



## **UMES Faculty-led Study Abroad**

### Contact Information

Distribute to each of the students Emergency Contact Information (in the U.S. and in the host country) with instructions for how to dial from each country. The UMES Public Safety Telephone Number is (Open 24 Hours/7 days a week) 410-651-3300.

### The Faculty-led Difference

Faculty-led is an opportunity to engage students in a way that is not possible in a classroom on campus. In this role, you will have more responsibilities than in a traditional on-campus course; you are accepting the challenge of serving as an administrator, an advisor, a facilitator, a first-responder, and of course, an educator.

While on the program, you will observe a broadening of student perspectives and an expansion of minds engaging in the learning process. You will facilitate not only classroom-based learning, but also the development of cross-cultural competencies.

Leading a UMES study abroad program gives faculty the rewarding opportunity to reach and connect with students outside their comfort zone in Maryland. While abroad, faculty spend more time with students, engaging in the unique role of being an advisor and mentor. The results can mean a positive transformation of both faculty and students that will influence students beyond their time at UMES.

### Faculty-led Programs, A Student Perspective

The student expresses a desire to go abroad with a UMES faculty member. The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure and whom they view as a representative of the University abroad.

### Interest in a particular course

Students assurance that credit for an exact course will be received abroad is a particularly attractive feature of UMES faculty-led programs.

### The appeal of a UMES-sponsored program

In uncertain times, some students prefer things that feel safe and familiar, like UMES. Going on a UMES program can be comforting for parents and students alike because they are assured the same quality teaching experience the student would have received at UMES and the support of the Center for International Education throughout the program cycle. A program that is pre-planned is also very appealing to parent and student. Many students want the independence of being abroad but may find an

independent immersion experience daunting. The current US student culture increasingly leads to student selection of highly structured programs.

## Program Types

There are two course types that create the backbone of all faculty-led study abroad programs. Only one course type is recognized per program.

## Unique Study Abroad Course

This is a UMES course created specifically for the study abroad experience; the course content is not offered at the UMES campus and does not already have its own specific course identifier (i.e., course prefix and number). Student credit hours must comply with University credit policy. All participants must earn the same number of credit hours for completion of the course. Subject to approval of appropriate UMES departments, the course may be counted as a substitute for CORE credits or other curricular requirements. To obtain approval from the appropriate UMES departments for course substitution, follow department and university guidelines for course approval.

## UMES Course Transplanted Abroad

This course of instruction is already available on UMES' campus and can be offered in an international setting. The approved course content and requirements are the same off-campus as they are on-campus. No substitution credit is permitted. It must be clearly demonstrated how each course will be enhanced by the international environment and will be scheduled and taught individually, meeting the same number of classroom hours and study time as it would at UMES.

## Program Director(s) Roles and Responsibilities

The faculty director leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course at UMES (syllabus development, textbook selection, grading, evaluations, etc.), the responsibilities of the faculty director include:

- The program proposal, which includes an itinerary, budget and risk assessment, selection of academically relevant excursions, field trips, guest lecturers, etc.
- Active participation in program promotion and recruitment.
- Reviewing applications and selecting participants.
- Leading pre-departure activities, which may include orientation meetings and/or teaching a preparatory seminar.
- While abroad, in addition to teaching the course and attending all program-sponsored activities, the faculty director serves as the primary point of contact for students in need of academic, cultural, and/or personal guidance, both on a scheduled and emergency basis.
- Serve as primary communicators throughout the program process, and also while abroad.
- Faculty directors must notify the Center for International Education immediately of any student's absence by the first day of activities or if a student drops or leaves the program for any reason.

## Responsibilities of the College, School and Department

The sponsoring college, school and department are responsible for the following: Signature approval of the program proposal, faculty salary appointments, and salary for teaching assistants (if applicable).

## Academic advising and registration

You (Faculty) will be required to forward required adjustments to the Registrar to get the approved course in the student's schedule of classes. Also, assist with program promotion, student recruitment, and application review. Have academic credibility and appropriate credentials for leading a travel-study course. Be able to provide country-specific information to students, unless the program is being administered by an approved host partner that is providing the orientation and other management logistics. Be available to promote and orient students throughout the course of the program planning process. Provide a complete syllabus for the proposed course that reflects an academic experience that meets UMES standards.

## Services Provided by the Center for International Education

The Center for International Education is charged with the administration of all programs abroad offered to students for academic credit. Any faculty member who wishes to direct a program overseas that carries academic credit must work with the Center for International Education. Center for International Education also provides pre-departure orientation workshops for students and faculty directors. The Center for International Education will collaborate with faculty directors to assist in the administrative function and logistics of travel. Faculty directors not working with a third-party provider will be responsible for presenting students with a full syllabus and detailed itinerary before departure.

## Administrative responsibilities will include

Coordinating program development, establishing and adhering to timelines final budget approval coordinating with faculty on marketing and promotion facilitating the application and approval process financial billing and disbursement of all funds, creation of individual programs and the facilitation of completion of contracts with third party vendors, maintain industry standards on best practices in the field, create forms and procedures to maintain compliance with institutional and state policies, collect and manage student application forms, schedule and organize student selection process including application materials, student vetting, student interviews, registration of approved course fees to selected students' accounts, organizing a general orientation session and providing orientation materials, and evaluation and final report forms.

*Please notify the Center for International Education if you are considering proposing a program.*

## Course Offerings and Approval

Course selection and approvals must be completed and approved at the time of application and enacted at least 60 days before departure. To receive approval to teach courses abroad, it is the responsibility of the faculty directors to facilitate the approval process through their respective departments. Approval from the department head, the dean, the Director of International Education must be granted. Approval for courses must be submitted to the Center for International Education in written form when a proposal is submitted. If a new course is to be created for a program, it is the responsibility of the faculty director to follow the standard procedure to request a new undergraduate course through their department. Courses should be posted in the department's catalog for the corresponding semester no later than 60 days prior to travel (or at the time of registration for the following semester).

Study abroad courses meet the same standards as other courses offered by the University and are subject to all of the standard policies and regulations.

Courses associated with faculty-led programs should consider division credits for participation. Upper division credits may have prerequisites that need to be fulfilled which could limit participation on a study abroad program if open to a variety of academic majors. Faculty directors should also determine if freshmen can be enrolled in upper division credits if there are no prerequisites for the course.

## Syllabus

Faculty directors must submit a proposed syllabus with their program proposal to have their program considered. Upon approval of a proposal, faculty directors are responsible for communicating course specific information and the syllabi to students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus.

## Registration

Only students who are official participants in the study abroad program may register for the program course(s). Official participants are those who apply online, are conditionally accepted to the program, and pay all program fees. Students who have not completed these steps may not register for the program course(s) or participate in program activities. A graduating senior may participate in a summer program. If the course credit is not needed to fulfill outstanding degree requirements, the student can apply to graduate in the spring. Students who need the course to fulfill their last degree requirement may participate in the program and then complete the process for in absentia graduation so that the degree can be conferred in the summer.

## Choosing the Right Location Selection of On-Site Program Partners

The faculty-led program coordinator and faculty director work together to determine which partners are best for the location and academic needs of the program. Some programs contract with a third-party study abroad provider to handle the majority of on-site logistics while others contract with a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the faculty's experience and professional network in the location, the difficulty of running a program in a particular location and the availability of local experts. The Center for International Education can recommend on-site partners in some locations; however, the Center for International Education relies on the faculty director's contacts and country specific knowledge in other locations.

## Facilities

Facilities that will host students, whether accommodations or for academic study, should maintain the standard of being a healthy and safe place to study for the duration of the program. When considering accommodations, faculty directors should assess participants and make accommodations accordingly. For example, students of different sexes should not be assigned to the same sleeping quarters. This should be factored in when making arrangements and budgets for accommodations.

## Health and Safety

Health and safety abroad are major concerns and priorities of the University of Maryland Eastern Shore when assisting in planning faculty-led programs. Health and safety involve numerous factors that should be considered when selecting locations, solidifying accommodations, planning excursions, working with community organizations, etc. Faculty directors should always keep in mind the health and safety of their participants while abroad and anticipate situations prior to departure. A Travel Health & Safety Plan must

be submitted 60 days prior to travel. This plan, required by the International Travel Policy, will assist faculty directors in anticipating issues and creating an action plan in the event of a health and safety emergency. The Center for International Education will look at the health and safety at the time of proposal closely to ensure the safety of UMES students and faculty. Travel to countries with U.S. State Department issued travel warnings must fill out the appropriate forms for approval by the provost.

*UMES will not pay any vendor or third party without the appropriate tax document on file (W8/W9).*

## Developing a Program Budget

All University of Maryland Eastern Shore short-term study abroad programs require a program fee in addition to the regular UMES tuition and fees. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. All program budgets must be finalized with and approved by the Center for International Education. Once finalized, the budget cannot be changed except with the specific approval of the provost.

Costs associated with short term study abroad programs are as follows:

- Fixed cost program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants.
  - Fixed costs include: Contingency fee as a percentage, supplemental insurance for faculty and students, per diem meal coverage with consideration of location in conjunction with the UMES Travel Policy.
- Variable (Per Student) Costs: Variable costs are dependent on the number of participants – for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants needed. Faculty fees for participation are divided among the total number of students. These fees include, but are not limited to:
  - *International travel costs*
  - *In-country travel*
  - *Meals*
  - *Insurance*
  - *Accommodations*
  - *Entrance fees*
  - *Scholarships and Financial Aid*

If student wish to apply for or use current financial aid, they must work with student financial aid services. The Center for International Education has developed a system to provide the registrar's office and student financial services staff with specific budget figures, official documentation from each student going abroad, and confirmation that student accounts have been cleared for additional billing. For faculty-led programs, the study abroad program enrollment process will follow a registration and enrollment process similar to the normal way a UMES student would enroll in a UMES course on campus. For non-faculty led study abroad programs, this will not be the case and students and faculty interested in this option should consult with the Center for International Education.

## Marketing and Promotion

Promotion and marketing are an essential part of any study abroad program. Active involvement in the promotion process by the faculty director and sponsoring department can make all the difference in a

program's success or failure. Study Abroad staff collaborate with the faculty director on promotional materials and strategies, but brochures and website updates are no substitute for one-on-one faculty-to-student contact. All contracts must be complete and prices finalized with the Center for International Education before any part of the University can begin advertising or marketing the program. Advertising must be truthful and emphasize the benefits, cost of the program, and relevant course information.

Working with Students Pre-departure

Applications and Required Materials

Pre-Decision Application

The Center for International Education has a standard online application form for all faculty-led programs.

A complete online pre-selection application includes:

The application questionnaire, official transcript, and a \$350 study abroad deposit. The deposit is refundable until the first deposit is made to a third-party provider. Financial aid agreement (if applicable to student) FERPA Form Health History Form (self-disclosure of any medical or health circumstances to better serve students participating) Scan of passport- (students seeking a new passport should do so in advance as it can take six weeks or longer for processing).

## Returning to UMES

Reconciliation of Program Expenses:

UMES requires complete financial reporting for all expenses incurred by the program. Faculty Directors are required to submit all receipts and documentation for expenses incurred within 10 days of returning to the U.S.

Credits and Grades:

The faculty directors are required to submit the course grades within two weeks of the program's conclusion through Hawkweb. If a program is working with a third party and official transcripts will be sent, an accurate timeline for grade transfer and evaluation must be articulated to all student participants.

Program Evaluation:

Faculty directors will ask students to evaluate the academic component of the course by using the appropriate institutional or department forms. Students will also complete a questionnaire about the organizational and logistical aspects of the course. In addition, the Center for International Education will ask faculty directors to convene a meeting with the program coordinator upon their return, to document travel, accommodations, unforeseen problems, and to provide a detailed financial accounting.

Post-Program Debriefing with the Center for International Education:

Faculty directors must also submit a program report to the Study Abroad Office within 30 days after the program ends. This faculty director report is critical to the program process, as insights, suggestions and lessons learned are incorporated into the planning for future programs.

## PROGRAM TIMELINE CHECKLIST

Faculty-Led Study Abroad Programs

10-12 Months Pre-departure Review

Faculty-Led Study Abroad Guidebook:

Establish course approval list with applicable course numbers, credit value, and the department credits will be established through curriculum integration. Identify co-leader. Seek approval for proposed course from department head, dean and provost.

**8-9 Months Pre-departure:**

Determine Visa requirements for the team. Finalize program budget, including all pre-departure and on-site costs i.e. visas, passports, accommodations, transportation, group meals, field trips, tuition, student expenses and program provider fees. Review Marketing Plan to prepare materials for promotion.

**5-7 Months Pre-departure:**

Promote program intensively at UMES (and extension campuses, if applicable):

-Participate in Study Abroad Fair, if applicable update website, flyers and posters. Market in appropriate departments; promotion emails conducted by department/faculty and classroom presentations and information sessions.

**3-4 Months Pre-departure:**

Review applications, conduct student interviews and determine final acceptances. Finalize travel details with agents, tour guides and accommodations. Submit communication plan & international travel plan to the Center for International Education. Inform students of mandatory pre-departure orientation and the Travel Health & Safety classes. Attend faculty director orientation.

**1-2 Months Pre-departure:**

Input all traveler information into the Travel Registry. Submit emergency contact and health information for all travelers to the Center for International Education through Studio Abroad. Register all travelers with the U.S. Department of State Smart Traveler Enrollment Program (STEP). Ensure all students have submitted pre-departure paperwork online. Assemble hard copies of important travel documents.

**Month of Departure:**

Work with the Center for International Education to finalize details. Hold pre-departure meetings with students.