

UM FACULTY-LED PROGRAMS ABROAD

Guide for Developing Programs

WHERE TO START

- ▶ Planning a study abroad program requires faculty to go far beyond the usual realm of course planning and to take on many roles such as recruiter, coordinator, counselor, travel agent, crisis manager, and first aid administrator in addition to the role of educator.
- ▶ Faculty Directors should possess leadership skills, familiarity with the proposed area of travel, and basic financial and accounting abilities.
- ▶ Faculty Directors should be committed 100% to planning the program, recruiting participants, and following up on the logistical and administrative tasks.
- ▶ In the following slides, information will be provided on the process of developing a UM Faculty-Led Program Abroad.

Note: Faculty Director refers to the professor(s) teaching and leading the program abroad.

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CALENDAR

▶ *June*

- ▶ **15th: Intent to Propose Due**

▶ *August*

- ▶ **1st: Official Submission Deadline for Proposals Due** (*Intersession, Spring Break, & Summer*)

Fully signed proposal form, budget form, and course syllabus must be submitted via email to the Assistant Dean & Director of Study Abroad.

Priority deadline proposals will be approved by the start of the semester and students can start applying in August when classes begin. Program guaranteed to be included in printed material.

▶ *September*

- ▶ **15th: Late Submission Deadline for Proposals** (*Intersession, Spring Break, & Summer*)

Fully signed proposal form, budget form, and course syllabus must be submitted via email to the Assistant Dean & Director of Study Abroad.

Regular deadline submissions will be approved by October 31 and students will be able to apply no later earlier than late October/November 1.

CALENDAR

- ▶ **November**

- ▶ **15th: Student application deadline for Intersession & *Spring Break* programs**

- ▶ **January**

- ▶ Summer brochure mailed to students

- ▶ **February**

- ▶ **15th: Student Application Deadline for Summer programs**
- ▶ Spring Study Abroad Fair (summer programs featured)

- ▶ **April**

- ▶ Summer Programs travel advances signed
- ▶ Faculty Directors deliver in-person, pre-departure orientations for Summer Programs

- ▶ **May, June, and July**

- ▶ Summer Programs begin

PROGRAM DEVELOPMENT

- ▶ Determine the focus of the program.
 - ▶ Keep in mind that students want to fulfill major, minor, cognate, or general education requirements.
- ▶ Determine when and how long the program will run.
 - ▶ January Intersession and Spring Break: approximately one week
 - ▶ Summer: usually 3 to 5 weeks within the UM Summer Semester time frame
- ▶ Determine the number of credits and the academic department.
 - ▶ January Intersession and Spring Break: limited to 3 credits
 - ▶ Summer: 3 to 6 credits

PROGRAM DEVELOPMENT

- ▶ Choose a location(s) where you have had prior experience and existing contacts.
 - ▶ The Study Abroad Office encourages the development of faculty-led programs in less traditional locations.
- ▶ Determine the activities which enhance the topic.
 - ▶ Utilize the environment in which the course is taking place.
- ▶ Assess health and safety risks associated with the destination(s) and take the necessary precautions.
 - ▶ Review the Country Specific Information to familiarize yourself with any risks.
 - ▶ U.S State Department http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html
 - ▶ Centers for Disease Control <http://wwwnc.cdc.gov/travel/default.aspx>
 - ▶ World Health Organization <http://www.who.int/en/>

PROGRAM DEVELOPMENT

- ▶ Students with disabilities
 - ▶ Any program, course, or excursion offered by the University of Miami is subject to the same federal laws which provide reasonable accommodations to individuals with a documented disability.
 - ▶ Faculty considering field trips, excursions, or leading programs abroad should contact the Office of Disabilities for information about providing accessible programs to all University of Miami students.
 - ▶ <http://www.umarc.miami.edu/arc/ODS.html>
 - ▶ Failure to consider and make adequate considerations for individuals with disabilities may subject UM to liability under the Americans with Disabilities Act.

BUDGET DEVELOPMENT

- ▶ Develop a budget for the program.
 - ▶ Research the costs for airfare, ground transportation, meals, lodging, facility rentals, equipment rentals, course materials, activity fees, etc.
 - ▶ Determine the costs which should be included in the program fee, and the costs which should be paid directly by the students.
 - ▶ The Study Abroad staff can give you useful suggestions on this topic.
 - ▶ Organize these cost estimates in the budget planning form which should be submitted along with the program proposal.
- ▶ Program costs should be kept as low as possible.
 - ▶ This allows broader accessibility and participation.
 - ▶ Students should be provided with an estimate cost for the out-of-pocket expenses they will be responsible for covering.

BUDGET DEVELOPMENT

- ▶ The minimum enrollment for each 3 credit course with the Faculty-Led Program Abroad is 7 students.
 - ▶ The minimum required for a particular program may be higher depending on the program expenses.
 - ▶ In order for a professor to earn pay for a second 3 credit course, a minimum of 7 students must be enrolled in that course as well.
- ▶ The final budget and the minimum number of enrolled students required to run the program will be determined by the Assistant Provost for International Affairs.

COVERED EXPENSES

- ▶ The Study Abroad office covers the following expenses incurred by the Faculty-Director and approved program assistants during and related to the program:
 - ▶ Salary and CFB*
 - ▶ Lodging while abroad
 - ▶ Per diem to cover meals and laundry**
 - ▶ Airfare
 - ▶ Ground transportation [taxis, trains, subway, rental cars, and buses]
 - ▶ Incidental items directly related to the program (books/maps, course materials, museum/cultural event fees, phone calls, travel guides/tours, classroom/studio costs, equipment rentals)***

*The salary for teaching a course abroad is calculated by multiplying the professor's annual salary by 8.75% per three credit course. Salary payments may be adjusted to ensure program viability. CFB (Combined Fringe Benefits) is typically around $\frac{1}{4}$ of the paid salary.

**Per diem varies by region.

***The Study Abroad office does not cover lost articles, the cost to repair personal items or costs associated with dependents.

PROGRAM PROPOSAL

▶ Adhere to Program Proposal Deadlines

- ▶ The Faculty Director must submit the Program Proposal Form, the Budget Planning Form, the course syllabus, and the program itinerary to the Assistant Dean and Director of Study Abroad by the deadline stated on the proposal form.
 - ▶ You can find the forms here: <https://studyabroad.miami.edu/faculty-and-advisors/forms/index.html>

▶ Program Approval Process

- ▶ The Program Proposal Form must be submitted to and approved by the Chairperson and Dean of the academic department. After review of all proposal documents, the Assistant Dean and Director will communicate whether the program is approved to the Faculty Director.

MARKETING & RECRUITMENT

- ▶ The Faculty Director must be physically present on campus the semester prior to the start of the course so that s/he will be available to properly promote and recruit for a successful program.
- ▶ Successful Faculty-Led programs are based on direct recruitment by the Faculty Director through:
 - ▶ Promotion in the classroom
 - ▶ Promotion on the professor's website
 - ▶ Promotion to colleagues in other institutions
 - ▶ Word of mouth
 - ▶ Hosting information sessions
 - ▶ Announcing sessions and advertising on Ibis News and other student resources

MARKETING & RECRUITMENT

- ▶ The Study Abroad office facilitates the recruitment of students through:
 - ▶ Advertising:
 - ▶ Summer Brochure
 - ▶ The Study Abroad Website
 - ▶ Student Dormitories
 - ▶ Publicizing during classroom visits, residential college visits, and at campus events such as:
 - ▶ The Study Abroad Fair
 - ▶ Study Abroad Advising Sessions
 - ▶ Canefest
 - ▶ Admissions Open House

MARKETING & RECRUITMENT

- ▶ Allow for program flexibility in course advertisements.
 - ▶ All descriptions of the program abroad must include the following disclaimer:
“Inherent to international travel and extended stays in other countries is the constant possibility of changing circumstances. Circumstances may change as a result of changing conditions in the United States, the host country and/or the host institution. As a result, UM reserves the right to change the program’s requirements, itinerary, accommodations, activities, and educational and non-educational programs offered. UM further reserves the right to make any changes to the program to ensure the safety of the program’s participants and staff. In the event of any changes, no reimbursements will be offered.”

ADMISSIONS PROCESS

▶ Overview

- ▶ Interested students must complete the online UM Faculty-led Program Abroad Application on the Study Abroad website (www.studyabroad.miami.edu).

▶ Keeping track of applicants

- ▶ Faculty Directors will receive detailed instructions on how to access applicant information and approve applications via their online administrative page.

▶ Deadlines

- ▶ Applications must be completed online by the stated deadline.
 - ▶ A \$500 deposit check or money order (payable to the University of Miami) must be submitted to the Study Abroad office by the stated deadline for each application.
 - ▶ If needed, the Study Abroad office will coordinate with Faculty Directors to arrange earlier program deadlines to comply with logistics providers' payment deadlines.
 - ▶ Faculty Directors must meet with each student applicant prior to approving the student's online application.

ADMISSIONS PROCESS

▶ Student Admission

- ▶ Before embarking on a UM study abroad program, students are required to have spent 2 semesters in university.
- ▶ A student on academic probation is not admissible.
- ▶ The Study Abroad office will run a disciplinary check on all approved students with the Office of the Dean of Students
 - ▶ The Office of the Dean of Students may recommend that a student with a disciplinary violation should not be allowed to participate in the study abroad program.
 - ▶ Faculty Directors should inform students that they may be denied permission to participate in the program if they have a disciplinary record.
- ▶ The Study Abroad office will check with other campus offices for clearance for the applicants to study abroad.

DETERMINATION OF COURSE VIABILITY

- ▶ Determination of course viability
 - ▶ 4 business days after the stated application deadline, the Assistant Provost for International Affairs will determine if the program is viable and inform Faculty Directors accordingly.
 - ▶ Faculty Directors must inform students not to purchase airline tickets until the program is confirmed by the Study Abroad office.
 - ▶ Application deadlines allow for students to make other plans if their first choice program is cancelled due to low enrollment.

QUESTIONS?

- ▶ Call the Study Abroad staff at 305-284-3434