

Faculty – Led Short Term Study Abroad Program Development Handbook

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Introduction

Thank you for your support of intercultural learning and advancing internationalization efforts at Juniata College. In supporting faculty through the development and implementation of short-term courses abroad, the Center for International Education (CIE) aspires to help facilitate a rigorous academic experience for students aligned with the [Institutional Learning Outcomes](#) and a rewarding teaching experience for faculty.

The staff in the CIE are available to collaborate with faculty leaders throughout the program development and implementation process. We can meet in person or via Zoom with any prospective faculty leader or program coordinator to review all steps and troubleshoot unique circumstances.

Ideally, the planning for your course will begin at least a year in advance. In order to finalize your syllabus, plan an accurate and efficient budget, coordinate site visits, invite guest lecturers, secure housing arrangements, and recruit students, faculty leaders will need to invest significant time and energy into the planning process. Please review the timeline below to begin your program planning.

Program Development Timeline

As part of the program process, there will be additional requirements and expectations for faculty leading programs during the COVID-19 pandemic. The information will be updated regularly, and you will be responsible for reviewing the details and understanding the implications for your program and making the necessary changes. The information detailed throughout this document guides short term study abroad program leader responsibilities and expectations to complete for their programs.

The timeline below is applicable to new and continuing courses. It is important for the CIE to be aware of and manage all aspects of study abroad.

*Note that any of these dates could be earlier for programs that have non-refundable expenses prior to those dates.

24 - 18 Months Before Departure:

- Draft possible learning outcomes, locations, and timing for travel
- Connect with in country resources, request quotes and itineraries as needed
- Gather preliminary details on withdrawal and refund policies with prospective in country partners

18 - 10 Months Before Departure:

- Meet with the Dean of International Education and Director of Study Abroad
- Communicate with contacts abroad and confirm dates
- Plan and set budget – detailing budget line and name

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- Determine minimum enrollment required to run program (regardless of a budget, programs must have a minimum of 5 students enrolled)
- Officially propose program to the CIE
- Submit Universal Course Form

10 - 6 Months Before Departure:

- Promote the program
- Faculty will attend any pre-planning workshops as required by CIE

6 - 3 Months Before Departure:

- Communicate with contacts abroad and CIE regarding group details and logistics (i.e., housing confirmation, #males/#females, invoices and payments)
- Request invoices from partners
- Work with financial staff and CIE to provide payments

3 - 2 Months Before Departure:

- Confirm course and travel roster, submit final roster to CIE one week after drop/add deadline
- The CIE and program leaders meet to ensure course enrollment requirements are met
- After final roster has been confirmed, secure final transportation (flights, ground transport, etc.)
- Final roster of students will be added to programs in TerraDotta. Students and faculty must complete all requirements.
- If desired, invite CIE staff to hold program specific pre-departure

1 Month Before Departure:

- Submit final itinerary and budget to CIE through TerraDotta
- Remind students to complete their online profile and submit required materials on TerraDotta prior to deadline. If requirements are not completed by the stated deadline(s) this could jeopardize the student's participation on the travel component of the course.

3 Weeks Before Departure:

- Provide students with all final program and travel information
- Ensure that CIE and all students have your contact info that will work in your destination country
- Communicate any changes in program itinerary to CIE and students
- If utilizing cash advance, process required forms

1 Week Before Departure:

- CIE will provide faculty leaders with pertinent student information (health and learning, emergency contacts, etc.)

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After Program:

- Students finish projects or other work related to international experience
- Meet with CIE to discuss any feedback or suggestions for next year
- Complete all travel reimbursement and PCARD reconciliation forms with appropriate facility assistant

Program Leader Responsibilities

Who can lead?

- 2 Juniata College Employees required (Minimum)
- Faculty, staff and graduate assistants can serve as leaders
- Undergraduate teaching assistants not permitted to serve as leaders

Program Leader Requirements:

- First-hand, specifically relevant experience in the country(ies) involved
- Academic expertise in the content areas covered by courses for which credit will be awarded
- Organizing skills, planning skills, and the ability to keep track of a number of details simultaneously; these details may include financial responsibilities and reporting
- Recruitment techniques and enthusiasm—you must be willing to spend time speaking with students to promote the program
- The ability and willingness to respond to challenges by an ever-changing health environment
- The ability to handle the physical and emotional demands of the program abroad. Some short-term programs involve daily tours of sites as well as frequent field study travel by bus where you and your students are on the move; this can be rigorous
- 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 foreign and commitment to collaborate and communicate with CIE, especially in regard to the safety and well-being of students
- Complete all required documentation and trainings by stated deadlines
- Ensure all students are registered in for appropriate courses
- Serving as the 24/7 contact person in case of emergency or urgent situation abroad
- One faculty leader must stay with any students who are ill or otherwise unable to participate in the program activities and travel

Course Approval

It may be that the course that will have the international travel component built into it is a course that already exists, and a special section will be offered that includes the international abroad experience. Or it may be that the course in mind is a completely new course offering that the faculty leader will design and offer for the first time. In either case, it is essential that the faculty member

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communicate with the leadership of their academic unit and registrar concerning the process for course approval.

A new course proposal must first be submitted via [a universal course form](#) to be reviewed the appropriate campus constituents 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.

Academics

Programs abroad are an extension of the Juniata College campus. Students are expected to attend and participate in classes, academic excursions and/or site visits and to complete homework. Students must also be assessed on their learning through exams, final papers/projects, or other assessment methods. Grades must be assigned for work completed and students may not register for coursework abroad as Pass/Fail or as an Audit.

Programs should make good use of their host environment, should support students in broadening their understanding of the host culture(s), and ideally will incorporate guest lectures from local experts familiar with the subject matter or its application. CIE reminds collaborators that Juniata College is a member of the [Forum on Education Abroad](#) and, as such, is required to abide by [the Standards of Good Practice](#) for the field of education abroad. We encourage all program leaders to carefully consider Forum's piece on [leading short-term programs and the Standards](#).

Budget and Finances

Budgeting

Faculty leaders must submit a draft [budget worksheet](#) with their Faculty Led Short Term Program Proposal.

Fall/Winter Courses – due October 15th of the previous fall semester.

Spring/Summer Courses – due March 15th of the previous spring semester.

This means that if you plan to run a course during the Fall '24 semester, your program proposal with draft budget is due by October 15 of the Fall '23 semester.

The draft budget can be estimated, the final budget will be submitted one month prior to departure.

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

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Building a responsible budget takes planning and coordination on behalf of the faculty leader and the CIE. Considerations for costs to include in the budget may include the following line items (plus others, depending on the nature and location of your program):

- For fall/spring break programs, *group travel to the airport is highly encouraged*. Bus transportation from a reputable provider can be built into the overall program budget to ensure safe, reliable transportation for the entire group.
- Housing accommodations for students
- In-country transportation (airport transfer, if appropriate; tour bus for visits or day trips)
- Site visits (day trips, monuments, historical sites)
- Group lectures or tours
- Entrance fees (museums, parks)
- Travel expenses for faculty leaders (airfare, lodging, meals)
- Some group meals, if appropriate

Budget Expenditures / Reporting

Expenditures should be based on the budget submitted. Faculty leaders should consult with the CIE 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 as possible and documentation to report expenditures.

Submit accurate and timely expense receipts to the faculty assistant 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. Once all receipts and charges have been received and processed, the final budget will be reviewed and closed.

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

Travel (flight) Policy

Faculty leading programs abroad can work with their choice of travel agent to book group or individual flights. The CIE is available to provide recommendations if needed.

- Flights should be booked to match the official program dates. Any deviation from the program dates and/or origin will need to be discussed with the Dean of International Education and Director of Study Abroad prior to booking

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- Any personal travel being undertaken before or after the program dates is at the faculty leader's own expense and the difference in price (and applicable taxes for personal travel) will be charged to the program leader via PCARD reconciliation process
- Any personal travel included in the itinerary may result in a portion of the cost of the ticket being subject to tax;
- All program leader travel is economy-class and it is expected that leaders will book the most economical ticket possible so as to reduce the financial burden on students;

Faculty leaders are not required to travel to and from the study abroad site with the students on a group flight. In many cases, it makes the most sense to travel with the students, but it is not a requirement to do so. When coordinating travel plans, consider from where the faculty and students will likely be departing. For example, if the travel component of the course will occur over spring break, then it is likely that the faculty leaders and students will all depart from the Juniata College campus. In this case, it makes sense to try to arrange for all participants to travel on the same flight.

Students who choose to separate from the group before or after the official program do so at their own risk. They may be asked to sign a liability waiver confirming their understanding of the policy.

When booking flights for Juniata College employees and/or with College funds, please [follow the international travel policy](#) carefully. Refer specific questions to the CIE.

Flight Booking Resources

Faculty leaders are responsible for coordinating and booking all group flights associated with the course. It is recommended to book only through a reputable travel agent, below are a few suggestions that have been used in the past (listed in alphabetical order). The CIE is available to answer questions and provide guidance as needed.

- [Bucket List Travel, LLC](#)
Dream Vacations
Melissa Romanelli '87, '21
Pittsburgh, PA 15239
mromanelli@dreamvacations.com
(412) 370-3155
 - As a gift to the College, Melissa has agreed to provide services without fees.
- [Center for Travel](#)
1600 University Drive
State College, PA 16801
cft@centrefortravel.com
(814) 238-4987

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- [JCo Travel, LLC](#)
Huntington, PA 16652
info@jcotravel.com
(814) 799-0647
- Ryan Mull
ryan@thehigherflyer.org
(202) 403-9586

Managing Program Funds and Expenses

Program funds, whether paid via student fees, College funds, or a combination of the two, should be utilized to support the academic activities and essential logistics of the study abroad program. In the most general terms, program funds:

- Can be used for academic activities *and* cultural experiences, distributed equally among students.
- Can be used for meals, lodging, and transportation for instructors.
- Can be used for student transportation, lodging, and some group meals.
- Cannot be used for expenses related to guests of program leaders or the purchase of medicine, alcohol, gifts, or any other non-program related expenses.

Funds policy

Juniata College funds used abroad must be properly documented with receipts. In situations where a receipt is not available (e.g. taxi in a developing country), then a signature must be obtained from the receiving party with the amount paid and the date the payment was made.

Program leaders are expected to uphold Juniata College mission and make ethical decisions in consultation with the CIE while leading a program abroad.

Alcohol policy

A program leader is not permitted to purchase alcoholic beverages for themselves or any member of their program group with program funds. Furthermore, although Juniata College does not have an articulated policy on employee alcohol consumption with students, the CIE takes a strong and firm stance against doing so for the following reasons:

- Students who are of legal age to consume alcohol abroad may choose to do so at their own preference. Although alcohol can be consumed responsibly together, students may continue drinking after the faculty leader has departed and irresponsible behavior could result.
- With the presence of social media, the perception of a program leader drinking with students may be misconstrued in the public sphere.
- Program leaders spend a tremendous amount of time with students both in and out of the classroom abroad. This constant contact can blur the lines between leader and

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participant. Refraining from drinking with your students, even minimally, can help to delineate this distinction.

Collecting Program Fees

Program fees for short term study abroad programs with an on-campus component will be split over two terms. For example, if course will be held on campus during the fall semester, with travel during winter break, half of the total program fee will be charged during the fall and the remaining half will be charged in the winter.

All program fees will be established and published before the drop add period or before the commitment deadline (whichever comes first) within the semester of the course.

If the entirety of the course is being taught abroad in the summer or break term, the total course fees (and associated credits) will be charged during that term.

For questions regarding the charging of program fees to a students account, please contact the Bursar's Office or CIE.

Withdrawal Policy

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. The standard withdrawal policy below will be in place for all short-term study abroad program, unless otherwise agreed upon prior to the drop add period or commitment deadline (whichever comes first).

- From date of commitment up until 90 days prior to departure - students will be billed 25% of the overall course fees.
- From 89 days up until 30 days prior to departure - students will be billed 50% of the overall course fees.
- From 29 Days up until the departure date - students will be billed 100% of the overall course fees.

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.

The budget for the program is dependent on a minimum number of students attending. As such, when a student drops the course or chooses not to attend the international portion of the course, it can have a

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serious impact on the program budget. Programs to have firm deadlines for commitment to travel and payment of fees as well as a requirement for students to sign a written withdrawal policy indicating their agreement to pay a percentage of the program cost or all unrecoverable costs should they choose to withdraw after committing to attending the program. A full description of the programs withdrawal policy will be published on the program page and required signature documents in Terra Dotta.

Contracts and Agreements

Regardless of whether or not you are working with an institutional partner or third-party partner, the arrangements you make for you program may require that a contract or agreement be put into place. In some cases, an agreement may already exist with the partner, and you may only need to put an addendum in to place in order.

Typically, services for which a contract should be put in place include extended housing or meeting room rental, academic excursion services, extended group transportation, and, of course, all-encompassing services which could include all of the aforementioned services in addition to site entrance fees, guest lectures, tour guides, etc.

If your program is making use of services in a more piece-meal fashion, (e.g. one or two nights at a hotel, bookings for entry tickets made by the director, using public transportation, etc.) then individual contracts are likely not needed for each of these discreet program elements.

The CIE, in cooperation with the Travel Safety Committee reserve the right to review and deny collaboration with certain partners if safety standards are not met.

Working with an Institutional Partner or Third-Party Partner

Since the first faculty-led programs were developed, much progress has been made in the evolution of third-party partners and the services available through international partners abroad. An institutional partner is typically another university or school within the host community that may provide a range of services and expertise for the program. Often, CIE encourages faculty to work with established exchange partners. A third-party partner is often a non-profit organization that exists as an intermediary between U.S. based educators and resources and institutions abroad. A third-party-partner may work exclusively within one city or country, or it may work with multiple locations across the globe. As Juniata College is an educational institution, CIE has a strong desire to work with third-parties who have an *educational mission* as opposed to a tourism-based mission.

There are a number of reputable international universities, institutions, and organizations that specialize in developing and executing short-term study abroad programs according to the academic goals and co-curricular activities designed by the faculty leader. If you are interested in exploring this option (at no obligation to agree to work with such a partner), contact the Director of Study Abroad to discuss these options.

Although it's not required, there can be many reasons to work with a partner in planning for your program which can include:

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- Unfamiliarity with the community(ies) and or language spoken in the region where you wish to hold your program
- Lack of connections with local experts, housing, logistics providers and/or educational institutions in the host location abroad
- Building in greater opportunities for cross-cultural immersion and connection for your students (possibly through mixers or joint lectures with students from the partner institution)
- Thorough crises management support within the local context as well as many other advantages.

Talk about your interest in potentially working with a partner abroad with the CIE. Just as there are benefits, there are also drawbacks. Working with a partner could mean that the program costs more because the partner is taking on some of the organizational work and charging a fee for it. Also, once an itinerary and services are locked into place, one cannot change the schedule and/or services without consulting with the partner since they are equally invested in making sure things go well. However, in many cases, the additional local expertise, access, safety and security, and assistance is worth it. In no case should a partner (be they an overseas institution or third-party) be dictating or changing the academic goals and content of the course(s) that's being taught. As the program director, you should continue to assert your academic vision for the course and program.

Please note, if utilizing a travel agency or tour company for logistics, the tour company should not allow non-Juniata College participants to sign up to attend your group's activities, itinerary, or utilize the group transportation.

Risk Management

International Travel Requirements and Policies

As a leader or coordinator of an approved study abroad program, many aspects of the [international travel policies](#) may affect your travel. Through the program proposal (and renewal process for repeat programs) you will be required to review information related to the International Travel Requirements.

The staff of the CIE 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 CIE, Risk Management, the Travel Safety Committee and other campus offices will convene to review the safety and security of location(s) 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.

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The CIE and faculty leaders will utilize the following in planning and implementing a safe course abroad:

[The United States Department of State](#) 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 \(STEP\)](#).

[The Overseas Security Advisory Council \(OSAC\)](#) 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 \(CDC\)](#) provides extensive information concerning travelers' health issues while abroad including required and recommended immunizations as well as updates on public health emergencies.

Minimum Number of Program Leaders

In keeping with best practices in the field of study abroad as well as risk management guidance, two (2) responsible Juniata College employees must be present throughout the duration of the program.

Health and Safety While Abroad

All faculty leaders will be asked to develop emergency plans to maintain communication with and provide support to Juniata students, faculty, and staff involved in emergency situations during a Juniata affiliated study abroad program.

A member of the CIE will be on-call 24 hours a day while students and faculty are traveling abroad. If an emergency occurs, please first contact local emergency services and, if applicable, your in-country partner. Once the situation is stable and all participants are safe, if it is outside of normal business hours, please call the Public Safety Office at +1 814-641-3163, they will connect you with the on-call staff member. If it is during normal business hours you can call the CIE directly at +1 814-641-3180 or email the Director of Study 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 CIE. One faculty leader must stay with any students who are ill or otherwise unable to participate in the program activities and travel.

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

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policy. Disciplinary actions including expulsion from a short-term course abroad must be referred to the Dean of Students Office at Juniata.

Insurance

Student insurance is provided through [Cultural Insurance Services International \(CISI\)](#). 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.

Once enrolled all students and faculty leaders will receive an email from CISI with their ID Card, policy, claim filing and reimbursement instructions.

Approved Study Abroad Program Participants and Guests

Faculty and staff leaders, along with the Juniata College student participants, are approved to travel on study abroad programs. Spouses, children, and other guests of faculty/staff leaders, as well as community members, are rarely permitted to accompany such travel, and approval must be granted by the Dean of International Education.

Faculty Code of Conduct

Faculty leading Juniata College programs are representatives of the College abroad. In many cases they must wear several different “hats” while directing a program which can include student conduct officer, administrator, housing coordinator, financial officer, and, of course, professor. Since a faculty leader and student spend a significant amount of time together it is easy for the lines between the relationship to blur, taking on more of a friendship/personal relationship rather than a professional one. For the safety and success of the study abroad program, please follow all ethical guidelines, policies and expectations of Juniata College.

Logistics and Planning

Scouting trips

Although not required, scouting trips allow faculty leaders to visit the sites planned for the course prior to proposing it to CIE. There may be some funding available CIE for scouting trips, however, it is expected that faculty will have additional support from their department and/or College leadership.

Marketing and Recruitment

After a short-term course abroad has been vetted, the information on the course will be added to the [study abroad portal](#). Approved short-term courses abroad can be represented at the annual fall study

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abroad fair. Short-term courses will also be presented in the regular advising sessions of the staff in the CIE, 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 CIE 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 in the [study abroad portal](#). The staff of the CIE are responsible to advise students on researching and applying for internal and external scholarships.

Faculty leaders should consider how to best recruit students for the course. Consider marketing strategies, target audiences, and the process – if any – for student application and admission to the program.

Examples of Marketing and Recruitment Strategies:

- Visiting related or pre-requisite courses for brief presentations
- Emails to students in related POE's
- Fliers or posters
- Open information sessions
- Utilizing former student participants (if recurring program) as ambassadors
- Brief videos

Study Abroad Fair

The CIE will organize a Study Abroad Fair in the fall. Faculty are invited to attend and promote their program. If it's not possible to represent your program at the fair, it's recommended that the faculty leader have a flyer available and recruit a colleague or past participant to be at the fair to promote the program. It is the responsibility of the department and the faculty leader, to promote the program and program leaders are strongly encouraged to do additional recruiting beyond the Study Abroad Fair.

Review and Selection of Participants

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.

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Student registration for the associated 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 period, the CIE will confer with the Academic Support Services, the Bursar's Office, the Dean of Students Office, and the Registrar's Office to determine whether there may be some challenges for a student to participate in 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 CIE 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 disability services in Academic Support Services who serves as the point person and advocate for students with disabilities.

There is no centralized study abroad application for student admission to short term faculty led courses where the international travel is part of a semester long course being taught on campus, so the ultimate decision for participation in the course is up to the faculty leader. Some faculty members choose to utilize a written application and/or interview to determine admission to the embedded program. Others utilize a "come one, come all" approach until maximum capacity for the course is reached. The right approach depends on the nature of the course, academic level of coursework and projects, and your expectations as the faculty leader.

Equal Opportunity for Access

Please note that if there are specific pre-requisites or other requirements for the course, those should be clearly written and readily available to students during recruitment and enrollment phases. Students must be able to make an informed choice about whether or not they will be able to complete the program successfully. For example, if an embedded biology course requires students to walk 2 miles

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through uneven terrain to a bog for sample collection, students must be aware of this as the activity may be difficult for some students with mobility impairment. Discrimination based on age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas is not allowed. If you have any questions about how to address a particular student's interest in participating on the program, please contact the CIE

Faculty training and Student Orientation

The CIE staff will consult with faculty throughout the process who have no previous experience with developing and leading a short-term course abroad. The CIE will offer 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.

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 CIE 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.

Propose your program

The submission of a program proposal to CIE is not a guarantee that the program will be accepted to run on its proposed timeline. It is only showing your intent to offer this program to Juniata College students. Once the proposal deadline has passed all proposed programs will be reviewed by the Dean of International Education, Director of Study Abroad and the Provost. Faculty leaders will be notified of the decision of this committee. This review process is to ensure we are offering a diverse group of programs to our students. The CIE will work to ensure a responsible and balanced schedule of short-term study abroad programs so faculty leaders may be asked to defer their program offering to a later date.

Faculty – Led Short Term Study Abroad Program Development Handbook

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 to 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 CIE 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 CIE 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.

Course Proposals

Faculty must submit a [Faculty Led Short Term Study Abroad Program Proposal](#) to the CIE 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 Fall 22, Spring 23 and Fall 23 process are shortened due to the timing of the proposal development. Below see the corresponding deadlines below:

Fall 22 – September 15

Spring 23 – October 1

Fall 23 – October 15, 2022

Spring 24 – March 15, 2023

A new course proposal must submit [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.

There are two standard models for faculty-led short-term study abroad courses:

Faculty – Led Short Term Study Abroad Program Development Handbook

First 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.

Second is to offer the entirety of the academic offer at an abroad location. This could be as short as one week program over a break period to as long as a 12-week summer program. The CIE staff will serve as a resource as you determine which structure works best for your goals, learning outcomes and location(s).

In designing a new short-term course abroad, faculty are encouraged to refer to the [Forum on Education Abroad's Standards of Good Practice](#).

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.