

Guidelines for Faculty/Academic Staff-Directed International Programs Sponsored by the University of Wisconsin-Platteville

All credit and non-credit programs offered outside of the United States and programs during which one or more activities take place outside of the United States are covered by and must comply with these policies.

See also

- Policy Guidelines for the Conduct of International Programs in the University Of Wisconsin System; Academic Information Series 7.1-7.4
<http://www.uwsa.edu/acadaff/acis/acis-7.txt>
- University of Wisconsin System Financial and Administrative Policy F45: Study Abroad Programs
<http://www.uwsa.edu/fadmin/fppp/fppp45.htm>
- University of Wisconsin Travel Policies (cover meal and lodging maximums, the value added tax (VAT) levied in European countries, reimbursement of travel costs paid in foreign currencies and medical insurance coverage)
<http://www.uwsa.edu/fadmin/travel.htm>
- University of Wisconsin System Travel Regulations (F36) Travel Advances
<http://www.uwsa.edu/fadmin/fppp/fppp3615.htm>
- University of Wisconsin System Travel Regulations (F36) Expenses not Reimbursable, especially regarding flight insurance and trip insurance
<http://www.uwsa.edu/fadmin/fppp/fppp36.htm>
- University of Wisconsin System Travel Regulations (F36) Preparation and Approval of the Travel Expense Form, especially regarding claims for cash allowances provided by employees to students and foreign exchange rates
<http://www.uwsa.edu/fadmin/fppp/fppp3624.htm>
- Family Educational Rights and Privacy Act of 1974 (FERPA~The Buckley Amendment)
<http://www.ed.gov/offices/OM/fpco/ferpa/index.html>

Program Requirements

All international programs for which credit is given shall be no less rigorous than programs offered on campus. They must have appropriate prerequisites and clearly defined criteria for judging performance and assigning credit.

All programs shall include preliminary orientations and adequate counseling and supervisory services off-campus.

Administration of Faculty-Directed Programs Abroad

The administration of all international programs is the responsibility of the initiating department.

- The Faculty or Instructional Academic Staff Program Leader is responsible for selecting an appropriate course/s and securing approval to teach the course/s abroad, completing the required *Planning Tool for Faculty/Academic Staff Directed Programs Abroad*, determining program dates and length, determining program prerequisites and developing all academic content (including development of professional contacts, internship opportunities, research opportunities,

field work, etc.), recruiting student participants and approving the participation of individual applicants, and corresponding with students regarding all academic issues related to the program. The Faculty or Instructional Academic Staff Program Leader is also responsible for determining program budgets, marketing study abroad programs in general, determining the application process and registration procedure for all study abroad programs, preparing application and registration materials, collecting application and registration materials, collecting and dispersing money associated with study abroad programs, registering students for study abroad courses (if appropriate), providing pre-travel orientations, working with students to secure visas (when necessary), administering program evaluations, setting up cooperative agreements with institutions abroad (when necessary), and making travel arrangements, including airline, accommodation, facility and transportation arrangements.

- In special cases and by mutual agreement, responsibilities may be allocated in other ways.

Approval is necessary each time that an international program is to be offered.

Application Process for Faculty/Academic Staff Led Programs Abroad

Faculty and Academic Staff who would like to offer a credit or non-credit program abroad must follow these steps:

1 - Faculty/academic staff who are interested in teaching/organizing a short-term international education experience should approach their department chair and college international coordinator to discuss/outline their proposal/concept. Planning for short-term international study should begin at least 12 months prior to the proposed study time.

2 - Upon receiving an informal affirmation to proceed, the faculty/academic staff member will complete the *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* form for faculty/academic staff-directed international study programs. Advisors to this step in the process shall include (but not be limited to) the college international coordinators, the institute for study abroad staff, the associate vice chancellor, the executive director of international programs, and faculty/staff who have previously and successfully completed a program.

3 - Completed *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* form shall be submitted to the department chair for review and signature. The form shall then be sent to the Dean of the College and the Associate Vice Chancellor who will review and sign the proposal. The Associate Vice Chancellor will forward fully OK'd proposals to the Provost for final consideration.

4 - Provost will review proposal and inform faculty/academic staff regarding the determination for the proposal (accepted, rejected, delayed) with copies of determination to department chair, international college coordinator, dean, associate vice chancellor, executive director of international programs, institute for study abroad director. NOTE: Program approval is not final until positive notification is received by the Provost & Vice Chancellor and final arrangements are submitted to and approved by appropriate Dean(s).

Application Deadlines for Faculty/Academic Staff-Directed Programs Abroad

Planning Tool for Faculty/Academic Staff-Directed Programs Deadlines

- *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* for **fall semester** programs are due by the last Friday in September of the year prior to the international program offering.

- *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* for **winter interim** and **spring semester** programs are due by the last Friday in February of the year prior to the international program offering.
- *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* for **summer programs** are due by the 1st Friday in May of the year prior to the international program offering.

Recommended Student Application Deadlines for Faculty/Academic Staff-Directed Programs Abroad

- Applications for **fall semester** programs suggested due by the 2nd Friday in April.
- Applications for **winter interim** and **spring semester** programs suggested due by the 1st Friday in October.
- Applications for **summer programs** suggested due by the last Friday in February.

Application Deadline Considerations

- Student deadlines should occur a minimum of 95 days before the trips departure date (75 days prior so that airline tickets can be cancelled if necessary + 15 days to receive students' deposits + 5 days to fill a trip with students from a waiting list if necessary).
- Student deadlines should occur early enough in the semester so that students know whether or not they will be participating in a study abroad program before registering for classes for the following semester.
- Student deadlines should not occur so late in the semester that there is no time for orientation to take place while all students are still on campus.
- Student deadlines should occur early enough so that students can qualify for PELL grants for study abroad. Once financial aid has been awarded for the semester, additional PELL cannot be awarded if a student enrolls in additional credits. In this case, the student will receive a loan.
- Faculty application deadlines should be approximately *one year* before the program is offered to students.

Program Application Denial and Program Cancellation

Health & Safety

Health & safety information obtained from the U.S. State Department Bureau of Consular Affairs, from OSAC (the Bureau of Diplomatic Security's Overseas Security Advisory Council), and from other sources shall be used to determine whether or not a program location is safe for students.

The U.S. State Department Bureau of Consular Affairs regularly publishes travel warnings, public announcements and consular information sheets. **Travel Warnings** are recommendations that Americans avoid travel to a certain country or region within a country. **Public Announcements** are a means to disseminate information about short-term and/or trans-national conditions posing significant risks to the security of American travelers. **Consular Information Sheets** include such information as health conditions and crime and security information. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

UW-Platteville will not send students to regions, countries, cities, etc. for which U.S. State Department Travel Warnings are in effect. Program applications which include destinations with current Travel

Warnings and programs with locations for which Travel Warnings are posted after approval will either be denied or cancelled if program dates fall within the Travel Warning's expiration date.

Information from Public Announcements and Consular Information Sheets shall be used to determine whether or not more information needs to be gathered related to health & safety in a particular program location. If serious health and/or safety concerns are listed within a Public Announcement or Consular Information Sheet, other health & safety information may come from program-related contacts abroad, security analysts at OSAC, other professionals in the study abroad field, or the health & safety guidelines found at <http://www.secussa.nafsa.org/safetyabroad/default.html>. Using this information, UW-Platteville legal counsel shall make recommendations to the Faculty or Instructional Academic Staff member who initiated the application and to the Provost on whether or not programs should/could be moved to a new location or should be denied or cancelled. The Provost will make the final decision on denying or canceling a program.

Low Participation

If there are not enough applicants to run a program at the end of the student application process, a new program budget based on the number of actual applicants shall be created. At this point, the faculty leader may decide to:

- extend the application deadline, if possible;
- ask students to pay higher program fees than originally estimated;
- discuss other options for covering program expenses with the unit director and/or Dean; or
- cancel the program.

Finances

The Faculty directing the program abroad is responsible for collecting administrative and contingency fund fees per UW System Financial and Administrative Policy F45 (Study Abroad Programs: www.uwsa.edu/fadmin/fppp/fppp45.htm)

This fee for faculty-led and exchange programs supports orientation, advertising, duplicating, international phone calls, postage, international mail services, and other administrative costs related to the operation of the program.

Meal Allowances

Per UW System policy, claims for meals shall represent **actual**, reasonable and necessary expenses (<http://www.uwsa.edu/fadmin/fppp/fppp3610.htm>) and meal allowances will be based on the daily maximums as listed at <http://www.state.gov/m/a/als/prdm/>. Faculty and Instructional Academic Staff leaders may voluntarily reduce the budgeted amount for meals, but may not increase this amount. Reimbursement will be given for **expenses incurred only**.

Except in an emergency, faculty will not be reimbursed for or entitled to spend money which was not included in the original, approved program budget without prior approval from their respective Dean.

Compensation for Faculty and Instructional Academic Staff Leaders Teaching Courses Abroad (credit-bearing programs)

All transportation, room and board and other expenses associated with the study abroad program should be covered by student-generated fees unless alternate arrangements have been made. In return, Faculty and Instructional Academic Staff leaders are expected to travel with and remain at the program site with the students throughout the course of the program.

Faculty and Instructional Academic Staff Leaders may be partially or entirely compensated by student-generated fees. Student generated fees may be used to cover replacement costs, part of load payments, CAS payments or overload payments (whichever is appropriate) and must be requested when submitting

the *Planning Tool for Faculty/Academic Staff Directed Programs Abroad* form. Student generated fees will also be used to cover related fringe benefits. Compensation arrangements must be made with unit leaders or Deans unless funds are available through a grant.

Compensation for Faculty and Instructional Academic Staff Leaders who are Not Teaching a Course/s Abroad (non-credit bearing programs)

All transportation, room and board and other expenses associated with the program should be covered by student-generated fees unless alternate arrangements have been made. In return, Faculty and Instructional Academic Staff leaders are expected to travel with and remain at the program site with the students throughout the course of the program.

Unless alternate compensation arrangements are made with unit leaders or Deans or are available through a grant, Faculty and Instructional Academic Staff Leaders who are not teaching a course/s abroad will be compensated by student generated fees in lump sum payments determined by unit leaders or Deans. Student generated fees must be requested using the *Planning Tool for Faculty/Academic Staff Directed Programs Abroad*. Student generated fees will also be used to cover related fringe benefits.

Compensation for Assistants (Faculty, Academic Staff, Graduate Students, Non-UW Employee)

The normal ratio of faculty to students is anywhere between 1-to-15 and 1-to-25, depending on the nature of the program, the type of instruction and the need for proximate supervision. The appropriate Dean will determine whether to approve payment from student generated fees for the addition of an assistant to a study abroad program when reviewing the *Planning Tool for Faculty/Academic Staff Directed Programs Abroad*.

With prior approval from the appropriate Dean, all transportation, room and board and other expenses associated with the study abroad program (such as entrance fees associated with the program itinerary) will be covered by student-generated fees unless alternate arrangements have been made. In return, Assistants are expected to travel with and remain at the program site with the students throughout the course of the program.

Assistants are not generally compensated above the costs of transportation, room and board and other expenses associated with the study abroad program. Alternate compensation arrangements should be made with unit leaders or Deans (for example, a “zero salary” contract) or paid for through a grant. If the Assistant’s responsibilities include interpreting during presentations or lectures or other high-level responsibilities which the Program Leaders cannot assume, Assistants will be compensated by student-generated fees in lump sum payments appropriate to the level of responsibility.

Contingency Fund

It is strongly recommended that Faculty include in their program budget and contingency fund that can be accessed in case of emergency.

Student Participation Requirements

Faculty-Led Programs

It is recommended that eligible students have a minimum G.P.A. of 2.5, be in good standing, have a clean disciplinary file, and meet the eligibility requirements for the course being offered. Graduate students should be in full standing. Students from other universities and community members are also eligible, but preference in selecting applicants should go to UW–Platteville students. Individual programs may have higher eligibility requirements if necessary.

Disciplinary Records

In order to ensure that all students have a clean disciplinary record before participating, the Faculty or Staff member leading the program will forward all student names to the Assistant Chancellor of Student

Affairs. The Assistant Chancellor of Student Affairs will check each student against the records maintained in their office and the records maintained in Residence Life. All students will be required to sign a waiver before information on student discipline records is shared with the Faculty or Staff member leading the program.

Forms

Students must sign the UW System Uniform Statement of Responsibility, Release, and Authorization (which includes a hold-harmless clause), the University Of Wisconsin-Platteville Consent and Release form, the University of Wisconsin-Platteville Pledge of Acceptance, Emergency Information form, Health Information form, purchase mandatory CISI insurance, and submit a copy of the information page of their passport (including signature and photo). These forms should be given to the student at the time of application. (Please see *Check List for International Programs* for full details).

Participation by Non-Students in Faculty/Academic Staff-Led Programs Abroad

Participation by University of Wisconsin –Platteville Faculty and Staff, spouses and children of UW-Platteville employees or students, friends, etc. who are not officially leading or assisting the study abroad program and do not take one or more of the courses offered abroad **for credit** is allowed on faculty-led programs, but must be pre-approved through the *Planning Tool for Faculty/Academic Staff Directed Programs Abroad*. UW-Platteville students, other UW System students, students from other U.S. institutions and UW-Platteville faculty and staff traveling for professional development purposes will have priority over non-students when assigning seats in an international study course.

All participants who do not take one or more of the courses offered abroad for credit must:

- provide a compelling reason for wanting to participate in the program without earning course credit;
- participate in *all* scheduled activities, just as all other group members do, including all course-related activities and orientations before, during and after the program;
- agree that their presence on the program will not become disruptive to the group; and
- pay the full program fee, including fees related to instructional costs, by the program fee deadlines.

University of Wisconsin-Platteville faculty and staff who apply to participate for professional development purposes must:

- provide a statement on the anticipated effect of the international experience on their professional development;
- participate in *all* scheduled activities, just as all other group members do, unless other activities related to professional development have been planned at the same time;
- participate in *all* orientations before, during and after the program;
- agree that their presence on the program will not become disruptive to the group; and
- pay the full program fee, excluding fees related to faculty leaders' salary and benefits, by the program fee deadlines.

Age Requirements

Generally, program participants must be eighteen years or older unless they are the dependents of the Faculty or Instructional Academic Staff member leading the program. Exceptions may be granted in extreme circumstances after review by UW-Platteville risk management and UW System legal counsel. The Provost will make the final decision.

Auditing Courses

Courses offered abroad cannot be audited.

Orientation and Pre-Travel Academic Sessions

The Faculty or Staff member leading the program is responsible for the orientation of all students and faculty. The Institute for Study Abroad Programs will assist the Faculty or Staff member with pre-departure orientation.

Student orientation involves introducing students to program logistics, completing paperwork, discussing health or safety concerns related to program locations, including crisis management and dissemination of lists of English-speaking healthcare providers at the program site, what to do in the event of faculty injury, and other non-academic information. Orientation will also stress good decision making by students and its effect on safety. The Institute for Study Abroad Programs will provide a PowerPoint presentation with content that is consistent across trips. Faculty who want to supplement may do so. All program participants are all required to attend.

Faculty and staff leading international programs should meet with the Director of the Institute for Study Abroad Programs to address, at a minimum, crisis management and contingency plans, liability issues, faculty/assistant rights and responsibilities, student rights and responsibilities (including consequences for not attending student orientations and need for faculty reinforcement), program finances, insurance, and special needs students.

Pre-travel academic sessions conducted by the Faculty leader are not required by UW System or UW-Platteville policy, but are highly recommended.

Adapted with permission from UW-Oshkosh document "Policy for the Conduct of Study Abroad Programs at the University of Wisconsin Oshkosh"

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Institute for Study Abroad Programs

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