

A large, light blue circular watermark logo for ASU Study Abroad is centered on the page. The logo contains the text 'ASU STUDY ABROAD' at the top, 'ARIZONA STATE UNIVERSITY' at the bottom, and 'WWW.AUG.EDU/STUDYABROAD' around the inner edge. In the center of the logo is a stylized map of Arizona with a graduation cap and a paw print. The year '2010' is also visible in the logo.

ASU

*Study Abroad*

**Quick Reference Guide for Faculty**  
***How to Develop and Manage a***  
***Study Abroad Program***

Dr. Holly Carter

Assistant Vice President International Affairs

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Management Control Analyst

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October, 2009

Dear Faculty,

For the past several years the University has witnessed the rising interest of students in ASU's Study Abroad program. During that time the Study Abroad office has been doing a lot of listening: listening to the state, listening to our students, and listening to our faculty. We've heard you! And so we present the revised *Study Abroad Reference Guide for Faculty*. The second edition builds upon the first and incorporates some tools that are designed to make easy work of developing your Study Abroad program proposal and program budget. In addition, version two addresses risk management concerns that have been brought to our attention from the state.

#### **PROGRAM AND BUDGET TEMPLATES**

In direct response to faculty requests, the new version of the reference guide includes templates for developing your program proposal and your program budget. Each is designed so that you can type directly on them. Information for accessing the 'live' templates is included at the beginning of Section VI of the reference guide, along with PDF "view only" copies of the templates. Subsequent sections provide helpful tips on completing the templates.

#### **RISK MANAGEMENT**

The growth we have seen in our Study Abroad program is mirrored throughout the University System of Georgia. As a result, the USG Office of International Education has urged Study Abroad administrators to standardize forms, policies and procedures, and has cautioned us to be increasingly mindful of risk management issues that affect Study Abroad. With the second release of the reference guide we have attempted to address these concerns, updating several sections and adding some new ones. Our goal goes beyond complying with new standards; it is to mitigate the risk that Study Abroad presents – risk that potentially impacts the University, program administrators, international faculty and students alike.

- Perhaps the most important advice that I can give to help Faculty reduce the risks associated with Study Abroad is to suggest that Faculty work in tandem with their department chairs, their deans and the Study Abroad office every step of the way - from the program concept until the date of return from the destination. Because risk management is the responsibility of all of us, this collaboration is critical.

We encourage Faculty to use the *Study Abroad Reference Guide* as a primary resource in planning their programs. It is full of practical advice that will heighten your awareness of risk management while guiding you through the process of developing and managing a safe and fiscally sound program.

Safe travels,

*Dr. Holly Carter*

Assistant Vice President for International Affairs

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# Study Abroad

## Reference Guide for Faculty

*How to Develop & Manage a Study Abroad Program*

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ASU

## Study Abroad

### Peer to Peer: Why Teach Abroad?

#### *Direct from ASU's Study Abroad Faculty*

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*There is simply no substitute for hearing from those who have been there. Here's what ASU's Study Abroad Faculty have to say:*

- **Why should faculty consider teaching abroad?**

Teaching abroad is a fantastic way to get students thinking and involved. It provides both you and the student with the opportunity to see tourists sites but more importantly, you and the students get to do things that tourists don't usually get to see. I have toured prisons, rape crisis centers, and schools in other countries. We have had the opportunity to plant indigenous plants and work at soup kitchens in other countries. These are experiences that teach about other cultures in ways that we would never get if we were in a regular classroom or if we were "regular tourists."

***Dr. Kim Davies, Sociology, Criminal Justice and Social Work***

Because you can see new places along with the students, and learn new things yourself.

***Priscilla Hollingsworth, Art***

Study Abroad is not just for students - it could easily be seen as a professional development opportunity offering the ability to experience new locations and refresh the teaching experience once back in the classroom.

***Mark Brown, Director European Council London Program***

Study Abroad is not just an educational experience for students. In fact, instructors will learn a great deal as well. It is one thing to prepare lecture notes and have reading or writing assignments well in hand prior to class, and it is an entirely different thing to be able to apply that material to a direct experience of the subject being studied. Furthermore, study abroad teaching requires the teacher to lead in a much more pragmatic and personal way: taking students around a foreign city and being comfortable with transportation, communication and exchange services abroad, mediating between students and their environment, or translating subject material into something lived and experienced—all require a skill set and a joy in interacting directly with students that are not normally a function of the classroom experience.

***Dr. Todd Hoffman, English and Foreign Languages***

The study abroad experience is really vivid in my memory. It is an unforgettable experience that has the potential to enhance you personally and in your many roles as a professor.

***Dr. Adrian Janit, Psychology***

Teaching abroad is a rewarding experience because we are providing learning opportunities which most of our students have never had before. It is great to see their eye light up with a new realization or to see classroom concepts being lived right before their eyes in a new country. As a professor, teaching abroad is personally rewarding. It has enlivened my teaching content and methods. Since teaching abroad requires flexibility in methods and course delivery, I have often discovered more effective means of teaching course content while abroad that I can then use just as effectively in my ASU campus-based courses.

***Dr. Karen Aubrey, Communications and Professional Writing***

Teaching study abroad is a life alternating experience for both the students and the teacher. Navigating new languages, new cultures and customs, new food, new currency, etc are all new adventures that teach life skills that students never will forget.

***Dr. Elizabeth Pendergraft, Teacher Education***

- **What is the best thing about teaching abroad?**

Watching and being part of an amazing number of “light bulb moments” for students. To see our students expand their horizons and really understand the U.S. and themselves better and through the lens of others in the world.

***Dr. Kim Davies, Sociology, Criminal Justice and Social Work***

So many ways of learning present themselves, and it's never boring for anyone. You can do your best teaching at dinner, or in a train. You can help open someone's mind, and be a human being to them at the same time.

***Priscilla Hollingsworth, Art***

Watching the students react to material that normally they will only have seen in a text book or had described to them. There is no doubt that the study abroad experience positively affects students in so many different ways.

***Mark Brown, Director European Council London Program***

The best thing about teaching abroad is the same for teachers as it is for students: to be immersed in a foreign culture for an extended period of time, to get to know a city and its people, and to share that experience with others. Anybody who is thrown into an unfamiliar but exciting environment and has the chance to share it with others whom they might not know initially naturally leads to very close friendships. Just as the students bond together, so too do the teachers.

***Dr. Todd Hoffman, English and Foreign Languages***

Where the body goes the mind will follow. The learning process is greatly facilitated by gaining first-hand experience. Your role as an instructor is made easy because students spontaneously reflect upon the experience on their own, with their peers, or with the professor.

***Dr. Adrian Janit, Psychology***

Knowing that I am helping a student to widen his or her world view in an informed manner is extremely rewarding. Because teaching abroad is so much more contact hour intensive than being in a regular classroom, I see student learning take place at a much faster pace and feel renewed as a teacher with this immediate learning feedback.

***Dr. Karen Aubrey, Communications and Professional Writing***

The best thing about teaching study abroad is being there to see the students grow intellectually and personally as their world expands.

***Dr. Elizabeth Pendergraft, Teacher Education***

- **What is the most challenging thing about teaching abroad?**

Sometimes it is a challenge to line up field trips but it is a challenge that we can meet with a little work and ingenuity. Another challenge is that you are actually working all the time. There is little down or personal time while on study abroad.

***Dr. Kim Davies, Sociology, Criminal Justice and Social Work***

For me, jet lag.

***Priscilla Hollingsworth, Art***

The most challenging aspect of teaching abroad is constructing and organizing a course that is both rigorous, to satisfy the demands of the university, and practical, to fit the demands and expectations of the students. Grading and assigned material has to be done in a very different manner than in a normal classroom setting. Furthermore, preparing a specific set of field experiences that will give the students an appropriate structure for them to know what to do and what to seek while being lenient enough that they can perform their tasks with relative autonomy is a delicate balancing act for the instructor. For instance, one can't take a group of students to a museum and simply leave them for 2 hours to explore. However, one also can't force them to stay in a group and view the museum together for the sake of monitoring them. A happy medium must be maintained, and that, oftentimes, depends on assessing the particular group of students one might happen to have. In other words, any preparation for field work demands the instructor have the capacity to be vigilant, not too strict in monitoring and, most of all, to be ready to improvise.

***Dr. Todd Hoffman, English and Foreign Languages***

Suddenly the classroom with 4 walls is gone - there's no internet and no computer at the front of the room so you have to think of new ways of presenting material. But when you are looking at the real deal who needs PowerPoint??

***Mark Brown, Director European Council London Program***

Further, the increased professor-student time is beneficial. Determining how much of a didactic component there needs to be, and what the content needs to be. Also, the bigger the group the more challenging it is to keep track of everyone—not only their whereabouts but their learning experience.

***Dr. Adrian Janit, Psychology***

Teaching abroad has many challenges. First, course delivery must be modified significantly to be effective. This requires flexibility and much organization as a teacher. Second, the contact hours are more numerous and more intense than in a regular classroom setting. Not only do I teach in a classroom abroad, but I must teach while in museums, in front of historic buildings, in subways, at breakfast, any time that a teaching opportunity arises. While abroad, every moment can be a teaching moment. Third, just being in an unfamiliar culture can be intimidating. As a teacher, I have to be prepared for this myself and I have to be prepared to help students through this inevitable culture shock.

***Dr. Karen Aubrey, Communications and Professional Writing***

The most challenging thing about teaching study abroad is honestly the language barrier and occasionally travel plans after we have arrived. The travel plans arranged by study abroad are always great but once we have arrived attempting to get to some locations when we have to arrange our own transportation using public transportation can be challenging, especially if there is a language barrier.

***Dr. Elizabeth Pendergraft, Teacher Education***

- **What advice would you give to faculty members about orientation and pre-departure work for students?**

One thing that I have found helpful is to give them lots of questions to answer about the destination. Many of our students know so little about the rest of the world and pre-departure work that helps them learn about both the subject matter and destination really pays off once you are in the country.

***Dr. Kim Davies, Sociology, Criminal Justice and Social Work***

Try to figure out in advance where anything could fall short or go wrong, and give students that information.

***Priscilla Hollingsworth, Art***

The student will get so much more from the experience if they are well prepared for the trip. The orientation is a perfect opportunity to give them assignments that will give them some background into the sites they will visit.

***Mark Brown, Director European Council London Program***

The instructor should have a detailed syllabus and detailed assignments ready by the day of the student orientation when the students will be met for the first time. It is important that the teacher give structure and direction to the course from the get-go. Furthermore, front-loading the class—so that the bulk of reading is done prior to going out and even requiring some short writing assignments to demonstrate that reading—is essential. Once abroad, the last thing the teacher would want is to provide time-consuming assignments, which would be unfair for the student who is paying to experience life in an exotic location and not life in a dormitory. Nor would a teacher want to spend his/her time grading these assignments.

***Dr. Todd Hoffman, English and Foreign Languages***

Orientation and pre-departure work are essential. Things will go more smoothly if students know what to expect from the culture they will be studying in, so I make sure they have some basic cultural knowledge of the area. At orientation, I make sure all students have all reading, writing, and speaking assignment materials. I have a complete syllabus for them which outlines course requirements, grading, and field trip requirements. It's important that students know exactly what to expect from the course. I also meet and/or correspond with the students many times before departure. And if you can have much of the written work due before departure, it allows the students time to absorb some of the learning before they witness the concepts abroad.

***Dr. Karen Aubrey, Communications and Professional Writing***

Make sure that you have provided background information to the students including information about the money and conversion charts. You may also want to provide a brief geography lesson and history of the area. Knowing the cities, town, and major landmarks in the area help the students to acclimate themselves to the area. If you can provide the majority of the course work in the weeks prior to the course this helps to prepare the students for the trip. I ask the students to meet several times before the class to share the material. During the trip they keep reflection journals, and after the trip they complete a project of some sort.

***Dr. Elizabeth Pendergraft, Teacher Education***

- **What advice would you give to faculty about field trips and on site work for students?**

I find that students actually love the field trips and learn so much about them. I have little on site work beyond a journal with very explicit instructions for writing



about what they are seeing and experiencing as well as a mandate that they tie what they are writing about to pre-departure readings. So much of the on-site work is the fieldtrips and I stress that they are mandatory and that they must discuss/interact with fellow students and teachers on field trips (which has not been a problem really).

***Dr. Kim Davies, Sociology, Criminal Justice and Social Work***

I have two thoughts on this. One is to do as much research as you reasonably can before you go to figure out how every location works and what is there. The other is to present the basics of your research on site and give the students a chance to help decide which options work best under the circumstances of the trip.

***Priscilla Hollingsworth, Art***

Make sure the field trips are a positive teaching experience - they students will often need guidance in a museum just as they do in the classroom. Journals work well for getting the students to reflect on their day's activities but don't load on lots of reading or writing during the time abroad especially on a short program - this can be done prior to or after the trip.

***Mark Brown, Director European Council London Program***

As mentioned previously, field trips ought to be planned with specific tasks for the student to accomplish, with perhaps a journal record to be kept by students for the purposes of organizing into a short writing assignment. Also the teacher should be knowledgeable of the location by doing some "reconnaissance" prior to taking students. Students very much look to instructors (justly or not) as having an exact knowledge of the place that they are going. Not knowing where a place is, how to get there, the cost of entrance, opening and closing times, etc. causes some students to react negatively to teachers. Oftentimes, an instructor's confusion about practical matters regarding a field trip or having no specific plan once at a location will give students the feeling that the trip is pointless or that they can simply do whatever they want. Thus, provide structure without being a mother-hen.

***Dr. Todd Hoffman, English and Foreign Languages***

Although students wish to go off and explore on their own, try to arrange a few mandatory group events—encourage group cohesion. Advise students to use the buddy system—i.e., discourage them from going into unfamiliar areas alone.

***Dr. Adrian Janit, Psychology***

Field trips should always be tied to course concepts and ideas. Before each visit, we discuss concepts which will be witnessed on the field trip. During the visit, students have goals for what they should observe. And after the visit, we discuss what they experienced and how it tied directly to course materials. Students often need help making these connections.

***Dr. Karen Aubrey, Communications and Professional Writing***

When planning field trips get input from the students and collect the money ahead of time. Make it clear that they will not get refunds if they choose not to go.

*Dr. Elizabeth Pendergraft, Teacher Education*

- **What is the one thing you wouldn't travel abroad without?**

Comfortable Practical Shoes and a rain jacket!!

*Dr. Kim Davies, Sociology, Criminal Justice and Social Work*

My camera and a local power plug to recharge the battery.

*Priscilla Hollingsworth, Art*

Get a good guide book - unless you've lived in a place for a long period, a guide book is invaluable to find suggestions for museums, galleries, places to grab something to eat while you are out on a fieldtrip.

*Mark Brown, Director European Council London Program*

I wouldn't travel abroad without a good pair of walking shoes. The best way to see a city is to walk it. While public transportation in some cities is quite good, it still doesn't beat the slower and more engaging process of walking.

*Dr. Todd Hoffman, English and Foreign Languages*

A way of communicating with home. Even professors feel isolated at times when abroad, so it is important to have a way to connect with those at home from time to time.

*Dr. Karen Aubrey, Communications and Professional Writing*

Comfortable Shoes and Blister Patches for the students who don't bring comfortable shoes.

*Dr. Elizabeth Pendergraft, Teacher Education*

- **Overall, what is the one piece of advice you feel is most important for faculty teaching abroad?**

Going away makes Augusta seem all the sweeter when you come back. You know what I mean!

*Priscilla Hollingsworth, Art*

You have to be prepared to adapt. A missed train connection, a closed museum exhibit, or bad weather have the potential to ruin a day - but if you roll with the punches these are the days that often turn into the most memorable (and for positive reasons!).

*Mark Brown, Director European Council London Program*

The most important thing for teachers is to make sure to have a good time. There will undoubtedly be nuisances, unforeseen snafus, and students who may be difficult. But in the end, one must temper obligations to students and the class with obligations to oneself.

***Dr. Todd Hoffman, English and Foreign Languages***

Be organized and research every field trip in detail.

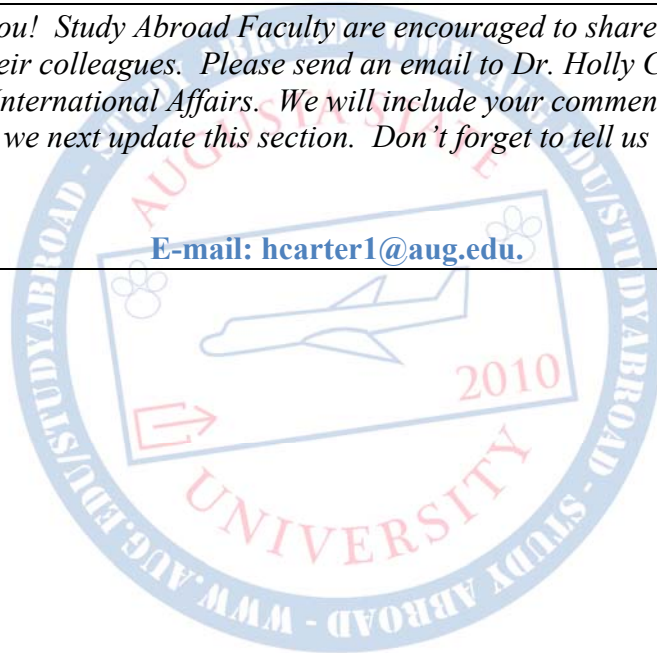
***Dr. Karen Aubrey, Communications and Professional Writing***

Talk to students about etiquette while abroad. Remind them that they are representing ASU and that they should model the best we have to offer.

***Dr. Elizabeth Pendergraft, Teacher Education***

*Let us hear from you! Study Abroad Faculty are encouraged to share their travel experience with their colleagues. Please send an email to Dr. Holly Carter, Associate Vice President of International Affairs. We will include your comments, suggestions, and helpful hints when we next update this section. Don't forget to tell us about a funny incident:*

**E-mail: [hcarter1@aug.edu](mailto:hcarter1@aug.edu).**



## Study Abroad

### BOR's Policies for Study Abroad: *Accountability & Transparency*

The University System of Georgia has long recognized the benefit of well developed Study Abroad programs that prepare students to thrive in a global milieu. The Board of Regents has encouraged its campuses to develop such programs and ASU faculty has responded with enthusiasm. As the value of international programs has become well established on this campus, and others, the number of programs (*and the budgets for these programs*) has grown substantially, requiring increased financial management. This was noted in April 2008, when the Board of Regents approved its *Principles of International Education*. An excerpt of this is noted below, because it speaks to the need for policies and procedures.

#### **PRINCIPLE # 5**

The effective and ethical practice of international education requires appropriate governance policies, exemplary standards of practice, and adequate financial support to ensure the integrity of programs and procedures.

To fulfill this principle, the University System of Georgia and its institutions will endeavor to:

- Establish appropriate policies to guide its institutions in the ethical conduct of their programs and partnerships.
- Establish policies and procedures to ensure accountability and transparency in their international activities.
- Provide adequate and consistent financial support to maintain the academic and professional integrity of their international programs and operations.

-excerpted from the *Principles of International Programs*, the Board of Regents of the University System of Georgia

Recently the Office of Internal Audit of the Board of Regents has put campuses on notice: Going forward, it can be anticipated that there will be increased scrutiny of program expenses and the management of Study Abroad budgets.

In anticipation of audit inquiries and heightened risk management concerns from the state, the Study Abroad Reference Guide for Faculty, originally published in 2008, has been revised. In this new edition, we have incorporated what we have learned from Faculty who lead Study Abroad trips and generously gave us feedback.

Effectively managing Study Abroad programs takes a cooperative effort between the faculty, the Study Abroad program administrators and the University at large. We are here to help.

## Study Abroad

### Institutional Study Abroad Committee

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The Board of Regents has required that a campus based Study Abroad committee be assembled to address Study Abroad concerns with an emphasis on risk management. The recommendation is that the committee consists of individuals representing the offices of International Education, Study Abroad, Student Affairs, Legal Affairs, Disability Services, Health Services, Counseling, and representatives for Study Abroad program directors.

ASU has developed this committee with all applicable office representatives, including program directors from each college. The Management Control Analyst will be a member of this committee also.

The committee has been charged with many responsibilities, including:

- **Approving new and recurring Study Abroad programs**
  - *Starting in spring 2010 all study abroad proposals will be routed through the Study Abroad committee.*
- **Evaluating existing programs**
  - *The Study Abroad office will provide copies of program evaluations to the committee.*
- **Recommending the suspension or relocation of existing programs based on issues with programs or locations**
  - *The Study Abroad office will keep the committee up to date on State department warnings and alerts.*
- **Reviewing the emergency response procedures for Study Abroad**
- **Developing institutional risk management policies as needed**
- **Establishing policies for drug and alcohol use, disciplinary infractions, and other incidents**
- **Addressing other study abroad concerns as they arise**

ASU  
*Study Abroad*  
Site Visit

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Site visits offer a unique opportunity to preview program locations and accommodations to determine if the location is a good fit for an ASU program.

**Important!** In some cases site visits will be sponsored by the university. Remember that this visit is a serious undertaking to determine if a location is right for Study Abroad; it is not an opportunity to visit a new place or old friends. **ASU anticipates that site visits will lead to the development of programs.**

If you are requesting a site visit you will need to justify the need for this experience. If the visit is funded you will be required to complete a formal evaluation of the site and submit it to the Institutional Study Abroad Committee within one week of your return from the visit. *Use the format below to complete your evaluation.*

### Guide to Evaluating Potential Study Abroad Sites and Providers

#### General Concerns

1. **Transportation and accessibility:** Are direct flights available from the US? If not, what are the most economical and convenient routes? How convenient is the site to the airport at which groups would arrive? How accessible is the site to destinations (a) within the city, (b) within the country and (c) within the region? How convenient and economical is ground transportation likely to be within the city and the region? How early and late do public transport systems operate? How central is the location within the country?
2. **Name recognition and appeal:** Is the city/site known to Georgia students and faculty? Are general associations with the site positive?
3. **Security issues:** How safe is the city, the site itself, and the region for American students and faculty? Are the campus and residences secure and is access limited to residents or their guests? Are there 24-hour security officers on site?
4. **Health-related issues:** How would emergency health care needs be met? Is there a dispensing clinic on site or nearby?
5. **Dates:** How flexible is the site regarding program beginning and ending dates? Are there dates when the site would NOT be available?

6. **ADA Considerations:** Are residences, academic buildings, and dining facilities accessible for persons with disabilities? Are field trip sites and public transport accessible for the disabled?

## Residence and Eating Facilities

1. Are residences for students and faculty adjacent to or on the same site as teaching and dining facilities? If not, how convenient is travel to and from residences and teaching facilities?
2. Are student residence facilities single or double accommodations? How many people share bathroom facilities? Are bathroom facilities reasonably modern, by US standards?
3. What is the maximum number of students that can be housed?
4. Do student facilities have spaces for social gatherings, evening entertainment, etc? Is there a campus bar or pub; if so, what is its standard and what amenities (pool, music, television, etc.) does it offer?
5. Is the student facility in pleasant, safe surroundings? Are there outdoor gathering areas for students?
6. Are facilities likely to be comfortable in temperature extremes? Is air conditioning available? If not, are fans available or economical to purchase?
7. Do facilities include students from the host country or other countries or are American students likely to encounter only other Americans while in residence?
8. How convenient to residence halls are dining facilities? Are there 24-hour or late night resources for getting food or drink?
9. What is the quality of food and efficiency of service in dining facilities? Are menus negotiable; for example, can we choose continental or full, cooked breakfasts, hot meals or packed lunches?
10. How would faculty be housed? Are faculty residences convenient to but apart from student residences? How convenient are faculty residences to dining and teaching facilities? Can faculty spouses or partners be accommodated?
11. How accessible is public transport from residences for students and faculty? How long does it take to get from residences to (a) teaching facilities and (b) the city center?

12. Do residence halls have telephones that can be used for both outgoing and incoming calls? Are public telephones convenient?

### Teaching, Computer, and Academic Support Facilities and Personnel

1. Describe classroom facilities. Are basic media, such as overhead projectors and slide projectors, available? Are blackout rooms available?
2. How many students can be accommodated in a single classroom? How many classrooms could be allocated to the program?
3. Are computer resources with word processing and internet capabilities available? How many computers would students have access to?
4. Are there library holdings of English language books and videos available for our students and faculty? How large are these holdings?
5. Is there a faculty office available or can one be arranged that can accommodate faculty for planning, faculty meetings, etc.? Can such an office include at least two computers with word processing and internet access for faculty members? Can a telephone be provided in the office for use in planning field trips and excursions?
6. Is there a program assistant or other local person available to assist faculty with field trip planning, troubleshoot problems with facilities, and assist in times of emergency or crisis? Is a program assistant available to arrange airport transfers at arrival and departure?

### Resources for Field Trips, Excursions, and Entertainment

1. How plentiful and varied are resources for academic field trips in history, literature, the arts and architecture, social sciences (anthropology, sociology, psychology), business, education, and natural sciences?
2. Are there sufficient significant field trip destinations within the city for day-long field trip visits over the course of the program?
3. Are field trip sites easy to reach, so that one-way transit time would be less than an hour and a half on public transport?



4. What sites are within easy distance of the city for longer, group excursions or weekend explorations? Can personnel on site assist in arranging group excursions (hiring buses, arranging group admission)?
5. At most museums, historical sites, etc., are English-language commentaries or printed materials available?
6. What resources are available for faculty and students for entertainment, beyond the academic or cultural resources?

### **Budgetary Considerations**

1. What would per-person costs be for a basic package (residence, meals, teaching rooms, academic support facilities and personnel)? How negotiable are these costs? What is the overhead/profit percentage charged for the package, per person?
2. Do room costs include linen and cleaning services? How frequently are rooms cleaned/linens changed?
3. Is the meal package flexible; i.e., does the service provider offer ONLY a fixed number of meals, or can you choose how many meals per day you want?
4. What travel passes (city, regional, country) are available, and how much do these cost? Are there special, reduced rates for students?
5. Can students and faculty take advantage of reduced-fare entrance fees for museums, theaters, and historical sites? Do these tend to have free admission or minimal fees, or are they relatively costly?
6. Is the general cost of living comparable to, say, London or New York, or is it lower? How much would you estimate students would need for extra expenses over the course of the program? What relatively cheap options are available for eating/drinking in the city and when traveling outside the city?
7. When traveling, are youth hostels or comparable facilities available for cheap accommodations?

### **Other**

1. What unique advantages or disadvantages does the site have?

ASU  
Study Abroad  
Where Do I Start?

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**PREPARING A PROPOSAL FOR A STUDY ABROAD PROGRAM**

**Overview**

To meet the objectives of the University System of Georgia “to ensure that all undergraduate students have knowledge and appreciation of world cultures and global environments”, faculty members at ASU are encouraged to develop Study Abroad programs. Do you have an idea for a cross-cultural experience that will allow our students to learn in an environment different from their own? We want to hear from you!

Developing a Study Abroad program is a collaborative process. You should start within your own department. Consult the chair of your department and perhaps other professors who are involved with Study Abroad. This will allow you to have an overview of the programs.

After consulting these individuals you will be required to submit a proposal for a new program. Your department is responsible for signing this form, so the first approval of your program comes from your own department. Each department has a different system for approving programs. Some departments have Study Abroad committees, some require presentations at faculty meetings and a faculty vote. Departments are able to approve programs through a variety of methods, so please check with your Chair to determine how this is done and the timeline in your own department.

**Important!** Once you have your idea, the planning process needs to begin right away. We encourage you to meet with the Chair of your department early on, typically in the first quarter of the calendar year, to begin an exchange of ideas. The full concept for the program will take shape based upon these interactions. Because Study Abroad falls under the direction of the Board of Regents, there are procedures that must be strictly followed. Do not underestimate the need for advance planning. Allow yourself adequate time, particularly if you are new to Study Abroad. The Study Abroad staff is committed to making the process efficient for faculty.

**Recurring Trips:** *Faculty who are planning a recurring trip must go through the same approval process as those who are proposing a new trip. A trip is not guaranteed to be approved year after year. Please plan accordingly and allow yourself adequate time.*

## Is there a Template available to help me develop my Study Abroad proposal?

- To ensure that program offerings are commensurate with ASU internationalization goals, a Program Proposal template has been developed which provides a step-by-step outline for your proposal. This template helps Study Abroad and the University to better evaluate the merits of your proposal. Follow the template exactly, giving a full description of the program.
- A “live” Program Proposal template can be accessed on “The Oak” on ASU’s website. Go to the Dashboard and follow the prompts to access the program template. You can type directly on this template. A “View Only” template is included in this reference guide in section VI.
- Generally, faculty members are encouraged to meet with their Chair and or department before beginning to fill out the Program Proposal template. Study Abroad is also available to answer questions about programming. By allowing the process to be an interactive one, you are much more likely to have your program approved. By working collaboratively with your department and the Study Abroad staff during the development process, you directly benefit from the many successful trips ASU has planned over the past several years.

**Note:** You are encouraged to read the Study Abroad website *in full* before you begin to develop your proposal: [www.aug.edu/studyabroad/forfaculty.html](http://www.aug.edu/studyabroad/forfaculty.html)  
You are also encouraged to carefully read the information that is posted on “The Oak.”

## SUMMARY OF THE PROCESS TO OFFER A STUDY ABROAD COURSE

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**Step 1:** It all starts with your idea! Do you have an idea to offer a new Study Abroad course or program, or are you interested in offering a previously developed course again?

**Step 2:** Contact your Department Chair for information on Study Abroad and departmental policies.

**Important!** Your Department Chair, or the appropriate departmental committee, must give the initial approval to pursue the development of your Study Abroad program. Be sure to start there. The same holds true, even if you have taught abroad previously.

**Step 3:** Contact Study Abroad for information about the Study Abroad proposal process and logistics. Things are changing quickly at the state level. Don't assume because you have done it before that the process is exactly the same.

**Step 4:** Develop your proposal, which includes the development of the courses to be taught abroad. This will entail the development of a detailed syllabus and the attachment of the Course Contact Hours form. These should be in compliance with all Board of Regents requirements. If applicable, justify academic differences between the Study Abroad course and the non-Study Abroad versions of the course.

**Step 5:** Complete the proposal including the Signature Form. Route the proposal to the Dean's office for his or her signature. The form will then be routed to the appropriate committees and administrators.

**Note:** Faculty members are responsible for obtaining the authorizing signatures listed on the program proposal. Do not turn in your proposal to the Study Abroad Committee without these signatures.

**Step 6:** Once all forms are completed and signed the marketing of the program can begin.

**Important!** In accordance with BOR guidelines for best practices in Study Abroad recruitment, marketing materials should emphasize the educational and academic merits of the Study Abroad experience. Be mindful of risk management responsibilities as you develop your marketing materials.

**Step 7:** Make sure to inform all departments of your Study Abroad course offering so they can help to advise students about your course abroad.

## THINGS TO CONSIDER ABOUT THE COURSE(S) TAUGHT ABROAD

As you prepare to formulate your Study Abroad course, ask yourself the following questions:

- What level of class do I intend to teach? How will this class be improved by the Study Abroad experience? Will this course really substitute for a course in a major, the core, or will it more appropriately serve as an elective?
- How much of the class will need to meet at ASU before and after the Study Abroad program? Most programs include on campus meetings to help students appreciate where they are going and where they have been.
- How many credits can a student realistically earn in the time abroad? Remember that the USG Handbook for Developing and Maintaining Study Abroad Programs states the following under Contact and Credit Hour Requirements:

*“The heart of any Study Abroad program is academic integrity. No matter what time of year a Study Abroad program is offered, Study Abroad programs should be academically challenging both in the classroom and in the international environment. Determining the appropriate number of credit hours is part of maintaining academic credibility.”*

[http://www.usg.edu/international\\_ed/facstaff/policies/study\\_abroad\\_hbook.pdf](http://www.usg.edu/international_ed/facstaff/policies/study_abroad_hbook.pdf)

## CONSIDERATIONS IN ALLOCATING CREDIT HOURS

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- **The USG Handbook for Developing and Maintaining Study Abroad** has established guidelines regarding contact hours that must be considered as you plan your program: *“The program should include roughly 80% of the contact hours required for campus credit. This assumes that a great deal of learning occurs outside of the classroom and that excursions are more than sight-seeing trips.”*
- Determine a realistic amount of time the student can devote to both in-class instruction and out-of class homework, activities and study.
- Devise the program schedule so that hours of instruction include lectures before, during, and after the overseas portion of the program.
- The duration of your program and the required number of hours of in-class instruction per day will help determine the maximum and minimum number of credits students can earn through the program.
- Students will have many diversions during their Study Abroad program. It is advisable to tie course grades with class attendance, especially for short programs where classroom instruction is concentrated.
- The credit hours that you offer per course must be justified in the “Course Contact Hour Sheet” that is required as part of your proposal.
- Section 2.21 of the **Board of Regents Academic Handbook** explains that, *“In all instructional areas in which contact hours are considered laboratory, studio, or physical education activity as distinguished from lecture, the hours shall be reported as 1 hour of credit for each 2 contact hours of laboratory.”* If you intend to teach this type of course abroad you will need additional contact hours.
- All courses which are taught abroad by ASU faculty are listed as SABR courses for accounting purposes. These courses can then be course substituted according to the policies in the ASU Catalogue:

*“Each student is responsible for following the requirements of his or her selected program as specified in the catalogue and in accordance with the regulations of the catalogue. Variations in course requirements are permitted only upon petition and the written approval of the chairman of the department responsible for the required course and the appropriate dean. The approved change in the program of study will be forwarded to the Office of the Registrar. Variations from course requirements are approved only under exceptional circumstances and only in cases where courses of the same academic value and type can be substituted.”*

**SOME ADDITIONAL THINGS TO CONSIDER  
AS YOU DEVELOP YOUR PROGRAM PROPOSAL**

---

As you prepare to formulate your Study Abroad program proposal, ask yourself the following questions:

- Where do you intend to travel? Know your specific destination and itinerary, beyond just a particular country. Have you been there before?
- How long do you intend to stay? Consider the cost of a program. Longer programs can be too expensive for ASU students.
- What accommodations are available? Are they appropriate and safe for students? Have you stayed there before?
- What are the dates of travel? Do these dates work for the students in the course that you teach? Be sure to consider the academic calendar as you select your dates of travel.
- What will this Study Abroad program offer that is unique? How does it compare to others that we already have?
- What is the educational outcome of this Study Abroad program?
- Have you checked the Department of State travel warnings and alerts? Proposals may not be considered if an alert is active for your proposed program location.

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

*Most importantly, as you prepare your Study Abroad proposal, ask yourself the following:*

**Is this trip is right for ASU students?**

ASU

## Study Abroad

### Complete Proposal Template for New & Existing Programs

This form is to be completed by the Program Director  
(You may attach a page to the program proposal if additional space is required for your answers.)

<b>CHECK ONE</b> New Program <input type="checkbox"/> Existing Program <input type="checkbox"/>	<b>Brief summary of dates, instructor names, and expected number of students:</b>   
---	---

Program Title: \_\_\_\_\_

Countries Included in Program: \_\_\_\_\_

Name of Program Director: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sponsoring College or Department: \_\_\_\_\_

Participating Departments: \_\_\_\_\_

**Important!** All signatures are required in order for programs to be approved.

**Note:** The Program Director is responsible for obtaining the approval signatures of the Sponsoring College or Department, ALL participating Colleges and Department and/or Committees as well as the signature of the Dean of the College.

In signing this proposal the Program Director agrees to fulfill the obligations outlined in the Program Director Agreement. This form is accessible on ASU's website under "The Oak." A copy is included in this section.

Program Director \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



ASU

Study Abroad

Complete Proposal Template for New & Existing Programs

**APPROVAL SIGNATURES TO BE OBTAINED BY THE PROGRAM DIRECTOR**

**SPONSORING COLLEGE or DEPARTMENT**

1.) Department \_\_\_\_\_

Department Chair \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARTICIPATING DEPARTMENTS or COMMITTEES**

2.) Department/ Committee \_\_\_\_\_

Department or Committee Chair \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

3.) Department/ Committee \_\_\_\_\_

Department or Committee Chair \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

4.) Department/ Committee \_\_\_\_\_

Department or Committee Chair \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEAN OF THE COLLEGE**

5.) Dean of College \_\_\_\_\_

Signature of Dean \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

ASU

Study Abroad

Complete Proposal Template for New & Existing Programs

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**Note:** The Study Abroad Office is responsible of obtaining the Acceptance Signatures, below.

**ACCEPTANCE SIGNATURES TO BE OBTAINED BY THE STUDY ABROAD OFFICE**

- 
- 1.) \_\_\_\_\_  
INSTIUTIONAL STUDY ABROAD COMMITTEE CHAIR DATE
  - 2.) \_\_\_\_\_  
VICE PRESIDENT FOR ACADEMIC AFFAIRS DATE
  - 3.) \_\_\_\_\_  
VICE PRESIDENT OF BUSINESS OPERATIONS DATE
  - 4.) \_\_\_\_\_  
PRESIDENT DATE

Your Study Abroad Program has not been officially approved until this form has been signed by above parties.

ASU

## Study Abroad

**Complete Proposal Template for New & Existing Programs**  
(If you need more space than has been provided, please attach a separate sheet.)

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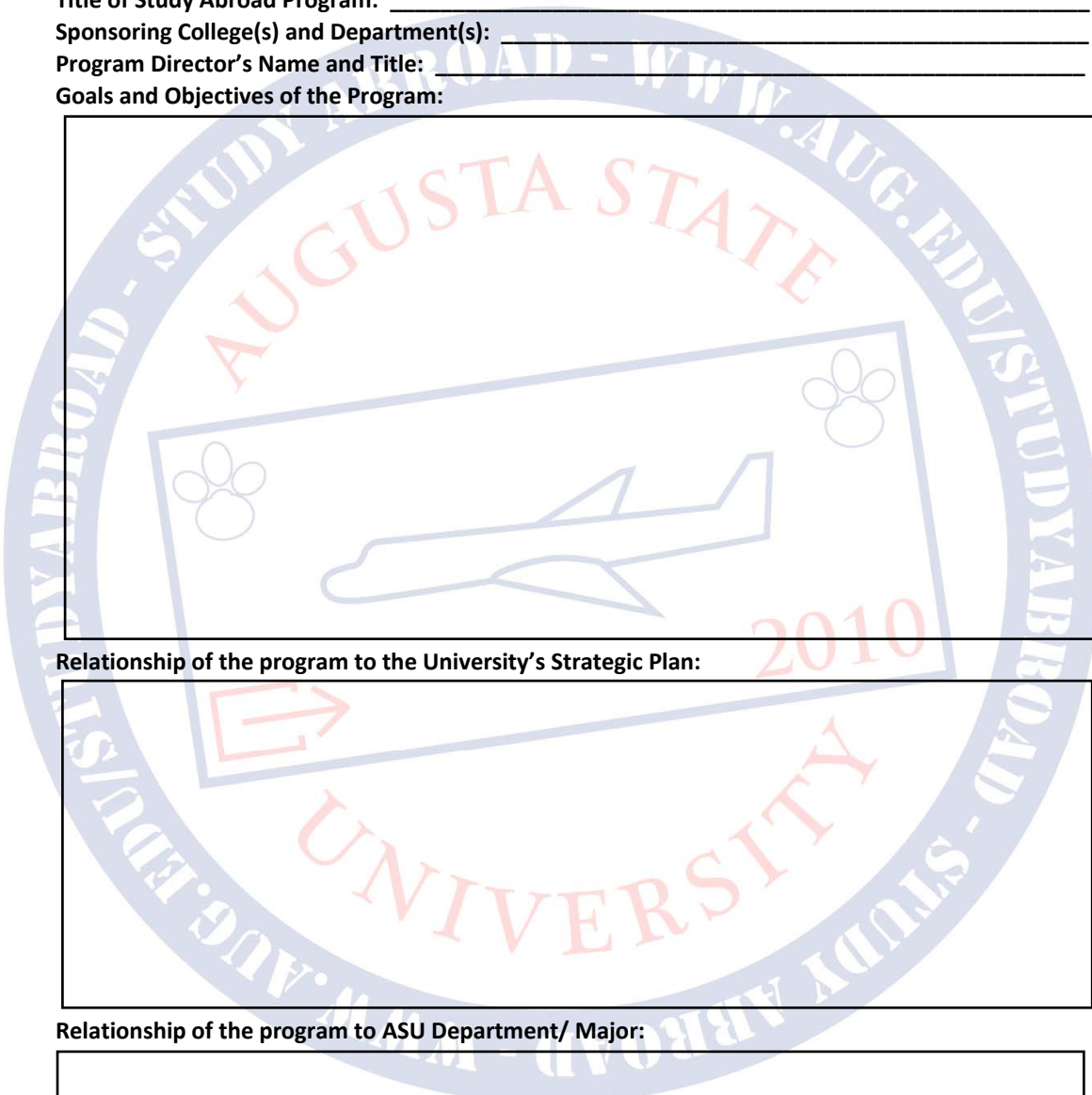
- Title of Study Abroad Program: \_\_\_\_\_
- Sponsoring College(s) and Department(s): \_\_\_\_\_
- Program Director's Name and Title: \_\_\_\_\_
- Goals and Objectives of the Program: \_\_\_\_\_



- Relationship of the program to the University's Strategic Plan: \_\_\_\_\_



- Relationship of the program to ASU Department/ Major: \_\_\_\_\_



# Study Abroad

## Complete Proposal Template for New & Existing Programs

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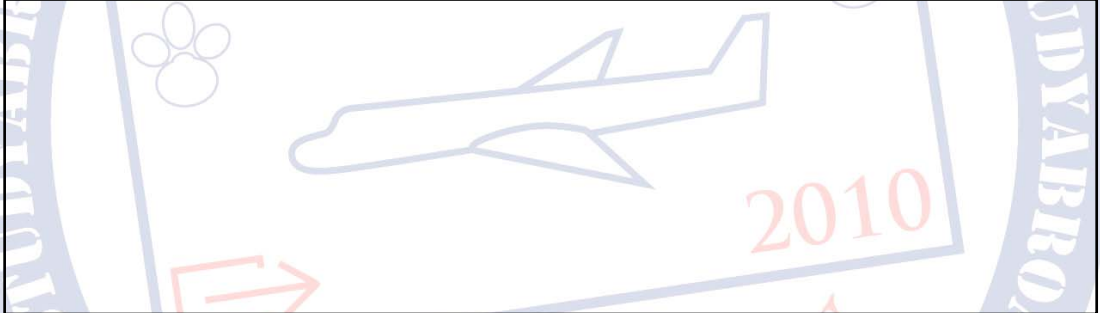
- **Participants**

- Expected number of travelers: \_\_\_\_\_
- Level of education required to participate: \_\_\_\_\_
- Prerequisites required to participate: \_\_\_\_\_

- **Program Director's Experience with this Study Abroad Site:**

- **Names of Participating Faculty:** \_\_\_\_\_

- **Recruitment Strategy:**



- **Date of Pre-departure Orientation:** \_\_\_\_\_

- **Student Post-Trip Program Evaluation Plan:**

Explain in this section how you intend to gather student feedback about the trip. (i.e., were the hotels, air lines, tour guides, excursions and overall safety up to the standard expected?) The Study Abroad office will survey the students via Survey Monkey, however faculty is encouraged to independently obtain student feedback.

**Course Titles and Numbers**

**Course 1:**

- Title of course: \_\_\_\_\_
- Corresponding numbers: \_\_\_\_\_
- Credit hours to be granted: \_\_\_\_\_
- Course prerequisites: \_\_\_\_\_

- Course description:

- Description of course assignments:

- Instructional arrangements:

ASU

## Study Abroad

### Complete Proposal Template for New & Existing Programs

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#### Course 2:

- Title of course: \_\_\_\_\_
- Corresponding numbers: \_\_\_\_\_
- Credit hours to be granted: \_\_\_\_\_
- Course prerequisites:

- Course description:

- Description of course assignments:

- Instructional arrangements:

ASU

## Study Abroad

### Complete Proposal Template for New & Existing Programs

---

#### Course 3:

- Title of course: \_\_\_\_\_
- Corresponding numbers: \_\_\_\_\_
- Credit hours to be granted: \_\_\_\_\_
- Course prerequisites:

- Course description:

- Description of course assignments:

- Instructional arrangements:

Study Abroad

Complete Proposal Template for New & Existing Programs

Course 4:

- Title of course: \_\_\_\_\_
- Corresponding numbers: \_\_\_\_\_
- Credit hours to be granted: \_\_\_\_\_
- Course prerequisites:

- Course description:

- Description of course assignments:

- Instructional arrangements:

**Note:** You must complete a *Contact Hours for Course* form for each class taught. Attach additional sheets as necessary.

**! Be sure to include a course syllabus for each course.**

**Your proposal is not complete and will not be considered without the following:**

- Course Syllabus for each course taught
- Detailed trip itinerary
- Program Budget. Use the Budget Template to prepare your budget. (See Section VI). *Go to the Dashboard on the Oak to access a user friendly version of the Budget Template. You will be able to type directly on the form.*



Study Abroad

Contact Hours for Course

Course 1:

In determining the contact hours for your Study Abroad program, take into consideration the following: The hours taught in the traditional classroom setting at ASU both pre and post trip; the hours spent in the classroom while abroad; the hours spent teaching during field trips/excursions while abroad. **Caution!** Do not include travel time as part of your contact hours.

Date/ Locations	Course Content Delivery	Hours
<b>Step 1</b>	Use this section to describe portion of course taught on ASU campus.(pre and post trip)	
<b>Step 2</b>	Use this section to describe portion of course taught in the classroom while abroad	
<b>Step 3</b>	Use this section to describe portion of course taught during field trips/excursions abroad. Do not include travel time as part of the contact hours. Attach a second sheet as needed.	
	<b>Total Contact Hours *</b>	

\*For a one hour course you need 12.8 contact hours (80% of 16 hours)  
For a two hour course you need 25.6 contact hours (80% of 32 hours)  
For a three hour course you need 38.4 contact hours (80% of 48 hours)  
For a four hour course you need 51.5 contact hours (80% of 64 hours)

**Please note**

*From Section 2.21: Credit in Physical Education/Laboratory/ Studio Courses*

"In all instructional areas in which contact hours are considered laboratory, studio or physical education activity as distinguished from lecture, the hours shall be reported as 1 hour of credit for each 2 contact hours of laboratory."

Study Abroad

Contact Hours for Course

Course 2:

In determining the contact hours for your Study Abroad program, take into consideration the following: The hours taught in the traditional classroom setting at ASU both pre and post trip; the hours spent in the classroom while abroad; the hours spent teaching during field trips/ excursions while abroad. **Caution!** Do not include travel time as part of your contact hours.

Date/ Locations	Course Content Delivery	Hours
<b>Step 1</b>	Use this section to describe portion of course taught on ASU campus.(pre and post trip)	
<b>Step 2</b>	Use this section to describe portion of course taught in the classroom while abroad	
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Study Abroad

Contact Hours for Course

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**Please note**  
 From Section 2.21: Credit in Physical Education/Laboratory/ Studio Courses  
 “In all instructional areas in which contact hours are considered laboratory, studio or physical education activity as distinguished from lecture, the hours shall be reported as 1 hour of credit for each 2 contact hours of laboratory.” 32

Study Abroad

Contact Hours for Course

Course 4:

In determining the contact hours for your Study Abroad program, take into consideration the following: The hours taught in the traditional classroom setting at ASU both pre and post trip; the hours spent in the classroom while abroad; the hours spent teaching during field trips/ excursions while abroad. **Caution!** Do not include travel time as part of your contact hours.

Date/ Locations	Course Content Delivery	Hours
<b>Step 1</b>	Use this section to describe portion of course taught on ASU campus.(pre and post trip)	
<b>Step 2</b>	Use this section to describe portion of course taught in the classroom while abroad	
<b>Step 3</b>	Use this section to describe portion of course taught during field trips/excursions abroad. Do not include travel time as part of the contact hours. Attach a second sheet as needed.	
<b>Total Contact Hours *</b>		

- \*For a one hour course you need 12.8 contact hours (80% of 16 hours)
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- For a three hour course you need 38.4 contact hours (80% of 48 hours)
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**Please note**  
 From Section 2.21: Credit in Physical Education/Laboratory/ Studio Courses  
 "In all instructional areas in which contact hours are considered laboratory, studio or physical education activity as distinguished from lecture, the hours shall be reported as 1 hour of credit for each 2 contact hours of laboratory." 33

# Study Abroad

## Program Director Agreement

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I, \_\_\_\_\_, as the Program Director for the ASU Study Abroad program for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ will dutifully fulfill the responsibilities as outlined in this agreement.

*The Program Director's responsibilities are divided between those that must be done prior to the trip, during travel and post trip.*

### PRIOR TO THE TRIP (At ASU)

- Prepare a complete program proposal and ensure that all signatures are collected for approval. The program director is responsible for outlining the nature of the program, location, and daily activities. These should correspond with the class being taught abroad and will drive the program budget. Remember that you are responsible for ensuring that all academic requirements have been met.
- Review website materials and ask for corrections to be made as needed.
- Come to the Study Abroad professor's orientation sessions offered in the fall semester.
- Market and recruit for your program and Study Abroad in general.
- When appropriate, assist students with letters of recommendation for scholarships.
- Keep the Study Abroad office informed of any changes to the trip itinerary or budget.
- Inform Study Abroad of common problems, questions or issues about your program. If students are confused by courses, itineraries, or payments the Study Abroad office can help work to clarify.
- Attend meeting with the Dean (in the College of Arts and Sciences) to determine final number counts for programs. In other colleges please speak with the Dean or his or her representative to determine summer salary based on enrollments.
- Complete any payment requests needed for expenses and bring them to the Study Abroad office at least 10 days before the invoice is due; or work with the Study Abroad office to ensure that the trip is fully paid for according to the business procedure rules.
- Should a surplus be left in the account a memo should be written for the consideration of purchasing more items for the students on the Study Abroad trip.
- Create a travel authorization in a timely manner so that trip expenses can be pre-paid for travel and encumbered for per diem and other reimbursable items. Remember that all travel for faculty is paid according to state travel regulations.

- Be prepared for the student orientation session with your academic information including a syllabus and pre-departure assignments if applicable.
- Attend the student orientation session and conduct your portion of the session.
- Attend the professor individual orientation session to receive your Study Abroad folder with important emergency and student information.
- Collect any petty cash for the trip from the Study Abroad office and sign stating that you received this cash and understand the petty cash rules.
- Be familiar with FERPA regulations relating to the privacy of your students.

#### DURING TRAVEL

- Meet and greet all students either at the airport or at ASU on the shuttle.
- Supervise activities such as airport transfers, hotel check in and out, airport check in and security, and other non academic activities.
- Assist students with questions and concerns.
- Supervise students while on field trips and other learning opportunities abroad.
- Teach courses in accordance to the syllabus and course contact hour sheet.
- Make appropriate decisions regarding changing itineraries and programming elements due to conditions such as safety, weather, or other conditions.
- Report all problems to the ASU Study Abroad office through an incident form or via telephone if urgent assistance is needed.
- Inform the Study Abroad office if a student violates the Student Code of Conduct or Sexual Harassment rules. This will then be turned over to the Dean of Students for further investigation.
- Enforce the disciplinary procedure as outlined in the Study Abroad manual.
- Enforce other ASU Study Abroad rules, such as not letting non ASU participants attend ASU events or stay in ASU accommodations.
- Collect receipts and complete the petty cash form as money is spent.
- Maintain appropriate professional roles with students.
- Make the best judgments possible at the time of an incident with the student's best interest in mind.
- Document any incident that deals with student issues during the Study Abroad trip.

#### AFTER THE TRIP

- Return the Study Abroad folder to the Study Abroad office so that all forms can be shredded as appropriate.
- Create a travel expense statement so that per diems can be paid and the accounting on your trip can be closed.
- Reconcile all petty cash and return all receipts and any unspent money to the Study Abroad office.
- Ensure that students complete any after trip assignments.
- Submit student grades in accordance with grade reporting policies and deadlines.
- Complete the financial Wrap Up form in the Study Abroad Manual; OR work with the Study Abroad office to complete this form.

OTHER PROGRAM SPECIFIC RESPONSIBILITIES

AGREED:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Signature of Program Director

\_\_\_\_\_  
Date

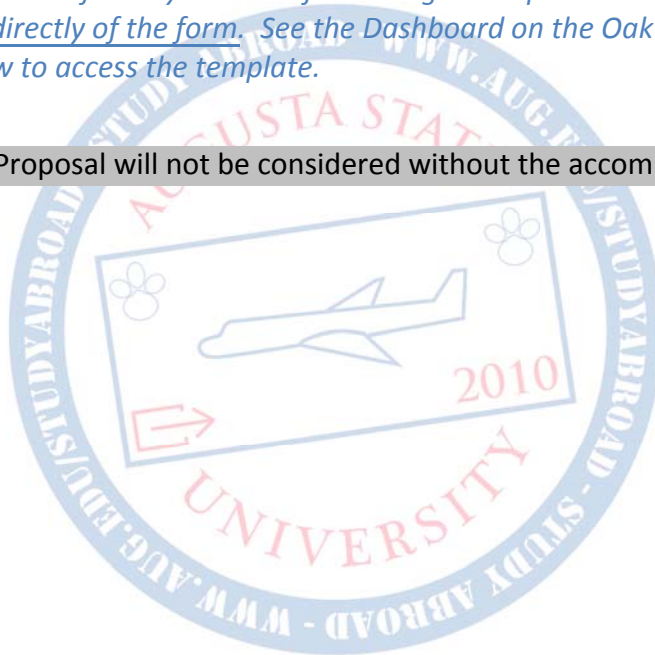


ASU  
*Study Abroad*  
Budget Template

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**Important!** There is user friendly version of the Budget Template on “The Oak” which will allow you to type directly of the form. See the Dashboard on the Oak for further instructions on how to access the template.

Your Program Proposal will not be considered without the accompanying budget.





# STUDY ABROAD BUDGET TEMPLATE

**Important!** Additional hints for preparing your Study Abroad Budget can be found in Section IX of the Reference Guide

*The goal is to establish a trip price that is a good value for the students. Careful budgeting is the key.*

*We want to develop a balanced budget with a small contingency fund to cover the unexpected.*

*Changing the trip price once it has been published is highly discouraged.*

**!!! HELPFUL HINT:** In completing your budget worksheets, take care not to type in fields that have "black dotted backgrounds." These fields have special formulas that make the calculations and/or copy data for you automatically. Avoid overwriting these formulas. The formulas make the budget preparation easy work.

Step 1 Begin the budget process by realistically estimating your expenses.

You need to establish the cost per student and the cost for the entire group (based on # students budgeted). The group price should allow for any economies of scale that you are able to negotiate and should be used to reduce the trip price, for the benefit of the participants.

*Written* quotes are required on all large ticket items. Obtain these quotes before you set the trip price.

Airline tickets

Accommodations

Insurance

Excursions

*Each excursion must have its own line item in the budget*

When you put together your budget, consider how the expenses will come in. Who is the vendor? How will they be paid? Your post-trip analysis will be easier if your budget line items correlate easily with accounts payable records.

**Important!** Be sure to budget for currency fluctuation and a contingency.

Step 2 Determine the trip price per student, based on the budgeted expenses. (Total Group Cost/# students = trip price)

Step 3 Determine the trip revenue (# of students budgeted x trip price)

Step 4 Calculate the trip surplus (Total Revenue - Total Expenses = Surplus)

**Augusta State University**  
**Study Abroad Program Budget - COVER SHEET**

**Program Name:** \_\_\_\_\_ \*

**Dates of Travel:** \_\_\_\_\_ \*

**Number of Days:**  \*

**Program Administrator:** \_\_\_\_\_ \*

**# of Students Budgeted:**  (This will be pulled from Student Data Worksheet)

**Note:** *This information will copy to all subsequent worksheets! \**

**Prepared By:**

**Program Director Signature:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

### Budget Worksheet - STUDENT DATA

**Program Name:** \_\_\_\_\_  
**Dates of Travel:** \_\_\_\_\_  
**Number of Days:**   
**Program Administrator:** \_\_\_\_\_  
**# of Students Budgeted:**

**ASU Students** \_\_\_\_\_  
**Other Students** \_\_\_\_\_  
**TOTAL STUDENTS BUDGETED**

## Budget Worksheet - EXPENSES

**Program Name:**   
**Dates of Travel:**   
**Number of Days:**   
**Program Administrator:**   
**# of Students Budgeted:**

**!!! HELPFUL HINT:** Take care not to type in fields that have "black dotted backgrounds." These fields have special formulas that make the calculations and/or copy data for you automatically. Avoid overwriting these formulas. The formulas make the budget easy work.

	Cost per Student	(Group Cost) Cost for "x" Students	Vendor	Notes
<b>PART ONE-STUDENTS</b>				
1-1	<b>Note:</b> Please fill your budget out using either the Airfare and Accommodations lines <u>or</u> the Airfare/Land Package line.			
Airfare			Fellowship Travel or GoToday.com	Obtain written quotes for airfare/accommodations
Accommodations				Obtain written quotes for airfare/accommodations
<i>Or</i> Airfare/Land Package				Obtain written quotes for Airfare/Land
<b>TOTAL SECTION 1-1</b>				
1-2	<b>EXCURSIONS (describe each separately)</b>			
Excursion Expenses			<i>Use Excursion Worksheet</i>	
1-3	<b>INSURANCE</b>			
Health Insurance			Cultural Insurance Services International	obtain written quote from insurance agency
Trip Insurance				Budget at \$35 per student
1-4	<b>INTERN'L STUDENT IDENTITY CARDS</b>			
			ISIC	Budget at \$22 per student
1-5	<b>MARKETING</b>			
Promotion of trip			Various	Promotional expenses, flyers, brochures, etc. paid directly from the agency account.
1-6	<b>OTHER</b>			
Visa				Cost of transmitting foreign currency to destination country. Budget \$50 per wire.
<b>TOTAL PART ONE</b>				

**PART TWO - FACULTY**

Number of Faculty Traveling:

Names of Faculty Traveling:

1 \_\_\_\_\_  
2 \_\_\_\_\_

Faculty must be approved by the Dean.

Cost per Faculty	Total Faculty
------------------	---------------

**2-1 TRANSPORTATION**

Airfare

--	--

Must be prepaid  
GoToday.com

Obtain written quote for airfare

Transportation to Airport

--	--

Travel Reimbursement

Airport Parking

--	--

Travel Reimbursement

Public Transportation Fees  
Bus, train, taxi

--	--

Travel Reimbursement

Transportation Fees paid at destination site  
outside of "Land Package"

**2-2 EXCURSIONS**

Excursion Expenses

--	--

*Use Excursion Worksheet*

**2-3 INSURANCE**

Health Insurance for Program Director

--	--

Cultural Insurance Services  
International

Trip Insurance

--	--

Budget at \$35 per faculty member

**2-4 INTERNAT'L TEACHER IDENTITY CARD**

--	--

ITIS

Budget at \$22 per faculty member

**2-5 PER DIEM**

Per Diem for meals while traveling

--	--

Travel Reimbursement

Per Diem Rate must be in accordance with ASU  
Per Diem Policy. *Use Per Diem Calculator Worksheet.*

**2-6 LIVING ACCOMODATIONS**

Housing Costs

--	--

Travel Reimbursement

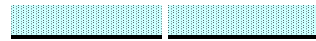
Must provide invoice for reimbursement

**TOTAL PART TWO EXPENSES**

--	--

**PART THREE - OTHER**

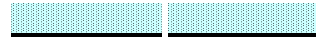
3-1 **CURRENCY FLUCTUATION ALLOWANCE**



*from Currency Fluctuation Worksheet*  
Impacts all costs paid in Euro  
or other Foreign Currency  
(i.e. wire transfers)

To protect against unfavorable exchange rates  
Prepay to avoid fluctuation in rates

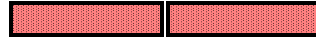
3-2 **CONTINGENCY**



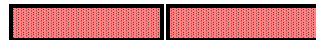
*from Contingency Calculation Worksheet*

Budget at 10 % of Expenses (Part I and II only)  
Contingency includes 2.5% for Touchnet Credit Card Fees  
*Use Contingency Worksheet*

**TOTAL PART THREE EXPENSES**



**GRAND TOTAL ALL EXPENSES**



## Budget Worksheet - EXCURSIONS

Note: Excursions should be prepaid whenever possible. Obtain quotes.

	Cost per Student	(Group Cost) Cost for "x" Students	Notes (describe each separately)
1-2 <b>Student EXCURSIONS</b>			
Excursion 1 Expenses	_____	_____	
Excursion 2 Expenses	_____	_____	
Excursion 3 Expenses	_____	_____	
Excursion 4 Expenses	_____	_____	
Excursion 5 Expenses	_____	_____	
Excursion 6 Expenses	_____	_____	
Excursion 7 Expenses	_____	_____	
Excursion 8 Expenses	_____	_____	
Excursion 9 Expenses	_____	_____	
Excursion 10 Expenses	_____	_____	
<b>TOTAL Student EXCURSIONS</b>	_____	_____	

2-2 **Faculty EXCURSIONS**

	<b>Cost per Faculty</b>	<b>Total Faculty</b>	<b>Notes (describe each separately)</b>
Excursion 1 Expenses			
Excursion 2 Expenses			
Excursion 3 Expenses			
Excursion 4 Expenses			
Excursion 5 Expenses			
Excursion 6 Expenses			
Excursion 7 Expenses			
Excursion 8 Expenses			
Excursion 9 Expenses			
Excursion 10 Expenses			
<b>TOTAL Faculty EXCURSIONS</b>			



## PER DIEM CALCULATOR

*See Accompanying Per Diem Calculator Instructions on Next Page*

**Program Name:**   
**Dates of Travel:**   
**Number of Days:**   
**Program Administrator:**   
**# of Students Budgeted:**

*Use Foreign Per Diem Rates from the US Department of State Website Office of Allowances*

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

	Date	Location	Breakfast	Lunch	Dinner
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
Day 11					
Day 12					
Day 13					
Day 14					
Day 15					
Day 16					
Day 17					
Day 18					
Day 19					
Day 20					
Day 21					
Day 22					
Day 23					
Day 24					
Day 25					
Day 26					
Day 27					
Day 28					
Day 29					
Day 30					
Day 31					

<b>Total</b>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Grand Total</b>	<input style="width: 100%; height: 20px;" type="text"/>

## DIRECTIONS FOR USING THE PER DIEM CALCULATOR

*Consider the impact on the price of the trip when you budget your Per Diem. Trip price & recruitment success are closely linked!*

<b>Remember the ASU Travel Rules!</b>						
<b>CAUTION:</b> In accordance with ASU and BOR travel polices, DO NOT calculate a Per Diem if meals are already included in your accommodations, conferences, excursions, etc.						
Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00 a.m. – 6:30 a.m.	—	—	—
—	L	D	6:30 a.m. – 11:00 a.m.	B	—	—
—	—	D	11:00 a.m. – 1:30 p.m.	B	—	—
—	—	D	1:30 p.m. – 5:30 p.m.	B	L	—
—	—	—	5:30 p.m. – 7:30 p.m.	B	L	—
—	—	—	7:30 p.m. – 12:00 a.m.	B	L	D

Web Site Address...

**Step 1** Visit the Web Site for US Department of State Office of Allowances for the Federal Per Diem Rates

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

*Note:* It's easiest if you "copy and paste" the web site address into your browser box.

**Step 2** Click on Foreign Per Diem Rates (In box on left side of screen)

**Step 3** Click on Foreign Per Diem Rates By Location (Top of Page in Blue Font)

**Step 4** Use the Pull Down Screen to Select the Country then select "Go"

**Step 5** Using the Table, select the M & IE rate (less "X" %) for your destination city.

*Note:* If your destination city is not listed, use the "Other" M&IE Rate. Rates for each meal ( B,L,D) can be found in FTR Appendix B. (Go back to the Foreign Per Diem Rates page - FTR Appendix B is at the top of page, second bullet)

**Step 6** Use these published rates by the US Department of State to calculate your Per Diem for your Study Abroad Trip (on the Per Diem Calculator Worksheet).

### *Some Things Bear Repeating...*

Do NOT calculate a Per Diem if meals are included in your accommodations, conferences, excursions, etc. To do so is a violation of ASU and BOR travel policies.

**Hint!** The US Department of State tables list the maximum rates you can budget.

If you are traveling in a country where meals can be obtained for far less than these rates, consider budgeting a lower Per Diem and passing the savings on to your students - *in the form in the form of a lower trip price!* Students will recognize when a trip is a good value (or not).

**Bottom Line:** *A lower trip price will likely make it easier for you to recruit students!  
When a trip is too expensive it is difficult to attract enough students to justify the trip.*

## Budget Worksheet - CURRENCY FLUCTUATION ALLOWANCE

Program Name:

Dates of Travel:

Number of Days:

Program Administrator:

# of Students Budgeted:

Foreign Currency:

**EXPENSES TO BE PAID IN EUROS or Other Foreign Currency**

*Please list*

Wire Transfer Fees


Cost to transmit foreign currency


**TOTAL EXPENSES PAID IN FOREIGN CURRENCY**

**EXCHANGE RATE FLUCTUATION FACTOR**

Use a factor of Two Percent

**CURRENCY FLUCTUATION ALLOWANCE**

*This number will automatically transfer to your Expenses Worksheet*

Total Expenses Paid in Foreign Currency x Exchange Rate Factor

## Budget Worksheet - CONTINGENCY FEE CALCULATION

Program Name:

Dates of Travel:

Number of Days:

Program Administrator:

# of Students Budgeted

---

TOTAL EXPENSES STUDENTS

TOTAL EXPENSES FACULTY

TOTAL EXPENSES

CONTINGENCY FACTOR

CONTINGENCY ALLOWANCE

Use a Factor of Ten Percent

*This include a 2.5% allowance for Touchnet Credit Card Fees*

*This number will automatically transfer to your Expenses Worksheet*

**Budget Worksheet - CALCULATION OF TRIP PRICE**

**Program Name:**

**Dates of Travel:**

**Number of Days:**

**Program Administrator:**

**# of Students Budgeted:**

**Total All Expenses (from Expenses Worksheet)**

**# of Students Budgeted**

**Trip Price = (Expenses/# of Students Budgeted)**

**Trip Price Rounded**

*This should be the published price of the trip!*

## Budget Worksheet - REVENUE

**Program Name:** \_\_\_\_\_  
**Dates of Travel:** \_\_\_\_\_  
**Number of Days:**   
**Program Administrator:** \_\_\_\_\_  
**# of Students Budgeted:**

	# of Students Budgeted	B Trip Price	C Projected Program Revenue
<b>REVENUE PROJECTION</b>			
Multiply Column A x Column B to calculate projected program revenue C			
<b>TOTAL BUDGETED REVENUE</b>			<input style="width: 80px;" type="text"/>

Pay in Full Deadline:

**Study Abroad trips can be paid from a number of sources:**

- Cash, Checks and Credit Cards from Student/Parent
- ASU Foundation (applied directly to student account)
- Yankee Candle Sales Proceeds (% applied directly to student account)

*All trip deposits are non-refundable. Deposit may be transferred however certain restrictions apply. Students who withdraw from Study Abroad Programs will not receive a refund, unless for a medical condition, documented by letter from Physician. See Study Abroad Policy on Refunds, Deposits Transfers and Withdrawals.*

## Budget Worksheet - SURPLUS CALCULATION

Program Name:

Dates of Travel:

Number of Days:

Program Administrator:

# of Students Budgeted:

Total Revenue

Less Total Expenses

Surplus (Revenue - Expenses)

**Note:** If you have carefully researched each budget line item, and included an allowance for currency fluctuation and a contingency of 10% you should not have a large surplus. That said, you MUST not have a deficit.

ASU

## Study Abroad

### **“How To’s” on Using the Program Proposal Template Instructions for Developing New and Existing Program Proposals**

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**Important!** *There is a user friendly version of the Study Abroad program template on “The Oak” which will allow you to type directly of the form. The document you see in Section VI of this reference guide is a “View Only” document, meaning you cannot type on it. This section provides step by step instructions for completing the Program Proposal.*

**Note:** *Proposals are required for both new and existing programs. Recurring programs must go through the evaluation and approval process each year.*

*Here are some helpful hints to guide you in completing the program proposal template:*

- **Program Title**

The Program Title should be chosen with care. The title should evoke the “personality” of the trip. Consider this a marketing opportunity to “sell” your program. It all starts by create a “buzz”.

*Examples of good titles:*

- Cruising for Credit
- Mid-Sweden Exchange

- **Program Director’s Name and Title**

In this section provide the contact information for the person managing this program.

- **Sponsoring College and Department**

In this section specify your College and Department.

- **Participating Departments**

In this section specify ALL other Colleges and Departments that are participating in the program.

- **Approval Signatures**

It is the Program Director’s responsibility to obtain all Approval Signatures for the program *before* submitting their Study Abroad program proposal to the Institutional Study Abroad Committee. The Program Director is responsible for obtaining the



signatures of the sponsoring College or Department Chair; the signatures of the Chairs of any participating Departments or Committees; the signature of the Dean of the College. Necessary reviews will be delayed, and proposals will not be evaluated until all required Approval Signatures have been obtained. **Do not overlook this important step!**

**Important!** Since each College and Department has its own set of criteria for approving Study Abroad Programs, be sure you are familiar with those that apply to you.

The Study Abroad Committee will forward the form to the appropriate administrators for the signatures required for **Acceptance**.

- **Goals and Objectives of the Program**

In this section discuss the purpose of the program, what you hope to achieve, what the students will do and how they will benefit from the program.

*For example*, explain how travelers will benefit from the international focus of the French course you are teaching because they will be fully immersed in the culture of France, surrounded by those who speak French as their first language. Include details about excursions to museums, concerts, outdoor cafes and other cultural activities that will underscore the foreign language training. How will this stretch the minds and hearts of participants? How will this experience increase the student's globalization, cultural awareness, and respect for new points of view?

- **Relationship of the program to the University's Strategic Plan**

In this section speak to the heart of *how* your Study Abroad Program is consistent with the University System of Georgia's commitment to international education. Does it provide a "resource for students who are interested in building knowledge about the rest of the world and about other cultures, traveling the world, or learning a foreign language?"

- **Relationship to ASU Department/ Major**

The trip you are planning should link back to the overall course of study for the major.

Take for example, the *Writing on the High Seas* course offered by the Communications Department through the "Cruise for Credit" course. A student who is studying communications will obtain hands on experience with this Study Abroad program that cannot be duplicated in the normal classroom setting, as they write about their Caribbean experience. The environment itself is educational. Make the case for how *your* Study Abroad program uniquely enhances the overall course of study for students in your department/major. Address why this trip is a good

investment of time and resources from both the student and university perspectives.

- **Participants**

In this section include the following information:

- Expected number of travelers
- Level of education required to participate
- Prerequisites required to participate

- **Program Director's Prior Experience with this Site**

In this section detail your expertise with this travel destination. Have you led a group here before?

- Do you have local contacts?
- Did you conduct a site visit?
- How difficult is it going to be for you to manage the details of this itinerary for a group of college students?
- Are you fluent in the language?

- **Participating Faculty**

In this section list the name and credentials of faculty who will be conducting this Study Abroad program. Are they from ASU?

- **Recruitment Strategy**

In this section explain planned recruitment/marketing efforts.

- Will there be Study Abroad presentations scheduled in your classroom? Signage? T-Shirts? A marketing booth? Ads in the *Bell Ringer*?
- Explain how you intend to attract enough students to this program to ensure that you reach your break-even point on your budget.
- Consider the fundraisers you will organize to assist student who might want to travel, but do not have the resources to pay for the trip.

**Note:** Good promotion can directly impact participation! The *primary* responsibility for attracting students to a Study Abroad program rests with the faculty. However, the Study Abroad Office will help.

- **Pre-departure Orientation**

In this section outline what will be done before the trip to orient your students *before* you depart. You should cover Study Abroad material and course specific material. Be sure to include the following:

- Assignments
- Reading Lists
- Expectations for Earning a Grade

**Note:** The Study Abroad Office will schedule orientation and provide required Board of Regents information.

- **Student Post Trip Program Evaluation Plan**

*Student post-trip program evaluations are an important influence in planning subsequent trips. Study Abroad needs to know...were the hotels, airlines, tour guides, excursions and overall safety up to the standards expected.*

- Explain in this section how you intend to gather student feedback about the trip. (i.e., were the hotels, air lines, tour guides, excursions and overall safety up to the standard expected?) Who will coordinate this effort?
- How will you ensure that the forms are returned to the Study Abroad office?

**Note:** The Study Abroad office will survey the students via Survey Monkey, however faculty members are encouraged to independently obtain student feedback.

- **Course Titles and Numbers**

In this section follow the prompts on the form.

**Be sure to attach a copy of the course syllabus and the contact hour form.**

**Note:** All ASU Study Abroad courses are listed as SABR. Please see catalog for description.

**Important!** *Attach a copy of your trip itinerary to your program proposal. No Study Abroad proposal is complete without the itinerary. See Section VIII for more detail on developing your itinerary.*

**Caution!** No proposal is complete nor will be considered without the program budget. **Use the budget template.** A “Live” template is accessible on the ASU website on “The Oak.”

ASU  
*Study Abroad*  
Travel Arrangements & Logistics  
Preparing an Itinerary

---

**Important!** Let us begin this section by underscoring that faculty *cannot sign contracts* on behalf of Study Abroad or ASU. Do not do it!

Well thought out travel arrangements and logistics play a big part in the successful planning of a Study Abroad program. The more effort the Program Director expends in this area, the more likely it is that a trip will be approved. There is an expectation that you will make the effort to research travel and logistical arrangements. See below for some helpful hints to get you started.

- **No program proposal is complete without a detailed itinerary. Your itinerary should be attached as an addendum to your program proposal.**

**Include the following information in your itinerary:**

- Countries to be visited  
*Name the cities within each country where you will visit*
- Tentative schedule (dates)  
*Hint: Check the academic calendar before setting the trip dates*
- International or Domestic Flight information  
*See attached information*
- Ground Transportation Arrangements  
*See attached information*
- Housing Arrangements  
*See attached information*
- Safety/ Security Plans  
*Check with the Study Abroad Office*

*Sound like Greek to you? The Study Abroad Office is here to help. Call us!*

ASU  
*Study Abroad*  
Travel Arrangements & Logistics  
*Helpful Hints*

---

**Remember!** Your objective here is to obtain a quote only! Faculty members cannot sign a contract on behalf of Study Abroad or ASU.

**Group Airfare**

Most airlines will book group fares. With group fares the objective is to reserve a certain number of seats with a deposit; at a later point in time, *once you know the names of the participants*, you can assign a name to the individual tickets. Tickets have to be reserved in this way to ensure all students are on the same flights.

*There are a few ways to book group tickets:*

- 1.) Contact the airline directly. You can go to most airline websites and request a group quote.

[http://www.delta.com/planning\\_reservations/plan\\_flight/group\\_sales/index.jsp](http://www.delta.com/planning_reservations/plan_flight/group_sales/index.jsp)

*or*

- 2.) You can ask for a group quote at student websites such as studentuniverse.com  
<http://www.studentuniverse.com/grouptravelrequest>

*or*

- 3.) You can ask any travel agents that specialize in groups. Study Abroad can give you suggestions.

Once you have a quote you can put it into the budget.

**Note:** While group fares may not be as cheap as the internet, you need to book this way because you will need a large number of tickets on the same flight.

- Hint: You may also want to ask for a quote for an air/land package with the hotels and rail passes and transfers that you need. You can ask a travel agent the cost for an air land package.

- If you are just trying to estimate costs, you can look at an online ticket agent (such as Expedia or Travelocity) to see the price of tickets.

### **Rail Passes**

You can look at the cost of rail passes online at:

[www.raileurope.com](http://www.raileurope.com)

### **Hotel Room Rates**

You can look for hotel rates online at:

<http://www.hotels.com/groups.do;jsessionid=A2C9FCF7D0033CCA78376CFB644999B3.kimotc16>

Keep price in mind when making your hotel arrangements. We suggest you book rooms at three star hotels (as opposed to four or five star) in consideration of student budgets.



## Study Abroad

### Developing Your Budget Worksheet

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The importance of the budget cannot be overstated and the effort you expend preparing a well thought out budget now, not only will help you in getting your proposal approved, it will pay off dividends later on. As you plan your Study Abroad trip think through the expenses you are likely to incur to avoid having cost overruns and “emergencies” that could have been foreseen.

*It is important to consider now, as you prepare your budget, that in the months ahead as you submit Requests for Payments, you must be able to tie each request to a line item in your budget.*

A few hints are presented here for your consideration as you begin to develop your budget worksheet. The goal is to help you create a realistic financial plan for your Study Abroad program.

#### **SAFETY FIRST**

Traveling in a foreign country presents risk that we seek to minimize for you. Carrying large sums of cash makes you a target, and we suggest that you avoid paying in cash whenever there is a reasonable alternative. Think prepayment. Credit cards present risk as well, the risk of identity theft in particular. If you have not prepaid an expense, you will need to weigh the associated risks of paying with cash versus paying by credit card. Some common sense questions to ask yourself:

- Consider the environment where you are going. Is it safe and secure or is it a public place that is crowded and bustling with activity? Could a thief easily single you out and quickly escape with your money? Who’s watching you? What is the time of day?
- Is the vendor a trusted party already known to you? Does the business seem legitimate?

Common sense and caution must play equally in your decision on how to pay.

#### **LOSS OF FUNDS**

You should know up front that you are responsible for loss of funds. Factor this in when you consider how you are going to pay for expenses. Should funds be lost, contact the Study Abroad Office and ASU Public Safety to file a police report. You will also need to file a police report locally.

## **PREPAYMENT OF EXPENSES**

You are encouraged to prepay as many expenses as possible before you embark on your trip. There are several advantages to prepaying:

- You avoid the risk that carrying large sums of cash presents.
- By prepaying in US dollar you do not have to worry about currency fluctuations that can wreak havoc with your budget.
- Prepaying now allows you to shop for the best price. Once you arrive at your destination, there might not be opportunity to compare rates.
- Airfare, hotel, ground transportation and even some meals can be prepaid.

**Note:** If you cannot prepay an expense, you can request a small petty cash fund (i.e. for an excursion), however you must be able to justify the need for a petty cash fund, *and the expense must have already been in your budget.*

The form to request a petty cash fund is available on the Business Office website at

[www.aug.edu/business\\_office/cashier%20info.htm](http://www.aug.edu/business_office/cashier%20info.htm)

The petty cash fund must be reconciled within 14 days of your return from your trip. The Study Abroad Office can help you with the reconciliation if need be. Do not delay in asking for help, should you need it!

## **TIMEFRAME FOR PREPAYMENTS**

While Faculty members are not allowed to finalize contractual arrangements for Study Abroad or ASU, you are encouraged to obtain quotes early on, so that your budget estimates for major expenses are realistic. When possible, lock in those rates well ahead of time.

Once your Study Abroad program has been approved, and you have received the acceptance form with ASU President's signature, then it is time to request prepayments. For example, some airlines will let you book flights as far as 330 days out. Reserve your flights just as soon as tickets become available. Generally a \$100 per seat deposit will secure a seat. You will need to obtain a Payment Request Form from the Business Office. The form is available on the ASU Business Office Web Site:

[http://www.aug.edu/business\\_office/pay\\_request.pdf](http://www.aug.edu/business_office/pay_request.pdf)

**Important!** All Study Abroad expenditures must go through the Study Abroad Office for approval. Again, you must be able to tie the expenditure to a line item in your budget.

## **PROPER RECEIPTS**

*Another good reason to prepay whenever possible...*

All Study Abroad programs must be able to withstand the scrutiny of the state auditor. Consequently, you are required to obtain receipts for all reimbursable expenditures that are made while you are abroad. Will the state auditor be able to read that Greek



receipt? Make sure you obtain a receipt that can be readily understood. If necessary, have the invoice translated.

### **FREE TICKETS & OTHER SAVINGS**

Sometimes Faculty members are able to secure a free ticket through group purchases, or other discounts. When this is the case, be sure to roll the savings into the cost for your student, in the form of a cost reduction.

### **CONTINGENCY FUNDS**

While you are strongly encouraged to think through your budget in the planning stages, realistically, not every situation can be anticipated, *especially when you are traveling abroad*. Things happen unexpectedly and past experience has taught us the value of a contingency fund. A *reasonable* contingency budget will cover your unplanned expenses. Do not overlook a contingency fund.

### **CALCULATING THE TRIP SURPLUS**

The Program Director has a responsibility to the students who are paying for the trip to calculate a reasonable trip surplus - *one that is neither too large nor too small*. What constitutes a *reasonable* trip surplus? Look at it from two points of view: that of the student and that of the manager (you). For fairness sake, the trip cost should be a good value for the student. After all, for many students this has been a hard earned trip, involving countless hours of “sweat equity” and fundraisers. As the Program Director you must keep a management perspective, making sure you have responsibly budgeted for the trip. There must be a balance between these sometimes competing points of view. A \$20,000 surplus would be difficult, if not impossible, to justify. A \$1000 surplus is considered responsible.

**Important!** As we build the Study Abroad program, Study Abroad alums are our best source of advertising, as they talk to their fellow students when they arrive home. It is important that we have given them an educational experience worth the cost of the trip. *What will your students say?*

### **HOW TO PREPARE A PROPOSAL FOR USING AN UNANTICIPATED SURPLUS**

Sometimes, despite the best planning, you find yourself in a situation where you have realized savings *while on the trip*, and have an unanticipated surplus, that realistically is too large to justify. What to do? In these circumstances, it is suggested that you prepare a proposal on how to use these funds and submit it to the appropriate administrator. Some Program Directors suggest to the delight of their students that another excursion be planned. Draft a short proposal explaining the circumstance and how you would like to use the funds. Maybe there is a museum that the students would like to visit. Or a concert, a train trip to an unplanned destination, etc., etc. The expenditure must be for the benefit of the students.

Excess funds are not to be used to reimburse expenses of the Program Director, the Program Director's spouse, items purchased for the Program Director, increased per diems, or the like. In accordance with Board of Regent guidelines, excess monies from a Study Abroad trip are used to pay deposits for future trips. They cannot be used to pay for unbudgeted expenses of the Program Director. **Remember:** All expenditures must be in the original budget plan. *Please do not ask to have your spouse's airfare reimbursed!*

### **SALARY CONSIDERATIONS**

Study Abroad budgets do not allow for the payment of extra salary for teaching abroad. Your salary will continue to be paid from state funds, as it normally is paid.

### **FACULTY TRAVEL EXPENSES**

**Special Note:** Although Faculty Travel expenses for Study Abroad programs are paid from state funds, the travel expenses must be approved by the Study Abroad office before the Business Office will process them. Submit your expense report to the Study Abroad office. Once it has been approved by the AVPIA, Study Abroad staff will forward your expenses to the Business Office for processing.

Due to Board of Regent continuous audit requirements for Faculty Travel, travel expenses for Faculty who are teaching abroad must be processed in the regular manner (through PeopleSoft). This includes your airfare, per diems, and other travel expenses. These items are paid through state funds and must be accounting for accordingly. Consult with the Travel Office for further information about your travel expenses or visit the Travel Office website:

[http://www.aug.edu/business\\_office/travel\\_info.html](http://www.aug.edu/business_office/travel_info.html)

**Note:** It can be unreasonable to expect students to absorb the cost of a high cost per diem. Please take an appropriate per diem for the trip. Remember, it is difficult to sell a trip that is too high priced.

**Important!** For insurance purposes, Faculty must complete a travel authorization form prior to travel. Do not leave without doing this! This is for your own protection.

### **CLOSE OUT OF STUDY ABROAD PROGRAM ACCOUNTS**

All Study Abroad program accounts must be fully reconciled and closed out within 60 days after the trip. In accordance with Board of Regents guidelines, account balances must be transferred to the Study Abroad general account, to be used for future trip deposits. Knowing this, please be sure to submit all reimbursable trip expenses in a timely manner.

**Helpful Hint!** A template has been developed to assist Faculty in developing their Study Abroad program worksheets.  
*The template can be accessed from the ASU website on "The Oak."*



ASU  
*Study Abroad*  
**TIMELINE**  
*for New & Recurring Programs*

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Whether your proposed program is a new or recurring one, it must go through a rigorous evaluation each year. Please plan accordingly and allow enough time for this process. Below is a rough timeline to serve as a guide for Faculty who are submitting proposals.

**NEW & RECURRING TRIPS FOLLOW A SIMILAR TIMELINE**

October – March	Request meeting with your department Chair to discuss a broad overview of proposed Study Abroad trip. Follow departmental rules for the submission of a new proposal. <i>Note: A series of meetings will probably be necessary, particularly for new programs.</i>
Apr 1	Applications/Proposal due to the Institutional Study Abroad Committee. <i>Note: A complete application includes a proposal, syllabus, budget, itinerary and signatures through the Dean's office.</i>
Mid-May	Evaluation and feedback
June	Revised Applications/Proposals Due to Institutional Study Abroad Committee. Acceptance Notifications sent to Program Directors.
July, August	Websites developed and programs entered into the BOR Study Abroad program database. Copies of completed proposals sent to the BOR for final approval and listing in the online Study Abroad catalogue.
August (Late)	Faculty Orientation Sessions
Sept-Dec	Recruitment
Dec 15	Initial Participant Headcount

Jan-Feb	Collect Final Payments from Students Final Participant Headcount
Feb-Mar	Reports Sent to Deans
Mar-May	Student Orientations
September	Final Reports Due

*This timeline can be adjusted as needed*



ASU  
*Study Abroad*  
Recruiting Students

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**OVERVIEW**

It is the responsibility of the Program Administrator to recruit students for their Study Abroad program...*and a key one at that*. A core group of students is needed to make the program financially feasible, and must be a primary focus from the start. While the Study Abroad Office will help support you with your marketing efforts, the primary responsibility for recruitment rests with the Faculty. Here we have provided some hints to get you started.

**BUDGET CONSIDERATIONS**

*Your budget drives your Study Abroad program. Without a core group of students, you will not have enough revenue to cover trip expenses. Keep this in mind as you develop your Study Abroad program. Recruitment matters!*

- All trips are budgeted with a 10 to 1 student/professor ratio.
- All trips need a minimum of 10 students.
- Trips that have fewer than 10 students are subject to cancellation.

**BUDGET & SALARY**

*The Dean's Office determines the summer pay of Study Abroad Faculty, taking into consideration information provided by the Study Abroad Office. There is an indirect relationship between your summer pay and your recruitment efforts. Here's how it works:*

- Study Abroad is responsible for balancing the budgets of Study Abroad programs.
- Deans have responsibility for determining Faculty salaries, including summer pay.
- Study Abroad informs the Dean's Office about program numbers and students per class.
- This is generally done in February after final payments are made by students.

Bottom line: You need to start your marketing efforts early, if you intend to teach abroad.

**BEST RECRUITING METHODS**

- **Talk to Individual Students!**

Students continually tell us they traveled for one reason alone: *The Professor said they should!* Don't underestimate your influence.

- **Talk to Classes**

Ask your colleagues to give you (or the Study Abroad staff) 10 minutes to make a presentation in their classroom. Build the excitement among a group of students who might enjoy traveling together!

**ARRANGING FOR A STUDY ABROAD CLASSROOM PRESENTATION – *Nothing Could be Easier!***

Study Abroad staff likes to talk about its programs. Just ask! If you would like to arrange for a classroom presentation by the Study Abroad Office simply send an email with your request. Upon receipt of your request, Study Abroad will arrange a staff member to visit the class if possible.

- The peer to peer exchange cannot be surpassed. The student endorsement has a credibility factor that is invaluable. Your students are more likely to ask questions they may have when they see one of their own is providing the answers.
- As Faculty you are then encouraged to quickly follow-up with those students who have expressed interest during the presentation.
- Past experience has taught us that this targeted approach increases enrollment in Study Abroad programs.

**WHAT A STUDY ABROAD PRESENTATION COVERS**

- The presentation gives an overview about Study Abroad
- Scholarship opportunities are highlighted
- A specific trip is highlighted (yours!)
- Marketing materials are given away that highlight the Study Abroad website

*Every Study Abroad presentation promotes all trips, but highlights the trip of the Professor who requested the presentation.*

**OTHER RECRUITMENT METHODS**

It is important to keep initial enthusiasm alive! The Study Abroad Office suggests several simple ways in which you can do this:

- Posters
- Table Tents
- E-Mails
- Advising Times
- Signs on your office door and your department board
- Clubs and Organization

**KEEP STUDENTS INFORMED**

Don't let interest wane. Keep the student engaged about the prospect of travel. Keeping the student informed is essential, every step of the way. Assume nothing. Give the following information to the student directly:

- The Study Abroad Website Information
- Directions to the Study Abroad Office

Once the student steps inside the Study Abroad office, he/she can speak to our students who have been abroad before. The energy inside the Study Abroad office is contagious. Be sure your students visit early on!

### **OTHER RECRUITMENT TACTICS**

- Don't let cost be a deterrent. Always let students know about scholarships and work opportunities ("sweat equity").
- Let students know how the course will count in their degree plan.
- Let students know the importance of travel abroad.
- Let students know the good value of the trips.

### **KNOW YOUR AUDIENCE**

- If you are teaching a course in the core, target Freshmen.
- When making class presentations, look for classes with large enrollments of the audience you are targeting.
- Ask your colleagues for the opportunity to speak to these large classes and ask them which students are most likely to be good candidates for Study Abroad, so that you can target your presentation to them. *Return the favor in kind when you are asked.*
- Remember to mention *all* Study Abroad programs in your presentation. Think reciprocity! Someone may recruit a student for you, too.
- Ultimately, trip budgets can balance off a total number, so recruit for all classes.

### **OTHER**

- Once a student has made a deposit on a trip, and attended the initial meeting with Study Abroad, the Study Abroad office will e-mail the professor.
- Faculty should immediately follow-up with the student to make sure he/she has all information and has met with you.
- Again. Keep the student interested! Did we say...keep the student interested!

**Important!** Marketing of a Study Abroad course should uphold the highest standards of academic integrity, learning and student behavior: the academic quality and the educational experience of the course should be the primary selling points. Marketing is yet another area where best practices in risk management must be considered carefully.



## Study Abroad

### The Role of the Study Abroad Office: *Making It All Happen*

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The role of the Study Abroad Office is that of a collaborator, working with Faculty every step of the way to ensure that a well conceived program takes off and succeeds. Study Abroad staff delights in sharing expertise gained working with Faculty who have previously led student trips, taught abroad and brought back story after story of what worked *and* what didn't.

*Here's what the Study Abroad Office does in a nutshell:*

- Study Abroad staff meets with students who are considering a Study Abroad Program, answers questions about the trip itself, and explains scholarship, fundraising and "sweat equity" programs. If you can get the student to the Study Abroad Office, staff will take over from there. You recruit: Study Abroad does the rest!
- Once a student has decided to participate in a Study Abroad program, Study Abroad staff collects the trip deposit.

**Note:** Board of Regents guidelines prohibit Faculty from directly collecting fees from students who are traveling abroad. Study Abroad fees must be recorded in PeopleSoft as any other student fees are recorded. Students should be referred to the Study Abroad office once they have decided to participate in a Study Abroad program.

- Study Abroad staff tracks all payments on accounts of Study Abroad students, in coordination with the ASU Business Office.
- Study Abroad staff coordinates scholarship distribution.
- Study Abroad staff maintains the Study Abroad website, used to promote all Study Abroad programs.
- Study Abroad maintains the inventory of ASU Study Abroad that are to be entered into the BOR system wide database for international programs. Study Abroad sends copies of all completed proposals to the BOR for this purpose.

**Note:** Maintaining an accurate inventory of all Study Abroad programs is a BOR requirement and an important risk management control. See additional information on this subject at the end of this section.

- Study Abroad staff organizes the annual Study Abroad fair.
- Study Abroad staff provides a presence on campus and markets all programs at events such as Visitation Days, Grad Finale, What's the Scoop, Homecoming, Orientation, etc.
- Study Abroad staff coordinates fundraisers for students who raise money to offset the cost of their trip (i.e. Yankee Candle sales).
- Study Abroad staff stands ready to help direct Faculty as you research airfare, hotel and ground transportation pricing.
- Study Abroad staff will help Faculty promote your program, offering suggestions to help you boost your recruitment efforts.
- Study Abroad staff will track enrollment in your program and keep you informed as students make trip deposits.
- Study Abroad staff will coordinate payment of all trip expenses through the ASU Business Office.
- Study Abroad staff is on stand-by in emergency situations, should you need help while abroad.
- Study Abroad staff maintains individual files on each student traveler, with emergency contacts, health information, passport information, etc. accessible should a situation arise where it is needed.
- Study Abroad staff maintains detailed financial records for each Study Abroad program, in accordance with Board of Regents requirement and in anticipation of state audits.
- Study Abroad staff coordinates the accounting between agency accounts and state accounts for the payment of Faculty travel expenses as required by the Board of Regents.

As mentioned earlier in this section, a key function of the Study Abroad office is to maintain a complete inventory of all ASU Study Abroad programs.

**“With the rising numbers of students participating in study abroad programs, University System of Georgia institutions, administrators, and faculty need to be mindful of the risk management issues that affect study abroad.”**

*Excerpted from the USG Principles of International Education and the USG Strategic Plan Risk Management Guidelines for Study Abroad Programs*

In an effort to centralize Study Abroad policies, procedures, and information as much as possible, and in light of risk assessment and liability issues, it is essential that all Study Abroad programs be developed in tandem with the Study Abroad Office from the earliest planning stages. (*First, of course, you must have obtained the approval of your Department Chair.*) The Study Abroad staff is well trained to help faculty in the development of programs that are academically sound, appealing to students, affordable and most importantly, in compliance with the Office of International Education (OIE) of the University System of Georgia.

All ASU Study Abroad programs must go through a rigorous multi-level approval process. Don't try to go it alone: Study Abroad staff is ready and eager to help you understand the requirements to obtain these approvals. In fact, it is their responsibility to do so.

- *Did you know that all ASU Study Abroad programs must be registered in the OIE centralized database with all the Study Abroad programs of USG institutions? They do. Among other reasons, OIE maintains this database for risk management purposes.*

The responsibility of ASU's Study Abroad Office is threefold:

- 1.) To maintain the inventory of all ASU Study Abroad programs
- 2.) To ascertain that each program has received all of the necessary approvals (including that of the University President)
- 3.) To submit the *approved* Study Abroad Programs to OIE

**Important!** Make sure your international trip has the full backing of the University System of Georgia and the protections that affords. Work in tandem with the Study Abroad Office to be sure that your program meets the rigorous standards of compliance, has all OIE required approvals and is properly inventoried with the state. To do otherwise is to put your students at unnecessary risk.

**Risk Management requires a collaborative effort.**

*The Study Abroad Office is here to provide support to Faculty every step of the way.*

ASU  
*Study Abroad*  
**Paying for Your Trip: *How To's***

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Some things bear repeating...*cross reference "Developing Your Budget Worksheet"*

**The Study Abroad Office has responsibility for all Study Abroad program budgets and must comply with rigorous state audit standards. Consequently, all Study Abroad program expenses must be approved by the appropriate administrator.**

**A few guidelines will help you to stay on track:**

- All expenditures must be in your approved budget. No exceptions. This underscores the need for a well thought out budget in the planning stages.
- Excess funds do not justify unbudgeted expenses. Generally, if there are excess funds an additional excursion or something for the students should be purchased.
- You are encouraged to arrange for pre-payment of trip expenses to the extent possible. By pre-paying, you avoid the risk that carrying large sums of cash presents. You also avoid the risk that currency fluctuations impose. A Payment Request form can be obtained from the Business Office website:

[http://www.aug.edu/business\\_office/pay\\_request.pdf](http://www.aug.edu/business_office/pay_request.pdf)

- Remember, the authorization of the appropriate administrator must be obtained on the request form before a payment can be processed in the Business Office.
- Please allow five working days for processing your Payment Request in the Business Office.
- Airfares, hotels, ground transportation and some meals can and should be prepaid.

**PETTY CASH FUNDS**

If you cannot prepay an expense, you can request a small petty cash fund (i.e. for an excursion), however you must be able to justify the need for a petty cash fund, *and the expense must have already been in your budget.*

The form to request a petty cash fund is available on line at:

[http://www.aug.edu/business\\_office/cashier%20info.htm](http://www.aug.edu/business_office/cashier%20info.htm).

The petty cash fund must be reconciled within 14 days of your return from your trip. The Study Abroad Office can help you with the reconciliation if need be. Do not delay in asking for help.

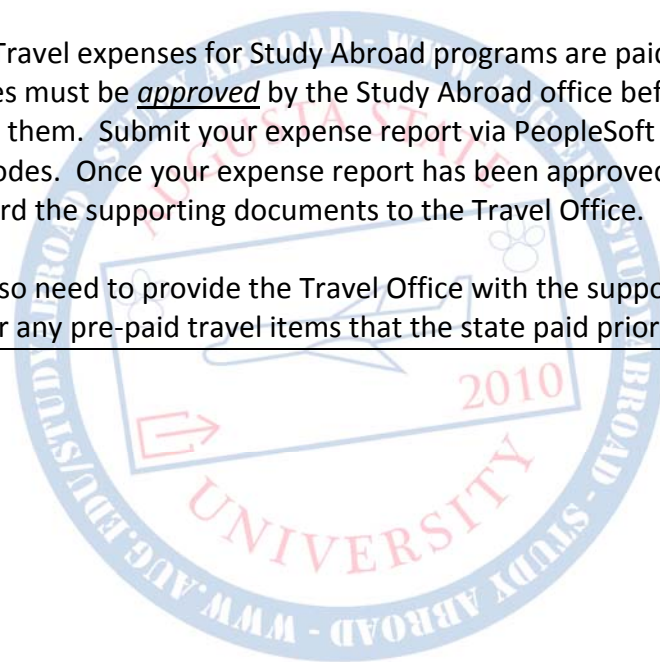
### FACULTY TRAVEL EXPENSES

The funds to pay for faculty travel for faculty who are teaching abroad are collected from students who are participating in Study Abroad. Consequently, state funds must be used to pay the travel expenses, with Board of Regent continuous audit rules applying.

**Special Note:**

Although Faculty Travel expenses for Study Abroad programs are paid from state funds, the travel expenses must be approved by the Study Abroad office before the Business Office will process them. Submit your expense report via PeopleSoft using the Study Abroad account codes. Once your expense report has been approved by the AVPIA, you will need to forward the supporting documents to the Travel Office.

**Reminder!** You also need to provide the Travel Office with the supporting documentation for any pre-paid travel items that the state paid prior to your trip.



## Study Abroad

### A WORD ABOUT TRIP DEPOSITS, FINAL PAYMENTS, REFUNDS & TRANSFERS

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The nature of college students is that they like to change their minds. One day they are going to Senegal and before you know it they are more interested in Cruisin' for Credit. Sometimes a student simply cannot afford a trip they had hoped to take. Earning that "sweat equity" does require quite a time commitment! Sometimes life simply unfolds quite differently than anticipated.

As the trip manager this can wreak havoc with your planning, particularly the financial part. The accounting can become complex in the Study Abroad Office as well. While we want to be accommodating to our student travelers, a few rules are essential, as outlined below.

Please keep these rules in mind as you recruit your students. When your students submit their trip applications, be certain they are aware of the guiding policy, so that misunderstandings can be avoided.

**Important!** A statement acknowledging that the deposit is non-refundable is included in the application that the student signs. As a courtesy to the student, [point this out to them](#), because not everyone reads what they sign during the excitement of signing up for what often is a first international trip!

### TRIP DEPOSIT POLICY

- **DEPOSIT AMOUNT**
  - A \$200 deposit is required to hold a student's space on a Study Abroad trip.
  - In some cases a smaller initial deposit is accepted with the balance to be earned through fundraising efforts (i.e., Yankee candle sales, etc.).
  - After a student makes an initial deposit, the student will be contacted by the Study Abroad office to enroll in a "Trip Planning" workshop. Participation in a workshop is mandatory. It is an important step in preparing a student for a Study Abroad program; critical information is shared that will help guide the traveler on a variety of travel related concerns, including the financial terms and conditions that govern Study Abroad programs. Participants in the workshop will be emailed the *Student Resource Guide for Study Abroad*.

- **DEPOSIT TIMELINE**
  - Deposit deadlines need to be set late in the fall semester or early in the spring. This allows time for teaching schedules to be adjusted in the event that your trip does not materialize. It also allows for recruitment in the fall semester and more focus on final payment, orientation, and other responsibilities in the spring semester.
- **NO REFUNDS**
  - The deposit is non-refundable under any circumstance, *including funds earned through fundraisers.*

## **TRIP FINAL PAYMENT POLICY**

- **FINAL PAYMENTS**
  - Final payments need to be made a minimum of 90 days before travel, and as far ahead of travel as 120 days.
  - This allows time for invoices to be paid without a rush and for funds to be transferred for faculty travel. Remember that the Business Office has seven working days to process any payment request.
  - This also allows time for air fare and ground arrangements to be altered if there are more students than anticipated or to reduce the number of air tickets and ground arrangements without penalty. Payment deadlines should never be later than the penalty date to lose money on travel.

## **TRIP REFUND POLICY**

- **TRIP REFUNDS**
  - When a student submits an application for a program they are required to attend a pre-trip planning meeting. In this meeting Study Abroad staff review the trip refund policy and students are required to sign an agreement stating that they will abide by this policy.
  - Normally all trip payments are completely non refundable.
  - If a student withdraws from a trip for medical reason all efforts will be made to refund trip payments provided that a physician's note is brought to the Study Abroad office.
  - If a student is unable to go on a trip for other reasons and the student believes that the trip money should be refunded the student can write a letter of appeal to the Institutional Study Abroad Committee.
  - After payments have been made on items for the students, such as airfare and hotel, the only refund possible will be the refund issued by the booking agent, university, or other third party.
  - All programs must comply with this policy.

## TRIP TRANSFER POLICY

- **TRANSFERS**
  - If a student decides they would prefer to travel to another destination at another date and time you must **check with the Study Abroad Office** before agreeing to transfer the deposit.
  - The deposit will be transferred if, and only if, both Study Abroad programs are within the same fiscal year. *Again, check with the Study Abroad Office first, just to be certain!*
  - Deposits cannot be transferred to a trip in a future fiscal year. Period.





ASU  
*Study Abroad*  
Student Orientation

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*Here's what the Board of Regents has to say about the importance of an orientation program...*

"A comprehensive pre-departure orientation program is crucial to a successful Study Abroad program and will help ensure that participants have the necessary information and cross-cultural training to ensure a successful Study Abroad experience. An effective orientation should provide essential program information, including all logistical and academic elements; motivate students to learn about the host culture; and help students to develop cross-cultural sensitivity and cross-cultural adaptation. Generally, the more information students receive before their departure, the smoother their adjustment process overseas."

*Excerpted from the USG Handbook for Development and Maintaining Study Abroad Programs*

Pre-departure orientations increase student preparedness and as such can help to reduce institutional liability. Study Abroad orientations are mandatory for this reason. Faculty members are advised to work with the Study Abroad office in preparing for the orientation. A careful review of all orientation materials by the Study Abroad staff will help to ensure that students receive the essential information they need before departing on their trip.

**Important!** *Be sure to have your orientation materials reviewed by Study Abroad staff at least two weeks prior to the orientation date.*

ASU Study Abroad orientations are held from March-May. Each Study Abroad program has its own orientation session. Your orientation session should set the tone for the trip, clarify expectations and provide detailed information to students that will help avoid unpleasant surprises when you arrive at the destination.

Orientation has two parts. Part one is conducted by the Study Abroad office. Part two is conducted by Program Directors.

*Orientation begins with a general meeting for all Study Abroad participants.*

**GENERAL MEETING – Conducted by Study Abroad Office**

The general meeting covers the following:

- Official university information is reviewed
- Forms that students must sign are distributed (*see below for list of forms*)
- Emergency cards are distributed

## **FORMS- Folders completed by the Study Abroad Office and distributed at Orientation**

*The following forms are required to be in the Study Abroad orientation folders:*

- Country Information Sheet and A Safe Trip Abroad Information from the Department of State
- Country Information Sheet and Safe Travel Information from the CDC
- CultureGram Country specific information
  - <http://www.culturegrams.com/>
- CISI Insurance information (insurance cards and booklet detailing the coverage purchased for the student)
- ISIC Information for supplemental insurance
- PicCell Wireless Phone rental information (flyer)
- Phone Information from Go.Abroad.com
- Information on travel abroad which includes information on Culture Shock, Health and Safety, and Reentry Issues
- Counseling Center Tri-Fold
- ***Your Guide to Study Abroad*** booklet by Studyabroad.com
- ASU Information Sheet: Things You Need to Know
- Terms and Conditions of Participation Agreement (*to be completed by the student and returned to the Study Abroad office*)
- Emergency Contacts (*to be completed by the student and returned to the Study Abroad office*)
- Waiver and Release of Liability (*to be completed by the student and returned to the Study Abroad office*)
- Travel Abroad Medical Profile and Consent for Care- *Confidential* (*to be completed by the student and returned to the Study Abroad office*)

**Important!** Be sure your students understand which forms they need to return.

*Following the General Meeting and a short break, individual class orientations begin.*

## **CLASS ORIENTATION – Conducted by Study Abroad Professor/Program Director**

The class orientation covers the following:

- Syllabus and other information are distributed
- Pre-trip assignments are distributed
- Expectations are clarified
- Any other pertinent information is reviewed, including:
  - academic policies
  - class attendance
  - placement exams
  - homework assignments
  - available facilities (i.e. computer labs and libraries)
  - required text books, grading systems
  - procedures for registration
  - credit transfer to the home campus

### **Helpful Hint!**

The Orientation you plan should emphasize the expectations for a successful trip and leave your students well prepared to embark on what could be their first international travel. To this end, the Study Abroad office has tried to assist you in compiling useful information for those going abroad.

Be sure to review the “Orientation Handouts” section of this manual on “The Oak.” There you will find a wide variety of information from the Department of State, the Center for Disease Control and other sources that will help you plan a comprehensive Orientation for your Study Abroad group.

In addition you will find the forms that students are required to sign at Orientation, including the Term and Conditions of Participation Agreement and Emergency Contacts.

**Do not underestimate the value of conducting a well planned orientation session with respect to your responsibilities for managing risk.**

ASU  
*Study Abroad*

**The Rest of the Story...Emergencies, Behavior Problems, Discipline**

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To every extent possible, Study Abroad encourages pre-planning. There needs to be a well thought out plan in place for when disaster strikes or when discipline is needed. In some cases, the Study Abroad office has taken the lead. In other instances, the Program Director must step in. We have outlined the distinct roles of the Study Abroad office and the Program Administrator below:

**STUDY ABROAD OFFICE**

- **STATE DEPARTMENT REGISTRATION**

For your safety and peace of mind the Study Abroad office registers each group with the Department of State. This registration alerts the local embassy that you are in country. The registration also gives contact information for the group, such as hotel names and phone numbers as well as group leader contacts. This registration allows the embassy to send alerts and warnings to ASU Study Abroad that can be forwarded to the program director.

- **EMERGENCY RESPONSE PLAN**

Per Board of Regents regulations Study Abroad has formulated an emergency response plan. This plan addresses a framework for responding to emergency situations as they arise on Study Abroad programs. The plan is included in this chapter.

- **SUSPENSION OR CANCELATION OF A PROGRAM**

In the event of a pandemic, natural disaster, or the issuance of a State Department warning, a program may have to be cancelled or suspended. Should a circumstance arise where these types of issues must be considered and a decision made about the future of a program the Study Abroad committee will call an emergency meeting.

The committee will collect all information from appropriate sources, as well as directives from the Board of Regents, in order to make an informed decision. Options include the complete cancellation or suspension until the circumstances allow the program to run again. The Study Abroad office will gather information to assist in this decision, such as refund options and expenses incurred to postpone a program.

Please note that programs can be suspended or cancelled for reasons other than those listed above. The Study Abroad committee would be instrumental in making these decisions.

- **PANDEMICS**

The Study Abroad Pandemic Preparation has been included at the back of this section. In the case of a global pandemic the Study Abroad Committee will determine if programs will be cancelled or altered. In the case that a student becomes ill in a global pandemic the pandemic plan outlines the responsibilities of the program director and the Study Abroad office.

## PROGRAM DIRECTOR

As a Program Director, your responsibilities go beyond guiding the trip and teaching abroad. You must also be prepared to handle emergencies and behavior problems as well as administer discipline in situations that call for it. While there are relatively few problems on these trips, be advised...*before you begin your trip, begin planning for the unforeseen.*

Program directors are responsible for a variety of issues on Study Abroad that go beyond the classroom setting. You will, of course, have responsibilities from your own department and college concerning the academic portion of your trip.

**Important!** To help you understand your responsibilities in the programming of your study abroad trip please consult carefully the **Program Director's Agreement** (see Section VI). As the Program Director, when you submit your signed Study Abroad Proposal, you are agreeing to perform the duties listed in this document.

- **STUDENT EMERGENCIES**

Before you leave, you will receive the following:

- A copy of the emergency procedures for Study Abroad
  - *a copy of the emergency procedures is at the end of this section*
- Copies of emergency contact phone numbers for participants
- A copy of the incident report form
- Copies of medical forms
- Emergency numbers to call, if you need to reach Study Abroad, ***NOW!***
- A Phone rental with a minimum credit for emergencies where applicable
- Please remember to take your information from your orientation folder also

The emergency contact phone numbers and medical forms must be returned to the Study Abroad Office (for shredding) immediately upon return from your trip.

**Note:** The Study Abroad office keeps copies of all passport information. In the event of a lost passport, the Study Abroad office will fax a copy of the passport to the consulate.

- **BEHAVIOR PROBLEMS/DISCIPLINE**

The Study Abroad programs are designed to be a rewarding time and an enriching educational experience. In addition there is a certain anticipation of fun. Students on Study Abroad are *expected and required* to attend class. After class, students have

freedom to explore on their own. Freedom does not necessarily create problems, *but should it*, there are policies and procedures in place if you find you need them.

You should always complete an **Incident Report** when any disciplinary action is taken on involving a student in a Study Abroad program. This report is included in this chapter.

- **First Offense**

After a first offense, a student will meet with the Program Director.

- **Second Offense**

After a second offense, students will receive a written letter of reprimand and may be asked to report daily to one of the Program Directors for a specified length of time. The letter will be sent to the Dean of Students who will determine if further action is warranted.

- **Third Offense**

If there is a third offense, the student will be expelled from the program, with no refund of any costs.

- All problems need to be documented and sent to the Study Abroad office. If necessary, your report will be forwarded to the Dean of Students.

The following behavior problems are considered serious enough to warrant immediate dismissal from the program. Students who commit such infractions will be expelled from the program and will receive no refund of any costs:

- Theft, vandalism or any other criminal behavior
- Abuse of alcohol and/or drugs
- Sexual harassment

- **FERPA AND ASU RESOURCES**

Also included in this chapter is information about the Family Educational Rights and Privacy Act (FERPA) and resources at ASU so you can refer students or use yourself. Please be mindful that FERPA applies to Study Abroad too! Students are asked to sign a release at orientation, but if the student does not sign this release we must abide by FERPA laws.

# Study Abroad

## Emergency Response Plan (ERP)

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*The Emergency Response Plan must be carefully followed. Take time before traveling to become familiar with it.*

**Phase 1:** Emergency is reported. Involve members of the Institutional Study Abroad Committee or emergency sub committee.

**Phase 2:** Determine whether the emergency is real or perceived. Gather as much information as possible from individuals on site, contact or investigate sources for detailed and accurate information.

**Phase 3:** Take action as warranted and according to any established action plan.

**Phase 4:** Record the chronological sequence of events in writing leading up to, during, and after the crisis. Maintain good records, including incident reports for future reference.

**Phase 5:** Debrief with all involved individuals. Make changes in the emergency protocol where warranted.

**Remember!**

Obtain names, times, places and witnesses.  
Obtain specific contact information for future reference.  
Double check all information.

ASU  
*Study Abroad*  
**Pandemic Preparation**

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*In the event that a Study Abroad student becomes ill, the following steps must be taken by the program director.*

- Step 1** Ensure that the student receives the proper medical care in the on site location.
- Step 2** Inform the Study Abroad office at ASU at the earliest possible time. This can be done via e-mail, fax or a phone call.
- Step 3** The Study Abroad office will keep a log of all reported cases of illness.
- Step 4** The Study Abroad director will give the Study Abroad office daily updates on the student's medical condition. The Study Abroad office will keep these updates in the log book.
- Step 5** In the event that a student must return to the United States, the Study Abroad office at ASU will coordinate the state side effort as appropriate.
- Step 6** The Study Abroad office will be used as a clearing house for information. All students must sign the Travel Abroad Medical Profile and Consent for Care form before leaving for the trip. Copies of these forms must be maintained in the Study Abroad office.



ASU

## Study Abroad

### Who to Call in Case of an Emergency

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**FIRST: Take care of the emergency. Call EMS.**

*Call the EMS in the country you are in, or contact the travel agent in country. This information is on your emergency card or your service review sheet.*

**SECOND: Alert the Study Abroad office or the University.**

- If it is between the hours of 8am and 4:30 pm EST please try the Study Abroad office at  
**001-706-729-2306**
- If there is no answer please try Academic Affairs at  
**001-706-737-1422**  
or  
**001- 706-731-7948**
- If it is the weekend or outside of office hours please call Public Safety at  
**001-706-737-1401**

*Public Safety answers the phone 24 hours a day 7 days a week. They will help you contact a member of the Study Abroad team.*

**THIRD: Take time to write everything down as an incident report.** This will be very helpful for the future.

**Important! REMEMBER** to follow the emergency procedures sheet!

ASU  
*Study Abroad*  
Emergency Procedures

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Study abroad may involve unique risks to participants and a higher level of responsibility for supervisors. **PLEASE REMEMBER TO TAKE THIS DOCUMENT WITH YOU DURING THE STUDY ABROAD PROGRAM.**

***Crisis Management***

All of the crisis management protocols below require that you contact ASU as soon as possible. Your faculty folder includes information on who to call at any time day or night.

**When handling any crisis, DOCUMENT YOUR ACTIONS!**

**Medical Emergencies**

- a. In cases of serious medical situations, you should do the following:
- b. Take the person to a hospital/ clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions by giving the medical forms that the student completed.
- c. Obtain the medical help indicated.
- d. Contact the insurance provider to let them know of the situation.
- e. Contact the Study Abroad Office with nature of the medical emergency, and keep in regular contact with the Study Abroad Office until the emergency has passed. Advise the Study Abroad Office if the student does NOT want the emergency contact notified.
- f. Have the student call emergency contact. If the student is not able to communicate, the Study Abroad Office or the professor will call the contact;
- g. If the student is unable to make advance payments for treatment, they should be able to use their international insurance cards for the policy provided by the Study Abroad Office for all students participation in the summer study programs;
- h. The following is a list of information you should obtain to report the situation:
  - 1) student's name;
  - 2) date of accident or commencement of illness;
  - 3) details of injuries, symptoms, present condition
  - 4) name and telephone number of attending physician;
  - 5) name, address, and number of hospital or clinic, if applicable;

### **Natural Disasters and Group Accidents**

In the case of fire, earthquake, flood, avalanche, epidemic, bus crash etc., do the following:

- a. See to the safety of all group members and follow the protocol appropriate to the site (e.g. in the event of a fire, everyone in building X will assemble in location Y);
- b. Communicate immediately with the Study Abroad Office as to the safety and state of health of all group members, the group's location, plans, and when you will contact the Study Abroad Office again;
- c. Contact the insurance provider at the emergency number provided if appropriate .

### **Missing Program Participant**

- a. Inquire with friends and associates of the missing participant about her or his whereabouts;
- b. Notify the American Embassy, local police, and local sponsor(s) and give them your telephone numbers;
- c. Notify the Study Abroad Office. The Study Abroad Office will notify the student's emergency contact. Be sure to provide the Study Abroad Office with as many details as possible regarding what happened and what is being done;
- d. Check with authorities daily, and inform the Study Abroad Office of any new developments.

### **Student Arrested**

- a. Call local law enforcement agency;
- b. Visit student in jail and determine what happened;
- c. Have the student call emergency contact. If student is unable to make call, the Study Abroad Office will contact;
- d. Report situation to American Embassy or Consulate;
- e. Notify the Study Abroad Office about the incident.

### **Robbery**

- a. Call local law enforcement agency and make a report;
- b. Have student call emergency contact;
- c. Notify the Study Abroad Office

### **Assault**

- a. Go through medical emergencies protocol in section 1;
- b. Call local law enforcement agency to report incident'
- c. Notify the Study Abroad Office about the incident.

## Rape

- a. Go through assault protocol in section 7;
- b. Notify the Study Abroad Office about the incident;
- c. Help student find counseling. Keep in mind that in many cultures medical doctors often are the first point of contact for people struggling with emotional or psychological issues;
- d. Help student (if requested or required) return home. Contact the insurance emergency number for this assistance

## Death of a student or Faculty Member

- a. If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it is very important that the tasks below are handled promptly and effectively.
- b. Take the following steps if a student or faculty member dies:
  - 1) If word comes by phone, obtain the identity of the person giving the information;
  - 2) Determine the cause of death – if an illness, what illness; if an accident, what kind where did it happen, who else was involved, etc.;
  - 3) Find out time and place of death;
  - 4) Get name and address of undertaker, if available;
  - 5) Find out if anyone has contacted the participant's family'
  - 6) Contact the Study Abroad Office regarding insurance coverage and procedures for repatriation of remains.
- c. Reporting the Information.
  - 1) Informing the Study Abroad Office. The Study Abroad Office will then inform the participant's family personally;
  - 2) Notify the U.S. Embassy or Consulate;
  - 3) Continue to keep a chronological record of events of events and actions as they occur;
  - 4) Talk to other student participants and keep them informed and counseled;
  - 5) The Study Abroad Office will give the participant's family as much support as possible;
  - 6) The Study Abroad Office will send a letter of sympathy to the participant's parents;
  - 7) The Study Abroad Office will assist the program director in marking arrangements for the repatriation of the body or remains;
  - 8) Gather the participant's belongings and make an inventory;
  - 9) Ship the belongings and inventory to Study Abroad Office, which will forward everything to the participant's family.

ASU  
Study Abroad  
Incident Report

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*Please complete this report promptly when an incident happens. Please return a copy of it to the Study Abroad office as soon as possible.*

**Name of Person Reporting Incident:** \_\_\_\_\_

**Study Abroad Site:** \_\_\_\_\_

**Incident Information**

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Individuals Involved:**

**Full Name**

**Home Institution**

**Room #**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Description of Incident** (*Concise, objective statement of fact; include how you learned of the incident, your response to it, the students' reaction to you, and the resolution.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was security or other on site personnel contacted? If so, at what time?

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Was anyone else contacted? If so, who?

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Was a program director or faculty member contacted? If so, who?

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Signature of Reporter

Date

Signature of Program Director

Date



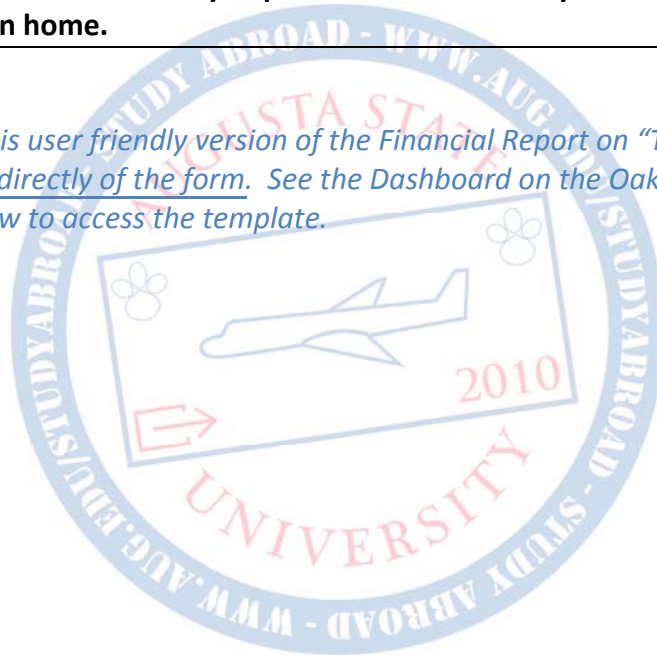
ASU  
*Study Abroad*  
**Financial Summary Report**

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Once you have returned from your Study Abroad trip, you are required to prepare a **Financial Summary Report**. The purpose of this report is to compare your actual revenue and expenses to those that were projected in the program budget. The comparison of the variances between the two numbers can be helpful in analyzing how a trip might be planned differently going forward.

**Important!** The Financial Summary Report is due in the Study Abroad Office within 30 days of your return home.

**Important!** There is user friendly version of the Financial Report on "The Oak" which will allow you to type directly of the form. See the Dashboard on the Oak for further instructions on how to access the template.



**Augusta State University**  
**Final Financial Report - SUMMARY**

**!!! HELPFUL HINT:** In completing your final financial report, take care not to type in fields that have "black dotted backgrounds." These fields have special formulas that make the calculations and/or copy data for you automatically. Avoid overwriting these formulas. The formulas make the report preparation easy work.

Program Name:

\* **Note:** This information will copy to all subsequent pages! \*

Dates of Travel:

Number of Days:

Program Administrator:

Actual # of Students:

	Budget	Actual	Variance	Explanation of Variance
<b>Total Revenue</b>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
<b>Less Trip Discounts</b>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
<b>Less Total Expenses</b>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
<b>Surplus or (Deficit)</b> Revenue - Expenses	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	

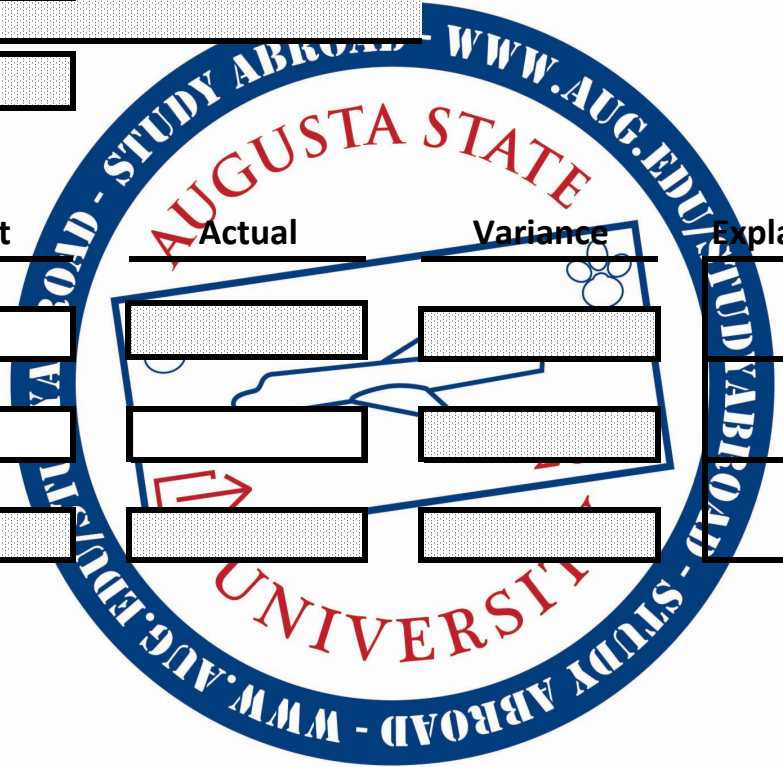
**Notes:**



## Final Financial Report - REVENUE

**Program Name:** \_\_\_\_\_  
**Dates of Travel:** \_\_\_\_\_  
**Number of Days:** \_\_\_\_\_  
**Program Administrator:** \_\_\_\_\_  
**Actual # of Students:** \_\_\_\_\_

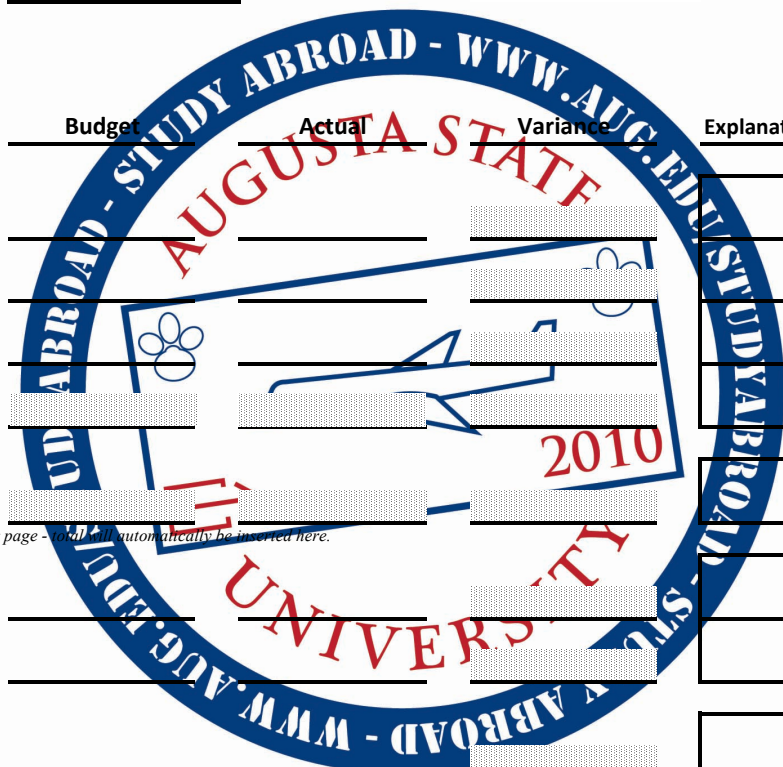
	Budget	Actual	Variance	Explanation of Variance
<b># of Students</b>	_____	_____	_____	
<b>Trip Price</b>	_____	_____	_____	
<b>Program Revenue</b>	_____	_____	_____	



## Final Financial Report - EXPENSES

**Program Name:** \_\_\_\_\_  
**Dates of Travel:** \_\_\_\_\_  
**Number of Days:** \_\_\_\_\_  
**Program Administrator:** \_\_\_\_\_  
**Actual # of Students:** \_\_\_\_\_

EXPENSES	Budget	Actual	Variance	Explanation of Variance
<b>PART ONE-STUDENTS</b>				
Airfare	_____	_____	_____	_____
Accommodations	_____	_____	_____	_____
<i>Or</i>				
Airfare/Land Package	_____	_____	_____	_____
<b>TOTAL SECTION 1-1</b>	_____	_____	_____	_____
1-2 <b>EXCURSIONS (describe each separately)</b>				
Excursion Expenses *	_____	_____	_____	_____
<small>* NOTE: Individual excursion expenses are input on a following page - total amount already be inserted here.</small>				
1-3 <b>INSURANCE</b>				
Health Insurance	_____	_____	_____	_____
Trip Insurance	_____	_____	_____	_____
1-4 <b>INTERN'L STUDENT IDENTITY CARDS</b>	_____	_____	_____	_____
1-5 <b>MARKETING</b>				
Promotion of trip	_____	_____	_____	_____
1-6 <b>OTHER</b>				
Visa	_____	_____	_____	_____
<b>TOTAL PART ONE</b>	_____	_____	_____	



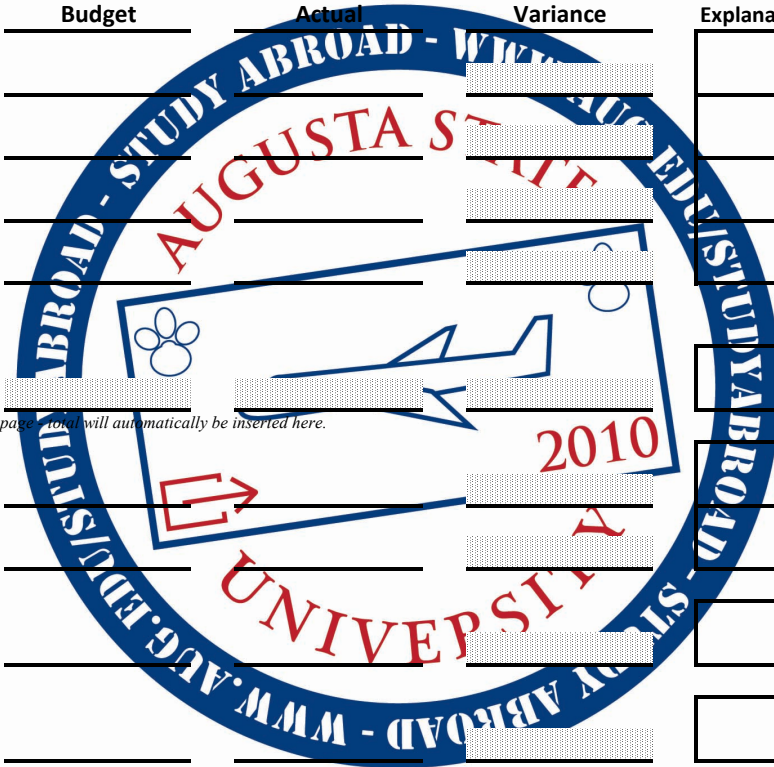
**PART TWO - FACULTY**

Number of Faculty Traveling:

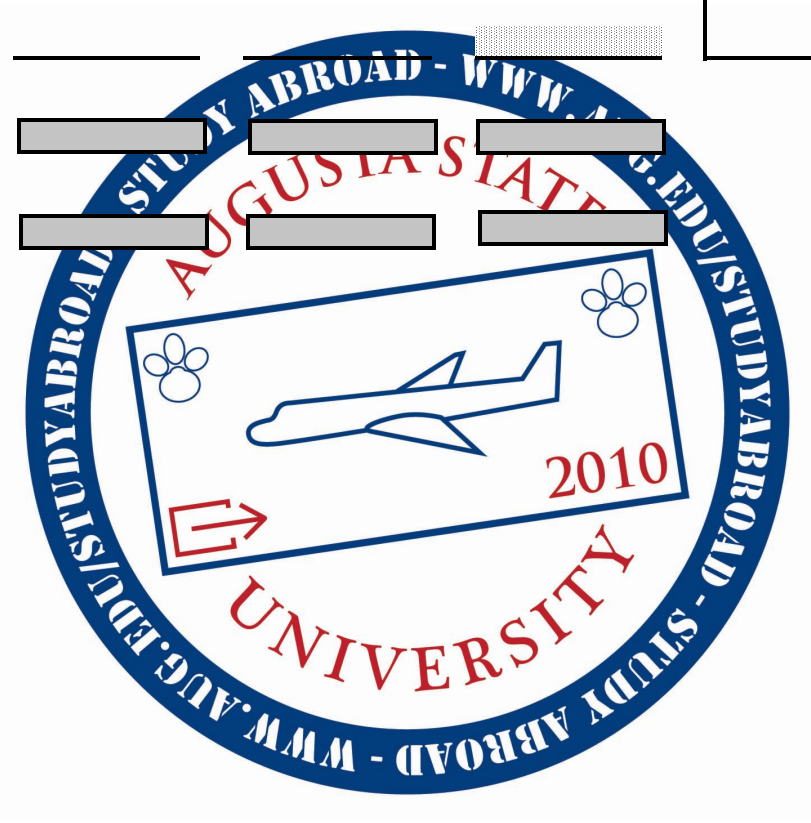
Names of Faculty Traveling:

1 \_\_\_\_\_  
2 \_\_\_\_\_

	Budget	Actual	Variance	Explanation of Variance
<b>2-1 TRANSPORTATION</b>				
Airfare				
Transportation to Airport				
Airport Parking				
Public Transportation Fees Bus, train, taxi				
<b>2-2 EXCURSIONS</b>				
Excursion Expenses *				
<small>* NOTE: Individual excursion expenses are input on a following page. Total will automatically be inserted here.</small>				
<b>2-3 INSURANCE</b>				
Health Insurance for Program Director				
Trip Insurance				
<b>2-4 INTERNAT'L TEACHER IDENTITY CARD</b>				
<b>2-5 PER DIEM</b>				
Per Diem for meals while traveling				
<b>2-6 LIVING ACCOMODATIONS</b>				
Housing Costs				
<b>TOTAL PART TWO EXPENSES</b>				

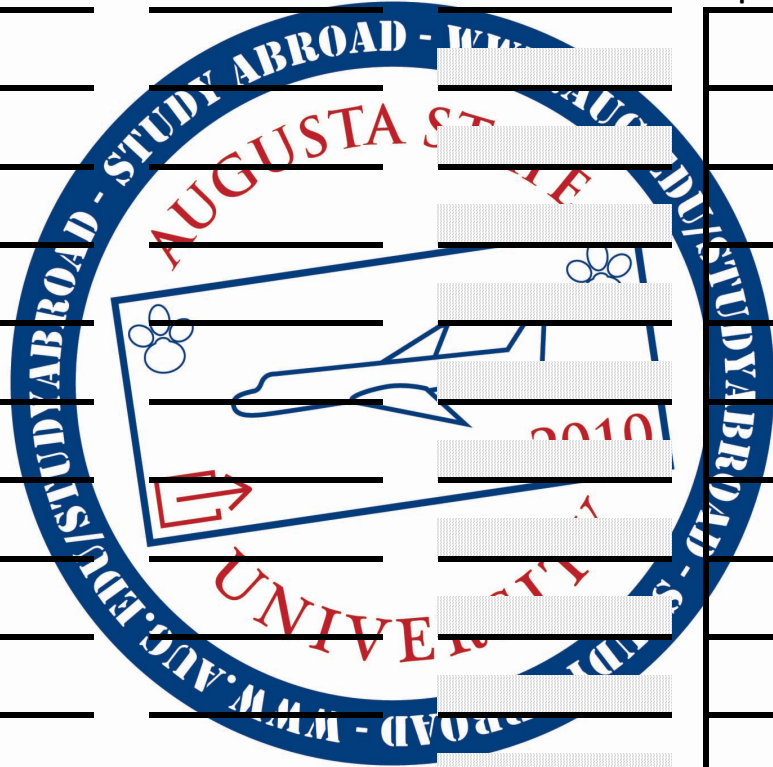


	Budget	Actual	Variance	Explanation of Variance
<b>PART THREE - OTHER</b>				
3-1 <b>CURRENCY FLUCTUATION ALLOWANCE</b>				
3-2 <b>CONTINGENCY</b>				
<b>TOTAL PART THREE EXPENSES</b>				
<b>GRAND TOTAL ALL EXPENSES</b>				



## Final Financial Report - EXCURSIONS

1-2 <b>Student EXCURSIONS</b>	Budget	Actual	Variance	Explanation of Variance
Excursion 1 Expenses				
Excursion 2 Expenses				
Excursion 3 Expenses				
Excursion 4 Expenses				
Excursion 5 Expenses				
Excursion 6 Expenses				
Excursion 7 Expenses				
Excursion 8 Expenses				
Excursion 9 Expenses				
Excursion 10 Expenses				
<b>TOTAL Student EXCURSIONS</b>				



2-2 **Faculty EXCURSIONS**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Explanation of Variance</b>
Excursion 1 Expenses				
Excursion 2 Expenses				
Excursion 3 Expenses				
Excursion 4 Expenses				
Excursion 5 Expenses				
Excursion 6 Expenses				
Excursion 7 Expenses				
Excursion 8 Expenses				
Excursion 9 Expenses				
Excursion 10 Expenses				
<b>TOTAL Faculty EXCURSIONS</b>				

