



STUDY ABROAD
Illinois State University

**Study Abroad
Faculty Leader/Advisor
Handbook**

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The Role of the Study Abroad Unit of the Office of International Engagement

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 Leader(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 Leader: 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 Leader 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 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 Leader/Advisor, the department, and OIE. The critical steps for developing a partnership will not always be completed in order, as listed. However, a general timeline is given to help Faculty Leader/Advisors plan and stay on track with developing a program. A general program development timeline is as follows:

Program Development Timeline

	Tasks	Fall Break Program	Winter Break Program	Spring/Spring Break Program	Summer Program
Propose Idea to OIE	<ul style="list-style-type: none"> • Contact OIE to discuss possible program • Consult with Department Chair and college Dean on program • Develop program framework, itinerary objectives 	May-September	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) • OIE staff meet to review proposals 	November 1, one year in advance of Program launch	November 1, one year in advance from program launch	Spring: December 1 one year in advance from program launch Spring Break: March 1, one year in advance from program launch	May 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 OIE • Finalize academic components of the program • Submit program description for website • OIE works on program agreement 	March-August	September-December	December - May	May-August
Recruitment & Advising	<ul style="list-style-type: none"> • Faculty Leader/Advisor begins recruitment and meets with students to discuss courses and program details • OIE advises students on general study abroad process 	August -March	March-August	August-September	August – February/March
Student Application Deadline		March 1	April 1 or Sept 1, dependent on if Fall or Spring course	Spring: Sept 1 Spring Break: Nov 1	Jan 15, Feb 1, or March 1

Site Safety and Security Assessment Policy

For any new international linkage (exchange, one-way, or faculty-led program), the prospective Faculty Leader/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. OIE may send a representative to accompany the Faculty Leader/Advisor. OIE is responsible for funding the travel of the OIE member, the Faculty Member's department or college of the Faculty Leader/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 1	March 1 or Sept. 1, dependent on if Fall or Spring course	September 1	November 1	Jan. 15, Feb. 1, or March 1
Application Fee Billed	Upon Acceptance	Upon Acceptance	Upon Acceptance	Upon Acceptance	Upon Acceptance
OIE Bills Student Account	July	July or Dec. dependent on if Fall or Spring course	December	December	April
Final Payment Deadline	August	August or December	January	January	May

Working with Affiliate Organizations

OIE collaborates with study abroad program providers, otherwise known as affiliate organizations, to provide additional study abroad opportunities and support services to students. Through OIE, 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 CAPA)
- [Global Learning Semesters](#)
- [Hart Travel Partners](#)
- [Institute for Study Abroad at Butler University](#) (IFSA-Butler)
- [University Studies Abroad Consortium](#) (USAC)
- [Worldstrides](#)

Roles and Responsibilities

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

OIE'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 to participants
- Review student conduct records from Student Conduct and Community Responsibilities (SCCR)
- Deliver an online pre-departure orientation session through Canvas 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 Leader/Advisor program user accounts on the [Study Abroad Application Portal](#).
- Provide guidance to students and Faculty Leaders 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 and University Risk Management

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 of 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 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 Leaders/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.
 - OIE reserves the right to discontinue partnerships should challenges arise with any of the matters listed above
- Other responsibilities, as needed

Faculty Leader/Advisor Responsibilities

Please note that some responsibilities listed below may only pertain to Faculty Leaders 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 Education Abroad
- Work with the Assistant Director for Education Abroad to develop program-specific emergency plan
- Attend the Faculty Risk Management Training
- Attend the Faculty International Travel Reimbursement Training (ITRT) hosted by OIE
- Review and understand student pre-departure materials provided by OIE

Student Recruitment and Marketing

It is important for the Faculty Leader/Advisor to be the lead recruiter for their study abroad program. Students like to hear from their professors 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 Leader/Advisor that will be leading them abroad prior to applying for a program. Therefore, it is vitally important that the Faculty Leader/Advisor take an active role in recruiting students for their program. The Faculty Leader/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 OIE 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 (OIE 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 often consider 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 Instagram, 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 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 OIE)

Academic Responsibilities

OIE'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 determine and approve 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 OIE
- Collect copies of syllabi for courses taught by on-site faculty and submit to OIE
- 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 OIE 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 OIE immediately about serious cases
- Fulfill academic responsibilities associated with the program
- Monitor group dynamics and activities and intervene as needed
- Promptly inform OIE 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 Leader 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

OIE's Eligibility criteria and host institution eligibility

While developing the program proposal, you should have developed admission criteria for your program. ISU and OIE 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 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 Leaders/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
 - Important Financial Considerations
 - Risks
 - Study Abroad Application Certification
 - Optional items—not required by the OIE, but may be required at the discretion of the faculty
 - Faculty recommendations (the number depends on the Faculty Leader/Advisor’s preference or Host Institution’s requirement.
 - Essay or letter of interest

OIE Default Student Application Deadlines

Term	Deadline
Summer	January 15, February 1, or March 1
Fall	March 1
Fall Break	March 1
Spring	September 1
Spring Break	November 1
Winter Break	March 1 or September 1, dependent on if Fall or Spring course

- 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

- We kindly request that faculty members do not change student statuses, this will be done by OIE
- **OIE Application Review:** OIE application review does not begin until the day after the application deadline. Only complete applications will be reviewed. No applications will be accepted after the deadline.
 - OIE 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 request that the faculty confirm which students they accept via email to their assigned Study Abroad Advisor
 - OIE will accept all students that meet the program eligibility requirements
- **OIE Accepts Students:**
 - If the student meets all the eligibility requirements and has a complete application, OIE 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 Leader/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 10 days after acceptance). Enrollment Forms include:
 - Digital ID Photo
 - Emergency Contact Information
 - FERPA Waiver
 - Health, Wellness, and Emergency Treatment Abroad
 - 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)
 - After completing their Enrollment Forms, students must also complete the mandatory online Pre-Departure Orientation Program through Canvas. 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 Leader learns that any student would like to withdraw, please remind them that they must submit their intention to withdraw to OIE **in writing**. Students should contact their Study Abroad Advisor for a Withdrawal Form. They must then complete and submit the [online form](#) to OIE. 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.

Setting up Courses with the Office of the Registrar

OIE will work with the Office of the Registrar to set up the ISU courses offered on the study abroad program. As such, academic departments do not need to be involved in this process.

Courses will be set up within the following timeframes:

Spring/Spring Break Courses: Early August

Summer Courses: Early January

Fall/Winter break: Early January

Course Overrides

Faculty-led study abroad courses are all restricted and require overrides. Once students have been officially accepted to study abroad, OIE will grant course overrides for the courses the Faculty Leader 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, OIE 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 Canvas, 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 Leaders/Advisors are encouraged to review the Study Abroad Pre-Departure Course to understand the content that was provided to students.

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

This event is generally hosted in December for Spring programs, and in April or May for Summer and Fall programs. A panel of study abroad alumni will be available to answer any remaining questions students may have regarding preparation for their study abroad program.

Faculty Leader/Advisor's Role after Acceptance

Once students are accepted into the program, the Faculty Leader 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 Leaders/Advisors have the option to hold their meetings during the week at a convenient time for the Faculty Leader/Advisor or on the same day as the Study Abroad Send-Off.

During the information meeting Faculty Leaders/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 Leader Flights

Faculty Leaders 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 Direct Travel, and ask the agent to direct bill the Office of International Engagement.

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

Student Participant Flights

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

- 1) Student Purchases their own flight. The Faculty Leader 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 Leader 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 Leader.
- 2) Faculty Leader arranges a group flight for student participants (OIE does not coordinate group travel arrangements)
 - a. Group flights can be arranged through the university travel agents, directly through the airlines, or through Direct Travel.
 - b. Students should pay the agency directly for group flights instead of giving money to the Faculty Leader to pay on their behalf.

Cell Phone

All Faculty leading study abroad programs abroad are required to always carry a cell phone on their person to be available to students and OIE in case of emergency. OIE may reimburse the faculty for cost of cell phone usage or cell phone rental. OIE 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 Leader 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

- OIE will bill student participants through Student Accounts on the ISU billing schedule.
- The Faculty Leader 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 Leader(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 Leaders 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 Leader 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 Education Abroad: Once the Faculty Leader has completed the Program Budget Template, he or she should arrange to meet with the Assistant Director for Education Abroad to review the budget. Feedback will be provided.

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

Step 4: Finalize Budget: Once the budget is finalized, OIE 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	November 1 of year prior to start date	December 1
Spring Break Program	March 1 of year prior start date	June 1
Summer Program	May 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](#). OIE 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 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 May, Study Abroad Unit would need to bill students' accounts by April 1 to collect the monies to make payments in May. 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 Leader 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; OIE 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 OIE 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 <https://www.oanda.com/foreign-exchange-data-services/en/historical-currency-converter/>
13. Faculty Salary:
- a. The decision to pay a salary and the source of faculty salary is determined by the Faculty Leader’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. OIE is not responsible for payment of Faculty Leader 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 OIE 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 Leaders

As in the ISU classroom, the primary role of the study abroad Faculty Leader 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 Leaders 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 Leaders 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, OIE, and the host-institution/provider/vendor should be clearly understood and agreed to by all.
- ISU considers ISU's study abroad students and Faculty Leader as the official program participants.
- Family members may accompany the Faculty Leader for the duration of the program or a significant portion of the program if the family members' presence does not interfere with the Faculty Leader's duties to the program and to the study abroad students.
- Accompanying minors must have appropriate adult supervision, other than the Faculty Leader, 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 Leaders.
- Faculty Leaders 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 Leader 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, OIE 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

OIE requires that family members accompanying the Faculty Leader(s) be disclosed and approved in advance of departure; Each accompanying family member is required to submit the following forms to the OIE 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 Leader 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 Leaders will not receive University funds for any travel expenses incurred on behalf of family members. Careful records must be maintained by the Faculty Leader 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 Leader 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 Leaders 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 OIE.

ISU Faculty/Staff

- Additional ISU faculty/staff members (excluding the Faculty Leader 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 Leader 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 Leaders, 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 program's 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

OIE 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 OIE, 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 Leader will need to submit a new proposal and obtain approval from their Dean, Department Chair, and OIE.

Proposal Deadlines

Program Date	Proposal Deadline
Winter Break Program	November 1 of year prior to start date
Spring Break Program	March 1 of year prior start date
Summer Program	May 1 of year prior start date
Semester Program	Spring Program: December 1 of year prior to start date Fall Program: August 1 of year prior to start date

Thank you!

OIE would like to acknowledge and thank all Study Abroad Faculty Leaders/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?			