. Students from other universities who are non-residents of Kansas and the Gorilla Advantage counties will be required to pay non-resident tuition.

Application for Faculty-Led Study Abroad Programs

The 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.

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 OIPS for PSU students who participate in an approved Study Abroad Program that includes a minimum of three credit hours (see Academic Credit). Funding per student varies depending on the length of the trip and the amount of funding available for study abroad programs. When planning and promoting trips, you must inform students that no specific amount of financial support from these funds can be committed before obtaining Study Abroad Committee approval because funds for student stipends are limited. Faculty should not assume that stipend amounts remain constant from year to year, as past success is no guarantee of future funding.

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 OIPS to ensure they have updated visas 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 should apply for assistance on their own, but the faculty member should be available to provide details about the trip to the Office of Student Financial Assistance.

All students who are American citizens, whether or not they plan to use financial assistance, are required to meet with a counselor in the Financial Assistance office to discuss their options or to sign an Opt-Out form. This is required because past students have returned from study abroad asking for their aid to be increased to cover study abroad costs, even though they never discussed the matter beforehand.

There are a few private scholarship funding agencies. The OIPS office and the Study Abroad website provide additional information.

Required Insurance

Each participant is required to have proof of coverage of health insurance for international travel that includes coverage for medical expenses, medical evacuation, and repatriation. The coverage must have minimum limits matching the following:

Medical Expenses - \$100,000

Medical Evacuation - \$75,000

Repatriation - \$25,000

Students, professors, and all community participants are required to obtain international health insurance and provide proof of coverage to the OIPS. If faculty leaders are not using a travel organization or the organization does not include insurance in the student costs, the Study Abroad Coordinator has information on several plans, including CISI, Geo Blue, ISIC card, and INext.

Insurance must be purchased by April 1st for summer programs. Only students possessing approved insurance will be allowed to participate in Faculty-Led Study Abroad Programs and receive travel stipends. Faculty and community members must also have approved insurance. Participants should not cancel their domestic health insurance while abroad, as it will still be needed in the event of a medical evacuation.

Final Preparations

Student Applications/ Student Selection

Students who want to participate in a study abroad program must complete several forms and processes. Most of these forms are completed on Studio Abroad, a study abroad database used by OIPS. The following form is available on the Study Abroad website and should be collected by the faculty leader:

Student Application for FACULTY-LED Abroad Program– Step 1 (Appendix B)

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.

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 who are not currently under any disciplinary sanctions
- students in a certain major
- students who have a certain GPA or above
- 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

Whether or not faculty are planning to exclude students who are currently under disciplinary sanctions, it is recommended that faculty check the disciplinary status of prospective students by sending the list to the Office of Student Life, speak@pittstate.edu.

It is also recommended that faculty confirm students' GPAs. If any student's GPA is below a 2.5, please meet with the student before making a decision about whether or not to admit him/her. Please inform the Study Abroad Office by e-mail of any student whose GPA is below 2.5 but who has received permission from the faculty leader to participate in the program. 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, a copy of the student's application form should be sent to the Study Abroad Coordinator who will help the students with the rest of the admission process. The faculty leader may choose to collect all the applications before submitting them to Study Abroad Coordinator or to send them one by one as they are received. The Coordinator will keep the paperwork on file in OIPS. Once the paperwork is complete and all students are enrolled, 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. Under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, 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.

Many foreign countries do not have the same accessibility laws as in the United States, and accommodations and accessibility may be much different. 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 Equal Opportunity/Affirmative Action Office

<http://www.pittstate.edu/office/eoaa/index.dot>

Russ Hall 218

Travel Consults with Student Health Services

A Gorilla Wellness Travel Consult at the PSU Student Health Center is recommended, and the fee is \$25-\$40 depending on destination. 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, addresses, 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 in the OIPS. Under federal law, faculty cannot discuss an individual student's participation unless the student signs this form.

For more information, see: <http://www.pittstate.edu/office/registrar/ferpa.dot>

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 each faculty leader to conduct country-specific orientation session(s) for student participants. Some faculty leaders also include participants' family members in the orientation. Faculty can decide how many meetings he/she will organize, but it is imperative 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 orientation program will also allow a final check of application forms, insurance forms, 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 checklist (Appendix C), a copy of the study Abroad Crisis Management Plan (Appendix D), and a copy of the contact information in the destination country (Appendix E).

Crisis Management Plan

Study abroad faculty leaders are responsible for reading and implementing the PSU Study Abroad Crisis Management Plan (Appendix D). 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 secretary, chairperson, or a spouse who is not traveling with you. The Study Abroad Coordinator must also be provided with your contacts and itinerary.

The faculty leader should carry copies of all participants’ passports, visas, and health/repatriation insurance information. Additional copies should be left with the PSU Study Abroad Coordinator on campus and with the participant’s emergency contact.

Contact Information

It is the responsibility of the faculty leader to complete the Contact Information Sheet (Appendix E) and submit it to the Study Abroad Coordinator in OIPS, Whitesitt 118 at least two weeks prior to the departure date. The contact information should include phone numbers and addresses of host families, if known, phone numbers for in-country personal or professional contacts, and the phone number of the US embassy in the destination country.

Faculty will also take the phone numbers for the PSU campus police with them (in case of an emergency this is the point of first contact), the PSU contact person, the participating student family member contact list, and the US Embassy in the destination country.

Faculty are required to make plans to have a cell phone for emergency use that will work in the host country and to build the cost into the program fees. There are several options available:

- Faculty may contact their own cell phone providers to ask about costs of unlocking and activating their phones in the destination country and later be reimbursed.
- Faculty may rent phones from Gorilla Geeks for about \$50 per month. Gorilla Geeks only has two phones, so reservations should be made months in advance, especially for May intersession when several programs will be traveling.

- Faculty may rent an international cell phone or SIM card from Cell Hire, <http://www.cellhire.com/> or Teletial
- Faculty may be able to purchase a local pay-as-you-go SIM card in the destination country. This is the best option in terms of cost for local calls, but it is important to clarify the cost of incoming and outgoing international calls made on the local SIM card, as they can be expensive per minute to call the US.
- 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.

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 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.

Staying in Touch

Staying in regular touch with your PSU contact is very important. The faculty leader should email or call the PSU Study Abroad Coordinator to confirm a safe arrival and should encourage students to do the same for their parents.

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.

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 H.

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 J.

Incident Reports

Appendix I 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 L, 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 Pittsburgh 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 the PSU Study Abroad blog or Facebook group, 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 student evaluations, learning outcomes report, and final budget 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 Graduate and Continuing Studies 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 L.
 - 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 ABROAD PROGRAM

PERSONAL AND CONTACT INFORMATION

Name exactly as it appears (will appear) on your passport: Last name: _____ First

name: _____ Middle name: _____ 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: _____ Passport #: _____ Date of Exp.: _____

If you are a US Citizen. have you ever been abroad (circle one)?

NO YES if yes, where and when: _____

PROGRAM INFORMATION

Name of class or department sponsoring the program: _____

Destination Country/Countries: _____

Faculty leader: _____

Specific dates of study program: _____

STUDY ABROAD STIPEND INFORMATION

If you are eligible for a Study Abroad Stipend for this program, in order to receive the stipend you must have a Social Security number or Tax ID.

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 submit an explanation of your desire to participate in this program and how it will enhance your academic program here at PSU. Please include a statement of goals and objectives you wish to accomplish with this program. Also include information about past foreign language study (if any) and any awards or scholarships you have received.

AGREEMENT OF PARTICIPATION

I understand that approval to participate in this program may include a review of my academic and disciplinary records at any point prior to departure. 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 if I should be approved to participate in this program I will continue to be subject to the rules and regulations of Pittsburg State University in both academic and personal behavior. 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. I affirm that I have truthfully and fully responded to all information in this application.

Signature of Student: _____ Date: _____

Appendix C- General Checklist for Students on Group Programs

- ✓ Passport valid for at least 6 months after you return. If you are getting passport pictures taken you should get at least 2 pictures, as you may need extra for visa applications. There are a variety of places where they can be purchased including Walgreens. Check the United States Postal Services website for current information about costs and procedures to apply for a passport (<http://www.usps.com/passport/>). Allow at least 6 weeks for a new application.
- ✓ Visa for the destination country (consult with faculty leader). Not all countries require visas, but many do. Check with the appropriate Consulate for time and cost of visa application. Costs can be as much as \$300.00, not including cost of pictures and postage. Passport pictures may be necessary with a visa application.
- ✓ For international students who are eligible for travel stipends: get a social security number or ITIN, check visa requirements – these often differ from requirements for US citizens, make sure your US visa will allow you to re-enter the US after your program.
- ✓ PSU recommends, and faculty leaders have the option to require you to have a health examination prior to departure so that you are aware of potential health risks at your destination. Vaccinations are administered by Student Health Services and Crawford County Health Department. The current cost of the health examination at the PSU Student Health Center is up to \$45 depending on the country, and the costs of vaccinations vary. The Consulate of your destination country may also require a health exam for your visa.
- ✓ Student Application for Study/Travel Abroad Program on paper, other forms submitted electronically through Studio Abroad.
- ✓ Financial Assistance Form signed by Sheila Foster, or opt-out form (required from all US citizens even if not receiving FA)
- ✓ For students receiving travel stipends: W-9 and Stipend Request Form, on paper.
- ✓ Program fee must be paid according to schedule set by faculty leader
- ✓ All tuition and fees must be paid by 3 weeks prior to departure, or by the general PSU deadline, whichever is earlier.
- ✓ Proof of coverage of health insurance for international travel and medical evacuation. Most US health insurance plans do not cover medical evacuation so most students will need to purchase a supplementary plan.
- ✓ Participation in Study Abroad Pre-Departure Orientation and program-specific pre-departure orientation meeting(s).
- ✓ Purchase tickets for travel if not included in program.
- ✓ Make arrangements for having funds available while overseas.

Appendix D- Crisis Management Plan

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 Affairs
2. Associate Vice President of Campus Life and Auxiliary Services
3. Director of Public Relations
4. Dean of Enrollment Management and Student Success
5. Faculty members involved in the study abroad program (if any)

The Associate Vice President for Campus Life and Auxiliary Services who serves as the coordinator of the Crisis Response Team will work closely with the Director of International Affairs 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 Affairs needs to be informed.
2. The Director of International Affairs will:
 - o Determine the students involved in the crisis
 - o 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 Associate Vice President for Campus Life and Auxiliary Services (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 Affairs 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:
 - o Obtain an official report of the crisis that involves the student/students
 - o 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 Associate Vice President for Campus Life and Auxiliary Services 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 Associate Vice President for Campus Life and Auxiliary Services will notify the following personnel by memorandum:
 - Dean of 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, Division of Learning Resources
 - Dean, College of Arts & Sciences
 - Dean, College of Business
 - Dean, College of Education
 - Dean, College of Technology
 - Dean, Graduate and Continuing Studies and Research
 - Registrar
 - Faculty Advisor of each student involved in incident
 - Professors of each student involved in incident
 8. The Associate Vice President for Campus Life and Auxiliary Services in consultation with the Director of Public Relations and the Assistant to the President 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 Associate Vice President for Campus Life and Auxiliary Services 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)

<http://www.pittstate.edu/office/president/policies/crisis---management-plan-for-study-abroad.dot>

Appendix E- Faculty Led Study Abroad Programs Contact Information

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 F- Budget Template

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

Department Chair

Date

Appendix G- Permission to Pay on Site
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

Department Chair's Printed Name

Department Chair's Signature

Date

Dean's Printed Name

Dean's Signature

Date

Appendix H- 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: _____

EXAMPLE 3

Peru Student Responsibilities

1. These responsibilities are in addition to the *Code of Student Rights and Responsibilities*.
2. It is your responsibility to not put yourself or anyone else in harms way.
3. You will respect and comply with directions of the leader and instructors.
4. You will respect Peruvian culture and customs.
5. It is your responsibility to refrain from all use of drugs, alcohol and tobacco.
6. It is your responsibility to read and abide by the rules and advice set forth in the CERT International Team Briefing Manual for Peru/Andes May 20-31, 2011.
7. There is a curfew at 11 pm on nights that precede a clinic. It is your responsibility to be inside your room by 11 pm. PSU staff will check to ensure all students are safely in their rooms at 11 pm.
8. It is your responsibility to be at breakfast and on the bus on time. Please arrange wake-up calls among yourselves, if necessary.
9. It is your responsibility to be in pairs at all times. When venturing out, do so with a buddy, let someone else know where you are going and when to expect you back. This includes clinics, daytrips, free time and in Cusco.

I understand my responsibilities as outlined above and agree to them.

Printed Name

Signature

Date

*Conduct and attendance are part of the grade for the course 602-81. Students whose conduct or attendance is unsatisfactory can expect one disciplinary warning, followed by a grade of XF for the course. Further infractions will lead to university disciplinary action upon return to campus.

Appendix I- Incident Report
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 J- 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: _____

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 K- 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 long as airline tickets have not been purchased, until 2/17/2012.

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 #844-***** *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 #844-***** *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 #844-***** *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 #844-***** *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 #844-***** *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 #844-***** *Multic Med Study Abd*

Appendix L- 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			Developing		Engaging	
1	2	3	4	5	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						

Objective # _____: 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						

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

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.....620-235-4681
Study Abroad Coordinator.....620-235-4221

After Hours Emergencies:

PSU Public Safety.....620-235-4624
IPSO fax.....620-235-4962
IPSO email.....studyabroad@pittstate.edu

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. This is for two reasons. First, the health insurance is a plan for students and faculty and may require proof of enrollment before reimbursing students for expenses. Second, 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. Students enrolled in fewer than 3 credits for the total experience are not eligible for stipends. 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 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?

It is generally 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 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, letting them know that they will be billed for any expenses you incur, 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.