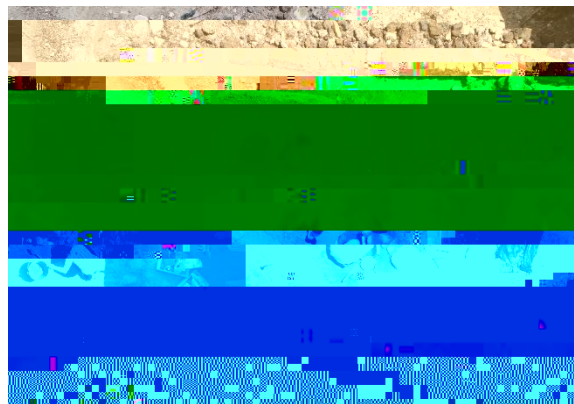




# STUDY ABROAD PROGRAM FACULTY HANDBOOK



This faculty handbook is intended for faculty leaders, faculty co-leaders and assistants who accompany and teach students abroad on an approved FAU Education Abroad Faculty-Led Program. It is designed to provide you with assistance throughout program planning and in-country experience. Guided by best practices in the field of international education, you will find information outlining the responsibilities of both the faculty and Education Abroad, travel guidelines, student eligibility, budget development, procedures to follow in the event of an emergency, and other important topics.

**All faculty leaders, faculty co-leaders, program assistants, or graduate assistants must read the faculty handbook and sign the signature page.**

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## FAU EDUCATION ABROAD OFFICE

The Education Abroad (EA) office at Florida Atlantic University believes that all students should have the opportunity for global exploration and a study abroad experience can be one of the most inspiring experiences of . It is also a rewarding experience for faculty leaders. We are excited you have decided to join Education Abroad in offering students this enriching experience!

EA coordinates short-term faculty-led study abroad programs during fall, spring, and summer terms. With nearly 75% of FAU study abroad participants selecting the faculty-led study abroad option, we strive to support faculty and instructors in offering a wide range of destinations, academic subjects, and experiential learning opportunities for students of all backgrounds and programs of study each year. In conjunction with the [Center for Global Engagement](#), Office of the Provost, General Counsel, and the Global Travel Safety & Security Subcommittee. Our priorities and passions are increasing student and employee participation, ensuring the safety and security of all travelers, and creating inclusive and accessible programming.

We are available from start to finish to support faculty leaders, faculty co-leaders, program assistants, and graduate assistants in program proposal and execution. Our services include program development, access to worldwide partnerships, budget and finance support, recruitment and marketing, application and admission management, safety & security training, and 24-7 emergency support. Though many internal and external factors can impact the success of a program, we strive to offer the best possible service and programming to all students, employees, community members, and global partners.

**VISION:** Education Abroad strives to develop globally competent citizens and leaders.

**MISSION:**

programming and opportunities for students, faculty, and staff. Through advocacy, advising, research, education, and training, we promote a globally-minded and culturally aware community.

### EDUCATION ABROAD CONTACT

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Boca Raton, FL 33431

Phone #: +1 (561) 297-1208

Fax # : +1 (561) 297-2850

Email: [goabroad@fau.edu](mailto:goabroad@fau.edu)

[www.fau.edu/goabroad](http://www.fau.edu/goabroad)

## APPROVED TRAVEL DESTINATIONS

FAU considers the safety and security of its university travelers a top priority. The University continues to strengthen its policies and procedures to best support the physical, mental, and emotional wellbeing of all our travelers abroad. Travel destinations that is identified by the [U.S. Department of State Travel Advisory Level](#) as a Level 3 or Level 4 must be reviewed by the [Global Safety and Security Subcommittee](#). Travel that meets this parameter will be automatically sent to the Subcommittee by Education Abroad when organized and facilitated through Education Abroad.

Upon receipt, the Global Travel Safety and Security Subcommittee will review the travel elements and in turn provide their recommendation to the respective decision maker. Further information about [ound here](#).

FAU reserves the right to suspend travel to any destination when world conditions alter the safety and security assessment of the country or region, and student travel could affect the physical, mental, and emotional health of travelers.

## STUDENT ELIGIBILITY

Education Abroad requires all degree and non-degree students to submit the appropriate study abroad application and admissions materials through the online study abroad application. Study abroad programs are open to both degree and non-degree students, though first preference should be given to FAU degree-seeking students. Undergraduate students must have a 2.5 overall GPA or higher, and graduate students must have a 3.0 overall GPA or higher to participate. Some exceptions may be considered on a case-by-case basis by the Education Abroad Director. Education Abroad can provide the student GPA and Academic Standing Exception Request Form as needed. If you have additional admission or participation requirements which [do not discriminate against any individual or groups nor violate any state or federal policies](#), you must indicate the request in your program proposal. Student Accessibility Services (SAS) are available if reasonable accommodations are required for program participation.

## PROPOSAL MATERIALS & SUBMISSION

A complete proposal must be submitted by given deadline with all supporting documents including:

- 1) Review of Faculty Handbook and Completed Signature Page
- 2) Faculty-Led Program Application
- 3) List of expected program expenses and quotes
- 4) Faculty-Led Safety & Security Plan
- 5) Tentative program itinerary

The following documents will be required for all approved programs:

- 6) Program budget approved by Education Abroad and Program Leaders
- 7) Final program itinerary
- 8) Syllabi for all courses being offered

- 9) Program Leader Emergency, Health, & Reimbursement Form
- 10) Family & Friends Disclosure Form
- 11) Family & Friends Release and Assumption of Risk Form
- 12) Clear color copy of the biographical page of valid passport

## **APPROVAL PROCESS & TIMELINE**

All program approvals must be vetted and approved by all participating faculty leaders, faculty co-leaders, program assistants, graduate assistants, Department Chairs, and Deans. Once a complete program application packet has been received, the review process begins.

### **Part 1 Review Process:**









Become knowledgeable about the program itinerary and be able to guide the group in the event the primary leader is not able to participate in a program activity or excursion at any point. Reside in the same building as the student participants when available from program start to end date.

Additional support may be needed depending on the program.

The assistant must meet the following requirements:

International experience - experience in program destination and/or host country language is a

Current FAU employee or meets requirements for FAU hiring.

Ability to travel internationally with valid travel documentation.

The assistant cannot be a student participant on the program. Case-by-case exceptions may be made for Graduate or PhD students doing independent study or research separate from the official program courses.

If you need support identifying an assistant for your program, Education Abroad can help facilitate a search. Assistants will be provided financial travel support and a living stipend through the program budget, department/college sponsoring the program, Education Abroad funds, or a combination of funding sources. Individuals who meet the assistant requirements but are not a current FAU employee, will need to be hired as an OPS position by the sponsoring programs department/college.

**NOTE:** Programs that do not include a co-faculty leader should identify a back-up faculty leader who would be available to travel internationally for the duration of the program to lead and teach the course content. This would be a back-up if Education Abroad has already committed student funds, but the primary faculty leader is unexpectedly unable to lead the program internationally due to extenuating circumstances.

**Leader/Assistant to Student Ratio**

This number could vary depending on many factors such as destination, experience leading programs, international experience, and in-country vendor support. In general, programs should not exceed 16 students per leader/assistant.

**Health & Safety Contacts & Resources**

<b>FAU CONTACTS</b>	
Police Department 24/7 Line	+1 561-297-3500
Education Abroad Emergency Cell	+1 561-212-6320
Jacob Borenstein, Program Analyst, Global Travel Safety & Security Cell Phone	+1 561-759-9980
CAPS 24/7 Crisis Line	+1 561-297-CAPS



Dean of Students Reporting: Student of Concern/ Student Conduct Incident Reporting (Maxient): [www.fau.edu/dean](http://www.fau.edu/dean). This reporting system can be used before, during, and after study abroad to report students of concern.

## **Budget & Finance**

Programs must use one approved full-service program vendor. EA will work with program leaders to vet vendors.

Gather quotes for all group expenses and personal expenses related to the program travel. It is recommended to keep costs low to encourage student enrollment.

Budget will be based on the minimum number of participants your college will allow the program to run with.

Provide EA with a direct contact person for vendor(s) being used.

Student flight cost should NOT be included in

international airfare independently - in the event a group flight is absolutely needed, EA will work with program faculty/staff to determine possible options.

Faculty/staff and student participants should not purchase airfare until program has reached sufficient enrollment. This is AFTER ALL participants have submitted first program fee. The EA team will provide confirmation of this to leaders and will communicate permission to book flights via email to students and leaders.

Faculty/staff initially coordinate the ~~purchase~~ of their international airfare and are reimbursed in their cash advance no more than 10 days prior to departure.

Adjustment of in-country costs after program budget review and approval must be communicated to the EA Director as early as possible.

The EA Director, Associate Director and Center for Global Engagement (CGE) Budget Manager are the main points of contact regarding all financial matters throughout program budget development.

Communicate with EA Director Prior to spending any non-budgeted funds.

Delegate permissions to (CGE) Budget Manager to create spend authorization and expense report in Workday.

Faculty/staff are responsible for attending any required financial or safety/emergency pre-departure meetings with EA prior to departure and must understand the University, State and Federal rules pertaining to travel-related expenses.

Program faculty/staff are responsible for staying within the program budget.


In the event additional funds or services are needed after a program fee is advertised, faculty leaders must get approval from the Director of EA and CGE Budget Manager

Faculty/staff leaders MUST get & keep ALL receipts for reimbursable expenses for both themselves & the group - no alcoholic beverages are allowed

If a faculty leader forgets to get a receipt or it is not available & the expense item is under \$25.00 the traveler must provide EA with a signed statement certifying that the expense was incurred

Faculty/staff who have family members traveling on programs are not permitted to cover any associated costs such as childcare, meals, transportation, excursions, etc. with program funds

later) will become taxable to the program faculty/staff leaders



Develop and share program-specific and general marketing materials for faculty-led study abroad events and programming  
Coordinate and host annual fall Education Abroad Fair

### **Application & Admissions Process**

Provide online application and admission process  
Process applications, issue acceptance, and communicate participant roster with faculty leaders /co-leaders  
Collect passport copies, flight detail, emergency contacts, consent forms and waivers as needed

### **Pre-Departure & Orientation**

Provide general support and advising on immigration requirements for entry into country  
Provide Study Abroad Handbook to students  
Host General Education Abroad Pre-Departure Orientation for all student travelers  
Provide faculty leaders and co-leaders pre-departure materials

### **Health & Safety**

Provide 24/7 emergency response support to travelers in real and perceived emergencies  
Enroll all travelers in mandatory CISI International Health & Travel Insurance  
Liaise with CISI Insurance regarding any incidents which require assistance abroad  
Coordinate risk management and emergency response with FAU Global Travel Safety & Security Subcommittee  
Educate faculty leaders and FAU leadership on University protocols for emergency response management  
Monitor media outlets, government, and professional resources to assess onsite conditions and security in host country as needed

### **Budget & Finance**

Review budget and collaborate with faculty leaders and Center for Global Engagement Budget Manager to confirm program fee  
Invoice students and process program fees in Marketplace  
Liaise with vendors and Office of General Counsel to develop, vet, and execute program contracts in accordance with institutional policies and procedures  
Issue payment to vendors  
Create spend authorization, process cash advance, and submit expense report for program faculty/staff  
Provide general guidance and referrals for students interested in utilizing Financial Aid and scholarships  
Administer the Education Abroad Scholarship

## RECOMMENDED STUDY ABROAD VENDORS

Education Abroad has worked with companies and universities all over the world to serve as vendors for FAU faculty-led programs. Vendors can assist with a wide range of services including but not limited to; reserving accommodations abroad for students and faculty/staff, coordinating program activities and excursions, local transportation, guest lecturers, site visits, group meals and more. It benefits faculty-led programs to use a vendor that can provide a wide range of services in addition to reserving accommodations. This can help limit risk and allow for a timelier financial and contract process. It also gives faculty support in coordinating program activities and most importantly, it relieveBT28.58s. ThisccommodatiH 51 0 0 1 6.79.46 Tm0 G[. )-9(I)13(tp1his)-2E7Q58s. Thisccommodat Abroad I

Anglo American University: <https://www.aauni.edu/>