

# Developing a Short-Term Faculty Led Study Abroad Program

Approved by IEAC on 3/15/2018

The following guidelines apply to all University of Arkansas (UA) faculty proposing to lead a credit bearing program outside of the United States. The policies and procedures below have been approved by the International Education Advisory Council (IEAC) and endorsed by the individual colleges/schools.

## Initial Considerations

Faculty should first:

- Consider your area(s) of academic expertise and knowledge of intended country destination to be able to create and justify an engaging study abroad offering;
- Consider potential program locations carefully, being sure to review all country information and travel advisories provide by the **U.S. State Department**.  
<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
- Consult with the appropriate college dean or office responsible for approving study abroad programs. Be aware of your college's strategic priorities for study abroad to determine if your background and experience qualifies you to be considered for a program.
- Discuss plans to propose a study abroad program with your department curriculum committee to determine if the program fits the curriculum and needs of the department and its students.
- Discuss plans to propose a study abroad program with your department head to determine if the investment of time and resources will be acknowledged and supported by the dept.;
- Consider the personal commitment of time to be away from family for the duration of the study abroad program. (Refer to "Companion Policy.")
- Consider what program model would be most appropriate for delivering the desirable academic and experiential content you envision;

- Consider what year and term you would want to lead the program for the first time (need 18-24 months lead time); and which fits the curriculum and the audience of students you intend to serve
- Review all guidelines for proposing a short-term faculty led program and follow up with your college IEAC representative and the Office of Study Abroad and International Exchange to address any preliminary questions or concerns.

## Program Models

The selected term, intended program itinerary, and total contact hours awarded will determine the number of course credit hours that may be awarded for a study abroad program.

While the colleges have ultimate authority over approving the content and rigor of the proposed course(s), the IEAC has set standards for the overall study abroad program itinerary.

Study Abroad programs are expected to adhere to the same standards as any class taught on campus: (refer to ADHE guidelines in Academic Policy Series.....):

- 1 semester credit for each 12.5 class hours of lecture
- 1 semester credit for 37.5 hours for experiential learning, internships or international service learning\*

\*Colleges may establish higher standards for the courses they approve to be offered in a study abroad program.

A study abroad program that intends to offer 3 credits must include a minimum of 10 days in country, excluding travel, and a minimum of 4 hrs. of on-campus pre-departure orientation.

An international travel program organized for less than 10 days in country should be developed either as a non-credit experience or as an embedded component of an on-campus semester course.

The program itinerary must include excursions, lectures and cultural activities that take full advantage of the host culture. Free time should be notated as such and does not count as part of the course contact hours.

Examples:

- A full 3 credit hr. intersession class may be taught on-campus in preparation for another 3 credit-hour class that would be delivered in-country in the adjacent term. The program could still be marketed as a 6 credit-hour study abroad program.

- A 6 credit-hour summer session study abroad program could include a combination of on-campus and in-country delivery, provided that the time in country is more than 50% of the 75 classroom contact hours expected (see credit standards above).
- A spring break trip will not qualify for academic credit on its own, but it can be included as an embedded part of the on-campus course. Proposals for embedded international travel programs are subject to the same guidelines as a credit bearing study abroad program and must be administered through the Office of Study Abroad.

## Faculty Compensation

Salary compensation is based on the courses taught and normally does not take into account the planning and preparation, student recruitment, nor the expectation that the faculty must be available 24 hours per day, every day for the duration of program travel.

## Short Term Programs

For courses taught during intersessions or summer sessions, compensation will be provided by the college's summer school salary and requires approval with the understanding that the minimum enrollment and projected tuition is intended to cover the anticipated salary, *unless otherwise pre-negotiated with the college dean's office.*

- For every 3 credit-hour course taught during the intersession or summer sessions, the named instructor of record, assuming a 9-month appointment, is provided 7.5% of his/her annual salary + benefits during the term when the study abroad program is offered, and assuming the course meets the pre-determined minimum enrollment.
- A secondary instructor of record either will not be compensated or the two instructors will each receive 3.75% during the term when the student abroad program is offered, unless otherwise negotiated with the faculty's department chair and dean's office.
- A maximum of 15% of the annual salary will be paid if the instructor of record teaches 6 credit hours and each course meets minimum enrollment.
- Faculty or staff on 12-month appointments do not receive additional compensation for teaching on a study abroad program.

Faculty teaching abroad for a program longer than 5 weeks and teaching more than 6 hrs. must negotiate appropriate compensation with their dept. chair and college dean well in advance of program confirmation.

If the pre-determined minimum enrollment is not met by an established deadline, the program either will be cancelled, or the faculty may be offered the option to take a reduced salary as negotiated with the department chair and the dean's office.

For risk management purposes, it is generally expected that the study abroad program will budget for one primary faculty leader and a second faculty or staff member who may or may not have teaching responsibilities.

Faculty who offer programs and travel with students but will not actually serve as instructor of record for any courses typically do not receive salary compensation. However, in the absence of any projected tuition (i.e. when credit is awarded by a partner institution,) faculty who stay in country with students as full-time support for 4 weeks or more are eligible to request compensation up to 7.5% to be paid directly out of program fees, but only with the approval of the departmental chair and dean's office.

Direct travel costs and living expenses for approved faculty (and staff) co-leaders will be prorated into student program fees for the program.

- Costs to be covered include round trip airfare; visa; lodging (single accommodation); meals (standardized meal allowance provided); study abroad insurance; in-country transportation and excursions included in the program itinerary; and a pre-approved international cell phone/data plan to be added to faculty's current cell phone. Hotel internet fees may be included in the cost of faculty lodging, provided these fees are included in the confirmed program fee.
- Faculty leaders are responsible for passport; vaccinations/medications required or recommended; any additional transportation and parking; and any personal expenses not required to meet expectations of the program.

## Program Learning Outcomes

A course/program proposal must be approved through regular departmental and college procedures, and the course proposal should be reviewed by departmental/program curriculum committee and must be approved by the department/unit chair and dean's office prior to submission.

The Proposal to Offer a Faculty-Led Study Abroad Program to be submitted into the **Hogs Abroad portal** <http://studyabroad.uark.edu> and reviewed by the International Education Advisory Council (IEAC) will require the faculty leaders to submit course syllabi and program outline, and to articulate overall program learning objectives and outcomes that relate both to the content of the course and to the location where the course(s) will be taught.

For guidelines on developing a course syllabus, please refer to the **Teaching and Faculty Support Center syllabus website**: <https://teaching.uark.edu/syllabus/workshops.php>. Course syllabi should follow any additional departmental or college guidelines.

The learning outcomes must incorporate the full program itinerary, specifically connecting the lectures, excursions, cultural activities, and involvement with locals to those outcomes.

The faculty leader's sponsoring college may have additional criteria for evaluating the appropriateness of the courses and overall program proposal in meeting the college's priorities.

Faculty must justify any intentions to offer Honors credit as part of the college course approval and program Proposal that is reviewed by the IEAC. Honors courses or Honors sections should go through standard departmental and college honors course evaluation and approvals.

## Interdisciplinary Study Abroad Programs

Interdisciplinary programs are encouraged but they ideally would be sponsored by a "lead" college. Courses with cross-college credit, and/or with faculty/instructors from one or more colleges must be approved by the faculty co-leader's departments and dean's offices. The program's lead college must be willing to assume responsibility for any unintended/unplanned surpluses or deficits at the end of a program, even though the cost centers will reside in the Graduate School and International Education (GSIE)., faculty are encouraged to invite co-leaders from other departments or colleges who could contribute to a successful academic experience and attract students from other majors.

Proposals for jointly sponsored colleges should include a supporting letter of cooperation articulating the roles, responsibilities and fiscal commitments of each college.

In the case that faculty co-leaders are from different colleges, each must secure the support of their dean and meet all deadlines and requirements developed by their college for study abroad program approval; approval letters from both units are required.

Programs that are developed in order to rotate faculty among a variety of disciplines across colleges (i.e. international service learning programs) may be sponsored under the Graduate School and International Education. In these cases, GSIE will assume responsibility for any unintended/unplanned surpluses or deficits at the end of the program.

## University of Arkansas Rome Center

The University of Arkansas Rome Center provides opportunities for faculty to teach and/or conduct research throughout the year. UARC courses catalogs are decided up to 2 years in advance in order to attract students who need to know how credit will apply to their degree. Refer to "Guidelines for Teaching Opportunities at the University of Arkansas Rome Center."

## Partnering with a Program Provider

Any new faculty led study abroad programs must be run in cooperation with a partner institution or program provider that meets the expectations for good fiscal and risk management as recognized by the IEAC. 24 hour emergency response must be available in-country for the duration of the program.

Faculty interested in developing a study abroad program should consult with the Office of Study Abroad early on to identify potential program providers who may already have an established relationship with the UA and would therefore require less review.

All contracts for travel arrangements and services must be negotiated through the Office of Study Abroad and approved by the UA Business Affairs Office. This process can take several months.

## Program Fees

All program fees charged to UA students must be approved by the Board of Trustees and are expected to be cost neutral. In the case of study abroad programs, the Board has designated the UA System Office to review and approve all related proposed fees.

Program fees must be submitted to central administration 6 months prior to intended program start date. Therefore, program budgets must be developed far in advance.

Some colleges may allow faculty to conduct a planning trip ahead of the program. With the approval of the dean, the program budget may include a line item for "planning trip" or the college may provide another source of funding in order to keep the proposed student program fee as low as possible.

# Faculty Timeline for Developing a Short-Term Faculty-Led Program

## 18-24 months prior to the term you would lead a program

- Review guidelines/attend seminar on “Developing a Faculty led Study Abroad Program” (offered each semester by Office of Study Abroad)
- Discuss your interest in offering a study abroad program with your Department Head and the dean or office responsible for approving study abroad programs.
- Make yourself aware of all college procedures, funding opportunities and related college deadlines for faculty who want to develop a short-term study abroad program
- Develop a program concept (what, why, where, when)

## 16 months prior to the term you would lead a program

- Meet with Office of Study Abroad (STAB) to identify potential program providers
- Draft tentative program itinerary to send to prospective program providers
- Secure a co-leader for your program

## April 1

Deadline for Proposals to Offer a Faculty-Led Study Abroad Program for all new programs for January Intersession of the next calendar year. Access the application and instructions [online](#).

## May

For January Intersession Programs: Attend faculty seminar on “Recruitment and Selection for a Faculty-Led Study Abroad Program” (see Calendar for Study Abroad Faculty Leader Seminars).

## June 1

Deadline for Proposals to Offer a Faculty-Led Study Abroad Program for all new programs for Summer of the next calendar year. Access the application and instructions [online](#).

## July 1

Deadline for Proposals to Offer a short-term faculty-led Study Abroad Program for all repeat\* programs for the next calendar year.

*\*Repeat programs that change country location; faculty leaders; or course subjects are considered new programs and are subject to the earlier deadlines.*

## April – August

Provide text and photos to Office of Study Abroad for program webpage to begin student recruitment.

## September

Participate in the annual Study Abroad Fair to promote the approved study abroad program

For Summer programs: Attend faculty-leader seminar on “Student Recruitment and Selection for a Faculty-Led Study Abroad Program” (see Calendar for Study Abroad Faculty Leader Seminars)

## September – January

For Summer programs: Recruit students through info. meetings, class visitations, etc.

## October 1

For January Intersession Programs: Confirm enrollment and work with STAB to secure travel arrangements (i.e. airlines, visas, payments for vendors); confirm enrollment and review salary compensation with college dean.

## November

For January Intersession programs: Pre-Departure meetings and class registration

## January 1-15

January Intersession Programs depart and return; faculty leader travel expenditure reports and receipts are due back to the Office of Study Abroad within 2 weeks of return.

## February 1

For Summer Programs: Confirm Enrollment and review salary compensation with college dean.

Work with STAB to secure travel arrangements (i.e. airlines, visas, payments for vendors)

## March- April

Pre-Departure meetings and class registration

## May-August

Program Departures: approximately May 15 for intersession, June 1 for Summer 1, July 1 for Summer 2, and August 1 for intersession; faculty leader travel expenditure reports and receipts are due back to the Office of Study Abroad within 2 weeks of return.

# Faculty Leader Checklist

## Short-Term Study Abroad Programs

### Program Development

- Review all college guidelines for proposing a short-term faculty-led program.
- Attend faculty seminar on “Developing a Faculty-Led Study Abroad Program” (offered once a semester; see Calendar for Study Abroad Faculty Leader Seminars)
- Meet with Department Head to discuss time commitment and inclusion in work load assignment.
- Develop program concept (what, why, where, when) and draft syllabi and course outline.
- Work with Office of Study Abroad (STAB) to identify a potential program provider or host partner institution to oversee program in-country. Final selection of the program provider (vendor who will invoice us for arrangements and support in country) is subject to the review of the Office of Business Affairs.
- Draft program itinerary to share with potential program providers and initiate contractual arrangement if appropriate once provider is selected.
- Secure a faculty or staff co-leader for the program.
- Submit all documentation required by college to be approved to move forward with a study abroad program proposal (this may include a request for funding).
- Prepare and submit the Request to Offer a Short-term Study Abroad Program with co-leader for review by IEAC.
- Confirm the course titles/numbers and instructors of record to be offered as part of the program and approved by department head.
- Work with STAB on budget for program fee, establishing the minimum and maximum number of participants.

# Faculty Leader Checklist

## Short-Term Study Abroad Programs

### Student Recruitment

- Prepare short program description(s) and identify photos that can be used for marketing purposes and the program webpage on the STAB website.
- Attend faculty seminar on “Student Recruitment and Selection for a Faculty-Led Study Abroad Program.”
- Confirm eligibility criteria for students and determine rolling admission vs. a competitive selection with a priority deadline.
- Familiarize yourself with the scholarships (and deadlines) that might be available to your prospective student participants so that you are able to respond to questions.
- Participate in the annual Study Abroad Fair.
- Arrange for class visits.
- Hold student information sessions.
- Link departmental website to program’s page on the Study Abroad/Hogs Abroad website.
- Meet with prospective students to answer questions or concerns.
- Review completed applications in HogsAbroad portal to recommend, deny or waitlist.

# Faculty Leader Checklist

## Short-Term Study Abroad Programs

### Pre-Departure

- Confirm enrollment (signed payment agreements) with Office of Study Abroad (STAB).
- Secure salary compensation agreement with dept. head and college dean's office.
- Work with Office of Study Abroad to secure travel arrangements with designated travel agent
- Review country information ([travel.state.gov](http://travel.state.gov)), visa requirements, and all recommendations from the Center for Disease Control ([cdc.gov](http://cdc.gov))
- Meet with confirmed participants to provide program overview, discuss course expectations, review itinerary, and answer questions.
- Remind departmental admin to include you in the Summer Workload (or Intersession)
- Complete the in-country contact information required for the customized PSEC which is incorporated into the STAB Emergency Response Plan for faculty-led programs; confirm back up instructions for late arrivals.
- Agree on cash advance needed for group funds and personal meals with STAB.
- Review procedures for filing a Travel Expenditure Report upon return.
- Hold mandatory pre-departure orientation for participants with STAB.
- Review class rosters to ensure that students are properly registered.
- Create a Facebook Page and/or an email list to include names provided by confirmed participants to provide occasional updates and photos while to group is in-country.