Faculty-Led Education Abroad Manual

KENT STATE UNIVERSITY

A note from the Faculty-Led Education Abroad Committee …

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

- Many have done it before, so you can, too.
- You are not alone – the Office of Global Education is eager to help.

We on the FLEA committee wrote this manual so you would not have to figure out on your own what is involved or how to begin or whom to talk to or where to find necessary documents. It is all here. The first half of the manual walks you through the steps, and the second half contains templates and forms you can 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 will realize your idea for an education 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 education abroad course. I applaud your interest in leading such a course, and I am confident you will find a great deal of help in these pages.

A well-planned education 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 members 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
Vice President for Global Education
Office of Global Education

This manual was created by the Kent State Faculty-led Education Abroad Committee to assist faculty in the development of successful faculty-led education 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 and also refer to the policies below:

- 5-17: University Policy Regarding Study Abroad and Other University Travel
- 5-18: University policy regarding establishing relationships with universities and educational institutions abroad

Roles & Responsibilities for Faculty-Led Education Abroad Programs

The Faculty Program Leader carries most of the responsibility for developing and executing their program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the education abroad experience itself. Responsibilities of the Faculty Program Leader include:

1) Developing a course abroad that maintains academic rigor and curricular relevance.
2) Determining that the 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 education abroad course. (Procedure to be determined by Department, School, and/or College.)
4) Developing a comprehensive program budget and working with Department, School, and/or College for budget approval. (Procedure to be determined by Department, School, and/or College.)
5) Obtaining approval from the University Registrar's Office if your program does not fall within the standard term.
6) Working in close cooperation with OGE Education Abroad throughout planning and execution.
7) Following the protocols of this Manual, including completion of the Registration Packet (See Appendix).
8) 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.
9) Working with OGE Partnerships Division to prepare necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities, and ensure that all agreements comply with the university's contracting policy (work with your business manager).
10) Recruiting students, promoting the program, and conducting information sessions.
11) Holding program-specific pre-departure orientations for students. OGE will hold a required general pre-departure orientation for students.
12) Ensuring that all faculty leaders and co-leaders have gone through the proper OGE training.
13) 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.
14) Explaining risks, precautions, and crisis management plans to students.
15) Understanding and valuing other cultures and cultural differences.
16) Respecting the destination host country.
17) Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
18) 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 education abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in education abroad. The Education Abroad staff will assist with most aspects of education abroad except academic course content. The staff can assist with student application creation, ordering international medical insurance, and can offer information and consultation on such issues as planning and logistics, marketing, visas, travel warnings, and safety. The staff can also provide a list of other education abroad programs for reference and to avoid duplication of programs. The staff will provide a mandatory general pre-departure orientation for students.

The Faculty-Led Education Abroad Programs Committee advises the OGE Education Abroad Division on faculty-led education 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 education abroad programs. The committee monitors and promotes faculty-led education abroad programs. It reviews faculty-led education abroad program proposals and provides feedback to the Office of Global Education.

The Department, School, or College of the Faculty Program Leader (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 Education Abroad Program

Program Preparation Timeline

Developing and planning an education 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 in-depth preparation is why it is essential to begin work on your education abroad program at least a year to a year and a half before the course actually takes place. Education 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 education abroad program, with details to follow:

1. Identify an Academic Purpose
2. Create a tentative Academic Syllabus, Travel Itinerary, and Comprehensive Program Budget and identify the payment procedure
3. Submit a Proposal to your Department, School, or College
4. Meet with the Office of Global Education: Education Abroad Division
5. Submit Program Application and related documents to the Education Abroad Division (scanned via email or through campus mail)
6. Review of the program by the Faculty-Led Education Abroad Programs Committee
7. Work with OGE Partnerships Division to prepare necessary agreements and/or contracts, and ensure that all agreements are reviewed and executed in accordance with university policy 3342-5-04.1 (https://www.kent.edu/policyreg/administrative-policy-contract-administration).
8. Finalize the travel itinerary and send to OGE Education Abroad
9. Work with OGE Education Abroad to create online student application
10. Create marketing materials/market program to students
11. Hold information sessions
12. Accept students in online application system/create roster
13. Attend OGE mandatory faculty trainings and ensure that all co-leaders have also attended
14. Hold program specific pre-departure orientation(s) for students
15. Remind students to attend OGE mandatory general pre-departure orientation for students
16. Work with OGE Education Abroad to confirm final roster so they can order mandatory international medical insurance for the entire KSU group
17. Complete final pre-departure requirements

On the next few pages, the steps to creating a successful education abroad program are explained in detail.

Identify an Academic Purpose

While education 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 education abroad, faculty-led education 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 education abroad programs. You can search for existing programs on our online program database.
- 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, Travel Itinerary, and Budget

Faculty members interested in developing a faculty-led education abroad program should begin by creating a tentative syllabus, travel itinerary, and comprehensive budget.

Syllabus

The syllabus should focus on academic course goals including the usual readings, assignments, deliverables, University policy statements, etc., in addition to what will be gained by education abroad and what expectations the students should prepare for while studying abroad, e.g. walking more than they are accustomed, program-specific safety precautions that should be taken, etc. Once a CRN has been established for the course associated with the program, please send the CRN to OGE Education Abroad.

Note on Student Accessibility Services and Faculty-Led Education Abroad Programs

At Kent State University, we are committed to providing all students with an inclusive and accessible learning environment. Faculty play a significant role in creating that environment and are important partners with SAS in adopting the online and in-person classroom environment for better access. Federal law requires that students with disabilities can participate fully in the same activities as students without disabilities. Faculty are always welcome to contact SAS to discuss specific student requests or overall access for students with disabilities within their classroom.

Faculty should include the approved **Disability Accommodation Statement** in each course syllabus. SAS also recommends reviewing the accommodation statement during the first class meeting. Doing so may increase awareness of the accommodation process and the student's comfort with providing notification, as well as help to assure faculty receive timely notification for accommodation requests.

Faculty are notified of student accommodations through a Course Accessibility Letter (CAL). The student must initiate the request for the CAL, which comes from Student Accessibility Services via email. The CAL will outline all required accommodations for the student. Students can request CALs at any point in the semester, though accommodations are not required to be applied retro-actively.

SAS encourages students to talk to their instructors about how they want to use their accommodations. Instructors are also encouraged to reach out to students when they receive a CAL. CALs outline the minimally required accommodations that can be used by students. As the instructor, you can provide

additional flexibility or other reasonable accommodations as you see fit. If questions arise during the conversation with your student, please contact SAS.

As the instructor of the course, your input is highly valued in determining the appropriateness of certain accommodations. If you receive a CAL with an accommodation you feel would alter your ability to assess the course learning outcomes, please contact SAS within seven business days. SAS will review the course and follow up with instructors and students if the accommodation is not appropriate for a course. Instructors should not deny accommodations prior to speaking to SAS.
For questions or concerns, please contact SAS at 330-672-3391 or sas@kent.edu. For additional information, please visit the SAS website.

Itinerary

As you begin planning your itinerary, there are a few different methods you may wish to explore. You can plan your itinerary with a partner institution abroad or use an approved third-party provider. You can also use both methods in conjunction. Please see the sections below for more information about each method.

The travel itinerary you submit for approval can be a first draft of planned dates, cities, site visits, tours, lectures, accommodations, transportation, etc. Before departure a detailed finalized itinerary will need to be sent to the OGE Education Abroad Division.

Please note that all entrances to bedrooms in accommodations must be able to be secured from inside the room to prevent entry. Airbnb, VRBO, and other similar hosted options are not permitted.

Partnering with an Institution Abroad

Kent State University has many partner institutions abroad. You can review a list of existing partnerships on the International Partnerships website. Partner institutions can often assist with planning your education abroad program; however, what each partner can assist with varies per institution. Some logistics partners have been able to help with in the past include planning the itinerary, coordinating transportation, arranging accommodations, providing classroom space, partnering on lectures, etc. If you would like to contact one of our partner institutions, please contact edabroad@kent.edu.

If you find that we do not currently have a partnership that suits your needs, please review Policy 5-18 and contact edabroad@kent.edu for more information.

Working with an Approved Third-Party Provider

Third-party providers can assist you with building your program itinerary, coordinating transportation, arranging accommodations, booking classroom space, risk management, and more. Several third-party providers and travel agents have been approved for use on faculty-led education abroad programs through a Request for Proposals (RFP) process (Appendix B). If you are considering using a third-party provider or travel agent to help manage an aspect of your program, **it is strongly recommended that you use one of these approved providers.** Please note that if your expenses will exceed $25,000 with one provider, you must either use one of the providers listed in Appendix B or work with Procurement to issue a Request for Proposals.

These providers have been vetted through the RFP process and are able to comply with the State of Ohio's and Kent State University's contractual requirements. If you would like to work with a third-party provider and the list of approved providers does not meet your needs, please reach out to edabroad@kent.edu for more information about getting a provider approved.

Budget

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

It is essential that all fixed and variable costs for your program be recognized and put together to create an overall budget. It is important that your budget includes your costs as the faculty leader as well as the students' costs. 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 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, but it is expected that you will turn to your department, school, or college office for budget approval since the financial responsibility will fall to them. This is especially true when establishing costs associated with co-leaders. Please communicate with OGE Education Abroad who your co-leaders are.

Note that you will submit the budget along with the rest of the materials to OGE via email or campus mail. Make sure that it is approved and signed by your College / Department / School financial representatives.

Identify the Payment Procedure

Billing

As noted, affordability is one of the main barriers students face to participation in education abroad programs. To address this obstacle, it is vital that all costs related to your education abroad program be charged directly to the students. This will allow students to utilize their financial aid to offset the cost of the program and/or allow them to spread out the cost of the trip by participating in the University student payment plan. In addition, charging the program cost directly to the student via their student account elevates the administrative burden associated with collecting program cost directly from you as the faculty member. Charging your program cost directly to the student account is a simple process and is managed by the Bursar's Office. To request direct billing to the student account, please select this option on the *Application for Education Abroad Program Registration* form.

Deposits

If your program requires a deposit, OGE Education Abroad strongly recommends using the online payment system through the Cashier's office. Once a deposit is set up, students can log in to https://payonline.kent.edu/ to pay their deposit fees.

To set up the deposit, please provide the following information on the *Application for Education Abroad Program Registration* form.

- Deposit Amount
- Deposit Deadline
- Deadline for Final Program Fee Payment
- Account Index Number
- College Business Manager Name and Email

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, Travel Itinerary, and Comprehensive Budget to their 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 education 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, and budget manager indicated by signing the APPLICATION FOR EDUCATION ABROAD PROGRAM REGISTRATION found later in this manual. If your program falls outside of the standard term dates, obtain approval from the University Registrar's Office.

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 education 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 education abroad. Areas of assistance include student application creation, general visa information, ordering of international medical insurance, guidance for marketing, planning and logistics. To determine with whom you should meet to discuss your planned course, contact the OGE Education Abroad Division at 330-672-7980 or edabroad@kent.edu.

Submit Program Proposal and Related Documents to the Education Abroad Division

Please submit your program proposal and related documents via email to the Education Abroad Division of OGE. You can do so by scanning the signed program registration application (all **three** pages) and emailing it, along with your tentative syllabus, itinerary, and budget to edabroad@kent.edu. Alternatively, you can submit these items through campus mail. Once complete, your application and proposal will be reviewed, and the appropriate action will be taken. You will be notified electronically when a decision regarding your proposal has been made. For questions about the required materials and process, please contact edabroad@kent.edu.

Review of the Program by the Faculty-led Education Abroad Programs Committee

The OGE Education Abroad Division will forward your completed Registration Packet with attachments to the Faculty-Led Education Abroad Programs Committee to review for compliance with Education Abroad requirements, such as completion of the packet, destination safety, etc. The committee will provide feedback to the OGE Education Abroad Division.

Create Marketing Materials/Market Program to Students

Strong marketing materials are essential to successful recruitment. Faculty Program Leaders are encouraged to design and create their own flyers, brochures, posters, emails, web announcements, etc. The OGE Education Abroad Division can provide some assistance, including providing an online brochure on our education abroad program database and space for you to promote your program at our annual Education Abroad Expo held in mid-September. OGE also has a small bulletin board in Van Campen Hall if you would like to share a flyer with us to display to students; otherwise, distribution of marketing materials is the responsibility of the Faculty Program leader and their department, school, or college.

Hold Information Sessions

The OGE Education Abroad Division holds an Education Abroad Expo and many information sessions throughout the year, and Faculty Program Leaders are welcome to attend those to share information about their programs. It is also recommended that Faculty Program Leaders hold their own in-house formal or informal information sessions, make classroom visits, and create other opportunities to discuss program details with prospective students. Faculty Program Leaders 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 in Online Application System/Create 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. Students will apply to the education abroad program in OGE's online application system (Terra Dotta). The online application has a basic framework of universal application requirements, but you will work with OGE Education Abroad to determine if you need additional program-specific requirements (such as interviews, personal statements, etc.), and they will develop and implement these in the system for you. You will also work with them to develop your program application's informational home page.

Please reach out to Education Abroad for proper training so you can review students for acceptance in Terra Dotta (http://educationabroad.kent.edu). Once the student has been accepted, denied, or waitlisted to the program, they will be notified and informed of their next steps for the OGE application process. It is your responsibility to reach out to the students concerning your pre-departure meetings and course registration information. Please confirm your final roster with OGE Education Abroad well before your program departure to ensure that the correct students are in our system for risk management purposes and that international medical insurance has been ordered for all students participating in your program.

Finalize Contracts and/or Partnership Agreements

Work with OGE Partnerships Division to Prepare Necessary agreements and/or contracts and ensure review and execution in accordance with university policy. As you begin to finalize your itinerary, you should work with your department's business manager to have any necessary agreements and/or contracts reviewed and executed in accordance with university policy. Do not execute any contracts or otherwise promise payment for any services outside of the established university process.

Finalize the Travel Itinerary and Send to OGE Education Abroad

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 including a financial implication to the college. Once the itinerary is finalized, please send a copy to edabroad@kent.edu for final review and risk management purposes.

Attend OGE Mandatory Pre-Departure Faculty Meetings and Ensure That Your Co-Leaders Have Attended

All faculty and staff preparing to take students abroad must attend mandatory pre-departure meetings/trainings held by the OGE Education Abroad Division. These meetings will cover a range of topics, including safety, student behavior/conduct, legal issues, and crisis and risk management. Faculty and staff need to only attend these meetings once, not annually, unless significant changes have been made to these trainings. OGE will inform you of additional trainings.

Please ensure that your and co-leaders have also attended these mandatory meetings. Communicate to OGE Education Abroad who your co-leaders are. All program co-leaders must be Kent State University employees. Please note that your department, college, or academic unit may have additional guidelines concerning co-leaders. Certain concerns may be taken into consideration when choosing a co-leader, e.g. relationship, compensation, faculty-load, expertise, etc.

Hold Program Specific Pre-Departure Orientation(s) For Students

Because you are the expert on the details of the program that you have developed, we ask that you hold pre-departure meetings for your students that are specific to your program, covering academic expectations, behavioral expectations, safety precautions, tips for travel and packing, etc.

Students are also required to attend an OGE pre-departure session every year. The OGE pre-departure orientations for students are general in nature and cover a range of topics relevant to a safe and successful education abroad program, including general expectations, culture shock, behavior, safety, and travel tips.

Remind Students to Attend OGE Mandatory General Pre-Departure Orientation for Students

Your students will sign a statement in their online application agreeing to attend the general OGE pre-departure session and they will receive email reminders about upcoming sessions. However, because you are the main point of contact for your students (and they are more likely to read an email from you), we ask that you also remind your students about the upcoming dates of the mandatory OGE student pre-departure orientation. Please contact OGE Education Abroad Division for dates if they were not included in your program approval email. Parents are also encouraged to attend the student pre-departure orientation.

Work with OGE Education Abroad to Confirm Final Roster, So They Can Order Mandatory International Medical Insurance for the Entire KSU Group

As your departure date approaches, you will receive an email from OGE Education Abroad to confirm your final roster and the faculty/staff co-leaders participating in the program and the information necessary to order their insurance. If your roster changes (e.g., a student withdraws from the program), it is your responsibility to notify OGE Education Abroad in order to cancel the student's insurance.

Complete Final Pre-departure Requirements

Including but not limited to:

- Review the Checklist on Page 11 of this manual for unfinished business.
- Send OGE Education Abroad the CRN for your course associated with the program abroad.
- Confirm the final roster and faculty/staff co-leaders 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, destinations, and who is authorizing your travel. Only students and university employees should be attending an education abroad course.
- Review the Education 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 13 of the Minimum Requirements for A Short-Term Faculty-Led Education Abroad Course found on Page 13 of this manual.

Enjoy Your Education Abroad Program!

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 Education Abroad Crisis Management Plan and the Emergency Preparedness Plan you have created.

Expectations Upon Your Return

OGE Education Abroad may 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 edabroad@kent.edu. If students give presentations about their experiences once they return, we would also be happy to attend. We often have student alumni panels talk to students interested in studying abroad. So, if you have anyone you would like to nominate from your program, please let us know.

Minimum Requirements for a Short-Term Faculty-Led Education Abroad Course

The rewards of education 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. **Program Application.** (Page 20) Upon submission, your program registration application and supporting documents will be reviewed and evaluated. The faculty program leader may be contacted for a follow-up interview and/or request for additional information. If the program application is approved, the program will be registered by the Office of Global Education. If they have not already done so, the faculty program leader should go through normal academic channels for the addition of their education abroad course to the curriculum. If the program falls outside of the standard term dates, the faculty program leader will also obtain approval from the University Registrar's Office.
2. **Student Application.** The faculty program leader must ensure that all students participating in their program have applied and completed their OGE online application in Terra Dotta before departure.
3. **Education Abroad Course CRN.** The faculty program leader must send OGE Education Abroad the CRN that was created for the course associated with their education abroad program. Please do this as soon as the CRN is created.
4. **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 return to the US. Some destinations/transit countries require a visa in addition to the valid passport. All faculty, staff, and students participating in the program must have a valid passport and if required, a valid visa.
5. **Health insurance.** All faculty, staff, and 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 program leader must submit their final roster and the information needed to OGE 30 days prior to departure. OGE will then provide insurance cards, which the faculty program leader should distribute to the students.
6. **Immunizations.** All students must ensure that any immunizations required for the destination have been administered to satisfy entry and exit requirements. Students should consult the CDC, U.S. Department of State, and relevant host country authorities for entry requirements. It is the responsibility of the student to provide appropriate documentation to local authorities.
7. **Mandatory Faculty Meeting and Crisis Management Plan.** The faculty program leader and co-leaders must attend the trainings held by the Office of Global Education and obtain and review the Faculty-led Education Abroad Crisis Management Plan.
8. **Mandatory Student Pre-Departure Orientation**. All students must attend the mandatory general OGE pre-departure orientation before their departure. Faculty program leaders do not need to attend the general session. Faculty program leaders should also host program-specific pre-departure orientations/meetings with their students.
9. **Emergency Preparedness Plan.** The faculty program leader must create and distribute an Emergency Preparedness Plan. Refer to the Crisis Management Plan (See #7 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. The faculty program leader(s) and co-leader(s) must also supply OGE with a working international phone number where they can be reached in case of emergency while they are abroad with students.

10. **University Insurance and Liability Coverage.** The faculty program 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: https://www.kent.edu/compliance/international-travel-insurance
11. **Itinerary and/or Course Schedule.** Prior to departure, the faculty program leader must submit a complete and final trip itinerary and/or course schedule to be kept on file in their department or school, as well as in OGE. It should include all appointments and/or requirements and their locations from participants' first arrival to final departure.
12. **Participant Registration.** The faculty program leader must ensure that all participants that are US citizens 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: https://step.state.gov/step/ If a student is not a US citizen, they must register with their home consulate/embassy in their destination country(ies).
13. **Waiver of Responsibility** *and* **Student Conduct Agreement.** All participating students will be presented with the Waiver of Responsibility and Student Conduct Agreement via the online application in Terra Dotta before departure. Students must complete and sign this document prior to departure. These documents will be kept on file in the online application system for at least three years after the program end date (and may also be kept in the paper or electronic format by the department/school/college).

Checklist for Faculty Preparing to Take Students Abroad

Checklist Items	Completed (Yes/No)
1. Obtain department chair/budget manager/school director/dean approval of the program. If your program falls outside of the standard term dates, obtain Registrar approval.	
2. Submit program registration materials to OGE and upon approval meet with OGE to create online student application.	
3. Submit any contracts or agreements from vendors or third-party providers that you will be working with for your program to OGE Partnerships Division. Follow the contracting process provided for by university policy (work with your business manager). These parties could include contractual providers, housing providers, travel agents, and security services, etc.	
4. Send CRN of course associated with education abroad program to OGE Education Abroad.	
5. Review and approve student applications. Ensure that all student participants have completed the OGE online application.	
6. 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.	
7. Determine whether there are any required or recommended vaccinations for travel to the host country and notify students.	
8. Review pre-departure orientation policy and procedures.	
9. 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.	
10. Advise students to research and read over relevant information about each country they will be traveling to.	
11. Attend mandatory OGE pre-departure trainings for faculty program leaders and co-leader(s).	
12. Know how to report and document incidents which may cause the institution to be liable.	
13. Know how to respond in the event of an emergency or crisis to minimize harm to students and your liability.	
14. 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.	

15. Establish policies and procedures for transportation safety including contracted air, bus, train, and car services.	
16. 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.	
17. 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.	
18. 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.	
19. For students who have disclosed a disability, discuss the availability of accommodations at the program's locations.	
20. Describe what constitutes acceptable behavior and conduct while in the program and appropriate conduct in the host country.	
21. 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.	
22. Give the students a detailed program itinerary indicating potential side trips.	
23. 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.	
24. Submit the Final Roster to OGE 30 days prior to departure. OGE will then provide insurance cards, which the faculty program leader should distribute to the students.	
25. Provide the students with a clear outline of the academic expectation of the program.	
26. Discuss culture shock and cultural adjustment issues with travelers, and/or provide information about them.	
27. Provided packing information about what to bring, advice on what not to bring, and what weather to expect.	
28. Receive written refund/cancellation policies from relevant parties such as contractual providers, housing providers, travel agents, and security services, the University, etc.	

29. Advise each traveler to carry photocopies of important documents with them including: Passport, Plane tickets, Driver's license, Numbers for lost/stolen credit or debit cards, Telephone number to the health insurance carrier and health card, Immunization records, etc.	

Adapted from Managing the Risks: College and University International Education Programs. Gallagher Higher Education Practice Group. Retrieved at:
http://www.ajgrms.com/portal/server.pt/gateway/PTARGS_0_28406_550484_0_0_18/International_Ed_Programs--Managing_the_Risks.pdf

Appendix A

Program Timeline

(Actual order may vary based on program; Please check with your college for their deadlines)

1 – 1 ½ year(s) prior to program

- If you have run the progam previously, review previous Budget Construction & Program Planning
- Request Academic approval from College/Department/School

1 year to 9 months prior to program

- Request Budget approval from College/Department/School Financial Representatives
- If your program falls outside of the standard term dates, obtain approval from the University Registrar's Office.
- If you are working with a company (travel agency, bus company, etc.), submit your contract to OGE, and ensure that the contracting process required by university policy is followed (work with your business manager).
- Complete OGE *Application for Education Abroad Program Registration*
- Once Proposal/Tentative Budget is approved by College/Department/School, request approval from OGE (provide signed *Application for Education Abroad Program Registration* form, draft of syllabus, itinerary, and signed program budget—course breakeven cost analysis and range of the cost to student, i.e. airfare, insurance, program fee, etc.)

Shortly after approval from OGE

- Begin advertising and recruiting students for the course with estimated costs, e.g. information sessions, posters, and flyers (do not forget about our Education Abroad Expo in September)
- Work with OGE to create online student application and learn how to review applicants.
- Attend OGE faculty pre-departure trainings/meetings
- Send OGE Education Abroad the CRN of your course that is associated with the program.

9 to 6 months prior to program

- Finalize all the details and costs associated with the program, e.g. transportation (air, bus, taxi), lodging, event costs, OGE fee, student insurance, "boots on the ground" support

6 to 4 months prior to program

- Finalize the detailed budget with all line items and associated costs according to the exchange rate and final student enrollment
- Final budget to be reviewed and approved by Dean and College financial representatives
- Create the itemized student cost sheet

2 to 4 months prior to program

- Student Application Deadline
- College/Department/School collects the deposit
- College/Department/School registers students to the course and collects remainder of program fee
- Confirm Reservations
- Pre-Departure Orientation (logistics)

1 to 2 months prior to program

- Provide OGE with confirmed student roster for international medical insurance
- Attend trainings on *Legal Matters & Student Conduct* and *Risk Management* as required by Policy 5-17.
- Pre-Departure Orientations

- General pre-departure session (hosted by OGE)
- Any additional academic or cultural pre-departure sessions you would like to host

Program Departure

Appendix B

List of Approved Third-Party Providers – **Valid until July 2024**

Third-Party Providers

This is the old list of approved third-party providers for faculty-led education abroad programs and **is valid until July 2024**. All faculty-led programs must utilize either an approved third-party provider, Kent State Center abroad, or a university partner abroad to help with the logistical aspects of the program and provide on-the-ground support.

These providers can assist with logistical support for your program (housing, transportation, activities). In addition, some of the providers are able to provide roundtrip group flights to your host country(ies). If you would like to offer a group flight but you are utilizing a third-party provider who does not provide this service, please see the Travel Agents section in the new list of approved third-party providers below.

The Education Abroad team is happy to assist you in making contact with a third-party provider and in your meetings with the provider. If you would like to request our assistance or presence in a meeting, please email edabroad@kent.edu.

- ***Accent International*** ***(Accent)***
  - Based in San Francisco, CA
  - Phone Number: 800-869-9291
  - Email: info@accentintl.com
  - For information on developing a program with Accent, contact progdev@accentintl.com
  - Focus on five major cities: Paris, Florence, London, Madrid, and Rome
  - Design a Program
- ***Anglo Educational Services*** ***(AES)***
  - Based in London, UK
  - Phone Number: +44 (0) 20 7580 9922
  - Email: info@angloeducational.com
  - Focus on the United Kingdom but does organize trips across Europe.
  - Customized Tours
- ***Cultural Experiences Abroad*** ***(CEA)***
  - Based in Phoenix, AZ
  - Phone Number: 800-266-4441
  - Email: info@ceastudyabroad.com
  - Countries include Argentina, Costa Rica, Czech Republic, France, Hungary, Ireland, Italy, Netherlands, and Spain
  - CEA Custom Programs
- ***Eden Travel***
  - Headquartered in London and Hong Kong
  - Main Contact: Katie Eden (Hong Kong), Robin Eden (London)
  - Phone: +852 53158650 (Katie); +44 7785704314 (Robin); +44 208 201 5080 (Office)
  - Fax: +44 208 201 5090
  - Email: katie@edentravelint.com, robin@edentravelint.com
  - Specializes in providing customized academic study tours to Europe and Asia. Each tour includes a mix of organized appointments with local and international companies, industry experts and local academic partners, as well as a cultural immersion. Have sample tours for Fashion & Design, VR, Gaming, and 3D Animation.
- ***EDU Africa***

    - Headquartered in Cape Town, South Africa
    - Phone Number: +27 (0) 87 232 8725
    - Email: info@edu-africa.com
    - Locations: Botswana, Ghana, Kenya, Namibia, Rwanda, South Africa, Tanzania, Zambia, Zimbabwe
    - Faculty-Led
- ***Education First: College Study Travel* (EF)**
    - General Phone Number: 800-873-2250; KSU consultant: Abby Leberman—abby.leberman@ef.edu; 617-619-1769
    - Headquartered in Cambridge, MA
    - Variety of locations in Africa, Asia & South Pacific, Latin America, Mediterranean Europe, UK & Northern Europe
    - Options to use already organized program, alter a program, or create own program.
    - Faculty-Led College Travel
- ***School for International Training* (SIT)**
    - Headquartered in Brattleboro, VT
    - Phone Number: 800-257-7751
    - Email: custom@sit.edu
    - Field-based academic study abroad programs for undergraduates and accredited master's degrees and certificate programs for graduates and professionals.
    - Argentina, Bolivia, Brazil, Cameroon, Chile, China, Czech Republic, Ecuador, Ghana, India, Indonesia, Italy, Jordan, Kenya, Madagascar, Malawi, Mongolia, Nepal, Netherlands, Panama, Rwanda, Samoa, Senegal, Serbia, South Africa, Spain, Tanzania (virtual only), Tunisia, Uganda, and Vietnam
    - Custom Programs
- ***Sol Education Abroad***
    - Based in Austin, TX
    - Phone Number: 512-380-1003
    - Email: info@soleducation.com
    - Focuses on Spanish immersion programs
    - Locations: Argentina, Costa Rica, Mexico, Spain
    - Faculty-Led Custom Programs
- ***Tumlare Destination Management***
    - Based in Waltham, Massachusetts
    - Phone Number: +1 978 579 0020 ext 22
    - Email: education@tumlare.com
    - Focuses on MBA/EMBA programs, but also offers other options
    - Locations: 20 offices throughout Europe, and in Tokyo, Nagoya, Osaka, Taipei, Hong Kong, Kuala Lumpur, New Delhi, Bangkok, Boston, Sao Paulo, and Mexico City
    - Faculty-Led Custom Programs
- ***Worldstrides and International Studies Abroad***
    - Headquartered in Charlottesville, VA
    - Phone Number: 800-422-2368; KSU contact: Brandon Victoria Youngman, 1-855-392-7768, brandonv@worldstrides.org
    - As of 2018, providers Worldstrides and International Studies Abroad have combined resources to create custom programs for faculty
    - Open to most locations- over 105 countries
    - Higher Ed Custom Programs

New List of Approved Third-Party Providers and Travel Agents – **Valid from July 2023 – July 2026**

Third-Party Providers

This is the approved list of third-party providers for faculty-led education abroad programs and is **valid from July 2023 to July 2026**. All faculty-led programs must utilize either an approved third-party provider, Kent State Center abroad, or a university partner abroad to help with the logistical aspects of the program and provide on-the-ground support.

These providers can assist with logistical support for your program (housing, transportation, activities). In addition, some of the providers are able to provide roundtrip group flights to your host country(ies). If you would like to offer a group flight but you are utilizing a third-party provider who does not provide this service, please see the Travel Agents section below.

The Education Abroad team is happy to assist you in making contact with a third-party provider and in your meetings with the provider. If you would like to request our assistance or presence in a meeting, please email edabroad@kent.edu.

Academic Programs International (API)

- Headquartered in Austin, Texas
- Phone: +1-512-600-8900
- Email: api@apiabroad.com
- Locations:
    - Asia/Middle East: Bhutan, China, Japan, South Korea, United Arab Emirates
    - Europe: Croatia, Czech Republic, England, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Poland, Portugal, Scotland, Spain
    - Latin America: Argentina, Chile, Costa Rica, Cuba
    - South Pacific: Australia, New Zealand

Asia Pacific Academic

- Headquartered in Wyoming, USA; Shanghai, China; Chengdu, China
- Phone: +1-307-312-0788
- Email: info@apacademic.org
- Locations:
    - Southeast Asia: Vietnam, Malaysia, Laos, Cambodia, Singapore, Thailand, Indonesia, Philippines, Myanmar
    - East Asia: Mainland China, Hong Kong, Macau, Taiwan, Japan, South Korea, Mongolia
    - South Asia: India, Nepal, Bhutan, Sri Lanka
    - Oceania: New Zealand, Australia, Fiji
    - North America: USA

Eden Travel

- Headquartered in London and Hong Kong
- Phone: +852 53158650 (Katie); +44 7785704314 (Robin); +44 208 201 5080 (Office)
- Email: katie@edentravelint.com, robin@edentravelint.com
- Locations:
    - Europe: London, Edinburgh, Paris, Rome, Milan, Florence, Madrid, Barcelona, Lisbon, Dublin, Athens and the Greek Islands, Brussels, Bruges, Antwerp

    - Asia and Oceania: Hong Kong, China, the Philippines, South Korea, Japan, Vietnam, Sydney, Melbourne
    - Open to new destinations

EDU Africa

- Headquartered in Cape Town, South Africa
- Phone Number: +27 (0) 87 232 8725
- Email: info@edu-africa.com
- Locations:
    - Africa: Benin, Botswana, Ghana, Kenya, Malawi, Namibia, Rwanda, South Africa, Tanzania, Togo, Uganda, Zambia, Zimbabwe

Global Academic Ventures

- Headquartered in Sydney, Australia
- Phone number: +1-312-846-1428
- Email: info@globalacademicventures.com
- Locations: GAV provides services globally, but their locations of strength are:
    - Asia and Oceania: Australia, New Zealand, Singapore, Thailand, Malaysia, Hong Kong, South Korea, Japan
    - Europe: Ireland, Germany

Global Engagement Institute

- Headquartered in Berlin, Germany
- Main contact: Dr. Michael Grosspietsch, +49-173-617-5543, michael@global-engagement.org
- Email: info@global-engagement.org
- Locations:
    - East Africa: Burundi, Ethiopia, Kenya, Mauritius, Rwanda, Tanzania, Uganda
    - Southern Africa: Botswana, Eswatini, Lesotho, Malawi, Mauritius, Mozambique, Namibia, South Africa, Zambia, Zimbabwe
    - Southeast Asia: Cambodia, Malaysia, Singapore, Thailand, Vietnam

Kaya Responsible Travel

- Headquartered in Minneapolis, Minnesota; Manchester, England; Tacloban City, Philippines
- Main contact: Karissa Holland, 413-517-0266, karissa@kayavolunteer.com
- Email: info@kayavolunteer.com
- Locations:
    - The Americas: Cayman Islands, Belize, Bolivia, Brazil, Costa Rica, Cuba, Ecuador, Jamaica, Peru
    - Africa: Eswatini, Ghana, Kenya, Morocco, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zambia, Zimbabwe
    - Asia-Pacific: Australia, Cambodia, India, Nepal, New Zealand, The Philippines, Sri Lanka, Thailand, Vietnam

Spanish Studies Abroad

- Headquartered in Amherst, Massachusetts
- Phone: +1-413-256-0011
- Email: customprograms@spanishstudies.org
- Locations:
    - Europe: Spain (Seville, Barcelona, Alicante)

    - Latin America: Argentina (Cordoba), Cuba (Havana), Panama (Panama City, Boquete), Puerto Rico (San Juan)

Study Abroad Association

- Headquartered in Raleigh, North Carolina
- Phone: +1-919-300-6891
- Email: info@studyabroadassociation.com
- Locations:
    - Europe: Italy, Greece, Croatia, Czech Republic, Austria, Germany, Poland, Spain, Portugal, France, Iceland, Ireland, UK
    - Asia: South Korea, Japan, Thailand, Vietnam, India
    - Middle East: Israel
    - Africa: Ghana, South Africa, Morocco, Kenya, Namibia
    - Central and South America: Cuba, Mexico, Costa Rica, Panama, Colombia, Peru, Bolivia

WorldStrides

- Headquartered in Charlottesville, VA
- Phone Number: 800-422-2368
- Main contact: Brandon Victoria Youngman, 1-855-392-7768, brandonv@worldstrides.org
- Email: highered@worldstrides.com
- Locations:
    - The Americas: Argentina, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Puerto Rico, United States, Uruguay
    - Europe: Albania, Austria, Azerbaijan, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Scotland, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland
    - Africa and Middle East: Armenia, Bahrain, Benin, Botswana, Côte d'Ivoire, Egypt, Ethiopia, Ghana, Israel, Jordan, Kenya, Liberia, Madagascar, Malawi, Mauritius, Morocco, Mozambique, Namibia, Oman, Qatar, Rwanda, Senegal, South Africa, Tanzania, Turkey, UAE, Uganda, Zambia, Zimbabwe
    - Asia Pacific: Australia, Bangladesh, Cambodia, China, Fiji, French Polynesia, Hong Kong, India, Indonesia, Japan, Laos, Malaysia, Mongolia, Myanmar, Nepal, New Zealand, Philippines, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, Vietnam

Travel Agents

Faculty-led programs are not required to work with a travel agent. However, you may wish to utilize a travel agent's services for logistical convenience with group flights.

If you are working with a Kent State Center abroad or a university partner, you may wish for additional assistance in booking accommodations. The approved travel agent can assist with this as well.

Roy's Stow Travel

- https://roysstowtravel.com/

Appendix C

Constructing a Program Budget

Education abroad instructors should 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. When submitting your program budget to OGE, make sure that it is approved and signed by your College/Department/School financial representatives.

Example of Fixed and Variable Expenses Table

	Target number of students: _____	
Variable/per student expenses	**Amount per Student**	**Total Amount**
Mandatory International Medical Insurance	Request current cost from OGE	
Transportation		
Student Accommodations		
Airfare		
Visits/Excursions/Cultural Activities		
Entrance Fees		
Group Meals		
Administrative Fee (Should include OGE application fee)		
Other costs (depend on specific program)		
	Total Variable Cost	
	Variable Cost per Student	
Fixed/program expenses	**Amount per student**	**Total Amount**
Instructional materials for students		
Recruitment Materials		
Arrival and Group Pick-up		
Space for Meetings and Classes		
Internet Access		
Classroom and Educational Technology		
Library/Educational Resources		
Guest Lectures		
On-going Local Transportation		
Guides		
Instructional materials for instructor		
Faculty Airfare		
Faculty Accommodation		
Faculty Transportation (in country)		
Faculty Visits/Excursions/Cultural Activities		
Gratuities		
Phone, Postage, etc.		
Program Supplies		
	Total Fixed Cost	
	Fixed Cost per Student	

Pricing the Program

Two costs are standard for any short-term program: a $60 nonrefundable Office of Global Education application fee, and a mandatory insurance fee, which varies based on current rates. Please contact OGE for the current rate. 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 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 an education 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:

Total variable cost (individual costs) per student → $ _____

+

Total fixed cost (program costs to be shared) ÷ target number of students → $ _____

=

Final price per student → $

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 GeoBlue International 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 do not 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 Counselors work specifically with education abroad students to help them construct a plan to finance the extra costs of education abroad. They are available for consultation with you and your students. Please contact finaideducationabroad@kent.edu with any questions.

The next page is a Sample Student Cost Sheet.

Sample Student Cost Sheet

Name of Program/Semester
Faculty Program Leader/Contact Information
Course # & CRN

ESTIMATED STUDENT EXPENSES

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

Cost Description	Amount
OGE Application Fee	$60
OGE Health Insurance	
Program Fee [1]	
Airfare to/from [2]	
Other costs not covered by program fee [3]	
Total	
Tuition (list in & out of state)	

[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 deposit is due by Jan. 15; the remainder of the program fee (approx. $1,500) is due by March 30.
- Students can log in to https://payonline.kent.edu/ to pay their deposit fees. Please select the program "European Issues May 2022"
- The remainder of the program fee will be assessed to students' Bursar's accounts.

KENT STATE UNIVERSITY

Office of Global Education

Application For Education Abroad Program Registration

University policy 3342-5-17 requires that all faculty-led education 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 program leader and their department, school or college must complete and sign this three-page form and submit the additional required documents listed below.

Please direct questions and return this form and accompanying materials to:

Amber Cruxton, Director of Education Abroad / Office of Global Education,
106 Van Campen Hall / Phone: 330-672-7975/ Email: acruxton@kent.edu

Faculty/Staff Leader Name(s): _____

Department/School: _____

Course/Program Name: _____

Program Dates: _____

Cities and Countries to be Visited: _____

Deadline for Accepting Applications or Enrolling Students: _____

Minimum Number of Students: _____

Name of Third Party Provider, Travel Agent, and/or University Partner you are working with:

_____

Deposit: If you wish to collect a deposit for your program using the KSU online payment system, please provide the following information:

- **Deposit Amount:** _____
- **Deposit Deadline:** _____
- **Deadline for Final Program Fee Payment:** _____
- **Account Index Number:** _____
- **College Business Manager Name and Email:** _____

☐ **Billing:** Check here if you wish to bill student accounts directly for the education abroad program fee.

Please attach the following items to your registration form:

- **Syllabus**
- **Tentative Budget** (with program fee and student out-of-pocket costs)
- **Tentative Itinerary** (including city and country locations, tentative accommodations, tentative transportation, and all anticipated academic and non-academic activities)

Roles & Responsibilities for Faculty-Led Education Abroad Programs

The Faculty Program Leader carries most of the responsibility for developing and executing their program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the education abroad experience itself. Responsibilities of the Faculty Program Leader include:

1. Developing a course abroad that 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 education abroad course. (Procedure to be determined by Department, School, and/or College.)
4. Developing a comprehensive program budget and working with Department, School, and/or College for budget approval. (Procedure to be determined by Department, School, and/or College.)
5. Obtaining approval from the University Registrar's Office if your program does not fall within standard term.
6. Working in close cooperation with OGE Education Abroad throughout planning and execution.
7. Following the protocols of this Manual, including completion of the Registration Packet (See Appendix).
8. 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.
9. Working with OGE Partnerships Division to prepare necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities, and ensure that all agreements comply with the university's contracting policy (work with your business manager).
10. Recruiting students, promoting the program, and conducting information sessions.
11. Holding program-specific pre-departure orientations for students. OGE will hold a general pre-departure orientation for students.
12. Ensuring that all faculty leaders and co-leaders have gone through the proper OGE training.
13. 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.
14. Explaining risks, precautions, and crisis management plans to students.
15. Understanding and valuing other cultures and cultural differences.
16. Respecting the destination host country.
17. Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
18. 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 education abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in education abroad. The Education Abroad staff will assist with most aspects of education abroad except academic course content. The staff can assist with student application creation, ordering international medical insurance, and can offer information and consultation on such issues as planning and logistics, marketing, visas, travel warnings, and safety. The staff can also provide a list of other education abroad programs for reference and to avoid duplication of programs. The staff will provide a mandatory general pre-departure orientation for students and will hold mandatory trainings for faculty.

Agreement and Approval:

By signing and submitting this form, **the faculty program leader** agrees to the responsibilities listed above. They also agree to review and/or complete as directed all of the following, which are contained in the Faculty-Led Education Abroad Manual:

1. Minimum Requirement List
2. Checklist
3. Waiver of Responsibility (students complete in OGE application)
4. Student Conduct Agreement (students complete in OGE application)

The faculty program leader also agrees to submit modifications to the education abroad program to the Office of Global Education for approval. Modifications should be submitted in writing by emailing edabroad@kent.edu. If modifications are not submitted to and approved by the Office of Global Education, the faculty program leader assumes liability for the modifications.

The Department, School, or College of the Faculty Program Leader (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 education 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 education 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, Budget Manager, and College Dean or Appointing Authority must sign below, signifying their approval of the application and their acknowledgement of the responsibilities as described.

_____	_____
Faculty Program Leader (Printed Name)	Chair or Director (Printed Name)
_____	_____
Faculty Program Leader (Signature) Date	Chair or Director (Signature) Date
_____	_____
Budget/Resource Manager (Printed Name)	Dean or Appointing Authority (Printed Name)

_____ _____

Budget/Resource Manager (Signature) Date Dean or Appointing Authority (Signature) Date

If you will be using the Kent State Florence Center to help plan your program, please also send this form to the Director of the Florence Center, Fabrizio Ricciardelli (fricciar@kent.edu), for signature signifying their approval of the application.

_____

Florence Director (Printed Name)

_____

Florence Director (Signature) Date