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**Section 1 – Study Abroad Overview**

 The following guidelines and principals apply to all WSU faculty-led study abroad programs. These guidelines and procedures are designed to ensure the academic integrity and thoroughness of preparation for all study abroad courses. No study abroad program will have the approval of the University unless all procedures have been followed and the Director of Study Abroad has informed the responsible faculty member that the proposed program has been approved by related department head, dean, and Dean of International Programs, with additional guidance from Risk Management and the Study Abroad Advisory Council. Faculty-led study abroad is a group experience involving considerable travel to a location or locations away from the campus. Such experiences may constitute the whole or part of a credit-bearing course, of the course. Whatever the case, study abroad is a University-sanctioned activity and requires completion of the WSU Study Abroad forms and procedures as outlined in this guide.

 **Guiding Principles**

* Courses should provide rich, academic content and opportunities for personal growth, while also improving cultural awareness.
* Planning, well in advance of a program start date, increases the likelihood of achieving the intended learning outcomes.
* The chosen international destination(s) must be central to the clearly defined learning outcomes.
* Student safety while abroad requires preparation in all phases of development and implementation.
* CE’s ability to financially manage FLSA courses should relieve faculty from handling student monies directly.
* Electronic processes ideally replace paper processes.
* Two-deep leadership promotes balance in meeting the demands of leading a program.
* FLSA programs are a shared responsibility.

 Role and Responsibilities of the Faculty Director

The faculty director leads the academic aspects of the program, provides student support throughout the pro­gram cycle, and is the primary recruiter for their own program. In addition to the standard duties of teaching a course at WSU (syllabus development, textbook selec­tion, grading, evaluations, etc.), the responsibilities of the faculty director include:

* + The program proposal, which includes an itinerary, budget, and risk assessment
	+ Selection of academically relevant excursions, field trips, guest lecturers, etc.
	+ Active participation in program promotion and recruitment
	+ Reviewing applications and selecting participants
	+ Preparing site specific emergency plan, and relaying information to students
	+ While abroad, in addition to teaching the course and attending all program-sponsored activities, the faculty director serves as the primary point of contact for students in need of academic, cultural, and/or personal guidance, both on a scheduled and emergency basis.
	+ Faculty directors also serve as primary communicators throughout the program process, and also while abroad. Faculty directors must notify the Office of International Programs immediately of any student’s absence by the first day of activities or if a student drops or leaves the program for any reason.

 Responsibilities of the College, School and Department

The sponsoring college, school, and department are responsible for the following:

* + Signature approval of the program proposal
	+ Recognizing and ensuring academic merit of course
	+ Academic advising for students
	+ Assist with program promotion, student recruitment, and application review
	+ Work in conjunction with Study Abroad Office and OIP to ensure compliance with policies

 Services Provided by the Study Abroad Office

The Study Abroad Office is charged with the administration of all programs abroad offered to students for academic credit. Any faculty member who wishes to direct a program overseas that carries academic credit must work with the Study Abroad Office. SAO provides pre-departure orientation workshops for students and faculty directors. Other responsibilities include:

* + Coordinating program development
	+ Establishing and adhering to timelines
	+ Final budget approval
	+ Coordinating with faculty on marketing and promotion
	+ Facilitating the application and approval process
	+ Financial billing and disbursement of all funds
	+ Assistance in the creation of programs with faculty
	+ Logistical support for all stages of planning process
	+ Facilitation of completion of contracts with third party vendors
	+ Maintain industry standards on best practices in the field
	+ Create forms and procedures to maintain compliance with institutional and state policies
	+ Collect and manage student application forms
	+ Schedule and organize student selection process including application materials, vetting with Dean of Students, and student interviews where applicable
	+ Registration of approved course fees to selected students accounts
* Organizing a general orientation session and providing orientation materials
* Evaluation and final report forms
* Faculty training opportunities

**Section 2 – Program Proposal Process**

 Creating a Study Abroad program is often a labor of love. It can be a long and complicated process. As such, faculty and staff often work together closely to produce the best results for students. It is recommended the program proposal process start at least one year before the proposed program start date, with the completed proposal form being submitted no later than October 15th. This allows time to recruit students and insure the safety and viability of the program.

 All faculty directors will submit a Program Proposal for Faculty Led Programs, outlining the course de­scription, syllabus integrating how site visits enhance learning objectives, previous site experience, role in the teach­ing interaction, and signature approval by the program director, department, and dean. To start the proposal process, faculty directors should meet with the Study Abroad Director to discuss program idea. Program proposals can be found online at weber.edu/study abroad website.

To receive approval to teach courses abroad, it is the responsibility of the faculty directors to facilitate the approval process through their respective departments. Approval from the department head, the dean, and Dean of International Programs must be granted. Approval for courses must be submitted to the Study Abroad Office. If a new course is to be created for a program, it is the responsibility of the faculty director to follow the standard procedure to request a new undergraduate course through their department. Study abroad courses meet the same standards as other courses offered by the University and are subject to all of the standard policies and regulations.

**Limitations**

 Courses associated with faculty-led programs should consider division credits for participation. Upper division credits may have prerequisites that need to be fulfilled which could limit participation on a study abroad program if open to a variety of academic majors. Faculty directors should also determine if freshmen can be enrolled in upper division credits if there are no prerequisites for the course.

**Syllabus**

Faculty directors must submit a proposed syllabus with their program proposal to have their program considered. Upon approval of a proposal, faculty directors are responsible for communicating course specific information and the syllabi to students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus.

**Registration**

All study abroad participants must be registered in the program. This includes community members, family members, and all other non-credit participants in the program. Registration requires completing the Study Abroad Application, turning it in to the proper channels, being accepted into the program, and paying all related study abroad fees. Participants who have not completed these steps may not partake in any part of the off campus experience.

**Section 3: Program Considerations**

 **Health and Safety**

Health and safety abroad is a major concern and priority for Weber State University when assisting in planning faculty-led programs. Health and safety involves numerous factors that should be considered when selecting locations, solidifying accommodations, planning excursions, working with community organizations, etc. Faculty directors should always keep in mind the health and safety of their participants while abroad and anticipate situations prior to departure. A Travel Health & Safety Plan must be submitted 90 days prior to travel. This plan will assist faculty directors in anticipating issues and creating an action plan in the event of a health and safety emergency. SAO will look at the health and safety at the time of proposal with a critical lens to ensure the safety of WSU students and faculty. Travel to countries with U.S. State Department issued travel warnings must fill out the appropriate forms for approval by Risk Management and the Office of International Programs. Forms are available on the study abroad website (See Index.)

 **Common Risks**

* Swimming in unguarded areas
* Traveling in unlicensed cabs
* Riding motorbikes or scooters
* Food and water safety
* Lack of awareness of surroundings
* Petty crime
* High-crime areas and trouble spots
* Hiking & adventure activities

**Accommodations**

Any facilities that will host students, whether accommodations or for academic study, should maintain the standard of being a healthy and safe place to study for the duration of the program. When considering accommodations, faculty directors should assess participants and make accommodations accordingly. For example, students of different sexes should not be assigned to the same sleeping quarters. This should be factored in when making arrangements and budgets for accommodations.

Once these issues have been reviewed and answered, it is time to turn in the actual Program Proposal. The proposal has 2 parts; a word document, which holds the syllabus, itinerary, academic goals of the program, and program leader information, and an excel file specifically for the budget. Additionally, the required Conflict of Interests forms and a P-Card request form should also be submitted at the same time. [PLEASE NOTE – P-cards for study abroad programs are attached to CE accounts, not your departmental account. As such, the Department Head listed is the Study Abroad Director, and the Dean is the Dean of International Programs, NOT your immediate supervisor and college dean.]

**Program Cancellation/Low Enrollment**

WSU 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 US Department of State and insufficient enrollment. There are two points at which programs may be canceled for low enrollment: the application deadline and the deposit deadline. If a program drops below its minimum enrollment at either of these points, Study Abroad will notify the faculty director and give the department and college the opportunity to determine if funds are available to subsidize 100% of the budget shortfall. If funds are not available, the program will be cancelled. As a general rule, Study Abroad does not extend application or deposit deadlines. If the deposit deadline has passed and the minimum program enrollment has been maintained, the program will not be canceled due to withdrawals that may occur later in the semester. Students are responsible for any funds that are deposited on their behalf if they withdraw after the deposit deadline, and the charges will be applied to individual student accounts.

**Steps to a Successful Study Abroad Program**

* + - Meet with Study Abroad Director about program
		- State Program Proposal
		- Finalize budget
		- Acquire appropriate approvals from department head and dean
		- Turn in completed Program Proposal to Study Abroad Office
		- Gain OIP Approval
		- Complete Website Template
		- RECRUIT STUDENTS
		- Attend Faculty Pre-departure orientations and CPR training (if required)
		- Complete Emergency Action Form
		- Submit Travel Authorization through eWeber Portal
		- Complete Agreement form with Study Abroad Office
		- GO ABROAD
		- Have reconciliations meeting with the Study Abroad Office
		- Submit completed Travel form through eWeber Portal

**Section 3 – Finances**

In order to minimize the financial barriers for students, WSU emphasizes the importance of containing student costs in the development of program budgets. Below are some factors to consider when developing a program.

Does the significance of the proposed program location justify the cost? When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, and cost and ease of transportation, housing, etc. Study Abroad staff can advise on the logistical aspects of particular locations.

Do the proposed excursions further the academic goals of the course of study? “Tourist” excursions may be costly; if they are not strongly tied to academic goals, consider eliminating these.

Can the academic goals of the program be accomplished in one destination versus multiple locations? Some programs truly require multiple sites, whereas in others, one destination of significance will serve the academic purposes of the course. Each site adds new transportation expenses and logistical arrangements, which can be very costly. The additional travel can also add to the potential safety risks associated with the program.

Does the anticipated number of students, location, and/or logistics justify the number of faculty and coleader? A low student to faculty ratio often creates an undue cost burden on student participants, who must pay their own expenses plus those of program leaders. More information on minimum ratios is provided later in this handbook, and is finalized during the budget process while working with the Study Abroad Director.

Does WSU or the faculty director have a relationship with a university in the desired location? The ability to connect faculty-led programs to existing university partnerships (usually exchange agreements) has multiple benefits. If the institution can provide logistical support, classroom, and/or housing, it helps control cost and gives potential access to local experts, and a population of students in the host country, thereby deepening the cultural experience of participants.

**Compensation and per diem**

Faculty-led Study Abroad programs offer compensation at the same rate as an on campus course. However, faculty may opt to adjust the rate down as they see fit.

**Co-Leader or Assistant Leader Compensation**

Compensation can only be paid to faculty of record on the proposed courses. If an assistant leader is present but not teaching a course, compensation must be arranged outside of student fees collected by program. Travel expenses and per diem may be included.

**20% Rule – No more than 20% of final budgeted program fee may be directed to the entirety of faculty expenses.** This includes all compensation, per diem, travel, or any other resources used directly by the program leader.Programs with multiple program leaders, faculty, or assistant leaders must adhere to the 20% rule in TOTAL for all monies expensed by all program leaders.

**Reimbursement**

Faculty directors must provide receipts for all program purchases in accordance with WSU policies and procedures. Any expenses incurred by the faculty director which have not received prior approval may not be reimbursed. Upon return, the faculty director must meet with the designated Study Abroad staff member to settle the travel expense account. Receipts must be submitted for all expenses other than those paid in advance as part of the group or for the authorized per diem. Non-receipted food for personal consumption while traveling during the program duration is reimbursable up to $47 per day. No receipts are required for per diem expenses, and personal food and other per diem related expenses should **NOT**be purchased with p-card.

**Travel/Cash Advances**

Travel advance amounts are considered on a case by case basis and should be submitted for approval to the Study Abroad Office at least 60 days before travel. Reconciliation of cash advance can be done in concurrence with the program travel reconciliation.

**Contracts**

Contractual understandings may be established by written agreements with other institutions or service providers based outside of the United States. Contracts need to address numerous issues including liability, services, insurance, indemnification, choice of law, and jurisdiction. All contractual agreements for services related to WSU-sponsored international travel must be reviewed, approved and facilitated by the Study Abroad Office and Purchasing. Such agreements for services include but are not limited to agreements established for housing, meals, tour guides, hired drivers, on-site administrators, and guest lecturers. When program logistics depend on personal and professional connections of the faculty director, the program coordinator should be included in program-related correspondence and the terms of business should be agreed upon in writing. In addition, the Study Abroad Office should have the contact information of all businesses, individuals and back-ups that perform services for the program. The third party will submit an invoice in accordance with the contract agreement, and WSU will pay from said invoice. WSU will not pay any vendor or third party without the appropriate tax document on file (W8/W9). Any connections between the faculty director and payees must be documents on the required Conflict of Interest form.

**Developing a Budget**

All Weber State University short-term study abroad programs require a program fee, as normal tuition is waived for the program. All efforts must be made to keep costs to a minimum without jeopardizing the quality of the program. All program budgets must be finalized with and approved by the Study Abroad Office. Once finalized, the budget cannot be changed. Costs associated with short term study abroad programs are as follows:

**Fixed Costs**

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants. Fixed costs include: Contingency fee, Supplemental insurance for faculty and students, Per Diem meal coverage with consideration of location in conjunction with the WSU Travel Policy, Emergency Fee, and CE Fee.

**Variable Costs**

Variable costs are dependent on the number of participants – for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants needed. Faculty fees for participation are divided among the total number of students. These fees include, but are not limited to: International travel costs, In-country travel, Meals, Insurance, Accommodations, Entrance fees, parking, honorariums, taxes, etc.

**Contingency Fund**

The contingency fund for each faculty-led program safeguards the program budget from external factors like fluctuations in currency conversions, fluctuations in transportation costs between budgeting and purchase, potential emergency costs, and any potential shortfalls in budgeting i.e. transportation costs or admissions to program activities. The contingency fund is factored into program budgets as a fixed rate of $100 per student for international programs and $50 for domestic programs.

**Exchange Rates**

When planning a budget for a faculty led program, it is important to note that exchange rates and currency are in constant flex. The contingency fund is designed to account for exchange rate discrepancies from time of budget approval to actual travel. Faculty directors should periodically evaluate the exchange rate of the country in which they are to travel. As pre-departure approaches, the exchange rate should be monitored closely. Any large swings in currency should be brought to the attention of OIP and handled on a case by case budgetary basis.

**Minimum Enrollment**

Program fees are determined based on the anticipated cost of running a program with a specific target number of students. Because many program costs are divided among student participants, Study Abroad recommends a minimum enrollment of 10 students per program. In many cases, the actual minimum enrollment to run a particular program is higher in order to reduce the per-student cost of the program, particularly with established programs that have a proven record of participant enrollment. The final minimum enrollment is determined with the faculty director and Study Abroad Office as part of the budgetary review process. Once established, this enrollment number becomes the “breakeven point” for the program and is used to determine the final program fee. Maximum enrollment in the program should be established at the same time. Study Abroad generally recommends that programs not exceed a ratio of faculty to students of 1:20 at most.

**Scholarships and Financial Aid**

If student wish to apply for or use current financial aid, they must work with student financial aid services. It is the responsibility of the student to seek assistance from their financial aid advisor. Study Abroad can provide assistance in budgeting for a faculty led trip if needed.

**Withdrawals/Refunds**

Students who withdraw from a WSU program after accepting a place and paying their deposit but before the program begins will lose the non-refundable deposit and any unrecoverable costs in addition to the following scale:

* 120 Days prior to term start date: 25% of total program cost
* 90 Days prior to term start date: 50% of total program cost
* 60 Days prior to term start date: 75% of total program cost
* 30 Days prior to term start date: 100% of total program cost

There are no refunds 30 days prior to term start date. Students must understand that they are responsible for full payment of the amount owed to the program. There are circumstances under which Weber State University, or its agent, has the authority to require that a student withdraw from the study abroad program. These circumstances include but are not limited to the following:

* + Students whose conduct while in the program is deemed undesirable and whose actions are in violation of Weber State University’s Student Code
	+ Alcohol abuse or drug possession or use
	+ Destruction or misuse of property
	+ Students whose conduct is in violation of the foreign country’s civil and/or criminal statutes Situations in which the behavior, whether academic or social, of the student causes his/her presence in the program to jeopardize either the reputation of the program, program coordinator, professor, translators, or the participation of others in the program
	+ Situations in which the behavior of the student is deemed disrespectful to the culture. This includes but is not limited to: improper clothing, attitude, verbal or body language, improper displays of affection, sharing a room with the opposite sex, and use of alcohol or drugs
	+ Arguing or fighting is deemed as a serious occurrence and is not acceptable. No warnings or second chances will be given
	+ Students dismissed from the program for the above reasons will receive no credit for work done, will be considered as not having completed the program, and will not be entitled to any refund. They will be responsible for all travel and other expenses incurred due to their dismissal. They may not continue with the program for any reason.

**Section 5 – Recruiting Students**

**Marketing and Recruitment**

Promotion and recruitment are an essential part of any study abroad program. Faculty directors are the primary active recruiters for their programs. Active involvement in the recruitment process by the faculty director and sponsoring department can make all the difference in a program’s success or failure. Study Abroad staff collaborate with the faculty director on promotional materials and strategies, but brochures and website updates are no substitute for one-on-one faculty-to-student contact. All contracts must be completed and prices finalized with the Study Abroad Office before any part of the University can begin advertising or marketing the program. Advertising must be truthful and emphasize both the benefits, cost of the program, and relevant course information.

**Information Sessions/Promotional Events**

 Faculty directors should plan to give presentations about their programs in a variety of venues during the promotional period (end of September to end of December for summer programs). When planning promotion and recruitment strategies, please keep in mind the aforementioned enrollment guidelines. The faculty director should focus on the following at promotional events:

* + Inform students of the course, requirements, and academic content of the program
	+ Articulate connections between destination country and course content
	+ Talk about the cultural experiences you will incorporate into the itinerary, including a tentative program schedule
	+ Explain how grading works
	+ Explain criteria for acceptance into course and/or program (course prerequisites, language level, writing experience, lab research, etc.)
	+ Encourage diversity among program participants
	+ Share your enthusiasm for the program with prospective participants. This may include showing photos and describing the importance/relevance of the location and coursework
	+ Inform students of the first step in the application process, and the program application deadline

**Alternative Promotion Vehicles**

The Study Abroad Office and faculty may collaborate to recruit students for summer programs. It is the responsibility of the faculty director to initiate marketing efforts or planning conversations with SAO. Faculty directors can promote their program through the following promotional outlets:

* Information sessions and study abroad fairs
* Fliers, catalogs, posters, and website (all print material must be approved by SAO)
* Class visits and other promotional activities in relevant courses (to be arranged with appropriate courses by the faculty director)
* Display cases (to be arranged in the college or department)
* Student organization meetings
* College/department newsletters
* Academic advisors

 **Other Recruitment**

 WSU encourages community engagement and off campus involvement. Program leaders are encouraged to recruit off campus. Please note, all non-credit participants must adhere to the same payments and codes of conduct as students, and are expected to engage in all aspects of the study abroad experience. Because tuition is waived for study abroad programs, there is no cost difference for credit versus non-credit participation.

**Section 6 – Emergency Plan and Pre-Departure**

**Student Pre-Departure**

All faculty-led study abroad participants are offered a pre-departure student orientation, coordinated by the Study Abroad Office. Students need to be oriented on cultural and logistical aspects of the program before departure and upon arrival. Orientations are coordinated in conjunction with SAO before departure for both summer and semester programs. Faculty directors are encouraged to schedule additional sessions to support academic, cultural preparation, as well as group cohesion.

**Faculty Pre-Departure**

All new faculty leading a study abroad program are required to attend the faculty pre-departure orientation held during spring semester. Faculty leading reoccurring programs must attend at least every other year, and are strongly encouraged to attend every year. The Orientations are coordinated by the Study Abroad Office, and held in late March/early April.

**Emergency Action Plan**

All faculty leading a study abroad program must complete a site specific emergency action plan. The Emergency Action Form can be found on the Study Abroad Office website. [See Index]

**On-Site Orientation**

All programs are required to hold an on-site orientation. Attendance is mandatory. Students must plan their arrival in the host country to ensure participation in the on-site orientation. Special attention should be given to differences in world time zones when booking flights to ensure on-time arrival. Faculty should detail the on-site emergency action plan to students.

**Section 7 – On-Site Management**

* + The faculty director should fulfill the following duties on-site:
	+ Provide an initial on-site orientation to introduce the students to the host site and culture (may be in conjunction with on-site program organizer)
	+ Contact the Study Abroad Office within 24 hours after arrival to confirm all participants are safe and accounted for
	+ Notify the Study Abroad Office immediately if any student leaves the program
	+ Act as a liaison between the students and any individuals or entities providing services to the program
	+ Ensure the onsite cooperating institution/organization is delivering services according to the contract
	+ If problems arise, alert the Study Abroad Office immediately so any discrepancies can be resolved quickly.
	+ Communicate academic and disciplinary roles clearly to the students
	+ Respond to any emergency situations or serious incidents which may arise and notify the Study Abroad Office as soon as possible by email or phone
	+ Complete the incident report to accurately document any problems and send to SAO
	+ Itemize usage of any fund advances and other necessary expenses and collect receipts which will be turned into the Study Abroad Office at the program’s end
	+ Monitor the health and general welfare of all participants
	+ Never loan students program or personal funds unless it is an extreme emergency
	+ Faculty directors will not be reimbursed by the University for loaning money to participants unless authorized in advance by the Study Abroad Office

 Be aware of possible indicators of culture shock. These can include:

* + Feelings of helplessness, loneliness, alienation
	+ Sleeping more than usual
	+ depression
	+ Becoming angry easily
	+ Decline in flexibility
	+ stereotyping of host culture
	+ Increase of physical ailments
	+ Eating problems
	+ Inability to concentrate
	+ Uncontrollable crying

 Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.

 **Disciplinary Problems**

The Study Abroad Office should be notified immediately about any serious disciplinary problems with any student on the program, whether or not arrest is involved. In less serious cases, mediation by Study Abroad may be required. In serious cases, the student may be dismissed from the program and sent home with no credit awarded and no refund. This will be determined through consultation with the faculty director, OIP, and MSU legal counsel, see Dismissing Students below. In cases of arrest, WSU assumes no financial responsibility for legal aid to students. However, it is appropriate for the faculty director, with SAO, to assist students in contacting their families and appropriate government offices. Students arrested, or found using or selling illegal, fighting, or breaking the student code will be immediately dismissed from the program, with no credit awarded and no refund.

**Alcohol Use**

The subject of alcohol policies is frequently debated in international education, and at WSU specifically. Contention usually centers around “whose laws are in effect,” given that laws concerning alcoholic beverages vary greatly from country to country and that in many countries abroad it is perfectly legal for university students to purchase and consume alcohol. The consideration of Weber State University’s policy on alcohol is complicated both to interpret and enforce abroad. In general, it is wise to follow these guidelines: Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior. Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on WSU Study Abroad programs. Violation of local laws and/or WSU policy may result in dismissal from the program. Responsible use of alcohol is required on the part of the faculty director as well as each program participant. At faculty director’s discretion, alcohol may be complete prohibited on specific study abroad programs.

**Dismissing Students**

All students on faculty-led programs sign an agreement indicating that they understand the terms for a study abroad program. The decision to send students home, even when made for the best reasons, may result in negative responses. It is essential when contemplating an expulsion or an evacuation to consult immediately with the Study Abroad Office who will, in turn, consult with other appropriate offices on the WSU campus. Some instances of dismissal may include (but not limited to):

* + Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
	+ Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program’s relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group’s morale
	+ An emotional crisis which greatly affects the individual
	+ Death of a program participant, or death or serious illness in the family
	+ Serious illness, either physically or psychologically

 In order to dismiss a student abroad, the following procedures should be followed:

* *Document the Incident*: In the event that a student needs to be dismissed, it is the responsibility of the faculty/staff director to document the incident(s) by recording the details of the incident.
* *Faculty directors should collect the following information:*

 Name of student and name of program

 Date/location of the incident

 Violation being cited and justification for withdrawal

 Documentation of warnings (verbal or written) given to the student prior to the dismissal process [if applicable]

* *Report the Incident*: The first receiver of pending dismissal incidents is the Study Abroad Office. SAO will assess the severity of the incident and forward the report onto Legal Counsel and the Dean of Students for review.
* *Participant Justification*: Depending on the severity of the case, the student pending dismissal will speak with the Dean of Students to provide their justification for the infractions. The Dean of Students, Legal Counsel, and SAO will approve the student dismissal if necessary.
* *Coordinate the Dismissal*: Faculty directors and SAO will facilitate the dismissal of the participant including arrangements for return to WSU. Upon return, SAO and the Dean of Students will work together to correct the situation. The program fees or tuition paid will not be refunded to the student. **If the violation poses any threat to other students, faculty directors, etc. immediate dismissal is warranted.**

**Student Withdrawal**

If a student has arrived at the program site and decides to withdraw, he or she must begin by discussing the situation with WSU faculty director on site. The faculty director should consult with the Director of Study Abroad to determine whether a solution exists for the situation. Financial implications and academic implications must be articulated to the student. If, after consultation, the student still plans to withdraw from the program, he or she must submit a signed and dated statement to the program director. This statement must indicate that the student understands that effective as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc. The program director should send this signed and dated statement to Study Abroad.

* + Expectations for Faculty Directors
	+ In addition to being responsible for serving as the academic and administrative representative of the program, faculty directors are also responsible for:
	+ Developing the program and coordinating on-site delivery of the course(s), including engaging teachers and guides and arranging adequate transportation
	+ Communicating information about the program and contact information to the parents of participants
	+ Ensuring that a group travel request is submitted
	+ Maintaining contact with appropriate host country institutions and governmental offices
	+ Planning and organizing cultural orientation on site, including organizing and participating in cultural visits and excursions during orientation and throughout the program
	+ Handling behavioral problems according to established procedures, outlined above
	+ Preparing for and responding to emergencies, as outlined in University regulations regarding emergency procedures
	+ Attending to the health and well-being of program participants
	+ Maintaining clear financial records, including keeping track of expenses and saving receipts
	+ Exercising caution with confidential information
	+ Keeping WSU informed about developments concerning the program and participating students
	+ Notifying SAO of any changes in itinerary or contact information
	+ Documenting events and activities as well as problems
	+ Submitting final grades and final report, and facilitating program evaluation

**Title IX Compliance**

All faculty and students, as per WSU policy, are to adhere to the Title IX Policy whether at WSU or abroad. Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university. Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including rape, sexual assault, sexual battery and sexual coercion or other sexual misconduct. Sexual harassment of a student can deny or limit, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. Any student, faculty or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator for assistance. The Title IX Officer is available to discuss options, explain university policies and procedures, and provide education on relevant issues.

**On-site Safety Procedures**

The faculty director is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide caution, travel alerts or warnings, the Study Abroad Office will send emails to faculty directors abroad. They will then relay any applicable information to group participants and, at times, their emergency contacts. In the event of a local, regional or global crisis, faculty directors should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants so they can better secure their safety. In emergency situations, the faculty directors must contact the Study Abroad Office as soon as possible to confirm the well-being status of the group. Faculty directors must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups, restaurants, and locations where Americans are known to frequent. Students should keep up with local news through newspapers, radio, and television and, in the event of disturbances or protests, do not get involved. Students should be asked to use common sense and caution when divulging information to strangers about themselves, the program, and their fellow students. In the event of a violation of the Student Conduct Code or the Terms of Dismissal, it is the faculty director’s duty to respond. Depending on the severity of the violation(s), the responses may include an incident report/verbal warning, an incident report/written warning, and/or an incident report accompanied by termination. Students who are dismissed incur all the expenses of returning home and do not receive any refund from WSU. The following behaviors are among those that may result in immediate dismissal from a program:

* Alcohol abuse
* Physical or sexual assault
* Harassment
* Possession, use, or distribution of illegal drugs
* Setting a fire or possession of explosives
* Possession of a weapon, including guns and knives
* Theft

**Responding to Crises and Emergencies**

The Study Abroad Office is responsible for coordinating the University’s management of emergencies affecting participants in WSU’s Study Abroad Programs. It is the responsibility of faculty directors of a WSU program to follow the procedures outlined below and to be sure to inform students about these procedures upon arrival on-site. In the case of an emergency, faculty directors should be prepared to be on-call 24 hours a day until the emergency is resolved.

*What Is an Emergency?* For study abroad purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

* Physical assault or Robbery
* Sexual assault or rape
* Serious illness, physical or emotional
* Significant accident and/or injury
* Hospitalization for any reason
* Terrorist threat or attack
* Local political crisis that could affect the students’ safety and well being
* Arrests or questioning by police or other security forces
* Any legal action involving a student
* Traffic accidents involving injury
* Disappearance or kidnapping of a student
* How to Prepare for Emergencies

All participants on WSU study abroad programs enroll in the U.S. State Department’s Smart Traveler Enrollment Program (STEP) prior to departure. Once on site, students should be informed of the location of the nearest U.S. Embassy. If the faculty director is not being housed with the students, the students must be given the address and phone number of where they are staying. They should carry this with them at all times. Faculty directors, in conjunction with local program coordinators (if applicable), must provide students with a list of names and phone numbers for: 24-hour emergency contact, nearest U.S. Embassy Law enforcement/police department Nearest hospital/emergency facility and English-speaking doctors and/or health care providers. All participants are provided with a wallet-sized “EMERGENCY CONTACT CARD” with space on the back to include local contact numbers. Emergencies range from benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context.

In an emergency, the faculty director’s first responsibility is to safeguard the safety and wellbeing of the program participants. They should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. All expenses relating to the management of a reported emergency may be covered or reimbursed. When all has been done to reasonably ensure student wellbeing, the Study Abroad Office should be notified as soon as possible to be fully informed about the situation. Faculty directors can reach a Study Abroad staff member 24-hours a day, seven days a week at 801-388-9061.

During an ongoing crisis, faculty directors must keep the Study Abroad office informed on a regular basis through telephone or e-mail until the crisis has passed. Faculty directors should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require.

**Persistent Risks**

If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate official to advise on a regular basis about the evolution of the crisis, and about how the faculty director and the students should respond. In any other sort of emergency, the faculty director should notify the local police about the situation, if they and the Embassy feel it is appropriate; then follow the procedures the police may require of them and/or the student. During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, students should be told to keep a low profile. They should avoid demonstrations, behavior that could call attention to themselves, places where Americans are known to congregate, and using luggage tags and wearing clothing which identifies them as Americans. It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. The Study Abroad Office will, however, bring students and faculty directors home if a situation was to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the Study Abroad Director, in consultation with the insurance company, faculty director, the U.S. Embassy and State Department, and the WSU Risk Management Team, would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the faculty director in confidence, and officials on the home campus would work closely with the faculty director throughout the evacuation process.

**Guidelines for Crisis Communication**

In general, faculty directors should follow these guidelines when communicating with the students during an emergency situation:

* Share information: Give students as much, and as accurate, information as possible. Document the situation and communicate with the Study Abroad Office on an ongoing basis.
* Assess the situation: How long will it last? Is it an inconvenience or a threat?
* Keep calm, and keep others calm: Do not panic. Discourage students from gossiping and thus escalating the situation.
* Give participants choices: Allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice.

In a serious emergency, the Study Abroad Office, OIP, and Risk Management Team will determine whether the program will continue and possible evacuation procedures.

**Section 8 – When You Return**

**Reconciliation of Program Expenses**

WSU requires complete financial reporting for all expenses incurred by the program. Faculty directors are required to submit all receipts and documentation for expenses incurred within 10 days of your return to SAO.

**Credits and Grades**

The faculty directors are required to submit the course grades within two weeks of the program’s conclusion. If a program is working with a third party and official transcripts will be sent in (?) an accurate timeline for grade transfer and evaluation must be articulated to all student participants.

**Program Evaluation**

Faculty directors will ask students to evaluate the academic component of the course by using the appropriate institutional or department forms. Students will also complete a questionnaire about the organizational and logistical aspects of the course. In addition, the Study Abroad Office will ask faculty directors to convene a meeting with the program coordinator upon their return, to document travel, accommodations, unforeseen problems, and to provide a detailed financial accounting. Post-Program Debriefing

New faculty directors must also submit a program report to the Study Abroad Office within 30 days after the program ends. This faculty director report is critical to the program process, as insights, suggestions, and lessons learned are incorporated into the planning for future program

**SECTION 8 – Index**

 **Program Proposal**

*WSU STUDY ABROAD PROGRAM PROPOSAL For 2020*

*Name of program:*

*Starting date:*

*Ending date:*

*Destination:*

*Program director: W#:*

*Total credits:*

*Total participants:*

*Other participating faculty or supervising personnel:*

*I have attached the following:*

*Completed program proposal.*

*Signed Conflict of Interest form for myself and other participating faculty members. Tentative budget sheet.*

*Completed P-card application (only if this is first time leading a program)*

*Website Template*

*Program Leader Contract*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Program Director* *Date*

*By our signatures below, we indicate we have read and approved the attached materials. We also authorize the stated Program Director to travel.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Department Chair* *Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Academic Dean* *Date*

***For Study Abroad Office Only***

|  |  |
| --- | --- |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| *Study Abroad Administrator* | *Date* | *Dean of International Programs* | *Date* |

*STUDY ABROAD PROGRAM PROPOSAL*

Complete this proposal and submit it to the Study Abroad Office (SC 154).

If you have any questions, contact Study Abroad at (801) 626-8740.

**ACADEMIC PROGRAM PROPOSAL**

1. *List the academic courses and the number of credit hours offered for this program.*
2. *Does this course have prerequisites? If so list all prerequisites.*
3. *Is this course offered (1) for general education credit, (2) as a major requirement, (3) or for elective credit?*
4. *Identify specific learning outcomes which students are expected to demonstrate upon completion of the program.*
5. *Briefly describe how the on-site scheduled activities will assist students in achieving the learning outcomes of this Program*
6. *Briefly describe how academic assignments and lectures (before, during and after the trip) will assist students in achieving the learning outcomes of this program*
7. *Briefly describe how students will be evaluated to determine if they have achieved the learning outcomes identified above; provide the detailed criteria to be used in assigning grades.*
8. *Why will this destination provide an excellent experience for students studying this subject?*

**PERSONNEL**

**1.** *Identify the Program Director and any other trip leaders. Describe the trip leader/co-leader* *responsibilities and their qualifications to fulfill these supervisory responsibilities.*

**2.** *Identify the selection criteria to be used with trip participants, including educational background, physical fitness and/or required medical exam. Identify the minimum and maximum size of the group. NOTE: Family members who accompany study abroad programs will be charged the program fee*

*However, minor children of the trip director or supporting faculty are not allowed on study abroad programs. No participant’s minor children are allowed on any international travel programs for Weber State.*

**3.** *What experience does Program Director and/or co-leader have in the destination country?*

**4.** *If you are not currently certified, CPR and First-Aid training is highly recommended, and the Study Abroad Office will provide training opportunities. List the date of your most recent CPR and First-Aid training.*

* 1. *Will you receive financial compensation for this program? Include in the budget.*

*Yes  No *

* 1. *Will you receive a $47 per diem for this program? Include in budget Yes *

*No *

**OVERALL PROGRAM DETAILS**

1. *Provide a trip itinerary, including dates for pre-departure orientation, SLC departure and return date, in-country arrival date, de-briefing session, etc.*
2. *Describe the marketing and promotional plans for this program. (Note: The Study Abroad staff will provide items if requested*)
3. *Identify risk management issues (health, safety, liability) which may be unique to the areas being visited; describe how these issues will be effectively addressed in the design of the program.*
4. *Describe management plan, including telephone/email contact information, to be used if problems arise. (CE will provide Emergency Response Training)*

*WSU STUDY ABROAD PROGRAMS*

*CONFLICT OF INTEREST DISCLAIMER*

Please copy and have every faculty member attending this Study Abroad Program complete this form. For more information on conflicts of interest, please see PPM 3-36.

**I hereby certify that I have no actual or potential financial interest or involvement which is, or could be perceived to be, in conflict with the discharge of my duties as a Study Abroad Program Director at Weber State University.**



*OR*



I hereby declare the following to be an actual or potential financial interest or other involvement which is, or could be perceived to be, in conflict with the discharge of my

duties as a Study Abroad Program Director at Weber State University. Further, I propose that these actual or potential conflicts **of interest be resolved in the following manner**

**(describe conflict and proposed resolution below):**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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Name:

Title:

Program:

Signature:

Dae:

**Weber State University Purchasing/Travel Card**

**Application Form**

**Please fill out information as it pertains to you: (please type or print)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Extension \_\_\_\_\_\_\_\_\_\_\_\_\_ Bldg & Room \_\_\_\_\_\_\_\_\_\_\_\_ Mail Code \_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Maiden Name or Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (MM/DD/YYYY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Department Chair *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  |
| Dean/Director *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  |

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nineteen-digit FOAPAL (account to be charged) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Reconciler will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Check here to learn how to purchase office supplies at great savings. You can order from your desk, with next day delivery to your office, from our state contractors.

**Note:** The card limit for purchases will be set at $1500 per transaction with a monthly limit of$5000. The limit for travel will be set at $5000 per transaction with a monthly limit of $5000. ATM is **only** available for group travel (daily & monthly limit determined by the vice president &

purchasing) and foreign travel (limit for individual not to exceed $100 per day). ATM usage must be pre-authorized by the supervisor and appropriate vice president, prior to each trip.

Limits on the card may be lowered when requested by the department chair or dean/director.

**Immediate supervisor’s approval required for** (Please check only one)



 **Purchases only** **Travel only** **Purchases & Travel**

**Immediate Supervisor’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i.e., Dept. Chair, Dean/Dir. or V.P.)

Accounting Services Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purchasing Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please**  [**open the actual Budget Excel Spreadsheet**](http://www.weber.edu/wsuimages/studyabroad/2016StudyAbroadBudgetSheet.xlsx) **made available for your use from the link at the bottom of the page.**



**FINAL program fee :** based on\_\_\_\_\_\_\_\_\_\_\_\_\_ of participants

Because Study Abroad programs are self-supporting, I understand that the per diem and or salary may be modified due to insufficient enrollment or other program expenses that must be paid first.

I agree to the budget for my program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Students cannot sign up for Payment Plans for Study Abroad Programs. All programs need to be paid in full before each trip leaves.**



 **Website Template**

**Website Template**

**Program Name: Web info**

Country

Program Name

Tag Line **–** *A short promotional statement*

Program Description **–** *A short description for promotional usage. Please do not use excerpt from syllabus, unless* *specifically designed for promotion.*

Example: This course examines how communication patterns are influenced by surrounding cultures and how culture is created and sustained through communication. It is designed to prepare students to effectively adapt and succeed in a contemporary world that is becoming more and more culturally diverse.

Highlights **–** *3* ***–*** *5 program highlights. What makes this program unique? What key points do you use to when* *encouraging students to participate?*

*Example:*

* 16 Days in Australia
* 3 or 6 credit options
* Exposure to international university setting
* Explore multiple areas such as Australia, including Warrnabool, Melbourne, and Geelong
* Unique opportunity to interact with indigenous Australian peoples

**LEARNING OBJECTIVES –**

Anticipated Learning Outcomes (Examples)

* Understand the scope of cultural influence on communication patterns in Victoria, Australia.
* Apply major theories and fundamental concepts of culture and intercultural communication to the real world.
* Develop and successfully use intercultural communication skills.
* Experience living in another culture
* Adapt knowledge learned to further success in your field of study

**LOCATION:** *City, Country*

**ACADEMIC TERM:** *Term Year: Dates*

Program Leaders:

Program Leader Name, Phone, Email

Co-leader Name, Phone, Email

Message from Program Leader: *What would you say to your students about the program. Please keep short. 500 words or* *less.*

Participants will experience the vibrant culture of Australia in a unique collaboration with Deakin University faculty and students.

**Cost: $x,xxx-$x,xxx *(To be confirmed by Study Abroad*)**

 **Contract**

**AGREEMENT between Continuing Education/Study Abroad and Program Director for leading a Faculty-Led Study Abroad Program**

**PURPOSE -** This AGREEMENT is between CE and **[FACULTY LEADER]**, a WSU employee serving as a program director of aWSU Faculty-Led Study Abroad program (herein after referred **to as** *FLSA*).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Check one:* |  | *Faculty Director (instructor of record)* |  | *Assistant Leader* |

This agreement covers the FLSA program called ***[Program Name]*** *(herein after referred* ***to as Program)*** scheduled to take place during **[TERM]** and will be in effect from the date of signature until **[ date 6 months post program]**

**PROGRAM FEE –** The program fee will be **[Program Fee]** for each participant (credit or noncredit).

**TARGET ROSTER COUNT** - The program budget is based on **[#]** participants (credit and full-paying non-credit).

If the minimum enrollment is not achieved by ninety-five (95) days prior to departure, Study Abroad staff will work with Program Directors s to determine an appropriate course of action. If the minimum is not met seventy (70) days prior to departure, the program may be cancelled if adjustments cannot be made to keep the program from ending in a negative fund balance.

**REMUNERATION –** The remuneration package includes compensation (if eligible) plus approved program-requiredexpenses.

**Compensation - [Detailed Compensation information.]**

**EXPENSES** - The following expenses and amounts/percentage will be included in program budget funds. If not listedhere, the program leader agrees to fund the expense from non-program sources:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Flight: | Amount/%: | \_\_\_\_\_\_0%\_\_\_\_ | Source: Paid by program fees. |
|  | Lodging: | Amount/%: | \_\_\_\_\_\_0%\_\_\_\_ | Source: Paid by program fees. |
|  | MI&E: | Amount/%: | \_\_\_\_\_\_0%\_\_\_\_ | Source: Paid by program fees. |
|  | Other: | Amount/%: | \_\_\_\_100%\_\_\_\_ | Source: Paid by program fees. |
|  | **List Other** | **:** International health insurance. Entrance fees to x, y, z. 2 group meals not to exceed $35 per person. |

Subway metro card for $29.

ALL OTHER COST NOT LISTED ABOVE WILL NOT COVERED.

**FINANCIAL MANAGEMENT -** CE will serve as the financial manager of the Program and CE staff will administer theProgram budget to meet the requirements for reporting for reporting expenditures according to the University’s accounting procedures prior to departure, while the Program is on-site, and during the financial reconciliation process after the Program. WSU requires complete financial reporting for all expenses incurred by the Program and program directors are required to submit all receipts, boarding passes, documentation, and requests for reimbursement, etc. by **[10 days** **after program completion date]**. CE cannot reimburse program leaders for monies spent beyond those collected asparticipant fees. Compensation and reimbursement will be processed within 10 days following receipt of (1) the Program Director’s final reportand(2) the submission of all financial records to Study Abroad staff by the programleaders.

**Initial Here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Weber State University Faculty-Led Study Abroad Agreement*

**AGREEMENT between Continuing Education/Study Abroad and Program Director for leading a Faculty-Led Study Abroad Program**

**EMERGENCY FUNDS –** Program Directors recognize that emergency funds are set aside to be used in instances ofemergencies only (i.e. student accident or illness, robbery, emergency transportation, and other unforeseen expenses). Any usage of emergency funds will have to be justified in the financial reconciliation process.

**CLOSEOUT REPORT** - Program Directors are responsible for submitting a closeout report to CE staff before the end ofthis agreement.

**ON-SITE ADMINISTRATION -** From the start date until the end date, the program director will supervise and directstudents in the academic and intercultural goals of the Program and that, collectively, the program leaders are responsible for the welfare of student participants as well as their conformance to WSU policy and other applicable policies, rules, regulations and standards of conduct. The program leader’s on-site administration begins on **[Program** **Start Date]** at **[Meeting location]**, and end on **[Program End Date]**, at **[Location]**.

The program director agrees to contact WSU in a timely manner regarding student behavioral problems, serious health issues and accidents, logistical problems, his/her own health and well-being, etc., so that the university may work with other WSU administrators and staff to assist me in efforts to maintain the health and welfare of the individual participants and group, and to minimize liability for the program director and WSU.

**MEDICAL TREATMENT –** By signing this agreement, I acknowledge that I am fully aware that the Program can bephysically and mentally rigorous, and the possibility of illness, accident, or death exists. I represent I am physically and mentally capable of leading the Program; and I recognize your responsibility, not the responsibility of WSU, to secure any mental or physical health support I may require when abroad; and I understand that foreign facilities may not meet United States disability access requirements.

By signing, I accept the terms as program leader. Further, I understand that my failure to comply with WS**U’s** policies may jeopardize my eligibility to lead future study abroad programs, and I may be required to reimburse WSU for compensation and/or travel expenses paid for me during this program.

|  |  |  |
| --- | --- | --- |
| **For CE:** |  | **Program Director:** |
| Rebecca Schwartz |  |  |
| Director, Study Abroad |  | *(print name)* |
|   Date: |  |   Date: |

*Weber State University Faculty-Led Study Abroad Agreement*

**AGREEMENT between Continuing Education/Study Abroad and Program Director for leading a Faculty-Led Study Abroad Program**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CONTACT INFORMATION** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Name*1***:* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *1 Your name exactly how it appears on your passport.* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| ***Email:*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Phone (preferred):*** |  | ***Alternate Phone****:* |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Gender:*** |  | ***DOB:*** |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Street Address:*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***City:*** |  |  | ***State:*** |  |  | ***Zip:*** |  |
|  |  |  |  |  |  |  |  |
| ***International Phone*** |  |  |  |  |  |  |  |
| ***Number (if known)*** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |



**EMERGENCY CONTACT INFORMATION -** By providing the following information, I authorize the WSU to contact thedesignated individual in the event of an emergency.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  |  |  |  |  | **W Number** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Phone (preferred):** |  |  |  | **Email:** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Address:** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **City:** |  |  |  | **State:** |  |  |  | **ZIP:** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **INSURANCE INFORMATION** |  | **PASSPORT INFORMATION** |  |  |  |
|  |  |  |  |  |  |  |  |
| **Provider:** |  |  | **Passport Number:** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Insured:** |  |  |  | **Issue Date:** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ID Number:** |  |  |  | **Exp Date:** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Group:** |  |  |  | **Place of Issue:** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Citizenship:** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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*Weber State University Faculty-Led Study Abroad Agreement*

**AGREEMENT between Continuing Education/Study Abroad and Program Director for leading a Faculty-Led Study Abroad Program**

**HEALTH INVENTORY – KEEP CONFIDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **WSU ID Number** |  |
|  |  |  |  |
| **Program Name:** |  | **Start/End Date:** |  |
|  |  |  |  |

*While you are not required to respond to the following, information on this page will be kept confidential and used only as necessary to meet your needs or in a medical emergency.*



**Any health matters that need to be known about in case of emergency?**

**List any medications taken on a daily basis:**

**Please list any allergies you have: (i.e. medication, food, etc.)**

**Please state any conditions of which the**

**Program Leader should be aware:**

**Please state any special dietary requirements:**

**Please describe any special needs that you require to participate in this program?**

**Please state any other conditions that could affect you while traveling (i.e. phobias)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you wear the following? (check all that** | **Glasses** |  | **Contacts** |  | **Hearing Aids** |  | **Prosthetics** |  |
|  |  |  |  |
| **apply)** |  |  |  |  |
|  |  |  |  |  |  |  |  |

**KEEP CONFIDENTIAL**

*Weber State University Faculty-Led Study Abroad Agreement*

**Emergency Action Plan Worksheet**

**Program leaders are responsible for preparing their EAP. This form is provided for your convenience. While you may have another format you prefer, all the information included here has been proven to be essential in past programs. Your Study Away Coordinator is available for guidance.**

Program Name:

Primary Program Leader:

Program Dates:

**Section 1: Basic program contact information**

Please list all phone numbers and check for accuracy.

**Primary Leader phone number while traveling away:**

Residence: Cell:

**Primary Leader email address:**

Physical Address: Mailing Address (If different):

**Second Faculty Leader or Assistant Leader Contact**:

Name: Phone:

**Email address:**

Physical Address: Mailing Address (If different):

**Phone Number for Primary Program Leader prior to program start:**

Residence: Other: Cell:

Valid Dates: Alternate Email:

Is this domestic or international?

**Phone Number for Primary Program Leader during student transit (if different):**

Residence: Other: Cell:

Valid Dates: Alternate Email:

Is this domestic or international?

**Phone Number for Primary Program Leader after program end date (if different):**

Residence: Other: Cell:

Valid Dates: Alternate Email:

Is this domestic or international?

**Section 2: Emergency Action Plans.**

Please consider all of the below situations and describe how each incident would be handled.

**The Primary Program Leader (PL) learns s/he is unable to travel with the group before the start of the program:**

Is there another person who would replace the Primary PL and serve as the second Program Leader?

If not, what contingency is in place to deal with this?

**The Primary Program Leader (PL) is incapacitated during program operation:**

Who will manage the program?

Who will stay with the Primary PL?

Please share specifics of how the program will be managed during the Primary PL’s incapacitation (e.g. finances, course instruction, transportation).

***Both Primary PL and Assistant PL are incapacitated:***

Who will manage the program?

***A student(s) is/are incapacitated:***

Who will stay with the student(s) in the event they are hospitalized or otherwise unable to travel with the rest of the group?

**Section 3: Additional Emergency Contacts.**

Indicate contact information for persons indicated in Section 2 and other person(s) who would have responsibility or be of assistance during an emergency:

**Name: Capacity:**

Residence: Cell: Email:

Phone

Physical Address: Mailing Address (If different):

**++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++**

**Name: Capacity:**

Residence: Cell: Email:

Phone

Physical Address: Mailing Address (If different):

**++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++**

**Name: Capacity:**

Residence: Cell: Email:

Phone

Physical Address: Mailing Address (If different):

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**Name: Capacity:**

Residence: Cell: Email:

Phone

Physical Address: Mailing Address (If different):

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**Name: Capacity:**

Residence: Cell: Email:

Phone

Physical Address: Mailing Address (If different):

**++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++**

**>>> Copy this page if other emergency contacts are needed.**

**Section 4: Other resources**

Please list all phone numbers. If additional space is needed, please forward to the Study Away Office on a separate sheet.

(Please also include addresses, if available)

**Local Police Departments: Hospitals and Doctor Clinics:**

**Local Fire Departments:**

**Other Local Authorities (i.e. Ranger Stations, etc as applicable)**

**Identify two meeting places on site in the event of an emergency:**

**Section 5: Program Cancellation**

**What’s the earliest point at which you could grant credit in the unlikely event of program cancellation?**

**Please identify the resources you would need to grant credit if program were cancelled prematurely.** (i.e. if you had to return early to from the program, would you need to use on campus accommodation and classroom space, could you complete academic work at a distance with technology, etc?)

**Section 6: Additional Emergency Contacts.**

Review the region’s recent history and identify the potential hazards and emergencies in the following areas.

Please use your personal knowledge, local contacts, and consult [**www.travel.state.gov**](http://www.travel.state.gov)**,** [**www.cdc.gov/travel**](http://www.cdc.gov/travel)**,** and [**https://www.cia.gov/librarypublications/the-world-factbook**](https://www.cia.gov/librarypublications/the-world-factbook)for country-specific information. Potential risks and ways to mitigate risks should be shared with students.

If additional space is needed, please forward to the Study Away Office on a separate sheet.

**Natural disasters: (e.g. hurricanes, typhoons, earthquakes, floods, fires, etc)**

**Environmental:(e.g. nuclear hazards, pollution, water, and air contaminants)**

**Medical:(e.g. accidents, injuries, epidemics)**

**Technical:(e.g. communications systems failures, power failures)**

**Sociopolitical:(e.g. civil and political unrest, riots and demonstrations, military coups):**

**Crime and Safety:(e.g. prevalence of theft and other threats to student safety)**

**Section 7: Program Itinerary and Addresses**

Please describe program activities that may need EAP response such as transportation (ie train), locations (ie volcanic area), etc.

>>> Copy this sheet if more space needed.

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**