



# Building A Study Abroad Proposal



# Session Overview

1. Introductions
2. The Realities of Study Abroad
3. Division of Duties
4. Program Applicants and Finances
5. Safety and Emergency Preparedness
6. Building the Proposal





Andros Island, Bahamas 2015  
Art and Science



# The Realities of Study Abroad





France 2013 - Humanities





# The CONs

## Increased Workload:

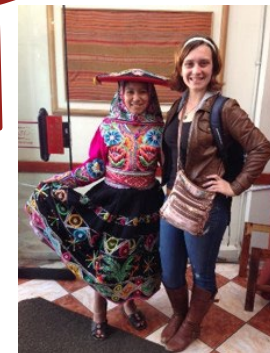
- This is a LOT of work!
- If you are approved, you can go to a lot of effort and the program may cancel due to lack of student interest
- The work begins immediately upon approval and never stops!



## Overseas Experience:

- Overseas travel is EXHAUSTING.
- The days are EXTREMELY long.
- You are “ON” 24/7.
- When you return, there is no rest. Back to work!

This is  
NOT a  
vacation!



# The PROs

On the positive side...

- These are life-changing experiences for students.
- They will never forget you or your class.
- They will learn more than they ever could in the classroom.
- Excellent opportunity to globalize your course!



# Qualities of an Effective Program Leader

- Able to take on the additional workload
- Adaptable
- Pays attention to details
- Feels comfortable in a foreign culture
- Okay with less comfortable accommodations
- Able to handle conflict among students
- Feels comfortable with long days and lots of walking
- Able to remain calm and take a leadership role in a crisis







## Italy 2013 - Humanities





# Division of Responsibilities



# Five Phases of Leading a Study Abroad Program

1. Set Up
2. Marketing & Recruitment
3. Program Implementation
4. In-Country Leadership
5. Close-Out

Program leaders must check and respond to email. It takes a lot of communication in order to implement these programs.



# 1. Set Up

## GLOBAL INITIATIVES OFFICE:

- Create agreement with the program provider(s)
- Set-up online registration and payment
- Update website
- Create program student handbook
- Develop and maintain budgets



## PROGRAM LEADER/S:

- Develop all course content (program booklet, learning outcomes, book selection, course syllabus, predeparture learning activities, in country learning activities, re-entry meetings, assessment methods)





## 2. Marketing & Recruitment



### GLOBAL INITIATIVES OFFICE:

- Create flyers
- Promote all the programs via table events, information sessions, email, etc.
- Develop online application for students



### PROGRAM LEADER/S:

- Market your program college-wide
- Communicate with students and answer questions



# 3. Program Implementation

## GLOBAL INITIATIVES OFFICE:

- Coordinate with Legal, Finance, Procurement, Business Office, and Accounts Payable
- Respond to faculty inquiries
- Pay the program bills
- Purchase airline tickets (if applicable)
- Register for medical/trip insurance
- Coordinate scholarships with financial aid
- Prepare authorization to travel form
- Create course section and enroll students
- Prepare program leader manual
- Register trip with the Dept. of State





# 3. Program Implementation

## PROGRAM LEADER/S:

- Finalize the course roster
- Follow up with students on passports, visas, and program payments
- Facilitate predeparture meetings
- Communicate safety guidelines to students
- Be sure that students read the program booklet in full
- Follow up on homework assignments



## 4. In-Country Leadership



### GLOBAL INITIATIVES OFFICE:

- Respond in the event of an emergency

### PROGRAM LEADER/S:

- Deliver course content and facilitate learning activities
- Assess students' learning
- Mediate and advise students when there is unresolved conflict
- Discuss any cross-cultural challenges
- Respond to health and safety issues
- Document all discipline and/or emergency situations



## 5. Close-Out

### GLOBAL INITIATIVES OFFICE:

- Collect documents, credit cards and phones
- Pay trip leader stipend
- Close out program with Finance

### PROGRAM LEADER:

- Facilitate re-entry meetings
- Issue grades





**France 2013  
Scholarobitics**





# Program Applicants and Finances

# Online Application Form Lumens

Each program has a customized online form:

- I. Program information
- II. Participant information
- III. General study abroad program questionnaire
- IV. Medical questionnaire
- V. Study abroad student agreement form
- VI. Assumption of risk, release, and waiver of liability for participation in a Valencia short-term study abroad program
- VII. Passport Copy





# Finances - Payments

- Program website information
  - What's included and what's not included in the fee
  - Estimated fees breakdown
- Student payments
  - Program deposit
  - Program balance payment



# Finances – Scholarships & FA

- Scholarships
  - Available for the France program
  - A few smaller scholarships available for other programs
- Financial aid
  - Students can use their financial aid as long as the course is part of their education plan
  - We cannot wait for financial aid refunds for students to make payments – they are all hard deadline dates



# Important Student Information

- Can be transient, audit, non-credit or dual enrollment students (no scholarships).
- Can not deny a student due to disability.
- Have students get their passport right away. Make it a homework assignment with a due date.
- International students may need a visa ([www.visahq.com](http://www.visahq.com)).
- Must have no holds, or disciplinary problems to participate.





# Important Student Information

- Some program providers have additional registration requirement (i.e., form to complete, online registration to fill out).
- Students can stay longer overseas. Requires additional release form.
- Remember FERPA!

University Officials may not disclose personally identifiable information about students nor permit inspection of their records by third parties without the written permission of the student unless such inspection is permitted by the exceptions written in the act. In essence, this regulation strictly regulates the sharing of student information, an aspect of which is most commonly challenged in study abroad issues when family members request information about their child's performance or activities on a study abroad program.



**England 2014  
Science and  
Humanities**







# Safety and Emergency Preparedness



# Risk Management Principles

- While abroad, program leaders are presumed to have a “duty of care.” Accordingly, program leaders are responsible for looking after their students and, to the best degree possible, **ensuring their general welfare.**
- Students cannot comprehend the risks abroad if they have never traveled before





# Risk Management Principles

- The adolescent brain is not fully developed until the age of 20+. Young adults know there are risks, but the brain may not stop them from engaging in risky activities.
- Faculty who are very familiar and comfortable with the location can forget what it's like to be a 19-year-old college student in a foreign environment.
- The College can be held liable if some aspect of the program is not disclosed in advance to students.



# Polk State Safety Guidelines



- Students cannot go to another city or country during the program.
- Only allow structured free time.
- Encourage students to have access to emergency funds while abroad.
- Always stay with the group.
- Have students use the buddy system (3+) when they are on their own.
- No high risk activities: scuba diving, white-water rafting, bungee jumping, mountain hiking.







# Building the Proposal

# Proposal Forms

- Study Abroad Program Proposal – Complete for each program
- Itinerary – This form is for the Polk State customized programs. The 3rd party providers should have a tentative itinerary with estimate
- Study Abroad Estimated Budget – This form is for the Polk State customized programs. The 3rd party providers should have a estimate price per student



# Program Leaders

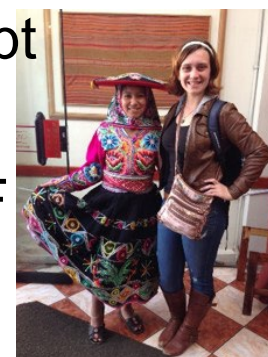
- Full-time faculty and adjuncts can lead programs.
- Co-leader needed for Polk State customized programs. Budget based on 8 students and 2 leaders.
- Only one program leader needed for 3rd party provider programs. Ratios vary by provider.
- Students fund all costs of the program leader/s.
- Program leaders who teach a course with the program receive a trip leader stipend
- Spouse and college age children can participate as a non-credit student for additional fee





# Program Providers

- Polk State Customized Program
  - ~Itinerary and providers chosen by program leaders
  - ~Preferred by leaders who want a different itinerary than typical tours
  - ~Program leader is tour guide
- 3rd Party Providers
  - ~Choose a set itinerary
  - ~Usually combined with 1-2 tour groups
  - ~They have a tour guide at all times except free time
  - ~Examples: AIFS, Select Travel Study, EF College Study Tours



# Program Destination

- Select destination that appeals to the students, reasonably priced, and is best for course learning outcomes.
- Suggested maximum 2 countries
- Look at current offerings and position yourself differently. We don't want more than 1 program to the location per year.
- Past destinations include: Bahamas, Panama, Peru, Mexico, England, Ireland, Wales, France, Spain, Holland, Italy, Greece, and South Africa
- Check State Department for travel warnings to the destination. We can't travel to a location with a warning.



[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

# Program Dates

- Spring Break Programs:
  - ~Application deadline is December 1st
  - ~You only have April, Aug – Nov to promote. Summer is not good to promote
  - ~Program can only be 7 -8 days
- Summer Programs:
  - ~Application deadline for Summer A is early February
  - ~Application deadline for Summer B is early March
  - ~More time to promote
  - ~Allows for more program days



Suggested Maximum Days: 14 days



# Program Course Options

- Pre-existing Course
    - ~Covered by financial aid if part of a program
    - ~Can add learning outcomes
  - Selected Topics(2930)
    - ~Variable credit
    - ~Can customize the learning outcomes
    - ~May not be transferrable
    - ~Covered by financial aid if student can use as an elective towards program
- \*Must be credentialed to teach the course.



# Program Description

- Write a detailed program overview
- Include explanation of how course relates to the study abroad program
- Include how itinerary visits relate to course
- Be thorough when preparing the *Things Students Should Consider* section. This is everything uncomfortable for someone evaluating the program. Examples:

~small plane or ferry travel

~3-5 miles of walking or hiking per day

~no air conditioning or elevators in hotels

~limited internet access

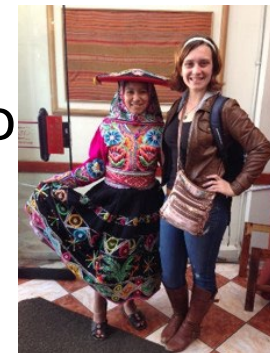
~lodging is camp style



# Who Can Participate



- AA/AS, BAS, dual enrollment, transient and non-credit students are allowed to participate. It is up to the program leaders to approve which ones they allow.
- If you allow more to participate then you will meet the ratios easier
- Non-credit students can be current Polk State students who don't want to take the course, or community members who are not students
- Non-credit community members will pay an additional \$250 fee
- Non-credit Polk State students don't have to pay the additional non-credit fee.





**Ireland 2014 -  
Literature and  
Humanities**





# How to Apply to Lead a Study Abroad Program



# How to Apply to Lead a SAP

## STEPS:

1. Submit your proposal with itinerary and Budget.
2. Global Initiative Committee reviews proposals.
3. Proposals are presented to DBOT for approval
4. Get approval early.
5. Start marketing!







## Global Initiatives Office Contacts

Kim Simpson, Coordinator  
[ksimpson@polk.edu](mailto:ksimpson@polk.edu) | ext. 6439

Offices: LLC2230K

Robertson, J. (2013, August 19). Study Abroad Program Leader Resource Manual. Roles and Responsibilities of the Study Abroad Program Leader