

Bumpers College International Programs Office (IPO)

Faculty Handbook for Developing and Directing
Faculty-Led Study Abroad Programs

Dale Bumpers College of Agricultural, Food and Life Sciences
First Edition Developed by Faculty Serving on the International Programs Committee
Fall 2017

Bumpers College International Programs Office

Faculty Handbook for Developing and Directing
Faculty-Led Study Abroad Programs

Table of Contents

INTERNATIONAL PROGRAM POLICIES.....	3
DEVELOPMENT OF PROGRAM	3
PROGRAM APPROVAL PROCESS	4
PROGRAM CHECKLISTS	4
<u>IPO Proposal Checklist</u>	5
<u>University of Arkansas Office of Study Abroad (STAB) Faculty-led Program</u>	7
<u>Submission Guidelines</u>	7
<u>STAB Proposal Checklist</u>	7
ROLES AND RESPONSIBILITIES	8
THE PROGRAM TIMELINES	11

Dale Bumpers College of Agricultural, Food and Life Sciences
University of Arkansas, Fayetteville

INTERNATIONAL PROGRAM POLICIES

The mission of the International Programs Office (IPO) is to provide structured international experiences that enhance the marketability of students for career and academic opportunities through faculty driven, sustainable initiatives. The IPO serves to support faculty, students, international partners, and university leadership to increase opportunities for students to engage in [faculty-led programs](#), [internships](#), [exchange programs](#), and study abroad activities that may include [research](#). The IPO works closely with the UA Office of Study Abroad (STAB) and seeks opportunities for students to engage in international career preparation and workforce ready development. Students who chose to participate in exchanges or study abroad experiences should use the STAB to guide them through the process. Faculty-led programs should begin with the faculty member(s) preparing a proposal, and a syllabus where appropriate, for the type of program desired.

DEVELOPMENT OF PROGRAM

International programs must fit within the needs of students, programs, the mission of the Bumpers College International Programs Office, and the University. These programs should add educational value to the students' curriculum. Faculty-led programs should be structured for the academic environment with learning objectives developed for every part of the itinerary. New program development should be done in conjunction with or under the guidance of STAB Staff. Learning objectives should also align with student outcomes for the program. Faculty members creating new proposals must discuss the program with their academic unit head and receive approval to ensure the program is meeting the mission and goals of the department/school. Successful programs include both cultural and industry aspects of the international experience. When developing an international program, please consider the following questions:

- Does the program fill a need that is not filled otherwise in the curricula?
- Does the program further existing curricula in relation to mission and goals?
- Will the program be offered for students outside the field of study?
- How can the program be successfully implemented?
- Can the program attain sufficient student enrollment, e.g., 10-15 students per faculty member involved?
- Can the program be offered for a reasonable cost?
- If this is a repeat program, have the evaluations by previous student participants been positive? If not, how was the program modified to better meet student needs?
- How does the faculty member have experience in the proposed program location?
- Has the faculty member led an international program previously? If so, when and where?
- What student level is appropriate? (seniors, juniors, etc.)

- What specific coursework needs to be completed by students prior to the international program?
- Has a syllabus, with appropriate learning objectives, outcomes, and assessments, been developed for the international program that meets the academic unit (department / school), College, and U of A standards?
- How do the cultural excursions have academic relevance?
- Is this experience something the students could get while on campus or locally? If yes, consider expanding an existing course without offering an international component.
- To what extent have program leaders worked with appropriate STAB staff to identify reasonable in-country support? For example: has a reputable third-party service been identified? NOTE. A successfully outlined program will consist of: pre-study abroad session(s); clear and concise expectations of faculty, students and third party service provider (if used); a detailed syllabus with schedule, outlined transportation (both air and land); a supporting list of businesses/organizations or higher education institutions with contact information; outlined cultural excursions with corresponding course objectives, and a detailed list of expenses for both faculty and students (including meals, lodging, transportation, etc.).

PROGRAM APPROVAL PROCESS

A number of factors go into the creation of a strong proposal including, but not limited to: academic integrity, budgetary responsibility, international partners (if any), likelihood of success, and safety and security. Preparing and submitting proposals for both existing and new programs should begin long before the submission deadlines. The lead faculty member should complete the program request form by the appropriate deadline. Proposals not submitted by the stated deadline will not be considered. Proposals that do not meet the deadlines will not be considered until the next calendar year. Once the request form has been completed, it must be turned into the appropriate academic unit head for approval.

PROGRAM CHECKLISTS

A few notes before starting:

1. It is necessary to submit a proposal and receive approval from the Bumpers College International Programs Office (IPO) BEFORE submitting Study Abroad Proposals to the U of A Office of Study Abroad (STAB). The proposal must be discussed with your academic unit head and their permission granted via a signature page as part of your submitted document. Submitted proposals are reviewed by the International Programs Committee for acceptance. Then proposals move forward and funding recommendations are made to the Dean. Talk to your representative for additional information or advice.
2. You must submit a proposal to the IPO and receive approval even if you are not requesting funding.

3. There is only one opportunity per year to gain IPO approval. Submitted proposals are due **March 1st of each year.**
4. There are two check sheets below. One is for IPO and the other is for STAB. Use this sheet as a guide and check off items as you complete them. Helpful hints provide additional information on how to navigate the systems. Also, there is an IPO proposal example [online](#).

IPO Proposal Checklist

Due Date: March 1

Part 1: Create the IPO Proposal (5 pages MAX not including the syllabus, itinerary, budget form, or signature pages)		✓
Include:	Explanation:	
Project title	Project title <i>Hint: Be sure to include all sections (Honors, undergrad, graduate)</i>	
Bumpers College Faculty Leaders	Bio of PIs and Co-PIs, expertise areas and experiences that will support the proposed program	
International Partners	Identify all collaborators: names, titles, and institutions <i>Hint: If using a 3rd party provider, include here.</i>	
Project Objectives	Include relevant program objectives as well as measurable student learning outcomes that support or enhance the IPO mission and include a course syllabus for faculty-led programs <i>Hint: design a multidisciplinary program with a cultural component; include unique academic experiences</i>	
Activities	Include all program activities planned for the proposed program that will ensure program objectives are met. If leading a group of students, attach the proposed program itinerary.	
Significance of Program	Explain program impact on student learning and potential for sustainability, multidisciplinary aspects, and how planned activities will attract students across departments and colleges. Explain how the program will build and/or maintain international educational collaboration(s). Also, explain how/if this program is a multidisciplinary program with other departments and UA College collaborators and if/how it has a strong potential to attract students from multiple disciplines.	
Leveraged Funding	If any, include departmental, Honors College, Graduate School support, or support from international and other institutions. <i>Hint: include any potential for future leveraged funds from departments, companies, 3rd party provider, etc.</i>	
Current/Pending Extramural Funding	If any, include grant source, award date, grant amounts, and participating institutions.	
Student numbers	Proposal narrative should describe potential student numbers.	

Proposed Budget	Submit a detailed budget narrative in the proposal. The budget should be comprehensive for faculty and students, but your IPO funding request should be to support faculty only.	
Request funding	<i>Exploratory trips for new programs or programs under 2 years old: eligible for up to \$5,000.</i> <i>Hint: demonstrate potential for long-term sustainability after the funding period through relationships with international or other institutions</i>	
Part 2: Budget Sheet – 1 page		
Budget sheet	Complete budget sheet to estimate how funds will be used. <i>Hint: Go to http://bumpersinternational.uark.edu/faculty/funding-proposals.php and click the link 'budget proposals' OR use the word doc at the end of this document</i>	
Part 3: Review Form for Bumpers College IPO (Signature sheet) – 1 page		
Signature sheet	Complete signature form (Review Form for the Bumpers College International Programs Office) <i>Hint: go to https://bumpersinternational.uark.edu/faculty/funding-proposals.php to access budget sheet.</i>	

Hint: It is required to include a copy of your general itinerary and syllabus (including program objectives, student learning outcomes, and contact hours in and out of country). You will also need these for your Office of Study Abroad submission.

Remember the March 1st IPO deadline! Send completed documents in PDF format to ipo@uark.edu.

Need more information about the Bumpers College IPO?

- To learn about IPO proposals, go to: <http://bumpersinternational.uark.edu/faculty/funding-proposals.php>
At the bottom of this web page, you will find links for submission guidelines, a budget template, and signature form.
- To see IPO submission guidelines, go to: http://bumpersinternational.uark.edu/_resources/pdf/IPO_Call_for_Proposal_2018.pdf

University of Arkansas Office of Study Abroad (STAB) Faculty-led Program

Submission Guidelines

After you receive approval from Bumpers College IPO, you can submit your proposal to the Office of Study Abroad.

A few notes before starting:

1. Deadlines for STAB proposals vary depending on when you propose to implement your faculty-led study abroad program. Proposals must be submitted nearly a year in advance. Double check [deadline dates](#) as they may change.
 - a. **April 1** for January Intersession programs and embedded course international travel programs during fall semester
 - b. **July 1** for the May Intersession programs, 5 wk. Summer I & II (including U of A Rome Center*) and embedded course international travel during spring semester
 - c. **January 1** for an August Intersession programs
2. Program fees for faculty-led study abroad programs must be approved well ahead of program start date.
3. Log onto <http://studyabroad.uark.edu/faculty-and-advisors/faculty-led-program-development.php>. (*Hint: After your initial sign in, you can log on through the HogsAbroadPortal anytime.*)
 - a. Click the “Start a proposal to teach in or lead a program” button
 - b. Click the “Proposal to offer a faculty-led program” button
 - c. Click “Apply now” and follow the prompt
4. You will need the following items to complete the process, some of which may not have been included in the IPO proposal:
 - a. Information about your program (dates in country, description of target audience, housing, etc.)
 - b. Itinerary and excursions/field trips, in-country risk management support
 - c. Your syllabus, course description, and learning outcomes
 - d. Scanned copy of your passport
 - e. If you have led the program before, you will need a 1-2 page report on changes you intend to make. These should be based on your STAB student evaluations.

STAB Proposal Checklist

Part 1: Forms to be completed on-line		✓
Complete:	Explanation:	
Overall Study Abroad Program Proposal	Complete this form online; Include basic information	
Faculty request to offer course(s) abroad	List number of contact hours in and out of country and upload your syllabus	
Personal and Passport Information for Faculty	Information from your passport	
Part 2: Forms you will need to print and submit		
Program Budget Worksheet	Includes information about the cost to the student for the program and airfare	

Study Abroad Companion Form Request	Request if someone is going with you or not	
Study Abroad Course & Compensation Approval Form	Complete 2-page form on-line and print. Get signatures and submit. <i>Hint: Start this early. It can take time to get signatures.</i>	
Part 3: Digitally sign document		
Faculty Expectations and Responsibilities	Outlines your responsibilities as a faculty member. Digitally sign.	

Hints: Promote your program at IPO and Study Abroad fairs.

Sign up for a STAB Faculty info session (These all happen in September, check dates, and mark your calendar)

Send out information to students in your department and promote your program in classes.

Need help? Contact the Office of Study Abroad: studyabr@uark.edu; 1-479-575-7582

ROLES AND RESPONSIBILITIES

The lead faculty member is responsible for the academic aspects of the program. The course used in your program should meet all academic standards of teaching a course at the University of Arkansas (syllabus, textbook [if any], grading, and evaluations). The lead faculty member is also responsible for the completion of the program proposal (IPO and STAB), selection of course(s), ensure enough student contact hours are available for the credits offered, obtain (if needed) industry affiliation agreements, and serve as the point of contact for students participating in the faculty-led study abroad program. The lead faculty member is responsible for all safety and security training before departure and while in country; this includes contacting STAB and IPO personnel if a problem occurs while abroad. Additional faculty participating in the program can be assigned duties at the discretion of the lead faculty member. For example, all faculty participating in a program could be responsible for a portion of the course being taught and/or study program arrangements. As a reminder, all Bumpers College faculty-led programs **MUST** have two program leaders participating at all times while abroad.

In some cases, an on-site program partner may be used to aid in obtaining appointments, travel logistics, and tour guides. These third-party providers may help create the itinerary, arrange housing and classroom space, lead excursions, provide on-site cultural and city orientation, and serve as an on-site contact for non-academic student issues, including emergencies.

Once the academic unit and College have approved your proposal, the STAB will guide you through the interactive process to request and submit a faculty-led study abroad program. Please see <http://studyabroad.uark.edu/faculty-and-advisors/faculty-led-program-development.php> for more information on how to request to co-teach or lead a study abroad program. This site will also provide you two very important documents that you should review carefully: (a) [Instructions to Request to Teach In or Lead a Study Abroad Program](#) and (b) a [Timeline for Faculty-Led Program Development](#). You will be assigned a STAB program advisor. This advisor will then prepare your program to be advertised and be responsible for all financial payments, both incoming and outgoing.

FACULTY EXPECTATIONS AND RESPONSIBILITIES

As a faculty member who is proposing to lead, co-lead, or teach in a study abroad program, I am committed to making every effort to providing a quality academic experience for all student participants that will enrich their personal and professional life.

I understand and willingly comply with the following expectations and responsibilities:

- **As a faculty member planning ahead for the study abroad program, I understand that:**
All faculty are expected to meet with their departmental chair to discuss the program design and have course syllabi reviewed through the standard course approval process.
- All faculty participating in study abroad play an essential role in risk assessment and risk management before, during, and after the program.
- The department chair and college dean must approve faculty participation in study abroad, and any compensation requested. A minimum number of participants should be agreed upon well before the application deadline.
- Faculty proposing to lead or co-lead a short-term study abroad program are expected to develop a program that maintains at least as much academic rigor as an equivalent course taught on campus. Contact hours will be assessed as part of the review process. As a reminder, courses must have 15 contact hours per one credit.
- The Office of Study Abroad, within the Graduate School and International Education, is responsible for the cost centers established for all approved study abroad programs and for setting up all course sections associated with the approved study abroad courses.
- Faculty leaders will develop a program itinerary being mindful that the health and safety of all participants is the highest priority.
 - Responsible personnel (faculty, staff, graduate assistants, etc.) should accompany students seeking medical treatment, lost/stolen property or passports, etc. while abroad, even when the larger group must move on there should be a responsible party with students at all times. As a reminder, Bumpers College requires two program leaders abroad with student groups at all times.
- Faculty leaders are expected to be in good health in order to meet the expectations of the proposed program itinerary.
- Faculty participating in study abroad should not plan on bringing a companion without the explicit approval of their college and the Office of Study Abroad.

- Faculty leaders are expected to work in close cooperation with the Office of Study Abroad and International Exchange during program design, budget creation, program marketing, student recruitment and selection, pre-departure preparation, and return.
- Faculty have the primary responsibility for promoting their study abroad program and for the recruitment of prospective applicants. Essential to this is providing content for the program on the study abroad website and notifying the study abroad office about any changes or updates to the program dates, content or itinerary.
- While the faculty play an essential role in program recruitment, no student should be made to feel under pressure by the faculty leader to make a commitment to the program. It is the responsibility of the Office of Study Abroad to send out acceptance letters, payment agreements, and respond to student concerns about program costs, financial aid, scholarships, etc.
- Faculty participating in study abroad should attend all meetings organized by study abroad staff for faculty leaders to stay up-to-date on all policies and procedures related to teaching and supervising students abroad.
- **As an instructor of record for courses taught abroad, I understand that:** As instructor of record, faculty will make the final course syllabus available to students well in advance of the program start date and make sure that enrolled students understand the course expectations and books/supplies needed to fulfill the course requirements.
- As instructor of record, faculty are responsible for reviewing their rosters for accuracy prior to travel and for the timely submission of grades.
- **Furthermore, as a participating faculty member...** I will be available at all times during the program to respond to student concerns, problems, or emergencies unless other designated and approved staff are assigned in advance to serve in this role.
- I will attend an awareness training for Title IX before participating in a study abroad program (schedules for this training will be made available through the academic year.)
- I will read the “Emergency Response Plan” for U of A faculty-led administered study abroad programs and be responsible for updating the “Emergency Contact Sheet” that is developed for my specific program.
- I will disclose to the department chair, IPO director, and the Office of Study Abroad any issues (i.e. related to health, family, and immigration status) that could jeopardize my ability to lead a group of students overseas during the term indicated.

- As a responsible agent of the University, I will abide by all University fiscal policy and procedures related to travel authorizations, expenditure reports and the timely submission of receipts for individual and group travel expenses.

THE PROGRAM TIMELINES

A program's success depends on adherence to strict timelines. These timelines/deadlines are extremely important to abide by for your program to be offered in the semester you desire. In some instances, College academic units will set timelines that are prior to any IPO or STAB deadline. Please check with your academic unit head to learn about deadlines for you. Deadlines are set so that you may secure approval at the academic unit and College levels prior to submitting to STAB.

Faculty are encouraged to prepare and submit proposals early in order to attend the UA Study Abroad Fair which is typically held in late September. This will help in the recruitment of students, if needed. Also, Bumpers College will likely host an International Information Fair, where all accepted programs are invited to attend. In either case, students may sign up if they are interested in your program and will be contacted by the lead faculty member to complete the application process. STAB program coordinators and the lead faculty member will help guide the student through the application portal, available at <http://hogsabroad.uark.edu> and accessible through the IPO website at <http://bumpersinternational.uark.edu/programs/index.php>. The lead faculty member will then examine each applicant for acceptance to the specific faculty-led study abroad program. Visit the STAB website for a list of deadlines <https://studyabroad.uark.edu>.

Thank you for your support of international education!