

## **Faculty-Led Off Campus and Study Abroad Program Guidelines**

### **Faculty-Led summer and Spring Break Programs**

The Office of International Education and Development provides administrative and logistical support to faculty for spring break and summer programs. These programs are designed to offer academic experiences abroad for FAMU students, and provide an opportunity to infuse an international perspective into specific courses. Experience shows that because of the leadership and advocacy of faculty members, these programs may attract students who are less likely to choose traditional study abroad programs. All faculty-led programs at FAMU must follow the guidelines below and proposals must be submitted through the Office of International Education and Development. The Assistant Vice President for International Education or the Provost may make exceptions to these guidelines if a compelling educational reason can be made.

### **Planning Guidelines**

#### **Program Length and Course Credits**

- Faculty-led programs may be conducted during a fall semester, spring semester, spring break or in the summer. Programs must be for academic credit. For each credit awarded students must receive a minimum of fifteen (15) contact hours of instruction.
- Each summer faculty-led study abroad program is a six-week program held in either Summer A or Summer B. Summer C programs may also be proposed and must be at least ten weeks, a maximum of twelve weeks of length, and include a minimum of nine credits, or a maximum of twelve credits. The programs may not commence until the first day of classes in the term concerned, and may not continue beyond the final exam week of the term concerned.
- For summer A & B, the expectation is that the students will spend approximately six weeks abroad but under no circumstances can the time abroad be less than 30 days, unless it is a spring break program.
- In each Summer A or B program, students must receive two three-credit semester courses, or the equivalent. In summer C programs students must receive a minimum of 9 credits and a maximum of twelve credits.
- Spring break programs must be credit bearing and may not commence before Saturday before spring break or end after the Sunday following spring break.

## **Staffing and remuneration of Personnel**

- The faculty program leader must be a full-time faculty member at the university. Adjunct faculty may lead programs with the approval of their department chair and dean.
- The faculty member and other university staff must be in attendance full-time throughout the duration of the program.
- The normal assumption for summer programs is that the 2nd course will include instruction from local lecturers, faculty members from partner institutions or experts in their field to the benefit of students (this can be a combination of multiple guest lecturers, site visits, language instructors, etc.).
- The faculty leader will earn the same contractual amount as she or he would earn teaching on campus in the summer. (The FTE for summer assignment is multiplied by the faculty member's biweekly salary x the number of pay period during the summer term to get the amount due to the faculty member for teaching that course.) Faculty must obtain approval from their department chair and dean to teach the course and be remunerated by the college or school. Faculty and support staff travel expenses, flight, housing, in-country travel, meals, will be covered by the program budget. The salary will be paid during the program.
- For a program of 15 or more students, a second person may be used as a resource or support person. These may include non-FAMU personnel or faculty members with expertise appropriate for the program, or qualified FAMU staff, graduate or undergraduate students.
- Programs will generally be capped at a maximum of 25 students
- Local instructors or guest speakers should be remunerated consistent with local rates and standards. Remuneration, or honoraria paid to local instructors or guest speakers will be included as part of the program budget.
- FAMU policy permits faculty leaders, co-leaders and other support personnel to be accompanied or visited on location by spouses, children, other family members, companions, friends or the like. However, faculty leaders, co-leaders and other support personnel are responsible for all expenses, including local transportation, admissions, excursions and meals, for spouses, children, other family members, companions, or friends. The presence of family or friends must not distract

faculty members and other personnel from leading the program and being responsible for the health and safety of students, nor must the presence of spouses or children detract from the academic nature of the program.

- No alcohol is to be served during University sponsored activities on FAMU study abroad programs. Per University Regulation 3.021, students under the age of 21 may not consume or possess alcohol, and are subject to the University's code of conduct, Regulation 2.012, while studying abroad. Faculty and staff may not drink alcohol with students during study abroad programs.

### **Program Partners**

Faculty planning international programs of any type, either credit-bearing study abroad, or non-credit bearing programs must work with an approved program provider or partner university. Approved providers are those with whom FAMU has an established relationship through a formal agreement or MOU. These partners have been vetted by the Office of International Education and Development and organize programs based on best practices in the field of education abroad. The Office of International Education and Development can assist in identifying the best potential partners. Faculty must obtain at least three program proposals from three separate organizations.

Once three proposals have been obtained faculty may choose the proposal that best meets their needs based on the goals of the program. The provider/partner organization or institution, must send a contract or agreement for the program outlining in detail the services to be provided and the price for these services. Faculty may use a separate partner to book flights. A list of approved travel agents for flights is listed below.

In order to avoid any conflict of interest faculty must disclose any connection with providers with whom they plan to work. Faculty members are not permitted to work with organization with which they have financial stake.

A list of approved partners is available below:

Abroadia  
Thomas Millington  
millingtont@gmail.com  
**Location(s):** Havana, Cuba

Absolute Internships  
Frederik Van Huynh  
Co-Founder/Co-Director

Office: +34 937 977 408

fredrik@absoluteinternship.com

**Location(s):** Barcelona, Beijing, Bogota, Hong Kong, Lisbon, London, Madrid, Montreal, Shanghai, Singapore, Stockholm, Tokyo

AIFS (American Institute for Foreign Study)

Ann Hubbard

Director of University Relations for Customized Programs and Academic Assessment

ahubbard@aifs.com

**Location(s):** 21 countries around the world

ALA (Active Learning Abroad)

Arturo Jarque, PhD.

Founder & CEO

011 34 663 040 790

arturo@activelearningabroad.org

**Location(s):** Barcelona, Madrid, Salamanca, & Seville, Spain

API

Amy Newman

Customized Program Manager

800-844-4124

customized@apiabroad.com

**Location(s):** Over 30 countries around the world

Authentica

Ravi Raj

Co-Founder & CEO

Mobile: +91.966.508.1892 | Skype: ravirip

ravi@authentica.travel

**Location(s):** South East Asia

CAPA International Education

Ashley Hiers

Institutional Relations Manager

239 450-3975

ahiers@capa.org

**Location(s):** Barcelona, Spain; Buenos Aires, Argentina; Dublin, Ireland; Florence, Italy; London, England; Shanghai, China; Sydney, Australia

CEA

Steven Paschal

University Partnership Coordinator

800.266.4441, x2712  
spaschal@ceastudyabroad.com  
**Location(s):** Over 20 locations worldwide

CIS Abroad  
Emily Negard  
University Relations Manager  
1 413 207-7798  
jdunaway@cisabroad.com  
**Location(s):** 23 countries

CIEE  
Monica Markowski  
Custom Program Manager  
617 221-5884  
MMarkowski@ciee.org  
**Location(s):** Over 40 countries around the world

Edu-Africa  
Charl Ackermann  
Marketing Director  
t. 0027(0)87 232 8725  
m. 0027 (0)72 296 6166  
[charl@edu-africa.com](mailto:charl@edu-africa.com)  
**Location(s):** Africa

EF Education  
Michaela Good  
Program Coordinator, College Study Tours  
617-619-1565  
Michaela.good@ef.edu  
**Location(s):** Over 100 countries

GVI  
Nicole Watson  
Director of Institutional Relations  
[Nicole.watson@gviworld.com](mailto:Nicole.watson@gviworld.com)  
**Locations:** Ghana, Seychelles, South Africa, Tanzania, Zambia, Cambodia, India, Laos, Nepal, Thailand, Peru, Mexico, Fiji, Greece

IES Abroad  
Robin Pipkin  
Regional College Relations Manager

312 261-5014  
rpipkin@IESabroad.org  
**Location(s):** 17 countries

Lorenzo de' Medici Institute  
Eny V. Di Iorio, Ph.D  
Dean of Academic Development  
561-332-5266  
eny.di.iorio@lorenzodemedici.it  
**Location(s):** Florence, Italy; Tuscania, Italy; Rome, Italy

John Cabot University  
Jim Antonio  
jantonio@johncabot.edu  
**Location(s):** Rome, Italy

Study Abroad Association  
Leonardo Gubinelli  
Program Director  
1(305) 414-5257  
leonardo@studyabroadassociation.com  
**Location(s):** Asia, Central America, Europe, South America

Salzburg College  
Director  
Mag. Phoebe Mayer, MBA  
011 (00)43 (0)662 842501  
mayer@salzburgcollege.edu  
**Location(s):** Salzburg, Austria

The Intern Group  
David Lloyd  
CEO  
www.theinterngroup.com  
UK: +44 (0)20 7193 4188 | US: +1 (718) 878-6393 | AUS: +61(0)2 8011 3305  
**Location(s):** Toronto, London, Barcelona, Chile, Colombia, Hong Kong, Dublin, Madrid, Shanghai. Tokyo, Australia, Bangkok.

WorldStrides/ISA  
Kaye Stansbury  
Program Development Associate  
(434) 951-8593  
kayes@worldstrides.org  
**Location(s):** Over 100 countries  
**Partners for Group Flights**

STA Travel

800-781-4040

Student Universe  
William Heard  
Travel Specialist  
617-321-3182  
[William.heard@studentuniverse.com](mailto:William.heard@studentuniverse.com)

KEY Travel  
Johanne Cossette  
Vice President, Specialty Programs  
T: +1 646-289-6820  
M: +1 804-678-8666  
E: [jcossette@keytravel.com](mailto:jcossette@keytravel.com)  
W: [www.keytravel.com](http://www.keytravel.com)

### **Program Budgets**

- Faculty members must submit a budget for their program using the budget template developed by the Office of International Education and Development.
- Each program budget will include a charge of 5% of the total program costs. This latter is to address currency fluctuations, airline surcharges, emergency costs and other unplanned expenses that may occur after the budget is finalized. Unused money will be held in a general rollover account to address similar issues the following year.
- **All funds, fees or payments associated with the program will be made to The Office of International Education and Development. Students will register for the programs through The Office of International Education and Development. Under no circumstances are funds to be collected by FAMU faculty members or staff.**

### **Timeline for all 2019-20 Faculty-Led Study Abroad Programs** (proposed for Spring 2020, Spring Break 2020 or Summer 2020)

Ideally all programs will have been reviewed and approved before the start of the 2019-20 academic year. These approved programs will be listed on the OIED website before the beginning of the fall semester. The listing will include a payment schedule for deposits by students. OIED will accept applications for programs after the beginning of the fall semester on a case by case basis using the timeline below.

- Proposal Deadline for all new and existing programs: September 30, 2019
- Programs reviewed and approved by International Education Committee: October 15, 2019
- Student may begin to apply for faculty-led programs: October 19, 2019

- Faculty-led program fair: TBA
- Deadline for student applications: December 6, 2019
- Deadline for faculty to accept students into programs: January 15, 2020
- List of student enrollments sent to registrar: January 18, 2020

## **Proposal Form**

### **General Information**

#### **Faculty Program Director**

Name:

Title:

Email:

Phone:

Department:

College:

Will a second staff member, or student be required as support staff? (OIED recommends one faculty member or support person per 15-22 students. If a program will have more than 15 students, faculty directors may consider adding a second support staff, faculty member, graduate or undergraduate assistant as outlined above.)

#### **First Support Staff**

Name:

Title:

Email:

Phone:

Department:

Expertise in the host country or in the discipline:



## Second Support Staff

Name:

Title:

Email:

Phone:

Department:

Expertise in the host country or in the discipline:

Explain the role and qualifications of support staff (Please attach a resume or CV for each support staff):

## **Basic Program Information**

Title of Program:

Program Location:

Proposal Type:

Spring Break:

Summer A:

Summer B:

Summer C:

**Course Information (Summer A & B programs will two courses, for a total of six credits. Summer C programs must have at least 3 courses for a total of 9 credits and a maximum of 12 credits.)**

Course 1

Title and Number:

Instructor:

Course Prerequisites:

Course 2

Title and Number:

Instructor:

Course Prerequisites:

### **Program Details**

#### **Program Rationale: Teaching and Learning**

1. Explain the rationale for choosing the course(s) and how the proposed location will impact teaching and student learning.
2. What are the learning goals for this program?
3. How does this program support the goals of the college, school, department and university of providing global experiences for students?
4. How will you connect students to the local culture?

## **Health and Safety**

1. Are there any health, safety or security concerns related the country or location where you are proposing a program? You may wish to review resources available through the U.S. Department of State, Center for Disease Control and Prevention, or International SOS.
  
2. What means of transportation will be used in country for proposed excursions? Please address any transportation related safety concerns.

## **Recruitment and Program Preparation**

1. Which group of students will this program target and why will this program appeal to those students? How large is this target population?
  
2. How will you, your department, college or school reach these target students?



## Program Itinerary

Please complete the itinerary, include the location, city and country, and all activities planned for each day, lectures, museum visits, site visits, tours, etc.

	Date	Location	Activities
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
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Day 42			
Day 43			
Day 44			

In addition to this form please submit a syllabus or syllabi for courses that will be taught as part of this program

**Faculty Member Agreement**

If I am approved to lead this program and teach this course, I agree to follow university policies with regards to short-term international programs. Including but not limited to:

- Submitting an update to this proposal if there are any significant changes
- Sharing a complete and detailed itinerary with students and OIED in advance of departure.
- Attending all faculty workshops

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Approvals**

By signing below you indicate that the proposed program is consistent with the department, school or college’s policies, mission, and goals.

**Department or Unit Chair/Supervisor**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Dean of the College or School**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Assistant Vice President for International Education and Development  
(for the International Education Committee)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date \_\_\_\_\_