
Guide to Faculty Led Programs

Capstone
International
Academic Programs

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Sources used in the completion of this manual include faculty handbooks from Michigan State University, The University of Minnesota and the University of Wisconsin-Madison.

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Introduction

The “Guide for Faculty Led Group Programs” is intended to assist Program Directors who take students abroad on a UA study abroad program. It will be helpful in planning and leading your program and is organized by topic to address those issues that impact the success of a program, including preparing a program proposal; recruitment; academic and logistical planning; finances; preparation; pre-departure orientation; and advanced planning for health, safety and security.

Thank you for choosing to commit your time and energy to providing a high quality study abroad experience. Your leadership and preparation for the program abroad can result in a study abroad experience that is one of the most enriching and inspiring experiences of a student’s life. Your efforts, commitment, and dedication make these experiences possible.

Faculty Led Programs Abroad

The University of Alabama strategic plan includes an emphasis on expanding the University’s global and cultural studies. In support of that goal, we are continually seeking faculty involvement in international programs as we strive to make global studies a hallmark of undergraduate education at the Capstone.

A faculty led group program is a program in which the academic instruction on site is provided by UA faculty or specially contracted host institution faculty teaching UA courses. These programs are typically offered during the interim and summer sessions. A group program is typically short-term and can last from 2 to 8 weeks (2 summer sessions). If possible, in order to increase recruitment by minimizing scheduling conflicts, it is wise to closely follow the UA academic calendar when determining dates for a program, so that students have the option of taking summer courses at UA in alternation with a study abroad program.

CIAP will assist you in developing a study abroad program and implementing a marketing strategy. If you have taken over responsibility for an existing program, it is critical that you discuss the program with previous leaders. If you are new to leading a program, CIAP will be an important resource for you and will assist in all elements of program planning and marketing. Faculty leaders should discuss program ideas and considerations with CIAP prior to submitting a formal proposal for the program.

CIAP and faculty work together from the very beginning of the proposal process. The CIAP Director will meet with faculty to discuss program ideas and to review essential elements in planning for and proposing a new summer program. This discussion can include:

- CIAP proposal documents, requirements and deadlines
- Using third-party providers to make logistical arrangements
- Policy regarding salary, family members, graduate assistants
- CIAP responsibilities
- Faculty director’s responsibilities on campus and abroad
- Creating a program budget, faculty expenses, enrollment minimum and maximum
- Student recruitment, marketing strategy and materials
- Student applications, registration and insurance

- Emergency planning and preparedness, risk management, and safety abroad
- Student Pre-departure sessions (mandatory)
- Faculty preparation sessions prior to departure (mandatory)
- Evaluation and assessment of courses and programs

Leading or teaching on a faculty led study abroad program is significantly different than being on the home campus. When accompanying students overseas, the responsibilities of the faculty member extend far beyond the classroom. It is important that study abroad program faculty directors and teachers understand these responsibilities prior to submitting a program proposal.

Responsibilities include, but may not be limited to, the following:

- Arranging all program logistics, on their own or through a third-party provider (ask CIAP for a list of approved providers)
- Attending all required faculty-pre-departure sessions
- Reviewing and accepting student applications in the online application system
- Communicating with students prior to program departure
- Providing and shaping course content
- Delivering course content (if applicable)
- Grading (if applicable; if teaching services are being contracted from a host institution on-site, the conversion and submission of final grades is always the responsibility of the Program Director)
- Entering grades
- Conducting on-site orientation
- Enforcing attendance policy
- Documenting and reporting all incidents regarding student behavior, health, safety, and security. This includes failure to attend scheduled events, trips or classes
- Being available to students via emergency contact number/ cell phone **at all times**
- Working with students and host institution to resolve any housing issues, whether host family or dormitory, etc.
- Monitoring class participation and participation on excursions and student behavior
- Assisting, to the extent necessary, with the health and safety (hospital/doctor visits) of students during the program
- Assisting students with cross-cultural adjustment
- Keeping up with receipts and expenses associated with advance funds, adhering to the program budget, and following UA financial policies
- Communicating closely with CIAP concerning any matters related to student safety and well being, behavior, or other issues that arise involving students
- Administering program evaluations and assessments
- Providing CIAP with a director's report at the end of the program

Policies/Guidelines for Establishing a Group Program

Program Directorships and faculty participation in overseas programs are open to all tenured and tenure-track faculty, as well as instructors, as determined by departments, and contingent upon approval from the Dean of the appropriate division. If the program is to offer courses in more than one department, approval must be obtained from each. Signatures from all departments involved must be procured by the faculty member preparing the proposal. Proposals are considered incomplete without appropriate departmental and college or divisional signatures. Proposals include an academic and budget section and both must be reviewed and signed. **Any program involving travel that requires spending time in a country for which the U.S. State Department has issued a TRAVEL WARNING will require additional approval.**

Please note CIAP policy mandates that all program directors and faculty teaching on programs must attend preparation sessions on student health and safety, budget reconciliation, and risk management. This policy is informed and endorsed by UA legal counsel and risk management.

Courses

Courses must meet the rigorous academic standards of any other course taught at UA. Each 3-hour course must demonstrate a minimum of 37.5 contact hours in order to equal the contact hours associated with a 3-hour course offered on campus (50 minutes X 45 class meetings = 37.5 contact hours). Excursions and site visits directly related to the curriculum upon which a course is based can be included in the 37.5 contact hours. Courses that have been offered in prior years typically have well established course numbers. New Program Directors must consult with their department concerning the appropriate course numbers that should be used for the program. Faculty often use course numbers assigned to Open Topics, Directed Readings and/or other similar courses or seminars set up to accommodate variable titles and content descriptions. **Courses are assigned 800-810 section numbers, and the program fee (the total cost of your program) is tied to courses/section numbers and credit hours. CIAP will work with the home department to set up the appropriate course. Courses with 800-810 sections can only be used with CIAP approval.**

New courses must have departmental approval and must go through the Course Inventory/New Course approval process as established by each College or Division. Refer to your College or Division for procedures and instructions for creating a new course. Pre-requisites must be considered when creating courses for study abroad. All pre-reqs should be clearly stated on the program proposal and in ALL marketing and recruitment information.

Program and/or Graduate Assistant

A program must have at least 15 students enrolled in order to qualify for an assistant. If 15 or more students are anticipated in the program, plan for assistant costs as part of the program proposal. If you plan your program budget with a minimum of ten students, then have a higher enrollment (15 or more), there may be enough funds in the program to support an assistant. If you reach an enrollment higher than anticipated, please discuss the

need for an assistant with the CIAP Director for approval and with the CIAP Accounting Assistant to determine if the budget will support a program assistant.

Graduate assistants primarily fulfill an administrative role for a program and assist with communicating with students, logistical arrangements and work with the Program Director on-site to manage day-to-day operations of the program. In some situations, graduate assistants can teach for a program, but this must be discussed with and approved by the CIAP Director.

An assistant position should be advertised in the appropriate departments. Contact CIAP for an example of prior advertisements. Compensation for assistants normally consists of airfare, housing, entrance fees, and per diem for food. Graduate assistants do not normally receive salary. There are exceptions to the salary policy if a faculty or staff member serves as an assistant, or if the graduate assistant teaches.

A program assistant cannot be housed with faculty. If the program assistant has academic responsibilities and a potential influence on grades, the program assistant cannot be housed with students. If the program assistant has only logistical and administrative functions for the program, it is acceptable for the assistant to be housed with students, though it is still preferable that the assistant have separate accommodations if this can be achieved.

Duration of Program

Keep in mind that program dates are critical for student recruitment, flight arrangements, and logistical reservations. Program dates should not overlap with Spring semester on campus classes and finals. While the majority of UA faculty led programs are abroad for three to four weeks and operate during the Summer I or Summer II terms, the Interim term is also an option. The Interim term normally runs the last three weeks of May, Summer I during the month of June, and Summer II during the month of July. Consult the UA academic calendar for exact dates outlining Interim, Summer I and Summer II terms. When possible, it is preferable for terms to not overlap as this may affect student recruitment. A tentative itinerary must be included in your proposal that includes the departure date, return date, first and last day of class, travel days, excursions and site visits.

Program Enrollment

A minimum and maximum number of students must be established for each program. The minimum number for programs should be no fewer than 10 students. Exceptions to the minimum are possible, but must be discussed with and approved by the CIAP Director. The maximum number of students is determined by a number of factors that include departmental requirements and/or restrictions, lodging and transportation limitations while abroad, and faculty determination of the number of students that can be managed effectively abroad. Set realistic enrollment targets when creating the program budget. The result will be a more attractive program fee and a realistic budget for the program.

Please note that faculty are compensated based on a minimum number of 10 students. Faculty who wish to run **programs with less than 10 students have will teaching and/or directing salaries prorated** based on the number of students below the 10 students minimum.

Excursions and High Risk Activities

If your program involves excursions and travel arrangements within the program there are a couple of ways you can coordinate these excursions: (1) employ the services of a U.S. or in-country provider/agency, or (2) make the arrangements yourself.

Do not plan any activities or excursions that involve a high degree of risk such as bungee jumping, parachuting or hang gliding, as examples. Students may approach you regarding these activities if they wish to pursue them on their own. Do not endorse, encourage or facilitate independent student activities that involve a high degree of risk. Most insurance policies will not cover the cost for treatment involving these activities.

Cell Phone Policy

Program directors are required to have a cell phone available at all times while abroad with students, and the cost of the phone and minutes should be calculated into your budget. There are many ways to obtain international cell phone service. Faculty can (1) find your own provider through on-site contacts or internet search; (2) add international service to your personal cell phone for the times and locations while you are abroad (this tends to be an expensive option); (3) rent or purchase a cell phone upon arrival; (4) purchase a plan through a provider in advance of the program departure, or (5) purchase a SIM card for your personal phone and get a local number (can be easy and inexpensive). Cell phone numbers should be provided to CIAP prior to program departure or as soon as they are obtained in-country.

Proposals and Program Approval

The CIAP "Proposal for Faculty Led Short Term Programs Abroad" is the official document used to propose and develop new study abroad programs. Repeating or existing programs use the same document on an annual basis to update and/or amend information and propose to continue their program. The proposal document is available upon request from CIAP and consists of two parts: academic and budgetary. The **proposal deadline is September 20, 2013** for 2014 spring, interim, and summer programs abroad.

The proposal is comprised of two sections, academic and budgetary, that require the following:

Academic Content

- Program description
- Course information (course titles, numbers, objectives, materials and texts, evaluation method)
- Personnel
- Experience
- Duration and itinerary (as complete as possible at the time of submission)

Budgetary Content

- Student costs (housing, meals, entrance fees, insurance, etc.)
- Director salary and expenses (airfare, housing, meals, entrance fees, etc.)
- Faculty salary and expenses (airfare, housing, meals, entrance fees, etc.)

- Program overhead (classrooms, bank fees, supplies, emergency fund, cell phone, tips, and other fees)

All proposals must go through the appropriate academic department and college for approvals prior to their submission to CIAP. Once you have submitted your proposal to CIAP, it is reviewed by CIAP's Director and Accounting Assistant. You may be contacted with questions and requests for further information or clarification. Once your proposal has been approved by CIAP, the proposal is sent to the appropriate college Dean for approval. Programs in locations with U.S. State Department Travel Warnings require additional approvals.

Timeline of Deadlines and Events

September 17	Study Abroad Fair
September 20	Deadline for 2014 proposals
October 11	Deadline for finalizing publicity, web content
November 4 - 8	Marketing blitz – classroom visits, fliers distributed, etc. (CIAP)
November 18 - 22	International Education Week – various opportunities for recruitment and showcasing your program including a study abroad fair
December 15	Deadline for courses in Banner (will fall within a week of this date). All courses should be set up by department administrator prior to this date.
February 11	Study Abroad Fair
February 21	Priority application and deposit deadline for students
March 21	Final Payment deadline for students
March 24-28	Spring Break
March	Programs will be called “go” or “no go” based on enrollment and payments
March/ April	Submit advance check requests Pre-departure orientations with students Register students (CIAP) Confirm schedules (students) Faculty Preparation and Policy Workshops

Marketing and Recruitment

The creation of program publicity materials and information for the website is contingent upon approval of the program proposal. **The program proposal must incorporate details necessary to produce detailed information for the website and publicity materials.** Publicity and web materials are a collaborative effort between the Program Director and CIAP.

Keys to a successful program

Below are suggestions from prior faculty leaders and administrators that identify elements that have led to rewarding and successful study abroad programs:

1. Remember that students are the target audience and that they will be most concerned with issues of cost, value, uniqueness, and attractiveness of the program as it fits with their degree requirements and personal needs and interests.
2. Give great attention to detail during all aspects of program preparation and planning.
3. Communicate regularly with students through e-mail and informal gatherings prior to program departure.
4. Communicate regularly with CIAP and utilize the personnel, resources, and professional staff to give your program the best opportunity to succeed.

Ways to Recruit and promote your program once it is approved:

- Begin recruiting early and continue until your program is full.
- Know that many students do not even think about their summer plans until March!
- Get into classrooms and talk about your program.
- Hold information meetings.
- Use social media such as Facebook and Twitter.
- Create a display that you can put up in academic advising offices, outside of your office, or for use on departmental bulletin boards.
- Participate in the fall and spring Study Abroad fairs.
- Secure a table at the Ferguson Center (outside of Starbucks) for a few hours during high traffic times (11-1). Set up a display and talk to students!
- Talk to colleagues, teaching assistants, and **academic advisors**. Let them know about your program and ask them to promote it.
- Keep lists of students who are interested in your program and e-mail them with information regarding meetings, deadlines, or interesting details. Share the list with CIAP.
- Attend special events on campus, especially events sponsored by your department that will draw students. There may be opportunity for discussion about your program!
- Make sure your program is featured in any departmental/college newsletters.
- As much as possible, utilize former students to help you recruit. Prospective students are very interested in hearing another student's perspective. The testimony of past participants is one of the most effective recruitment tools you have.

Preparing to Go Abroad

Faculty Workshops

CIAP conducts compulsory Faculty Preparation Workshops with program directors and faculty in March and April, just prior to departure. In addition, all faculty leading or teaching on a program abroad must attend Harbor Training through the Women's Resource Center (WRC). Harbor Trainings are scheduled throughout the year and can be scheduled by contacting the WRC Coordinator, Paige Miller, at cpmiller1@sa.ua.ed or 205-348-5040.

The workshops are mandatory for Program Directors and/or co-directors and UA faculty teaching on programs and include the following:

Policy Workshop

- Emergency planning and preparedness (with UA Risk Management and UAPD)
- Student Health abroad (with UA Counseling Center)
- Student conduct and disciplining policies (with Judicial Affairs, Dean of Students office)
- Campus Security Authority CSA expectations and Clery Act Reporting (with UAPD)
- U.S. State Department travel registration
- UA insurance coverage for students and faculty
- Evaluations
- Directors report/deadline

Financial Workshop

- Requesting advance cash funds, and deadline
- Appropriate forms
- What can be included as eligible advance cash expenditures, and reporting deadline
- Appropriate record keeping
- Final financial report
- Per diem reimbursement for meals

Determine viability of program

- Program viability is determined by enrollment (whether or not the minimum enrollment was met for the budget to be feasible for the program).
- In the event a minimum enrollment has not been met, the Program Director must meet with the Accounting Assistant and CIAP Director to review the program budget and determine if there are adjustments that can be made to make the program financially viable.
- Faculty and director salary will be prorated if enrollment is less than 10.

Required Documents Prior to Departure

Program Directors are required to furnish CIAP with all pertinent contact information while abroad for each faculty member and/or graduate student travelling with the program. The Program Director must submit an emergency/contingency plan to CIAP prior to travelling abroad with students. This document should be reviewed and discussed with CIAP staff and other faculty involved with the program should be informed of said plan. All UA employees traveling abroad on CIAP programs must provide a copy of their passport, program itinerary with housing addresses and contact information, and emergency contact information.

Pre-Departure Orientation

The CIAP Director and Program Director coordinate mandatory student pre-departure orientations prior to departure. CIAP, in conjunction with the Women's Resource Center, UA Counseling Center and Judicial Affairs, will organize and present at least one mandatory student pre-departure.

CIAP student pre-departure includes:

- Academics Credit
- Required Documents
- Health & Safety
- Insurance
- Time Change, Jet Lag & Preparing for a Safe Trip
- Financial Preparation
- Packing List
- Safety & Security Abroad
- Behavioral Expectations
- Alcohol Use & Illegal Drugs
- Health & Wellness
- Communicating While Abroad
- Social Media
- Cross- Cultural Adjustment
- Returning to UA
- Making the most of the study-abroad experience

Each program director should also organize at least one pre-departure specific to his/her program. Faculty-led program specific pre-departures should include:

- country specific information
- daily agenda and departure information
- academic and behavioral expectations
- safety and security
- insurance
- cultural norms to be aware of
- what to take abroad and what to leave at home
- information to leave with parents/significant others
- group dynamics, flexibility, and cooperation

Questions Regarding Medications/Immunizations

Students/parents may pose questions regarding medications, vaccines, immunizations or over-the-counter medications. Students should be referred to a qualified health professional or the information can be obtained by the student from reputable sources such as the Center for Disease Control (CDC) and the World Health Organization (WHO), etc. It is acceptable to refer students to the Health Center and/or CDC and WHO websites. CIAP can help guide students, parents or faculty on these issues.

Managing Contact with Family Members

As the Program Director, you will have parents contacting you regarding multiple elements of your program. The student should be communicating directly with family members regarding the program. However, we are aware that students do not always give parents complete information. Reassuring parents and providing them with information is helpful and allows the parent to be an active supporter of the students and their plans to study abroad. Be careful, however, to respect FERPA restrictions whenever communicating with parents about student **academic** performance. If there are questions you are not comfortable answering, refer them to CIAP.

CIAP should be contacted immediately regarding any critical incidents involving the student or the program. CIAP will manage communication with the student's emergency contact when necessary. If a student is ill or injured, contact CIAP so that we are informed in case a family member should contact our office. Any issue involving a student should be reported to CIAP immediately. Additionally, any time a student leaves the program for any reason, UA policy requires CIAP should be informed prior to his/her departure from the program.

Guidelines for Family Members of Faculty/Assistants Accompanying Program

Program Directors and/or teaching faculty may decide to bring family members with them on a summer program. This is permitted although CIAP reserves the right to impose limits and/or conditions on the roles, activities, and presence of family members and friends who accompany group programs. These limits and conditions are based solely on concerns related to health, safety, security, and liability as determined by CIAP. The following policies describe the limits and/or conditions that apply to family members accompanying faculty.

1. **Employment:** As a general rule, family members of the Program Director may not be hired to perform duties if those duties are under the general supervision/direction of the program director. Permission to make an exception to this rule must be obtained and approved by the CIAP Director. It is possible, with permission, for spouses to serve as co-directors of a program, provided that they do not supervise one another.
2. **Liability:** Family members and dependent children participating in a program, like faculty and students, must sign an Assumption of Risk and Release form to have on file with CIAP. Family members and dependent children are responsible for their own insurance coverage and safety during the program.
3. **Accommodations:** Program Director family members may share accommodations provided that such sharing is allowed by the housing provider. The program budget cannot cover housing expenses for family members. Under no circumstances should family members share accommodations with students (unless those family members are also enrolled in the program as UA credit-earning students) or graduate assistants.
4. **Excursions/Travel:** Family members may participate in program excursions and field trips, provided such transportation costs do not inflate the cost of the excursion. Program excursions are planned to accommodate all students plus the faculty. If there are no extra seats on bus, boat, etc., the program will not arrange for a bigger mode of transportation, therefore inflating the cost. Family members must arrange for their own transportation at their own expense.
5. **Excursion Expenses:** If participating in group excursions, family members must pay for expenses separately from the group. At no time should program funds be used to pay entrance fees for family members.
6. **Group Meals:** If participating in group meals, the program director must reimburse the program for any expenses incurred by family members if a separate bill cannot be obtained. Program money cannot be used to buy meals for accompanying family members.

7. Minor Children: Minor children accompanying program leaders must be adequately supervised at all times. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

UA Study Abroad Insurance

All students are covered under UA Study Abroad Insurance. The insurance policy and procedures will be reviewed extensively at the Faculty Policy Workshop. The policy can be found at www.culturalinsurance.com. Students are provided with policy and contact information during pre-departure orientation. This policy also covers faculty.

Student Airfare

Airfare for students is not typically included in the program budget or covered in the program fee the students pay. Faculty airfare is included in the program budget and CIAP will facilitate the purchasing of your ticket abroad. Program Directors should determine the itinerary most appropriate for their program and should provide that information to enrolled students, along with contact information to book flights. Program Directors and/or teaching faculty should plan to fly over with students and return with students (when possible). In the event that returning with students is not possible, the Program Director must accompany students to the airport and must remain until all flights have departed. Please inform CIAP in advance should you decide you will not return with students.

Students will be responsible for purchasing their own tickets based on the itinerary provided by the Program Director or for arranging an alternative flight on their own, if they are departing from other locations and/or are trying to take advantage of accumulated frequent flyer miles on other airlines. Any student who deviates from the established itinerary is responsible for providing the director and CIAP with a detailed itinerary prior to departure and also responsible for meeting up with the group at a pre-established date, place, and time.

Housing Policies

At no time should program leaders or family members share accommodations with students (unless those family members are also enrolled in the program as UA credit-earning students). Current University of Alabama policy prohibits unmarried students of the opposite sex from sharing the same sleeping quarters. If students live in a flat/ apartment with individually locked bedrooms, it is permissible for male and female students to share the apartment, but not the bedrooms. If there are accessibility issues for a specific student, refer to the UA Office of Disability Services (<http://eop.ua.edu/disabilities.html>).

If a student requests assistance with housing arrangements, either before or after the program dates, you can provide contact information, but do not make specific arrangements for them outside of the official program dates.

Passports

Take the time to check the validity of your passport and make sure the expiration date is not rapidly approaching. Your passport must be valid during the entire period of your travel abroad and up to 90 days beyond your scheduled return. If you need to renew your passport, please make sure to do so within the appropriate time frame. The cost for a new passport or for renewing your passport is your own expense. For the latest information on passport rates and application procedures, visit www.travel.state.gov.

Remember to make copies of all important documents, such as your passport, visa, and airline ticket and to leave them with a family member. You are required to submit a copy of these documents to CIAP prior to departure.

Visas

It is the responsibility of the Program Director and students participating in a program to inquire about visa requirements for all countries to be visited, including those before and after the study abroad program that student and faculty may visit. Consult with the consular office for the country concerned or check the visa entry requirements that can be found on the Department of State website. CIAP will register all faculty and students with the Department of State travel registry prior to departure.

Travelers may be denied entry into, or be deported from, a country for which a required visa has not been obtained. For some countries, certain medical requirements must be met before a visa will be issued. A valid passport is required for all visa applications. Additionally, you must be able to send your passport along with the visa application to the appropriate consular office or expeditor. Remember to include the cost of your visa (if applicable) in the faculty cost section of your budget proposal.

Visa requirements may be different for non-U.S. citizens. CIAP routinely advises international students enrolling in a faculty led summer program that they are responsible for obtaining their visa in a timely manner. If a student is unable to obtain a visa in time and has to withdraw from a program, the standard financial penalties will apply. Encourage your students to apply for their visas in a timely manner and facilitate this process as much as possible.

Website Resources

The websites below may be helpful to you as you plan and conduct your study abroad program.

- CIAP: <http://studyabroad.ua.edu>
- Department of State: <http://travel.state.gov>
- Overseas Security Advisory Council (OSAC): <http://www.osac.org>
- Center for Disease Control: <http://www.cdc.gov>
- World Health Organization: <http://www.who.int>
- Lonely Planet: <http://www.lonelyplanet.com/us>
- Cultural Insurance Services International (CISI): <http://www.culturalinsurance.com>

Student Procedures and Policies

Students must complete and submit all components of the online student application for UA Faculty Led Group Programs. Students can access the application system through the CIAP website (www.studyabroad.ua.edu and/or <https://studyabroad.ua.edu>). The student application process (pre and post acceptance) includes important information that is required by every student seeking to study overseas.

The following information is included in the application and enrollment process:

PRE-ACCEPTANCE MATERIALS (information collected before a student is officially accepted):

1. CIAP Application - consisting of bio-demographic and academic data
2. Emergency contact information
3. Statement of Behavioral Responsibility
4. Release of Liability, Assumption of Risk and Indemnification
5. Consent to disclose form
6. Program Payment Schedule

POST-ACCEPTANCE MATERIALS (information collected after a student has been officially accepted):

1. Summary of Cost and Payment information
2. Permit to Make Payment
3. Judicial Affairs Clearance
4. CISI (insurance) form and information
5. CIAP Medical Questionnaire and physician's approval
6. Course Enrollment Form
7. Pre-departure attendance
8. A copy of the signed photo page of their passport and visa (when applicable)
9. Students may also be asked to submit additional passport sized photos as dictated by the needs of the program.

Through the online system, faculty can review applications prior to approval and acceptance, and/or set additional eligibility requirements. Please be sure to discuss those criteria with CIAP prior to publishing information regarding the program.

Typically, students must have a minimum 2.20 GPA to be eligible for a faculty led group program. GPA's slightly under a 2.20 can be considered. Faculty who wish to set higher GPA requirements should inform CIAP in the original program proposal prior to the publishing of any program information. Occasionally a student will apply that does not have the minimum 2.20 requirement. In those cases, the student must get permission from the CIAP Director, who, after consultation with the Program Director, will determine whether or not the student is approved.

Students from Other Institutions

Students from other institutions (transient non-degree seeking students) are welcome to apply for a faculty led group summer program. Transient students will go through the same process as UA students and must also apply to The University of Alabama as a transient non-degree-seeking student for the duration of the program. When transient students contact you with interest for the program, please refer them to CIAP. CIAP will:

- Give instructions to the student regarding the transient application and supporting documents required by Admissions (Letter of Good Standing and unofficial transcript), and application fee charged by Admissions.
- Once all of the above is received, CIAP will submit the transient application to Admissions and, within 48 hours of submission, the student will receive an e-mail from them with their CWID. The student must then log onto the online system to fill out the CIAP application using their UA user name and password.

- CIAP will communicate directly with the student regarding approval for the program and making payment for the program.

Post acceptance

Once a student has been approved an electronic “Permit to Make Payment” is issued by CIAP through the student’s online application. The permit allows the student to make program payments to Student Receivables. No student will be allowed to make payment without a Permit to Make Payment. Once a student has made payment, their name will be officially added to the SR list and they can be counted in your enrollment numbers. **All students are required to pay a program deposit in cash, check or credit and cannot use Financial Aid to make the initial deposit.**

Student Application Denial/ Revocation of Permit

A student application may be denied or his/her Permit to Make Payment may be revoked if the student’s conduct prior to departure raises doubt as to the suitability of the student for program participation. Participation may be denied based on prior disciplinary or criminal action. The names of all UA students studying abroad are provided to the UA Judicial Affairs office. Any student on disciplinary probation can be removed from the program enrollment. Students with serious judicial affairs records will be handled on an individual basis with the program director and the CIAP director. CIAP reserves the right to prevent a student from program participation on the basis of behavioral issues.

Late Applications

CIAP will accept late applications as long as the student can pay the program fee in full and there is still room in the program. Program Directors will be consulted to make sure that there is time to make appropriate arrangements for an additional student.

Cancellation Policy

Students must submit a Permit to Cancel form electronically to CIAP in order to cancel. Verbal withdrawals from students, parents, or Program Directors will not be accepted. Refunds are date sensitive. Students who withdraw prior to payments being made on behalf of a program can anticipate receiving a full refund less a \$100 cancellation fee. The closer to departure, however, the more likely that costs will have been prepaid on a student’s behalf, therefore decreasing the potential amount for refund. After the program begins, the student is responsible for the entire program fee and is not eligible for a refund.

While Abroad

Director Responsibilities While Abroad

A Program Director fulfills many roles while abroad and has responsibilities that are integral to the success of the program. Responsibilities include, but are not limited to, the following:

- Teaching (if applicable)
- Providing and shaping course content (if applicable)
- Grading (if applicable; if teaching services are being contracted from a host institution)

on-site, the conversion and submission of final grades is always the responsibility of the Program Director)

- Conducting on-site orientation
- Enforcing attendance policy
- Documenting and reporting all incidents regarding student behavior, health, safety, and security. This includes failure to attend scheduled events, trips or classes
- Being available to students via emergency contact number/ cell phone **at all times**
- Making adjustments to itineraries (as needed) and coordinating of events
- Working with students and host institution to resolve any housing issues, whether host family or dormitory, etc.
- Monitoring class participation and participation on excursions
- Assisting, to the extent necessary, with the health and safety (hospital/doctor visits) of students during the program
- Monitoring and encouraging good student behavior
- Assisting students with cross-cultural adjustment
- Keeping up with receipts and expenses associated with advance funds
- Adhering to the program budget and to UA financial policies
- Communicating closely with CIAP concerning any matters related to student safety and well being, behavior, or other issues that arise involving students
- Administering program evaluations and assessments
- Entering student grades on-time
- Providing CIAP with a director's report at the end of the program
- Submitting all paperwork associated with the financials of the program

On-Site Orientation

Once you arrive on-site it is very important to conduct an orientation to familiarize students with safety and security on-site, housing rules, local transportation, the daily itinerary, and behavioral and emergency protocol while abroad. Remind students they are required to inform you of the following: any medical issue, whether physical or psychological; any travel plans away from the group to include itinerary and contact information; any issues regarding housing.

Maintaining good communication between faculty and students is a key component to promoting safety while on-site. During on-site orientation the following should be covered with students:

- Becoming familiar with the use of calling cards for public phones abroad and how to place international calls.
- Provide students with your cell phone number, the emergency number of the on-site provider (if applicable), and the local telephone number for emergencies (the equivalent of "911"), and be certain that they know how to operate local payphones.
- Reiterate to students that if they are traveling away from the group on a "free" weekend that they are required to inform you of their plans and required to provide you with a copy of their itinerary. Whether students purchase cell phones in advance or on-site, make sure you have their cell phone number in the event the student needs to be contacted.
- Reiterate to students that they are required to inform you about any emergency. For medical emergencies, explain how CISI operates so that they are familiar with how to handle a medical emergency, particularly in the case where a student needs to

use the insurance when they are travelling independently of the group. The CISI policy information is distributed to students during pre-departure orientation.

Create an Emergency Action Plan with the whole group. While creating this plan, incorporate the following:

- Discuss potential crisis that could occur in your area.
- Create a communication tree so that members can contact each other quickly.
- Designate a primary and secondary meeting place.
- Designate a person to be responsible for communication should you become incapacitated.
- Give students contact information pertaining to local law enforcement, hospitals or health care providers.
- Discuss preventable accidents with students, emphasizing such things as local traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the types of things that can happen when walking down a street alone at night in a foreign city/country. It is also good to be very specific about safe and unsafe behaviors, including sexual behavior, and how to dress and behave to avoid unwanted attention.
- Communicate to students applicable codes of conduct and the consequences of not following those codes of conduct.
- Ask students to use common sense and caution when divulging information to strangers about themselves, the program, their itinerary, and their fellow students.

Managing Group Dynamics

Teaching/leading a course abroad is very different than teaching it on campus. Not only are your students learning and traveling together, but they are either living together or with host families and sharing an intense international experience with each other.

Faculty led programs are unique within study abroad programs because of the strong emphasis on the group. It is common for strong bonds to be formed among participants, sometimes resulting in lifelong friendships. Working together and relying on one another can lead to positive and successful study abroad experiences. Encouraging flexibility and patience among students when encountering or dealing with the stresses and challenges of travel can be helpful.

As the Program Director, it is advisable that you help cultivate in students some basic principles of living and studying together. Respect for each other's differences is intrinsic to living and studying in a group successfully. While some differences can be obvious, others such as social class, may not be. Encourage students to be open-minded and respectful to the differences of other personalities and cultures.

Cultural Adjustment and Culture Shock

As the Program Director, one of your roles will be helping students to understand local cultural practices. You can help students cultivate their understanding by encouraging questions and personal investigation throughout the program. Not all students come with the same flexibility towards diversity, and some may be hesitant or have difficulty understanding cultural differences. For some students, participation in your program may be their first time abroad, while others may be seasoned travelers and have a greater comfort level with the differences in culture. Utilize your own understanding of the culture

as well as the host institution staff to give students a greater understanding of their observations regarding differences in culture.

Be aware of possible indicators of culture shock such as: compulsive eating or lack of appetite; feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in flexibility and spontaneity; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; or unexplainable crying. Most study abroad students will experience some form of initial culture shock; however, some might experience it after only two days in the host country, or towards the end of the program, or not at all. In addition, the indicators of culture shock can vary from individual to individual.

Encourage students to take care of their health and eat well to help them through these stages. If your students display one or more of these behaviors, it is likely they are going through the culture shock phase of cross-cultural adjustment.

Health and Safety While Abroad

Safety is of primary concern to all who are involved in study abroad programs. Evidence suggests that in general, students abroad are as safe as, or safer than, they are on U.S. campuses. However, there are particular risks that may occur overseas, and, when any safety issue arises, the fact that students are far from home and in an unfamiliar culture may make the experience seem more traumatic than it would be in the U.S.

All UA faculty leading or teaching on a UA program abroad are required to attend meetings to prepare them on handling emergencies, risk management, and health and safety abroad. These are held in March and/or April of each year and will be announced in the early spring semester.

Some parents who have concerns regarding the safety of their student communicate regularly with faculty and CIAP. It is reasonable to assure parents of the safety and security of a program by providing them with the measures and practices that are standard operating procedure for all study abroad programs. Practices and procedures that are in place include:

1. Daily monitoring of international events/issues by CIAP
2. Having an established Emergency Management Plan to manage any event while abroad
3. Preparation workshops for all faculty leaders concerning emergency response
4. Program leaders are required to carry an international cell phone to facilitate emergency communications
5. Extensive insurance coverage for faculty and students that includes emergency evacuation coverage
6. CIAP registers every student and faculty member with the State Department travel registry prior to group departure

What is an Emergency?

For the purposes of a study abroad program, an emergency is any circumstance that poses a genuine risk to, or has already disturbed, the safety and well-being of one or more program participants. Emergencies may include incidents that are newsworthy and reach U.S. news agencies, causing alarm to parents, participants and colleagues.

The most common emergencies or negative situations one might encounter include:

- Minor theft
- Lost or stolen passport and/or credit cards
- Minor illness
- Disagreement between roommates/classmates
- Housing issues
- Flight delays
- Student behavioral issues – **mostly alcohol related!**

Other more serious, but less common emergencies can include:

- Physical assault
- Disappearance, hostage taking, or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Threat of, or attempted, suicide
- Significant accident and/or injury
- Hospitalization for any reason or length of time
- Terrorist threat or attack
- Local political, natural, or manmade disaster/crisis in the vicinity of student accommodations or classrooms that could affect the students safety or well being
- Arrest or questioning by the police or other security forces
- Any legal action involving a student
- Death of a student or faculty member

Emergency Procedures

CIAP has developed guidelines for Program Directors to follow for incidents and emergency situations. The CIAP Emergency Management Plan is distributed and discussed during the mandatory Faculty Policy workshop. Program Directors must follow these guidelines and keep the Emergency Management Plan available for reference while abroad.

In an emergency, your first responsibility is to safeguard the safety and well-being of program participants. CIAP is prepared to assist faculty, parents and students during times of emergency. Timely and clear communication between faculty and CIAP is necessary to effectively manage the emergency at hand.

If you believe there is a health or safety risk to your students, contact CIAP to decide upon the appropriate action. In the event of a crisis, encourage students not to panic or overreact. Students count on you to take charge and get them through the crisis, and they take their behavioral cues from you. Remain calm, keep in contact with CIAP, and handle the emergency using the guidelines below. CIAP is ready to help you during and after any event.

1. If an emergency occurs, your first responsibility is to safeguard program participants. You must do whatever is necessary to assure this, whether it involves obtaining prompt medical attention, local police authorities, or seeking the intervention of the US embassy.
2. If you are dealing with a medical emergency contact the insurance provider, CISI, to assist you and help coordinate the necessary arrangements. You and your students are given insurance cards with a worldwide, 24-hour, toll-free number to call for

assistance. Program Directors should contact the appropriate emergency contact after the students immediate needs have been met. Remember to also contact CIAP regarding the emergency. The CISI policy and procedures to be followed will be reviewed and discussed at length during the pre-departure Faculty Policy Workshop.

3. In a non-medical emergency, notify the local police and then follow the procedures that may be required by local law.
4. In the event of an emergency, always contact CIAP.
5. If there is an ongoing risk to students and yourself (for example, a natural disaster), have an authorized US Consular or Embassy officer advise you on a regular basis about the development of the crisis and how you and the students are to respond.
6. If there is a political or health crisis and the US State Department issues a public announcement, worldwide caution or a specific travel warning for the country of your program, CIAP will contact the Program Director with the information. In the case of a travel warning or other indicators of serious health or safety threat, CIAP will review and consult with you to make a determination as to whether a program can continue and what steps need to be taken to ensure the safety of students and faculty.
7. It is highly unlikely that you would need to evacuate students from a site abroad. However, if a deteriorating situation were to make this necessary, CIAP will work with faculty, CISI and the US Embassy to facilitate a safe return of students and faculty.

Behavioral Policies and Issues

As part of their application, all students are required to sign and submit the “Statement of Behavioral Responsibility” that outlines behavioral expectations for students on a UA study abroad program. Students are expected to abide by host country laws and regulations as well as the UA Code of Student Conduct (<http://studenthandbook.ua.edu/conduct.html>) and judicial policies. A review of the “Statement of Behavioral Responsibility” should be conducted during pre-departure and on-site orientations.

Minor Behavior Problems

Minor behavior problems may not be serious enough to warrant dismissal from the program, but can have a negative effect on the overall program. Set behavioral expectations ahead of time. Behavior problems that are ignored or allowed to continue may affect the atmosphere and morale of the entire group, and can potentially escalate into a major problem. Examples of minor behavior problems could include excessive tardiness to class or class activities, personality conflicts between group participants, or rude behavior.

A way to prevent some of these issues is to be proactive in your communication regarding behavioral expectations for the group. Strong positive encouragement and communication is integral to a positive resolution of the problem. It is required that you maintain a written record of your observations and discussions with a student, whether it is a major or minor behavioral issue. The student may take the conversation more seriously if they know the issue is being documented from beginning to end. Documentation also provides you and CIAP with a written record should the behavioral issues persist or worsen to the point where dismissal from the program is considered. An “Incident Report” should be used for documenting and reporting any issues or incidents.

Major Behavior Problems

The University of Alabama expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution and program. There are certain behaviors that can warrant immediate dismissal from a program by a Program Director in consultation with the CIAP Director and Dean of Students office, including, but not limited to, the following:

- Conduct that violates the Code of Student Conduct (<http://studenthandbook.ua.edu/conduct.html>)
- Violation of the laws, rules and regulations, or customs of the host country, community, institution and program
- Behavior that is disruptive and detrimental to the group learning process and academic success of the program
- Conduct that damages or destroys property of another person, institution or organization.
- Behavior that gives the Program Director and CIAP reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health and safety of that student, or other persons or property, or threatens the future viability of the program
- Repeated offenses or severe infractions of housing rules and regulations as established by on-site facilities
- Alcohol misuse or abuse
- Physical or sexual assault
- Harassment
- Possession, use or distribution of illegal drugs
- Setting a fire, or possession of explosives
- Possession of a weapon, including BB guns and knives (other than pocket knives and the like)
- Theft
- Repeated bad behavior for which the student has been warned in writing.

UA Harassment Policy

Harassment will not be tolerated. UA Policies concerning harassment are applicable to all study abroad programs. The Harassment policy can be found online at <http://eop.ua.edu/harassment.html>.

Drug Use and Alcohol Abuse and Misuse

UA has a zero tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in UA study abroad programs. The most common issue is alcohol misuse and abuse. Violation of local laws and/or UA regulations or policies on illegal drug use and/or alcohol misuse and abuse may result in (1) immediate dismissal from the program; (2) academic withdrawal from the University for the semester in progress; and (3) disciplinary action upon return to campus. The following provides guidelines for responsible alcohol use. This message should be reinforced during both pre-departure and on-site orientations.

Alcohol misuse is defined as any use that is harmful or potentially harmful to self or others. Alcohol abuse is the systematic misuse of alcohol.

Alcohol misuse is present when:

1. A student misses any scheduled event because of the effects of alcohol consumption

2. A student shows up for a class or for any group function or activity in a state of inebriation or semi-inebriation
3. A student becomes ill due to the effects of alcohol consumption
4. A student is disrespectful of others sharing the same housing for reasons related to alcohol consumption
5. A student congregates with loud, boisterous groups related to alcohol consumption
6. A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption
7. A student engages in destructive behavior toward property that is the result of alcohol consumption
8. A student does not abide by the laws of the country in which he/she is staying that govern alcohol possession and consumption
9. A student engages in behavior that causes embarrassment to the other members of the group, the program director(s) or the in-country host(s) as a result of alcohol consumption

Program Directors are required to complete an incident report should the behavior of a student merit a private discussion concerning behavioral violations. The Incident Report serves in establishing a written record of incidents and notifies the student of behavior that could potentially cause their dismissal from the program.

Students should be encouraged to use good judgment if legally consuming alcohol at private homes or other accommodations during non program hours. If members of the group are abusing alcohol, students should be encouraged to discuss these issues with the program director. Encourage students to look out for each other and keep each other safe.

If a student becomes incapacitated due to alcohol overuse, or if a student is in need of medical attention, encourage students to contact the Program Director immediately in order to protect the health and well being of the student concerned. The Program Director should immediately take the student to the nearest medical facility for treatment.

No UA funds may be used to purchase alcohol. As a program leader, you are in a position of responsibility and you must be capable of addressing an emergency should it arise. As a result, you are strongly encouraged to use moderation that is appropriate to the host culture and its laws when consuming alcohol at group functions. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends a contradictory message to students regarding responsible drinking.

Addressing Behavioral Problems

Program Directors with experience leading student groups recommend a frank discussion with students regarding behavioral expectations and consequences during pre-departure and on-site orientation sessions. Program Directors should use their best judgment and contact CIAP for assistance when a behavioral problem must be addressed. Dealing with behavioral problems will be discussed in depth at the Faculty Policy Workshop.

Dismissals and Withdrawals

If a student has committed a violation that requires immediate dismissal from the program, contact CIAP immediately to review the case and determine the course of action to be taken.

Occasionally, a student arrives at a program and decides they want to return home. Try to determine whether or not there is an issue or concern that led the student to want to go home and if a solution exists to correct the issue. If there is no solution contact CIAP for guidance. A student who voluntarily withdraws from a program once abroad is normally not eligible for a refund. Refunds will be evaluated on a case by case basis.

Responsibilities/Procedures at End of Program

- Students are sent a program evaluation form via e-mail. Faculty should stress to students the importance of completing a program evaluation. Student insights are critical for program evaluation and improvements for future years.
- Program Directors must ensure that students have vacated housing by announced time and date.
- Program Directors should meet with host institution coordinators to make tentative plans for the following year and discuss any issues that occurred during the program.
- Faculty are to submit grades via MyBama. Faculty are notified both prior to departure and while abroad of grade submission deadlines and procedures. Students are given letter grades for each course.
- Disputes regarding grades should follow established UA protocol for resolution.
- If course registration errors occur, contact CIAP immediately. CIAP will coordinate with the Records Office to make the needed correction.
- Program Directors are responsible for a detailed financial report of all advance cash expenditures, and must submit a report according to guidelines established by the UA Accounting department. The procedures are given in detail to directors during the Faculty Financial Workshop. You can also arrange a meeting with the Accounting Department for review and further clarification prior to departure.
- Program Directors must deposit any unused cash funds directly to Student Receivables, and then submit the transaction slip with the final financial report to the Accounting Assistant in CIAP. Any cash must be converted back to dollars before depositing to Student Receivables.
- Assistance and guidance can be sought from the accounting assistant at CIAP and the office of financial accounting.
- Faculty expense vouchers are to be completed by faculty and submitted to the CIAP accounting assistant. The accounting assistant will communicate with faculty about any questions or expenses that need to be clarified.
- Once all reports have been filed, and final expenses paid, the accounting assistant creates a report regarding the budget for the program.
- Submit Program Director report to CIAP.

Returning Home

Once you have returned to the U.S. you will have many tasks to wrap up the program, as listed above. It is also a time for review and reflection regarding the program and to identify what components can be improved, need revision, or worked well for your program. The

Directors report you submit at the end of the program can assist you with your review and enables CIAP to work with you and make the necessary improvements for future years.

It is also a good time to identify students who could recruit and promote for your program in the future. Seek out students who have excellent public speaking skills and have a desire to share their experiences abroad. Ask students for any photos or other media that would be helpful for future recruitment and encourage them to submit those photos and videos to the CIAP photo and video contests.

Finally, take time to reflect upon how the experience of living and learning with students abroad has influenced you, your classroom, and your interactions with students. Do not be surprised if some of those students communicate with you for years to come! You have led some of these students on a “life changing” journey, and possibly yourself as well. Thank you.