Kent State University
Faculty-Led
Study Abroad Manual
A note from the Faculty-Led Study Abroad Committee …

When you turn the page and skim through the Table of Contents, please don’t be intimidated. Yes, there are many steps (and quite a bit of work) to developing a study abroad course. But fortunately, you can be confident of two things:

- Many have done it before, so it can’t be that tough.
- You are not alone – the Office of Global Education is eager to help.

We on the FLSA committee wrote this manual so you wouldn’t have figure out on your own what’s involved or how to begin or who to talk to or where to find necessary documents. It’s all here. The first half of the manual walks you through the steps, and the second half contains templates and forms you can just print and use. And remember: When questions arise, or help is needed, the Office of Global Education is just a phone call away.

We hope you’ll realize your idea for a study abroad course because we speak from experience in saying that the rewards are tremendous. When students see the world, they never see it the same way again.
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Dear Colleagues,

It is my pleasure to welcome you to this manual, which is the first step toward developing a faculty-led study abroad course. I applaud your interest in leading such a course, and I’m confident you’ll find a great deal of help in these pages.

A well-planned study abroad experience can transform our students’ education and forever change their worldview. Not all of our students can afford to be abroad for a full semester, not all of our majors allow for that, and not all destinations can accommodate long-term programs. It is therefore imperative that we implement these shorter faculty-led programs to provide more opportunities to fit our students’ academic goals, their budgets, and their availability.

All college students’ horizons should expand beyond their local environment. Facilitating this has become an essential component of university education. Both from a professional and an intellectual standpoint, we must help our students become familiar with other cultures and societies. In doing this we will also help them become better acquainted with themselves and more visionary members of the world community.

Collaboration between the Office of Global Education, the colleges and the faculty is crucial to the success of this endeavor. This manual is one attempt to be a tangible gesture in this direction. We look forward to collaborating further.

Best regards,

Marcello Fantoni
Associate Provost, Office of Global Education
This manual was created by the Kent State Faculty-led Study Abroad Committee to assist faculty in the development of successful faculty-led study abroad programs. As you plan and execute your program, please contact the Office of Global Education’s Education Abroad staff for assistance at any point.

Roles & Responsibilities for Faculty-led Study Abroad Programs

The Study Abroad Instructor carries most of the responsibility for developing and executing his or her program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the study abroad experience itself. Responsibilities of the Study Abroad Instructor include:

1) Developing a course that is not a glorified field trip, but rather maintains academic rigor and curricular relevance.
2) Determining that your chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3) Obtaining Department, School, and/or College approval to teach the proposed study abroad course. (Procedure to be determined by Department, School, and/or College.)
4) Working in close cooperation with OGE Education Abroad throughout planning and execution.
5) Following the protocols of this Manual, including completion of the Registration Packet (Appendix D).
6) Making or coordinating all logistical arrangements relevant to the academic content of the course, as well as all that is involved in shepherding students to and through foreign countries.
7) Preparing and signing necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities.
8) Recruiting students, promoting the program, and conducting information sessions.
9) Holding and/or assisting with pre-departure orientations for students, and attending a mandatory OGE pre-departure meeting for faculty.
10) Carefully reviewing the Guide to Managing Crises and Emergencies, which can be obtained from OGE Education Abroad, and creating an emergency preparedness plan for each destination visited during the program.
11) Explaining risks, precautions, and crisis management plans to students.
12) Understanding and valuing other cultures and cultural differences.
13) Respecting the destination host country.
14) Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
15) Setting an example of leadership and ambassadorship while traveling with the students.

The OGE Education Abroad Division provides direction and assistance in the development of faculty-led study abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in study abroad. The Education Abroad staff will assist with most aspects of study abroad except academic course content. The staff can provide assistance and support with visas, insurance, marketing, planning and logistics, and can offer information and consultation on such issues as travel warnings and safety. The staff can also provide a list of other study abroad programs for reference and to avoid duplication of programs. The staff will provide or assist with pre-departure and re-entry orientations for students, and will hold mandatory pre-departure meetings for faculty.
The Faculty-led Study Abroad Programs Committee advises the OGE Education Abroad Division on faculty-led study abroad programs. The purpose of the committee is to shape a strategic plan for the university’s faculty-led programs abroad and to ensure the quality and shared purpose of such programs. The committee also structures faculty development opportunities for those interested in leading study abroad programs. The committee monitors and promotes faculty-led study abroad programs. It reviews faculty-led study abroad program proposals and provides feedback to the Office of Global Education.

The Department, School, or College of the Study Abroad Instructor (as preferred within the unit) has the role of approving individual faculty proposals if the course proposed is in keeping with the unit’s mission and goals. The Department, School, or College is responsible for all oversight of academic content, and also handles the program budget and financial transactions.

Steps to Creating a Successful Study Abroad Program

Program Preparation Timeline

Developing and planning a study abroad program is a vastly greater undertaking than developing an on-campus course, and generally, the more advanced planning that takes place, the more successful the program will be. This is why it is essential to begin work on your study abroad program at least eight months to a year before the course actually takes place. Study Abroad Course Preparation Timelines for spring break and summer courses are found in Appendix A. Because so many steps are involved, sticking to the timeline will help you see to it that your course can get through the approval process in plenty of time for you to then recruit students and see to all the necessary logistics, such as securing housing and transportation. While the steps below and in the timelines are listed to reflect the likely order of execution, the actual order may vary, based on the nature of the program. See Appendix A for Timelines.

Here are the steps to creating a successful study abroad program, with details to follow:

1. Identify an Academic Purpose
2. Create a tentative Academic Syllabus and Travel Itinerary
3. Submit a Proposal to your Department, School, or College
4. Meet with the Office of Global Education: Education Abroad Division
5. Construct a budget and identify the payment procedure
6. Create application materials
7. Submit Application and related documents to the Education Abroad Division
8. Review of the program by the Faculty-led Study Abroad Programs Committee
9. Finalize the travel itinerary
10. Create marketing materials
11. Hold information sessions
12. Accept students and create a roster
13. Attend pre-departure faculty meeting and attend orientation with students
14. Complete final pre-departure requirements
On the next few pages, the steps to creating a successful study abroad program are explained in detail.

Identify an Academic Purpose

While study abroad programs may have different goals and dimensions than traditional courses, the fundamental purpose of the course still should be to serve as an integral part of an academic program designed to teach students the knowledge and skills of their discipline. To both serve this core purpose and also take advantage of the unique opportunities possible through study abroad, faculty-led study abroad courses should:

- Fit within department or school and college goals.
- Incorporate the academic rigor expected in any Kent State University course.
- Not be glorified field trips.
- Be developed in the context of existing study abroad programs.
- Take place in a destination that complements course content and enhances learning.
- Incorporate activities that further understanding of subject matter as well as local culture.
- Provide opportunities for students to interact with and learn from local people.

Create a Tentative Academic Syllabus and Travel Itinerary

Faculty members interested in developing a faculty-led study abroad program should begin by creating a tentative syllabus and a travel itinerary. The syllabus should focus on academic course goals including the usual readings, assignments, deliverables, etc., plus what will be gained by study abroad. The travel itinerary can be a first draft of planned dates, destinations, visits, tours, lectures, etc.

Submit a Proposal to your Department, School, or College

A faculty member’s next course of action is to present a proposal, including the Tentative Academic Syllabus and Travel Itinerary to his or her department, school or college for approval. The procedure for this is up to individual departments, schools, and colleges, and it is recommended that you consult your department chair, school director, or college dean to discuss your proposed study abroad program, determine whether it is in keeping with that unit’s goals, and ask for approval. Programs will not be considered as approved without the official approval of the chair, director or dean indicated by signing the APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION found later in this manual.

Meet with the Office of Global Education: Education Abroad Division

The Office of Global Education’s Education Abroad Division coordinates all short-term faculty-led study abroad programs. Education Abroad will provide direction, assistance, and resources, and will help you understand and deal with the many issues and logistics involved in study abroad. Areas of assistance include visas, insurance, marketing, planning and logistics. To determine whom you should meet with to discuss your planned course, contact the OGE Education Abroad Division at 330-672-7980.
Construct a Budget and Identify the Payment Procedure

It is essential that all fixed and variable costs for your program be recognized and put together to create an overall budget. Since cost is one of the first questions students will have, and money is the most common roadblock to participation, it is vital that estimates be very accurate and that no financial surprises face students once they have committed to the program. It is essential that the budget and cost sheet you present to the students include estimated costs they will incur that are not included in the program fee. This could include meals while abroad, local transportation, personal expenses, etc. It is your responsibility to oversee constructing the budget because you are the person responsible for determining the scope of the course and all that is included in it. OGE Education Abroad will provide support and assistance as is possible, and it is expected that you will turn to your department, school, or college office for assistance as well. In addition to determining what the total expenses for the program are and what costs will fall to whom, you must determine what payment procedures will be used. Again, look to OGE Education Abroad and your department, school, or college office for assistance.

In Appendix B, you will find a budget construction table and sample student cost sheet.

Create application materials

The study abroad instructor or his department, school, or college should produce application materials. Course prerequisites and acceptance criteria are up to you and your academic unit, but they should be universally imposed on all students who apply to the program. If you need assistance creating application materials, Education Abroad can help. In Appendix C, you will find an example of an application form for faculty-led study abroad programs.

Submit Application and related documents to the Education Abroad Division

All study abroad instructors leading faculty-led programs are required to complete the APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION attached to this manual. Once you have completed the APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION, attach your travel itinerary, syllabus, and other requested materials (see APPLICATION), and submit everything to the OGE Education Abroad Division. Deliver or send the Registration Packet with attachments digitally to: ekaykayo@kent.edu

Or in paper form to: Education Abroad Office
106 Van Campen Hall
Kent, Ohio, 44242

Review of the program by the Faculty-led Study Abroad Programs Committee

The OGE Education Abroad Division will forward your completed Registration Packet with attachments to the Faculty-led Study Abroad Programs Committee to review for compliance with Education Abroad requirements, such as completion of the packet, purchase of student insurance, destination safety, etc. The committee will provide feedback to the OGE Education Abroad Division.
**Finalize the travel itinerary**

It is important to finalize your travel itinerary two to three months prior to program departure. Waiting too long to arrange and reserve flights, accommodations, and other program-related activities can result in dramatic increases above your estimated budget. If students applied, having been told one price, and then are faced with higher or additional costs, many serious problems can result.

**Create marketing materials**

Strong marketing materials are essential to successful recruitment. Study abroad instructors are encouraged to design and create their own fliers, brochures, posters, emails, web announcements, etc. The OGE Education Abroad Division can provide some assistance. Distribution of marketing materials is the responsibility of the study abroad instructor and his or her department, school, or college.

**Hold information sessions**

The OGE Education Abroad Division holds many information sessions and study abroad fairs throughout the year, and study abroad instructors are welcome to attend those to share information about their programs. It is also recommended that study abroad instructors hold their own in-house formal or informal information sessions, make classroom visits, and create other opportunities to discuss program details with prospective students. Study abroad instructors can disseminate program information to other U.S. or foreign higher education institutions if they would like to recruit non-Kent State students as well.

**Accept Students and Create a Roster**

Course prerequisites and acceptance criteria are to be established by you and your academic unit, but they should be universally imposed on all students who apply to the program. Notify students as they are accepted into your program, so they can plan accordingly, and create a spreadsheet roster that includes the following information for each student: Full name, Kent State ID, Kent.edu email, home address, birth date, gender, and ethnicity. This spreadsheet should be password protected even if residing on a university computer, in accordance with reasonable data security standards for sensitive student information. The Office of Global Education will need some of this information to obtain mandatory insurance and for reporting purposes. The Office of Student Financial Aid will need some of it to determine whether students qualify for additional financial add due to study abroad. Having all the information centralized and easily accessible will repeatedly save you time and energy. Please contact the OGE Education Abroad Division with questions.
Attend Mandatory Pre-departure Orientation Faculty Meeting and Attend Orientation with Students

All faculty preparing to take students abroad must attend a mandatory pre-departure meeting held by the OGE Education Abroad Division. It will cover a range of topics, including safety, student behavior, and crisis management. Faculty need only attend once, not annually. Pre-departure orientations for students cover a range of topics relevant to a safe and successful study abroad program, including expectations, culture shock, behavior, safety, and travel tips. Contact OGE Education Abroad Division for dates. Parents are also encouraged to attend.

Complete Final Pre-departure Requirements

Including but not limited to:
- Review the Checklist on Page 11 of this manual for unfinished business.
- Submit the Insurance Application Form (Obtain from OGE) to obtain the MANDATORY insurance required for Kent State students studying abroad. Once the application is submitted, obtain the resulting insurance cards from OGE Education Abroad, and distribute them to the students.
- Contact the university’s Risk Management Office to provide notification of your travel dates and destinations, who (besides students) is traveling with you, and who is authorizing your travel.
- Review the Study Abroad Crisis Management Plan. (Obtain from OGE)
- Review the program-specific Emergency Preparedness Plan you have created, which, at minimum, should include contact information for the nearest U.S. Embassy and Consular Services, directions to the nearest medical centers, and a communication plan for the students.
- Be sure to complete all 10 of the Minimum Requirements For A Short-Term Faculty-Led Study Abroad Course found on Page 10 of this manual.

Enjoy your overseas adventure!

Keep in mind that this may be the first overseas experience for some of your students. Be patient with their anxieties, and model consideration and respect for fellow travelers in your group. Remind your students that whether they like it or not, they will be seen not just as themselves, but as representative of such larger groups as “Americans” and “Kent State Students,” and that they should take that responsibility seriously. Model cultural acceptance and ambassadorship. In the event of an emergency, follow the Study Abroad Crisis Management Plan and the Emergency Preparedness Plan you have created.

Expectations Upon Your Return

OGE Education Abroad will contact you and your students via email with a debriefing questionnaire. OGE may also request a meeting with you to discuss your experience so that future programs may benefit from what you learned by doing. OGE Education Abroad also appreciates photos, videos, and other illustrations of student experiences abroad that can be shared with a wider audience. These can be sent to this address: ekaykayo@kent.edu
Minimum Requirements For A Short-Term Faculty-Led Study Abroad Course

The rewards of study abroad are great, but the risks are significant as well. Each program must, at minimum, have the following in place to ensure that appropriate risk management and prevention practices are in place.

1. **Application.** (Page 18) Upon submission, the application and supporting documents will be reviewed and evaluated. The faculty leader will be contacted for a follow-up interview and/or request for additional information. The application will be approved and the program registered by the Office of Global Education. If he has not already, the faculty leader should go through normal academic channels for the addition of his study abroad course to the curriculum.

2. **Valid Passport.** Some destinations require that a passport be valid not merely for the duration of the stay, but for three or six months after planned departure. Some destinations require a visa in addition to the valid passport.

3. **Health insurance.** All students must carry health insurance provided through the Office of Global Education, which will address claims worldwide and include transportation and medical evacuation coverage. The faculty leader must submit the Insurance Application Form (Obtain from OGE) to OGE 30 days prior to departure. OGE will then provide insurance cards, which the faculty leader should distribute to the students.

4. **Immunizations.** All students must confirm in advance (with documentation) that any immunizations required for the chosen destination have been administered.

5. **Mandatory Faculty Meeting and Crisis Management Plan.** The faculty leader must attend a pre-departure meeting held by the Office of Global Education, and obtain and review the Faculty-led Study Abroad Crisis Management Plan.

6. **Emergency Preparedness Plan.** The faculty leader must create and distribute an Emergency Preparedness Plan. Refer to the Crisis Management Plan (See #4 above) for instructions and a contact form. This plan should include a communication plan for the students, contact information for the nearest U.S. Embassy and Consular Services, directions to the nearest medical centers, a plan to access emergency funds, and an emergency evacuation plan. All participants must supply the name and number of an emergency contact person.

7. **University insurance and liability coverage.** The faculty leader must notify KSU Risk Management of travel plans and ensure that all university property and personnel, as well as participants, are covered in all destination countries under the University’s insurance and liability coverage. More information can be found here:
   [http://www2.kent.edu/compliance/risk/international-travel-insurance.cfm](http://www2.kent.edu/compliance/risk/international-travel-insurance.cfm)

8. **Itinerary and/or course schedule.** Prior to departure, the faculty leader must submit a complete trip itinerary and/or course schedule to be kept on file in his department or school. It should include all appointments and/or requirements from participants’ first arrival to final departure.

9. **Participant registration.** The faculty leader must ensure that all participants are registered with the State Department through the Smart Traveler Enrollment Program (STEP) before departure. This can be done on the State Department website here:
   [http://travel.state.gov/travel/tips/registration/registration_4789.html](http://travel.state.gov/travel/tips/registration/registration_4789.html)

10. **Waiver of Responsibility and Student Conduct Agreement.** These are two distinct documents, and they are both attached at the end of this manual. All participating students must sign a copy of both the Waiver of Responsibility and Student Conduct Agreement before departure. These documents should be kept on file in the school or department for three years after the program end date (and may be kept in the paper or electronic format).
## Checklist for Faculty Preparing to Take Students Abroad

<table>
<thead>
<tr>
<th>Checklist Items</th>
<th>Completed (Yes/No)</th>
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<tbody>
<tr>
<td>1. Obtain department chair/school director/dean approval of the program.</td>
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<tr>
<td>2. Give students a clear statement of the various costs associated with the program. Explain what is included in the program fee, and what additional costs they will face, such as meals or transportation.</td>
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<tr>
<td>3. Determine whether there are any required or recommended vaccinations for travel to the host country, and notify students. If vaccines are required, ask students for proof they have been administered.</td>
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<tr>
<td>4. Review pre-departure orientation policy and procedures.</td>
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<td>5. Review re-entry orientation policy and procedures.</td>
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<tr>
<td>6. Discuss with the students any risks associated with the travel study program that they should be aware of and obtain a signed informed consent form with the intent to make the students as responsible as possible.</td>
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<tr>
<td>7. Advise students to research and read over relevant information about each country that they will be traveling to.</td>
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<tr>
<td>8. Know how to report and document incidents which may cause the institution to be liable.</td>
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<tr>
<td>9. Know how to respond in the event of an emergency or crisis to minimize harm to students and your liability.</td>
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<tr>
<td>10. Establish policies and procedures related to unplanned/unscheduled field trips, independent travel (including pre and post-program), and appropriate use of free time during program.</td>
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<tr>
<td>11. Establish policies and procedures for transportation safety including contracted air, bus, train, and car services. Review policies involving rental vehicles by students, faculty, and staff.</td>
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<tr>
<td>12. Create an Emergency Preparedness Plan, which should include a communication plan for the students, contact information for the nearest U.S. Embassy and Consular Services, directions to the nearest medical centers, policies and procedures for contacting local police, fire, doctors, and hospitals a plan to access emergency funds, and an emergency evacuation plan.</td>
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<tr>
<td>13. Advise travelers to obtain a passport if they have not already done so, and verify that it is valid for at least six months beyond the planned return from the stay abroad.</td>
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<tr>
<td>14. Determine whether travelers need a visa to enter or study within the countries to be visited. Working with OGE, advise students on how to obtain necessary visas, and verify that they have done so.</td>
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<tr>
<td>15.</td>
<td>For students who have disclosed any physical or mental impairment, discuss the availability of accommodations at the program’s locations.</td>
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<tr>
<td>16.</td>
<td>Describe what constitutes acceptable behavior and conduct while in the program and appropriate conduct in the host country.</td>
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<tr>
<td>17.</td>
<td>Describe the consequences should students violate standards of acceptable behavior and conduct while in the program. For example, consequences could include expulsion from the program without financial refund or opportunity to complete academic credit requirements.</td>
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<tr>
<td>18.</td>
<td>Give the students a detailed trip itinerary indicating potential side trips.</td>
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<tr>
<td>19.</td>
<td>Provide each traveler with emergency information including: Local U.S. Embassy and Consulate addresses and telephone numbers. The names and phone numbers of whom to contact in case of an emergency both in-country and on the home campus? For example, the name and 24-hour phone number of the program director/leader.</td>
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<tr>
<td>20.</td>
<td>Submit the Insurance Application Form (Obtain from OGE) to OGE 30 days prior to departure. OGE will then provide insurance cards, which the faculty leader should distribute to the students.</td>
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<tr>
<td>21.</td>
<td>Provide the students with a clear outline of the academic expectation of the program.</td>
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<td>22.</td>
<td>Discuss culture shock and cultural adjustment issues with travelers, and/or provide information about them.</td>
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<tr>
<td>23.</td>
<td>Provided packing information about what to bring, advice on what not to bring, and what weather to expect.</td>
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<tr>
<td>24.</td>
<td>Receive written refund/cancellation policies from relevant parties such as contractual providers, housing providers, travel agents, and security services, the University, etc.</td>
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</tbody>
</table>
| 25. | Advise each traveler to carry photocopies of important documents with them including:  
  * Passport  
  * Plane tickets  
  * International Student ID Card  
  * Driver’s license  
  * Numbers for lost/stolen credit or debit cards  
  * Telephone number to the health insurance carrier and health card |

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<tr>
<th><strong>Spring Break</strong></th>
<th><strong>Summer</strong></th>
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<tr>
<td><strong>Program Timeline</strong></td>
<td><strong>Program Timeline</strong></td>
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<tr>
<th>July</th>
<th>September</th>
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<tbody>
<tr>
<td>- Review previous program: Budget construction &amp; Program planning</td>
<td>- Review previous program: Budget Construction &amp; Program Planning</td>
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<tr>
<th>July/August</th>
<th>Mid-September</th>
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<tr>
<td>- Proposal/Budget/Planning</td>
<td>- Proposal/Budget/Planning</td>
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<tr>
<th>August</th>
<th>Mid-September</th>
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<tbody>
<tr>
<td>- Proposal/Budget Approval</td>
<td>- Study Abroad Fair</td>
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<tr>
<th>September 1st</th>
<th>October 1st</th>
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<tbody>
<tr>
<td>- Finalize travel dates and create marketing materials</td>
<td>- Proposal/Budget Approval</td>
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<tr>
<th>Mid-September</th>
<th>Late October through January</th>
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<tbody>
<tr>
<td>- Study Abroad Fair</td>
<td>- Information Sessions</td>
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<tr>
<th>September/October</th>
<th>Late February</th>
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<tbody>
<tr>
<td>- Information Sessions</td>
<td>- Application Deadline</td>
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<table>
<thead>
<tr>
<th>December</th>
<th>Late March</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Advertising</td>
<td>- Pre-Departure Orientation (logistics)</td>
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<table>
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<tr>
<th>January</th>
<th>Late March</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Application Deadline</td>
<td>- Confirm Reservations</td>
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<table>
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<tr>
<th>January</th>
<th>Late March</th>
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<tbody>
<tr>
<td>- Confirm Reservations</td>
<td>- Pre-Departure Orientation (logistics)</td>
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<tr>
<th>February</th>
<th>Mid-April</th>
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<tbody>
<tr>
<td>- Pre-Departure Orientation (academic/cultural)</td>
<td>- Pre-Departure Orientation (academic/cultural)</td>
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<table>
<thead>
<tr>
<th>March (Spring Break)</th>
<th>May/June</th>
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<tr>
<td>- Program Departure</td>
<td>- Program Departure</td>
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Appendix B

Constructing a Program Budget

OGE Education Abroad suggests that study abroad instructors work with their own business or budget managers within their colleges to construct budgets. Below are some of the most common fixed and variable costs in a short-term program. Your program may involve others.

Example of Fixed and Variable Expenses Table

<table>
<thead>
<tr>
<th>Variable/per student expenses</th>
<th>Amount per Student</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Student Accommodations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visits/Excursions/Cultural Activities</td>
<td></td>
<td></td>
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<tr>
<td>Entrance Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Fee (Should include OGE application fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other costs (depend on specific program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Variable Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable Cost per Student</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed/program expenses</th>
<th>Amount per student</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional materials for students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrival and Group Pick-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space for Meetings and Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Access</td>
<td></td>
<td></td>
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<tr>
<td>Classroom and Educational Technology</td>
<td></td>
<td></td>
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<tr>
<td>Library/Educational Resources</td>
<td></td>
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<tr>
<td>Guest Lectures</td>
<td></td>
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<tr>
<td>On-going Local Transportation</td>
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<tr>
<td>Guides</td>
<td></td>
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<tr>
<td>Instructional materials for instructor</td>
<td></td>
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<tr>
<td>Faculty Airfare</td>
<td></td>
<td></td>
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<tr>
<td>Faculty Accommodation</td>
<td></td>
<td></td>
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<tr>
<td>Faculty Transportation (in country)</td>
<td></td>
<td></td>
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<tr>
<td>Faculty Visits/Excursions/Cultural Activities</td>
<td></td>
<td></td>
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<tr>
<td>Gratuities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone, Postage, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fixed Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Cost per Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Pricing the Program

Two costs are standard for any short-term program: a $30 nonrefundable Office of Global Education application fee, and a mandatory insurance fee, which varies based on current rates. It is important to know the number of students studying in your program because costs will change accordingly. You might construct three budgets: one for a minimum number of students to run the program, one for your targeted goal, and one your maximum capacity. All of your calculations will depend on number of students studying in your program, and it is vital to finalize the number before the final payments.

The overall cost to students of a study abroad program is the sum of two charges:
- The individual costs of each student, such as airfare, housing, and entrance fees
- Program costs that must be divided and shared by all the students, such as guest lecturers and faculty airfare and housing

So your program’s price can be determined with this formula:

\[
\text{Total variable cost (individual costs) per student} \rightarrow \$ \, _______
\]

\[
\text{Plus}
\]

\[
\text{Total fixed cost (program costs to be shared) ÷ target number of students} \rightarrow \$ \, _______
\]

\[
\text{Equals}
\]

\[
\text{Final price per student} \rightarrow \quad \$
\]

Creating a Cost Sheet to distribute to students.

Since cost is one of the first questions students will have, and money is the most common roadblock to participation, it is vital that costs be accurate and that no financial surprises face students once they have committed to the program. The cost sheet you present to the students should include all of the following:

- Required costs, such as OGE Application Fee and HTH Health Insurance.
- Program Fee, with an explanation of what the Program Fee covers, such as lodging, local transportation, museum entry fees, instructional costs/materials, etc.
- Airfare if not included in the Program Fee. If you are not organizing the flight, discuss their flight options, estimated costs, and the dates they must arrive and depart.
- Other Expenses not covered by the Program Fee. You don’t want students arriving at the destination unprepared to cover such out-of-pocket expenses as meals, personal items, transportation, etc., not covered by the program fee. Give them a clear estimate of how much money they will need.
- Payment deadlines and whom to pay.

KSU Financial Aid Coordinator Tara Jackson – tjackson@kent.edu – works specifically with study abroad students to help them construct a plan to finance the extra costs of study abroad. She is available for consultation with you and your students.

*The next page is a Sample Student Cost Sheet*
Sample Student Cost Sheet

Name of Program/Semester
Program Coordinator/Contact Information
Course # & CRN

ESTIMATED STUDENT EXPENSES

As of date (may vary due to enrollment or exchange rate)

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGE Application Fee</td>
<td>$30</td>
</tr>
<tr>
<td>OGE Health Insurance</td>
<td></td>
</tr>
<tr>
<td>Program Fee $1</td>
<td></td>
</tr>
<tr>
<td>Airfare to/from $2</td>
<td></td>
</tr>
<tr>
<td>Other costs not covered by program fee $3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Tuition (list in &amp; out of state)</td>
<td></td>
</tr>
</tbody>
</table>

1 (Example) Program Fee includes all lodging (6 nights hotel in Paris and 6 nights hostel in London), breakfast every day, two lunches and three dinners, all instructional costs, entry fees, and cultural activities, public transportation pass for both cities, train from London to Paris.

2 (Example) Air travel is not included. You should book your flight to arrive in London May 14 (it will be an overnight flight, so you’ll want to depart the US May 13). The course will end May 26, and you should book your return flight from Paris to the U.S.

3 (Example) Out-of-pocket expenses not covered by the program fee include all lunches and dinners except those mentioned above, personal activities during off time, weekend travel outside London or Paris, souvenirs, personal expenses, etc.

(Example) PAYMENT INFORMATION

• $1,000 is due by Jan. 15; the remainder (approx. $1,500) is due by March 30.
• Payments can be made by check, cash, or credit card.
• Checks should be made out to Kent State University, and Asian Issues May 2012 (along with the student’s name if someone else is writing the check) should be written on the Notes line.
• Cash payments must be made in person.
• All credit cards are accepted except American Express. Credit card payments can be made by phone.
• All payments go to:
  Jane Doe
  Senior Business Manager, College of...
  Address / Phone / Email
Appendix C - Sample Application

Please submit your completed application with the $30 non-refundable application fee (Please make check payable to Kent State University/OGE) to ....... (Faculty Member’s name and campus address)

Mr./Mrs./Ms. ________________________________

Last Name First Name Middle Initial

Banner ID ________________________________

Birth date ________________________________

Address ________________________________ City State Zip

Phone: (____)____________ Alternate Phone: (____)____________ Email ________________________________

Is this your permanent address? Yes No

If no, please write your permanent address on the back of this application.

Individual to be notified in the event of an emergency:

Name ________________________________ Relationship: ________________________________

Address ________________________________

Number and street ________________________________ City State Zip

Phone: (____)____________ Alternate Phone: (____)____________

Ethnic information is used for reporting purposes. Please circle one or more as appropriate. (Optional)

African American Hispanic or Latino American Indian or Alaskan Native Multiracial

Caucasian/White Asian American or Pacific Islander American Non-U.S. Citizen

Cumulative GPA _______ _______ Major ________________________________ Minor ________________________________

Do you receive Financial Aid? Yes No If Yes, what aid do you receive?

Expected class standing during study abroad semester: Freshman Sophomore Junior Senior

Passport No. ________________________________ Issuing Country __________________ Expiration __________________

Note: Applicants who are not U.S. citizens should contact the Office of Global Education for further information regarding visa requirements.

Office of Global Education
www.kent.edu/global
Students must be aware that they are guests in a foreign country, and that the behavior of each individual student reflects on the United States, on the university, and the program in a manner that has a direct impact on the quality of the experience of future students.

The following regulations are applicable to all participants in University study-abroad and University-sponsored international programs. The student is also reminded that even though he or she is participating in an international program, the student is still a University student and subject to the student conduct codes found in the University Policy Register.

**Regulations for student behavior.**

The university attempts to provide for all students a university environment that is conducive to scholarship, social growth and individual self-discipline. In pursuit of this goal, students are expected to abide by local, state, and federal laws, as well as to adhere to all university rules and regulations contained in the university register, to include but not limited to:

A. Falsification or misrepresentation of self or other information to a university office or official.
B. Obstruction or disruption of teaching, research, administrative, disciplinary procedures, registered student organization activities, or any other university activity.
C. Destruction, defacing or theft of university property or property of any person(s) while on university premises or university-related premises.
D. Inflicting bodily harm on any person(s) on university or university-related premises.
E. Intentionally or recklessly creating a risk of bodily harm to any person(s) or property on university premises or university-related premises by fire or other means.
F. Threatening or intimidating any person(s) with bodily harm while on university premises or university-related premises.
G. Unauthorized entry to or continued unpermitted presence on university premises or university-related premises.
H. Misuse or alteration of fire fighting equipment, alarms or other safety devices.
I. Intentionally making repeated telephone calls to or from the university with purpose to abuse, threaten, annoy or harass another person.
J. Interference or disregard for emergency evacuation procedures such as willful disregard of an emergency or a fire alarm signal.
K. Possession, use or distribution of marijuana, or any narcotic, hallucinogenic or other drug except as provided by law.
L. Violation of terms and conditions of a university contract.
M. Failure to comply with a reasonable request of staff, including failure to stop and identify oneself upon request by university officials in the performance of their duties, will be considered a violation of policy and might result in disciplinary action. It is expected that students will cooperate with staff at all times.
N. Touching or sexual advances in which one of the participants has not knowingly consented, or engaging in sexual activities that are disruptive to the good order of the university.
O. Allowing or keeping pets in university facilities unless authorized by university officials.
P. Unauthorized access or attempted access of university records, or other students’ computer work or misuses of university computer facilities.
Q. Possession, storage or use of a firearm of any description on university premises, university-related premises or at a university-sponsored activity.
R. Smoking in prohibited areas.

Student(s) who do not maintain appropriate standards of conduct may be dismissed from the workshop at the discretion of the on-site program coordinator. Student(s) so dismissed from the workshop will be deregistered from all classes. All tuition and fees will be forfeited in accordance with University policy. A student so dismissed will be expelled from student housing and escorted to the airport for return to the United States. Any fees due the airline for change of reservation will be paid by the student. Tuition may be reimbursed in accordance with standard university policies, if applicable. Student(s) shall be held responsible for any costs associated with the events leading to dismissal, and all fees and housing costs paid or due shall be forfeited. Such costs shall be determined and billed to the student(s) through on-site arrangements or through the University Bursar’s Office, as appropriate. Such charges must be cleared before student(s) will be allowed to register for further University classes or to obtain a University transcript.

In the event of student behavior deemed by the on-site program coordinator as inappropriate or irresponsible, the student shall be notified in person and issued a letter of citation/warning. In the event of a second instance of such inappropriate behavior, the student may, at the sole discretion of the on-site program coordinator, be dismissed from the workshop as described above and sent back to the United States. In extreme circumstances, a student may be subject to immediate dismissal from the program. Under such circumstances, the student may be deregistered from the program and returned to the United States where (s)he will be subject to disciplinary action in accordance with University policy. Notice of such dismissal, as well as of previous citations, if any, will be sent to the Dean of Students at the student’s home institution.

I hereby acknowledge that I have read and understood this agreement, that I agree to its terms, and that I will abide by it.

__________________________________________________________________________
Student signature ___________________________ Date ____________________________

__________________________________________________________________________
Printed student name

__________________________________________________________________________
Program and Destination
INTRODUCTION. Kent State University’s study abroad programs are unique opportunities for students to study or travel. Because we understandably cannot assume responsibility for the various common carriers and other agencies that are in different ways connected with our programs, we ask that you adhere to the following terms and conditions of participation.

AGREEMENT/RELEASE. I, the undersigned, or my parent or guardian if I am a minor, an applicant for participation in a study abroad program of the Office of Global Education (hereinafter referred to as the "OGE"), in consideration for being allowed to participate in this activity, indemnify and agree to hold harmless Kent State University, its Board of Trustees, OGE, agents, officers, and employees, and volunteers for any and all direct, indirect, special or consequential damages, which it may incur or otherwise be held liable for as a result of my participation in the program, even if due to the negligence of any of the above named parties. I also understand that the Kent State University does not represent or serve as an agent and thus cannot control the acts or omissions of host institutions, transportation carriers or other third parties and thus is not responsible for the actions of any third-parties. Furthermore:

1. I understand and acknowledge that Kent State University, its Board of Trustees, OGE, agents, officers, and employees, and volunteers will make all reasonable efforts to assure my safety while participating in the program and that there are unavoidable risks in travel overseas. I also understand the possible dangers inherent in travel, including the possibility of terrorism, hijacking, kidnapping, or death, and assume any and all risks attendant to the program. I fully release the University, its employees and agents from any liability for such decisions or actions as may be taken in connection therewith. If I am totally incapacitated at any time during the program as the result of injury, I authorize the OGE and its agents without limitation to secure medical treatment for me, at my own expense. In the event of an emergency, I also give OGE permission to contact the emergency contact provided for in this agreement.

2. I understand that as a visitor to another locality, I will be subject to the laws of that locality. I agree to conduct myself in a manner that will comply with the regulations of the locality as well as those of Kent State University including but not limited to the Student Conduct Code. I understand that the OGE shall have the right to enforce appropriate standards of conduct and that it shall have full authority and sole discretion to terminate my participation in the OGE program for failure to comply with the rules, standards, and instructions. Upon termination of my participation in the program for any reason, whether voluntary or involuntary, I agree to return home immediately and assume all costs for my return trip home.

3. I agree to be solely responsible for any financial liability or obligation that I personally incur or for any injury or damage to person or property of others that I cause while in the program.

4. I understand that activities or independent travel conducted when I have free time before, during, or after the program, I shall be unsupervised. I agree that Kent State University, its Board of Trustees, OGE, agents, officers, and employees, and volunteers shall have no responsibility or liability for any injury, damage or loss suffered by me during such periods of independent activity or travel, and this waiver and release shall remain in full force and effect during such times. I further agree that if I am detached from the group or fail to meet a departure bus or train, that I will bear all financial responsibility in reaching the program site.

5. I understand that, although the University will attempt to maintain the program as described in its web sites, publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither Kent State University, its Board of Trustees, OGE, agents, officers, and employees shall be responsible or liable for any expenses or losses that I may sustain because of these changes.
6. I understand that the OGE may cancel programs due to an insufficient number of participants or otherwise, and may alter programs, itineraries, and departure dates, and/or substitute airlines and equipment as OGE may determine in its sole discretion. I understand that OGE has no control, including changes in currency exchange rates, curricula, inflation of other basic costs, or strikes, revolutions, acts of war or terror, or government regulations. Program price increases due to such changes in the OGE’s basic costs do not constitute grounds for withdrawal with refund.

7. I understand that from time to time the OGE’s printed and publicity materials may include statements by its student participants and/or their photographs and/or statements of their home university and major field of study; I consent to such use of my comments, photographic likeness, and aforementioned data in such materials.

8. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.

I further understand that the laws of the State of Ohio shall govern this agreement. I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

I understand that the University does not carry insurance for me on my behalf. I certify that I have health and hospitalization insurance which is applicable abroad.

By signing below I affirm that I have read this agreement and understand its terms and conditions.

_________________________________________  ________________________________
Signature of Applicant                                    Date

Program and Destination: ______________________________________________________________________

_________________________________________  ________________________________
Parent/Guardian (if student is a minor)           Date

PARENTAL CONSENT (if participant under the age of 18)

I certify that I am the parent or legal guardian of the above minor applicant, that I have read the foregoing agreement/release and all other applicable brochures, circulars, and memoranda, and that I agree fully to be bound thereby.

_________________________________________  ________________________________
Parent/Guardian (if student is a minor)           Date

PARTY TO BE NOTIFIED IN CASE OF AN EMERGENCY

Name: ______________________________________________________________________________________

Relationship: ______________________________________________________________________________

Phone: (Home) ____________________________  (Work) _________________________________________

Address: ___________________________________________________________________________________

Email: _____________________________________________________________________________________
APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION

- University policy 3342-5-17 requires that all faculty-led study abroad courses or programs in which Kent State students will travel internationally must be registered with the Office of Global Education a minimum of one semester prior to departure and that the associate provost of global education must approve each course or program for it to be eligible for implementation.

- To begin this process, the faculty leader and his or her department, school or college must complete and sign this three-page form.

- Please direct questions and return this form to:
  Assistant Director for Education Abroad / Office of Global Education,
  106 Van Campen Hall / Phone: 330-672-7984 / Email: EDabroad@kent.edu

Faculty/Staff Leader name(s): _________________________________________________

Department/School: __________________________________________________________

Course/Program Name: _______________________________________________________

Program Dates: _____________________________________________________________

Countries to be visited: ______________________________________________________

Deadline for accepting applications or enrolling students: _________________________

Program Purpose / Objectives / Itinerary / Activities: Attach a syllabus, a tentative budget with student costs, and a tentative itinerary that includes destinations as well as all anticipated academic and non-academic activities. Please use the budget template and sample itinerary contained in the Faculty-Led Study Abroad Manual.

Marketing: If available, attach relevant brochures, marketing materials, website address, etc.
Roles & Responsibilities for Faculty-led Study Abroad Programs

The Study Abroad Instructor carries most of the responsibility for developing and executing his or her program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the study abroad experience itself. Responsibilities of the Study Abroad Instructor include:

1. Developing a course that is not a glorified field trip, but rather maintains academic rigor and curricular relevance.
2. Determining that your chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3. Obtaining Department, School, and/or College approval to teach the proposed study abroad course. (Procedure to be determined by Department, School, and/or College.)
4. Working in close cooperation with OGE Education Abroad throughout planning and execution.
5. Following the protocols of this Manual, including completion of the Registration Packet (Appendix D).
6. Making or coordinating all logistical arrangements relevant to the academic content of the course, as well as all that is involved in shepherding students to and through foreign countries.
7. Preparing and signing necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities.
8. Recruiting students, promoting the program, and conducting information sessions.
9. Holding and/or assisting with pre-departure orientations for students, and attending a mandatory OGE pre-departure meeting for faculty.
10. Carefully reviewing the Guide to Managing Crises and Emergencies, which can be obtained from OGE Education Abroad, and creating an emergency preparedness plan for each destination visited during the program.
11. Explaining risks, precautions, and crisis management plans to students.
12. Understanding and valuing other cultures and cultural differences.
13. Respecting the destination host country.
14. Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
15. Setting an example of leadership and ambassadorship while traveling with the students.

The OGE Education Abroad Division provides direction and assistance in the development of faculty-led study abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in study abroad. The Education Abroad staff will assist with most aspects of study abroad except academic course content. The staff can provide assistance and support with visas, insurance, marketing, planning and logistics, and can offer information and consultation on such issues as travel warnings and safety. The staff can also provide a list of other study abroad programs for reference and to avoid duplication of programs during the same academic year. The staff will provide or assist with pre-departure and re-entry orientations for students, and will hold mandatory pre-departure meetings for faculty.
Agreement and Approval:

By signing and submitting this form, the faculty study abroad leader/instructor agrees to the responsibilities listed above. He or she also agrees to review and/or complete as directed all of the following, which are contained in the Faculty-Let Study Abroad Manual:

1. Minimum Requirement List
2. Checklist
3. Waiver of Responsibility
4. Student Conduct Agreement

The Department, School, or College of the Study Abroad Instructor (as preferred within the unit) has the role of approving individual faculty proposals if the course proposed is in keeping with the unit’s mission and goals. The Department, School, or College is responsible for oversight of academic content and for managing the program budget and financial transactions.

By signing and submitting this form, the Department or School, and College agrees to be responsible for any and all financial responsibility surrounding the study abroad program. The department/school/college is responsible for setting minimum enrollment necessary to hold the course. If minimum enrollment is not reached, the department/school/college shall make the decision whether to cancel the course or subsidize it. The department/school/college is responsible for establishing the student program fee calculated for the minimum, estimated, and/or desired number of students. If there is a difference between the final budget and the actual costs of the study abroad program, the department/school/college will be responsible for any excess costs, whether they be due to unforeseen or unexpected expenses, student withdrawals, incorrect budgeting, or any other reason.

Before submission, both the faculty program leader and the appropriate Department Chair, or School Director, and College Dean or Appointing Authority must sign below, signifying their approval of the application and their acknowledgement of the responsibilities as described.

___________________________________ Date
Faculty Program Leader

_______________________________ ______________________________
Chair or Director Date

_______________________________
Dean or Appointing Authority Date