FACULTY-LED STUDY ABROAD PROGRAMS Winter; Spring Break; Summer

Study abroad!

# **Program Development Toolkit**

## Developing and Proposing a Faculty-Led Education Abroad Program

- Development Timeline An iterative process
- Writing your Proposal Developing an itinerary Program budget Approval process
- Proposal Forms Cover sheet Narrative Department approval
- Academic Matters Registration Credits and Grading
- Recruitment Student eligibility and acceptance



UNIVERSITYATALBANY

Find out more by visiting us at the **Center for International Education and Global Strategy.** Education Abroad, Science Library G40

Phone: (518) 591 8172 studyabroad@albany.edu

albany.edu/studyabroad

Thank you for your interest in creating high quality study abroad experiences for University at Albany students. Faculty-led programs are unique in education abroad. They are targeted opportunities for students to learn from experts in a particular field, in a context relevant to that field. Faculty-led programs often allow students to get to know faculty better than they do in a domestic setting. Targeted learning in a relevant and personalized environment creates tremendous opportunities for growth in our students.

Education Abroad, as part of the Center for International Education and Global Strategy, looks forward to working with you in developing international education opportunities for our students. Whether you are starting a new program or have been running your program for years, we strive to give you the support that you need for your program to run successfully.

We support programs through the processing of applications, helping you develop your budget and reconcile your program upon completion, pre-payments for expenses, advising students, and in providing you with additional resources that will help you run a successful program.

This program development toolkit is intended for faculty or departments interested in creating and leading new short-term programs. It serves as both a planning resource and program proposals packet. Within these pages you will find information outlining the program proposal process, the responsibilities of faculty leaders, how to create a successful short-term study abroad program, important deadlines and timelines, as well as other important information.

For additional assistance on appropriate procedures and resources to meet the goals of your proposed program, the Education Abroad office, located in the Science Library G40, is here to assist you. After thoroughly reading over the materials within this toolkit, please feel free to contact the Education Abroad office with any questions. We can be reached at <a href="studyabroad@albany.edu">studyabroad@albany.edu</a> or 1-518-591-8172.

We look forward to working with you.

Sincerely,

**Renee DeCelle** Director of Education Abroad

**Carrie Wojenski, Ed.D.** Associate Vice Provost of Global Academic Programs

\*n.b. The information contained in the Proposal Toolkit is subject to change

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## **Developing Your Program**

Congratulations! Designing and running an international program with college students is an invigorating experience, full of opportunities for both you and your students to learn about yourselves and the world. As you can probably imagine, the initial development of these programs requires a great deal of time and attention. Education Abroad, at the Center for International Education and Global Strategy (CIEGS) is excited to help you through the process, and to work closely with you to ensure the success of your program.

If you ran a Faculty-Led program in the past and hope to provide the same program again with only minor changes, it is not necessary to submit a new proposal. Modifications may be made to the existing proposal, syllabus, budget, and itinerary, which may or may not require re-approval.

If you plan to design a new program or make significant changes in an existing program, your first step is to have a conversation with the Director of Education Abroad, Ms. Renee DeCelle. Also, please review the guidelines below for submitting a successful proposal.

Let's get started...

The first step in this process is to consider what type of program you want to run. There are a multitude of factors involved in this decision. Below is a list of some common questions about which you should think carefully:

- What do you want students to learn from this program?
- Does your subject area require study in a particular country or region?
- Is it necessary for students to have exposure to a specific foreign language, or do you prefer an English-speaking country?
- Will you need to coordinate with a university overseas? If so, does your department have any contacts there? CIEGS may have contacts too.
- Do you want to stay in one place or travel around during your program?
- How long would you like to stay abroad?
- How many students would you like to bring?
- Will you be accompanied by another faculty member or chaperone?

It is not necessary to know the answers to all these questions at the beginning of the program development process. A successful program can be created based on only one or two of these building blocks. Please feel free to discuss your options with the Director of Education Abroad. In fact, it is recommended that you have a conversation about your ideas with the Director of Education Abroad early on in your planning process. You can also review samples of program proposals from previous years; these are available from the Education Abroad office.

## Program Planning Timeline

## Hypothetical Departure Date: May 15th

Sample Timeline for a summer Faculty-Led programs: (please adjust accordingly for winter session, spring break or semester programs). This timeline assumes an application deadline date of March 1<sup>st</sup> and departure date of May 15<sup>th</sup>. Winter programs have an application deadline of October 15<sup>th</sup> and Spring Break programs have an application deadlines between November 1<sup>ST</sup> – February 1<sup>st</sup>.

## March–May (A year before)

- ✓ Develop an initial itinerary.
- ✓ Meet with Education Abroad staff to develop a preliminary budget.
- ✓ Complete proposal and syllabus.

#### July-August

- ✓ Submit proposal and syllabus to Education Abroad for review and approval
- ✓ Finalize program budget.
- ✓ With Education Abroad, develop draft flyers, brochures, and posters for program (cannot be distributed until approved!, and develop draft website for program (program will be placed on the Education Abroad website).

#### Late August-early September

- ✓ Make any necessary changes to the proposal, if applicable. Resubmit to Education Abroad for final approval, if applicable.
- ✓ Finalize program marketing materials and website information. Decide on application items and procedures with Education Abroad.
- ✓ Begin marketing if proposal is approved and budget is finalized (flyers, website, email list, class visits, info sessions, etc.).
- ✓ Attend Education Abroad Fair

#### **October through February**

- ✓ Marketing should be in full force.
- ✓ Discuss with colleagues and schedule classroom visits and/or information sessions. Hold classroom visits and information sessions.
- ✓ This is a good time to start finalizing your itinerary and confirming any details or loose ends.

## January

- Students should be applying and reviewing financial aid arrangements and financial plans for a summer program.
- ✓ Review any applications that have been completed; initial estimations of enrollment.

## February through March

- ✓ Students apply for summer financial aid, if applicable.
- ✓ Review any applications that have been completed; initial estimations of enrollment.

#### Early March

- ✓ Review all applications, determine enrollment. Revise budget based on enrollment, if applicable.
- ✓ Schedule Pre-departure Orientation and announce to students
- ✓ Final confirmations of all bookings for lodging, excursions, transportation, etc.
- ✓ Make all advance payments possible for lodging, excursions, transportation, etc. Coordinate air/ground transportation with students
- ✓ Determine plan for communications
- ✓ Maintain email contact with students to reiterate important details of trip preparation.

### April

- ✓ Faculty meet with Education Abroad Program Coordinator for travel advance processing, at least 4 weeks prior to departure.
- ✓ Students are enrolled in Education Abroad course (GINS)
- ✓ Students are enrolled in HTH international health insurance and receive confirmation via email from HTH.
- ✓ Require students to attend General Orientation held in early May
- ✓ Hold class specific Pre-departure Orientation session.
- ✓ Email students with all program details covered in Orientation session.
- ✓ Contact students frequently to remind about travel details.

## May

- ✓ Summer tuition charges appears on students' e-pay account.
- ✓ Students' education abroad charges posted on e-pay accounts.
- ✓ Email your Education Abroad Program Coordinator regularly to report on progress and any concerns. Save all receipts.
- ✓ Complete daily spending log to track all expenses, which will be used to complete Exhibit J.

## June – After Program

- ✓ Submit all receipts and daily spending logs within thirty (30) days of return.
- ✓ Students will complete a program evaluation.
- ✓ Meet with Education Abroad to debrief on program, discuss any problems, and plans for next year.
- ✓ Submit grades to Education Abroad for posting prior to the grade posting deadline for the term of your program

## Writing the Proposal

Program proposals must follow a specific template, which will guide you through the necessary steps to creating a strong program. For proposal forms, please contact <u>rdecelle@albany.edu</u>.

## Section I: Overview

Program Name: Choose something short, simple, captivating, and recognizable.

Program Location: Programs may be held anywhere in the world, with the exception of countries bearing a U.S. Department of State Travel Warning, or a CDC Travel Health Warning. Education Abroad can help you to choose your location and share any contacts we have there. Find out well in advance whether your group will need visas —and, if so, what kind—to enter the host country.

Program Dates: Programs may be any length of time that you feel is appropriate to meet the educational goals of the course and contact hours. Keep in mind that longer often means more costly and too short means that educational goals cannot be met.

Sponsoring Academic Department(s): List the department through which you have secured academic approval, and course equivalency(ies), for the proposed program.

Leading Faculty or Staff Member: This is the name of the Faculty Leader, the UAlbany faculty or staff member who will bear primary responsibility for the program, and contact information.

Additional UAlbany Staff or Faculty Members: List here any additional faculty members, staff, or chaperones who will also be physically present on the trip and contact information.

## Section II: Program Information

Global learning offers opportunities for education and development that may be enhanced through education abroad experiences. Consider the ways in which students' perspectives will be broadened, and their education enriched by this program.

Please be aware that all courses and academic requirements must be reviewed and approved by the sponsoring academic departments. Education Abroad does not make judgments on academic content or suitability. More information on these topics may be found in the Academics section of this Handbook.

## Section III: Course Information

You have two options regarding your course(s) abroad:

- 1. If you're proposing a new course, then your course must be approved by your department through normal procedures.
- 2. If you want to offer an established UAlbany course then you don't have to get the course approved by the department because it already has been approved. You may modify the course slightly to take advantage of and reflect the realities of the program location. Special Topics course lines also offer some flexibility.

If there are two instructors teaching two different classes on the same program, indicate whether or not you prefer separate blackboard shells or to combine both classes into one shell (co-convened). If the course will be taught on-line and in-person (hybrid), please let us know. You will have access to blackboard to load course content prior to the start of your program. The shell will be opened to students enrolled in your program on the start date of the program.

General student to faculty/staff ratio for UAlbany education abroad programs, for group management purposes, not academic purposes, is as follows:

- 10-18 students: 1 Faculty/staff
- 19-30 students: 2 Faculty/staff
- 31-40 students: 3 Faculty/staff

**NOTE:** All UAlbany Faculty-Led programs abroad must include **at least** one unit of academic credit, 3 preferred. Programs without academic credit will not be approved. Faculty who do not plan to teach while abroad with students, may elect to do so without compensation.

## Section IV: Instruction

Include all additional faculty and staff members who will contribute to students' learning. Any compensation and travel expenses for each faculty and staff must be included in the program budget.

## Section V: Program Itinerary

Initial itinerary can be general dates, locations, events, attractions, etc. Final itinerary should include a detailed schedule, which includes times.

## Section VI: Activities Designed for Cross-Cultural Experiences

Explain the ways in which students will be exposed to and benefit from your host culture. The benefits of international travel and education are nearly endless and this is your opportunity to illustrate the ways in which you will encourage students to reap these benefits during your program.

## Section VII: Students Admissions

Remember that enrollment depends on effective marketing, and that programs may be cancelled due to low enrollment. More details on this may be found in the Recruitment section of this Handbook.

## Section VIII: Program Affiliations

Faculty members sometimes develop programs that are affiliated with other universities, institutes, businesses, travel agencies, or third-party providers. If you feel that working with one or more of these entities would be beneficial to your program, Education Abroad can help you to make those connections.

## Section IX: Risk Management

This is a very important section of the proposal. All travel involves potential risks, and this is particularly true of international travel with a group of students. Be sure to think carefully about the potential health and safety hazards you will encounter during your program, and the steps you will take both before and during the program to minimize these risks. Note that generally SUNY faculty and staff are not allowed to drive vehicles with their students.

CIEGS reserves the right to discontinue any study abroad program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation are travel warnings and advisories from the U.S. Department of State and insufficient enrollment. If a program does not reach minimum enrollment by the deadline, it may be cancelled.

## Section X: Program Budget

Provide costs related to program expenses such as lodging, transportation, excursions, museum fees, etc.

## Section XIII: Departmental Approval and Support

We must have the approval of your academic department (s) in writing. This provides the academic department with an opportunity to review your course proposal and ensure that it meets relevant academic standards. *Proposals without written departmental approval will not be considered*.

## **Developing an Itinerary**

### Initial Itinerary

(Submitted with the proposal) The program itinerary submitted with your proposal should include information about locations, dates, and tentative times for activities and travel throughout the program's duration. Please be as specific as possible, providing names and contact information for hotels, museums, and attractions when available. You may include notes indicating that plans are tentative. It is not necessary to have actual bookings made when you submit the initial itinerary with your proposal.

## The Final Itinerary

A completely updated and accurate itinerary, including all contact information, must be provided to Education Abroad as soon as it becomes available.

Developing the detailed itinerary will be one of the most time-consuming parts of your proposal process. You will have to make direct contacts with hotels, tour companies, transportation services, and others abroad in order to finalize reservations that can then be indicated in the itinerary. Education Abroad can help you with your initial networking by recommending individuals or companies with whom we have worked in the past; however, the responsibility for planning the itinerary and making all required reservations lies with the faculty member(s) in charge of the program.

## Payment for Deposits and Reservations

During the process of making reservations, it is often necessary to either pay a deposit or the entire sum in advance. Education Abroad will make all of these payments on behalf of your program, either by wire transfer or check, upon receipt of an invoice and payment instructions from the vendor. Please allow sufficient time (at least four weeks) to process payments and deposits prior to departure.

*Please remember that ALL charges related to your itinerary must be included in the official program budget. Please see the Program Budgets and Finances section of this Handbook for further information.* 

## Sample of a Successful Initial Program Itinerary

## Monday, June 6 Paris, France. Hotel TBD.

- Early morning: Group has breakfast at hotel. Discussion of the history of the Bastille immediately following breakfast (discussion locations TBD).
- Mid-morning: Group travels by Metro to the Bastille for a tour.
- Noon: Group goes to a café together for lunch
- Afternoon: Group returns by Metro to hotel, lecture on the history & significance of Versailles
- Late afternoon: Students have free time, during which they can explore the city with a partner.
- Evening: Group meets for dinner together.
- Late evening: Students are free to explore the neighborhood with a partner.

## Sample of a Successful Final Program Itinerary

#### Monday, June 6: Paris, France

Hotel Odéon St-Germaine, 13 rue Saint Sulpice 75006 Paris. Phone: 01 43 25 70 11

- 7:00 am: Group meets for breakfast at hotel café.
- 8:00 am: Discussion of the history of the Bastille in hotel lounge.
- 10:30 am: Group walks to Odeon Metro station and travels by Metro to the Bastille for a 2-hour tour (tickets pre-booked).
- 1:00 pm: Group goes to a local café together for lunch: either Le Marsangy or Le Temps en Temps.
- 3:00 pm: Group returns via Metro to the hotel, convenes in hotel lounge for a lecture on the history and significance of Versailles
- 5:00 pm: Students have free time, during which they can explore the city with a partner. Students are encouraged to look for examples of the history and architecture discussed today, so that we can discuss these examples as a group tomorrow.

- 8:00 pm: Group meets at a local restaurant for dinner together. We will choose a restaurant close to the hotel so that students can choose to depart from there or remain at the hotel for the evening.
- After dinner: Students are free to explore the neighborhood with a partner.

## Helpful Proposal Hints

DO...

- Ask the Director of Education Abroad for help at all stages of the proposal process.
- Seek guidance from faculty members who have led programs abroad in the past
- Review past proposals, including syllabi and itineraries, for ideas and inspiration
- Research entry requirements for the country or countries you plan to visit. Determine well in advance whether students will need VISAS for the program, so that we can gather that information and the applications for them. Visa processing often takes several weeks or longer.
- Encourage students to obtain their passports

DO NOT...

- Market your program to students until it has been approved by your department, and EA.
- Provide students with price estimates until you have received an official notification that you may do so. This is to avoid providing prices that may be misleading or inaccurate as itineraries and budgets change.

## FAQ's

# If I have done this same program in the past, and only have some small changes (housing location, excursions) for this year, do I need to submit a new proposal?

No. If the course offered, general location, and overall purpose of the trip remains the same, you do not need to submit a new formal proposal for approval. Please submit your original proposal with changes noted and an updated itinerary that we can keep in your file. You do need to complete a new budget each year.

## Can I arrive in the host country before my students and/or stay later?

Yes, you may arrange your own travel dates. Please be aware that the EA will only reimburse the price for tickets directly to and from your program on the program dates. Also, be aware that funds for the program will be processed according to the program dates, not your dates of personal travel.

## **Program Approval Process**

SUNY System policy requires that all employees who wish to travel internationally with students for any university-related purpose must first obtain approval from the President or his/her designee. The Dean for International Education and Vice Provost for Global Strategy, in the Center for International Education and Global Strategy will provide final sign off for Education Abroad faculty led programs.

A program proposal form is located at the end of this toolkit. Please submit the proposal in both hard copy and electronic form to the Director of Education Abroad at <u>rdecelle@albany.edu</u>. All new Faculty-Led programs must be reviewed and receive approval from the following entities in the order listed:

#### Academic Department

The academic department through whom the class is being offered for credit must sign off on the proposal to indicate that the academic class meets departmental standards and regulations. Education Abroad will not make decisions regarding appropriateness of academic content: This is entirely the responsibility of the academic department. Programs that do not obtain written approval from the appropriate academic department will not be advanced to the next stage for review.

Some Faculty-Led programs are pre-approved to fulfill specific requirements in multiple departments, either by offering more than one course during the program or by offering the equivalent of a course that is cross-listed between departments. In these cases, written approval is required from all related departments.

#### **Education Abroad Office**

EA reviews all proposals carefully to ensure that they are complete, organized, adequately detailed, and reflect sufficient care and planning. We will address any issues of concern with faculty. EA commonly provides recommendations for alterations to proposals that should be completed before final approval.

## Choosing a Course for Your Program

All UAlbany Faculty-Led programs abroad must include at least one unit of academic credit. UAlbany faculty must teach at least one course with a minimum of one (1) credit. Programs without academic credit will not be approved. CIEGS prefers that programs be offered for 3 credits or more.

All students on Faculty-Led programs will be registered for *Global and International Studies (GINS)* by EA. These credits automatically meet the International Perspectives General Education Requirement and will also count as general elective credits. They can also be approved by an academic department to have a specific UAlbany course equivalent. GINS credits can also be approved by the Undergraduate Dean's Office to fulfill other general education requirements. For example, the education abroad credit may appear on a student's degree audit as substituting for ART 399, HIS 240, or BIO100 OR as more general equivalents within academic departments such as ART 030 or BIO 010.

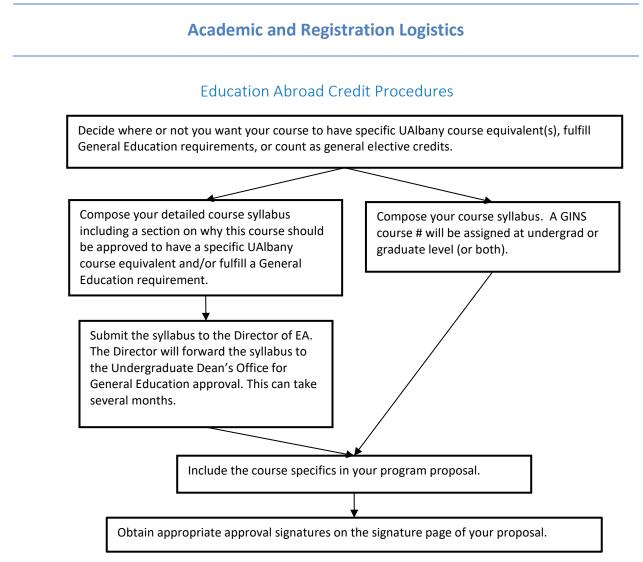
NOTE: All education abroad programs of one credit or more (GINS) automatically fulfill the **International Perspectives** general education requirement for undergraduate students at UAlbany.

Some things to consider when choosing what type of course to offer:

- Is there a class in your department that closely fits the objectives of the program you want to lead? If so, you may want to seek departmental approval to link your program to that class.
- How many units of credit would you like to include in your program? Every program must have at least one unit of credit included, but three is preferred.
- Do you want the program to count towards General Education requirements in addition to the International Perspectives requirement which will be automatically satisfied by education abroad? If so, you will need to seek approval from the Undergraduate Dean's Office at UAlbany.
- Is it important that the program counts towards major or minor requirements in your department? If so, you will need to seek approval from your academic department.
- Would you like this program to be a part of a semester-long course that students will be taking at UAlbany? For example, the students could be enrolled for a regular spring course during

which the class participates on a spring break component that is integrated into the spring course curriculum. This would be for credit within the academic department.

• Do you want to be able to run the program again in the future using the same course title with the same UAlbany course equivalent? If so, be aware that students cannot repeat the same course for credit.



Some helpful tips on using Education Abroad (GINS) classes:

- You must offer the class for a pre-determined number of credits.
- The method of grading for the class during your program (letter grade) must be in keeping with accepted UAlbany practices.
- Your department will NOT create the class and students will NOT enroll themselves, but your department may need to create equivalent courses if there are not equivalent courses available/
- GINS classes can be used to fulfill General Education requirements. If you would like your course to count towards students' General Education requirements, please discuss this with the Director of Education Abroad. Your syllabus will be sent to the Undergraduate Dean's Office for review and can take several months to secure approval.

• If you plan to allow students from other SUNY schools to participate in your faculty led program, the Education Abroad office must submit your course syllabus and other information to SUNY System Administration for approval.

## Course Creation, Registration, and Grading

## Short-term programs (less than one semester)

Course creation and student registration for short-term Faculty-Led programs work differently than for regular UAlbany on-campus courses.

Your department will not be responsible for creating the course and students will not enroll themselves in the course. Instead, the CIE creates what is known as a "study abroad placeholder course," which has the prefix GINS for Global and International Studies.

GINS courses are not visible to students through the MyUAlbany online course registration system. EA will enroll students in GINS courses for the number of units corresponding to the course offered on your program. This lets the University know that students are actively enrolled in academic coursework, and that they are pursuing this coursework abroad.

The GINS course and full roster will be visible to you in PeopleSoft and Blackboard.

A Blackboard course shell is automatically created for your program. Please make a back-up copy of assignments and grades as the Blackboard shell will no longer be available to you at the end of the course.

When your program has ended, you will review students' work and assign grades according to normal grading policies. These grades should be promptly submitted to EA. EA will process the credits and grades and report them to the Registrar. As soon as the grades have been submitted and processed, the student's academic record will be updated by the Registrar with a course equivalent and title, and their earned credits and grade. Please allow at least 4 weeks for students' academic records to be updated.

## Faculty-Led Programs Imbedded in a Semester

Some faculty members design programs abroad that are part of a course taught on campus at UAlbany. For example, students may spend the entire Spring semester in a German language course and travel to Germany only over Spring break with the faculty member. This is considered to be a Faculty-Led program, though the bulk of the course is taught on campus.

Typically, the Education Abroad office will create a GINS course, generally for 1 credit. When the course has ended, you will submit grades as usual to UAlbany via PeopleSoft and to EA for the GINS component. If you are interested in this program format please speak with the Director of Education Abroad.

## **Program Budget**

As soon as you decide to develop a Faculty-Led program abroad, it is important to start working on your budget in collaboration with the Center for International Education. A detailed budget is what allows us to pay faculty and staff associated with the program, to provide payments to all vendors working with the program, and to determine the fees that will be charged to students. **Faculty are required to sign off on their final budget prior to departure.** 

In order to ensure accuracy and avoid problems, it is essential that **every single payment and charge** related to your program—no matter how minor it may seem—be reflected in the budget in advance.

## Expenditures that are not identified ahead of time in the official budget may not be covered by EA.

You should create your budget as an Excel spreadsheet. Once approved the official budget is maintained by EA. You are free to request an updated copy of your budget at any time, and we request that you review it carefully for errors.

## Only the final budget approved by EA will be considered the official budget.

Faculty-Led program budgets are Excel documents created on a standard format.

The budget includes three main sections:

- 1. All anticipated expenses, including faculty salary with overhead and benefits (percentage available from EA);
- 2. Any anticipated sources of revenue (departmental scholarships, for example);
- 3. Tuition, health insurance, and standard UAlbany fees related to your course.

The expenses and revenues are tallied and, in combination with the tuition and fees, used to generate an official program cost estimate that represents the point at which the program generates neither significant profits nor losses. We typically include a currency fluctuation estimate of approximately 3-7% to account for changes in exchange rates while traveling abroad. The exact amount of this estimate depends upon the country you will be visiting and the dates of your travel.

The budget is constructed in such a way that it illustrates total costs, as well as the cost per student. You will work with EA to list every anticipated expenditure for your program, and any anticipated revenues, to determine a total cost for the program. This total cost is then divided by the expected number of students. All faculty and staff travel related expenses, tuition, fees, etc. are typically covered by the budget and student payments. In this way, the students cover the costs of the entire program.

All education abroad related charges are charged to the students' UAlbany e-pay accounts. The more students you have on your program, the less expensive it will usually be per student. We recommend a minimum of 10-15 students per program. Any additional revenues (grants, donations, etc.) contributed to your program will also help reduce the cost of your program.

## **Finalizing Your Budget**

As the date of your program approaches, it will no longer be possible to make changes to the budget. Please prepare for this in advance by finalizing your budget with specific amounts as early as possible. Failure to do so may result in students inadvertently being either over- or under-charged.

## Your department will be billed for any overages or expenses not included in your finalized budget.

Due to the fact that the budgets are balanced carefully and are not designed to include a significant cushion, it is essential to include all costs in the budget. For example, a budget may have a cushion of only about \$50 overall. If you decide to take your students out for a dinner that was not listed in the budget and spend \$200 at that dinner, you may be personally responsible. Please also be aware that any existing cushion is usually used up very quickly in the case of currency fluctuation or an emergency.

You may not rely upon any existing budgetary cushion or consider it to be extra spending money.

## What to Include in Your Budget

The following is a list of some of the items that are included in Faculty-Led program budgets. This is not a complete list. Additional expenses will be included related to the specifics of your program.

## Expenses (Partial List)

- Salary for each faculty and staff member participating
- Benefits for each faculty member participating
- Meals and Incidental Expenses (MIE) payments for each faculty member participating \*
- Roundtrip airfare for each faculty member participating
- Roundtrip airport transportation (shuttle or mileage) for each faculty member participating
- Baggage allowance for each faculty member participating
- Roundtrip airfare for students may be included\*
- Group departure (from host country) dinner
- Housing for each faculty and staff member participating; Housing for all students
- Tuition or fees charged by universities or other service providers abroad
- Meals for all students may be included\*
- International Health insurance for students
- In-country transportation (bus, train, etc.) for all faculty, staff, and students
- Visa processing fees or other fees required for entry into the host country or countries
- Museum or site entrance fees for all faculty, staff, and students
- Tickets for all planned excursions for all faculty, staff, and students
- Special expenses for planned activities or group meals not included above for all faculty, staff, and students
- Course-related materials such as books or notebooks for all faculty, staff, and students
- Any program-specific supplies or materials that will be necessary for your course
- Communications expenses for using telephones or internet abroad

## **Common Expenses**

You can see from the list on the preceding page that there are numerous individual expenses involved in the creation of a Faculty-Led program. Those on the previous page are included in all budgets, along with other expenses specific to that program.

## Faculty and Staff Compensation

The lead faculty member on each program is entitled to the minimum salary rate as determined by UAlbany Human Resources based on the number of credits taught in the program; salary amounts are not based on faculty rank. Benefits are set at a certain percentage of the salary and are not negotiable. Salary may be negotiated down, if the bulk of the actual contact hours are to be provided by third-parties and not you personally.

Meals and Incidental Expenses (MIE) payments are pre-determined figures provided by the U.S. Department of State foreign per diem rates by location. Daily amounts are published for cities in countries throughout the world, to reflect the best estimate of how much money is needed to function comfortably in that city for the day. Your MIE rate will be the sum of the daily rates for every city you will visit during your program. Faculty and staff are encouraged to accept a reduced amount for salary and/or MIE, but it is not possible to receive more than the published figures.

All UAlbany Faculty-Led programs abroad **must** include at least one unit of academic credit, 3 preferred. Programs without academic credit will not be approved.

Faculty who do not plan to teach while abroad with students, may elect to do so without compensation. In order to receive compensation for teaching, faculty usually must have a minimum of ten (10) students enrolled in their class, students must enroll in their class, and faculty must teach all of the students on their program. To ensure meeting this minimum enrollment, your class must be a mandatory component of your education abroad program, even if you are partnering with a Third Party that also offers classes. Faculty who do not teach the minimum required ten (10) students will have their compensation adjusted.

Depending on enrollment, **additional faculty and staff** participating on the program may also receive compensation in the form of salary relative to the credits on the program. Alternatively, these additional faculty and staff may receive a stipend that is determined in coordination with the EA. Benefits are set at a certain percentage of the salary and are not negotiable.

Teaching on a faculty-led program is considered "extra service." Extra Service is work performed by an employee that is substantially different from or in addition to his/her regular assigned professional responsibilities. These special assignments may be performed on the home campus or at another state agency, but must not interfere with the individual's regular professional responsibilities. There are University rules regulating the amount of extra service that can be earned in an academic year. For more information on extra service, please see the HR web page: <a href="http://www.albany.edu/hr/extra-service.php">http://www.albany.edu/hr/extra-service.php</a>.

## Student Meals and Airfare

Some faculty members choose to pre-book group airfare and/or to include all meals in the program charges, while some faculty members opt for students to make travel arrangements and pay for meals on their own. There are pros and cons to each of these options and you may choose whichever makes the most sense to you.

#### Some advantages of pre-booked group airfare:

Group flights reduce the risk of students getting lost and ensures that everyone will arrive at your destination on time. Students are able to pay the airfare through e-pay with the rest of their charges, and thus can usually apply their financial aid awards to help offset this cost.

#### Some disadvantages of pre-booked group airfare:

Students may be able to find cheaper flights through a discount travel provider. Students may prefer to use frequent flyer miles or other discounts to pay for their ticket, instead of having to do so through e-pay. Some students may want to travel abroad before the program begins, and so will need different flight itineraries. Group airfares often require early booking. Fees may apply to cancellations or changes to itineraries.

## Managing Costs and Money

Program cost is, of course, one of the most important factors in determining whether your program will be successful. While it may be tempting to include many exciting activities in your program budget, keep in mind that students will often see the program price before they read the itinerary. A price that is too high will deter students, regardless of how wonderful your program may be.

#### Some strategies you can use to reduce student costs are:

• Carefully consider how many credits you want to offer. Tuition is often the single largest expense on Faculty-Led programs and including too many credits may make the program cost

unmanageable for students. Balance this with the knowledge that, over the summer, students must be enrolled in at least six credits in order to be eligible for financial aid funds.

- Limit the number of faculty and staff participating, if possible. Each faculty and staff member requires a salary, transportation, housing, meals, and more. All of these add up significantly in the price per student. Consider offering stipends to secondary faculty and staff in lieu of their full salary, especially if only one course is being taught and you have a small group of students.
- Consider taking a drawdown expense account as a salary alternative. Drawdown expense accounts are best used for professional, travel-related expenses.
- Limit the number of destinations to reduce transportation expenses.
- Consider reducing your MIE amount. The published rates are typically much higher than what people actually spend on meals and incidentals while abroad.
- Fundraise! We have had several Faculty-Led programs that were able to significantly reduce their per-person program cost through successful fundraising. Funds can be raised by your department, by the students as a group, or by students individually. You can also apply to local businesses, academic organizations, or government agencies for funding for your program. The funds can then be added to your budget revenues and divided equally among the students' costs, or varying amounts can be applied to each student, depending upon how much they raised individually.
  - Consider applying for a UAlbany Experiential Education Mini-Grant. Awards of up to \$500 are provided annually to support curricular experiential projects, including education abroad programs. All faculty, including contingent faculty, are eligible to apply. Additional details can be found on the Center for Experiential Education's website: <u>https://www.albany.edu/cee/experiential-education-mini-grants-program.php</u>.

## **Program Recruitment**

As you can imagine, there are a multitude of reasons why successful recruitment is of the utmost importance for a successful Faculty-Led program. Enrolling too few students is likely to make the program prohibitively expensive, while too large a group can be difficult to manage. As you begin to design your program, consider carefully the optimal number of students for your program. Take into consideration the target cost, the number of faculty and staff attending, the structure of the course, and the type of housing you intend to utilize. We recommend a minimum of 10-15 students.

As soon as your proposal has been approved by your department chair or dean, and the Center for International Education and Global Strategy, the Education Abroad office will begin to work on developing marketing materials.

Please note, you may not market your program or report any price estimates until EA approves it.

#### Most popular recruitment methods:

- Classroom presentations by faculty member in relevant classes
- Information sessions and presentations to relevant student and community organizations by faculty member and/or Education Abroad staff

- Hanging flyers and posters in high-traffic areas on campus (with approval from Student Affairs) and in the community
- Email messages to student lists of relevant majors and minors
- Program website
- Education Abroad fairs
- Information sessions to provide information in-person to larger groups of interested students

## Other recruitment possibilities:

- Ads with the UAlbany student newspaper or radio station (generally very expensive)
- Information table on campus (LCs or Campus Center, for example)
- Post the program on Facebook, along with links to the program website and application system
- Using past participant volunteers, or students who have studied in the host country you plan to visit, for classroom presentations and booths on campus
- Working with our on-campus international students who are from the country you plan to visit, for classroom presentations and tables on campus
- Networking with colleagues at other universities and community organizations and/or going to those locations for presentations and information sessions in person (non-UAlbany students and community members are welcome to participate on most of our programs as visiting, non-matriculated students and are expected to pay the same charges as matriculated students)

## Recruitment Tasks

Education Abroad staff will work closely with you to successfully market your program. As we proceed with program marketing, there are separate responsibilities and expectations of faculty and EA staff to ensure effective recruitment.

## Faculty marketing responsibilities:

- Ensure that all faculty in your department, and other relevant departments, are aware of the program and able to talk about it with students. If possible, provide handouts to colleagues that can be distributed during their classes
- Give brief presentations in classes within your department and other relevant departments to provide students with basic program information
- Identify colleagues at other universities who may have interested students, if you plan to enroll non-UAlbany students
- Reply to student inquiries within a reasonable amount of time
- Assist with appropriate wording for flyers, website, posters, etc.

## Education Abroad marketing responsibilities:

- Design and print posters, flyers, brochures, and/or handouts
- Assist with information sessions, and/or classroom presentations as requested
- Create a program website containing important details about the program
- Create student lists and send emails as requested
- Reply to student and faculty inquiries within a reasonable amount of time
- Have regular availability to meet with interested students in person
- Facilitate connections between faculty member and past education abroad students and/or international students who are willing to assist with marketing

## **Online Application Process**

EA has developed an online education abroad application system that is specific to the needs and processes of our university. This system is called Terra Dotta.

Students log in to Terra Dotta through the Education Abroad website <u>www.albany.edu/studyabroad</u> to apply to a specific education abroad program.

The following are some of the processes that take place via Terra Dotta:

- 1. Students express review program information.
- 2. Students view the necessary application items, can either complete them online through Terra Dotta, or can download hard copies through Terra Dotta, and can track the status of their applications 24/7.
- 3. Applications are reviewed for completeness and eligibility by the Program Coordinator and.
- 4. After the student has been accepted to education abroad, a nonrefundable deposit of \$400 is expected. If a student cancels after being admitted, they will forfeit the \$400 deposit, plus any non-refundable prepaid expenses paid on the student's behalf. These charges will be posted to their e-pay accounts.
- 5. Student billing and health insurance enrollment are tracked.
- 6. Applications may be cancelled by the education abroad coordinator and/or a student can withdraw his/her own application.
- 7. Creation of a cohort for each program, which allows them to be emailed as a group.

## Education Abroad Program Application

Student applications for Faculty-Led programs may be tailored to fit the needs and preferences of the leading faculty member(s).

## The following documents are required for all programs:

- 1. Personal statement (approximately 1-2 pages) describing why the student wants to participate on this particular program and how it relates to student's present and future academic plans
- 2. Signature Verification Form (enables students to subsequently sign off on some materials electronically)
- 3. Agreement/Release form (signature required on-line)
- 4. Judicial Review form
- 5. SUNY Health Report: Student's Report of Health
- 6. Copy of Passport, VISA, or Permanent Residency card.
- 7. Emergency Contact Information (can be completed online)
- 8. Smart Traveler Enrollment Program (through the U.S. Dept. of State, student completes online)

## The following documents are optional:

- 1. Up to two Academic Reference forms (using the SUNY standard reference form)
- 2. Foreign Language Evaluation form (using the SUNY standard evaluation form)
- 3. Course Approval Form (signed by student's academic advisor if coursework has been approved to count towards a student's major or minor)
- 4. Official or unofficial transcripts from student's home campus and/or from college(s) previously attended

Additional items may also be added to this list, such as an art portfolio, writing sample, etc, as well as information needed by CIEGS Education Abroad, UAlbany, or the SUNY System.

Please inform the Program Coordinator of any additional items you would like included in your program's application packet, and these can also be included in the online application.

Students will obtain all of these application items via their online application, where they can log in any time to view what has been completed and what still needs to be done. Some of the forms can be completed online by the student.

Students can only apply for a Faculty-Led program via the online application accessed from the Education Abroad website at <u>www.albany.edu/studyabroad</u>. Materials collected by faculty members should be submitted to EA immediately. Any items submitted to the faculty member and not turned in to the EA will not be marked complete for the students.

All application items must be turned in to the Office of International Education. Instructions for the submission of each item are included in online application (hard copy material required or online submission/completion). As the items are turned in, an EA staff member will mark each item as "Received" in the online application system and an email notification of such is sent to the applicant. Any items not yet submitted will be appear as "Incomplete."

## **Enrolling Non-UAlbany Students**

Many of our Faculty-Led and semester-long programs include participants who are not current UAlbany students. They may include alumni, students from OTHER SUNY or non-SUNY institutions, or community members interested in travel or your subject area.

NOTE: If you plan to allow students from other SUNY schools to participate in your faculty led program, EA must submit your course syllabus and other information to SUNY System Administration for approval.

As for our UAlbany student participants, non-UAlbany students must meet certain eligibility criteria:

- A current or past university student (evidenced by an official transcript copy)
- Be in good academic standing
- Must pay tuition (or the equivalent of tuition for non-students\*), like all other participants

NOTE: Even if participating for 0 credits (rarely allowed), non-students will be expected to participate in ALL aspects of the program and pay the equivalent of tuition for the number of credits stated for the program.

Exceptions to these criteria may be made in some cases.

Participants from outside the SUNY system (non-SUNY or non-students) must complete and submit the "Application for Admission as a non-matriculated student" which they can access from within their online education abroad application. This form allows UAlbany Education Abroad to "quick-admit" the individual to the University at Albany, SUNY for the purpose of participating in education abroad. **There is no charge for undergraduate visiting student status.** 

Non-Albany students expecting graduate credit must also complete an application as a visiting student through Graduate admissions. If the individual would like to be quick admitted at the **graduate level**, he or she must complete the non-degree application with the Office of Graduate Education online at <u>www.albany.edu/graduate/apply-non-degree.php</u>, which requires a payment of \$20 (subject to change without notice). Students will receive a UAlbany email account and ID number.

## **Transfer Credit**

Upon completion of your program, Non-UAlbany students will receive UAlbany credit and grades, which they can then transfer back to their home university, if permitted by their home institution.

#### **Payments**

All Non-UAlbany students are set up with an e-pay account, and their tuition and program fees will be charged through e-pay, just as for regular UAlbany students.

## **Student Eligibility and Acceptance**

#### **Education Abroad Criteria**

To be eligible for UAlbany Education Abroad programs, students must meet the following minimum criteria:

- Good academic standing (not on probation), though Faculty may prefer a higher GPA requirement
- Good judicial standing (not on probation)
- At least 18 years old and older

In some cases, exceptions to these requirements may be made, but generally students who do not meet these requirements will be not be able to participate in the program.

#### **Program Criteria**

Depending on the nature of your program, you may want to specify your own eligibility criteria. Some examples of additional criteria used in the past include: course pre-requisites, foreign language ability, graduate status, or certain majors and/or minors.

#### Acceptance Procedures and Paperwork

Students who have completed their applications and who meet the eligibility criteria will be considered for acceptance into your program. You will decide ahead of time, with EA, how you would like this acceptance process to work. It may proceed in one of two ways:

- 1. All eligible students with complete applications will automatically be accepted.
- 2. All complete applications will be forwarded to the faculty leader (s) for review; the faculty leader(s) will then inform EA of accepted and rejected students.

In either case, students will be notified of acceptance or rejection by Education Abroad staff. The faculty member should not contact students directly.

Accepted students will be required to complete additional "Acceptance" paperwork. This includes the following:

- 1. Copy of flight itinerary, if not on a group flight
- 2. Photocopy of passport, VISA, or Permanent Residency card
- 3. Additional paperwork and online steps, as applicable

4. Health, Judicial Review, Release, etc. as indicated earlier

## **Application Deadlines**

Before you begin marketing your program, Education Abroad will determine an appropriate date when all applications must be submitted. Deadlines are typically as follows:

Winter programs:	November 1
Spring Break Programs:	November 1 (early), February 1 (regular)
Summer Programs:	March1

Deadlines can be extended within reason.

## Late Applications

As the faculty leader, it will be your decision whether late applications are accepted for your program. In some cases, there are not enough applicants by the deadline to make the program successful and faculty may choose to extend their deadlines in hopes of attracting more applicants. This is typically okay to do, unless the program start date is near, or there would not be enough time to obtain visas or passports before departure.

## Student Cancellations

Unfortunately, almost every program has at least one student who cancels unexpectedly, sometimes very close to the program's start date. Cancellations, and especially those made at the last minute, have the potential to harm the program by unexpectedly raising the charge required of all other students.

Students are required to sign off electronically on the Financial Liability Agreement as a part of the online non-refundable deposit and commitment to participate process. Students access the link to pay the online non-refundable deposit from their online education abroad applications. When submitting a deposit payment and agreeing to the statements that appear on the website, they are formally committing to participate in the education abroad program. It contains the following paragraph, to which students must agree to the following:

This deposit to the Education Abroad Program is non-refundable.

By using this website and making a deposit, you understand that you are committing to participate in and pay for an education abroad program. You also agree that you have reviewed the Estimate of Costs for your education abroad program and agree to assume financial responsibility for all charges; including, but not limited to Program Charges, Education Abroad Differential, Tuition, and any other charges listed on the Estimate of Costs.

If you later determine that you will not be able to participate in the program for any reason, you understand that you may incur significant financial penalty. You will remain liable for the nonrefundable deposit and any costs the University at Albany can't recover on your behalf. You may also be charged a minimum cancellation fee. You understand that you must notify UAlbany Education Abroad in writing if you withdraw. Information about the UAlbany Education Abroad Withdrawal Policy can be found in the Agreement/Release Form and on our website under "Current Participants."

Thus, by submitting the deposit and agreeing to the statements that appear on the website, students agree to pay not only a cancellation fee, but also whatever part of the program fee is non-refundable. This typically includes hotel rooms, shares of group airfare, transportation fees, and entrance fees. All

non-refundable items will be charged to the student's e-pay account, thereby ensuring that the other enrolled students will not have to shoulder the financial burden of a late cancellation.

## **Privacy Laws**

Certain U.S. laws affect the selection and the sharing of information about education abroad students.

#### Americans with Disabilities Act (ADA)

Known as Section 503, the Americans with Disabilities Act (ADA) of 1990 requires that university programs and activities make necessary modification in their policies, practices and procedures to accommodate students with disabilities. This means removal of procedures in admission and other student services that create a bias against the inclusion of students with disabilities. Although federal disability rights law does not apply to countries outside of the U.S., it is expected that UAlbany and the host institution (if applicable) will make "reasonable accommodations" for such students. The Education Abroad office asks students with disabilities to notify us as early as possible about any disability-related needs. In turn, we will contact the faculty leader(s) to determine how these needs can be met.

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") prohibits the release of personally identifiable information from student educational records without a student's written consent. You should be vigilant about not sharing information without written consent to parents, faculty, host institution officials, housing officials, etc. Should the student's health and safety be at risk, the FERPA law may be relaxed, but <u>only after consultation</u> with the Director of Education Abroad.

## **Program Proposal Forms**

Please address each of the following sections. Once completed, please submit the proposal in both hard copy and electronic form to the Director of Education Abroad at <u>rdecelle@albany.edu</u>.

N.B. SUNY System policy requires that all employees who wish to travel internationally with students for any university-related purpose must first obtain approval from the President or his/her designee. The Dean for International Education and Vice Provost for Global Strategy, in the Center for International Education and Global Strategy will provide final sign off for Education Abroad faculty led programs.

**Proposal Deadline:** For all programs, we highly encourage faculty directors to submit proposals as far in advance as possible to allow sufficient time to market and recruit students, and for students to complete the application process. This is very important because timing may affect the number of enrolled students and the ability for the program to run. It is recommended that you **allow a full year** from proposal approval to start time.

Program Proposal Forms include the following:

- Program Proposal Cover Sheet
- Program Narrative
- Preliminary Syllabus
- Preliminary Itinerary and Activities
- Preliminary Program Budget
- Departmental Signature Form

# Program Proposal Cover Sheet

Section 1: Faculty Information	
Name:	Department:
Title:	UAlbany ID:
Email:@albany.edu	Cell Phone:
2 <sup>nd</sup> Faculty (if applicable)	
Name:	Department:
Title:	UAlbany ID:
Email:@albany.edu	Cell Phone:
Will the faculty leader and/or co-leader (if applicable) be the san (If not, who else might be considered and how will he/she be sel	
Section 2: Program/Course Information *Please provide the course	se descriptions (syllabi where available) for each course.
1) Proposed Title:	
2) Proposed level of study:Undergraduate	GraduateBoth
3) Proposed course number(s) and credits:	
Course number Number of Credits	
4) If modifying an existing course:	
a) How often is the course offered at UAlbany?	-
b) What is the typical enrollment?	
5) Is this a major, core, elective, required course, and for which proposed course satisfies	n program(s) of study? Please be specific as to what requirements the
6) Does this course require pre-requisites? If yes, please list: _	
7) Proposed in-country start/end dates of the program: A	rrive: Leave:
8) Proposed occurrence: Recurring every other year	One-time only Other
Section 3: Location and Type	
UAlbany in Madrid, Summer Program	
Session A Session B Does not matte	r
Faculty-Led Program	
Location, City:	Country:
Section 4: Target Audience	
1) Admissions level(s) ( <i>Please check all that apply</i> )	
🗌 First Year 🗌 Sophomores 🗌 Juniors 🗌 Seniors	Graduate
2) Are visiting students welcome to apply? See No.	
3) <u>Field of Study</u> Unlimited, all majors welcome Limited to one major/minor/certi Limited to multiple majors/minor	

Section 5: Admissions and Enrollment			
1)	) Minimum standing required at the time of participation ( <i>Please check all that apply</i> )		
	🗌 None 🗌 Freshman 🗌 Sophomore 🗌 Junior 🗌 Senior 🗌 Graduate		
2)	) Do you have a specific GPA requirement? 🗌 No 🗌 Yes, please specify		
3)	) Will the language of instruction be English? 🗌 Yes 🗌 No, please specify		
4)	) Is there a language proficiency requirement? 🗌 No 🗌 Yes, please specify		
5)	) The minimum enrollment is ten (10) students. What is your preferred maximum enrollment?		
Se	ection 6: Accommodations, Meals, and Transportation		
Ν	I.B.: Males and Females / Faculty and students are not allowed to share a room or apartment unit.		
1)	) Type of Accommodation (select all that apply):		
	🗌 Homestay 🔲 Dorm/student residence 🗌 Apartment 🗌 Hotel Room 🗌 Hostel 🗌 Other		
2)	) Accommodations arranged by (select all that apply)		
	🗌 Faculty/department 🔲 Host institution 🗌 Housing agency 🗌 Program provider 🗌 Other		
3)	) Amenities include <i>(select all that apply)</i>		
	🗌 Private Room 🗌 Shared Room 📄 Private Bath 📄 Shared Bath 📄 Laundry Service		
	🗌 Laundry facilities 🔲 Internet 🗌 Wireless Internet 🗌 Use of kitchen 📄 Gymnasium 🗌 Pool		
	Other		
4)	) Will all of the students be housed together in the same building/area? 🗌 Yes 🗌 No, please explain		
5)	) Have you visited the accommodations? 🗌 Yes 📄 No		
6)	) If yes, how would you rate it in terms of:		
	Cleanliness excellent good fair poor Safety excellent good fair poor Security excellent good fair poor Proximity on campus/next door less than 15 min walk short commute long commute		
7			
/ ,	Full meal plan provided Students can cook		
	Partial meal plan provided  No meals are provided		
8			
Section 7: Accommodations, Meals, and Transportation			
Will students face any particular or unfamiliar health issues at this site? 🗌 No 🔲 Yes, please describe			
Do any of the faculty speak the local language? Yes No (will you use an interpreting service on site) Yes No			
Describe the medical facilities available to program participants at each of the locations where students will spend a substantial amount of time			
Please see the U.S. State Department's website on travel warnings and consular information sheets here.			
	Non-violent crime (i.e. theft):LowModerateHighViolent CrimeLowModerateHighPolitical InstabilityLowModerateHighNatural DisastersLowModerateHigh		

## **Program Proposal Narrative**

#### Section I: Program Information

Describe the program in one or two paragraphs. This information will be used to write marketing content.

#### Section II: Course Information

List all UA course equivalents participants may earn credit for, indicate the number of credits. Please also discuss how the course may be applied to prospective students' degree plans. Please indicate if this course is offered as a general elective or if it has been approved to have a specific UAlbany course equivalent. If you require students to have access to content in the blackboard shell prior to the start date of your program, please indicate so.

#### Section III: Content and Contact Hours: Syllabus

Please list all individuals who will provide instruction and briefly comment on their expertise to provide such instruction. Provide a breakdown of planned contact hours for you and others involved. If your course will be offered for both undergraduate and graduate credit, describe the ways in which these courses will differ and any additional requirements to earn the graduate credit. Remember to provide a draft syllabus(i). The syllabus should meet normal departmental requirements including assessment and outcomes.

#### Section IV: Program Itinerary

Provide a comprehensive list of all cities/countries to be visited with dates, even if they are tentative. Please include every day of the program, including departure and return dates. This information may be added to your draft syllabus. Also, discuss plans for a comprehensive mandatory pre-departure orientation meeting with students before the program (pre-departure orientation) and if relevant, after the program (re-entry orientation). Dates do not need to be identified for these meetings.. Attending this orientation should be a small portion of the overall grade and added to your syllabus.

#### Section V: Activities Designed for Cross-Cultural Experiences

Describe how you will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host location. For example, activities could include home stays, students from the host country taking part in the program, and other events planned for local and UA students. These experiences may not necessarily be connected to the academic component of the program, but can be experiences designed to help students take advantage of their new cultural environment. If the program will take place in a non-Englishspeaking country, indicate how faculty and/or students will be prepared with basic language skills prior to their departure and onsite.

#### Section VI: Admissions

A. Indicate eligibility requirements for students that want to participate in this program such as class status, GPA, course pre-requisites, etc.

B. Explain what you would like EA to collect as part of the application process. EA generally requires an official or unofficial transcript and a statement of purpose. The official transcript is not required to check UA student GPAs because we can do so through Peoplesoft. EA will also collect course approval forms, health questionnaire, release and indemnification, judicial review, passport photos, and a financial aid understanding form for all students. EA can collect whatever documents you want to see to evaluate students' preparedness to participate in your program.

## Section VII: Program Affiliations

Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (i.e.: third-party program providers, research centers, schools or NGOs) and which institution will issue a transcript if students will receive transfer units from abroad. If you plan to use private third parties such as tour providers, housing providers, etc. describe why you have chosen this particular provider and how you became aware of these companies. If you are not sure of the providers you may need to use, please discuss with the Director of Education Abroad who will assist in determining available providers. It may be necessary to ask for proposals before choosing the one you will work with.

## Section VIII: Risk Management

- A. <u>Travel and Living Arrangements</u>: Outline the arrangements to be used for travel and who will provide it. Discuss where the group will be lodging. Finally, if host families will be used, please discuss screening procedures. If travelling to a developing country, address provisions for adequate sanitation, food, and water safety. Note, permission for faculty/staff to drive vehicles with students will not be granted.
- B. <u>Health and Safety</u>: Identify risks to students and faculty such as communicable diseases present in the area (malaria, hepatitis, avian flu, etc.), high crime rates, unsafe local transportation, etc. Discuss the safety measures that will be in place to mitigate these risks. Check the <u>Centers for Disease Control</u>, the Department of State <u>Travel Notices</u>, and OSAC <u>www.osac.gov/</u> websites for relevant information. If your planned activities include being on or in the water, please describe the activity and how you will determine the water safety record of the entity providing the activity. Please note that travel is not permitted to countries for which the U.S. State Department has issued a Travel Warning for the specific area you will be traveling to.
- C. <u>Communication</u>: Please address how we can reach you while you are abroad. For example, will you cell phone work and be on abroad? You can also provide phone numbers for hotels where you will be staying.

#### Section IX: Program Budget

*Create an itemized list of all anticipated expenses for the program. EA will use this information to calculate a program fee for students and an overall program budget. Items that may need to be included are:* 

- UA faculty/staff expenses lodging, airfare, local transportation to and from airport, parking, your meals
- *Program fee any fee charged by a third party such a local education provider (specify what is included).*
- Compensation for non-UA staff guest lecturers, etc.
- Local transportation (include fares, gas, and tolls)
- Student lodging
- Excursions cost of entry to museums and other excursion sites, travel to and from excursions, tour companies, etc.

- Program supplies including shipping costs, if any
- Visas or entry/departure taxes
- Required books and materials
- Costs of meals included if any, (consider adding in a departure dinner)
- Estimated cost of meals if not included

The program fee is calculated to cover all program expenses. Thus, faculty will only have money available to cover the expenses that they identify. It is thus critical to identify all program expenses. EA will add contingency amount for unexpected expenses and emergencies used subject to approval of the Director of Education Abroad.

#### Section X: Recruiting

Please describe how you plan to reach students you believe will be interested in your course.

## Departmental Signature Form

Before submitting your proposal, please obtain the following supporting signatures and include this page with your proposal materials. Your proposal will be reviewed by CIEGS and possibly the SUNY System Office of Global Affairs for final approval.

Proposer Information				
Name:	Department:			
Title:	UAlbany ID:			
Email:@albany.edu	Cell Phone:			
Signature	Date			
2 <sup>nd</sup> Faculty (if applicable)				
Name:	Department:			
Title:	UAlbany ID:			
Email:@albany.edu	Cell Phone:			
Signature	Date			
Department Chair(s) Approval				
I authorize this study abroad program and certify that it meets the academic standards of my department or college.				
Name:	Department:			
Title:	Email: <u>@</u> albany.edu			
Signature	Date			
2 <sup>nd</sup> Chair (if applicable)				
I authorize this study abroad program and certify that it meets the academic standards of my department or college.				
Name:	Department:			
Title:	Email: <u>@</u> albany.edu			
Signature	Date			
Proposal Checklist				
Cover sheet Narrative Syllabus Itinerary/Activit	ies 🗌 Budget 🗌 Department Approval			
For CIEGS Use Only				
The program is approved The program is approved with revisions The program is not approved				
Signature: Dean and VP, CIEGS: Date:				
Comments:				