

Proposal Guidelines and Forms for Faculty Led Study Abroad Programs



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INTRODUCTION

Plattsburgh has a long history of global encounters that goes back 400 years to the arrival of Samuel de Champlain in the Lake Champlain valley in 1609. At SUNY Plattsburgh, the first normalized study abroad programs appeared in the 70's through the Center for the Study of Canada and International Education. Then, in the spring of 2006, SUNY Plattsburgh changed its name and became the first Global Education Office (GEO) within the SUNY system. GEO now administers study abroad programs with universities in Australia, Canada, Chile, China, England, Italy, Mexico, Spain and Switzerland as well as faculty-led, short-term programs. While most of our students study abroad for a full semester or on summer programs at other universities, SUNY Plattsburgh has experienced a substantial increase in faculty-coordinated short-term study abroad programs. Typically, faculty-coordinated short-term programs consist of a semester-long course on Plattsburgh's campus that culminates with or includes a short (mostly 7-14 days) field-study abroad. Many faculty and staff ask how does a short-term program come to be, and how can they learn more about leading a group of students abroad? This booklet is meant to help answer those questions, educate faculty and staff on what leading one of these programs involves and explain the program proposal process.

ABOUT THE GLOBAL EDUCATION OFFICE (GEO)

The Global Education Office has the responsibility of administering all of the college's study abroad programs. The principal role of the Global Education Office in faculty-coordinated programs is to assist in developing new programs, and, after the program has been approved, to manage the programs' organizational, fiscal, health and safety aspects. The mission and goals of the Global Education Office are shown below.

Mission

To promote global experiences by providing intercultural opportunities through study abroad for our students.

Goals

To foster awareness of:

Other cultures.

World affairs and global issues.

One's self in the global context.

The ethical challenges of responsible citizenship in a global community.

In the development and operation of short-term overseas academic programs, the Global Education Office assists Plattsburgh faculty members who wish to establish a new program (or to continue an ongoing one) by:

- Ensuring the health and safety of students as well as emergency response and contact information.
- Insuring that the program conforms to SUNY Plattsburgh and State University of New York policies and requirements.

- Suggesting ways by which these programs can offer the best possible study abroad experience to the students enrolled.

In addition, the Global Education Office:

- Provides a central point for program promotion.
- Maintains a commitment to fair and appropriate policies regarding student selection and code of conduct.
- Provides advising and orientation support that is consistent with the mission and goals of the global education office.
- Encourages programs to integrate intercultural learning outcomes and be respectful of the cultures and values of the world regions in which it operates.
- Designs and produces individual program brochures, orientation handbooks, catalogues and other materials in support of overseas academic programs sponsored by SUNY Plattsburgh.
- Responds to individual student inquiries concerning program offerings and provides both general and program-specific advising for overseas programs.
- Provides liaison between students and other SUNY Plattsburgh offices to assist students in completion of paperwork required for overseas study before their departure.
- Enrolls participants in appropriate course(s).
- Tracks and verifies payments by students for their overseas program.
- Provides liaison between Plattsburgh's study abroad programs and Offices of International Education on other SUNY campuses as well as on campuses outside the SUNY system.
- Administers the bidding process for travel services when required for a program.
- Approves all individual program budgets and disburses all funds for the payment of overseas program costs.
- Maintains a permanent record of each participant to ensure that all required forms have been submitted prior to departure.
- Monitors program quality by arranging program site visits, as needed and if feasible, and conducting student evaluations after the program's conclusion.
- Issues SUNY Transcript Supplements for Overseas Academic Programs.

The Global Education Office also acts as the initial point of contact at SUNY Plattsburgh in case of any emergency overseas.

GENERAL PRINCIPLES FOR SHORT-TERM STUDY ABROAD PROGRAMS

The Global Education Office highlights four cornerstones of study abroad programs:

- **Academic Integrity.** Studying abroad is *a serious and meaningful academic enterprise* consisting of college-level [usually upper-division, but not always] academic study – either coursework or experiential learning or some combination of the two – that is done at a location outside the US in a pedagogy

that encourages intercultural learning, global understanding and responsible citizenship in a global community.

- **Health and Safety of Participants.** The safety and security of our students and faculty while abroad is a consideration of the highest importance at every stage in the development and administration of programs overseas. For this reason, GEO conducts an independent site assessment for each destination and also continuously monitors global warnings and alerts.
- **Fiscal and Budgetary Responsibility of Programs.** The Global Education Office realizes SUNY Plattsburgh students face considerable financial pressures with their studies at SUNY Plattsburgh and works to control the costs of study abroad. The office also assures that adequate financial resources are devoted to each program and coordinates with Financial Aid and other offices on campus that assist students in this regard.
- **Demonstrated Campus Interest.** An important goal of the Global Education Office is to increase the number of SUNY Plattsburgh students studying abroad across the campus. The Global Education Office seeks to provide our students with programs that enhance the global connections in the college's General Education program as well as support majors in all schools and departments. Priority in developing new programs will be given to program proposals that demonstrate explicit support of the mission and goals of GEO.

PROFILE OF A FACULTY-COORDINATED SHORT-TERM STUDY ABROAD PROGRAM

- Field trip abroad is connected to a SUNY Plattsburgh course.
- The course normally spans a semester and the field trip takes place during or immediately following the end of that semester.
- Open only to matriculated-SUNY Plattsburgh students.
- Typically last less than two weeks.
- Travel with a group of SUNY Plattsburgh students and faculty leader.
- Courses completed are considered to be normal SUNY Plattsburgh courses and are designated "DT" by the Registrar.
- SUNY Plattsburgh bills students for the field trip in conjunction with their semester bills so that they may apply their financial aid directly to the costs.

Example – INT 360 Global Field Study in Paris: This program took place as a normal, SUNY Plattsburgh course during Fall Semester 2007 and then included a nine-day field trip to Paris in January 2008. The course included lectures and discussions. Students wrote a term paper, conducted a group presentation and completed reading and film assessment exercises prior to departure. In country, they kept journals which responded to specific questions and recorded their intercultural experiences.

DEVELOPING A PROGRAM PROPOSAL

Before preparing the proposal, you should:

1. **Ask yourself, “Is the role of program director one I will be comfortable in?”**

As the person who has developed an overseas study tour program for Plattsburgh students, you will probably be its Faculty Tour Leader. The role of the program director requires, in addition to a considerable amount of administrative work, a wide variety of skill sets that are quite different from those you regularly use as a faculty member. Will you be comfortable in this role? You will, for example, need:

- Flexibility! Being able to handle students and logistics in a field-trip in any location can be challenging, but combining students, host cultures and logistics can require a great deal of patience when plans go awry.
- First-hand, relevant experience in the areas involved.
- Commitment to intercultural learning, global understanding and responsible citizenship in a global community.
- Organizational and planning skills as well as the ability to keep track of a number of details simultaneously.
- Ability to create and manage budgets as well as account for any cash advances you may request, being mindful that you are operating in a public institution where fiscal matters must be handled transparently and according to state policies.
- Recruitment techniques and enthusiasm – you should spend time speaking with students to promote the program.
- Good health, to handle the physical and emotional demands of the program overseas. While some program sites overseas present no more challenge than living in Plattsburgh, a study abroad program, where you and your students are frequently on the move, may be more rigorous.
- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
- Appreciation for the increased contact with students that is inevitable in a study abroad program.

2. **Meet with the Director of International Education and Study Abroad and Exchanges Program Manager:**

The next step is to make an appointment with the Director of International Education to begin actively planning the program. Please do this early in the process, so that the staff of the Global Education Office will be able to provide advice and assistance throughout the planning process. The Global Education Office staff members have many years of experience in creating and promoting study abroad programs, and they can provide suggestions to enhance program proposals. If this is done early in the process, the staff of the Global Education Office can review the proposal in draft form and provide valuable feedback throughout.

- 3. Review program proposal forms.** Do you have the time to develop a proposal; which includes not only academic preparation, but also logistical and fiscal preparation for the in-country portion of your program? Given the multiple demands of teaching, research and service; be sure adequate time is available.

WHO DOES WHAT?

Faculty members leading short-term study abroad program are responsible for:

- The oversight of all academic content and matters related to the program.
- Devising a detailed program itinerary including travel arrangements.
- Developing a budget based on actual quotes from service providers.
- Promoting their program to students.
- Caring for the health and safety of students while abroad and keeping students out of harm's way.
- Keeping within the budget and reconciling spending with receipts.

A short-term study abroad program should be no less demanding than a course taught on the Plattsburgh campus. Consequently, when the program director serves as the principal instructor in the overseas program, he/she is responsible for insuring that the course contains the same or equivalent rigor and content as it would were it being taught on campus. If the program involves a course taught at a host institution, even though s/he does not actually teach, the Plattsburgh faculty member is, in her/his role as the program director, the "instructor of record". As "instructor of record" it is the responsibility of the Plattsburgh faculty member to assess and certify that the learning outcomes at the host institution for which credit is being awarded are the equivalent – in level of instruction, academic rigor, workload and validity of assessment – of the corresponding SUNY Plattsburgh courses.

Service providers come in many shapes and forms. They can be other universities who have agreed to coordinate services such as housing, transportation, field trips, etc. for your program or travel agencies. The simplest way to coordinate these services is to have one provider arrange for as much as what you need as possible, and then send the Global Education Office an invoice. If you need help finding a service provider, please let the Global Education Office know and we can help find you one. Identifying a service provider, the real costs and terms and conditions of the services being offered is very important and should be clear when you submit your proposal.

You may need to request a cash advance from the program fees to pay for some services on the ground. However, you should keep this amount as minimal as possible as you will be responsible for accounting for it and may have to declare it to US or foreign customs. Requests for cash advances of more than \$5,000 must be pre-

approved by the Director of International Education and Provost. You may also request a New York State credit card to pay for travel expenses on a study abroad program.

The Global Education Office has responsibility for all administrative aspects of study abroad programs at SUNY Plattsburgh: These tasks come under the general headings of “Fiscal Oversight” and “Enrollment and Registration”

Fiscal Oversight:

- Fiscal responsibility for overseas programs resides exclusively with the Global Education Office and all program budgets are subject to its approval.
- A budget for each program is proposed by the program director to the Global Education Office and approved by the Director of International Education.
- The Global Education Office administers the bidding process for travel services, when required for a study abroad program, and signs all travel and purchase requests.
- All fees connected with the overseas programs are billed by and collected at the Student Accounts Office.
- Program directors may not accept any payments from students.
- It is best if foreign payments for program costs are made directly to vendors by the Global Education Office. In any case, all payments must be in compliance with New York State procurement guidelines.

Program Enrollment and Course Registration:

- GEO designs, collects and files enrollment, release of information, waiver and health information forms from students according to deadlines specified later in this guide.
- GEO registers all program participants for the corresponding course on the SUNY Plattsburgh campus (the course is closed on Banner and students can only register by submitting enrollment forms).
- GEO provides students with Study Abroad Budget Letters for the Financial Aid Office.
- GEO verifies that students have appropriate health insurance.

Promotional Activities and Student Recruitment: GEO promotes study abroad programs equally and its primary objective is to advise students on all programs to help them find the program that best matches their reasons for wanting to study abroad. GEO helps faculty leading short-term programs to develop print and web materials to promote their programs, and will distribute posters on campus for you.

DEADLINES AND LIFESPAN OF A PROGRAM

Proposal submission deadline. You shall submit the proposal to the Director of International Education a minimum of two weeks before the campus deadline for the submission of class schedules by departments to the registrar for a given semester.

You are encouraged to contact GEO even earlier if you have questions or need special assistance. The sooner your program is approved, the more time you will have to promote it to students. You should also keep in mind that most students have very limited financial resources and thus require time to plan for these programs financially. Programs that are proposed and promoted at the last moment often do not receive enough enrollments and are cancelled.

Listing on banner registration. In order for a faculty-led course to be listed for banner registration, it must have been approved by the Global Education Office by the deadline for departments to forward their course schedule to the registrar. This will allow sufficient time for students to plan their academic schedule and save money for these unique study abroad opportunities.

Enrollment deadlines. The Global Education Office designs and collects all enrollment forms and required deposits and then registers students for the corresponding course. The deadline for students to enroll in a short-term study abroad program is the end of the standard registration period for matriculated main campus undergraduate students or May 3, 2009 for fall semester classes.

Post-Program Activities. After your program has ended, you must submit receipts for cash advances or reimbursements within 30 days. You should also submit a one-page program report summarizing your program within sixty days after your return. The Global Education Office also encourages you to hold some form of post-program activity such as a get together for your students or group presentation of your experience for the college community. The Global Education Office is happy to help support, promote and arrange such activities.

PROPOSAL SUBMISSION AND NEXT STEPS

Submission

Please submit the completed proposal form, a letter of support from your Department Chair, and any additional program information by the appropriate deadline to:

**Global Education Office
102 Broad Street
Plattsburgh, NY 12901**

Next Steps for Faculty-Led, Study Abroad and Exchange Programs

After you have submitted your proposal:

1. The Director of International Education will send a copy of your proposal to your department chair and dean. The three will subsequently meet to discuss the proposal and identify any questions.

Criteria for evaluating proposals for a new study abroad program include the following:

- Business Affairs and GEO workload
- Academic quality
- Health and Safety
- Departmental support
- Student need and interest
- Budget
- Administrative efficiency
- Impact on current SUNY study abroad programs

2. GEO may contact you to answer questions or provide additional information. If your proposal is endorsed, you will be notified and the proposal will be forwarded to the Provost for final approval.

PROPOSAL FORM FOR FACULTY-LED PROGRAMS

You may type into this form, and then save it on your computer.

**Academic Department or
Campus Unit :**

**Proposed Program and Course
Name:**

Lead Faculty Member:

Program Location:

**Program Dates:
Do you know of similar
programs at other US colleges
or universities? If so, where?**

**Proposed Total Credits:
Submitted By:**

Date:

STATEMENT OF PROGRAM PURPOSE

Program Purpose or Mission

Course Objectives

Study Abroad Objectives: intercultural learning and global understanding

Health and Safety (Are there any particular concerns related to the host location? Please provide any assessments from US Department of State (http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) or US Centers for Disease Control and Prevention (<http://wwwn.cdc.gov/travel/default.aspx>))

STUDENT AUDIENCE

Provide specific information on the projected number of student participants and academic eligibility and/or requirements.

Projected Number of Student Participants

Academic Eligibility and Requirements (i.e. major, academic standing, prerequisites etc.)

PROGRAM LEADERSHIP

Lead Faculty Member or Resident Director (Name and Title)

Resident Director Qualifications (international travel, experience traveling with

students, making group travel arrangements, administrative experience, etc.)

Additional Faculty and/or Staff Participants

COURSE OFFERING INFORMATION

Provide information on the course(s) students will take. Create additional lines if more students will receive credit for more than four courses.

Course	Department	Credit	Location

Is the campus-based course an enhancement of a pre-existing course or a new course offering?

Any Additional Course Information

Travel Agency or Host Institution Information

Host Institution Name	
Address:	
Phone:	
Fax:	
Website:	

Brief Description of Agency or Host Institution

What services will the host institution or agency provide?

BUDGET WORKSHEET

All faculty-led programs are self-supporting, which means that budgeting for them adequately and wisely is essential for success. At the same time, making sure that programs are affordable for students is also important. The Global Education Office unfortunately does not receive funding to compensate faculty for teaching and/or leading programs. Therefore, faculty expenses must be included in the budget, and are a part of the program fee. Faculty and their departments should discuss questions related to compensation and teaching loads prior to submitting a program proposal.

All supplemental funding requests for study abroad programs (e.g. College Auxiliary Services & College Foundation) shall be simultaneously submitted in toto to the Global Education Office. The Director of International Education authorizes all budget, travel and purchase requests for study abroad.

You do not have to use this worksheet, but it is a typical example of what goes into a short-term study abroad program's budget. You must however submit a budget that details all costs, and your costs must be based on quotes and not personal estimates. ***10 students is the minimum needed for a program to be offered, so please use this number for budgeting purposes.***

Typical Fixed Costs:

	Expenses to be included in program fee	Out-of-pocket expenses for students*
Airfare		
Housing		
Meals		
In-country Ground Transportation		
Other Transportation		
Field trip expenses		
Visa (if applicable)		
Misc.		
Misc.		
TOTAL		

Faculty Expenses:

Airfare	
Housing	
Meals	
In-country Ground Transportation	
Other Transportation	
Field trip expenses	
Visa (if applicable)	
Misc.	
Misc.	
TOTAL:	
Cost per student (minimum # of students / total faculty expenses)	

Total cost per student _____
 +
 10% of total cost per student (for exchange rate fluctuation, bank fees, unexpected expenses, etc): _____

PROGRAM FEE PER STUDENT _____