

Important Information for Faculty Developing Study Abroad Proposals

Program Proposal Q & A

The Q & A below may be helpful to answer questions about the new study abroad programs. Also, please refer to the Study Abroad Web site for a schedule of info sessions on developing programs. (www.drexel.edu/studyabroad).

Questions and issues to consider:

- *What is the length of the proposed program?*

Study Abroad programs are generally 10 weeks in length; however, shorter experiences during the academic year, such as credit-bearing summer, winter, and spring break trips, are also encouraged.

- *What is the itinerary?*

An itinerary should include dates/cities/countries to be visited, daily activities, lectures, site visits and excursions (including modes of transportation, site and/or lecture fees, etc.)

- *Will students be expected to pay for additional field trips?*

The itinerary should clearly indicate which excursions and site visits are course-related--these would be for all participants and included in the program fee--and which are optional or at the students' personal expense.

- *Will students be allowed to travel on their own on weekends? And if so, how much should they budget for personal travel?*

Please provide examples of the type of independent travel they may choose.

- *How many students will participate in this program?*

Generally the Study Abroad office recommends that the group size be limited to 12 to 15 students. Past experience has shown that a group within these size limitations is the most manageable for one faculty member, and also provides a sufficient budget on which the program may be based. Larger numbers can be accommodated in residential programs where travel during the program is minimized, and for programs that involve more than one principal instructor. The study abroad office recommends that for every 15 students there is one Drexel faculty/staff member on the program.

- *What are the program objectives?*

Please provide a brief description of the program goals and objectives. Will the program provide general education credit? Is it geared toward majors only, or open to all types of students, e.g., non-majors, undergraduates, graduates, non-Drexel students? It is imperative that a program objective be included in the proposal.

- What courses will be taught?

Will students be required to submit written assignments, meet on a one-on-one basis with the PD, etc?

- *What type of instruction method will be utilized?*

How will the courses be carried out on this program? Will the program include visits to museums, course-related organizations, lectures, papers, journals, etc.? What type of grading process will be utilized for each course?

- *How much time will be scheduled for instruction?*

Instructional contact time may include lecture, classroom discussion, visits and excursions to cultural, historical, and course-related sites, performances, etc. Please note that in general one Drexel credit is equal to 10 contact hours.

- *What modes of transportation will be used from one site to another?*

Programs that are "on the move" or cover great distances (i.e. from one country to another) will significantly affect the program costs as well as pose a more significant level of risk and oversight on the part of the PD. Consider a student reimbursement process for costs associated with local transportation services (i.e. taxis, underground rail, buses) to and from program-related site visits; this encourages independence as well as timeliness on the part of students.

- *What is the proposed type of housing for the program?*

Include names, addresses, phone/fax numbers and e-mail address for dorm, family stay, hotels (double or single rooms?) or other housing locations.

- *Are there any special health requirements for travel in the proposed country(ies)?*

Identify immunization or health considerations that the students should be aware of prior to departure.

- *How will on-site procedures for health care (injuries, illness, etc.) be handled?*

It is important for the well-being of the students to provide instructions for obtaining minor and emergency medical treatment. Prior to departure, research and evaluate

local health care providers. Can the students go to the host university's health center? Is there a list of private physicians available in each major site of the program? Remind students to carry a list of required instructions and to maintain securely adequate medication for any known medical conditions and to expect to make payment for any services. Students with disabilities should register with the Drexel Office of Disability Services (ODS) and confer with the OSD staff to determine eligibility for services and accommodations, if appropriate.

The Study Abroad office will require all students to purchase medical evacuation and repatriation insurance. Please note this is not the same as medical insurance.

- *What are the visa requirements and application fees for all countries involved?*

Provide a sample form and application criteria obtained from the appropriate consulate, along with a contact's name, address, phone and fax number. What is the turn around time for a visa? Will students have to go to the consulate in person or may they send in their documentation? What are the requirements for non-US citizens?

- *Are there any local legal requirements such as I.D. cards, registering with local police, etc.?*

Special instructions about obtaining proper forms, identification and registration procedures should be reviewed during program orientation meetings.

- *How will the program be evaluated?*

Participants must fill out a course evaluation for each course offered as required by University policy. PDs should make arrangements through their department to have the evaluations administered. The Study Abroad office also provides participants with an opportunity to evaluate the program. It should be noted that the Study Abroad office evaluation is separate from the departmental evaluation.

Grade reporting

The faculty of record, which may or may not be the PD, must submit grades via Drexel One. The Study Abroad office requests a copy of the final grades submitted as part of the official program records. The PD will be responsible for submitting grade changes to students receiving an incomplete "I" grade on the official grade report.

Program Evaluations

The Study Abroad office will collect program evaluations from student participants upon their return to campus. On-site during and at the end of the program, the PD should

administer standard departmental course evaluations; modifications are optional and should be approved by the department chair.

Developing the Budget and Setting Program Costs

It is crucial to develop a projected budget early and determine the cost of attendance, before announcing the program.

The following are guidelines for developing a budget and setting the program costs.

- Decide what the program will cover and what students will provide with their own additional funds. Two key decisions include how many and which meals the program will cover and what admission fees will be covered.
 - Many programs include breakfast and dinner in the students' program costs and advise students to bring money to pay for their own lunches. The advantage to this procedure is that it can save time in the middle of a busy day. If the program provides lunch, it can take longer to get everyone in and out of one establishment than to let them break up, find lunch on their own, and re-group at a designated time. Keep in mind that students' experience overseas can be diminished if they find they did not bring sufficient funds to cover incidentals or if they do not keep their nutritional needs in mind.
 - On the other hand, having students be responsible for their own meals can reduce the cost of the program fee and simplify the programs budget.
- How much should students plan to spend on each meal over how many days? Will students be expected to pay hotel/restaurant gratuities? What kind of beverages will be paid for at group meals? If so, please give a rough estimate of the total cost of food above and beyond meals covered by the program fee.
- With regard to admissions costs, the PD may wish to include the cost of sites or events integral to the course in the program costs, and allow students to select and pay for other events themselves. As arrangements are made for excursions and activities, ensure that they are academically focused and not merely tourist outings.
- Try to anticipate all possible expenditures in building the budget, i.e. make a detailed list. Some faculty find they can hold costs down by establishing their own in-country contacts who know of more inexpensive facilities than a travel agent does.
- The following is an illustration of items typically included in the budget:

- land travel (taxi trips, chartered buses, public bus, subway, in-country/regional flights, etc., plus gratuities and tips)
 - accommodations for student participants (hotel, dormitory, or family residence)
 - food (meal stipend, group dinners)
 - administrative charges for telephone, fax, e-mail, etc. (include pre-departure communications)
 - travel and orientation materials (maps, guide books, etc., whose costs add up quickly)
 - admission fees (museums, theatre, concerts, etc.)
 - lecture and guide stipends
 - surprises (for example, a restaurant that automatically delivers bottled water to the entire group when it isn't requested or there is damage to property in a hotel or restaurant)
 - miscellaneous contingencies (photocopies, parking fees, luggage transfers, emergency funds)
 - include taxes (V.A.T., etc.)
- The tentative budget projection should include information regarding housing and meals, guest lecture fees; classroom rentals; admission fees; airfare and accommodation for the PD and any other Drexel faculty/staff that are on the program; transportation to/from the airport for the PD and staff; departure taxes for PD and staff; the approximate cost of local transportation if the PD and staff have to travel to classes by bus or taxi; field trips; transportation to mandatory course field trips, etc.
- Study abroad program fees **do not** include:
 - domestic round-trip transportation between the student's home and the U.S. port of departure;
 - For most programs, travel to the program destination starting point—all students are responsible for making their own flight arrangements and for getting from the airport to the meeting point.
 - return transportation from the foreign program location to the foreign port of departure;
 - cost of non-program local transportation at the program location;
 - passports and visa application fees; departure taxes for students
 - required photographs;
 - required physical exams, x-rays and other medical tests;
 - required and recommended immunizations;
 - required medical evacuation and repatriation insurance
 - required health and accident insurance;
 - independent travel while abroad;
 - alcoholic beverages;
 - incidental expenses en route and abroad; and
 - expenses for accompanying family members/companions of the PD.

- Calculate the budget for the minimum number of participants. Once all costs are factored in and the budget is determined, there will be a minimum program fee to add to the tuition and fees for each Drexel student. Remember to maintain some contingency funds for unexpected costs, unfavorable exchange rates, spontaneous program-related expenses, fees for currency exchange and bank transactions, and/or last-minute withdrawals. Once the program fees have been posted to the students' accounts, no additional billing will be processed. For non- Drexel students a flat program fee needs to be established. This fee should include the cost of the entire study abroad program including tuition and any other fees.
- All budget projections must be reviewed and approved by the Dean of the respective College/School and reviewed by the Study Abroad office and the OIP before program costs are advertised.

Note: Decisions about the Compensation of the Program Director and any other teaching or administrative staff on the program fall under the authority of the Department Head and/or the Dean of the relevant College/School.

Recruiting and Marketing Responsibilities

While the Study Abroad office members will do their utmost to promote study abroad programs, indisputably, the most effective recruiters are the program director and former student participants! The responsibilities and tasks below should help to maintain clear and consistent progress in promoting the program.

The Program Director is expected to...

- assist Study Abroad office in the development of the program description by providing requested information and regular updates throughout the planning process;
- provide specific information regarding the placement of an advertisement if a paid ad is deemed effective; the cost of the any paid advertising will need to be paid for by the department/college of the PD.
- announce information about the program in classes and/or convey information to other faculty members so that they may make an announcement in their classes regarding the program;
- meet with students who may be interested in studying on their program and directing them to the Study Abroad website: www.drexel.edu/studyabroad
- maintain a list (name, email, phone number) of interested students, including any who have inquired by phone or in person;
- contact students (particularly non-Drexel students) who have called, e-mailed, or otherwise inquired about the program; and
- coordinate recruitment/informational meetings and invite students to attend these meetings.

The Study Abroad Office assumes the responsibility to ...

- prepare one-page flyer for distribution to students;

- develop web sites featuring the program descriptions and contact information;
- publicize recruitment/informational meetings on campus;
- distribute one-page flyers at special promotional events;
- field phone calls, email inquiries and walk-in inquiries regarding programs;
- meet with students to counsel them on various program options available, and assist students in finding a study abroad program that will meet their academic needs; and
- use peer advising assistance in order to aid in recruitment.
- Manage the application, acceptance and while abroad process.

Cancellation of the Program:

The appropriate department and/or college, in consultation with the Study Abroad office and the OIP, reserve the right to cancel the program if any of the following occur:

- the minimum number of students needed for financial feasibility are not enrolled in the program (a minimum of 10 students is recommended)
- events at the study abroad site(s) indicate that the security of students cannot be reasonably protected*
- there is a substantial increase in the cost of travel
- the faculty member does not fulfill his/her responsibilities according to the regulations entailed in this document
- the status of the faculty member in the department/college/university changes
- the OIP determines that the proposed program is no longer feasible for financial, organizational, or other reasons.

*Even if travel is initially approved, if changing circumstances dictate, the OIP and/or senior university administrators may cancel the trip.

Official notification of program cancellation will be made by the SAO. Students will receive refunds for deposits and other monies paid to Drexel for the program. Drexel is not responsible for securing refunds for airfare or other pre-departure costs incurred by students. Students are encouraged to purchase trip cancellation insurance that would provide benefits for related travel expenditures such as airfare, lost baggage, etc.

Student Admission Requirements

Eligibility

Most undergraduate study abroad programs are open to students of all disciplines. Applicants must satisfy Drexel undergraduate and course requirements and complete the entire program. Applicants who do not meet Drexel admission requirements are not permitted to participate in Undergraduate Study Abroad programs.

Currently enrolled students must meet the GPA and other requirements as set forth by the program parameters.

Minimum Age Requirement

Drexel policies prohibit the participation of individuals under the age of 18. The presence of a minor on a program designed for and geared toward college-level adults presents serious liability issues for both the PD and Drexel.

Admissions Criteria

Requirements for admission may include: a minimum level of proficiency in a foreign language, specific course prerequisites, an essay, and a minimum CUM GPA. The PD should explain any special preferences for admission and coordinate communication with students and the study abroad office to keep the admission process clear and consistent. In addition, PDs may wish to interview applicants or impose additional application components such as a student interview.

Application Process

The Study Abroad Approval Form is available on-line from the International Programs website. Each applicant should submit a completed approval form which includes all of the additional application materials required by the PD, i.e. letters of recommendation, essays, etc.

The Study Abroad office application deadlines are posted on the Study Abroad office web site. All students are required to pay an application fee as part of the application process.

Admission Decision

PDs will review the application materials and make recommendations for admission. Study Abroad office prepares and emails official admission notifications to official Drexel email accounts. To avoid errors, Study Abroad office does not release decisions verbally. Students who choose to participate will have 2 weeks from admission notification to commit to the program and submit a deposit (normally \$500). Some students will decline to participate, forfeiting their space... Therefore, whenever possible, the PD should rank applicants for placement on a waiting list. Students must notify the SA office in writing to forfeit their space. Waiting list students will be notified as spaces become available.

Pre-departure Preparations

Orientation

Several events prepare students for their experience abroad: a general on-line pre-departure handbook, a program specific pre-departure handbook, the General Orientation Meeting, organized by the SA office, and program-specific pre-departure orientation meetings, held by PDs and the SA office. At least two orientation meetings for the participants in the program are recommended. These meetings provide a great opportunity to get to know the students in the program, to communicate important information, and to build group rapport. Invite former student participants to help answer questions.

Topics Typically Covered during Orientation, presented by SA office

Practical Details

- passport and visa information
- packing information
- safety and health information
- Travel and arrival directions
- physiological and psychological consequences of jet lag, culture shock, homesickness, changes in diet, lack of exercise, AIDS, etc.
- insurance coverage
- medical evacuation and repatriation coverage
- pre-registration instructions for term following time overseas
- communication issues
- financial issues

Student conduct and Safety

- alcohol and drug policy abroad
- issues for women travelling abroad
- LGBT issues
- Safe sex

Recommended Topics for Program Orientation Sessions, presented by the PD(s)

Expectations

- What is covered in the course?
- Itinerary, including arrival instructions, contact information, official starting and ending dates
- What do the students want to achieve?
- What can they expect from the instructor and how can they contribute to the course?
- What are the students' concerns?
- How will they get along in a group situation?

Cultural Sensitivity

- U.S. role in politics as it relates to the area(s)
- political/economic issues in the country and region
- communication patterns, social structure, religious beliefs and cultural practices
- general characteristics of male/female roles
- the group's issues concerning safety (women out alone, men accompanying women, etc.)
- LGBT issues
- recommended independent preparation--books, language study, physical training, etc.

Health and Safety

- What are the safety issues in the area where you will study?
- What are the health issues?

- What precautions and advisories can be made to reduce vulnerability for students?

Health and Safety Issues

No faculty member leading a program is expected to be an expert on all of the various health and safety issues which may occur during the course of a program. At the same time, students (and their parents) will expect that students are:

- participating in a venture that is relatively free of predictable harm
- kept informed of reasonable precautions, both prior to departure and during the program
- have access to the necessary support and guidance should an unexpected medical condition or potentially threatening situation arise.

Travel, housing, and other arrangements should be made with the first of these in mind, that is, relatively free from predictable or foreseeable harm. Thus, each PD must be satisfied with regard to the relative security of the various portions of the trip. The PD is urged to work with the Study Abroad office, OIP and Drexel's risk management office to evaluate the security of the various portions of the trip.

Both the PD and the student participants should remain informed of current conditions of their destination areas and safety and reliability of the travel services they will be using. In addition, the PD must be prepared to serve as a resource to students who express concerns about their safety or security or seek the assistance of qualified experts for medical care or counseling.

Students cannot always be protected from threats such as illness, injury, theft or criminal activity. The rule to follow is: be prepared for the unexpected. PDs should formulate an Emergency Response Protocol, that is, a plan as to how to respond to a medical or security problem. In addition to factors specific to the students' needs and travel advisories specific to the program area, PDs should consider widely accepted guidelines for safe study abroad administration. The PD should also be prepared for the possibility that they might be involved in an emergency—what will happen if the PD is incapacitated. Furthermore, the PD should See the Appendix for NAFSA Guidelines for Responsible Study Abroad. (link) PDs should also peruse the SAFETI website: <http://www.globaled.us/safeti/>

Although Drexel works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security.