

Faculty-Led Program Manual

What is IPEA and What Do We Do?

What We Believe

Studying abroad is an incredibly valuable, life changing experience. In the College of Arts & Sciences, we strongly recommend that all of our students study abroad at least once during their time at Kent State University. Regardless of their major, we help each student find an education abroad experience that meets their academic, professional and personal objectives. Our programs offer students in-depth experiences across all departments and units in the college and represent a unique diversity in both academic discipline and regions of the world.

What We Do

We provide direction and assistance in the development of faculty-led education abroad programs, from initial phases of drafting a proposal to assistance with re-entry orientation.

IPEA will assist with:

- Planning and Logistics
 - Itinerary Development
 - Budgets
 - Paying Vendors
 - Finding a Chaperone
 - Booking Flights, Accommodations, Transportation
- Marketing a Program
 - Brochures
 - Social Media and Web Coverage
 - Events
- Scholarship Workshops for Students Interested in Studying Abroad
- Pre-Departure Orientation
- Risk Management and Safety
- Re-entry Orientation

What is the Difference between OGE and IPEA?

OGE	IPEA
<ul style="list-style-type: none">• Non-academic unit• Visas• International Student and Scholar Services• Florence semester & Summer Institute Programs	<ul style="list-style-type: none">• Academic unit, College of Arts and Sciences• Curriculum and research integration• Help students create educational experiences, incorporating research for thesis• Work 1:1 with students to ensure a smooth transition from KSU to education abroad experience• Give as much information as possible to students about programs

IPEA'S Expectations for Faculty Leaders

General

Planning an education abroad program is not easy; IPEA is here to assist you through each phase of the process.

Our approach to education abroad is in line with University Priority Number 1: Students First.

All of our programs focus on the best educational and personal growth experiences for our students. They focus on impactful activities that push students outside of their comfort zone. Each program is also designed with the safety and security of the staff, faculty and students participating in the program. Program costs are calculated with this in mind.

Communication

From the proposal phase until the final debriefing after the conclusion of the program, communication is a **KEY** component to the success of all IPEA education abroad programs.

Communication with IPEA

- Our preferred method of communication is EMAIL.
 - University email addresses only!
- Timely communication - within 48 hours (weekends excluded).
- Prompt notice when changes occur with your program
- Read everything thoroughly - especially before you approve something. Small things (like a different departure date) may translate into MAJOR costs for our students.
- Monthly meetings with IPEA administrative staff.

Communication with Students

- Informing students of their acceptance
- Making students aware of who they will be communicating with from IPEA staff.
- Making sure communication is consistent with what IPEA is directing
 - Example: Do **NOT** tell a student a deadline is flexible unless it is cleared with IPEA first
 - This is confusing for students and may impact their ability to participate in programs

Communication with the Office of Global Education

- Final approval of program
- Required workshops
- Studio Abroad access and training
- Ordering Health Insurance

Communication with Parents

- Parents will be concerned and it is important that you keep them informed (within the laws of FERPA)
- Why is education abroad an educational priority and how will it help them professionally?
- Why is it worth the money?
- What measures have been taken to ensure the safety and security of program participants?

Recruiting Students

While we assist with the promotion of every program offered by the College of Arts and Sciences, our efforts alone will not make a program run. The most significant promotional factor impacting student participation in a program is a faculty member's direct involvement in recruitment. You are the expert in your field and the leader of the program. Students gravitate toward the person that will be their academic and personal point of reference for the entirety of the trip.

Recruiting/Marketing Expectations

- Self-promote your program
 - Hand out flyers
 - Send information across the listservs you have access to
- Participate and Attend IPEA Events
- Inform our office of recruitment meetings you may be having
 - Be Creative! Host coffee hours and dinner parties
- Be realistic about your recruitment
 - The maximum number for your program is the maximum number of students you can accept
 - Students may be very talented, passionate, and want to go - but they also might be limited in funding or in program flexibility.
- Be knowledgeable about scholarship opportunities for your program

Finally, be prepared to accept that planning will not go smoothly. There will be bumps and hiccups and it is important that you are willing to collaborate and adapt to logistical changes. We will need to present a united front - adhering to our established deadlines, supporting students, and creating the best programs we can!

Planning Your Program

When to Offer Your Course

There are many factors which can influence when you decide to host your program.

	Winter	Spring Break*	Summer
Cost	Tuition varies. Please contact IPEA for more information.	Tuition is included in Spring Semester	Tuition is per credit hours.
Duration of Program	Varies, typically 2-3 weeks.	Maximum of 9 Days (March 24 - April 1, 2018)	Varies, typically 2-3 weeks. May Intersession: May 21-June 8, 2018 Summer I: June 11-July 14, 2018
Application Deadlines	September 8, 2017	December 1, 2017	January 26, 2018
Financial Aid & Scholarships	Financial Aid typically utilized in the semester the credits are applied too; Financial Aid will apply to faculty-led programs.	Financial Aid typically utilized in the Spring will apply to faculty-led programs.	Students must take at least 6 credit hours to use their financial aid during the summer.
			Students must request summer aid through the Financial Aid Office.

*Spring Break programs must appear on faculty workload for the academic year in which the program is offered. Please be sure to receive approval from the Chair of your department BEFORE considering a Spring Break course offering.

Other factors to consider:

- Climate of the region you wish to visit
- Your course load/ semester obligations
- Holidays/Religious Observances in USA and host country
- Political events/elections
- Natural disasters

Establishing Course Goals and Objectives/Creating your Syllabus

Creating a syllabus for an education abroad course is just like creating a syllabus for a course you would instruct here--only you are somewhere else.

Things to include:

- Contact information
- Required readings/texts
- Course overview
- Learning outcomes
- Course expectations
- Course schedule
 - Ex: assignment due dates, policy on late assignments, formatting of papers, etc.
 - Itinerary
 - Rather than breaking your schedule down class-by-class and week-by-week, break it down day-by-day so students know what to expect.
- A map

Assignments

We strongly encourage you to think about the assignments that will be associated with this course. Education abroad should not reduce the academic rigor of a subject, but rather embrace the opportunities a new environment can create. When considering what assignments, you will utilize to assess student learning think about the time associated with assignments. Can due dates be scheduled when you've returned to the United States? Are assignments going to occupy the majority of the student's downtime? If you would like students to do online assignments or type a blog post during the program, will it be safe for them to travel with a personal computer or tablet? Will students have access to internet during the program?

Thesis and Research Integration

Education Abroad programs often inspire students to add second majors, or minors to their academic programs as a result of what they have learned abroad. Additionally, students should be encouraged to consider whether or not an undergraduate research or thesis project might be appropriate for their level of interest in a particular material. Research projects with an international focus are particularly prestigious in the eyes of the university, for future graduate programs and for professionals seeking to recruit students into their industries. Not every education abroad program might be able to accommodate a direct focus on undergraduate research, but considering what your students might investigate upon further investment in your discipline or program could provide valuable academic dividends.

Creating an Itinerary

Creating an itinerary does not have to be difficult and we have a [template](#) available.

Day One: DATE

Depart US

Flight Details

Day Two: Date

Arrive in _____

Airport Shuttle

Check into Hotel

Lunch - On your own/specific restaurant

Activity

Dinner - On your own/specific restaurant

Night at _____ hotel

Day Three: Date

ANY MAJOR EVENTS SUCH AS CHANGE IN CITY

Breakfast -On your own/specific restaurant

Activity/Travel

Lunch - On your own/specific restaurant

Activity

Activity

Dinner - On your own/specific restaurant

Night at _____ hotel

Accommodations

Selecting where your students stay is important, but will not make-or-break an experience. When looking at hostels/hotels we try to book places with 3 stars or above. It is also recommended that you read reviews on the locations you are looking at staying in for safety, as well as consider the convenience of the location.

Hostels vs. Hotels

Hostels are typically the more inexpensive of the two options. Most have internet, breakfast service, laundry, and a locker to store your belongings. When booking with a group it is common to get members of your group all in one (or a few rooms). Hostels are also a great way to interact with many different types of peoples in the lounge spaces during down time. Often times they can resemble a dormitory living style.

Hotels allow for more privacy and often offer the same amenities as hostel; just usually a bit more expensive. When looking at hotels PLEASE look for double rooms, as it is most cost effective.

Transportation

Deciding what type of transportation to use is crucial in the planning phases of your program. It is suggested that when making these decisions to do research on the different transportation options available. Some programs will utilize walking, while others may require a minibus. Knowing your options, and which options may be best for you is a key part to the planning phase.

Some examples are:

- Dublin, Ireland--mixture of walking and public transportation (bus or train); public transportation passes purchased ahead of time
- Johannesburg to Cape Town, South Africa-- minibus to transport students and field equipment; minibus reserved before departure

Activities: Deciding What To Do

Activities are a key component of any program. You can have your students listen to guest lecturers, visit museums and monuments, or even conducting field research. The list of what you can do is endless, but you need to keep in mind the value of each activity/experience.

Ideally, most of the activities you will plan will add value directly to the educational goals of the program. However, value is not always tied to the educational goals of the course. Some experiences are merely 'added value' because they provide the students the ability to engage in 'once-in-a-lifetime' experiences.

For example:

Taking a group of students to China to study agriculture but not taking them to see The Great Wall of China.

While The Great Wall of China may have nothing to do with your course, it is still important to provide this opportunity to students. This is an “added” value which encourages students to sign up for the program, adds flare to the program, and creates an opportunity to engage further with the culture you are visiting.

You also can establish these “added value” experiences as an optional visit or suggested experience during “free time.”

Another important component to activity planning is remembering your students will want free time to see the sites.

Activities vs. Free Time

Think about the portion of your program that is spent abroad. Is your itinerary jammed packed with activities? Is every second scheduled?

Planning a thorough itinerary is not a bad thing, but be aware things can and probably will get off track, for example a museum might be unexpectedly closed or your transportation could be late. Part of the experience of going abroad is actually seeing and interacting with things one cannot do in a classroom in Kent, Ohio. With that said, think about providing students free time to roam around the city.

Creating a Budget

Creating a budget does not have to be difficult and we have a [template](#) available.

		Term:	Summer
Country:		Number of Chaperones:	1
State Department Page:		Anticipated # of Students:	15
Faculty Member:		# of Credit Hours:	3
Faculty Member Email:		Number of Weeks (Round Up):	2
Initial Fees:		Tuition:*	
OGE Application	\$60.00	In-state	\$1,368.00
OGE Health Insurance	\$24.00	Out-of-State	\$2,454.00
OCED Fee	\$25.00		
Program Fees:		Personal Costs	
Contingency \$	\$200.00	Passport	\$135.00
Faculty Member Cost	\$3.33	Visa**	\$25.00
Chaperone Cost	\$3.33	Vaccines**	\$0.00
Program Insurance	\$50.00	Medication in country**	\$0.00
		Other expenses as needed:	
<u>Program Specific:</u>			
Airfare	\$0.00		
Accommodations	\$0.00	Personal Expense Total	\$160.00
In-Country Transportation	\$0.00		
Activities	\$0.00		
Meals	\$0.00		
Other expenses as needed:		*If summer, calculate tuition. If not, make sure there is a note regarding credit hour cap fees.	
Quote from company?		**If required, information will be on state department's country-specific webpage	

Program Fee Total	\$281.67			
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What we will need from you:

- TENTATIVE numbers. They are merely rough estimations.
- Links (when appropriate) to where you are getting numbers from
 - If you create an activity list with pricing, list both group and individual rates. Depending on how many students sign up for the course we may be able to receive better pricing.

IF YOU ARE DIRECTLY WORKING WITH A THIRD-PARTY PROVIDER - LET US KNOW!

Program Cost Considerations

Education abroad programs are not inexpensive, so please do not get discouraged as you see the price increasing as you are doing your research. The program cost is part of the reason we encourage a longer planning and promotional timeline; this will allow students the ability to search for scholarships and create a budget with plenty of time and notice.

There is also no “typical” price for an education abroad program. Each program varies based on the academic goals, what experiences you want to include, and what is happening in the country(ies) you are planning to visit.

Safety

How safe is the country you are planning on going to? Does this country require vaccinations or have any outstanding safety warnings from the State Department?

Consider things like:

- Curfew
- Could students go out on their own?
- Are women allowed to be out alone?
- Safety in the area
- Police, Hospitals, Pharmacies, etc. nearby?
- Dress code considerations in the host country.

You will participate in a risk management workshop with the Office of Global Education before you depart.

Chaperones

What does a chaperone do?

Specific assignments each day which may include but are not limited to the following:

- Supervise, counsel, accompany, live with and be a role model for registered students on the course.
- Participate actively in all program areas as assigned.
- Supervise student's safety and behavior while traveling during excursions.
- Must be responsible to reinforce, support, and follow the policies, values, rules, and regulations of each respective Education Abroad Program.
- Chaperone students daily in hotels, hostels or other accommodations.
- Accompany ill or injured students to the assigned medical facilities; communicate with nurses and physicians, office staff and parents as to the student's prognosis and expectations.
- Chaperone's are on duty around the clock throughout the duration of the assigned program period.
- Required to account for the students on the bus, track directions, interact with the bus driver and to ensure all students are accounted for at departure times.
- Will meet each day with the Program Leader/Faculty Member to plan and discuss student activities and needs.
- Must recognize that active participation in activities and events is a necessity in order to provide supervision and support to students.
- Required to check students into the hotel each night and account for specific students' presence in the building.
- Must be open minded, flexible, tolerant and easy going while still being a leader and in control. Chaperone's will need to handle situations that require professionalism and discipline.
- Chaperone's may be assigned other duties by the administrative staff as necessary.

Qualities of a Good Chaperone

- Possess a strong and sincere interest in working with students.
- Be prepared to work and live in a demanding, fast paced, student focused environment.
- Be capable of being patient, adaptable and flexible while maintaining a professional demeanor at all times.
- Understand that students come first and that their safety and well-being is the main focus and responsibility for the program.
- Recognize that there is a zero-tolerance policy for smoking, drinking and drugs for the duration of the program for both students and staff.
- Be willing and able to be a role model, leader and mentor for the students in the program.
- Have had strong prior experience working with education abroad.
- Possess excellent planning, organizational, and time management skills.

- Be able to attend on-campus orientation before program commences.
- Be emotionally mature and able to function effectively under pressure and stress.
- Be proactive, with the ability to work in fast paced dynamic team based environment.
- Possess the ability to handle confidential information and exercise good judgment.
- Be motivated, possess a “can-do” attitude, with a high level of initiative and a strong work ethic
- Will be able to relate to students and adults in a positive manner.

Who is eligible to be a chaperone?

- The chaperone must be employed by Kent State University,
- We encourage selecting a graduate student'
 - Typically, these students can be found through the Higher Education and Administration Master's program
- Any person you are interested in accompanying you on this program must fill out this form:
<https://goo.gl/forms/mJqU4c4ARXleLdDu2>

Promoting Your Program

While we have touched on this in our expectations, it still holds true - YOU ARE THE **BEST** PROMOTER OF YOUR PROGRAM! We can provide the tools, but why a student chooses to go on your program rather than just take a vacation is all because of YOU!

Promotional Materials

IPEA is proud to have our own in-house marketing team, which handles the designing and printing of brochures. If you have your own photos or specific information you would like featured, please communicate this early on. All of our brochures utilize a template that has been pre-approved by University Communication and Marketing.

In addition to brochures, we are also able to provide support through social media, our newsletter, and our [website](#). Perhaps you can find an interesting article connected to your program or you film a small video about your program. We can make sure this promotion is featured. Our website aims to also offer the most up-to-date information for each program. As changes may occur, please keep us informed.

Events

IPEA participates in/offers many events throughout the Fall to promote Education Abroad. Fall is considered the best time to recruit students into programs as they can return home over Thanksgiving break and Winter Intersession to discuss with their families the financial and academic impact of their program. From mid-August to mid-November, therefore, is the “high season” for all of our planned activities. We STRONGLY encourage you to attend these events whenever possible.

Recurring Events:

- Blastoff (August)
- Education Abroad Expo (September)
- Run the World 5K (September)
- Study Abroad, So Fun It’s Scary (October)
- Gobble Gobble Global (November)

Additionally, get creative and host your own events to promote your program. This may be a coffee hour or a dinner party. We are available to support you in these initiatives and make them successful; just be sure to communicate with us when you are in the planning stages.

Scholarships

IPEA can provide a great deal of information about scholarship opportunities for students. We offer scholarship workshops throughout the semester, have fliers and brochures explaining the process, and our Peer Ambassadors are more than happy to work with students through the scholarship process.

While you may not be an expert, we encourage you to provide information to your students regarding the scholarship opportunities. We also set the expectations that you will find at least **ONE** scholarship that is directly applicable to your program.

Miscellaneous

Course Enrollment

For your education abroad program to run, you **MUST** have a minimum of 10 students signed up to go. This is required by the College of Arts and Sciences as it is required by the travel agency in order to schedule group flight options.

Before you Leave

WHEN anyone employed by KSU is travelling abroad, they **MUST** alert Risk Management. The contact at Risk Management is: RAMHOFF, ELAINE M. eramhoff@kent.edu. Email Elaine detailing the dates, location and purpose of their trip. It should be done 29 days before the departure date of the trip. She will reply and send you THIS link in order for you to be in compliance with the university:

<https://www.kent.edu/compliance/international-travel-insurance>

Student deadlines (application and payment)

WINTER INTERSESSION

- Application deadline: September 8, 2017
- Acceptance and Deposit Deadline: September 22, 2017
- 1st payment: October 12, 2017
- 2nd payment: November 24, 2017

SPRING BREAK (March 24 - April 1, 2018)

- Application deadline: December 1, 2017
- Acceptance and Deposit Deadline: December 15, 2017
- 1st payment: January 19, 2018
- 2nd payment: February 16, 2018

SUMMER PROGRAMS (MAY INTERSESSION: MAY 21-JUNE 8, 2018; SUMMER I: JUNE 11-JULY 14, 2018)

- Application deadline: January 26, 2018
- Acceptance and Deposit Deadline: February 9, 2018
- 1st payment: March 9, 2018

- 2nd payment: April 13, 2018

Time Commitment

- Presence at ALL study abroad fairs and activities throughout FALL semester to support recruitment for your course
 - Blastoff
 - Education Abroad Expo
 - Run the World
 - Study Abroad, So Fun It's Scary
 - Gobble Gobble Global
- Faculty-Led Orientation Program in August
- Pre-Departure Meetings for Students
- Risk Management/Health and Safety Training

College of Arts and Sciences: Important Dates

- [2017-2018 FACULTY-LED APPLICATION](#) DUE: FEBRUARY 1, 2017
- Application Deadlines for Students
 - WINTER INTERSESSION
 - September 8, 2017
 - SPRING BREAK (March 24 - April 1, 2018)
 - December 1, 2017
 - SUMMER PROGRAMS (MAY INTERSESSION: MAY 21-JUNE 8, 2018; SUMMER I: JUNE 11-JULY 14, 2018)
 - January 26, 2018

Checklist

- ☐ Submitted [Fac-Led Proposal](#) to IPEA in CAS
- ☐ Program Registration Approval (Dean and Department Chair Signatures)
- ☐ Program approved by the Associate Provost of Global Education, Dr. Marcello Fantoni
- ☐ Brochure Template (Studioabroad)
- ☐ Syllabus
- ☐ Itinerary
 - ☐ Approve Flight Selection
 - ☐ Hotel Choices
 - ☐ Pre-Booking Activities
- ☐ Budget
- ☐ Marketing and Promotion
 - ☐ Establish a promotional plan (classroom announcements, attending IPEA/OGE events)
 - ☐ Provide information for Flyer
 - ☐ Flyer and promotional materials Approval
- ☐ International Travel Compliance Form (Minimum 29 days before travel)