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

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

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

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

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

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

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

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

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

Best regards,

Marcello Fantoni
Associate Provost, Office of Global Education

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

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

1) Developing a course that is not a glorified field trip, but rather maintains academic rigor and curricular relevance.
2) Determining that your chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3) Obtaining Department, School, and/or College approval to teach the proposed study abroad course. (Procedure to be determined by Department, School, and/or College.)
4) Obtaining approval from the University Registrar’s Office if your program does not fall within standard term.
5) Working in close cooperation with OGE Education Abroad throughout planning and execution.
6) Following the protocols of this Manual, including completion of the Registration Packet (See Appendix).
7) 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.
8) Preparing and signing necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities.
9) Recruiting students, promoting the program, and conducting information sessions.
10) Holding and/or assisting with pre-departure orientations for students, and attending mandatory OGE pre-departure meetings for faculty.
11) 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.
12) Explaining risks, precautions, and crisis management plans to students.
13) Understanding and valuing other cultures and cultural differences.
14) Respecting the destination host country.
15) Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
16) Setting an example of leadership and ambassadorship while traveling with the students.

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

The Faculty-led Study Abroad Programs Committee advises the OGE Education Abroad Division on faculty-led study abroad programs. The purpose of the committee is to shape a strategic plan for the
university’s faculty-led programs abroad and to ensure the quality and shared purpose of such programs. The committee also structures faculty development opportunities for those interested in leading study abroad programs. The committee monitors and promotes faculty-led study abroad programs. It reviews faculty-led study abroad program proposals and provides feedback to the Office of Global Education.

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

**Steps to Creating a Successful Study Abroad Program**

**Program Preparation Timeline**

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

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

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

Identify an Academic Purpose

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

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

Create a Tentative Academic Syllabus and Travel Itinerary

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

Submit a Proposal to your Department, School, or College

A faculty member’s next course of action is to present a proposal, including the Tentative Academic Syllabus and Travel Itinerary to his or her department, school or college for approval. The procedure for this is up to individual departments, schools, and colleges, and it is recommended that you consult your department chair, school director, or college dean to discuss your proposed study abroad program, determine whether it is in keeping with that unit’s goals, and ask for approval. Programs will not be considered as approved without the official approval of the chair, director or dean indicated by signing the APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION found later in this manual. 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 study abroad programs. Education Abroad will provide direction, assistance, and resources, and will help you understand and deal with the many issues and logistics involved in study abroad. Areas of assistance include visas, insurance, marketing, planning and logistics. To determine whom you should meet with to discuss your planned course, contact the OGE Education Abroad Division at 330-672-7980.
Construct a Budget and Identify the Payment Procedure

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

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 itinerary, budget, and syllabus to edabroad@kent.edu. Alternatively, you can submit these items through campus mail. We no longer require faculty leaders to submit their proposals through Terra Dotta (http://educationabroad.kent.edu), but students still apply through the system and that is where you will be able to review student applications, create rosters, and follow the progress of each student’s application. 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 Rachael Mundie: rmundie@kent.edu.

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

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

Finalize the travel itinerary

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

**Create marketing materials**

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

**Hold information sessions**

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

**Accept Students and Create a Roster**

Course prerequisites and acceptance criteria are to be established by you and your academic unit, but they should be universally imposed on all students who apply to the program. You will be able to review and accept students in Terra Dotta (http://educationabroad.kent.edu). Once the student has been accepted and or denied admission to the program, he/she will be notified and informed of his/her next steps.

**Attend Mandatory Pre-departure Orientation Faculty Meeting and Attend Orientation with Students**

All faculty preparing to take students abroad must attend mandatory pre-departure meetings 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 need to only attend these meetings once, not annually. OGE will inform you of additional trainings. Students also need to attend an OGE pre-departure session every year. Pre-departure orientations for students cover a range of topics relevant to a safe and successful study abroad program, including expectations, culture shock, behavior, safety, and travel tips. Contact OGE Education Abroad Division for dates. Parents are also encouraged to attend the student pre-departure orientation.
Complete Final Pre-departure Requirements

Including but not limited to:

- Review the Checklist on Page 11 of this manual for unfinished business.
- Submit the Insurance Application Form (Obtain from OGE) to obtain the MANDATORY insurance required for Kent State students studying abroad. Once the application is submitted, obtain the resulting insurance cards from OGE Education Abroad, and distribute them to the students.
- Contact the university’s Risk Management Office to provide notification of your travel dates and destinations, who (besides students) is traveling with you, and who is authorizing your travel.
- Review the Study Abroad Crisis Management Plan. (Obtain from OGE)
- Review the program-specific Emergency Preparedness Plan you have created, which, at minimum, should include contact information for the nearest U.S. Embassy and Consular Services, directions to the nearest medical centers, and a communication plan for the students.
- Be sure to complete all 10 of the Minimum Requirements For A Short-Term Faculty-Led Study Abroad Course found on Page 10 of this manual.

Enjoy your overseas adventure!

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

Expectations Upon Your Return

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

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

1. **Application.** (Page 17) Upon submission, your program registration application and supporting documents will be reviewed and evaluated. The faculty leader will be contacted for a follow-up interview and/or request for additional information. The application will be approved and the program registered by the Office of Global Education. If he or she has not already done so, the faculty leader should go through normal academic channels for the addition of his or her study abroad course to the curriculum. If the program falls outside of the standard term dates, the faculty-leader will also obtain approval from the University Registrar’s Office.

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

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

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

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

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

7. **University insurance and liability coverage.** The faculty leader must notify KSU Risk Management of travel plans and ensure that all university property and personnel, as well as participants, are covered in all destination countries under the University’s insurance and liability coverage. More information can be found here:

   [https://www.kent.edu/compliance/international-travel-insurance](https://www.kent.edu/compliance/international-travel-insurance)

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

9. **Participant registration.** The faculty leader must ensure that all participants are registered with the State Department through the Smart Traveler Enrollment Program (STEP) before departure. This can be done on the State Department website here:

   [https://travel.state.gov/content/passports/en/go/step.html](https://travel.state.gov/content/passports/en/go/step.html)

10. **Waiver of Responsibility and Student Conduct Agreement.** These are two distinct documents, and they are both attached at the end of this manual. All participating students will electronically sign a copy of both the Waiver of Responsibility and Student Conduct Agreement via the online application in Terra Dotta before departure. These documents should be kept on file in the school or department for three years after the program end date (and may be kept in the paper or electronic format).
<table>
<thead>
<tr>
<th>Checklist Items</th>
<th>Completed (Yes/No)</th>
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<tbody>
<tr>
<td>1. Obtain department chair/school director/dean approval of the program. If your program falls outside of the standard term dates, obtain Registrar approval.</td>
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<td>2. Give students a clear statement of the various costs associated with the program. Explain what is included in the program fee, and what additional costs they will face, such as meals or transportation.</td>
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<td>3. Determine whether there are any required or recommended vaccinations for travel to the host country, and notify students. If vaccines are required, ask students for proof they have been administered.</td>
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<td>4. Review pre-departure orientation policy and procedures.</td>
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<td>5. Review re-entry orientation policy and procedures.</td>
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<tr>
<td>6. Discuss with the students any risks associated with the travel study program that they should be aware of and obtain a signed informed consent form with the intent to make the students as responsible as possible.</td>
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<tr>
<td>7. Advise students to research and read over relevant information about each country that they will be traveling to.</td>
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<td>8. Know how to report and document incidents which may cause the institution to be liable.</td>
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</tr>
<tr>
<td>9. Know how to respond in the event of an emergency or crisis to minimize harm to students and your liability.</td>
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<td>10. Establish policies and procedures related to unplanned/unscheduled field trips, independent travel (including pre and post-program), and appropriate use of free time during program.</td>
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<tr>
<td>11. Establish policies and procedures for transportation safety including contracted air, bus, train, and car services. Review policies involving rental vehicles by students, faculty, and staff.</td>
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<tr>
<td>12. Create an Emergency Preparedness Plan, which should include a communication plan for the students, contact information for the nearest U.S. Embassy and Consular Services, directions to the nearest medical centers, policies and procedures for contacting local police, fire, doctors, and hospitals a plan to access emergency funds, and an emergency evacuation plan.</td>
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<tr>
<td>13. Advise travelers to obtain a passport if they have not already done so, and verify that it is valid for at least six months beyond the planned return from the stay abroad.</td>
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<tr>
<td>14. Determine whether travelers need a visa to enter or study within the countries to be visited. Working with OGE, advise students on how to obtain necessary visas, and verify that they have done so.</td>
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</tbody>
</table>
15. For students who have disclosed any physical or mental impairment, discuss the availability of accommodations at the program’s locations.

16. Describe what constitutes acceptable behavior and conduct while in the program and appropriate conduct in the host country.

17. 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.

18. Give the students a detailed trip itinerary indicating potential side trips.

19. 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.

20. Submit the Insurance Application Form (Obtain from OGE) to OGE 30 days prior to departure. OGE will then provide insurance cards, which the faculty leader should distribute to the students.

21. Provide the students with a clear outline of the academic expectation of the program.

22. Discuss culture shock and cultural adjustment issues with travelers, and/or provide information about them.

23. Provided packing information about what to bring, advice on what not to bring, and what weather to expect.

24. Receive written refund/cancellation policies from relevant parties such as contractual providers, housing providers, travel agents, and security services, the University, etc.

25. Advise each traveler to carry photocopies of important documents with them including:
   - Passport
   - Plane tickets
   - International Student ID Card
   - Driver’s license
   - Numbers for lost/stolen credit or debit cards
   - Telephone number to the health insurance carrier and health card

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

- Review previous program: Budget Construction & Program Planning
- Request Budget approval from College/Department/School Financial Representatives
- Request Academic approval from College/Department/School

1 year to 9 months prior to program

- Once Proposal/Tentative Budget is approved by College/Department/School, request approval from OGE (provide signed program registration application, 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.)
- 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 we will review it with the Office of General Counsel before it is signed

Shortly after approval from OGE

- Begin advertising and recruiting students for the course with estimated costs, e.g. information sessions, posters, and flyers (don’t forget about our Education Abroad Fair in September)

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 and insurance form
- Pre-Departure Orientation (academic/cultural)

Program Departure
Appendix B

Constructing a Program Budget

Study 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

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

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

Target number of students: _____________
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 of your calculations will depend on number of students studying in your program, and it is vital to finalize the number before the final payments.

The overall cost to students of a study abroad program is the sum of two charges:

- The individual costs of each student, such as airfare, housing, and entrance fees
- Program costs that must be divided and shared by all the students, such as guest lecturers and faculty airfare and housing

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

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

Plus

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

Equals

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

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

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

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

ESTIMATED STUDENT EXPENSES

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

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGE Application Fee</td>
<td>$60</td>
</tr>
<tr>
<td>OGE Health Insurance</td>
<td></td>
</tr>
<tr>
<td>Program Fee 1</td>
<td></td>
</tr>
<tr>
<td>Airfare to/from 2</td>
<td></td>
</tr>
<tr>
<td>Other costs not covered by program fee 3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>Tuition (list in &amp; out of state)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

(Example) PAYMENT INFORMATION

• $1,000 is due by Jan. 15; the remainder (approx. $1,500) is due by March 30.
• Payments can be made by check, cash, or credit card.
• Checks should be made out to Kent State University, and Asian Issues May 2012 (along with the student’s name if someone else is writing the check) should be written on the Notes line.
• Cash payments must be made in person.
• All credit cards are accepted except American Express. Credit card payments can be made by phone.
• All payments go to:
  Jane Doe
  Senior Business Manager, College of …
  Address / Phone / Email
University policy 3342-5-17 requires that all faculty-led study abroad courses or programs in which Kent State students will travel internationally must be registered with the Office of Global Education a minimum of one semester prior to departure and that the associate provost of global education must approve each course or program for it to be eligible for implementation.

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

Please direct questions and return this form to:
Rachael Mundie, Education Abroad Advisor / Office of Global Education,
106 Van Campen Hall / Phone: 330-672-7981 / Email: rmundie@kent.edu

Faculty/Staff Leader name(s): _________________________________________________

Department/School: _________________________________________________________

Course/Program Name: _______________________________________________________

Program Dates: _____________________________________________________________

Countries to be visited: _____________________________________________________

Deadline for accepting applications or enrolling students: _______________________

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

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

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

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

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

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

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

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

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

Before submission, both the faculty program leader and the appropriate Department Chair, or School Director, 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                     Chair or Director
Date                                      Date

___________________________________               ______________________________
Budget/Resource Manager                   Dean or Appointing Authority
Date                                      Date