



OFFICE OF
**INTERNATIONAL STUDIES
AND PROGRAMS**
Illinois State University

Study Abroad Faculty Director/Advisor Handbook

Table of Contents

The Role of the Study Abroad Unit of the Office of International Studies and Programs.....	4
Study Abroad Unit Mission Statement	4
Creating a New Study Abroad Program	4
Timeline for Developing an International Partnership/Faculty-Led Programs.....	4
Site Safety and Security Assessment Policy.....	5
Calendar of Important Dates	6
Working with Affiliate Organizations.....	6
Roles and Responsibilities.....	6
Program Development	7
Program Support/Management	7
Program Support.....	7
Academics	7
Program Agreements/Contracts	7
Financial Matters.....	8
Risk Management.....	8
Marketing and communications.....	8
Advising.....	8
Assessment.....	9
Faculty Director/Advisor Responsibilities	9
Program Development	9
Student Recruitment and Marketing.....	9
Recruitment and Recruitment Strategies.....	9
Student Preparation	10
Academic Responsibilities	10
On-Site Responsibilities (if leading a program abroad)*	11
Post-program Implementation Responsibilities (if leading a program abroad).....	11
Preparing for Study Abroad Programs.....	11
Student Eligibility, Admission Requirements & Acceptance	11

OISP’s Eligibility criteria and host institution eligibility.....	11
Student Application Process	12
OISP Default Student Application Deadlines	12
Reviewing Applications and Accepting Students	12
Course Overrides.....	14
Study Abroad Pre-Departure Orientation Program	14
Faculty Director/Advisor’s Role after Acceptance	14
Flights.....	15
Cell Phone	16
Program Budget.....	16
<i>Section 1: Costs Billed to Student’s ISU Account</i>	16
<i>Section 2: Estimated Independent Costs</i>	16
Developing the Program Budget.....	16
Program Budget Draft Deadlines.....	17
Study Abroad Program Billing	17
Faculty Expense Reimbursement policy	17
Guidelines for Family Members Accompanying Faculty Directors	18
Notification and Registration of Accompanying Family Members.....	19
Financial.....	19
Employment	20
ISU Faculty/Staff	20
Program Suspension or Cancellation Policy during Times of Social Unrest.....	20
Program Suspension or Cancellation Due to Social Unrest	20
Program Cancellation Policy under other circumstances	21
Requirements for Repeating an Approved Faculty-Led Program	21
Proposal Deadlines	21
Thank you!	21
Appendix: Faculty-Led Program Proposal Review Criteria	22

The Role of the Study Abroad Unit of the Office of International Studies and Programs

The Study Abroad Unit coordinates overseas study programs for students. In addition to guiding students through the process of choosing and participating in a study abroad program, the unit also assists faculty interested in establishing study abroad programs. The Faculty member leading the program may choose to establish a program for their department that is a semester, winter break, spring break, or summer program where they do not lead students abroad, or create a Faculty-led program where the Faculty Director(s) accompanies the students abroad for the purpose of providing some or all of the academic instruction to the students while abroad. Faculty involvement with the implementation of study abroad programs is categorized as follows:

Faculty Director: a faculty member who accompanies students abroad, teaches ISU coursework, and leads the on-site program.

Faculty Advisor: a faculty member who provides guidance, advising, and assists with participant admission decisions, but does not lead the on-site program.

The Study Abroad Unit categorizes study abroad programs into four types: Faculty-Led, Departmental, Affiliate Programs, and Direct Enroll. Visit our [program types](#) page for definitions.

Study Abroad Unit Mission Statement

Our mission is to provide high quality international education programs to Illinois State students by serving as a liaison between the university community and learning opportunities abroad.

Our education abroad programs are designed to be diverse and affordable while cultivating students' critical thought, intellectual and social growth, as well as, fostering development as a global citizen.

Creating a New Study Abroad Program

Before completing the Program proposal, the Faculty Director should consider the following questions:

- Does the program fit a needed academic or geographic niche, which is not currently available to ISU students, and students can receive applicable ISU credit?
- Can I and/or my department recruit enough students each year to keep this program viable?
- Can I provide supplemental information concerning the program at the OISP Pre-Departure Orientation program to prepare students for their study abroad experience (i.e. Information related to the location, academics, housing, etc.)?
- Is this program in a geographic location that the U.S. Department of State declares safe for travel?
- Does my Chairperson and Dean support this endeavor?
- Do I have enough time to commit to this program in terms of its proposal, recruitment, orientation, and successful execution stages?

Timeline for Developing an International Partnership/Faculty-Led Programs

Developing an international partnership takes considerable planning on the part of the Faculty Director/Advisor, the department, and OISP. The critical steps for developing a partnership will not always be completed in order, as listed. However, a general timeline is given in order to help Faculty Director/Advisors plan and stay on track with developing a program. A general program development timeline is as follows:

Program Development Timeline

	Tasks	Fall Program	Winter Break Program	Spring/Spring Break Program	Summer Program
Propose Idea to OISP	<ul style="list-style-type: none"> • Contact OISP to discuss possible program • Consult with Department Chair and college Dean on program • Develop program framework, itinerary objectives 	January- April	May-September	August-November	January-April
Research, Site Visits, Feasibility Proposal Proposal Deadline	<ul style="list-style-type: none"> • Complete proposal • Obtain signatures from Dean, Chair, and graduate college (if graduate students will be involved) • OISP staff meet to review proposals 	April 1, one year in advance of Program launch	August 1, one year in advance from program launch	Spring: August 1 one year in advance from program launch Spring Break: March 1, one year in advance from program launch	April 1 of year prior to program launch
Finalize Pending Program Details	<ul style="list-style-type: none"> • Proposal acceptances announced one month after deadline • Determine final program budget in consultation with OISP • Finalize academic components of the program • Submit program description for website • OISP works on program agreement 	March-August	September-December	December - May	May-August
Recruitment & Advising	<ul style="list-style-type: none"> • Faculty Director/Advisor begins recruitment and meets with students to discuss courses and program details • OISP advises students on general study abroad process 	August -March	March-August	August-September	August – February/March
Student Application Deadline		March 15	September 15	Spring: Sept 15 Spring Break: Nov 1	March 1 or Feb. 1

Site Safety and Security Assessment Policy

For any new international linkage (exchange, one-way, or faculty-led program), the prospective Faculty Director/Advisor is required to visit the program to perform a site assessment including, but not limited to, a review of academic fit, safety, and security. OISP may send a representative to accompany the Faculty Director/Advisor. OISP is responsible for funding the travel of the OISP member, the Faculty Member's department or college of the Faculty Director/Advisor is responsible for funding the travel of the faculty member. Programs running with a logistics provider are not required to complete a site visit.

Calendar of Important Dates

Study Abroad adheres to a strict calendar and deadline system. Please consult the dates below as you plan your program.

	Fall Semester Program (Aug-Dec)	Winter Break Program (Dec-Jan)	Spring Semester Program (Jan-May)	Spring Break Program (March)	Summer Term Program (May-Aug)
Application Deadline*	March 15	September 1	September 15	November 1	Feb. 1 or March 1
Application Fee Billed	Upon Acceptance	Upon Acceptance	Upon Acceptance	Upon Acceptance	Upon Acceptance
OISP Bills Student Account	July	November	December	January	March or April
ISU Bills Student Account	August	December	December	January	April
Final Payment Deadline	August	December	January	February	April or May

Working with Affiliate Organizations

OISP collaborates with study abroad program providers, otherwise known as affiliate organizations, to provide additional study abroad opportunities and support services to students. Through OISP, faculty members may also work with affiliate organizations to develop Faculty-Led study abroad programs. Affiliate organizations are instrumental in assisting faculty members with the logistics and risk management of a study abroad program. At the time of print, the following is a list of ISU's current affiliate study abroad partnerships. Please check our website for the most up to date listing.

- [American Institute for Foreign Study](#) (AIFS)
- [Cultural Experiences Abroad](#) (CEA)
- [CIS Abroad](#)
- [Global Learning Semesters](#)
- [Hart Travel Partners](#)
- [Institute for Study Abroad at Butler University](#) (IFSA-Butler)
- [International Studies Abroad](#) (ISA)

Roles and Responsibilities

A successful study abroad program requires the commitment, cooperation and collaboration of both the Faculty Director/Advisor(s), sponsoring department, and the Office of International Studies and Programs. Consequently, it imperative to have clear communication and understanding between all parties. Below you will find a breakdown of the study abroad administrative responsibilities of OISP and the study abroad administrative duties of Faculty Director/Advisor.

OISP's Responsibilities

Program Development

- Initiate/assist with new program development
- Provide guidance on program design to interested faculty/staff
- Provide guidance on regional, logistical and cross-cultural matters
- Develop and maintain the Study Abroad Faculty Handbook
- Assist faculty on study abroad program budget development
- Create program promotional pages for the Study Abroad website
- Create program flyer for department to print (at the request of the faculty)

Program Support/Management

Program Support

- Serve as a centralized office for distribution and administration of study abroad information and materials to faculty/staff, students, and parents
- Coordinate with the following campus offices: Registrar, Evaluations, Student Accounts, Financial Aid, Dean of Students, ACE International Health Insurance, and General Counsel
- Review student study abroad applications for completeness and eligibility
- Distribute, collect, and process host institution/program-specific paperwork of participants
- Review student conduct records from Student Conduct and Conflict Resolution
- Deliver an online pre-departure orientation session through ReggieNet to all study abroad participants as preparation for the students' departure and time abroad
- Host the Study Abroad Send-Off event to connect study abroad students and prepare them for their departure (optional offering for participants)
- Provide general guidance to students to aid them with the student visa process
- Create Faculty Director/Advisor program user accounts on the [Study Abroad Application Portal](#).
- Provide guidance to students and faculty directors on navigating the Study Abroad Application Portal

Academics

- Work with the Office of the Registrar to obtain course articulations for direct-enroll programs, including the evaluation of general education course offerings from various departments
- Facilitate the articulation of course articulations for direct-enroll programs from the faculty and the creation of the course equivalency sheet
- Host master list of course articulations and grade conversions on the Academics website
- Assist direct-enroll students in completing the Academic Planning Form
- Process the receipt of student transcripts to the Evaluations Office

Program Agreements/Contracts

- Facilitate agreements/contracts with [ISU Purchasing Office](#). All study abroad program agreements/contracts and expenses are subject to ISU Purchasing rules and regulations.
- Facilitate the execution of final program agreements/contracts in coordination with University General Counsel

Financial Matters

- Enter study abroad program charges in students' ISU Student Account
- Process payments and invoices from affiliate providers and host institutions for contracted program arrangements
- Process financial transactions related to faculty program expenses; i.e. cash travel advances and payment of travel vouchers
- Facilitate the processing faculty salary (if applicable). Salaries will be processed as additional pay or summer pay (depending on the term in which the study abroad program is delivered) on iPeople only when approved by the sponsoring department via the Study Abroad Approval Form.
- Create and provide comprehensive program budgets to ISU's Office of Financial Aid to assist students with financial planning for study abroad

Risk Management

- Develop and maintain emergency preparedness procedures and crisis management plans
- Act as initial campus point of contact for study abroad related emergencies
- Provide Faculty with risk management training prior to leading their study abroad program
- Enroll students, faculty, and accompanying family members, in international health insurance plan
- Collect student passports and flight itineraries
- Maintain 24/7 hour emergency phone for international emergencies
- Collaborate with other units on campus to ensure the safety and security of study abroad students
- Update safety and security procedures as necessary

Marketing and communications

- Coordinate on-campus promotion of study abroad (e.g. Study Abroad Fair, First Steps, Festival ISU, information sessions, etc.)
- Present information to current and prospective students at ISU Admissions Open Houses, Preview, RSO/student meetings, and [classroom presentations](#)
- Design, edit and produce individual web-based program brochures on the Study Abroad website
- Assist faculty with program recruitment (e.g. class presentations, information sessions, etc.)
- Maintain program and study abroad-related information on the study abroad website and study abroad social media platforms
- Respond to student inquiries about study abroad programs via email, phone, social media, and in person advisements

Advising

- Provide a general campus reference point for advising and correspondence with students concerning study abroad opportunities and application/enrollment procedures
- Respond to student inquiries and advise them on program opportunities based on student's specific field of study and graduation needs
- Refer students to appropriate offices (e.g. Student Accounts, Registrar, Financial Aid Office)
- Liaise with Evaluations to develop an accurate list of articulated courses for each institution or program. Articulated courses indicate that Evaluations has assigned ISU academic credit to courses offered abroad

Assessment

- Collect, review and analyze student program evaluations
- Distribute program evaluations to faculty
- Meet with Faculty Directors/Advisors, as appropriate, to discuss program successes and improvements
- Evaluate partnerships
 - Study Abroad program renewal or termination depends on the degree to which the program has met the goals outlined in the study abroad program proposal, the level of support demonstrated by the initiating department, level of student interest and mobility, exchange balances, and the degree to which the program meets ISU international initiatives, student program evaluation feedback, and the quality of services and communication with the host institution.
 - OISP reserves the right to discontinue partnerships should challenges arise with any of the matters listed above
- Other responsibilities, as needed

Faculty Director/Advisor Responsibilities

Please note that some responsibilities listed below may only pertain to Faculty Directors who are leading a program on-site abroad.

Program Development

- Develop and establish program itinerary
- Organize and plan all group excursions and events independently or in conjunction with an affiliate provider (e.g. excursions, speakers, farewell dinner, etc.)
- Collaborate with overseas agents and vendors to arrange program-specific details
- Establish preliminary and final program budgets in consultation with the Assistant Director for Study Abroad
- Work with the Assistant Director for Study Abroad to develop program-specific emergency plan
- Attend the Faculty Risk Management Training
- Attend the Faculty International Travel Reimbursement Training (ITRT) hosted by OISP
- Review and understand student pre-departure materials provided by OISP

Student Recruitment and Marketing

It is important for the Faculty Director/Advisor to be the lead recruiter for their study abroad program. Students like to hear from their professors about how study abroad programs will enhance their academic experiences as well as their personal and professional lives. In addition, students like to hear about programs from people that have visited the study abroad site or have established the program because they presumably know the most details. Especially for a Faculty-Led program, students feel more comfortable being able to interact with the Faculty Director/Advisor that will be leading them abroad prior to applying for a program. Therefore, it is vitally important that the Faculty Director/Advisor take an active role in recruiting students for their program. The Faculty Director/Advisor should start recruiting students at least nine months prior to departure. Enthusiasm and approachability greatly help in recruiting students.

Recruitment and Recruitment Strategies

- Serve as the lead recruiter and source of program-specific information for the study abroad program

- Hold at least two informational meetings for students
 - Let OISP know when you plan to host these meetings so we can help you promote them
 - Ask past program participants to speak about the program at presentations or informational meetings
 - Show students pictures of the host school and sites near the school
 - Discuss the program courses and course credit available
 - Describe in-country logistics
 - Provide instructions on how to apply (OISP is happy to attend these meetings to help discuss the application process)
- Be available to talk with interested students during your office hours or through email
- Respond promptly to student inquiries. Students are often considering more than one program and prompt responses will keep students interested.
- Strategies
 - Send an informational email, using the department's Listserv, to all students with the major(s) of desired participants
 - Use social media websites such as Facebook, Twitter, and YouTube to tell students about the program
 - Inform your department's academic advisors about the program and ask them assist with promotion to advisees
 - Create a display to put in your department's academic advising office
 - Present information to student organizations that may have an interest in your program
 - Attend the Fall and Spring Study Abroad Fair
 - Promote through classroom presentations in other classes offered by your department

Student Preparation

- Review student applications based on your pre-determined program specific requirements and determine participants. This may include some, all or none of the following:
 - Interview
 - Essay
 - Faculty Recommendations
- Organize at least two pre-departure orientation meetings once students have been accepted.
- Disseminate site-specific orientation materials, itinerary, and on-site general contact and emergency contact information, student housing information (please furnish copies to OISP)

Academic Responsibilities

OISP's review of a program proposal will include feedback on academic issues, but ultimately, it is the faculty, the Chair of the Department, and the Dean who determines and approves the academic components of the program. The following are some academic considerations:

- Integrate the study abroad program into the academic department's curriculum
- Obtain any necessary approvals from ISU departments for courses taught by on-site instructors
- Verify student course selection and registration in conjunction with OISP
- Collect copies of syllabi for courses taught by on-site faculty and submit to OISP
- Select and arrange for local guest lecturers to enrich course(s) (if applicable)
- Distribute course syllabus/syllabi to students
- Teach course(s) approved on program proposal with the appropriate number of contact hours
- Work with Graduate School to approve graduate level courses if graduate credit is being offered

- Inform academic advisors of requirements fulfilled by program to aid with recruitment

On-Site Responsibilities (if leading a program abroad)*

- Serve as the official on-site ISU representative on behalf of the program
- Check in with OISP upon arrival to program site to confirm that all participants have arrived safely
- Participate in program-sponsored group excursions and events
- Be reasonably available to respond to student issues 24/7 via phone, email, text, social media, etc.
 - This can include but is not limited to accidents, illness, evacuation, cultural adjustment, robbery, missing person, family problems at home, etc.)
 - Please contact OISP immediately about serious cases
- Fulfill academic responsibilities associated with the program
- Monitor group dynamics and activities and intervene as needed
- Promptly inform OISP and document any inappropriate student behavior in compliance with university policies and reporting requirements
- Monitor spending against program budget and faculty support budget
- Create an emergency plan which includes, but is not limited to, the location of the U.S. Embassy, the nearest English speaking doctor/dentist, emergency meeting point should the group need to be evacuated*
- Collect travel information from students who are traveling during weekends (location and lodging information)*
- Proactively assist students as needed with logistical challenges*
 - (e.g. how to ride public transportation, exchange money, use a local telephone, etc.)
- Accompany and continue to monitor a student should they fall ill and need to be hospitalized or go to the doctor

*For faculty collaborating with an affiliate provider/host institution, the on-site program staff may be able to assist with these responsibilities. Nevertheless, the faculty member should still be involved. If working with an affiliate provider/host institution, we recommend you have a discussion to understand the division of duties and responsibilities of the Faculty Director and the logistics provider/host institution during the planning stages and prior to departure.

Post-program Implementation Responsibilities (if leading a program abroad)

- Reconcile cash advance with original receipts within 30 days of the program end date (if applicable)
- Submit travel voucher within 30 days of the program end date
- Submit grades according to [grade reporting schedule](#) posted by the Office of the Registrar

Preparing for Study Abroad Programs

Student Eligibility, Admission Requirements & Acceptance

OISP's Eligibility criteria and host institution eligibility

While developing the program proposal, you should have developed admission criteria for your program. ISU and OISP also have minimum requirements for all Study Abroad applicants listed on the Study Abroad eligibility page:

<http://studyabroad.illinoisstate.edu/apply/eligibility/>

- **Please note:** The criteria for your program may be more specific. You may choose to have a higher GPA, recruit students from specific majors, and have pre-requisites. Students must have an established GPA from ISU or another college/university at the time of application in order to be considered for acceptance.

Study Abroad and Graduating Seniors Protocol

It is not recommended that graduating seniors study abroad. However, seniors that wish to pursue this option should review the [graduating senior policy and protocol](#).

Student Application Process

The Study Abroad Application is electronic and managed through an online system, which is referred to as the [Study Abroad Application Portal](#). All forms are completed electronically. However, some forms must also be submitted in hardcopy as required and applicable. Faculty Directors/Advisors have access to view student applications for their program. All electronic application materials should be submitted in the Study Abroad Application Portal by the established [application deadline](#).

All applicants must complete the following Application Forms:

- Electronic
 - Illinois State University Study Abroad Application
 - Faculty recommendations (the number depends on the Faculty Director/Advisor's preference or Host Institution's requirement. OISP does not require faculty recommendations)
 - Note: Faculty Directors/Advisors may decide if they also want to include an essay
 - Academic Advisement Report
- Hard Copy Form Upload
 - Application Certification

OISP Default Student Application Deadlines

Term	Deadline
Summer	February 1 or March 1
Fall	March 15
Spring	September 15
Spring Break	November 1
Winter Break	September 15

- No applications will be accepted after the deadline.

Reviewing Applications and Accepting Students

Review of Student Applications and Acceptance Process

The Faculty member is able to log-in to the Study Abroad Application Portal and view applications at any time. Faculty will login- using their ilstu email. If you encounter difficulties logging in, please let a Study Abroad Staff member know.

- **Faculty Review of Student Applications:**
 - We encourage you to log-in to the [Study Abroad Application Portal](#) to view students who have started an application for your program for the current application deadline/term.
 - Student application statuses that say 'profile only' mean that a student has only created an application. Student application statuses that say 'review' mean that they have completed all components of the application.

- We kindly request that faculty members do not change student statuses. This will be done by OISP.
- **OISP Application Review:** OISP application review does not begin until the day after the program deadline. Only complete applications will be reviewed. No applications will be accepted after the deadline.
 - OISP will review the following for each student application:
 - Completeness
 - GPA
 - Disciplinary record from the Student Conduct and Conflict Resolution Office
 - Class standing
 - Faculty recommendations (if applicable)
 - The Study Abroad Advisor assigned to your program will contact you with a list of eligible students for you to review
- **Faculty Confirmation of Students:**
 - Within 5 days of the application deadline we kindly request that the Faculty confirm which students they accept via email to their assigned Study Abroad Advisor.
 - OISP will accept all students that meet the program eligibility requirements.
- **OISP Accepts Students:**
 - If the student meets all of the eligibility requirements and has a complete application, OISP will change the student's application status to 'Approved' and send the student an acceptance email detailing the next steps of the process and a program specific budget.
 - The Study Abroad Advisor for your program will send a copy of this email to the faculty Director/Advisor.
- **Student Confirms Acceptance:**
 - Students must confirm their acceptance by completing the mandatory Enrollment Forms through the Study Abroad Application Portal.
 - Students must complete and submit their electronic and hardcopy (if applicable) Enrollment Forms by the deadline provided from their Study Abroad Advisor (usually within 1 week after acceptance). Enrollment Forms include:
 - Acceptance Certification
 - Medical Information Form
 - Photo Release/Opt-out form
 - Waiver of Liability and Assumption of Risk
 - Passport copy
 - Official Transcript (only if host institution requires)
 - ISU Study Abroad Registration Procedures
 - Host institution paperwork (This is dependent on the program, but may including forms such as the host institution application, housing preference forms, and course information)
 - Once a student has completed all of their Enrollment Forms, their status on the Study Abroad Student Portal will change to 'enrolled'
 - After completing their Enrollment Forms, students must also complete the mandatory online Pre-Departure Orientation Program through ReggieNet. You will be added to the site so you may also review the materials your students are receiving.
- **Withdrawal from Study Abroad Program:**
 - If a Faculty Director learns that any student would like to withdraw, please remind them that they must submit their intention to withdraw to OISP **in writing**. Students should contact their Study Abroad Advisor for a Withdrawal Form. They must then complete and submit the form to OISP located in Williams Hall 102 as soon as possible. Students are not considered officially withdrawn until this

form is received; students are responsible for any expenses incurred on their behalf until the date that they have submitted the withdrawal form.

Course Overrides

Once students have been officially accepted to study abroad, OISP will grant course overrides for the courses the Faculty Director is teaching on the program. Students will be notified via email once their course override has been processed.

Study Abroad Pre-Departure Orientation Program

Approximately three weeks after acceptance, OISP will begin the mandatory Study Abroad Pre-Departure Program which consists of one mandatory component and one optional component.

1. Study Abroad Pre-Departure Orientation Course The Study Abroad Pre-Departure Course is delivered online through ReggieNet, which gives students the flexibility to review and understand important health and safety information at their convenience.

- a. The course consists of consists of seven modules:
 - i. Money and Budgeting
 - ii. Health, Safety, and Insurance
 - iii. Packing, Technology and Communication Abroad
 - iv. Academics and Cultural Adjustment
 - v. An introduction to Culture
 - vi. Research your Country
- b. Each module has a short corresponding quiz to corroborate knowledge of the content.
- c. Students may complete the online orientation at their leisure, but have a deadline of to complete all modules and quizzes.
- d. The course has a forum where students can ask questions if needed.

New Faculty Directors/Advisors are encouraged to review the Study Abroad Pre-Departure Course to have an understanding of the content that was provided to students.

Part 2. Study Abroad Send-Off Event (optional)

This event is generally hosted on a Friday afternoon in November for Spring programs, and in April for Summer and Fall programs. A panel of returned study abroad students will be available to answer any remaining questions students may have regarding preparation for their study abroad program.

Faculty Director/Advisor's Role after Acceptance

Once students are accepted into the program, the Faculty Director is required to hold a minimum of two program meetings with students to discuss program specific information. We encourage meeting more than once prior to departure to help build community within your group. Faculty Directors/Advisors have the option to hold their meetings during the week at a convenient time for the Faculty Director/Advisor or on the same day as the Study Abroad Send-Off.

During the information meeting Faculty Directors/Advisors should discuss the following program-specific details:

- Program logistical information
- Flights and arrival information
- Program Day to Day Itinerary
- Academics and course schedule

- Faculty member's Behavioral Expectations
- Housing Information
- Local Weather Conditions
 - (Will you need to build in water breaks and shade time, or time to warm up if it's cold?)
- Cultural Expectations and differences
 - Clothing
 - Greetings
 - Noise levels
- Let students know you are a mandated reporter for Title IX
- Local Laws
- Local norms regarding alcohol
- Local transportation – what is safe to use and what is not
- Embassy's hours, location, and phone number
- Relevant addresses and phone numbers:
 - Faculty Apartment
 - Other students' residence
- Emergency Meeting Point(s)
- Students' medical forms – ask them to disclose any information that would be relevant in the case of a health-related emergency
- Where is the nearest English speaking doctor, dentist, or hospital?
 - Plot important locations on a map and distribute to students before departure

Flights

Prior to booking, please consult with your host institution/affiliate provider to confirm arrival time/location and group pick up time (if applicable) so flights can be booked accordingly.

Faculty Director Flights

Faculty Directors have two options for booking their flights:

- 1) Faculty can book their own flight and be reimbursed upon completion of the program once their travel voucher has been submitted.
- 2) Faculty can book their flight through the university travel agents, Corporate Travel Planners or Suzi Davis, and ask the agent to direct bill the Office of International Studies and Programs.

Once the faculty member has finalized their flight arrangements they should share the details with the program participants.

Student Participant Flights

Faculty Directors may choose one of the following options for participants to book their airfare:

- 1) Student Purchases their own flight. The Faculty Director provides detailed instructions to students on where to meet once they arrive in the host country.
 - a. If students will be booking their flights directly, the faculty director may choose to suggest a couple of flight options, or let students know that they are welcome to book the same flight as the faculty Director.
- 2) Faculty Director arranges a group flight for student participants (OISP does not coordinate group travel arrangements)

- a. Group flights can be arranged through the university travel agents, directly through the airlines, or through STA Travel.
- b. Students should pay the agency directly for group flights instead of giving money to the Faculty Director to pay on their behalf.

Cell Phone

All Faculty leading study abroad programs abroad are required to carry a cell phone on their person at all times in order to be available to students and OISP in case of emergency. OISP may reimburse the faculty for cost of cell phone usage and cell phone rental. OISP cannot reimburse for the cost of a phone purchase in-country as that is not permissible via ISU Purchasing regulations. Faculty may opt to use their personal cell phone and activate service for their time abroad, rent an international phone, or rent a local phone on-site.

Program Budget

The Faculty Director should work closely with the Assistant Director for Study Abroad in the development of the budget. A template is provided for your convenience and can be [accessed here](#). The student program budget is broken into two sections:

Section 1: Costs Billed to Student's ISU Account

- OISP will bill student participants through Student Accounts on the ISU billing schedule
- The Faculty Director must determine the costs of the host institution tuition, room and board, faculty support, and exchange program fees (if applicable).
 - Faculty Support is the term for the costs associated with the Faculty Director(s) expenses.
- All students are assessed for two hours of ISU tuition regardless of the number of hours they take abroad, based on the catalog year that they first enrolled at ISU.

Section 2: Estimated Independent Costs

- Independent costs are not billed through Student Accounts and include items that students should expect to pay for on their own. Most items in this section are estimates of what students should pay.
- Faculty Directors should estimate costs for additional health insurance (if required by host institution), immunizations, host-site orientation, housing related costs, field trips, food expenses, student fees, optional costs, on-site transportation, and books.

Developing the Program Budget

The program budget development process entails the following steps:

Step 1. [Complete the Program Budget Worksheet](#). There are three tabs on the spreadsheet to complete: One for faculty director support costs, and one for student program costs. Please remember that any costs that will be paid for in foreign currency should have an additional 5% exchange rate fluctuation included.

Step 2. Meet with the Assistant Director for Study Abroad: Once the Faculty Director has completed the Program Budget Template, he or she should arrange to meet with the Assistant Director for Study Abroad to review the budget. Feedback will be provided.

Step 3: Faculty Revises Budget (if applicable) The Faculty Director will make revisions as suggested by the Assistant Director for Study Abroad and submit a revised draft.

Step 4: Finalize Budget: Once the budget is finalized, OISP will transfer the costs on the Program Budget Template into the Student Program Budget spreadsheet, which will be provided to participants and the Office of Financial Aid.

Program Budget Draft Deadlines

Program Date	Budget Draft Deadline (year prior to program start)	Final Budget Deadline
Winter Break Program	Sept. 15 of year prior to start date	December 1
Spring Break Program	March 1 of year prior start date	June 1
Summer Program	April 1 of year prior start date	July 1
Semester Program	Spring Program: Dec 1 of year prior to start date Fall Program: April 1 of year prior to start date	Spring Program: March 1 Fall Program: July 1

Study Abroad Program Billing

Study Abroad program billing is completed through ISU Student Accounts on the university’s [billing and invoice due date cycle](#). OISP must enter program charges into the ISU billing system. Charges must be entered by the “invoice date” as indicated by Student Accounts of each month in order to be placed on the student’s bill (typically by the eighth day of each month). More information about billing timelines can be found at on the [Student Accounts](#) website

Due dates: Bills are due first Friday of the following month. (Exceptions are when the first Friday is the first day of the month. In this case, the bill will be due the following Friday.) It is not possible for program fees/invoices due outside of the dates established by the university.

- Example: if program fees are due in March, Study Abroad Unit would need to bill students’ accounts by February 9 in order to collect the monies to make payments in March. Charges entered after the invoice date day of the month will have to be put on the next invoice.

Faculty Expense Reimbursement policy

Faculty travel expenses and salaries are listed on the student budget as ‘Faculty Support’. The Illinois Higher Education Travel Control Board has identified the following items as reimbursable for foreign travel:

1. Baggage fees
2. Visas (if needed)
3. Transportation
 - a. U.S. Departure Point –The current [Peoria Charter](#) round-trip bus fare from Normal to O’Hare will be used to calculate the reimbursement for airport transfer when departing for your study abroad program. If the Faculty Director chooses not to use the Peoria Charter Bus and use an alternative mode of transportation to the airport, reimbursement will be limited to the amount allocated for the Peoria Charter Bus
 - b. International airport transfers
 - c. On-site transportation
4. Per Diem and Accommodation
 - a. The Per Diem rates for foreign travel can be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. To determine the correct rate, follow the instructions below.
 - i. Choose the country(ies) and the month of travel for the published date.

- ii. After clicking on the calculate button, a list of the maximum allowances will pop up.
 - iii. If the location is not listed, please use [Other].
 - iv. The maximum Per Diem amount is listed under the Local Meals column.
 - v. Since Per Diem amounts are determined by location, the times for departure and arrival between destinations need to be included when traveling from city to city.
 - vi. When claiming per diem, meal receipts should not be attached to the voucher. The out-of-state Per Diem rates are used on the dates of travel between the U.S. and your destination. If meals are provided, 20% must be deducted from the breakfast allowance, 20% from lunch, and 60% from dinner.
- b. Museum and entry fees for cultural excursions that are part of the program
 - c. Rental of cell phone and cell phone usage for emergency situations
 - d. Welcome meal or farewell meal for students
5. The total Faculty Support budget is divided among the total number of student participants; OISP will bill the students for the Faculty Support.
 6. A contingency amount of 15% of total cost is included in all study abroad program budgets.
 7. Program-related expenses cannot exceed preset budgets by more than 5%.
 8. The Director of OISP must approve expenses not anticipated in the original budget.
 9. During emergencies, faculty may incur expenses without prior approval (e.g. renting a bus to get out of a city after a natural disaster or terrorist attack)
 10. Original receipts are required for expense items that are \$10.00 or more, except per diem, which do not require receipts
 11. For budgeted program group meals, gratuities are not to exceed 10% – 15% on meals.
 12. Foreign currency expenses must be converted to U.S. currency. The OANDA site has foreign currency conversion rates <http://www.oanda.com/currency/converter/>. For historical currency exchange rates, please use <http://www.oanda.com/currency/historical-rates/>.
 13. Faculty Salary:
 - a. The decision to pay a salary and the source of faculty salary is determined by the Faculty Director's Chair/School Director and the Dean of their respective college: funds for salary may be paid directly from the department or assessed directly to the students.
 - b. The Dean and Chair are required to indicate salary information on the Study Abroad Approval Form.
 - c. OISP is not responsible for payment of faculty director salaries unless it has been approved by the Dean and Chair as part of the study abroad program budget and billed directly to student participants.
 - d. If OISP is billing the program participants for the faculty's salary, the funds will be processed as additional pay or as summer pay (depending on the program term) on iPeople at the completion of the program.

Guidelines for Family Members Accompanying Faculty Directors

As in the ISU classroom, the primary role of the study abroad Faculty Director is to ensure that students achieve the learning outcomes established for the program. However, the level of academic and administrative support that faculty expect and rely on at ISU can be very different when teaching abroad. Study abroad programs may offer similar services to those available at ISU when organized by a university abroad/third-party vendor, or little to no support when organized by the individual faculty member.

Faculty Directors should carefully consider the level of support available abroad in deciding whether family members should accompany them during the study abroad program.

Family members permitted to accompany Faculty Directors include a spouse/registered domestic partner/civil union and dependents/children.

The following principles apply:

- Study abroad programs are academic programs. Program expectations and responsibilities associated with study abroad programs for faculty members, OISP, and the host-institution/provider/vendor should be clearly understood and agreed to by all.
- ISU considers ISU's study abroad students and Faculty Director as the official program participants.
- Family members may accompany the Faculty Director for the duration of the program or a significant portion of the program as long as the family members' presence does not interfere with the Faculty Director's duties to the program and to the study abroad students.
- Accompanying minors must have appropriate adult supervision, other than the Faculty Director, who assumes responsibility/liability for the minors' welfare during the entire duration of the program.
- For liability reasons, except as noted in this policy, family members cannot have responsibilities related to the program (e.g. taking roll, chaperoning, monitoring tests, managing working funds).
- University and student funds cannot be used to support family members or others accompanying Faculty Directors.
- Faculty Director must ensure that student/faculty program costs are not increased by the participation of family members. More details can be found in the financial section of this policy.
- Family members traveling with a Faculty Director are required to be enrolled in and purchase the same international health insurance coverage as program participants, which includes emergency evacuation and health coverage. Visit the [study abroad insurance webpage](#) for policy details.
- Faculty are responsible for understanding their personal/family insurance coverage abroad.
- Family members are responsible for their own safety and security.

Consonant with these principles, OISP reserves the right to limit and/or impose additional conditions on the roles, activities, and presence of family members/ who accompany group programs. These limits and conditions are based solely on concerns related to health, safety, security, and institutional liability. Furthermore, the host-institution/provider/third party vendor that is coordinating the program may also have limits and conditions on family members accompanying the program. These limitations and conditions should be followed accordingly.

Notification and Registration of Accompanying Family Members

OISP requires that family members accompanying the Faculty Director(s) be disclosed and approved in advance of departure; Each accompanying family member is required to submit the following forms to the OISP within two weeks after it has been determined that the program has met the minimum enrollment needed to be implemented:

1. Release Form for Accompanying Family Members. (Any Faculty Director bringing children/dependents under 18 must submit the form in hardcopy.)
2. [Insurance Enrollment Form](#)

Parents are responsible for signing for children/dependents under 18.

Financial

- At no time should program funds, university funds, or student fees be used to pay expenses for family members or caretakers of children. Student program fees cannot subsidize spouses, partners, dependents, or caretakers.
- Faculty Directors will not receive University funds for any travel expenses incurred on behalf of family members. Careful records must be maintained by the Faculty Director to ensure separation of expenses of any family members from the reimbursable expenses of official travelers. Family members will be required to pay all programs fees for any program activity they participate in (e.g. excursions, tours, group meals, etc.)
- Faculty are required to make separate payments directly for expenses of spouse, partner, dependents and caretakers. The University will not remit any payments on their behalf.

- Accompanying family members may share accommodations with the Faculty Director if the housing provider allows it. If housing costs are based on a “per person” rate, ISU will reimburse faculty for their own accommodations only.
- Faculty Directors should verify that any indirect benefits, such as incentives offered by host-institution/provider/vendor, are in line with ISU and state [ethics rules](#).

Employment

- Family members cannot perform duties or receive compensation on ISU Study Abroad programs unless they are ISU employees with credentials pertinent to the program.
- A partner who is also an ISU employee may serve as co-director of a program provided they do so in accordance with [University Policy 3.1.3](#) and the co-director has been included in the study abroad program proposal submitted to and approved by OISP.

ISU Faculty/Staff

- Additional ISU faculty/staff members (excluding the Faculty Director and Faculty Co-Director) supported by ISU or student program fees are only permitted to accompany an ISU study abroad program if enrollment numbers support their participation and they are serving an essential university business function directly related to the study abroad program.
- The Faculty Director must justify that additional ISU faculty/staff members’ participation meets the required essential business function by submitting the Accompanying ISU Faculty/Staff Approval form (Forthcoming form).
- Additional ISU faculty/staff members are required to be enrolled in the same international health insurance coverage as the participants and must follow the guidelines for Family Members Accompanying Faculty Directors, which includes emergency evacuation and health coverage. Visit the [study abroad insurance webpage](#) for policy details.

Program Suspension or Cancellation Policy during Times of Social Unrest

The decision to suspend or cancel an ISU Study Abroad program will be based on conversations with the following:

- ISU administrators and faculty leaders
- In-country ISU program staff (if any)
- Officials at the host institution (if any)
- In-country US Embassy officials
- Other officials from US agencies and/or NGOs
- The appropriate US State Department Country Desk Officer(s)

Program Suspension or Cancellation Due to Social Unrest

The following are criteria for the suspension or cancellation of a program during times of social unrest; not in rank order:

- Declaration of war by the US against the country or an adjacent neighbor
- Declaration of war by a third country against the country of the programs location
- Significant terrorist activity in the program city
- Protracted or indefinite closure of the host University
- Inability of the local ISU staff to organize and carry out an academic program outside of the host institution (if any)
- Disruption of public utilities and/or services
- Widespread civil unrest, violence and/or rioting

- A declaration of martial law in the program city
- Recommendation of suspension/cancellation by the ISU program staff in-country (if any)
- Travel warning and/or specific directive by the US State Department and/or US Embassy. This may include natural disasters or disease outbreak.

Program Cancellation Policy under other circumstances

OISP will cancel a program under any of the following circumstances:

- Registration does not meet the minimum number of students required
- Professor does not fulfill his/her academic and administrative responsibilities

Decisions on summer program viability will be made by February 1 or March 1 (depending on the program deadline), Spring Break programs by November 1, Fall programs by September 15, and Winter Break programs by September 1.

Requirements for Repeating an Approved Faculty-Led Program

Once a Faculty-Led program has been approved by the Dean of the college, the Department Chair/Director, and OISP, if it is an exact replication of the program, there is no need to submit a new proposal. The only requirement to repeat an approved program is to submit page 6 of the Program Proposal, as well the Program Budget Worksheet by the proposal deadlines listed below.

***Please note**, if the academics and/or location of the program changes significantly from the original approved proposal, the Faculty Director will need to submit a new proposal and obtain approval from their Dean, Department Chair, and OISP.

Proposal Deadlines

Program Date	Proposal Deadline
Winter Break Program	Sept. 15 of year prior to start date
Spring Break Program	March 1 of year prior start date
Summer Program	April 1 of year prior start date
Semester Program	Spring Program: December 1 of year prior to start date Fall Program: April 1 of year prior to start date

Thank you!

OISP would like to acknowledge and thank all Study Abroad Faculty Directors/Advisors for all their hard work and dedication to international programs. Study Abroad at ISU would not be possible without their support!

Appendix: Faculty-Led Program Proposal Review Criteria

The following review criteria has been established to evaluate the feasibility of a study abroad program proposal.

Academic Considerations	Yes	No	Review
Does the program meet ISU academic standards?			
Are the academic goals feasible?			
Does the program clearly contribute to the achievement of Goal 2 of the ISU Educating Illinois strategic plan?			
Does the program design help students develop a diverse and knowledgeable view of the world?			
Does the program help students understand the global dimension of their chosen field of study?			
Are the advantages of teaching the program abroad clearly specified?			
Are learning outcomes clearly linked to the international experience?			
Does the program seem to take full advantage of the cultural resources of the country to enrich the courses?			
Are the academic resources needed for successful implementation adequate (e.g. instructional space, library, computer access, Internet, etc.)?			

Cultural Considerations	Yes	No	Review
Does the proposal clarify the nature and degree of exposure to the host culture?			
Does the program design facilitate adequate integration with the host culture?			
Does the program design help students develop cross-cultural communication skills?			
Does the program design help students develop cultural sensitivity?			
Does the program design help students develop cultural adaptability?			

Logistical Considerations	Yes	No	Review
Are the logistical arrangements adequate (e.g. housing, local transportation, etc.)?			
Is the logistical support available onsite adequate?			
Is there clear evidence of the reliability of the third party provider (if any)?			
Does the third party possess adequate insurance against liabilities?			

General Considerations	Yes	No	Review
Is the design of the program sound (e.g. format, destination, duration, cost, itinerary, etc.)?			
Is the budget adequate and realistic?			