

FACULTY-LED STUDY ABROAD PROGRAMS POLICY

Faculty are invited to work with the Office of International Engagement staff to imagine and develop credit-bearing faculty-led study abroad programs. IE will work with faculty to implement programs rich in educational opportunity as well as operational simplicity and safety. Programs managed through the Office of International Engagement will be for-credit and will be submitted for approval in accordance with the process outlined in this policy.

TYPES OF FACULTY-LED STUDY ABROAD PROGRAMS

Academic Year Programs

Global+ Embedded Program (Spring Semester, Winter)

A Global+ Embedded Program is a faculty-led study abroad experience embedded in a three credit spring semester, winter or summer session course. All students enrolled in the Global+ section are required to travel. Separate sections of the same course may be offered without a travel component. Although the course runs for the full session, the travel component occurs during either spring break, or for a short period during winter session for approximately 7-14 days. These programs offer limited opportunities for independent student or faculty travel.

Exploration Seminar (Spring Break, Winter)

The Exploration Seminar is a stand-alone course offered during spring break (one credit) or winter (1-3 credits). Academic departments determine the appropriate number of credits to offer and all participants will be enrolled for the same number of credits. Exploration Seminars support various educational aims including those related to specific courses and/or those related to common norms for intercultural and global learning. The Exploration Seminar typically involves between 7-14 days of travel. Exploration Seminars take students to a single city or region to ensure students have the best opportunity to explore the location and the subject material and to keep the program cost efficient. These programs offer limited opportunities for independent student or faculty travel.

Structure: The above programs are based on a two-leader model. One or both faculty leaders are teaching a course or, one leader may teach a single course and the second leader is supporting the program. The second leader should be another eligible faculty member, or in some situations, an administrator may be proposed and will be considered. Both leaders are required to travel to the destination with the students. At least one faculty leader must escort the students to their final connecting flight to the US. The program may be proposed with a single faculty leader subject to approval by IE. Approval will be based on the support and resources available in country through partner institutions or other program providers. These

programs include pre-departure group meetings to prepare the students academically for the experience, facilitate group-building and provide travel related preparations.

Summer Programs

Summer Global+ Embedded Program

A Summer Global+ Embedded Program (Summer) is a faculty-led study abroad experience embedded in a three credit summer session course. All students enrolled in the Global+ section are required to travel. Separate sections of the same course may be offered without a travel component. Although the course runs for the full summer session, the travel component occurs only for a short period during the summer session for approximately 7-14 days. These programs offer limited opportunities for independent student or faculty travel.

Summer Exploration Seminar (Summer)

The Summer Exploration Seminar is a stand-alone one to three credit course offered during summer. Academic departments determine the appropriate number of credits to offer and all participants will be enrolled for the same number of credits. Summer Exploration Seminars support various educational aims including those related to specific courses and/or those related to common norms for intercultural and global learning. The Summer Exploration Seminar typically involves between 7-14 days of travel. Summer Exploration Seminars take students to a single city or region to ensure students have the best opportunity to explore the location and the subject material and to keep the program cost efficient. These programs offer limited opportunities for independent student or faculty travel.

Structure: Summer Global+ Embedded or Summer Exploration Seminar Programs are based on a two-leader model. One or both faculty leaders are teaching a course or, one leader may teach a single course and the second leader is supporting the program. The second leader should be another eligible faculty member, or in some situations, an administrator may be proposed and will be considered. Both leaders are required to travel to the destination with the students. At least one faculty leader must escort the students to their final connecting flight to the US. The program may be proposed with a single faculty leader subject to approval by IE. Approval will be based on the support and resources available in country through partner institutions or other program providers. Summer Programs include pre-departure group meetings to prepare the students academically for the experience, facilitate group-building and provide travel related preparations.

Summer School Abroad

The Summer School Abroad is a 3-8 week, three or six-credit, faculty guided immersion program. The program allows students to participate in summer school in a residential context outside the United States. Summer School Abroad is often located on the campus or facility of an international partner and may be taught in collaboration with partner institution faculty. Like credit-bearing experiences on campus, these courses involve significant classroom instruction however summer school abroad differs by including cultural experiences and excursions. The location of these programs should immerse the students in an environment that informs the subject of the course. Students and faculty have the opportunity outside of class time for independent travel and exploration. While offerings may have prerequisites, Summer School

Abroad does not require pre-departure course preparation beyond group meetings to discuss logistics, safety and travel preparations.

Structure: Summer School Abroad can be offered by a single faculty leader subject to approval by IE. Approval will be based on the support and resources available in country through partner institutions or other program providers. If multiple faculty participate in a Summer School Abroad each must teach a separate 3 or 6 credit course. The faculty leader may be required to travel to the location with the group, but may propose that students travel independently or as a group at the end of the program. IE approval will be based on location specific safety considerations.

PROGRAM REQUIREMENTS

Faculty Leadership Eligibility

The faculty leaders must be full-time tenured, or tenure-track faculty. With a strong rationale, a faculty leader may propose a full-time, 12 month administrator as the second program leader.

Faculty who are on sabbatical may not lead any program during the entire term of the sabbatical.

Adjunct faculty are not eligible to serve as program leaders or second leaders.

Instructional Specialists who, prior to the submission of an abstract or proposal, have a stipulation in their contract that their salary includes leading a study abroad program, may be proposed as program leaders. The appropriate Dean and Chair of the faculty must confirm during the abstract proposal stage that the IS is eligible to receive teaching salary for a study abroad program.

Program Design

Study abroad is a learning opportunity that enables students to develop critical skills that contribute in vital ways to preparing students for the competitive global environment into which they will graduate. Therefore, faculty should design programs keeping in mind the importance of providing the broadest possible access to study abroad opportunities to as many students as possible. When designing programs faculty should ensure programs are accessible; affordable and attractive by integrating them into the curriculum to meet major/minor requirements, considering the needs of nontraditional students and balancing the learning goals of the program with the cost of travel.

Program Locations

Faculty should propose a location or locations that clearly support and enhance the learning goals of the course. At least one faculty leader should be familiar with the specific location or region and either have sufficient language ability to communicate, navigate, access resources and lead the students in some degree of immersion in the host culture or propose on-site support services for this purpose.

Montclair State University will typically support a program in a destination Department of State Travel Advisory Level of 1 or 2 is in effect. Destinations with US DOS Travel Advisory Level 3 will be considered on a case-by-case basis, but are unlikely to be supported and may require

additional approvals. Montclair State University will not support travel for students on Montclair State programs to countries with a Level 4 US DOS Travel Advisory.

If a program has not yet departed and a Level 4 travel advisory comes into effect the program will be suspended and refundable program expenses returned. Programs which are already abroad will be required to return to the U.S. if the Department of State issues a Level 4 warning. Programs which are set to depart or already abroad when a Level 3 warning is issued will be evaluated at the time to determine if the program will continue or be suspended. The University will work with the administration, faculty and students to decide the best course of action at that time.

Itinerary

The program itinerary will be developed by faculty and approved by IE as part of the application process. Any substantial changes to the approved itinerary should be discussed and approved by IE.

Student Enrollment

All participants must enroll in the program for credit. Participants must register for the course and will be charged tuition and fees. Minimum expected enrollment is 15 students for two-leader programs. A Summer School Abroad program can have a single leader and the minimum expected enrollment will be 10. Second faculty leaders will be considered where the class size exceeds 15 or where additional classes are taught. Additional classes are expected to have a minimum enrollment of 10. The number of faculty required will be based on student enrollment and the local support and instructional services available for the program.

If sufficient students do not apply to a program, IE will make the final decision as to whether a program should be cancelled, considering whether the program budget and logistics can support fewer students. To provide sufficient supervision by and access to faculty leaders, and to ensure a manageable travel experience, enrollment in a program is expected not to exceed 24 students. Programs proposed with expected higher enrollment will be reviewed on a case-by-case basis by IE. The option of a third leader may be proposed.

Non-Montclair State University students may participate in a program with the consent of IE and the faculty leader(s) but must enroll as a visiting student and pay all tuition and fees. Other adults, alumni and community members may only participate in a program as tuition-paying visiting students and must have the consent of IE and the faculty leader(s).

Budgets and Program Cost

The program cost paid by students will be determined by IE based on the program budget developed in consultation with the faculty leader(s). This program cost varies from program to program and reflects actual costs of the development and delivery based on extensive research and consultation. Program costs generally include airfare, airport transfers, accommodation, local transportation, excursions and activities, a limited number of group meals, guest speakers and teaching space rental. Program costs cover all faculty travel expenses including per diem, faculty participation in activities included in the program itinerary and On-Call Travel Assistance for faculty. Program costs will also include a \$100 contingency per student.

The program cost reflects a budget model based on student participation and expense assumptions that guide program development. Cutting or reducing elements of a program may be necessary to meet budget needs and keep programs accessible. IE staff will work with faculty to develop affordable programs without compromising academic quality. However, certain uncontrollable costs (airline prices, exchange rates) can change throughout the development process and program itineraries may need to be adjusted to maintain advertised program fees.

FACULTY AND DEPARTMENT RESPONSIBILITIES

Responsibilities of a Faculty Leader will extend beyond those of a professor. A Faculty Leader will be a recruiter, administrator, institutional representative, advisor, facilitator and crisis manager. The Department will be expected to provide support to the Faculty Leader to ensure program success.

Prior to Departure

Program Development

Assist IE to develop the study abroad program, including the itinerary, the local institution collaborations and agreement, the length of the program, the courses to be offered, and the profile of the target participants.

Brochure Development

Assist IE to develop and produce publicity materials describing the program, including descriptions of the sites to be visited, the theme of the program, special events included in the itinerary, course descriptions and short bio.

Academic Preparations

Handle all administration required for listing the course prior to registration.

Promotion to Students

Promote the program to students including distributing brochures, advertising the program and conducting classroom visits to targeted student groups. Participating in events arranged by IE such as information sessions and the Study Abroad Fair.

Interviewing Students

Interview each prospective participant in person, by email or by telephone, assessing whether students' meet the academic requirements and advising them on the course expectations. Review and approve students through the IE online Study Abroad portal.

Note: Students with a G.P.A. below 2.50 may be placed on a probationary waiting list if the faculty leader believes the student has strong potential. Final decision on probationary students will be made by IE.

Participate in Faculty Training Session

Attend a mandatory orientation and training session for study abroad faculty leaders regarding safety and security, risk management and other issues.

Student Orientation

Assist IE to organize and offer a pre-departure orientation for participants, to cover the logistical issues outlined below and academic themes of the program.

Itinerary and Logistics of Travel
Legal, Safety and Security Issues
Emergency Protocol

Practical Information for Daily Life
Health Information
Academics- course expectations

During Program

In addition to teaching the course faculty leader(s) must oversee the safety and well-being of the students for the duration of the program, manage the program budget and logistics and orient the students to each location, in particular making sure students are provided with guidance in keeping safe when not under the direct supervision of faculty. The Faculty Leader may be called upon at any time to solve minor as well as major problems and must keep IE informed of any major concerns or challenges. Faculty may need to act as liaison with parents, local authorities or support services to resolve any issues that arise.

ASSESSMENT

Faculty Narrative Report

Upon completion of the program, leaders are required to submit a narrative report to IE and their Department Chair reflecting on the various program elements. These reports are essential for proper documentation and constructive planning for future programs. Reports should include: a) a brief overview of the program, b) academic and travel preparation, c) important academic and cultural experiences of the course, d) suggested changes or improvements for next time, e) evaluation of external providers such as travel agents or tour operators, f) evaluation of IE processes, g) and accounting of program expenses.

Student Survey

Upon completion of the program, all participants will receive a survey instrument from IE which will seek input on all aspects of program participation including application process, costs, academics, pre-departure preparation, on-site coordination and accommodations and services.

IE will review all assessment materials and use them to inform general processes and future proposals.

Partner Survey

In situations where a program has included substantial logistical and/or academic support from a partner institution, IE will issue an evaluative survey to the partner representative.

FACULTY LEADER REMUNERATION

Teaching Salary

Spring Semester: Salary is paid to the faculty member through the faculty member's department. The spring course should fall within the faculty's base salary teaching load for the semester with no additional salary. If a course exceeds the faculty's maximum teaching load, the faculty must be approved and paid a temporary service stipend by the faculty member's department. IE will not cover the cost of an additional stipend.

Summer or Winter Session: Faculty are paid by Summer/Winter Sessions according to the established teaching rates.

A second faculty leader or administrator who is not teaching a course will not be paid a teaching salary for the program.

Department Chairs and College Deans are required to sign off on all abstract and final proposals for faculty-led study abroad programs in their area. Signature on these proposals indicates support for the program and for teaching salary for the faculty leaders.

Costs of Program

All costs of the program are covered, including:

- Roundtrip airfare
- Housing in a single room or similar, depending on location
- Local transportation included in the student program
- Airport transfers
- Enrollment fee for On-Call insurance
- Group meals included in the student program
- International phone service

Expense Reimbursement

Faculty leaders will be reimbursed for meals and incidental expenses incurred during the program, in accordance with University guidelines.

For trips 3 weeks or less - faculty will be reimbursed 100% of the federally approved per diem rate, without receipts, in accordance with MSU travel regulations.

For trips greater than 3 weeks- faculty will be reimbursed 100% of the federally approved per diem rate for the first 2 weeks of the program and then 60% of the federally approved per diem for remainder of the time in country, without receipts, in accordance with MSU travel regulations.

International Engagement will reduce the daily per diem rate when meals are included in the program (e.g. group meals, airline meals).

POLICIES FOR ACCOMPANYING FAMILY

No dependent family members, spouses or other guests, including other MSU faculty members, may accompany faculty leaders on short term (7-14 day) programs or participate in any aspect (logistical or academic) of a short-term study abroad program.

If approved by IE, faculty leaders may be accompanied abroad by a spouse, dependent family members or other guest on Summer School Abroad programs only. The appropriateness of children accompanying faculty travel should be discussed and approved by IE prior to finalizing plans, taking into consideration the nature and suitability of the program. Any minor dependents must be under the supervision of an adult, other than the faculty leader, who will be available to care for and/or supervise the child during periods that the faculty leader is involved in program activities.

Dependents/guests may not participate in any program activities or any travel component of the program and are not considered in any way to be participants of the program or representatives of Montclair State University. Dependents travel at their own risk and release the university from liability for loss, illness or injury. Under no circumstances are accompanying family members eligible to participate in any aspect of the Summer School Abroad program with enrolled students (such as meetings, group meals, group site visits, group excursions, group transportation, classes, etc.).

Faculty are responsible for making all travel arrangements for any accompanying family members and must ensure dependent expenses are kept separate from program expenses. Under no circumstances will Montclair State cover or subsidize the cost of any accompanying family member. Any additional costs resulting from having family accompany the leader or made for the convenience of dependents (such as cost of double versus single room, route modifications, etc.) are the sole responsibility of the faculty leader.

Spouses, parents, friends or dependents of participating students are also not allowed to participate in the program.

COSTS TO STUDENTS

Application Fee

When students apply they must submit a \$100 application fee before they can be reviewed and accepted into a program. Unless Montclair State University cancels the program entirely, the \$100 application fee is non-refundable. The application fee is not applied toward the program budget. For highly competitive programs, \$100 application fee may be collected AFTER the initial selection is complete and will not be charged to applicants not accepted. IE will determine when this is appropriate.

Tuition and Fees

All programs are for-credit and therefore students pay Montclair State tuition and fees through their student account.

Program Costs

Program costs typically include group airfare, land transportation, accommodations, and some group meals, excursions and site visits. Students pay program costs in three installments.

Out-of-Pocket Costs

Students may incur additional expenses in addition to the tuition, fees and program cost. Additional expenses may include:

- Trip cancellation insurance
- Meals not included in program cost
- International phone service
- Visa fees
- Additional luggage charges
- Personal expenses such as local transportation, admission to sites or other activities not specifically included in the Program.

Cancellations and Refunds

Application Fee

The \$100 application fee is non-refundable unless the program is cancelled entirely.

Program Costs

IE does not guarantee that any portion of the program cost - submitted or owed - to Montclair State will be refunded or waived if a student withdraws from a program at any time. Any charges that MSU has advanced for the program on a student's behalf will remain the student's financial responsibility.

Montclair State University must prepay for many program expenses well in advance of the travel dates. Students who have committed to the program through their application are responsible for any non-refundable expenses. The later a student withdraws from a Faculty-led program the higher the financial obligation to the program. Due to the many variables involved, monies owed to Montclair State University will be calculated on a case by case basis taking into consideration any non-refundable expenses and the impact of the student's withdrawal on the overall program budget.

No refunds will be provided if, while abroad, a student is unable to participate in any planned program activities. If a student is required to withdraw from a program based on conduct, disciplinary action or a related cause, prior to or while abroad, no refunds will be provided and students will be responsible for any additional expenses incurred to travel home. Decisions to withdraw a student from a program are at the discretion of the faculty leader and IE.

All student-initiated withdrawals must be in writing to International Engagement. The date of withdrawal is the regular business day when the student confirms, in writing, to IE of their wish to withdraw from the program.

In the case of program cancellation due to weather, natural disaster, political unrest, change in safety and risk factors, or similar events, IE will make every effort to refund recoverable program costs to the participants. Because full refunds are often not possible, students will be

encouraged to consider purchasing trip cancellation insurance that can be obtained from many insurance companies.

Tuition and Fees

Tuition and fees paid for a faculty-led study abroad program will be refundable to students in accordance with Montclair State University policies and timelines.

SAFETY AND RISK MANAGEMENT

Consistent with Montclair State University's commitment to due care and diligence concerning risk management, faculty and students are required to attend an informational session led by International Engagement staff prior to program departure. This session covers protections and benefits students receive while studying abroad as well as expectations for responsible conduct.

Aetna On-Call - Medical and Travel Assistance

Montclair State University requires all students to have health insurance while enrolled full-time at Montclair State. Prior to departure, students and faculty should ensure that their personal health insurance covers them while abroad. In addition students must enroll in/purchase On Call insurance through AETNA. Students already covered by the university's student health insurance receive On Call at no additional cost but must actively enroll for the plan. Students who have waived the university's health insurance must actively enroll in On Call and pay the premium. Faculty must enroll in the plan and will be reimbursed for the cost of On Call. On Call includes the following services:

- 24/7 worldwide medical information assistance
- Medical, political or natural disaster evacuation
- Medical, dental and pharmacy referral.
- Translation services

US DOS STEP Program

All participants will be registered by IE with the Department of State [Smart Traveler Enrollment Program \(STEP\)](#). The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals and studying or living abroad to enroll their travel with the nearest U.S. Embassy or Consulate. Enrolling in STEP allows participants to receive important information from the Embassy about safety conditions in the destination country and allows the embassy to contact participants in case of a natural disaster or civil unrest.

Alert Traveler

AlertTraveler is a mobile application for iOS and Android devices that utilizes GPS and participant travel itinerary. AlertTraveler provides participants with country and city intelligence to help make informed decisions while traveling, safety and security alerts to advise of any events that could potentially impact travel or safety, and an instant check-in option allowing participants to report their status back to MSU administrators and travel advisors in case of an incident. All Program participants will be enrolled (and prompted to activate) Alert Traveler prior to departure, at no cost to the participant.

CONDUCT AND LIABILITY POLICIES

University conduct and liability policies follow students and faculty off-campus and abroad. As a condition for travel, students sign conduct and liability forms. Faculty with questions about application and enforcement of college conduct policies and about liability obligations and protection should contact the Associate Provost, International Engagement.

STUDENT REQUIREMENTS, PROGRAM ELIGIBILITY AND APPROVAL

Faculty and the home department should determine any program-specific eligibility and approval criteria. Approval for study abroad is conducted on a rolling basis up to and including the application deadlines set by IE. In addition to any program specific prerequisite requirements students must meet a 2.5 minimum grade point requirement, meet disciplinary requirements, and submit all required application materials by the deadline. Required application materials include an interview and approval by the Faculty leader(s), one recommendation form (two for visiting students participating in summer programs) and pay the application fee. Some programs may have additional required materials as determined by faculty leaders such as an essay and resume.

Students with Disciplinary Records: Students with an active disciplinary file are not eligible to participate in study abroad. Students with closed records may apply and will be considered on a case by case basis. Disciplinary records of all applicants will be reviewed.

IE reserves the right to withdraw a student from a study abroad program *prior* to departure for any of the following reasons:

- Disciplinary Action
- Cumulative GPA falling below 2.0
- Failure to make payment or complete necessary application steps

IE reserves the right to withdraw a student from a study abroad program *while abroad* for any of the following reasons:

- Violation of Code of Conduct Agreement

All withdrawals based on the above conditions will be at the cost of the student and program fees will not be refunded.

Students who enroll in a faculty-led study abroad program must attend the mandatory Pre-Departure workshops held by IE, in addition to any meetings required by faculty. Typically three workshops are scheduled:

1. Health and Safety Abroad
2. Cultural Adjustment and Awareness
3. Program-Specific Orientation (with Faculty leaders)

PROPOSING A FACULTY-LED STUDY ABROAD PROGRAM

Programs will be evaluated and approved with special attention to educational aim, safety, operational simplicity and cost effectiveness and in accordance with the strategic direction of the University. Proposals therefore must meet the following requirements;

- 1) The safety and security of all participants must be central to the planning and management of the experience. Proposed destinations with a Level 4 US Department of State Alert will not be accepted. Destinations designated at Level 3 will likely not be accepted and/or be subject to additional review. Visit www.travel.state.gov to view specific country details.
- 2) Course outcomes must be equivalent to the course or courses that are offered on campus, plus the enrichment being taught in the international setting. Short-term programs should be integrated into your department's curriculum. Students must be enrolled and be eligible to receive academic credit for the program.
- 3) Planned experiences and selected activities are consistent with the mission of the sponsoring department and the strategic direction of the University.
- 4) The destination must be integral to the academic content and provide meaningful interaction with the host country and people.
- 5) Affordability and accessibility for students.
- 6) For the sake of the safety and well-being of the group and to assist with in-country coordination and decision-making, program applications must indicate an intention to use a two-leader arrangement. Summer School Abroad programs may present a one-leader proposal.

Preference will be given to programs that are interdisciplinary and collaborative in nature. Faculty are strongly encouraged to develop programs that explore countries outside of Western Europe in particular Africa, Canada, and Latin America. Programs should offer unique experiences and outcomes in contrast to individual student mobility programs already offered to students at the University.

Abstracts submitted by faculty who have led programs previously will only be considered if IE has received the final report and all requests for reimbursements prior to the submission of the new proposal.

Abstract proposals should address –

1. Program Rational - how this program addresses the needs and interests of students and advances the mission and strategic initiatives of the University and the academic program. Demonstrate that the travel experience and the specific location/s are integral to achieving the programs academic objective.
2. Faculty Experience and Expertise – describe the program leaders experience and/or expertise relevant to the proposed destination/s.
3. Target Student Population – describe the target audience including the number of majors/minors or the number of students who normally take this course on campus.

Abstracts must be approved by the Department Chair and College Dean before submission to International Engagement. If an abstract is approved then a full program outline, tentative itinerary and budget must be developed, in collaboration with IE staff, for final approval by the Department Chair, Dean, and Associate Provost of International Engagement.

PROPOSAL TIMELINE & DEADLINES

Abstracts for proposals due	February 15
IE abstract feedback to faculty	March 1
Detailed proposal due	April 1
Approved programs notification	May 1
Program published by IE	June 15 (winter) September 1 (Spring and Summer)
Student Applications Due	Sept 15 (Winter) Nov 15 (Spring) Dec 1 (Summer)

A COMPLETE DETAILED PROPOSAL WILL INCLUDE

- ☐ Syllabus for EACH Course Proposed
- ☐ Detailed Account of Student Contact Hours for each course
- ☐ Tentative Itinerary
- ☐ Leader Agreement: signed by each leader
- ☐ Approval by Chair and Dean