

Faculty-Led Short-Term Study Abroad Course Development Handbook

Thank you for your support of intercultural learning and advancing internationalization efforts at Juniata. In supporting faculty through the development and implementation of short-term courses abroad, the Center for International Education aspires to help facilitate a rigorous academic experience for students aligned with the Institutional Learning Outcomes (<http://www.juniata.edu/academics/provost/institutional-learning-outcomes.php>) and a rewarding teaching experience for faculty.

Short-term courses abroad support Juniata's mission and achieve objectives of the 2015 Juniata's 2015 Strategic Plan, *The Courage to Act*. *Juniata's mission is to provide an engaging personalized educational experience empowering our students to develop the skills, knowledge and values that lead to a fulfilling life of service and ethical leadership in the global community.* . Juniata's 2015 Strategic Plan, *The Courage to Act*, includes the goal of achieving "greater than 50 percent of students will undertake a study-abroad experience with measurable outcomes; 75 percent of students will undertake a substantive international experience of any duration; and 90 percent of students will undertake a substantive study-away experience" and "greater than 10 percent of faculty per academic year will participate in an international experience with measurable outcomes."

Short-term courses abroad help to promote greater participation in study abroad, because of the range of curricular options, the opportunity for travel to various geographic locations, the on-site support provided by faculty / staff leaders and the relative affordable costs.

Designing, planning, and implementing a short-term course abroad offers opportunities and also some challenges. The staff in the Center for International Education hope to work collaboratively with faculty to ensure short-term courses abroad meet enrollment goals and can achieve educational objectives. The Forum on Education Abroad's **The Standards of Good Practice for Education Abroad, 5th ed. (2015)** are the guiding principles by which Juniata short-term courses abroad are developed and implemented. Planning, leading and implementing a short-term course abroad requires a significant time commitment for the faculty involved. The Faculty-Led Short-Term Study Abroad Course Development Handbook is intended to assist faculty through all phases of course design, development, implementation and assessment. Based on shared governance and mutual respect, we hope the handbook will clarify roles and responsibilities of the faculty leaders and administrative staff in the Center for International Education.

Timeline for Continuing / New Course Proposals

The International Education Committee in conjunction with the Curriculum Committee has developed a **strategic plan for short-term abroad course development** to guide faculty and departments with priorities for the programs to be developed in the next five years from 2017 – 2022.

There are multiple parties involved with the planning and implementation of short-term courses abroad. Faculty have authority for the course pedagogy and content as determined by curriculum requirements and guided by Registrar's Office policies. All short-term courses abroad will be led by one faculty or co-led by two faculty leaders. In some cases, a staff co-leader may be appropriate. All short-term courses require a second course leader who must be a Juniata employee. If a non-Juniata employee is identified and approved as the second course leader, they will need to be employed by the college through an employment contract and according college policy must have an acceptable background check. In the case of a second faculty leader who may be employed by another institution of higher education, the Juniata Center for International Education will determine whether the appropriate clearances have been vetted. Courses abroad that propose more than two faculty / staff leaders will need to be approved in consultation with the Dean of International Education and the Provost.

The Center for International Education has final authority over all administrative matters, including budgetary matters as determined by financial requirements of policies overseen by Juniata's Controller.

Adherence to planning timelines are required for successful recruitment and coordination with the various campus offices such as the Registrar and the Bursar.

Faculty must submit a **continuing course proposal** to the Center for International Education by May 15 in the immediate semester prior to a fall semester-long course and a January course abroad and October 15 in the immediate semester prior to a spring semester-long course and May-June course abroad.

New Course Proposals

A new course proposal must first be submitted via a **universal course form** to be reviewed by Curriculum Committee if the course is to be offered with departmental designation or a general education designation. A new course designated as Special Topics can be offered for up to three years without review of Curriculum Committee.

Each component for a short-term course abroad which carries credit should be listed as requiring instructor approval for registration.

The model for all Juniata faculty-led short-term study abroad courses is to offer a semester-long course prior to the time abroad – fall semester for a January course abroad and spring semester course for a May-June course abroad. In some cases, a January course abroad may offer a fall course prior to and spring course following the time abroad.

Faculty must submit a **new course proposal** to the Center for International Education by October 15 a year prior to a fall semester-long course and a January course abroad (fifteen months in advance) and March 15 a year prior to a spring semester-long course and May-June course abroad (fifteen months in advance).

In designing a new short-term course abroad, faculty are encouraged to refer to the Forum on Education Abroad's **Standards of Good Practice for Education Abroad, 5th ed. (2015)**, specifically under Standard 1: Mission and Goals; Standard 2: Student Learning and Development; and Standard 3: Academic Framework.

Special consideration must be given to the number of contact hours abroad as they equate to academic credit. A **summary of contact hours format** will help faculty to determine activities abroad that can be equated to academic credit hours.

Budget Preparation and Proposal

Faculty leaders must submit a **budget worksheet** for a continuing course to the Center for International Education by May 15 in the immediate semester prior to a fall semester-long course and a January course abroad and October 15 in the immediate semester prior to a spring semester-long course and May-June course abroad.

Faculty leaders must submit a **budget worksheet** to the Center for International Education by October 15 a year prior to a fall semester-long course and a January course abroad (fifteen months in advance) and March 15 a year prior to a spring semester-long course and May-June course abroad (fifteen months in advance). The budget can be estimated at the initial submission and updated closer to the course abroad.

Each short-term course abroad budget must include a 10% administrative fee on all program costs except airfare.

As per the faculty handbook, departmental load should average at 21 hours of teaching load per faculty member per academic year. Most short-term courses abroad have a course component for credit in the semester prior to the time abroad. The course credit(s) in the semester prior to the time abroad should be included in the total normal academic teaching

load of the faculty. Compensation is \$1,500 per credit for the portion of the course that is associated with the time abroad plus the required fringe of 13%. Short-term abroad course leader compensation must be reflected in the course budget and covered entirely by student tuition fees. Credits for short-term courses abroad which have a component in January will be placed within the fall and spring semesters. Faculty should consult with department chairs concerning course credit load in the fall semester prior to the time abroad in January and in the spring semester. Faculty may choose count the spring semester credits as part of the total hours of teaching load for the academic year, or can choose to budget for compensation for credits associated with the course time abroad.

With the exception of Interdisciplinary Colloquia (IC) courses which require at least two instructors, compensation for a second course leader will be determined with staff in the Center for International Education and is dependent on current employment status at Juniata.

Short-term abroad course leader compensation must be reflected in the course budget and covered entirely by student tuition fees.

Faculty Leader Training and Consultation

The Center for International Education staff will consult with faculty throughout the process who have no previous experience with developing and leading a short-term course abroad. The Center for International Education will offer two workshops each year for new faculty leaders on: Program Development: Learning outcomes, academic structure, assessment and on Safety & Liability: Organizational and program resources and health, safety and security. Faculty leaders who have previously led short-term courses abroad will be asked to participate in faculty workshops to assist with training of new faculty members and/or to be apprised of important administrative and other updates.

Recruitment / Marketing

After a short-term course abroad has been vetted, the information on the course will be added to Juniata's Center for International Education **study abroad portal**. Approved short-term courses abroad can be represented at the annual fall study abroad fair. Short-term courses will also be presented in the regular advising sessions of the staff in the Center for International Education, such as during Study Abroad 101 sessions.

Faculty leaders are the primary recruiters for the short-term course abroad they are offering. Most faculty leaders do so through announcements in courses they are teaching and in advising conversations with students.

The Center for International Education can assist with printing of promotional flyers and advertising on the Daily Announcements in the Juniata email system. There is limited support

for informational sessions for recruitment purposes that may include food.

Faculty should encourage participation by groups often under-represented in study abroad, including first generation students, transfer students, diverse student populations, and student athletes.

Information on internal and external scholarships to assist with study abroad costs can be found at the **Juniata study abroad portal**. The staff of the Center for International Education are responsible to advise students on researching and applying for internal and external scholarships.

Student Selection and Registration

There is no minimum gpa requirement for a Juniata student to participate on a short-term course abroad. Faculty leaders are encouraged to consider a student's academic and personal readiness to participate on a program abroad. Students who are on academic probation or are first-year students should be given special consideration before being approved to participate on short-term course abroad.

Student registration for the one-credit semester course must be finalized by the end of the add/drop date. Students should carefully consider whether the one-credit course will count towards a minimum 12-credit semester course load. Courses may be cancelled due to low enrollment or for other reasons such as the necessity to suspend a course abroad. Students may be deemed ineligible for participation on the course abroad. Students must consider whether enrollment in any credit component of short-term course abroad would result in a course overload. Students will be expected to pay for a course overload fee.

Immediately following the add/drop, the Center for International Education will confer with the Academic Support Services, the Bursar's Office, the Dean of Students Office, and the Registrar's Office to determine whether a student might be not be able to participate on a short-term course abroad. Student billing accounts in serious arrears may preclude a student from participating on a course abroad until an account balance is cleared.

Students with disciplinary, academic, social and/or personal considerations will be advised by staff in the Center for International Education in collaboration with appropriate staff in Academic Support Services, the Dean of Students Office, and the Health & Wellness Center. Short-term courses abroad are intensive group experiences. Participants must be able to engage in course activities abroad without interruption of the educational, activities and the learning experience of other students.

When necessary, faculty leaders will be apprised through student self-disclosure of special considerations for student support that may include, dietary restrictions, disabilities, health conditions, and housing.

According to policy, the college makes reasonable accommodations for students with respect to disabilities which do not impose an undue hardship on the College. If a student believes he or she requires a reasonable accommodation or has a question regarding educational services, activities, programs, or facilities that are accessible to or usable by students with disabilities, the student will coordinate with the director of disability services in **Academic Support Services** who serves as the point person and advocate for students with disabilities.

Risk and Liability Management

The staff of the Center for International Education and Juniata's Director of Risk Management will provide training to faculty leaders on risk and liability management ensures Juniata can protect the health, safety, welfare of and to provide the best possible experience for student participants and faculty and staff leaders. Juniata strives to align with **Standards of Good Practice** in education abroad as developed by the Forum on Education Abroad. Risk management is necessary to plan and communicate in anticipation of and in response to events and emergencies. The existence of legal duty depends upon the institution's relationship to the program. As the degree of ownership, sponsorship or control over a particular program increases, the potential liability exposure also increases.

The Center for International Education, Risk Management, the Safety Committee and other campus offices will convene to review the safety and security of a location for a short-term course abroad. In the event of an international emergency which may include natural disasters, political circumstances, or other conditions that might lead to a travel warning and/or specific directive by the US State Department and/or US Embassy, Juniata reserves the right to cancel or suspend participation in a program abroad.

The Center for International Education will utilizes faculty leaders in planning and implementing a safe course abroad include:

The United States Department of State <http://www.state.gov/travel/> provides extensive resources on travel abroad including emergency information, travel warnings and alerts, and country specific facts and cultural information. All students and faculty traveling abroad in association with the college are asked to enroll in the **U.S DOS Smart Travelers Enrollment Program**<<https://step.state.gov/step/>>.

The Overseas Security Advisory Council (OSAC) <https://www.osac.gov/Pages/AboutUs.aspx> is a division of the Bureau of Diplomatic Security in the U.S. Department of State. OSAC shares information in a variety of ways, including twice daily emails summarizing security incidents worldwide and upcoming OSAC-sponsored events or informational products.

The Centers for Disease Control and Prevention (CDC) www.cdc.gov provides extensive information concerning travelers' health issues while abroad including required and

recommended immunizations as well as updates on public health emergencies.

Health and Safety Orientation and While Abroad

Guidelines have been established to maintain communication with and provide support to Juniata students, faculty, and staff involved in emergency situations during a Juniata affiliated study abroad program and are detailed in the **Emergency Procedures for Juniata Center for International Education Programs Abroad.**

Faculty leaders must immediately report any and all instances of student and faculty emergencies, such as illness, accidents, hospitalizations, or any other health and safety issues to the Center for International Education.

Faculty leaders must immediately report any and all instances of behavioral and/or academic misconduct, such as violations of student Pathfinder code or academic integrity policy to the Dean of Students Office.

The Judicial Board conducts hearings in which students have been charged with violating Juniata College policy. Disciplinary actions including expulsion from a short-term course abroad must be referred to the Dean of Students Office at Juniata.

Insurance

Faculty leader insurance is provided through the **ACE Executive Assistance Services** www.acetravelapp.com. Trip planning, travel assistance and emergency response services are available to Juniata college employees and students through the general insurance coverage. Users can create trip itineraries to receive destination alerts; destination facts and information, including information on hospitals and embassies. Users can also receive general global alerts.

Juniata employees can register through www.acetravelapp.com. Enter your email address and policy number: PHFD38371496. A unique password will be sent to the email address provided. Use the email address and password to log in. The user will be prompted to change the password after the initial login.

Student insurance is provided through **Cultural Insurance Services International** (CISI) <http://www.culturalinsurance.com/>. Medical and medically necessary evacuation assistance at a \$50,000 medical max per illness or injury with coverage provided worldwide. There is 24/7 emergency assistance in English. Some personal effects coverage from theft or damage provided. CISI provides worldwide assistance services including updates and security briefings for participants in specific locations as they may relate to a natural disaster or political unrest or

other situation. All student participants on short-term courses abroad are required to be enrolled in the CISI insurance coverage.

Student Preparation and Orientation

The semester course offered prior to a short-term course abroad provides student academic, social, and cultural preparation for the time abroad. Faculty leaders should remind all students in the first class session to apply for a passport if they do not already have one.

The staff of the Center for International Education staff work with faculty leaders and students to provide a comprehensive pre-departure orientation related to health and safety. Emergency contact cards will be provided to all course leaders and students participating on a short-term course abroad. The course syllabus should include information about required attendance and the terms by which a student may not be able to participate on a short-term course abroad for failure to comply with attendance policies and academic requirements for the course.

Some faculty leaders have prepared **short-term course abroad handbooks** which serve as a good model to provide information to students and family.

Cancellation / Withdrawal and Refund

In the event of cancellation of an entire session of a Juniata program before commencement of the program, all refundable monies paid to Juniata prior to that time will be refunded. Should an unavoidable event such as epidemic, civil unrest, or threat of terrorist activity result in a partial cancellation, a prorated refund of all fees, together with an appropriate evaluation of academic credit, will follow. These actions will terminate any further liability on the part of Juniata.

Specific deadlines will be determined for each short-term course in the event that a student chooses to withdraw from course. Refunds will be determined according to the deadlines and recoverable and non-recoverable costs.

Refunds will be considered only in cases of serious illness or emergency and the amount of refund will be determined individually on the basis of recoverable costs by Juniata at the time of the withdrawal.

Budget Expenditures / Reporting

Expenditures should be based on the budget submitted. The Center for International Education will notify Accounting Services of faculty and staff who may be using the purchasing card

abroad. Faculty leaders should consult with the Center for International Education for expenses that may require spending authorization above maximum levels for which they are authorized per transaction and billing cycle. Faculty should confer with **Juniata purchasing card policies**.

When possible, faculty should pay for expenditures in advance by wire transfer or purchasing card. When cash advances are necessary, such request should be made at a minimum one month prior to travel and with as much explanation and documentation as possible. Ultimately, the individual receiving the advance is responsible to provide as many receipts and documentation to report expenditures.

Submit accurate and timely expense receipts to the Center for International Education no later than one month after the conclusion of the course abroad. The leader responsible for the budget is required to sort receipts by category and date. This process will expedite reimbursement and final reporting of the budget. The **expense reporting template** should help to organize the budget reporting.

Faculty and/or trip leader stipends will not be authorized by the Provost until budget reporting is finalized.

Course Evaluation / Student Assessment

Guests and Family Members

Notify the Center for International Education if you intend to or are contemplating bringing along a guest or guests, including accompanying family members. Guests and accompanying family members must not be included in costs that are provided for by the college approved budget. Guests are responsible for paying all expenses themselves. Guests and accompanying family members must not disrupt the course learning abroad. Guests and accompanying family members should follow the policies Juniata. Guests and accompanying family members should not represent Juniata in any official capacity. Faculty leaders are discouraged from being a primary caretaker for dependents under the age of 18 during the time they are leading a course abroad. Guests and accompanying family members may be asked to go through a background clearance prior to participation on the course abroad.