

Education Abroad: How to Design a Faculty-Led Program



“Providing this opportunity for our students at Washington State University is critical to our mission of providing the best undergraduate education at a research university.”

—Robert C. Bates

Participating in an education abroad experience is often the highlight of a student’s undergraduate experience. And for faculty, leading such programs can be a most enriching professional experience. The year I spent in Japan as an undergraduate had a profound impact on my life. In fact, I still keep in touch with my host family after all these years. Providing this opportunity for our students at Washington State University is critical to our mission of providing the best undergraduate education at a research university.

Education Abroad: How to Design a Faculty-Led Program provides departments and professors with the information they need to develop a high-quality study abroad program for our students. To ensure a quality experience for both students and faculty, this handbook guides you through all aspects of a faculty-led program—from creating a budget to preparing to handle an unforeseen emergency. Although planning and implementing a faculty-led program is a great deal of work, the rewards are invaluable.

The Education Abroad Office can assist you with the myriad of tasks necessary to implement a successful program. The staff can guide you through the policies and procedures at WSU, help you market your program strategically, and work with you to prepare students for an international experience. I hope you will make good use of their expertise.

Robert C. Bates

On November 10, 2005, the United States Senate passed a resolution declaring 2006 as the “Year of Study Abroad.” The Report of the Commission on the Abraham Lincoln Study Abroad Fellowship program proclaimed in early 2006: “What nations don’t know can hurt them. The stakes involved in study abroad are that simple, that straightforward, and that important. For their own future and that of the nation, college graduates today must be internationally competent.”

The Commission set as a national goal for the United States to send one million students annually to study abroad by the year 2016. This figure would represent about 50% of the number of undergraduate degrees currently awarded each year in the United States. The Commission also stated that it is essential that the Lincoln program use not less than 88% of its funds to provide fellowships and scholarships to students studying abroad. How are we going to help meet these national goals?

At Washington State University, the rapid growth of study abroad, and in particular education abroad programs led by WSU faculty, is an important part of our institution’s growing commitment to provide our undergraduates with cross-cultural awareness and expertise. Faculty-led programs have been effective for several reasons. They eliminate questions about credit transfer since it is usually a regular WSU course offered by a WSU faculty member or team of faculty members. Faculty-led programs are flexible. They can be semester-long like many traditional study abroad programs, but also can be organized for the summer or for shorter periods during the academic year. These types of programs help internationalize the campus in two ways, enhancing the global competencies of the students who participate, as well as giving faculty members opportunities to expand their international experiences.

In response to these new national initiatives International Programs is pleased to present this guide to designing and implementing faculty-led study abroad programs at Washington State University. I want to thank Candace Chenoweth, Director of Education Abroad, and her staff, for putting together this comprehensive guide. We hope that it will prove useful to colleges, departments, and faculty members as they develop safe, academically challenging, and personally rewarding overseas programs that enhance WSU’s internationalization and global reach.

Lance LeLoup, Associate Vice Provost, International Programs

Edward R. Meyer Distinguished Professor of Political Science



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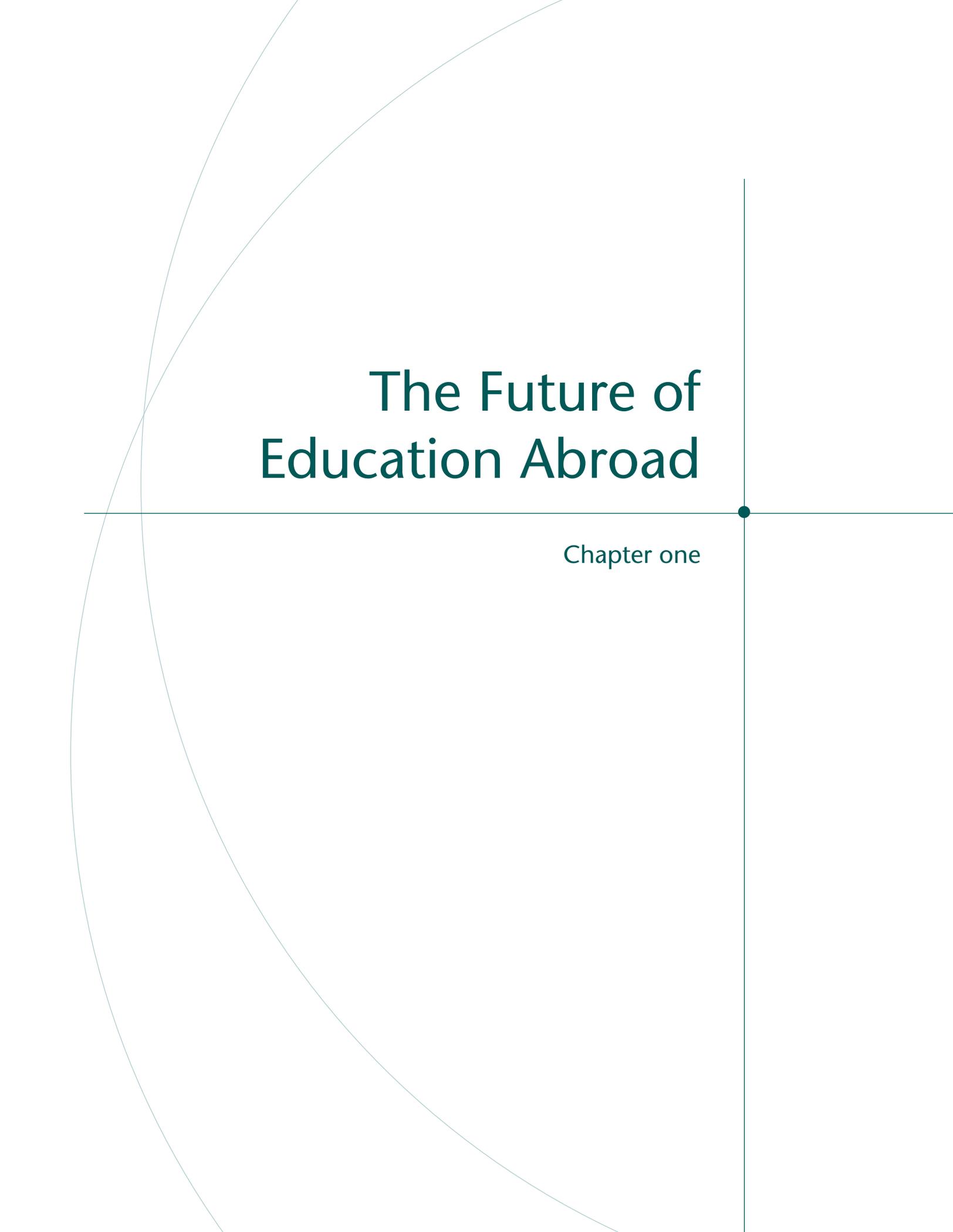
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Promoting and democratizing undergraduate study abroad is the next step in the evolution of American high education. Making study abroad the norm and not the exception can position this and future generations of Americans for success in the world in much the same way that establishment of the land-grant university system and enactment of the GI Bill helped create the “American century.”

—The Commission on the Abraham Lincoln Study Abroad Fellowship Program. *Global Competence & National Needs: One Million Americans Studying Abroad*. 2005.



The Future of Education Abroad

Chapter one

THE LINCOLN COMMISSION AND THE FUTURE OF STUDY ABROAD

From International Educator Jan-Feb 06 p 4-6

By Senator Richard J. Durbin

“Today’s realities, which are not all that pleasant, we can tolerate, but the fear of the unknown casts a shadow over today’s certainties. We sense a need to move beyond bandaging to healing our wounds. Is there a way for us as a people to bring more stability, peace, and harmony to our world?”

My dear friend, the late Senator Paul Simon, pondered this question in the aftermath of the tragic events on September 11, 2001 that shook our nation and brought to the forefront our lack of knowledge of the rest of the world. Paul was not only my dear friend, but also my mentor. I was fortunate enough to be elected to his seat in the Senate and to have worked closely with him and to have witnessed his commitment to bettering our world through education.

Paul was a man with an intrinsic sense of justice and a passion for the public good. His deep convictions were matched by a genuine zeal for the work he did—in Washington, D.C., and in Illinois. After he retired from the Senate, Paul Simon carried his vision and energy into his leadership with the Southern Illinois University Public Policy Institute in Carbondale, Illinois. In that role, he developed a passion for instilling in the next generation of Americans a broad international understanding. His vision was to help prepare a generation with greater cultural competence and real life experience in societies unlike our own.

Simon’s Vision: The Lincoln Commission

In his last months, Senator Simon came back to Washington to talk to his former colleagues about the need to strengthen this country’s international understanding. As a direct result of his work, Congress established the Abraham Lincoln Study Abroad Commission to develop the framework for an international study abroad program for college students.

I am honored to have served on this bipartisan Lincoln Commission. Paul Simon, like so many committed to advancing our nation’s ability to lead by investing in the education of our young people, struggled with the question of how America could lead while so few of our citizens have an appropriate knowledge and understanding of the world outside our borders.

The United States is a military and economic giant, yet it is continuously threatened by a serious lack of international competence in an age of growing globalization. Our world ignorance is now seen as a national liability. In the words of the great American President, Abraham Lincoln, “The dogmas of the quiet past are inadequate to the stormy present. The occasion is piled high with difficulty, and we must rise with the occasion. As our case is new, so we must think anew, and act anew. We must disenthral ourselves, and then we shall save our country.”

“Recharging our civic batteries is no simple task, but studying abroad gives students and faculty a chance to learn more about the rest of the world, and almost inevitably, that simulates interest in our own government and its policies.”

—Senator Paul Simon

The challenges we face as Americans are increasingly global in nature, and our youth must be well prepared for its future. Our national security, international economic competitiveness, and diplomatic efforts in working towards a peaceful society rest on our global competence and ability to appreciate languages and cultures throughout the world. The United States' capacity to lead in the twenty-first century demands that we school new generations of students in cultural and social realities beyond what they may have grown up with in the United States.

Senator Simon understood this. He perceived the United States as a large community, part of an even larger world family. When he saw signs that read, "God Bless America," he wished they would read, "God Bless America and the Rest of the World."

America can do its part to bring more peace, stability and harmony to our world. We can start by building on the recently released report of the Abraham Lincoln Study Abroad Commission. The program the Commission recommends would encourage and support the experience of studying abroad, particularly in developing countries—in countries whose people, culture, language, government, and religion might be very different from ours. As we become a nation whose citizens have studied in other countries, we will become more understanding of the rest of the world and less likely to minimize the perspectives of people in other countries. We will become a nation whose base of public knowledge and experience would enrich our participation in the international arena.

The Need for Greater Access to Education Abroad

Many of us are struck by Americans' general lack of knowledge about the rest of the world, but few realize how

very few American students participate in study abroad programs—less than one percent of the overall undergraduate population. Despite our strong position in the global market and our efforts to promote peace and democracy around the world, the United States lags woefully behind many countries in the number of students that study abroad each year.

My home state of Illinois ranks as one of the largest export states in the nation, with one in every five manufacturing jobs tied to exports and the international marketplace. Illinois also ranks first in the Midwest as a destination for foreign investment, housing more than six thousand foreign firms, which employ 340,000 residents. We boast a statewide international education initiative with goals to make language skills and international studies a priority in our schools and to establish partnerships abroad that promote international teacher [sic] and learning for teachers, students, and administrators. However, in Illinois during the 2003–2004 academic year only 6,395 students chose to study abroad. Compare that to the nearly 26,000 students who chose to come to the United States to study in Illinois in the same year. Clearly, we can do a better job of opening the rest of the world to American students.

This trend hold nationwide. In the 2003–04 academic year, 572,509 international students were on U.S. campuses while just 191,321 American students studied abroad. That's one percent of all enrolled undergraduate students. Only one third of those students chose to study in locations outside of Western Europe. Yet, an estimated 95 percent of the world's population growth will occur outside of that area in the next 50 years. How does that prepare our next generation of leaders? A small fraction of a percent of American students have spent any time immersed in those many

and varied cultures and languages critical to the United States, including Russia, China, India, Africa, Central and South America, and the Middle East.

Is this tolerable in today's global society? Given these figures, can we say with confidence that our nation is prepared to grow in the world market, fight terrorism or promote peaceful societies abroad? The fear of the unknown still cripples our nation and jeopardizes our future in the globalized twenty-first century. Americans need to know more about the world. It is the responsibility of the American educational system to engage students in a global education. We owe it to the future of our country—we owe it to our students. Study abroad should be an integral part of the education of all students.

Senator Simon saw an opportunity to open the doors of study abroad to the average undergraduate student in the twenty-first century in the same way that the Morrill Act (The Land Grant College Act) signed by President Lincoln opened the doors to a higher education to the average American in the nineteenth century, believing that each student, regardless of race, socio-economic background, or field of study should have the opportunity to understand world cultures through study abroad.

The Lincoln Commission, guided by Senator Simon's vision, has stated bold goals for democratizing study abroad by 2017.

- At least one million U.S. undergraduate students will study abroad each year.
- The demographics of the study abroad population will be similar to that of the general U.S. undergraduate population.

- A substantial number of Lincoln Fellows will study abroad in non-traditional countries.

To reach these goals, however, the commitment and active engagement of the higher education community will be crucial. The program proposed by the Lincoln Study Abroad Commission could well internationalize post-secondary education in the United States.

Making the Vision a Reality

Now that the Commission's report is complete, the next step is up to us, those of us who share Paul Simon's conviction that the United States has everything to gain by increasing study abroad for undergraduates. We must work together to create national interest in the Commission's recommendations. If we can meet the goals the Commission has laid out, we will change the meaning of higher education in the United States.

As Senator Simon stated, "A nation cannot drift into greatness. We must dream and we must be willing to make small sacrifices to achieve those dreams. If I want to improve my home, I must sacrifice a little. If we want to improve our nation and the world, we must be willing to sacrifice a little. This major national initiative...can lift our vision and responsiveness to the rest of the world. Those who read these lines need to do more than nod in agreement. This is a battle for understanding that you must help wage."

Richard J. Durbin is a U.S. senator representing the state of Illinois.

—Reprinted with permission

U.S. Leaders Who Have Studied Abroad

Many people who went on to assume leadership roles in the arts and letters, science, medicine, education, business, communications, and government studied abroad. Here are some of them:

Carl Albert, Speaker, U.S. House of Representatives

Maya Angelou, Poet

Curtis Barnette, Chairman, Bethlehem Steel

James Billington, Librarian of Congress

Derek Bok, President, Harvard University

John Brademas, President, New York University

Hal Bruno, Political Director, ABC News

Max Burns, U.S. Representative

Ben "Nighthorse" Campbell, U.S. Senator

Wesley Clark, General, USA (Ret'd)

Bill Clinton, 42nd President

Thad Cochran, U.S. Senator

Rosa DeLauro, U.S. Representative

Rita Dove, U.S. Poet Laureate

W.E.B. Dubois, Author/Educator

Paul Farmer, Medical Anthropologist

Renee Fleming, Soprano

Milton Friedman, Nobel Prize Winning Economist

Theodore Seuss Geisel, Author

Margaret Greenfield, Washington Post

Joseph Heller, Author

John Hersey, Author

John Irving, Author

Stacey Keach, Actor

Anthony Kennedy, U.S. Supreme Court Justice

John Lithgow, Actor

Richard Lugar, U.S. Senator

Daniel P. Moynihan, Diplomat & U.S. Senator

Leo J. O'Donovan, S.J., President, Georgetown University

Alfred Partoll, Senior Vice President, AT&T

Phillip Pearlstein, Painter

Thomas Pickering, Diplomat and Business Leader

Sylvia Plath, Author

Theodore Roosevelt, 26th President

Dean Rusk, Secretary of State

John Tower, U.S. Senator

David Souter, U.S. Supreme Court Justice

Admiral Stansfield Turner, Director, CIA

Katherine Harris, U.S. Representative

James Oberstar, U.S. House of Representatives

J. Robert Oppenheimer, Physicist

Condoleezza Rice, Secretary of State

Walt Rostow, Presidential Adviser

Paul Sarbanes, U.S. Senator

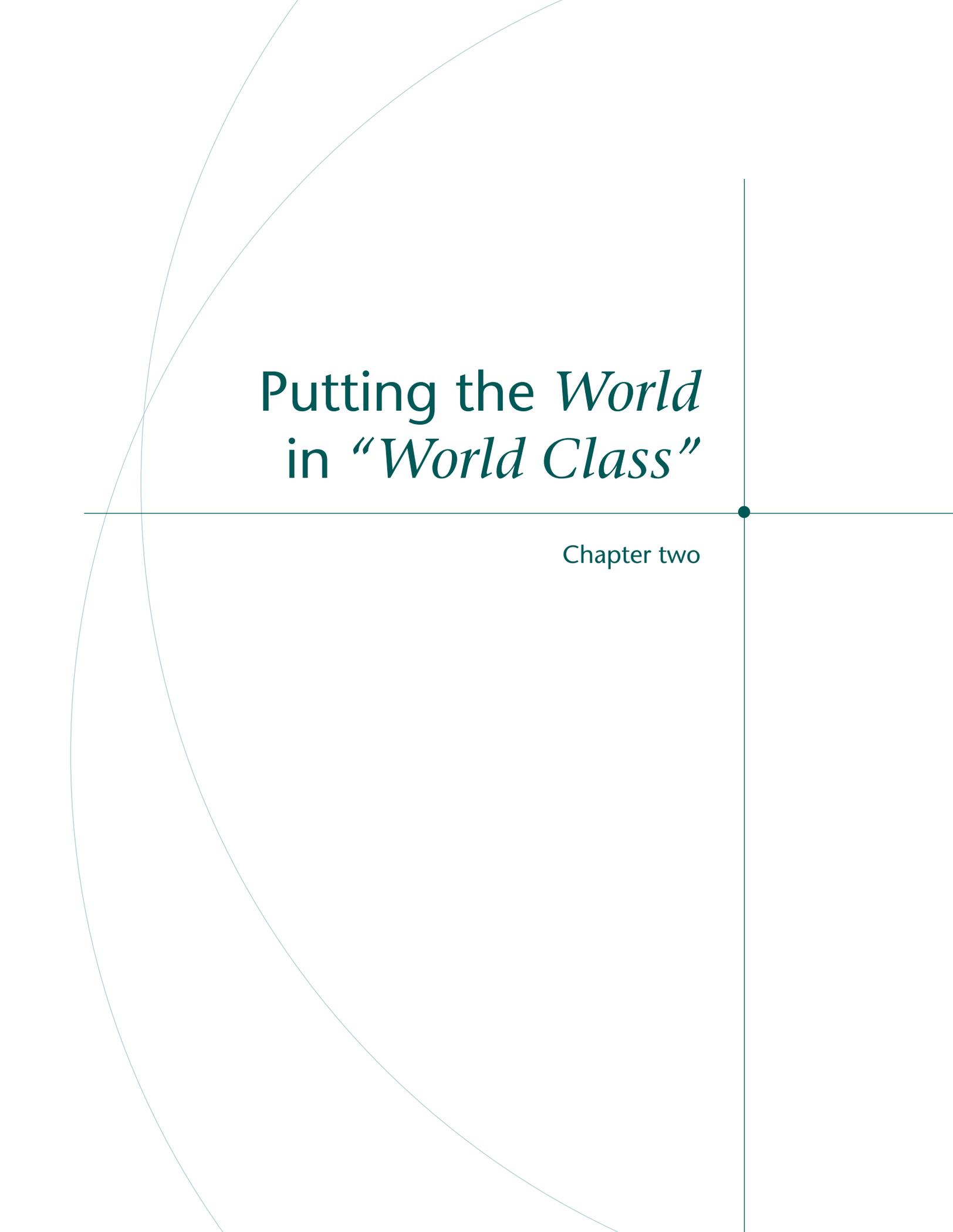
David Vitter, U.S. Senator

James Watson, Nobel Prize Winning Biochemist

Gene Wilder, Actor

George Will, Syndicated Columnist

Heather Wilson, U.S. Representative



Putting the *World* in “*World Class*”

Chapter two

A friend in Sweden once asked me, “Do you know what your students will find when they come to Sweden?” When I couldn’t come up with a very good answer he said, “They will find themselves.”

—(Anonymous)

WHAT WILL THEY FIND WHEN THEY GET TO SWEDEN?

Until the early 1990s, study abroad typically referred to a semester or year-long academic program abroad. Now, one to nine-week programs directed by faculty and sponsored by the home institution are common on most campuses. The growth in so-called short-term programs has allowed increasing numbers of students to participate—these programs are more affordable and, from a timing standpoint, intrude less on work commitments, lock-step course schedules, student athletics, family commitments, and so on.

Rapid growth in the popularity of short-term international programs has left universities scrambling to develop the policies and infrastructure to support the design and implementation of safe, academically-sound programs. Washington State University has been no exception. This manual is designed to provide faculty with the information and tools they need to create and lead a successful international program and still maintain their sanity!

The Education Abroad Office (EA) is responsible for coordinating all faculty-led education abroad programs at Washington State University. Faculty members wishing to design a faculty-led program are encouraged to contact the Education Abroad Office as early in the design process as possible. The Education Abroad Office will provide departments and faculty with the following types of assistance:

- Assist with program development, including a program proposal and budget, and the contract bid process.
- Supply all necessary forms for establishment of the program including marketing materials, participant applications, contracts, incident report forms, and evaluation forms.
- Assist with publicity and promotion of the faculty-led program.
- Assist with student application, screening, and selection.
- Handle monetary transactions, including collection of program fees and disbursement of funds, and submission of revised expense forms for student financial aid.
- Assist with pre-departure orientation sessions.
- Direct emergency or crisis management plans.
- Assist with student behavior or health and wellness incidences.
- Assist with program evaluation and wrap-up.

We hope this manual will provide you with the support and encouragement you need to develop and lead a great program. If you have any questions please contact the Faculty-Led Program Specialist at 509-335-3188.

HALLMARKS OF A SUCCESSFUL FACULTY-LED PROGRAM

Freya Stark, one of the most gifted and widely-read women travel writers of the 20th century, commented frequently on the value of studying in a foreign land. In her 1984 book *Perseus in the Wind*, she wrote: “Travel is necessary to understanding man. Such delicate goods as justice, love, honor and courtesy are valid everywhere, but they are variously molded, often differently handled, and sometimes nearly unrecognizable if you meet them in a foreign land. The art of learning fundamental common values is perhaps the greatest gain of travel to those who wish to live at ease among their fellows.”

Education Abroad programs provide students with the opportunity to come face-to-face with these “delicate goods.” The best education abroad programs have academic integrity and cultural integration at their core. The students, then, become more than tourists, they become—at least for a while—meaningful participants within the culture.

Academic Integrity

Education Abroad programming is a serious and meaningful academic enterprise consisting of college-level (usually upper-division, but not always) academic study. The program syllabus includes either coursework or experiential learning or some combination of the two. The program is taught in a manner that enables participants to connect with the foreign culture and society of the nation (or

region) in which the program takes place.

WSU’s faculty-led programs must adhere to the same high standards of content, delivery, and assessment as courses taught on campus.

Cultural Integration

Strong programs facilitate participants’ integration into the “foreign” (i.e., non-American) culture, so that students engage with that culture and society at fairly sophisticated and complex levels and, by means of this connection, arrive at a deeper understanding of its people and culture.

The course syllabus should incorporate some academic content relating to the host country, culture, economy, and history. From this integration and engagement, the participant should learn not only about the host country and region, but also about their home society and country. Perhaps most importantly, the process of integration and engagement will teach the participants a great deal about themselves as well.

Without this academic integrity and cultural integration, the participant remains merely a tourist and, although tourism is sometimes educational, it is usually not “credit-worthy.” As a university, WSU does not support either “tourism for credit,” or “learning by osmosis” (i.e., simply living overseas as a sufficient justification for awarding credit).

The job of any international educator is to stimulate our students to take full and active advantage of the rich cultural opportunities unique to study abroad. “Internationalization” and “globalization” don’t magically happen by sending ever-higher numbers of students abroad. They take place in the minds of individual students as a result of challenging and active academic study and interaction on-site.

—Dr. William Anthony, Director, Study Abroad, Northwestern University. *The IES MAP for Study Abroad: Charting a Course for Quality*. Chicago: IES, 2003.

The program should have an explicit element that enables participants to become, at least for a while, “residents of,” and not merely “tourists visiting” the city and region where the program is located. We want to go far beyond “educational tourism”; one of our goals is to avoid giving participants the feeling that they are just passing through the society in which they find themselves. All education abroad programs—and especially short-term, faculty-led programs—must find the means to enable the participant to interact with and engage in the host culture. This is perhaps the principal challenge that short-term programs face.

The Safety and Security of Participants

The safety and security of our students and Faculty Directors while they are overseas is critical. For this reason, WSU rarely will support programs in regions where a U.S. Department of State Travel Warning is in effect. Additionally, because emergencies can occur anywhere in the world, each faculty-led program must adhere to WSU’s emergency preparedness protocols.

Fiscal and Budgetary Responsibility

We recognize that many students face considerable financial pressures in completing their studies at WSU and that an education abroad experience may create additional financial burdens. The Education Abroad Office works to control the costs of all international programs it administers and to maintain good relationships with the Office of Financial Aid and other offices on campus that assist students in meeting their education abroad goals. In developing a program, faculty should strive to find a balance between fiscal responsibilities, logistics, and academic content, to maximize both the opportunity for

student learning and the opportunity for participation by students who rely on financial aid to fund their study.

Proposals for new education abroad programs must present evidence that they will provide the highest quality program in the most fiscally conservative and cost effective manner. Funds expended for programs are carefully monitored and accounted for, and each Faculty Director is expected to reconcile an expense report immediately upon returning to the United States.

The Needs of the Student

One of WSU’s goals is to increase the number of WSU students studying abroad each year. To do this, the University seeks to provide our students with programs (short-term, semester, and year-long) that reflect the academic strengths of our institution. We also must seek to offer programs that appeal to students in all schools and departments.

In developing new programs, faculty and departments should place a priority on proposals that demonstrate explicit support of these principles. Rather than duplicating opportunities that already exist on campus, we should look to augment and complement the existing curriculum. In this way we will be providing our students with an even stronger undergraduate degree.

Additionally, the Faculty Director must be prepared to provide a high level of personal support—significantly higher than on the campus—for the participants, many of whom will be traveling outside the United States for the first time and in need of a higher level of care.

An Appropriate Orientation

The participants should not arrive in the host country ignorant of things

that they need to know in order to understand the host culture and its people. An orientation for a faculty-led program is best viewed as an ongoing process, starting well in advance of departure and continuing throughout the program and even upon the students' return to campus if possible.

To prepare the students adequately for living and studying abroad, the proposal should include provision for a substantive orientation program that includes the preparation of an orientation handbook and pre-departure and on-site orientation components.

Likelihood of Success

The proposed program should provide evidence of a convergence of factors that increase the likelihood of success for the program. The faculty member should have identified a topic of relevance, an adequate pool of students on which to draw, and an appropriate location for the program.

New Academic Opportunities

The program should seek to offer a new opportunity to WSU students, rather than duplicating previously developed overseas offerings. It may be geared towards a previously underserved population or academic major.

Reasonable Faculty/Student Ratio

Successful programs rarely will have a faculty/student ratio greater than 1/20.

Inclusion of Local Faculty

If the size of the proposed group requires additional instructors, faculty may want to consider hiring additional instructors from the host country. Local faculty or guest lecturers from the host country/host institution can provide new viewpoints or insights, as

well as giving students another opportunity to interact with host nationals.

Language Programs

For a program designed to improve students' foreign language skills, additional characteristics include:

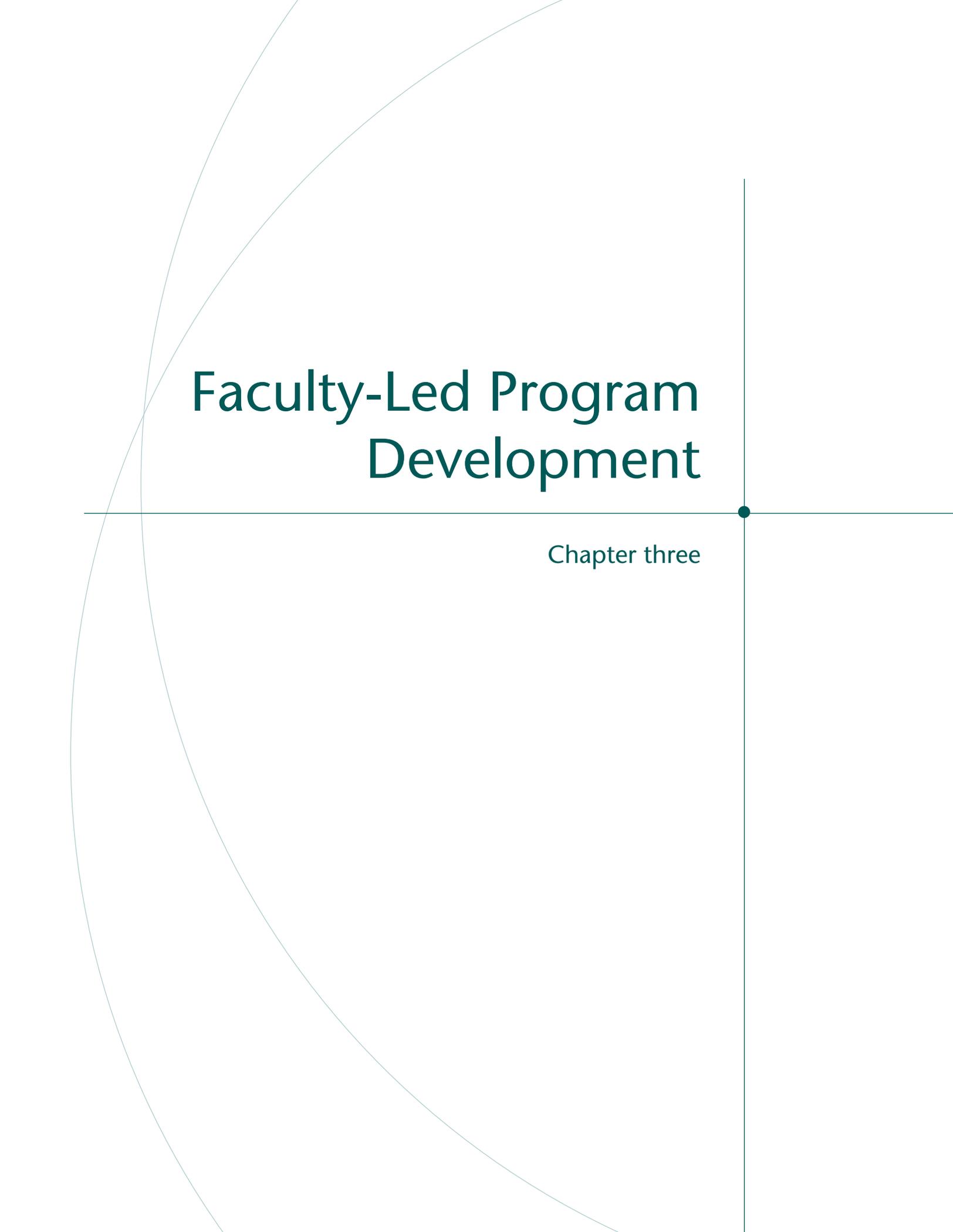
- The professors in the host country who teach the language courses are native-speakers of the language they teach.
- In addition to language study, opportunities are made available for students to study the culture, society, history, or contemporary politics of the country.
- Program length is a minimum of 6 weeks, preferably 9 weeks.
- Language classes enroll no more than 10 students per section and are offered at various skill levels.

Multiple Site Programs

For a study tour that involves multiple sites, additional characteristics should include:

- The program balances the desire to provide an overview of several cities or countries with the need for an in-depth experience in each location and utilizes an itinerary that neither exhausts the participants or the study tour leader, nor inflates the cost of the program unnecessarily.
- Since accommodations for study tours are generally in hotels or bed and breakfast settings, the program provides additional opportunities for contact with residents of the countries visited.

Adapted, with many thanks, from the SUNY Faculty Manual produced by the Office of International Education of the State University of New York



Faculty-Led Program Development

Chapter three

Those of us in the business of higher education are simply not living up to our responsibility if we do not find ways to educate our students not only to understand what is happening on the international scene, but also to bring their learning to bear in addressing the global challenges of our time. At Goucher, we are taking the lead in redesigning what it means to provide a comprehensive education for the world of the 21st century.

—“Education Abroad Required,”
interview with Goucher College
President Sanford Ungar.
International Educator 15 (1): 22–25.

IT'S A PARTNERSHIP: THE ROLE OF THE EDUCATION ABROAD OFFICE, THE FACULTY DIRECTOR, AND THIRD PARTY PROVIDERS

Education Abroad Office

The Education Abroad (EA) Office is responsible for coordinating all faculty-led education abroad programs at Washington State University. Faculty members wishing to design a faculty-led program are encouraged to contact the Education Abroad Office as early in the design process as possible. The Education Abroad Office will provide departments and faculty with assistance during all phases of program development and implementation.

Faculty Directors

Faculty who choose to be involved in faculty-led education abroad programming often make the commitment because they know that study abroad programs can significantly enrich a student's undergraduate education. Education abroad can be satisfying for faculty as well, not only because of the travel, but also because of the opportunity to provide a hands-on, exciting experience for students.

The Faculty Director's role is crucial. He/she must design all academic aspects of the program, assist with program logistics, and then implement a high-quality program that is managed responsibly from the standpoint of risk management. It's a big job, and the Education Abroad Office is committed to handling as many of the logistics as possible so that the faculty member(s) can focus on the academic aspects of the program.

Third Party Providers

More and more study abroad companies are collaborating with universities on the design of customized faculty-led programs. These Third Party Providers draw on their expertise and in-country staff, business contacts, and facilities (classrooms, residence halls, etc.) to assist with program design, logistics, and marketing as well as health and safety risk management.

IT'S A PARTNERSHIP! WHO DOES WHAT?

Planning and implementing a faculty-led education abroad program is labor intensive and truly a group effort. The faculty member(s) enter into a partnership with the Education Abroad Office, along with the dean and chair. Successful implementation also will necessitate that the department's finance officer work closely with International Program's finance officer. Finally, in many cases, a Third Party Provider will work with WSU to design and deliver the program.

It is helpful to articulate the role of the Faculty Director, the Education Abroad Office, and the Third Party Provider. While every program is unique, this outline provides an understanding of what is involved in implementing a faculty-led program at WSU.

The Education Abroad Office agrees to do the following:

- Assist faculty to develop a faculty-led program proposal and budget.
- Acquaint faculty with Education Abroad learning outcomes and assessment procedures.
- Assist faculty with incorporating activities into their proposal that will facilitate cross-cultural skill acquisition.
- Convene an Implementation Team Meeting to provide an opportunity for the college dean, department chair, and area finance officer to review the proposal, ask questions, and discuss concerns prior to determining whether to approve the program.
- Assist faculty with program planning once proposal is approved by the dean in writing.
- Assist faculty with program bid proposal (if needed).
- Send bid to third party program providers.
- Negotiate with the third party provider on matters relating to the contract and pricing, marketing of the program, on-site orientation, and so on.
- May assist with the design and production of publicity brochures, flyers, posters, and interest cards.
- Inform students of program during meetings, classroom visits, education abroad fairs, and other recruitment events.
- Distribute publicity materials on campuses.
- Answer student inquiries.
- Liaison with the offices of Financial Aid, Student Conduct, and Student Health and Wellness.
- Process paperwork to enable students to receive financial aid.
- Develop, distribute, and process applications.
- Inform faculty of enrollment during recruitment period.
- Determine program fees based on final enrollment.
- Prepare Course Notification Forms to place program courses on the DDP campus.
- Bill all program fees (excluding WSU tuition) to students' WSU accounts.



- Receive and process third party provider invoices and faculty travel advances.
 - Issue International Student Identity Cards (ISIC cards) to students so that they are covered by overseas health insurance.
 - Assist with pre-departure orientation(s) and development of Student Code of Conduct.
 - Conduct training for faculty and departments on risk management procedures.
 - Provide Faculty Director with notebook containing risk management procedures, student health forms, health insurance information, emergency contact information, and passport copies.
 - Conduct program evaluation with faculty and Third-Party Provider following conclusion of program.
 - Work with faculty and the Center for Teaching, Learning, and Technology to assess cross-cultural learning outcomes.
 - Provide re-entry programming for program participants.
- Faculty leading an education abroad program need to be willing to do the following:**
- Prepare a program proposal and preliminary budget.
 - Present program proposal and budget to dean, chair, and finance officer at implementation meeting.
 - Obtain written approval for the program from dean and chair.
 - Negotiate faculty salary(ies) and other departmental funding for the program.
 - Prepare program bid document with assistance from the Education Abroad Office.
 - Design academic aspects of the program, including academic, professional, and/or cultural site visits, tours, and lectures.
 - Prepare summary of program for publicity materials and Web sites.
 - Organize and make short classroom presentations.
 - Arrange information meetings during the semester, Dads' and Moms' weekends, ALIVE, etc.
 - Develop working knowledge of Education Abroad's risk management plan.
 - Develop working knowledge of WSU's sexual harassment policy.
 - Develop Code of Conduct with student input and clearly articulate consequences of noncompliance to participants.
 - Submit final itinerary to Education Abroad Office.
 - May fly to the destination on same flight as students.
 - Teach courses while abroad and maintain academic focus of program.
 - Serve as a guide, academic advisor, and responsible counselor to students while abroad.
 - Take appropriate action when participant violates Code of Conduct.
 - Take appropriate action when student becomes ill or is injured.
 - When risks arise, initiate risk management plan as appropriate while providing leadership and making decisions, clarifying risks to students, and providing options and choices as appropriate.
 - Document the following to ensure appropriate paper trail: academic issues, student illnesses, Code of Conduct violations, and steps taken in response to any and all emergencies or risks.
 - Promptly alert Education Abroad Office and Third Party Provider of any concerns while abroad via phone or fax.
 - Assign and post academic grades.

- Submit all financial documents (receipts, ATM withdrawals, etc.) to Education Abroad or department finance officer as appropriate, within two weeks of return.
- Conduct Education Abroad learning outcomes assessment activities.
- Collect program evaluations from students.
- Submit final program report to Education Abroad within three weeks of return.
- Participate in program evaluation with the Education Abroad Office and Third Party Provider.

The Third-Party Provider typically does the following:

- Meets with faculty and Education Abroad Office during design process to develop understanding of program goals and financial constraints of WSU and our students.
- Submits written bid.
- Enters into written contract with WSU through Education Abroad Office.
- Assists with determining location(s) that will reinforce the academic focus.
- Assists with developing a schedule that maximizes time overseas.
- Finds and reserves appropriate classroom and living spaces.
- May design and print brochure and other marketing materials.
- Bills Education Abroad for program fees.
- Conducts in-country student orientation and provides on-site information.
- May arrange flights and airport transfers upon arrival and departure.
- Arranges in-country travel and obtains transportation passes.
- Organizes and oversees home stays or other housing arrange-



ments for both students and faculty.

- Rents classroom and office space and oversees educational equipment needs.
- Arranges logistics for field trips.
- Carries the necessary liability insurance.
- Implements health and safety measures on-site.
- Evaluates program with Faculty Director(s) and the Education Abroad Office.
- Other miscellaneous duties.

As you can see, organizing and implementing a faculty-led program overseas requires a great deal of work, but it is manageable if we each do our part. We are always happy to discuss the design and implementation of a faculty-led study abroad program with you, so please give us a call at 509-335-3188.

THE IDEAL TIME LINE FOR A FACULTY-LED PROGRAM: 18 MONTHS START TO FINISH

Approval Process: 18 months in advance of program departure

- Faculty Director (FD) assesses the need for a program and the potential for sufficient enrollments.
- FD informs Education Abroad Office (EA) of interest in faculty-led programming and receives copy of *Education Abroad: How to Design a Faculty-Led Program*.
- FD drafts Program Proposal and preliminary budget with assistance from EA.
- EA convenes Implementation Team Meeting to review program proposal and budget and discuss commitment of staff and finances. Team consists of college members (dean or dean's representative, chair, faculty member(s), and finance officer) and International Program members (EA Faculty-Led Program Specialist and IP finance officer).
- Dean and chair give written approval for program implementation.

Development Process: 12–16 months in advance of program departure

- Faculty Director (FD) submits approved Program Proposal form and preliminary budget to Education Abroad (EA).
- EA and FD meet with WSU Risk Management Coordinator and Legal Counsel to review risk manage-

ment and legal responsibilities and requirements.

- EA and FD determine if Third Party Provider (TPP) will be used and solicit bids.
- Bids collected and reviewed by EA and FD; TPP selected.
- EA and FD finalize budget; budget certified by department and IP finance officers.
- EA develops contract with TPP; contract approved and signed by Implementation Team and Provost.
- EA sends signed contract to TPP.
- EA and FD develop marketing plan and determine if program will be marketed to non-WSU students.
- FD attends EA workshops on emergency preparedness, health and safety, financial procedures, and assessment of cross-cultural learning outcomes.

Recruitment Process: 6–12 months in advance of program departure

- Education Abroad (EA) prepares program flyer, program poster, and student application.
- EA assists Faculty Director (FD) with program promotion through class visits and information sessions, flyers and posters, department notices and Web site, EA Fair, and so on.
- Students submit applications to EA.

- Non-WSU students who wish to participate in program apply to WSU as non-degree students and obtain WSU ID number.
- All students obtain passports.

Student Logistics: 3–6 months in advance of program departure

- Applications close; Education Abroad (EA) and Faculty Director (FD) finalize program cost based on participant number and determine if program can go.
- FD determines need for additional program staff (Logistic Coordinator).
- EA notifies Implementation Team of program status and final budget.
- FD selects students. (At department's request, EA can assist with student interviews).
- EA bills non-refundable deposit and other program fees (not tuition) to student accounts according to schedule; student payments deposited in EA account.
- EA monitors student payments and notifies FD of outstanding balances.
- Third Party Provider (TPP) invoices EA for program costs; EA utilizes program fees to make payments through WSU Travel Office.
- EA submits Program Expense Forms to Financial Aid.
- EA submits Student Conduct Forms to Student Conduct.
- FD instructs students to make travel arrangements independently or, if group travel is arranged, to purchase tickets on schedule with group travel agent.
- EA advises students on passports and visa acquisition, course approvals, and other preparations.
- WSU International Travel Clinic advises students on health concerns and immunizations.
- EA completes Course Notification Forms to place program courses on the DDP campus; FD secures appropriate departmental signatures. EA submits form to Center for Distance and Professional Education. (In rare cases, department may decide to run the program through Summer Session. If so, departments are responsible for completing all Summer Session paperwork in a timely fashion.)
- Students enroll via Metro in program classes on the DDP or Summer Session campus, as appropriate.
- FD holds program pre-departure orientation(s) with EA assistance as desired.

Faculty Logistics: 2 months in advance of program departure

- If faculty airfare and expenses *are to be covered by tuition*, department purchases faculty airfare and completes Travel Authority (TA) so that Faculty Director (FD) can obtain travel advance.
- If faculty airfare and expenses *are to be covered by student fees*, EA purchases faculty airfare and completes Travel Authority (TA) so that FD can obtain travel advance.
- EA holds orientation for FD(s) and distributes Faculty Notebook.
- Students complete first part of Assessment of Education Abroad Learning Outcomes.

Last Minute Procedures: 1 week in advance of program departure

- Education Abroad (EA) registers Faculty Director (FD) and students with the U.S. Department of State.



- EA checks out cell phone to FD.
- FD obtains travel advance.
- Students pay tuition; CDPE or Summer Session return tuition to designated departmental account.
- Department's finance officer uses tuition funds to cover instructional costs and, in some cases, other program costs as per budget.

Program Takes Place

- Education Abroad (EA) remains in contact with Faculty Director to assist with problems or crisis management.

Program Concludes: 7–14 days after conclusion of program

- Faculty Director(s) and/or Logistic Coordinator submit receipts and Travel Expense Voucher to person who completed Travel Authority prior to departure.

Program Evaluation Process: 1–3 months after conclusion of program

- Students complete program evaluation and final part of EA learning outcomes assessment.
- Center for Teaching, Learning, and Technology guides FD and EA through rating session of EA Learning Outcomes.
- EA and FD evaluate program design, implementation, costs, and outcomes and prepare written recommendations for future programs.
- FD and EA discuss program evaluation with Implementation Team.
- EA holds re-entry programs for students.
- EA provides students opportunities to work with EA office as peer advisors.
- FD may provide student(s) opportunities to work with FD in recruitment process for next program.
- EA trains students to develop and deliver high-quality and accurate presentations.

THINKING THROUGH EVERYTHING: THE LOGISTICS CHECKLIST



Travel arrangements—flights, hotels, site visits, meals—make implementing an international course completely different than teaching on-campus. While stimulating academic content informed by the international location is the meat of a faculty-led program, thorough logistical planning and coordination must form the backbone of any overseas program.

It's helpful for the faculty directing an overseas program to be familiar with the countries, cultures, and sites where he/she is taking students, and most institutions require it. Often even the most experienced faculty will encounter challenges on a faculty-led program, and the more familiar he/she is with the terrain and customs of the destination, the more easily he/she is able to keep order in the group or situation while offering a quality academic experience.

Often a faculty member recognizes that he/she will need to visit the proposed site in order to prepare adequately for a program involving university students. If you are thinking about visiting a site(s), please contact the Education Abroad Office beforehand. We may have contacts, invitations, or information that can make your site visit more affordable and productive.

The following questions will help you think through and plan the logistics of an overseas program.

Transportation:

Where does the program originate?

It is often a good idea for a program to begin at a major hub airport, especially after a major holiday or vacation when students are at home and not on campus.

How is the group traveling from point of departure to destination?

Typically the answer is by air. If so, will you utilize a group flight or allow the students to make individual arrangements? Will all students be required to fly on the same day? Will participants meet at a pre-assigned location before proceeding to the first night's accommodations?

How is the group traveling within country? Plane? Train? Bus? Ferry?

Taxi? Host family providing transportation? Faculty-driven vehicles? Other? What size are vans/buses in the country, and will the group need more than one? Are there country-specific regulations on how long coach drivers can drive in a day?

Housing:

Where will the group be staying?

Hotel, hostel, home stay, university residence halls, conference facilities, self-catering flats, guest farm, bed and breakfast, or other accommodations?

How will roommates or host families be selected? Will students be able to voice preferences such as requesting non-smoking accommodations or a vegetarian host family?

Americans remember the desperate search for speakers of Arabic, Farsi, and Pashto that followed the national calamity of September 11, 2001. A more dramatic demonstration of the importance of study abroad would be difficult to find.

—The Commission on the Abraham Lincoln Study Abroad Fellowship Program. *Global Competence & National Needs: One Million Americans Studying Abroad*. 2005.



Are housing deposits or payment in full required prior to departure? If so, how will money be collected and paid? Will damage deposits be required? Will a wire transfer be necessary? If so, make sure to put those fees in the budget.

Meals:

Are meals provided as part of the cost of accommodations?

Will there be group meals? How many? A welcome and/or departure party?

Where will students take independent meals? Will a meal allowance be budgeted in the program fee to cover independent meals, or will students be expected to bring additional money?

Are there vegetarians in the group, or students requiring special diets?

Classroom and Office Space and Equipment:

When will classroom(s) be needed? Every day? For how long?

Do the accommodations have meeting space? If not, where will the group meet?

If renting a classroom, is there a charge? If yes, make sure it is included in the budget.

Will the faculty member(s) need an office space and equipment? Fax machine? Overhead projector or other media devices?

Excursions:

What relevant academic, professional, and/or cultural site visits, tours, lectures, or interviews might be planned in order that the location of the program informs the course content? What contacts do you have that might be of assistance?

Who will make the arrangements for these excursions?

Will excursions be mandatory or voluntary? Will the cost of the excursions be included in the program fee? Be sure to include the costs for all faculty on program excursions in the budget.

Passports and Visas:

Do participants have passports? If not, it is important to encourage students and faculty to apply for their passports as soon as possible. Do not assume that students know the process for applying for a passport—someone may need to tell them how to apply.

Will visa(s) be needed? If yes, students must be given detailed information about what a visa is and how to apply for one. Faculty Directors may want to have students submit their completed documents to the Education Abroad Office so that the applications can be sent to the appropriate consulate(s) to be processed at the same time.

Health and Safety:

Are there political disturbances or areas of instability in the country/ies you intend to visit that should be considered? If yes, how will you minimize risk for the group?

Have you checked the U.S. State Department's Travel Warnings? Does the State Department recommend that U.S. citizens defer travel to this country? (Generally WSU will not send students to countries for which a Travel Warning has been issued.)

Have you checked the U.S. State Department's Consular Information Sheets for every country to which you will take students? These sheets provide information so that travelers can make informed decisions about travels. The sheets describe entry



requirements, currency regulations, unusual health conditions, the crime and security situation, political disturbances or areas of instability, information about driving and road conditions, and drug penalties. The information sheets also provide addresses and emergency telephone numbers for U.S. embassies and consulates.

Have you checked the Center for Disease Control's Web site? What do the CDC and the State Department report about health risks in the country(ies) you intend to visit? Are particular immunizations or medications required or recommended? How

will you minimize health risks for the group?

Do you understand the Education Abroad Office's procedures for dealing with emergencies or crises?

Do you have a cell phone to use while on the program? If not, do you understand how to purchase a cell phone and SIM card in country? Do you have the battery charged and your adapter and converter in your suitcase?



With a proposal and budget figures in hand, it is much easier to decide on what is best for students, the faculty, and WSU!

WORKING WITH A THIRD PARTY PROGRAM PROVIDER

Exactly What is a Third-Party Program Provider?

In the field of study abroad, the term “program provider” refers to an entity that administers study abroad programs open to students from many various post-secondary institutions. These entities may be for-profit or not-for-profit companies, consortium comprised of several universities, or universities that market their study abroad programs nationally.

In recent years, more and more providers have begun to offer assistance to university departments organizing their own faculty-led programs.

When is the Assistance of a Program Provider Needed?

While faculty often utilize existing personal or departmental contacts abroad to develop a program, sometimes faculty wish to develop a program in a location where such contacts do not exist. In such cases, program providers can do more than just help with logistics; they can assist with program development and curriculum planning and provide local knowledge and resources.

Providers most often offer assistance in the cities and countries where they already have study abroad programs in place. This allows them to use their existing infrastructure to support a university’s faculty-led program. That infrastructure might include:

- Airport pickup and delivery.
- Student and faculty housing, sometimes including home stay options.
- On-site resident directors.
- Experience presenting in-country orientations.
- Classrooms, computer labs, faculty office space, and equipment.
- Contracts in place with local and/or regional bus companies.
- Ability to provide contacts in local businesses, or to arrange internships.
- Relationships with universities, including language teachers and other adjunct faculty.
- Selection of local adjunct faculty to be approved by WSU.
- Extensive knowledge of other existing resources: museums and cultural events, libraries, businesses, safe and affordable dining and housing options, etc.
- Excursion and activities planning.
- Knowledge of and access to health care facilities and translators.
- Sound knowledge of visa issues as well as contacts in U.S. consulates and embassies.
- On-site student advising and assistance.
- Location-specific risk management expertise.



Program providers also can provide many U.S. based services including program and budget development, publicity materials, Web marketing, group airfare, and pre-departure orientations.

Other Advantages of Working with a Program Provider

Developing a program is a business-oriented process. WSU Business Affairs requires that the Education Abroad Office, assisted by the Faculty Director, negotiate and execute a written agreement or contract with each service provider (partner university, bus or tour company, adjunct faculty, etc.). Thus there are several very important advantages of working with a program provider:

- One comprehensive contract with a single provider can cover all aspects of the program, as opposed to needing multiple contracts, each with a different entity, to deal with various aspects of a program.
- Education Abroad can distribute funds for all aspects of the program to a single program provider, rather than to many different entities.

- These providers, particularly if they are based in the United States, understand WSU's concerns related to health and safety and carry extensive liability insurance.

Does Working with a Program Provider Cost More?

The cost of working with a program provider will vary depending on what services are negotiated and how important the administrator considers additional support to be in the planning process and on-site. Assistance does not come for free, but working with a program provider may relieve the faculty member and Education Abroad Office from devoting excessive staff time and office expenses to the program.

The Education Abroad Office and Faculty Director will create a program bid, and providers will bid on services desired. Once bids have been collected, the Education Abroad Office and the Faculty Director can determine which provider can deliver the necessary services at the most affordable cost. This bid request must happen in the early phase of program development.

LINKS TO THIRD PARTY PROVIDERS

Where do I begin looking for Third Party Providers?

Occasionally Third Party Providers who specialize in a certain academic field will advertise or present at professional conferences. Keep your eye out for these types of companies at your next conference. Networking with colleagues at other universities also is a good way to learn about the reputation and success of Third Party Providers.

Web sites of Third Party Providers

The Education Abroad Office has knowledge of these providers:

Center for Academic Programs Abroad (CAPA): www.capaprograms.org

Eden Travel: www.edentravel.com

International Education of Students (IES): www.iesabroad.org/homepage.do

Intrax: www.intraxinc.com/education-abroad.php

Institute for Study Abroad (ISA): www.studiesabroad.com/advisorsAndFaculty/document/customPrograms

I know the Third Party Provider I would like to work with, what do I do next?

Insurance

All agencies that contract with WSU to provide student services must have liability insurance in case WSU and the Third Party Provider are involved in a lawsuit initiated by a student. In

order to work with WSU, companies that provide overseas programming should carry at least \$1,000,000 of liability insurance. If you already have established a provider who can help you with the logistics of your program, make sure that they carry liability insurance. If they do not, they will need to do so before WSU enters into a contractual agreement with them.

Contracts

The Education Abroad Office has a template created by the Business Affairs Office specifically for Third Party Providers assisting with the implementation of a faculty-led program. The Faculty-Led Program Specialist will work with Business Affairs and the Third Party Provider's legal counsel to establish a contract. The information in the Program Proposal will be the main source of information for this contract.

If you change the Program Proposal after it has been signed and submitted to the Education Abroad Office, please inform the Faculty-Led Program Specialist right away so that the contract can be written to accurately reflect the services the Third Party Provider is to supply.

You will be asked to review the contract prior to it being distributed for signatures. A copy of the contract will be placed in the Faculty Director Notebook.

FACULTY-LED PROGRAM APPROVAL PROCESS

Program Approval

The deans and chairs at WSU give approval for faculty-led programs. You should consult closely with your department head from the beginning of program development. Your Program Proposal Form and preliminary Program Budget (please see the Appendix for these documents) must be approved by your department chair, the college dean, and the department or college finance officer and submitted to the Education Abroad Office prior to contract development and student recruitment.

Implementation Team

As part of the approval process, an Implementation Team consisting of your department chair, college dean, department or college finance officer, Education Abroad's Faculty-Led Programs area finance officer will meet to discuss academic and financial planning. Before the program is launched, the Implementation Team must have a clear understanding of the costs and structure of the program:

- Why is it important for the department to offer this program?
- Does this program differ significantly from existing programs?

- What courses will the students take?
- How much will the Faculty Director(s) be paid?
- What expenses will the Faculty Director incur?
- How will the Faculty Director's expenses be covered?
- What expenses will tuition cover?
- What expenses will the program fee cover?
- What budget will be used for program tuition?
- What costs will be covered through fees charged to students?
- How many participants are needed to cover costs?
- From what departments will students be recruited?

Once the Implementation Team has met, and the Program Proposal has been signed, the Faculty-Led Program Specialist will begin to work with the Faculty Director to iron out the marketing, application and payment, and student enrollment processes.

Please see an agenda for the Implementation Team meeting in the Appendix.

REGISTRATION: CENTER FOR DISTANCE AND PROFESSIONAL EDUCATION OR SUMMER SESSION?

Course Number(s) and Course Approval

Although it is possible that you will be teaching an existing course overseas, it is more likely that you will be developing an entirely new course. If so, you have two options:

1. Many departments already have variable credit, general topic education abroad courses on the books at the 100, 200, 300, or 400 level. It may work for your course to be offered as one of these existing courses.
2. It may be necessary for you to follow the procedures outlined in your department/college for the creation of a new course. This may include obtaining approval from the departmental curriculum committee and/or your dean, as well as the WSU catalog committee and/or Faculty Senate for your course.

Center for Distance and Professional Education or Summer Session: Listing the Course(s)

Semester-based programs: Faculty-led programs operating during the semester will be offered through the Center for Distance and Professional Education (CDPE). Education Abroad will fill out the Course Notification Form that allows your course(s) to be listed on CDPE's DPP campus during the appropriate semester. The Course Notification Form also determines how much tuition will be charged and to what account the tuition money

will go. Once the Faculty-Led Program Specialist has completed the form he or she will give it to you to obtain signatures from your dean, department finance officer, and chair.

Summer-based programs: The budget template will help you determine whether it is more advantageous from a financial perspective to offer your international program through WSU Summer School or CDPE. The Education Abroad Office, the departmental or college finance officer, and the department chair should discuss this at the Implementation Team Meeting. If the decision is made to work through CDPE, you will follow the process outlined above. If the decision is made to work through Summer School, the appropriate forms must be approved, signed, and submitted to Summer School. This is your department's responsibility.

Allow yourself the needed time to get your course(s) approved and listed!

Student Registration:

Students will not enroll in coursework for a faculty-led program until the decision has been made—based upon student participation numbers and the budget—to operate the program.

Typically students are responsible for enrolling themselves in all appropriate courses for a faculty-led program. The Faculty Director will determine who enrolls in what section and for how many credits, if students can audit, and so on.

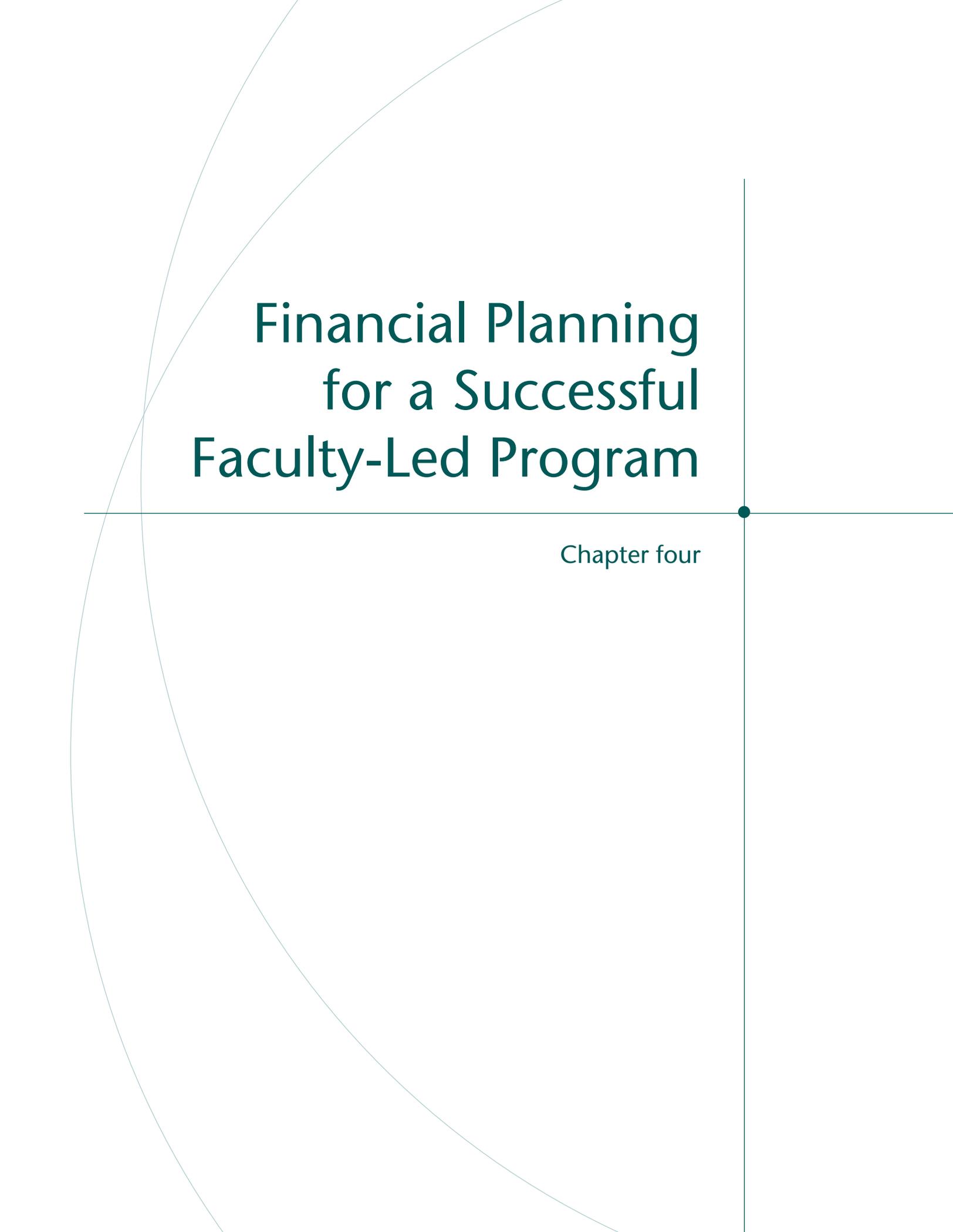


If your program is being offered through CDPE, students will select their courses on the Distance Degree Program (DDP) campus via Metro. Enrollment through CDPE is convenient because DDP enrollment will not generate on-campus fees for the students (such as the SRC, health center, etc.).

If your program is being offered through Summer Session, students will select their courses on the Summer Session campus via Metro. Through Summer Session, be sure that your students are not billed automatically for on-campus fee such as the SRC, health center, etc.

Many students and citizens are eager to take on the mantle of international leadership. Yet most Americans have never been abroad, even on a vacation. Just 20% of Americans hold a passport. The United States leads by necessity and default, but it is not as well equipped to exercise its leadership role as it could be. This...is an issue of how we as a society prepare this and future generations for the leadership that will be required for the American democratic experiment's ongoing success in the world.

—The Commission on the Abraham Lincoln Study Abroad Fellowship Program. *Global Competence & National Needs: One Million Americans Studying Abroad*. 2005.



Financial Planning for a Successful Faculty-Led Program

Chapter four

The University of Minnesota has established a goal of 50% of all undergraduates studying abroad within the next decade...Michigan State University, with a strong and growing program, has focused heavily on nontraditional countries. And Baltimore's Goucher College made national news by announcing in September 2005 that study abroad, backed up by a \$1,200 voucher from the college for travel, will become a degree requirement for students entering in fall 2006.

—The Commission on the Abraham Lincoln Study Abroad Fellowship Program. *Global Competence & National Needs: One Million Americans Studying Abroad*. 2005.

CREATING A FACULTY-LED PROGRAM BUDGET

Since most faculty-led programs are self-sustaining, a well-crafted program budget is necessary to ensure that there is sufficient income to run a program safely and as advertised. Typically the Faculty Director and the academic department's finance officer work in collaboration with the Education Abroad Office to create and manage the budget.

The Education Abroad Office requires the Faculty Director to submit a preliminary budget as part of the Faculty-Led Program Proposal. Please work with Education Abroad, your department finance officer, and your chair and dean to draft this budget. This budget and its implications for the college will be discussed thoroughly at the Implementation Team Meeting.

WSU's Partial Access to Tuition Revenue Model

WSU operates faculty-led programs utilizing a partial access to tuition revenue model.

This means that the college offering the faculty-led program is allowed access to a percentage of the tuition dollars the program generates.

All programs offered during fall or spring semester must be run through the Center for Distance and Professional Education (CDPE) Colleges may choose to offer summer faculty-led programs through WSU Summer School (SS) or through CDPE. Because SS and CDPE return tuition dollars to the departments in slightly different ways, faculty are encouraged to

consult with their college finance officer and the Education Abroad Office to determine through which entity it will be most advantageous to offer their program.

The Components of a Budget

Program expenses fall into three (3) main categories:

1. Instructional expenses,
2. WSU faculty expenses, and
3. Direct student expenses.

Program revenue also falls into three (3) categories:

1. Start-up funds (if available),
2. Tuition income, and
3. Program fee income.

WSU Instructional Expenses

The partial access to tuition dollars model means that, to the extent possible, instructional costs should be paid for with income generated from WSU tuition dollars. To determine these expenses, consider the following:

- **Salary(ies):** Is this course part of the WSU faculty member(s) normal course load and therefore not an extra expense? Or, should the WSU faculty member(s) receive additional salary for teaching the course? To what extent can tuition revenue cover additional salary costs? To what extent will salaries need to be budgeted into the program fee?

| Program Expenses * Program Revenue | | | | | |
|--|--|--|--|---|------------------------------------|
| Program Expenses | | | Program Revenue | | |
| Instructional Expenses | WSU Faculty Expenses | Direct Student Expenses | Start Up Funds | Tuition Income | Program Fee Income |
| Salaries: WSU faculty members | Meal allowance | WSU and/or host institution tuition | Revenue remaining from previous program. | WSU tuition returned to academic department | Additional fees billed to students |
| Faculty transportation and accommodations | Out-of-pocket expenses due to program's location or schedule | Third party provider fees, if any | Scholarships | | |
| Facilities: On-site classroom and office rental, library and computer lab access | | International airfare and in-county transportation | Grants | | |
| Faculty expenses on program excursions and events | | Costs of program excursions and events | Other | | |
| Library and computer lab access | | Meals—group or individual | | | |
| Additional staff: adjunct faculty, logistics coordinators, guest lecturers, housing coordinators, tour guides, language partners, interpreters | | International Student Identity Card | | | |
| Contingency funds: cost overruns, student attrition, currency fluctuations | | EA Risk Management Fund contribution at \$50/student | | | |
| Marketing materials | | Welcome or farewell events | | | |
| Program related telephones, SIM Cards, fax and wire charges | | | | | |

- **Preparation:** Typically a Faculty Director will spend significant time creating the program over and above normal teaching and course preparation time. Will the WSU Faculty Director be compensated for prep time?
- **Adjunct Faculty:** Will the program hire any non-WSU faculty members—for example an Italian instructor to provide language instruction in Italy?
- **On-Site Staff:** Will the program hire any non-WSU staff: guest lecturers, tour guides, bus drivers, and internship or housing coordinators?
- **On-Site Facilities:** Will the program rent classroom or office space?
- **On-Site Equipment:** Will the program rent office equipment: overhead projectors, fax machines, or computers?
- **Internet Access:** Will the program require that the faculty or students have Internet access?

- **Library Access:** Will the program require that the faculty or students have library access?
- **Wire Transfer Fees:** Will any of the hotels, transportation, or Third Party Provider expect a wire transfer?

WSU Faculty Expenses

- **Out-of-Pocket:** What out-of-pocket expenses will the WSU faculty member(s) incur during the course of the program: airfare, ground transportation, accommodations, meal allowance, tickets and entry fees, internet access, and so on? Note that these expenses can vary significantly from site to site. A program based in Paris, for example, will be more expensive than a program based in Bangkok.
- **Excursions:** Will the program require faculty or students to participate in group events or excursions (museum entry fees, theater tickets, tours, etc.)?



The goal of any faculty-led education abroad program should *not* be to raise funds for other departmental activities. The goal should be to cover all program expenses and to maintain a reserve for unforeseen or emergency expenses. If the reserve is not spent, these funds should be used to supply start-up funding for future faculty-led education abroad programs.



Recognize that having more students does not necessarily lower a program expense. If, for example, a group or 15 students + 1 instructor (plus luggage) can be accommodated in a 16-passenger van booked for \$300, the cost per student would be \$20. One additional student, however, might necessitate the use of a 30-passenger bus at a cost of \$480. The cost per student then would jump to \$30.

Direct Student Fees

It is unlikely that the revenue generated from WSU tuition will cover the entire cost of the program. If tuition will not cover all instructional and faculty expenses, such expenses must be included in the student's program fee.

In addition, the following expenses typically are billed to the student on top of tuition under the heading of "Program Fees":

- Student transportation (airfare, bus, metro, rail, etc.).
- Student lodging (apartments, hotels, hostels, host families, etc.).
- Student meals (except meals included as part of instruction—culinary courses for example).
- Student costs for required group events or excursions (museum entry fees, theater tickets, tours, etc.).
- Textbooks.
- Third-party provider fees.

The cost of the program also is documented on the front page of the application packet.

Hidden Costs

Education Abroad must add 2% to the student program fee to cover charges that credit card companies collect. The cost of wiring money also must be included.

What's Not Included in the Program Fee?

It is extremely important that the Faculty Director and Education Abroad Office make clear to students any costs not covered by tuition or the program fee. Costs typically not included in the program fee are:

- Personal internet access, personal cell phones.
- Passports and visa fees.

- Inoculations and medications.
- Host family gifts.
- Meal costs.
- Spending money.
- Student airplane tickets.

It is useful to provide students with guidelines for how much these expenses are likely to run.

Determining Minimum and Maximum Participant Numbers

It is optimal if the academic department, Faculty Director, and the Education Abroad Office collaborate to determine the minimum and maximum participant numbers for a faculty-led program. Enrollment targets must take into account the unique considerations and variable expenses of that particular program. Drafting several budgets based on various numbers of students will help determine the optimal participation numbers. Please see a sample of a program budget through CDPE on pages 40 and 41.

Keep in mind the distinction between fixed and variable costs when creating the budget for the program. Fixed costs are those that will not vary regardless of the number of students; the faculty member's salary, airfare, or lodging costs are examples.

Variable costs are those that do vary based on the number of students. For example, the cost of attending a theatre performance will increase as the number of student participants increases.

In some cases physical limitations may dictate the minimum and maximum number of participants. A studio art course might only have studio space for 15 students, whereas an art history course could accommodate a group of 45.

WSU's institutional guidelines also will affect the budget. For example,

WSU requires that an appropriate faculty/student ratio be maintained on faculty-led programs. The recommended ratio depends on several factors:

- Is the program located in one location or will the group travel from site to site?
- Does the site require students to function in a second language; if so, do the students speak the language?
- What amenities are available on site?
- How much set-up will guided internships require as part of the program?

The Education Abroad Office encourages academic departments to develop a contingency plan for program costs arising from any number of factors: currency fluctuations, student attrition, cost overruns, or natural disasters or emergencies. Plans might include:

- The department may be willing to provide funding for any increase in program costs occurring after the program fee is advertised. Alternatively the department may be willing to absorb a percentage of cost increases. For example: if costs increase less than 10%, the department will cover; any increase over 10% will be passed on to the students.
- Advertising materials can present the program fee as a range dependent upon student numbers: \$5,000–\$6,000 depending on participation.

- The Education Abroad Office will build a contingency fund into the program fee of \$50 per student. These monies will be transferred into a contingency fund in International Programs to offset costs arising from an emergency on a faculty-led program.

Participation Policy and Its Impact on the Budget

All WSU faculty-led education abroad programs are credit-bearing programs, and tuition revenue drives each program's budget. While it is the academic department's role to approve what courses will be offered, whether courses will be offered for variable credit, and in how many courses each program participant must enroll, it is WSU's policy that *all* participants must enroll in *at least one credit* to participate in a faculty-led program. The department offering the program may dictate that students enroll for more than one credit in order to participate.

WSU's nonprofit status could be jeopardized if WSU allowed "non-students" (i.e., participants not enrolled for credit) to participate in faculty-led programs. The Internal Revenue Service can interpret such participation as WSU performing travel agent-like services for non-students and may assess taxes to WSU. For this reason all academic departments and Faculty Directors are expected to comply with the policy that *all* participants, with the exception of WSU faculty and staff and persons designated as logistic coordinators, enroll in at least one credit.

Please refer to the Participation Policy for more information.



BUDGET TEMPLATE: CENTER FOR DISTANCE AND PROFESSIONAL EDUCATION

| SAMPLE BUDGET - Center for Distance & Professional Programs | | | | | | |
|---|----------------|---|------------------|-------------------|--------------|------------------|
| INCOME LEDGER - Exploring Images of Utopia | | | | | | TOTAL |
| | | | | | | |
| X1. Tuition Income | | Per Credit | # Credits | # Students | Total | |
| | Undergrad | | | | | |
| | | In-State | 275 | 6 | 18 | 29,700 |
| | | Out-State | 275 | 6 | 1 | 1,650 |
| | Grad | | | | | |
| | | In-State | 275 | | | |
| | | Out-State | 275 | 6 | 1 | 1,650 |
| | | | | Total Students | 20 | |
| | | | | Subtotal X1 | | 33,000 |
| | | Less Central Admin Withholding of 20.63% | | | | 26,192 |
| | | Less EUS (\$50/ student if 1 class) or (\$35 X # courses X #students) | | | | |
| | | | 35 | 2 | 20 | 1,400 |
| X1. TOTAL TUITION INCOME | | | | | | \$24,792 |
| | | | | | | |
| X2. Fee Income | | | Fee | # Students | Total | |
| | Fee | | 3,900 | 20 | | 78,000 |
| | | | | Subtotal X2 | | 78,000 |
| X2. TOTAL FEE INCOME | | | | | | \$78,000 |
| | | | | | | |
| X3. Other Income | | | | | Total | |
| | Start Up Funds | | | | | 500 |
| | Grants | | | | | |
| | Scholarships | | | | | |
| | Other | | | | | |
| | | | | Subtotal X3 | | 500 |
| X3. TOTAL OTHER INCOME | | | | | | \$500 |
| | | | | | | |
| TOTAL PROGRAM INCOME | | | | | | \$103,292 |

S. Student Expenses

| | Undergrads 6 Credit | Grads 6 Credits |
|----------------------------------|------------------------|--------------------|
| Tuition | 1,650 | 1,650 |
| Program Fee | 3,900 | 3,900 |
| Transportation - Air | 950 | 950 |
| EA Application Fee | 125 | 125 |
| Passport/Visa | 100 | 100 |
| Books/Supplies | 100 | 100 |
| Other - Meals/Misc | 1,400 | 1,400 |
| S. TOTAL STUDENT EXPENSES | \$8,225 | \$8,225 |

BUDGET TEMPLATE SUMMER SESSION

| EXPENSE LEDGER - Exploring Images of Utopia | | | | | Tuition | Fee | Other |
|---|---------------------------|---------------|-------------------|--------------|---------------|---------------|---------------|
| Number of Students | 20 | | | | 24,792 | 78,000 | 500 |
| A. Instructional Expenses | | | | | 38,033 | | |
| A1. Faculty | Director Expenses | Amount | # Faculty | TOTAL | | | |
| | Salary & Benefits #1 | 9,999 | 1 | 9,999 | | | |
| | Salary & Benefits #2 | 8,775 | 1 | 8,775 | | | |
| | Transportation - Air | 950 | 2 | 1,900 | | | |
| | Transportation - Local | 25 | 2 | 50 | | | |
| | Accomodations | 2,500 | 2 | 5,000 | | | |
| | Per Diem | 60 | 47 | 5,640 | | | |
| | Vaccinations | 0 | 2 | 0 | | | |
| | ID Card | 22 | 2 | 44 | | | |
| | Academic Excursions | 1,200 | 2 | 2,400 | | | |
| | Cell Phone(s) | 100 | 2 | 200 | | | |
| | Sim Card/Minutes | 50 | 2 | 100 | | | |
| | Other - | | | 0 | | | |
| | | | Subtotal A1 | 34,108 | | | |
| A2. Facility Expenses | | | | | | | |
| | Classroom/Studio Space | 2,500 | 1 | 2,500 | | | |
| | Library Fees | | | 0 | | | |
| | Computer Lab | | | 0 | | | |
| | Lab/Studio Fees | | | 0 | | | |
| | Office/Equipment | | | 0 | | | |
| | Guides/Translators | 1 | 75 | 75 | | | |
| | Guest Lecturers | 2 | 400 | 800 | | | |
| | Other | | | 0 | | | |
| | | | Subtotal A2 | 3,375 | | | |
| A3. Administrative Expenses | | | | | | | |
| | Bank Wire Fees | 3 | 50 | 150 | | | |
| | Marketing Expenses | 300 | | 300 | | | |
| | Information Sessions | 25 | 4 | 100 | | | |
| | Logistics Coordinator | | | 0 | | | |
| | Salary | | | 0 | | | |
| | Expenses | | | 0 | | | |
| | Student Marketing Interns | 500 | 1 | 500 | | | |
| | | | Subtotal A3 | 550 | | | |
| A. TOTAL INSTRUCTIONAL EXPENSES | | | | | 38,033 | 24,792 | 13,241 |
| B. Program Expenses | | | | | | | |
| | | | # Students | | | | |
| | | | 20 | | | | |
| B1. Basic Expenses | | | | | | | |
| | Airfare (group only) | | 20 | 0 | | | |
| | Accomodations | 1,500 | 20 | 30,000 | | | |
| | Breakfast-included | 0 | 20 | 0 | | | |
| | Bus Pass | 25 | 20 | 500 | | | |
| | | | Subtotal B1 | 30,500 | | | |
| B2. Orientation | | | | | | | |
| | Pre-departure | 15 | 20 | 300 | | | |
| | On-Site & city tour | 25 | 20 | 500 | | | |
| | Other - language parthers | 200 | 20 | 4,000 | | | |
| | | | Subtotal B2 | 4,800 | | | |
| B3. Academic Excursions, Programs | | | | | | | |
| | Transportation | 1,200 | 20 | 24,000 | | | |
| | Accomodations (included) | 0 | 20 | 0 | | | |
| | Guides | 10 | 20 | 200 | | | |
| | Other-gratuities | 20 | 20 | 400 | | | |
| | | | Subtotal B3 | 24,600 | | | |
| B4. Group Events | | | | | | | |
| | Welcome Party | 15 | 20 | 300 | | | |
| | Farewell Party | 35 | 20 | 700 | | | |
| | Group Meals (3x) | 75 | 20 | 1,500 | | | |
| | Other | | 20 | 0 | | | |
| | | | Subtotal B4 | 2,500 | | | |
| B5. Other | | | | | | | |
| | EA Emergency Fund | 50 | 20 | 1,000 | | | |
| | | | Subtotal B5 | 1,000 | | | |
| Sub-Total Program Expenses | | | | | 63,400 | 62,900 | 500 |
| | Bank Card Fee at 2% | | | 1,268 | | 1,268 | |
| TOTAL PROGRAM EXPENSES | | | | | 64,668 | | |
| TUITION BALANCE | | | | | 0 | | |
| PROGRAM FEE BALANCE | | | | | | 591 | |
| OTHER BALANCE | | | | | | | 0 |

Two issues go to the content of what we teach undergraduates. Our country has never so misunderstood the world and has never been so misunderstood in the world. So we will create an expectation that all students will have an international experience in college.

—“Plain Talk from Larry Summers: Harvard’s President Surveys the Outlook for the U.S. Economy and the University.” *Business Week*. November 8, 2004: 73–74.

BILLING THE STUDENTS

For each program the EA Faculty-Led Program Specialist and Faculty Director will develop a program billing and collection cycle that fits the needs of the academic department and any third-party providers.

There are several different charges billed to a student’s account for a faculty-led program: tuition, program fees, the Education Abroad application fee, and the ISIC card fee. The Education Abroad Office will bill the program fee, the ISIC card fee, and the Education Abroad application fee to student accounts.

Tuition Charges: Regardless of whether a program is offered through the Center for Distance and Professional Education or Summer Session, tuition charges will be billed by the central administration directly to the student’s account.

Program Fees: The Education Abroad Office (EA) notifies students via e-mail of the charges that will be placed on their student account. The student is given one week to pay their bill. Because Education Abroad will expend funds for program expenses (lodging, transportation, third-party providers) only after fees have been collected from the student, the appropriate lead time must be built into the billing cycle. A \$50/participant risk management fund contribution also must be built into the program budget.

Education Abroad Application

Fee: Education Abroad places its application fee directly on a student’s account on August 1, January 1, or

May 1, depending on what semester the program takes place. If a student cancels his/her participation *in writing to the Education Abroad Office prior to this date Education Abroad will bill the student a reduced application fee of \$50.* Education Abroad will not refund application fees to students who fail to notify the EA Office in writing prior to these dates.

Notifying Students

The Education Abroad Office notifies students via e-mail of the charges that will be placed on their student account. The Faculty-Led Program Specialist is responsible for billing the student accounts on the day indicated in the e-mail notice.

Students will pay Student Accounts, not the Education Abroad Office. Students can pay Student Accounts either at the Cashier’s Window in the French Administration building or online with a credit card.

Please note: Education Abroad must add 2% to the student program fee to cover charges that credit card companies collect.

“You Don’t Pay, You Don’t Go” Policy

It is crucial that students pay for their program fees by the deadlines so that Education Abroad can make timely payments to the third party provider or other vendor. The Faculty-Led Program Specialist will keep the Faculty Director apprised of any students with



outstanding fees so that he/she can remind the student to pay their bill.

Without exception, students who do not pay for the program in full by the program start date will not be allowed to participate in the program. In such instances, the Faculty Director will have to let a student know prior to the beginning of the program that he or she is unable to participate because he/she did not complete payment.

Cancellation Policy

Because faculty-led programming is self-sustaining and labor intensive, the Education Abroad Office will work with academic departments to develop and communicate a fair cancellation policy. Typically up to 50% of the deposit is non-refundable, as is part of later payments. The cancellation policy can be written to accommodate unusual circumstances, such as a student who must withdraw from the program for a serious, documented illness.



Faculty Directors are urged to notify their bank and credit card company that they will be using their ATM/credit card overseas.

HANDLING FINANCIAL TRANSACTIONS OR: “HOW DO I GET REIMBURSED?”

Paying for Services

It is best to pay for as many services as possible before the program departs the United States. This will greatly minimize the Faculty Director’s workload while abroad. Such payments can be handled in several ways:

- **Pre-payments:** The third-party providers (travel agencies, hotels, tour companies) can bill the Education Abroad Office directly for a program expense. Education Abroad will pay these bills in advance by institutional check, foreign currency draft, or wire transfer. *Note:* To avoid various bank fees, it is most economical for Education Abroad to pay these bills with an institutional check. Charges for wire transfers must be built into the program budget.
- **On-site Payments:** WSU discourages Faculty Directors from carrying large amounts of cash at any time while overseas. Instead program monies should be deposited in the faculty’s U.S. bank account and he/she then can utilize ATM machines for accessing money and/or use credit cards to pay for expenses. Note that Washington State Employees’ Credit Union will not charge a service charge for international ATM transactions.

Third-Party Providers

If a third-party provider is utilized, the Education Abroad Office usually will bill the students for program fees and handle all payments to the third-party

program provider. In such cases, the faculty member may not need to be involved in monetary transactions.

When working with a third-party provider, the Faculty Director is asked to:

- Ensure that the third-party provider delivers and pays for services as per the contract.
- Obtain appropriate receipts for any expenses he/she pays.
- Maintain a record of expenses from the group funds.

Travel Advance

If the Faculty Director (FD) does not work with a third-party provider, he or she would use a Travel Advance to secure program fee revenue to cover services that he/she will pay for abroad such as lodging, transportation, and meals for the group, as well as per diem for him/herself.

Depending on the budget, the FD’s housing and per diem will either be covered by tuition or the program expense fee. If tuition covers the faculty member’s housing and per diem, the Faculty Director’s department will be responsible for filling out the Travel Advance paperwork in a timely manner. (This is because tuition revenue will be received by the academic department, not Education Abroad.)

If the program fees cover the faculty member’s housing and per diem, or the faculty will pay for students’ housing and/or transportation expenses, the Education Abroad office will be responsible for filling out the paperwork

for the travel advance in a timely fashion. (This is because program fee revenue will be received by Education Abroad, not the department.)

In either case, each student's name and WSU ID# would have to be included on the Travel Authority document. Unused funds should be documented and returned to Education Abroad for submission to the Travel Office. The faculty member should turn in all such documentation to the Education Abroad Office within seven days of his/her return to Pullman. Please see "Keeping Records—Bringing those Receipts Home" for more information.

What if There's Money Left Over?

While it is always good if the program operates in the black, it's important to decide before the program departs what will happen to unused funds. Options include:

- If the Faculty Director is aware before the program ends that funds will be left over, he/she could organize an extra excursion(s) or a farewell party during the program.
- Money could be retained by the department and used to support future faculty-led programs, program development, or site visits.
- Funds could be contributed to a contingency fund to cover emergencies or overages on future programs.
- Money could be refunded to the students (always refunded directly to the each student's WSU account).

Whose Money is It?

While the tuition portion of the program revenue belongs to the Univer-



sity, any additional revenue generated through program fees is students' money that they have entrusted to WSU for stewardship to provide certain services. Therefore, it is critical that the Faculty Director and the Education Abroad Office make the most judicious use of these funds. It would not be appropriate, for example, for a faculty to buy books for himself/herself out of program fees on the grounds that the books are necessary for course preparation. The academic department should cover such expenses using tuition-generated income. Likewise, if items such as cell phones are purchased for the program, the faculty member should not keep them upon the program's conclusion, rather they should be kept by the academic department or Education Abroad Office for use on future programs.

KEEPING RECORDS— BRING THOSE RECEIPTS HOME!

Tracking Expenditures during the Program

It is the Faculty Director (FD) and Faculty-Led Program Specialist's responsibility to track program expenditures and comply with WSU financial procedures to reconcile the program budget upon its conclusion. The final ledger should indicate that money was judiciously spent. While WSU policies and procedures will guide a Faculty Director in making financial decisions, policies and guidelines will not cover every eventuality. If a Faculty Director has any questions about appropriate use of program monies, he/she is encouraged to consult with the Education Abroad Office or their department finance officer.

Why is it Important to Save Receipts?

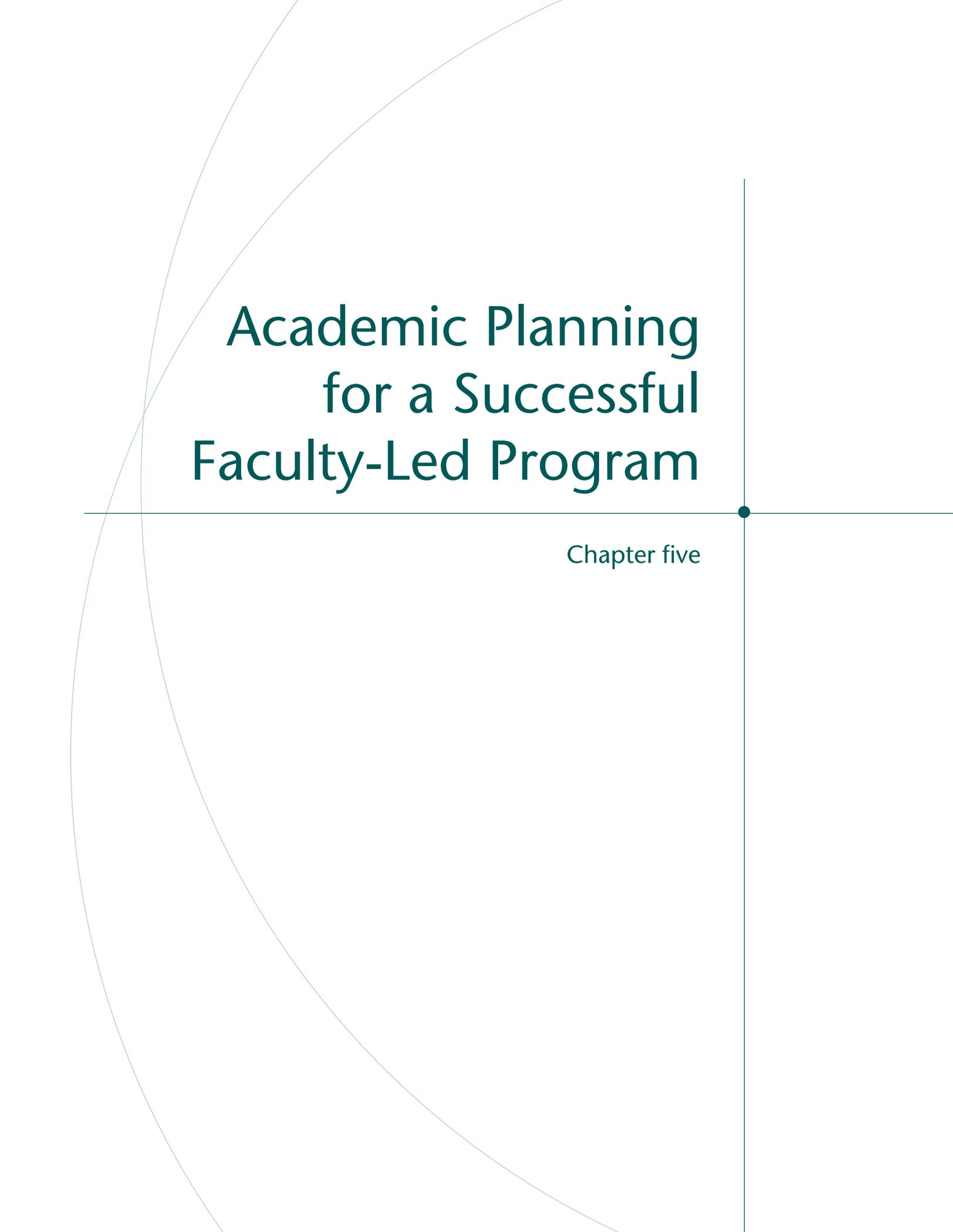
Upon return, the Faculty Director is responsible for detailing the use of the Travel Advance. The Travel Office gives two weeks after the end of the program for the Travel Expense Voucher to be completed. If the FD is going to be away for more than two weeks after the program ends, he or she should make arrangements to have the paperwork sent to their department (if the Travel Advance came out of tuition money) or the Education Abroad office (if program fees were used to pay for the Travel Advance) so that the paperwork is not delayed.

Very Important: If the Travel Expense Voucher is not submitted by the 10th day of the month following the month in which the program ends, the amount of the Travel Advance will be garnished from the FD's WSU wages.

If the Faculty Director pays directly for any program expenses for which he/she did not receive an advance (i.e., tickets to the opera as part of a class activity), the FD must document use of such monies. Although documenting the use of program funds can be handled in various manners, please maintain a ledger sheet listing, by date, what expenses were incurred. Depending on the program and what services students paid for in advance, such expenses might include: public transportation costs, hotel costs, meals, cultural performances, museum fees, tips to guides and coach driver, and so on. Any format may be used that provides clear information as to how the funds were used.

The Faculty Director is required to submit receipts for all program expenses with the exception of meals covered by per diem. In addition, the FD is required to submit hotel receipts showing a zero balance. The Faculty Director will be reimbursed for valid, unexpected program expenses as long as there is money left in the budget. In the event of an emergency, the FD will be reimbursed for all emergency-related expenses.





Academic Planning for a Successful Faculty-Led Program

Chapter five

Those of us who provide study abroad services must respond to the need for more educational opportunities without compromising our ongoing commitment to academic excellence. Faculty and administrators who make decisions about study abroad programs at their institutions need effective tools to help them develop and assess quality in these programs.

—Mary Dyer, President, Institute for the International Education of Students, writing in the introduction to *The IES MAP for Study Abroad: Charting a Course for Quality*. Chicago: IES, 2003.

PUTTING THE “EDUCATION” IN EDUCATION ABROAD

Planning a faculty-led education abroad program requires a faculty member to go far beyond the usual realm of course planning. Faculty Directors must become part travel agent, bookkeeper, security police, and 24-hour student advisor. Nonetheless, the Faculty Director must remain first, and foremost, an educator.

The Education Abroad Office will assist faculty in designing and implementing a safe and well-organized program from a logistical standpoint. The Education Abroad Office relies, however, on you—as faculty—to ensure that the international program contributes a breadth of knowledge and understanding to a student’s academic program. Together we work to ensure that the program also contributes to enhancing our students’ understanding of other cultures and global perspectives.

Utilizing the Location

In planning your program’s subject matter and content, first consider how the location of your program can best complement the course content.

- What relevant academic, professional, and/or cultural site visits, tours, lectures, or interviews might be planned?
- What contacts do you and your department have that might be of assistance?
- When you have determined your academic and cultural concentration for the program, begin thinking about the course syllabus

design: readings, discussions, interviews with experts, trips, site visits, journal assignments, lectures, projects, and/or service learning components.

- How can you coordinate the timing of assigned readings and related discussions to complement site visits?

Pre- and Post-Travel Meetings

Another important consideration is how pre- and post-travel meetings can add to the learning experience. Professors who hold pre-departure meetings that stimulate learning about the destination before departure find it to be a worthwhile investment. Students who have studied abroad previously can enliven these meetings by talking about their experiences abroad. De-briefing sessions upon return to campus also will assist students in assimilating into their academic experience what they have learned and experienced abroad.

Language Considerations

Language is another important consideration. If students are not familiar with the language of the host country, an introduction to the language and basic survival phrases prior to departure is almost mandatory if students are to feel comfortable interacting with the culture on the most basic level. If the language of the host country is taught on campus, faculty should encourage students to take language

classes prior to the international program if at all possible.

Do you plan to teach one or more of the program's classes in a foreign language? If so, how will you ensure that all students have the necessary language skills to follow lectures, participate in discussions, and prepare their assignments? In addition to reviewing academic transcripts, you may wish to conduct foreign language interviews as a part of the application process.

Credits and Program Length

Faculty-led programs should include approximately the same number of contact hours per credit as courses taught on campus; three credits generally signify 45 contact hours. The challenge is how to count hours in a program in which students are moving from site to site or in which out-of-the-classroom activities are a significant part of the learning process.

It may be advantageous to base your program in one location for at least part of the program in order to complete lectures, readings, and assignments before engaging in the travel portion of the program. Another option is to accomplish these tasks in meetings on campus prior to departure. This arrangement allows students to gain the appropriate background for what they will experience later.

If a schedule with more travel is important to the learning outcomes, determine how, when, and where you will lecture "on the road." This may mean arranging suitable space for lectures without distractions. The Education Abroad Office can assist you by suggesting locations arranged through exchange partners, third-party providers, or partner universities. All programs should allow time for students to listen to lectures, read, and study without distractions.

The duration of faculty-led programs can vary from five days to one semester. Typically summer programs run from three to six weeks and carry three to six credits. Longer programs may offer nine to twelve credits. Experience indicates that a six credit international program cannot be accomplished in fewer than six weeks.

For financial aid purposes, the definition of "full time enrollment" during the summer is six credits. If you anticipate your students being dependent upon summer aid, you need to offer six credits during your program or schedule the program so that students can take additional summer courses at WSU before or after your international program.

For programs operating during spring break, student enrollment is considered part of spring semester enrollment.

As a faculty member, you may decide to offer both undergraduate and graduate-level credit for your education abroad program so that more students can choose to participate. You also may decide to offer the course for variable credit in order to encourage recent graduates, other alumni, or community members to participate in the program while enrolling in a minimum number of credits. For more information on who may participate in a faculty-led program see the Participation Policy included in this chapter.

Selecting the Time and Dates

In deciding upon the dates of a program, faculty should consider the regular WSU semester and summer calendars, graduation dates, deadlines for submitting grades, flight availability, holidays in the overseas destination(s), and the destination's climate and tourist season. Faculty-led programs should not overlap the



To ensure the academic quality of planned events, be sure to speak beforehand with on-site representatives, make advance site visits, and carefully review all other information sources. Once in-country, make a second call to confirm your reservations.



Incorporating opportunities for intercultural learning and language acquisition in your program significantly strengthens the rationale for offering the program and increases the educational benefits.

beginning or end of regular WSU semesters as this would prevent students from attending on-campus classes.

Itinerary

The itinerary of your program should complement your academic plan and vice versa. In developing the itinerary be realistic with respect to the amount of time it will take the group to travel, dine together or separately, check in and out of accommodations, wake up, obtain tickets and gain entrance to museums or other venues, and so on.

Also consider your energy level and the anticipated energy level of your students. You will be on-call 24/7 and, in addition to teaching, will be handling logistics from morning to night. Don't over-schedule the program! Recognize that "free" weekends or days will be attractive to students and an opportunity for you to rest and revitalize!

Students are more attracted to programs that allow time at the end of the program for them to relax and/or travel independently. Students may be more willing to get up at 7:00 a.m. to attend class and to complete assignments during the program if they know that they have an opportunity to travel and sightsee at the end of the program.

Including a Component on Culture

Successful programs incorporate opportunities for intercultural learning in order to capitalize on the international location. Ideally students will begin developing skills for functioning effectively in another culture and an appreciation for cultural differences during pre-departure meetings and orientations. These skills will give the students more confidence and better prepare them to work and study in an international or multicultural setting. Ideally, as the program proceeds,

students will begin to develop a more sophisticated world view that allows them to approach communication, conflict, and interpersonal relations from a cultural perspective. Language acquisition is another valuable benefit of studying abroad, though it requires more time in-country and more energy on the part of the student.

On any overseas program, the students and instructor will bump into the foreign culture on a daily basis. Creating genuine intercultural learning opportunities, on the other hand, can be a significant challenge and only occurs with advance planning. Possible approaches include:

- Home stays with local families.
- "Buddy Programs" that involve regular meetings or activities with peers from the other culture.
- Observation of, or participation in, activities typical of the culture—special events as well as everyday activities. Possibilities include: utilizing public transportation, grocery shopping, religious services, sports events, music or theatre performances, local celebrations and holidays.
- Meetings, meals, or gatherings with local students or employees of the institutions being visited.
- Briefings prior to site visits that include information on cultural traits and mannerisms such as work habits, greetings, introductions, and so on. More complex briefings might be given on national approaches to religion, politics, environmental issues, family and privacy, and city planning.
- Discussions or journaling during the program to stimulate continued observation and analysis of the foreign location and cultural context.



- Regular review/discussion of local news sources including newspapers, magazines, and television. Language barriers may be overcome by utilizing native speakers to translate or interpret.
- Guided activity sheets that require students to participate, observe, and then comment on cross-cultural learning.

Assessing Education Abroad Learning Outcomes

The Education Abroad Office, in cooperation with faculty members across the WSU campus, has developed a set of education abroad-related learning outcomes. These outcomes were built upon assessment work being conducted by the American Council on Education and five other universities as part of a FIPSE grant. Faculty Directors are required to build in their program the assessment of their students' growth with respect to one or more of these learning outcomes. For more information please see the chapter entitled "Maximizing Education Abroad".

If you and your students will have frequent access to computers during the program you may want to use e-journals or a threaded discussion as part of the assessment process. Information on creating e-journals and/or a threaded discussion also is available in the "Maximizing Education Abroad" chapter.

The Evaluation of Academic Content

In designing your course, be sure to require students to complete assignments that can be graded. Methods for evaluation of performance might include: research or reflection papers, essays, reports, projects, or journals. Will you allow time each day to complete such assignments? Will you review assignments periodically, or collect all work at the end of the program? If so, you may need to leave room in a suitcase to bring students' work back to campus.

Adapted from Virginia Tech's "Faculty Handbook for Planning Short-Term Study Abroad," University Office of International Programs, © June 2004.

PARTICIPATION POLICY FOR FACULTY-LED PROGRAMS

It is not uncommon for the Education Abroad Office to receive requests to allow non-WSU students to accompany a faculty-led program. These persons could be: students from other universities; WSU faculty spouses or children; WSU alumnae; professionals in a related field; community members; or area high school students. Often there are good reasons for allowing non-WSU students to participate on a faculty-led program.

The intent of the participation policy is to enable the enrollment of non-WSU students on faculty-led education abroad programs in a way that improves the overall quality and success of faculty-led programming at Washington State University, while at the same time mitigating risk to the University. Please see “How the Participation Policy was Developed” to learn more.

WSU faculty and staff members may not take non-WSU students on any faculty-led program *except as provided below*. Violating the Participation Policy will transfer liability to the WSU faculty or staff member who dishonored the policy.

All Participants

- All persons participating in the faculty-led program (FLP) must complete an Education Abroad application so that signed liability forms, the self-assessment medical form, passport numbers, and emergency contact information is on file.

- With the exception of WSU faculty and staff, all persons participating in a faculty-led program must purchase an International Student Identity Card (ISIC) to obtain a minimum amount of international health insurance, medical evacuation, and repatriation coverage. If a participant was not qualified (because he or she is not a degree-seeking student) to purchase an ISIC card, he/she would be required to obtain international health insurance providing health insurance benefits comparable to the ISIC card.

Credit Options for Faculty-Led Program

- To better accommodate participation of different groups, the Faculty Director may offer more than one course enrollment option for a single faculty-led program *with approval from the appropriate college dean*.

WSU Student Participants

- All WSU students participating in the FLP must enroll for the appropriate credit as determined by the Faculty Director and the appropriate dean(s). Students will not be allowed to participate if they have not registered for the appropriate course(s).
- All WSU students must complete the Education Abroad FLP application and pay Education Abroad application fees.

Student Participants from Other Universities

- Non-WSU students wishing to participate in the FLP must apply to WSU as non-degree seeking students, meet the course admission requirements, and enroll for the appropriate credit.
- Non WSU-students must complete the Education Abroad FLP application and pay Education Abroad application fees.

WSU Faculty/Staff participants

- WSU faculty and staff members (other than the Faculty Director) may participate in the FLP on a space available basis, with priority going to WSU students.
- WSU faculty and staff must complete an Education Abroad application so that signed liability forms, medical assessment forms, passport numbers, and emergency contact information is on file.
- WSU faculty and staff would not be required to enroll in academic credit.
- WSU faculty and staff would not be required to purchase an ISIC card since faculty/staff already receive overseas health benefits through WSU.

Participant Serving as Logistics Coordinator for Program

- The Faculty Director of the program may appoint one or more adults as a “Logistics Coordinator” with approval from the Education Abroad Office.
- The Logistic Coordinator may or may not receive pay. If the LC is to receive pay, he/she could be hired by the department or placed on a non-cost agreement. In either case, he/she would sign a written

document outlining their official program-related duties, to be filed in the Education Abroad Office. Please see a “Sample of the Logistics Coordinator Job Description” in the Appendix.

- A Logistic Coordinator is not required to enroll in a course for academic credit.
- A Logistic Coordinator is required to purchase an ISIC card *only if not eligible as an employee, spouse, or dependent* for WSU health benefits.

Faculty Spouse Participants

- A faculty spouse may enroll for credit in the FLP on a space available basis, with priority going to WSU students.
- A faculty spouse may serve as a Logistic Coordinator and follow the guidelines above.
- A faculty spouse not designated as a Logistics Coordinator must apply to WSU as non-degree seeking student, meet the appropriate course admission requirements, and enroll for the appropriate credit.
- A faculty spouse not designated as a Logistic Coordinator must complete the Education Abroad application and pay the Education Abroad application fee.

WSU Alumnae, Professionals in Related Field, Community Member participants

- WSU alumnae, professionals in a related field, and community members may participate for academic credit on a space available basis, with priority going to WSU students.
- Such persons must apply to WSU as non-degree seeking students, meet the appropriate course admission requirements, and must enroll for the appropriate credit.



- Such persons must complete the Education Abroad program application and pay the Education Abroad application fee.
- Such persons would be required to purchase an ISIC card or international health insurance equivalent to that of the ISIC.

Participants under the Age of Eighteen

- Participants under the age of eighteen may participate in the FLP for academic credit on a space available basis, with priority going to WSU students, only with written approval from their legal guardian. Please see the “Education Abroad Minor Waiver” in the Appendix.
- Participants under the age of eighteen must apply to WSU as non-degree seeking students, meet the appropriate course admission requirements, and enroll for the appropriate credit.
- Participants under the age of eighteen must complete the Education Abroad program application and pay Education Abroad fee.
- Participants under the age of eighteen would be required to purchase an ISIC card.

Participants under the Age of Sixteen

- Participants under the age of sixteen may travel with the FLP on a space available basis, with priority going to WSU students, *only with written approval from their legal guardian and the college dean and Associate Vice Provost of International Programs*. Please see the “Education Abroad Minor Waiver” in the Appendix.
- If a person under the age of sixteen travels with a faculty-led program, all WSU faculty and staff participants would be required to submit to a Washington State Patrol “Request for Criminal History Information Check” in accordance with the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.840. *The family of the underage participant must pay for all such background checks.*
- The underage participant would not be required to enroll for academic credit.
- The underage participant would be required to purchase an IYIC card (International Youth Identity Card), complete the Education Abroad program application, and pay the Education Abroad fee.

HOW THE PARTICIPATION POLICY WAS DEVELOPED

Purpose

The intent of the participation policy is to enable the participation of non-WSU students on faculty-led education abroad programs (FLP) in a way that improves the overall quality and success of faculty-led programming at Washington State University while, at the same time, mitigating risk to the University.

Introduction

It is not uncommon for the Education Abroad Office to receive requests to allow non-WSU students to accompany or participate in a faculty-led program. These persons could be:

- Students from other universities.
- WSU faculty spouses or children.
- WSU faculty or staff members.
- WSU alumnae.
- Friends or relatives of WSU students.
- Professionals in a related field (such as architecture, fashion design, education).
- Community members.
- Area high school students.

Often there are good reasons for allowing non-WSU students to participate on a faculty-led program:

- These persons might have expertise and/or teaching experience that would enrich the learning environment for the WSU student participants.

- Networking with other participants might assist WSU students when they enter the work force upon graduation.
- Additional participants might boost participation numbers to a level that allows an academic department to run the program.
- Additional participants might lower the cost per participant.
- Involving alumni strengthens WSU's relationships with its alumni.
- Additional adult participants could assist with logistics and student management.

In drafting a policy, the Education Abroad Office:

- Researched the way in which peer institutions handle this situation.
- Researched NAFSA: The Association of International Educators' guidelines.
- Worked with the offices of the Provost, Attorney General, Controller, and Risk Management.

Areas of Concern

In developing the participation guidelines, Washington State University addressed the following concerns:

1. **How would the participation of non-WSU students impact the quality of the educational experience?**

Through its Participation Policy, WSU strives to ensure that the participation

of non-WSU students enriches—rather than compromises—the quality of the educational experience for WSU students. Furthermore, if participants were allowed to join the FLP without enrolling in a WSU course, the students who enroll for credit and pay tuition would be unfairly subsidizing the educational experience or travel expenses of the non-credit participants.

2. Would allowing non-WSU students to participate in faculty-led programs serve WSU’s educational mission?

The Participation Policy promotes WSU’s education mission to “foster the intellectual, creative, and practical abilities of the individuals, institutions, and communities that we serve by fostering learning, inquiry, and engagement.” The policy also promotes WSU’s goal to offer the best undergraduate experience and nurture a world-class environment for research, scholarship, graduate education, the arts, and engagement.

3. Would the participation of non-WSU students increase WSU’s risk and liability, and how would the University mitigate such risk?

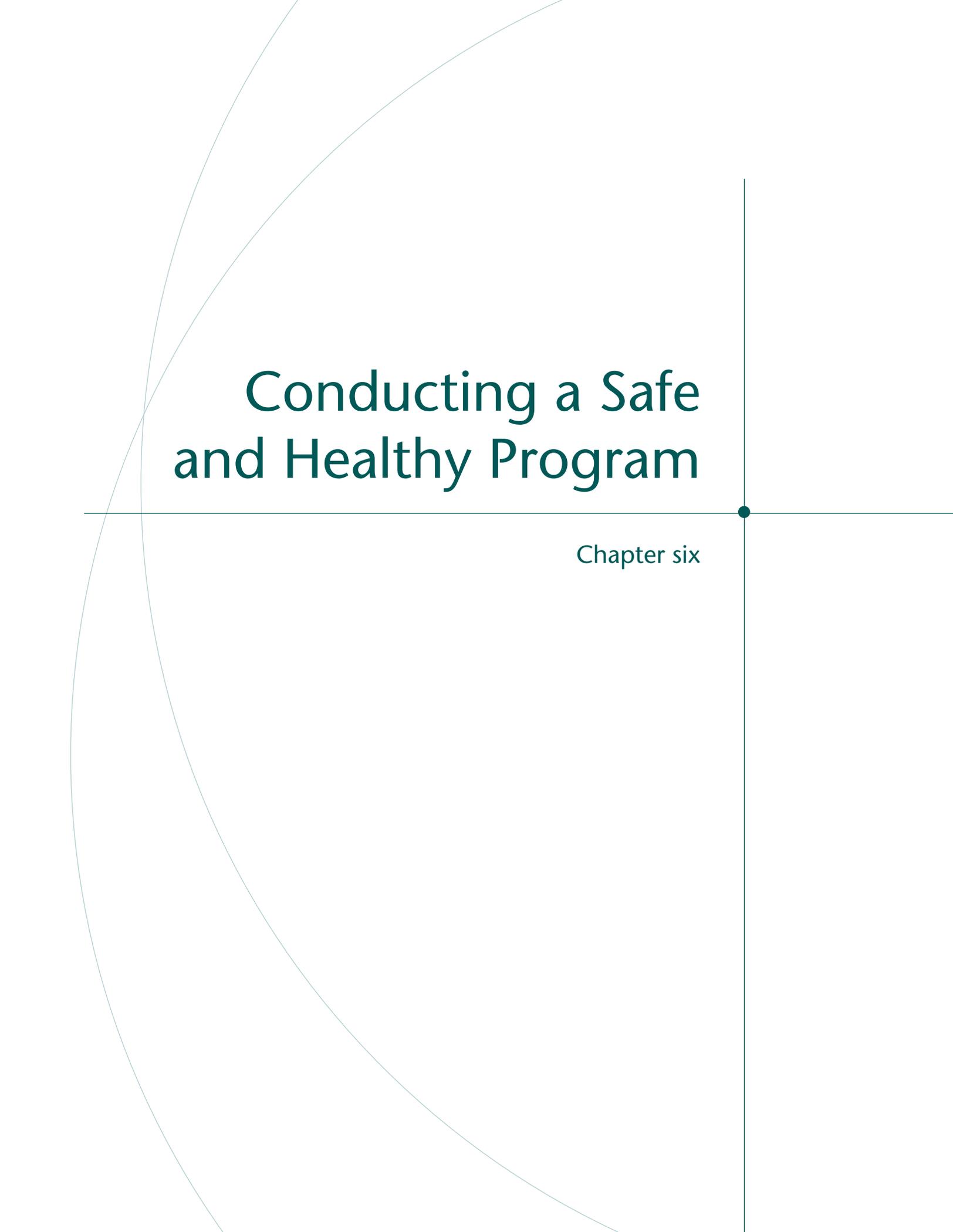
The Participation Policy allows the Education Abroad Office to serve all participants in the manner determined to lessen risk. While education abroad activities expose WSU to risk, the University has taken steps to mitigate risk through:

- The Education Abroad Office’s application and advising process.

- Student participation in a pre-departure orientation.
- Distribution of the Education Abroad Faculty-led Programs Pre-Departure Handbook to all participants.
- Issuance of the International Student Identity Card (ISIC) that provides a minimum amount of international health insurance, medical evacuation, and repatriation coverage.
- Development of an emergency preparedness plan.
- Maintenance of contact with Faculty Director(s) while abroad through telephone, e-mail, or fax.

4. Does the participation of non-WSU students expose WSU to unrelated trade or business income (UBIT) issues?

The Web site of attorney Bertrand M. Harding, author of *The Tax Law of Colleges and Universities*, offers five general factors of primary importance in analyzing whether a travel tour is substantially related to an institution’s exempt purposes. Requiring non-WSU students to enroll for academic credit to participate in a faculty-led program would ensure that all five factors were present and eliminate UBIT risk. For more information on this issue go to the National Association of College and University Business Officers Web site at www.nacubo.org/x366.xml.



Conducting a Safe and Healthy Program

Chapter six

There are risks that are unique in overseas settings, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary source of consolation and support.

—*Responsible Study Abroad: Good Practices for Health and Safety*. NAFSA: The Association of International Educators.

WSU GUIDELINES FOR HEALTH AND SAFETY

When designing and implementing faculty-led programs, education abroad administrators and Faculty Directors are tasked with most, if not all, of the same decisions and actions that fall upon university administrators on campus. For example, in relation to student life, we must design, as well as enforce, alcohol policies.

These responsibilities, however, are impacted by the complexities of international settings where programs are implemented, as well as the complex inter-relationships between WSU, its representatives, and third-party program providers and hosts, both U.S. and international. All of these entities must work together effectively and ethically, as our decisions and actions will impact how safe the program is and what liability Washington State University incurs in operating the program. It is important to recognize that a bad or unethical decision on our part not only could damage Washington State University's reputation, but also could expose us to personal risk and liability.

For this reason the Education Abroad Office has consulted with experts on our own campus as well as campuses across the United States to develop policies and procedures that reflect best practice with respect to all aspects of faculty-led program design and implementation. The policies and guidelines in this manual reflect the expertise of the following offices at WSU: the Attorney General, Business Affairs, Controller, Financial Aid, Risk Management, Student Accounts, Student Health and Wellness, Student Conduct, and the Registrar.

As a Faculty Director, it is your responsibility to read and understand the materials presented in this manual, to seek clarification of any material that you do not understand or about which you have concerns, and to follow the procedures as outlined.

SAFETY BASICS ON A FACULTY-LED PROGRAM

WSU faculty-led programs are directed by a faculty member who travels with the program to teach and to manage program logistics. This faculty member may appoint a Logistics Coordinator to assist with day-to-day planning and execution. In addition, most programs work closely with a program provider who is responsible for organizing on-site accommodations, classroom space, excursions, and in-country transportation. All parties cooperate to ensure that the program runs smoothly and safely.

Program Staff

Most Faculty Directors are familiar and knowledgeable about the country in which the program is located; the same is not necessarily true of the Logistics Coordinator appointed by the faculty. The Faculty Director therefore must delegate to the Logistics Coordinator only those tasks that the Logistics Coordinator is capable of understanding and executing. Please see “Logistics Coordinator Job Description” (in the Appendix) for greater detail. In cases where the services of a program-provider are used, the Faculty Director and Logistics Coordinator may rely on the provider to provide important information in the event of an emergency of any type.

The Faculty Director is responsible for the health and safety of the group at all times for the duration of the program. *For this reason, if only one WSU representative is accompanying the group, he/she may not travel independently of the group overnight and he/she should*

always be available to the participants by cell phone.

At all times, either the Faculty Director and/or the Logistics Coordinator must:

- Be available 24-7 to respond to the needs of the program participants.
- Carry a cell phone.
- Be prepared to communicate via e-mail, fax, or telephone with the Education Abroad Office in the event of an emergency.

If either the Faculty Director or Logistics Coordinator travels independently from the group for a day or overnight, he/she should:

- Be certain that the other WSU representative is prepared to take charge of the program and provide for the health and safety of all participants.
- Provide the other WSU representative with his/her itinerary complete with telephone contact information and clear instructions as to how he/she may be reached.
- Carry a cell phone.

Lodging

Student housing accommodations are to be located in areas deemed safe in the opinion of the Faculty Director (FD) and/or Third-Party Provider or Host University. The same attentiveness must be paid to lodging utilized during program excursions. Hotels or hostels are to be selected based on their proximity to the sites to be vis-

ited as well as the security of the area in which the accommodations are located. To the extent possible, the FD should utilize hotels/hostels with interior rather than exterior-entry doors. These safety considerations should take precedence over the cost of accommodations.

Transportation

Transportation (bus, rail, or plane) deemed to be the safest and most reliable transportation in the opinion of the FD and/or Third-Party Provider or Host University should be utilized for WSU-sponsored travel. Bus companies are to be selected based on their prior safety records, insurance coverage, and, as appropriate, a well-established relationship with the Third-Party Provider. In selecting transportation the FD and the Education Abroad Office also might consider recommendations from other universities offering similar programs, the administrative responsiveness of the transportation company, the availability of service and support, and the cost of the services. Again, safety considerations should take precedence over the cost of the transportation.

Cultural and Academic Excursions

Cultural and academic excursions should be selected and organized so that all participants can participate. For example, physical limitations might prevent a program participant from climbing Mt. Fuji as part of a faculty-led program. In such instances, the FD could not make the climbing of Mt. Fuji a mandatory program activity, though the climb could be arranged as an optional activity. In such cases it would be best to offer an alternative activity for participants unable to make the climb.

Note: If the faculty-led program will require that participants be physically fit and able to perform certain physical activities, this must be outlined in marketing materials and clearly stated in the program's Education Abroad application. Contact the Education Abroad Office for advice and assistance.

Communications

Throughout the study program the health and safety of the students must be the WSU Faculty Director and Logistic Coordinator's first priority. The Faculty Director must provide the students with his/her cell phone number(s) and instruct the students to call at any time, day or night, for assistance *in the event of an emergency*.

Student participants may give the Faculty Director's phone number to their emergency contacts—*to be used only in the event of an emergency*. In non-emergency circumstances, parents, emergency contacts, or friends should contact a student participant through the student's phone or e-mail.

In the event of an emergency, family and friends also may contact the Education Abroad Office (please see WSU Contact Numbers). If necessary, the Education Abroad staff can contact the Faculty Director.

Program-Specific Code of Conduct

Prior to departure the Faculty Director and program participants will create a Code of Conduct that outlines the importance of making wise decisions to protect one's health and safety and rules that will allow the program to run successfully. Washington State University expects all participants to sign the Code of Conduct, to follow the rules, and to make the wisest possible decisions to protect their health and safety. Please see the Code of Conduct template in the Appendix.

Washington State University will support any decision made by a Faculty Director to expel a student who chooses to disregard or violate the established Code of Conduct. WSU will not reimburse any program costs to a student who is expelled from a program. In addition, a student expelled from a program will be responsible for all costs associated with leaving the program early.

On-Site Orientation

The Faculty Director and Logistic Coordinators must provide students with an on-site orientation that provides useful information on acclimating to the host culture as well as instructions on utilizing local phones, contacting the police, and visiting the doctor.

The Faculty Director and/or Third-Party Program Provider or Host University also must provide instructions regarding the protocol to follow in the rare event of a political crisis, terrorist event, natural disaster, or other emergency. Similar written instructions are included in the student's pre-departure orientation handbook.

General Recommendations for Faculty-Led Program Participants

The Faculty Director should instruct all participants to follow these general recommendations relating to program safety:

- Education Abroad strongly recommends that unless specific situations dictate otherwise, participants should designate their parents as emergency contact persons.
- Participants and their emergency contacts should communicate regularly throughout the participants' time out of the United States.
- Participants also are expected to provide their itinerary to the Faculty Director each time they travel independently of the group. The itinerary should include where they plan to stay overnight and how to contact them. If the participant has a cell phone, they are expected to provide the Faculty Director with their cell phone number. Washington State University urges program participants to provide this same information to their emergency contacts each time they travel independently of the group.
- Participants should notify the Faculty Director immediately in the event of any serious emergency, accident, health problem, serious mishap, or health condition lasting longer than a day or two. They then should notify their emergency contacts.
- Participants are instructed, in the event of an emergency, to return to their residence/accommodations and await contact from the Faculty Director, Logistic Coordinator, and/or Third-Party Provider or Host University.
- Participants are discouraged from congregating in groups of Americans and from spending time in restaurants and bars that are known to be frequented primarily by Americans.
- Participants are discouraged from congregating in large groups or participating in any type of demonstration.
- Participants are prohibited from renting any form of motorized transportation during the program.
- Participants are prohibited from taking illegal drugs during the program.
- The Education Abroad Application's "Conditions of Participation" Form authorizes WSU to communicate any relevant information to participants' emergency contacts in the event of an emergency.



- Participants and their families need to be aware of the fact that the U.S. Department of State Office of American Citizens Services and Crisis Management generally will not release information about specific individuals to WSU or to other third parties.
- The U.S. State Department Web site indicates that Families in the United States whose U.S. citizen relatives are abroad and are directly affected by a crisis can communicate with the Department of State through its Office of American Citizens Services and Crisis Management at 202-647-5225.

Duration of the Program

Program materials will clearly state the last date of the program. After that date Washington State University and the Faculty Director no longer bear any responsibility to the student, and students are free to travel independently. The Faculty Director will encourage all students to remain in frequent contact with their family and emergency contacts while traveling abroad.

In Conclusion

Washington State University takes the health and safety of participants on its faculty-led programs very seriously. Faculty and student participants are expected to observe the procedures outlined in this document to ensure that participants have a safe and rewarding educational experience aboard.

Adapted, with thanks, from: *The Guide to Successful Short-Term Programs Abroad*, published by NAFSA in 2002; *Abroad by Design*, published by NAFSA in 2002; and materials produced by International Studies Abroad (ISA) and CIEE.

HEALTH BASICS ON A FACULTY-LED PROGRAM

Health issues and care need to be addressed prior to any education abroad program—even a faculty-led program lasting only a few days. All participants, including the faculty member(s), need to prepare for their physical and mental health during an international experience. This should include consulting with each of their health care providers: a physician, gynecologist, optometrist, counselor, dentist, and an International Travel Clinic.

Immunizations

The Education Abroad Office urges all participants—students, faculty, and logistics coordinators—to consult with an International Travel Clinic to determine whether immunizations are recommended or required for the countries they will visit. Participants should visit the travel clinic well in advance of program departure in case a series of shots is required. A two-month minimum time frame is advised.

Remember that a typical physical examination may not include information about immunizations also. Your health care provider may not have access to certain vaccines specific to travel. For example, the yellow fever vaccine is only available from a state-approved vaccination center such as the WSU International Travel Clinic or the Pullman Regional Hospital Travel Clinic. The www.cdc.gov/travel lists vaccination centers in Washington state, including centers in Vancouver, the Tri-Cities, and Spokane.

The WSU International Travel Clinic serves *only* WSU students; students will pay \$10-\$25 for a visit, not including immunizations. Students can make a Travel Clinic appointment at 509-335-6223 or online at www.hws.wsu.edu/Medical_Services.

WSU faculty and staff must visit the Pullman Regional Hospital Travel Clinic. To schedule an appointment call 509-336-7359.

Region-Specific Health Issues

Faculty Directors should familiarize themselves with region-specific health issues in the host country. Issues of concern may include: avian bird flu, cholera, diarrhea, diphtheria/tetanus, Hepatitis A, Hepatitis B, HIV/AIDS, Japanese encephalitis, malaria, polio, rabies, SARS, typhoid, tuberculosis, or yellow fever.

Even if you have traveled to your destination previously, be aware that prevailing conditions change rapidly. Notices, precautions, and warnings of region-specific health issues are routinely updated on the following Web sites:

U.S. Center for Disease Control:
www.cdc.gov/travel

World Health Organization:
www.who.int

Travel Health Online:
www.tripprep.com (a good resource for country specific information)

Education Abroad (EA) staff will assist Faculty Directors in arranging for a qualified physician or travel nurse to discuss any region-specific health issues or risks with students during a pre-departure meeting. Education Abroad may require students to sign an Action Plan for Health and Safety (please see the Appendix for a sample) that certifies that WSU has informed them of such health risks.

International SOS 24-Hour Worldwide Assistance and Emergency Evacuation Services

Washington State University has a corporate medical membership with International SOS that covers WSU faculty and staff when conducting University business in a foreign country. This service provides 24/7 access to English-speaking doctors, medical referrals, and evacuation assistance. The Education Abroad Office will provide WSU faculty and staff leading a faculty-led program with a SOS International Card. Complete information is available at their Web site: www.internationalsos.com. Please direct questions to WSU's Office of Risk Management at 509-335-6893.

Medical Facilities

Medical treatment varies throughout the world due to cultural differences as well as medical training, supplies, and facilities. Faculty Directors should familiarize themselves with health care practices in the country they will visit and acquaint students with these practices. For country specific information on medical facilities, emergency services, etc., a good resource is www.tripprep.com.

In addition, Faculty Directors can contact the U.S. embassy or consulate and obtain from the health care officer the names and contact information for doctors they recommend. Obtaining this information *prior* to an

emergency will save the Faculty Director valuable time in the event of an emergency.

If a student needs medical attention, and the Faculty Director's foreign language skills are not perfect, he/she should seek assistance with translation from the Third-Party Provider, Host University, a study abroad company with which WSU has contacts, hotel personnel, or a well-educated native. Call the Education Abroad Office for assistance.

It is the responsibility of the Faculty Director to:

- Be aware of how to access medical facilities in the country(ies) in which the program is conducted.
- Take appropriate measures to ensure that medical facilities are available during program excursions should a medical emergency arise.
- Acquaint students with health care practices and facilities in the host country during pre-departure orientation as well as during on-site orientation. If possible, the on-site orientation should include a visit to at least one clinic or hospital that provides 24 hour medical service and, if at all possible, introduce students to appropriate staff members. (Obviously this step is not practical for a study tour that is constantly traveling to a new location.)
- Provide students with the local emergency services telephone number(s) equivalent to 9-1-1 in the United States.
- When possible, provide students with the name and telephone number of a reputable rape crisis center, or of an individual trained to respond effectively to a crisis involving a sexual assault or rape.

- Explain to the students the need for them to notify the Faculty Director, Logistics Coordinator, Third-Party Provider, or Host University of any medical emergency, and that the Faculty Director, in turn, is required to contact the Education Abroad Office as soon as possible to inform us of the emergency. Make sure that the students know that this information will be treated with the strictest confidentiality.
- If a program participant must go to the hospital or doctor, assist in scheduling the appointment, accompany the student to his/her appointment, and assist in any other way necessary.
- Ensure that the student is aware of the necessity to file a claim for reimbursement for medical services.

On programs in which the services of a Third-Party Provider or Host University are utilized, the Faculty Director should seek their assistance if a student falls ill or a medical emergency arises. The Faculty Director also can contact the Education Abroad Office *at any time* for assistance.

Student Self-Assessment Medical Form

All students participating in a WSU faculty-led program complete a Self-Assessment Medical form as part of their Education Abroad program application. The EA staff reviews these forms to determine if the staff should discuss a disclosed health issue with a student. A copy of each participant's form is included in the WSU Faculty Director Notebook and discussed at the Pre-Departure Meeting for the Faculty Director.

The First Aid Kit

The most common health problems that travelers encounter are traveler's diarrhea, upper respiratory infections,

and skin conditions. Faculty Directors should encourage all program participants to travel with a small first aid kit appropriate for the destination and length of stay of their trip. See "Basic Supplies and Medications for a Traveler's Medical Kit" (in the Appendix).

Note: Unless the Faculty Director is a physician, students should determine, on their own, what medications to take in their kits and how to administer these medications to themselves.

Prescription Medications

Faculty Directors should talk with participants about planning for what prescription medications they will need while abroad. This will also be covered in the general Health and Safety Pre-Departure Orientation Meeting given by the Faculty-Led Program Specialist. If participants are on medication they should:

- Take enough of the medication for the duration of the program.
- Carry all medication in the original container.
- Fly with medications in carry-on luggage.
- Keep medications in a place where they cannot be lost or stolen easily.
- Carry an up-to-date prescription for each medication that states the drug's generic name (medications may be referred to by different names in foreign countries), instructions, dosage, and reason for prescribing the drug.
- Check with their physician for advice on how to adjust dosages when changing time zones.

Faculty Director should be aware of students who require regular meals with their medication.



Glasses and Contact Lenses

Participants who wear glasses and/or contact lenses should take along an extra pair of contacts and glasses, and a lens prescription.

Medic Alert

Participants with serious conditions (e.g. allergies, diabetes, epilepsy) should wear a Medic Alert emblem.

Special Precautions

Is climbing Mt. Fuji as part of the program? Conducting field research in hot weather? Hiking in an area with poisonous snakes? Driving in extremely hazardous traffic? If so, then the Faculty Director should outline these risks and appropriate precautions to participants. Education Abroad can also schedule a WSU Health and Wellness provider or nurse to speak on these issues with the group. Again, www.tripprep.com is a good country specific resource.

Adjusting to Extreme Weather

If traveling in a hot climate, the Faculty Director should urge participants to:

- Wear light-colored, loose fitting, lightweight clothing that covers as much skin as possible.
- Wear a wide-brimmed hat to protect from the sun.
- Wear sunscreen (SPF 15 or better) every day to prevent skin damage.
- Reduce alcohol intake and drink plenty of fluids, especially water.
- Stay indoors during the hottest time of day.
- Wear mosquito repellent (DEET > 33%).

- Seek medical attention for heat rash, heat exhaustion, and heat stroke.

If traveling in an extremely cold climate, the Faculty Director should urge participants to:

- Dress in layers of loose, soft clothing for warmth and wear warm hat, gloves, and shoes.
- Include an outer layer of wind-breaker-type material.
- Wear moisture-resistant covering as the outermost and innermost layers.
- Watch for symptoms of hypothermia: slurred speech, decreased awareness, shivering, irritability, or stumbling.
- Watch for symptoms of frostbite: pain, numbness, swelling, itching, and white, hard skin. Do not thaw a frozen body part unless it can be kept thawed.
- If you suspect frostbite or hypothermia, find warm shelter and medical attention.

Jet Lag

“Jet lag” is basically a sleep disturbance. The most common symptoms include fatigue, irritability, and sometimes disorientation. The Faculty Director should address how to adjust to the day/night pattern of your destination as quickly as possible with participants at a pre-departure orientation meeting. Some ways to limit the effects of jet lag include:

- Get a good night’s sleep the first night after you arrive—eating a high carbohydrate meal or snack before bedtime, exercise, and a hot bath may help.
- Get up early the first morning and at the same time every morning thereafter.

- Always try to get to sleep at your usual time (e.g., 11 p.m.) at your new destination.
- Avoid naps until fully adjusted to your new time zone.
- Modify your diet until adjusted: avoid caffeine, eat high-protein breakfasts and lunches, and eat high carbohydrate dinners.

Travelers' Diarrhea

Probably the most common illness when abroad is travelers' diarrhea. Symptoms can range from mild to very severe and can come on quickly. The Faculty Director should make sure that participants understand how to avoid and treat travelers' diarrhea:

- Don't trust tap water. Drink bottled or canned water or beverages.
- Avoid putting ice in beverages. Place unopened bottles/cans on ice to chill.
- Avoid dairy products that are not pasteurized.
- Avoid raw food washed in tap water.
- Peel fresh fruits before eating.
- Avoid raw foods and street-side snacks.
- Eat steaming-hot foods, cooked foods right off the fire, dry foods such as bread, and citrus fruits you peel yourself.

Diarrhea Treatments:

- Replace fluids to avoid dehydration and correct the body's fluid imbalances.
- Add salt to the diet.
- Avoid dairy products as they inhibit the body's absorption of salt.
- After 1 or 2 days, use medications such as Imodium or Kao-Pectate for 2-3 days to relieve abdominal cramps.

- Consult a physician if symptoms persist for more than a few days.
- Consult a physician immediately if diarrhea is accompanied by high fever, shaking, chills, and/or blood in the stool.

Insect Bites

Insect bites are of concern, not only due to the discomfort, but also because of infectious diseases such as malaria that may be transmitted by mosquitoes. To minimize exposure in countries where infectious diseases are transmitted by mosquitoes, the Faculty Director should make sure all participants:

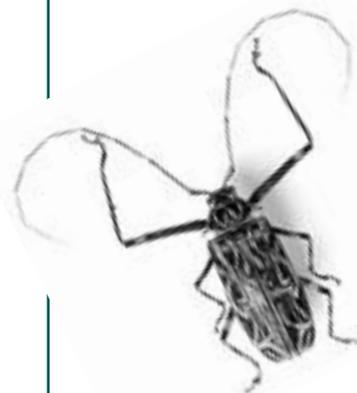
- Stay in well-screened areas and sleep under mosquito netting.
- Wear long-sleeved shirts and pants.
- Use insect repellent containing 33% or more DEET (N-N diethyl-m-toulamide).
- Avoid using perfumes, scented soap, and after shave lotion.

Sexually Transmitted Diseases and HIV/AIDS

Sexually transmitted diseases such as chlamydia, gonorrhea, syphilis, Hepatitis B, and herpes pose health risks in every country, as does the HIV virus. The Faculty Director should inform students of this reality and urge them to make wise decisions and practice safe sex at all times.

Emergency Surgery

Because HIV and Hepatitis B can be spread through contaminated needles and blood, medical evacuation should be carefully considered if a student requires surgery. In this case the Faculty Director should make every effort to put the student directly in contact with his/her emergency contact(s) and his/her U.S. health care provider. It is ideal if the student's family and U.S. health care provider can discuss



CONDUCTING A SAFE AND HEALTHY PROGRAM



the situation directly with medical personnel in the host country to determine a treatment plan. The Faculty Director should not, under any circumstances, give medical advice!

Adapted, with thanks, from: *The Guide to Successful Short-Term Programs Abroad*, published by NAFSA in 2002; *Abroad by Design*, published by NAFSA in 2002; materials produced by International Studies Abroad (ISA) and CIEE; and the WSU International Travel Center.

WHAT CONSTITUTES AN EMERGENCY?

Washington State University and the Education Abroad Office (EA) place the utmost importance on the safety, security, and well-being of education abroad program participants. Moreover, the Education Abroad Office and the Faculty Director must follow prudent measures to verify that transportation, lodging, and medical facilities are safe and of reasonable quality, and that communication plans and emergency responses are in place to provide a safe environment for program participants.

While WSU is firmly committed to the provision of this support, we emphasize to students and to their designated emergency contacts/family that all program participants must take responsibility for their own safety, security, and well-being. This fact is highlighted during pre-departure preparations, on-site orientations, throughout the program, and on the EA Web site.

While on a WSU faculty-led program, WSU expects all participants to take the same precautions anyone would follow in their home communities in the United States and to make smart decisions at all time. We caution students to use common sense, be alert and aware of their surroundings at all times, travel with a buddy, and to never put themselves in compromising positions with the use of drugs or alcohol.

The Education Abroad Office's Faculty-Led Programs Manual has been prepared to equip faculty with the

information and tools they need to lead safe programs abroad. Faculty should read this manual carefully in its entirety and direct concerns and questions to the Faculty-Led Program Specialist.

WSU considers an emergency to be any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies will include, though not be confined to, the following types of events and incidents:

- Physical assault.
- Disappearance or kidnapping of a student.
- 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 or well-being.
- Arrest or questioning by the police or other security forces.
- Any legal action (lawsuit, deposition, trial, etc.) involving a student.
- Natural disaster such as an earthquake, flood, fire, tornado/hurricane, or volcano.



While Washington State University can not guarantee a risk-free environment, WSU makes every effort to ensure the safety, security, and well-being of our students and faculty participants on a faculty-led program.



The section “What is an Emergency?” was prepared by Michigan State University and has been reprinted, with permission, from *Abroad by Design* (NAFSA, 2000).

Ten Steps to Prepare for an Emergency

Faculty Directors should follow these 10 steps to prepare for an emergency:

1. Acquaint themselves thoroughly with region-specific health and safety concerns.
2. Prepare themselves and program participants for a safe program, both physically and emotionally, by urging participants to consult with all of their health care providers prior to departure.
3. Create a program-specific Code of Conduct with program participants.
4. Conduct pre-departure orientations covering region-specific health and safety precautions and procedures.
5. Distribute emergency contact information to all participants.
6. Conduct an on-site orientation that acquaints participants with in-country medical procedures/facilities, reinforces emergency protocols, and revisits the Code of Conduct.
7. Be available 24-7 to respond to the needs of the program participants.
8. Carry the Faculty Notebook and a cell phone at all times and be prepared to communicate via phone, e-mail, or fax with the Education Abroad Office in the event of an emergency.
9. Delegate to the Logistics Coordinator only those tasks that he/she is capable of understanding and executing.
10. Follow Education Abroad procedures when dealing with an emergency or student misconduct.

TEN STEPS TO RESPOND TO AN EMERGENCY

Faculty Directors should follow these 10 steps to respond to an emergency:

Step 1: Carry your Faculty Notebook with you at all times! Emergencies are always easier to handle when preparations are in place and basic information on program participants and emergency protocol is easily accessible. Education Abroad will provide you with a Program Notebook containing such information prior to departure. It is only helpful to you when you have it in your possession and it has updated information as to the whereabouts of all students.

Step 2: In an emergency your first responsibility is to preserve the safety and well-being of program participants. Do whatever is necessary to assure this: obtain prompt and appropriate medical attention, police protection or intervention, and/or U.S. embassy involvement. You will be reimbursed for all expenses relating to the management of an emergency.

Step 3: Locate and contact all program participants as quickly as possible to ascertain their well-being, and to coordinate an immediate response plan. Depending on the situation, the Faculty Director may or may not gather the participants together in a group. Advise participants to inform their parents, guardians, or emergency contacts of their safety and whereabouts as soon as possible.

Step 4: When you have done all that you can reasonably do to assure the well-being of participants and to get a sense of the danger, immediately contact Education Abroad and brief a staff member in a detailed way. Together we will coordinate our fact-finding, communication, and response plan. Depending on the severity of the situation, Education Abroad will make all U.S. contacts as appropriate: the participants' emergency contacts, WSU offices and authorities, WSU's international emergency consultant, and so on.

Contact an International Program's staff member:

- Education Abroad (EA)
Faculty-Led Program Specialist:
509-335-3188 (w)
- EA Director: Candace Chenoweth
 - 509-335-6920 (w)
 - 208-882-3615 (h)
 - 208-301-4046 (cell)
- Vice Provost of International Programs: Dr. Lance Le Loup
 - 509-335-2542 (w)
 - 509-334-7562 (h)

Step 5: Take immediate steps to gather more information about the problem and assess the situation utilizing all in-country resources available. Consult with the program provider, U.S. embassy, consulate, or Interest Section, other study abroad providers, other U.S. enterprises in the area, local

authorities, the media, and so on. The Education Abroad Office will take similar steps.

U.S. State Department:
travel.state.gov

U.S. Center for Disease Control:
www.cdc.gov/travel

U.S. Embassies & Consulates:
usembassy.state.gov

World Health Organization:
www.who.int

International SOS:
www.internationalsos.com

Step 6: If appropriate, contact the local U.S. Embassy or Consulate regarding the crisis and follow whatever procedures they may require. Ask the Embassy or Consular Officer to advise you on a regular basis about the evolution of the emergency and about how you should direct WSU's on-site response.

Step 7: In a medical emergency never leave an injured or sick student on his/her own. Contact ISIC through their emergency help line to assist you and coordinate the necessary arrangements, including payment of fees on behalf of the student. Information on contacting ISIC is included in the the Faculty Notebook.

Contact the Education Abroad Office to assist you and coordinate necessary arrangements with In-sure America.

While on an excursion with only one WSU faculty/staff member present: Remain with the students, or, if necessary, select a responsible student to serve temporarily as the group leader and ensure that all students return to their place of residence/lodging while the Faculty Director stays with the student(s) in need. Give the student leader all necessary instructions.

While on an excursion with more than one WSU faculty/staff member present: One WSU representative should remain with the group, while the other one stays with the student(s) in need. Establish a time and place for the group to reunite. Maintain contact via cell phone. If the student is unable to rejoin the group, the WSU representative or Third-Party Provider should ensure the safe return of the injured or sick student to the student's accommodations.

Step 8: In an on-going crisis, continue to keep the Education Abroad Office informed on a regular basis through telephone (509-335-4508), fax (509-335-2677), or e-mail (edabroad@wsu.edu). This is essential as we will be working closely with you throughout the emergency to develop a situation specific response plan. It will be the Education Abroad Office's responsibility to consult with all appropriate WSU offices in the development of that plan—the Risk Management Committee, the Attorney General's Office, and so on. All program participants will be expected to abide by the situation specific response plan and are required to sign a statement acknowledging that they have received, read, and understood this response plan. After all participants have signed, it is your responsibility to fax our office the signed forms. It is important that after all emergencies (small or large) an Incident Report form (see Appendix) is completed and faxed to the Education Abroad office.

Step 9: Try not to overreact or panic: the students are counting on you to help get them through a difficult time. You are not alone! Keep in mind that the Education Abroad Office and International Programs have experience dealing with crises and are ready to assist

you during and after any type of incident.

Step 10: Continue to keep a clear focus on the emergency; everything else must take a back seat.

Here are some tips to reduce anxiety and increase organization:

- Do not try to handle all aspects of an emergency: delegate responsibly.
- Never say more than necessary and stick to the facts.
- Remember that confidentiality is very important.
- Remember that WSU and Education Abroad will support you in every way possible.

In Conclusion

It is unlikely that an outbreak of war, a coup d'état, terrorist activity, or political instability will occur at a site where WSU is conducting a faculty-led program. It is more likely that a medical emergency or a natural disaster would occur.

WSU cannot guarantee or assure the absolute safety of participants or eliminate all risks from the education abroad environment. Nor can we monitor students' choices and behaviors at all times, or prevent them from engaging in dangerous, unwise, or illegal activity.

Nonetheless, we must do our best to run a safe program, and the Faculty Director(s) and Logistics Coordinator comprise our front line. **Please plan ahead and prepare accordingly!**

Adapted from *Abroad by Design*, published by NAFSA in 2002, with special thanks to Wesleyan University and Michigan State University for their materials included in the book.

INSURANCE ISSUES

Health Insurance for Students

The Education Abroad (EA) Office will issue an International Student Identity Card (ISIC) to all students participating in a faculty-led program at a cost of \$22 (charged to student account). This ensures that all student participants have a minimum amount of medical insurance for the duration of their program. The ISIC policy is currently administered by Insure America and underwritten by Arch Insurance Company. The coverage includes:

| | |
|-----------|---|
| \$300,000 | Emergency Evacuation |
| \$25,000 | Repatriation of Remains |
| \$25,000 | Accidental Medical Expense |
| \$5,000 | Accidental Death and Dismemberment—Air |
| \$1,000 | Accidental Death and Dismemberment—All other |
| \$500 | Lost Document Replacement |
| \$165 | Per day sickness and hospital benefit (up to 61 days) |
| \$100 | Bag delay |
| \$100 | Travel delay |
| FREE | Travel Guard Assistance |

Full details of coverage are available at www.myisic.com

A copy of the certificate of coverage is included in the Faculty Director's Notebook. ISIC coverage is valid from September—December (16 months) or January—December (12 months) depending on when it is purchased.

Students must pay for medical services up front and then contact ISIC to submit a claim. For this reason all students are instructed to carry emergency funding, preferably in the form of a credit or ATM card.

Health Insurance for WSU Faculty and Staff

Because WSU faculty and staff have the opportunity to purchase the university medical insurance that provides coverage when abroad, Education Abroad does *not* issue an identity card to faculty. Faculty may purchase the International Faculty Identity Card (IFIC) for \$22 from the Education Abroad Office, if desired.

International SOS 24-Hour Worldwide Assistance and Emergency Evacuation Services

Washington State University has a corporate medical membership with International SOS that covers WSU faculty and staff when conducting university business in a foreign country. This service provides 24/7 access to English-speaking doctors, medical referrals, and evacuation assistance. The Education Abroad Office will provide qualified faculty and staff with a SOS International Card. Complete in-

formation is available at their Web site at www.internationalso.com. Please direct questions to WSU's Office of Risk Management and Insurance at 509-335-6893.

Each Logistics Coordinator, if he/she is not WSU faculty or staff, must provide their own medical insurance, and it must include medical evacuation and repatriation services.



ISIC 24-Hour Emergency Assistance

Continental USA: 1-877-370-4742

International: 1-715-295-5452

Be sure to use the appropriate country and city codes when calling.

Product Number: 007439-CT P1 1/06

ON FACULTY-LED PROGRAMS

One Faculty Director (FD) on each faculty-led program is required to carry a cell phone for the duration of the program so that in the event of an emergency the FD can contact the Education Abroad Office (EA) easily via phone and vice versa. Exceptions are made for programs conducted in rural areas or countries where GSM or CDMA cell coverage is not available, such as Peru. Education Abroad urges faculty interested in conducting programs in countries where cell coverage is not available to explore carefully the possibility of obtaining a satellite phone, or working with a Third Party Provider that can provide a satellite phone.

The Education Abroad Office has several cell phones to check out to faculty. These are available on a first-come first-serve basis. If a phone is not available through the Education Abroad Office and the Faculty Director does not have his/her own phone, the cost of a cell phone should be budgeted into the program. In such cases the phone either should be retained by the department for use on future study abroad programs or may be donated to the Education Abroad Office for faculty-led program use.

Education Abroad Cell Phone Kit

The Education Abroad Office (EA) will check out a Cell Phone Kit to one FD per program. Because these cell phones are utilized by more than one program each summer, please let EA know if you plan to leave Pullman

earlier than the program start date or to stay in-country after the program ends so that we can make the necessary arrangements to provide you with a phone.

The EA Cell Phone Kit will include:

- Siemens C25 Dual Band Phone
- Cell Phone Instructions
- Battery
- 220 Volt Battery Charger

Siemens C25 Dual Band Phone and Battery

These are European phones and charge on 220 Volts as does the accompanying battery charger. You will need to supply the appropriate adapter and converter if you are going to a country with a different electrical system.

Charging the Battery

Although the Education Abroad Office will attempt to re-charge phones prior to checking them out to the next faculty member, if you are picking up a phone that was used recently by another program, we may not have had time to charge your phone!

Testing your Phone

It is imperative that you test the phone several days before program departure to ensure that it works. Be sure to charge the battery prior to testing. If you have any questions about your phone, please ask.



Budgeting for a Phone

Three budget items need to be included in your program's budget. These costs are: purchase of a phone (if necessary); SIM card to obtain in-country number; and telephone minutes, both domestic and international, for emergency and non-emergency program-related calls. Program fees should not be used to cover your personal phone calls, so plan to purchase minutes for such use with personal funds.

Please save all receipts related to the phone and to program-related calls.

SIM Card

The Faculty Director (FD) will be responsible for purchasing a country-specific SIM card once he or she arrives in country. The SIM card will provide you with an in-country phone number. As soon as you have purchased the SIM card you should call the Education Abroad Office at 509-335-3188 and leave a message with your cell phone number. It is crucial that you provide us with this information as otherwise we can't call you! Next enter important WSU telephone numbers into your phone so that you

can call us quickly in the event of an emergency. (See section entitled "WSU Contact Numbers".)

If your program is going to more than one country, depending on the duration of stay in each country, you may wish to purchase an international SIM card for your program, as opposed to two or more country-specific cards.

It is best to purchase rechargeable SIM cards so that you can add minutes as necessary. Always have enough domestic and international minutes on hand throughout the program so that in the event of an emergency you could make necessary phone calls.

Emergency Use

A cell phone is an important tool in the event of an emergency. Be sure that when you need it you have your phone with you and minutes available.

If you ever have to purchase a new SIM card be sure to contact the Education Abroad Office to notify us of your new number.

PROGRAM SPECIFIC INFORMATION

The Faculty Director(s) and Logistics Coordinator will meet with the Faculty-Led Program Specialist for at least an hour a few weeks before the program's departure. At this meeting the Faculty Director(s) and Logistics Coordinator each will receive a program-specific Faculty Handbook. Each Faculty Director and Logistics Coordinator is expected to carry this notebook with them during all program-related activities.

This notebook contains information on:

- Emergency preparedness and response plans.
- WSU disciplinary policies.
- Emergency contact information for all program participants.
- Copies of all participants' passports.
- Copies of self-assessment medical forms.
- Insurance information for students and faculty.
- Cell phone information (if borrowing an EA cell phone).
- Copy of Contract with Third-Party Provider (if applicable).
- Logistics Coordinator's Job Description (see Appendix).
- Incident Report Form (see Appendix).
- Expulsion Form (see Appendix).
- Behavior Contract (see Appendix).

WSU CONTACT NUMBERS

Education Abroad Office Numbers and E-mail Addresses

Faculty-Led Program Specialist
509-335-3188

Candace Chenoweth
Director, Education Abroad
509-335-6920
chenow@wsu.edu

Dr. Lance LeLoup
Associate Vice Provost of
International Programs
509-335-2541
leloup@wsu.edu

Laurie Quiring
Program Support Supervisor
509-335-6204
quiring@wsu.edu

Emergency numbers for International Programs

Faculty-Led Program Specialist
Cell:
Home:

Candace Chenoweth
Cell: 208-301-4046
Home: 208-883-3615

Dr. Lance LeLoup
Cell: 509-339-3779
Home: 509-334-7562

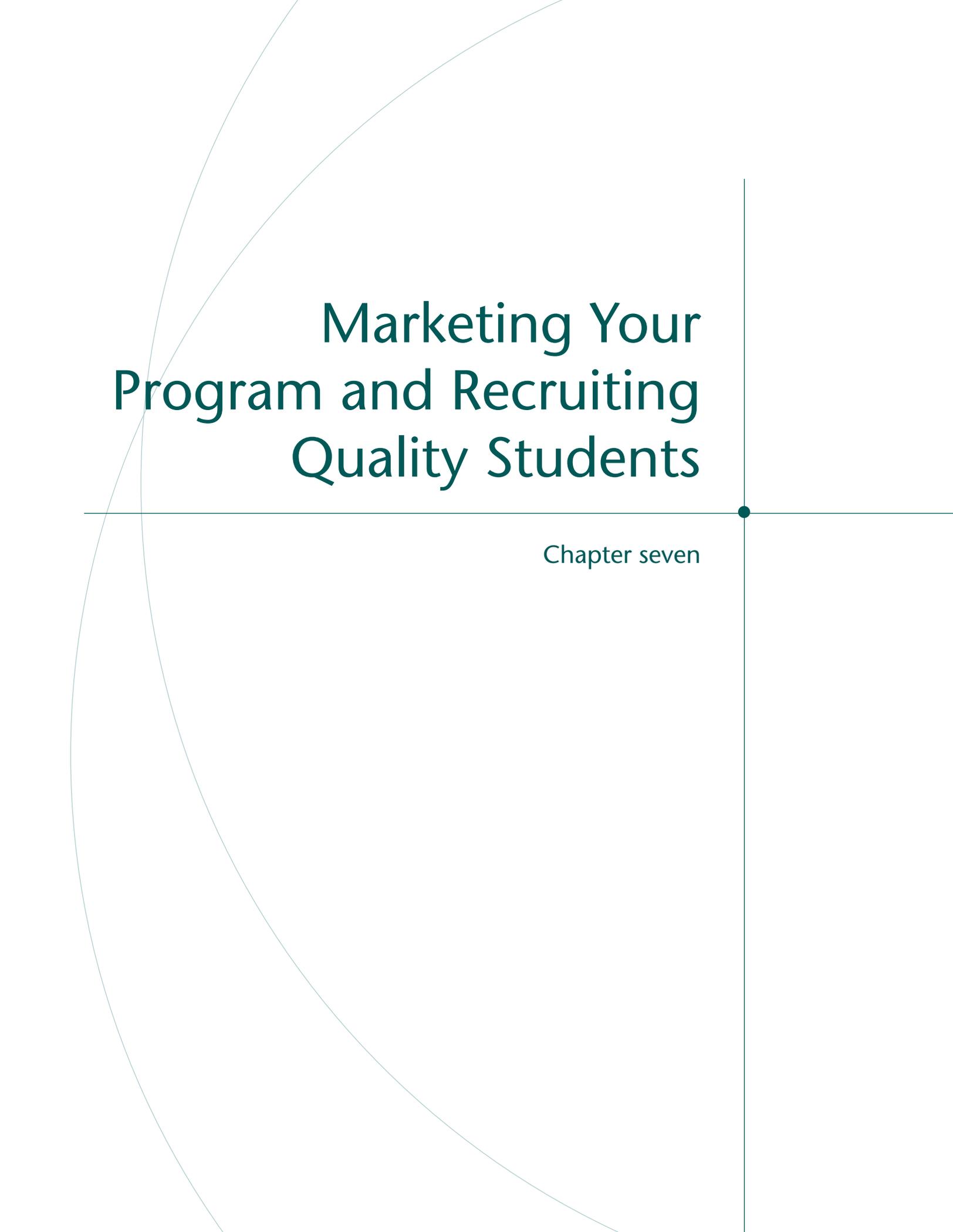
Other Important WSU Offices

Business Affairs
509-335-5524

Risk Management & Insurance
509-335-6893

WSU Emergency Number
509-335-0911

EA Fax Number
509-335-2373



Marketing Your Program and Recruiting Quality Students

Chapter seven



Begin organizing your faculty-led program 18 months in advance. This will give you one full academic year to recruit students into your program, thus ensuring that you can offer the program at an affordable price. While 18 months may seem like a long time, experienced faculty will tell you that 18 months is ideal!

MARKETING AND STUDENT RECRUITMENT

When developing a faculty-led program, the most critical stage in the process is marketing and student recruitment. If enrollment is low, the program will become too expensive for students with financial needs and you may have to cancel. On the other hand, having more students than the program can accommodate will make the selection process competitive. This allows the Faculty Director to implement an interview process in order to screen students to determine which students are best prepared academically, emotionally, and behaviorally.

To ensure sufficient numbers, it is wise to begin the recruitment process 9–12 months in advance of program departure. For example, for a summer program it is ideal if the department, faculty member, and the Education Abroad Office distribute recruiting materials as soon as school begins in the fall (if not earlier). The Faculty Director (FD) should plan to publicize the program during WSU's Education Abroad Fairs in September and/or January. At the same time, the FD should inform faculty and advisors in appropriate academic divisions so that they can promote the program in their classes and during fall advising.

Although the Education Abroad Office is heavily involved in the student recruitment process, without department and faculty support recruitment for even the best program can fail. Opting to participate in a program abroad is a major decision for most students, and they rely heavily on the

advice and recommendations of the faculty in their department.

In summary, the Faculty Director should be prepared to:

- Recruit at the Education Abroad Fair held every semester.
- Organize and attend classroom presentations with an Education Abroad representative.
- Hold information sessions about the program.
- Identify and encourage individual students to apply for the program.
- Facilitate the recruitment of students from WSU's peer institutions, if applicable.

The importance of faculty support cannot be overemphasized!

Scheduling Faculty-Led Programs Strategically

The Education Abroad Office encourages colleges and departments to develop a strategic plan that will enable them to offer a diverse and sustainable menu of faculty-led programs. The Apparel, Merchandising, Design and Textiles program, for example, could offer a program based in Europe in even years and a program in a more non-traditional location (Asia, Latin America, Africa) every odd year. Alternatively, the schedule might be organized around academic emphases: an apparel program one year, a merchandising program the following year, and so on.

With marketing in place several years before a program is set to run, competitive programs will develop strong reputations and begin to capture market share. Students will wait to participate in the program in which they are most interested and organize their academic work and schedules around that goal. Faculty, too, can plan their participation as program directors around family plans, tenure schedules, sabbaticals, and so on.

Marketing Materials

As soon as the Program Proposal has been approved, the Education Abroad Office (EA) will create a flyer that details the program. Before publishing it, Education Abroad will send the template to the Faculty Director for his or her review. Please see a “Sample Program Flyer” in the Appendix. EA also can produce medium-sized posters for approximately \$20 each.

Faculty should distribute the Program Flyer throughout their department and display posters prominently campus-wide, particularly in buildings where related courses are held or where student traffic is high. The Education Abroad Office also will post the flyer in our Resource Room in a highly visible location. If possible, obtain departmental approval to have the flyer attached to the course syllabi of all feeder classes. This is an excellent recruitment method! Don’t forget to market your program on the Web, too.

Study Abroad Fair

Each semester the Education Abroad Office hosts the Education Abroad Fair at which Third-Party Study Abroad Providers come on campus to market their programs. The fair typically is held 2-3 weeks after classes begin. We strongly recommend that the Faculty Director and others involved with the program, particularly student alumni, promote their program at the fair.

Space at the fairs can be limited, so if you are interested in participating, please notify the Education Abroad Office in a timely fashion so that space can be reserved for your program. The Study Abroad Fair is located on the Mall in September and in Todd Atrium in January.

First Timer Sessions

The Education Abroad Office holds “First Timer Sessions” twice daily to educate students about study abroad and how to select a program that will complement their academic major/minor. At these sessions the Education Abroad Advisors and Peer Advisors (trained student volunteers who have studied abroad) share information on the benefits of faculty-led programs and current offerings. The advisors receive bi-weekly reports on the status of each faculty-led program.

Information Sessions and Class Presentations

Faculty Directors should plan on holding two to three, one-hour Information Sessions to inform students about their program. Two to three weeks before these sessions, the Faculty Director, the Faculty-Led Program Specialist, and/or students who participated in the program in past years should speak briefly to as many classes as possible to pique student interest.

Two tips:

- Students love to hear students talk about how great a program is.
- It is much more effective for the Faculty Director to ask colleagues to donate five to ten minutes of class time for this presentation than it is for the EA Faculty-Led Program Specialist to make the request.

The class presentation usually consists of:

- A 2-minute Education Abroad video produced by students.
- A 2-3 minute overview of education abroad opportunities and financial aid resources. (Education Abroad staff can do this piece.)
- A 5-minute pitch on the specific faculty-led program by the Faculty Director.
- An invitation to attend the next Information Session.

If the instructor is reluctant to give up this much time, the presentation can be shortened.

Individual Student Meetings

The best way to excite a student about your program is to tell them exactly how the program will meet his or her specific academic goals and what cultural/fun activities will be included in the program. Education Abroad suggests that the Faculty Director compile a list of 10–20 students who he/she thinks would benefit from the program. E-mailing these students individually or en masse or scheduling a meeting with them to discuss the program is the most effective way of filling your program. Education Abroad's Faculty-Led Program Specialist also will meet individually with any students interested in your program.

Information Sessions

The Information Session should be scheduled at the best time for the students. The Faculty Director and, if possible, the Faculty-Led Program Specialist should attend. The meeting agenda should include:

- A thorough description of the program, including the dates and itinerary.
- An overview of academic objectives, including which major or minor, GERs, or Honors requirements the coursework will fulfill.
- Application process and deadline.
- Estimated program costs.

After the Faculty Director speaks on these topics, the Faculty-Led Program Specialist will distribute the application, and explain the application, financial aid, and transcript process. If the program has occurred in the past, you should invite one or more student alumni to show slides and share more informally what the students will enjoy about the program.

Application

Once the Program Flyer and Information Session advertisements have been published, the Faculty-Led Program Specialist will produce the application based on the Program Proposal and the Faculty Director's input. For more information, please see the section on the application process.

FACULTY-LED PROG

Information Sessions
 Jan 18 and Feb 7
 4:30 in Bryan 116

Fall in Switzerland

COLLEGE OF BUSINESS & ECONOMICS

THE DESTINATIONS

Brig, Switzerland (Valais Canton)

DATES OF PROGRAM

2 October - 15 December 2006

THE PROGRAM

The program is located at the University Center Cesar Ritz (UCCR) in Brig, which lies in the heart of the Swiss Alps. The immediate surroundings of the town offer unequaled beauty and opportunities to relax, whether hiking in the spring or skiing in the winter. UCCR is operated by the Cesar Ritz Colleges and is housed in a college building with facilities of a modern campus. Faculty members from WSU and UCCR will provide course instruction in English (up to 15 credit hours). WSU students and students from UCCR will take classes together.

FOR MORE INFORMATION

Mary Jane Maxwell, Education Abroad, 335-3188
 Dr. David Sprott, College of Business, 335-6896

APPLICATION DEADLINE

7 April, 2006

Early Bird Deposit \$500 due on Feb 15

COURSES

Participants must be **certified CBE majors/minors**. They will be required to take at least 12 credit hours towards their degrees. WSU Faculty will teach MKTG 360, IBUS 380, and MIS 322. UCCR Faculty will teach a variety of electives, such as FIN 325, MGT 450, MIS 375, Tier III Capstone, various HBM electives, and language instruction in French, German and Spanish. Other courses may be available.

PROGRAM FEE approx. \$5000

The program cost will be determined by the number of participants. The fee includes lodging, most meals, and some excursions. Room and board will include shared housing with another WSU student. Lunch and dinner are included during non-holiday weekdays. Single rooms may be available at an additional cost, depending upon room supply in Brig.

ADDITIONAL COSTS

| | |
|------------------------|------------------|
| WSU Tuition..... | (approx) \$2,753 |
| Roundtrip Airfare..... | (approx) \$1,000 |
| Passport fees..... | \$100 |
| Books..... | \$300.00 |

Financial aid available



WASHINGTON STATE
 UNIVERSITY

Education Abroad

Bryan Hall 105 www.jp.wsu.edu/education_abroad

go

learn

change

APPLICATION PROCESS

Application Packet

Once the Program Proposal has been signed, the Implementation Team Meeting held, and the Program Flyer created, the Application Packet will be produced by the Faculty-Led Program Specialist in consultation with the Faculty Director.

The Application Packet will detail the program and outline the estimated cost of the program. The application requires students to provide general student information and emergency contact information. Other forms in the packet include:

- Program Expense Form (for students using financial aid).
- Participation Agreement.
- Student Conduct Release Form.
- Liability Form.
- Acknowledgment of Health and Safety Risk Form.
- Self-Assessment Medical Form.
- International Student Identity Card Application.

The Education Abroad Scholarship application also can be included in this packet. Please see “Sample Education Abroad Application” in the Appendix.

Academic Application

Some departments wish to include an academic application that asks the student additional questions such as their motivation for participating in the program, academic interests, coursework completed, foreign lan-

guage skills, and so on. Letters of recommendation and a resume also may be required.

An academic application is typically used when a program has limited space and the student selection process is expected to be competitive. Please see a sample of an “Academic Application” in the Appendix.

Interview Process

An interview should be required if there is limited space in the program and the applicant pool is competitive, or if the program is specialized and it is important to have a certain level of competency among the student participants. The interview process and schedule should be explained at the Information Sessions as well as in the Application Packet.

Scheduling Interviews

A week of interviews should be established immediately after the application deadline. If a one-credit preparatory course is to be offered the prior semester, selection should be scheduled to allow sufficient time for students to pay their program deposit and register for the class.

At least two people should interview the students—the Faculty Director(s), the Logistics Coordinator, or other department members. The Faculty-Led Program Specialist can assist if you desire.

Interview Questions

Each program will have unique questions to ask the students, but there are standard questions that are helpful to ask, such as:

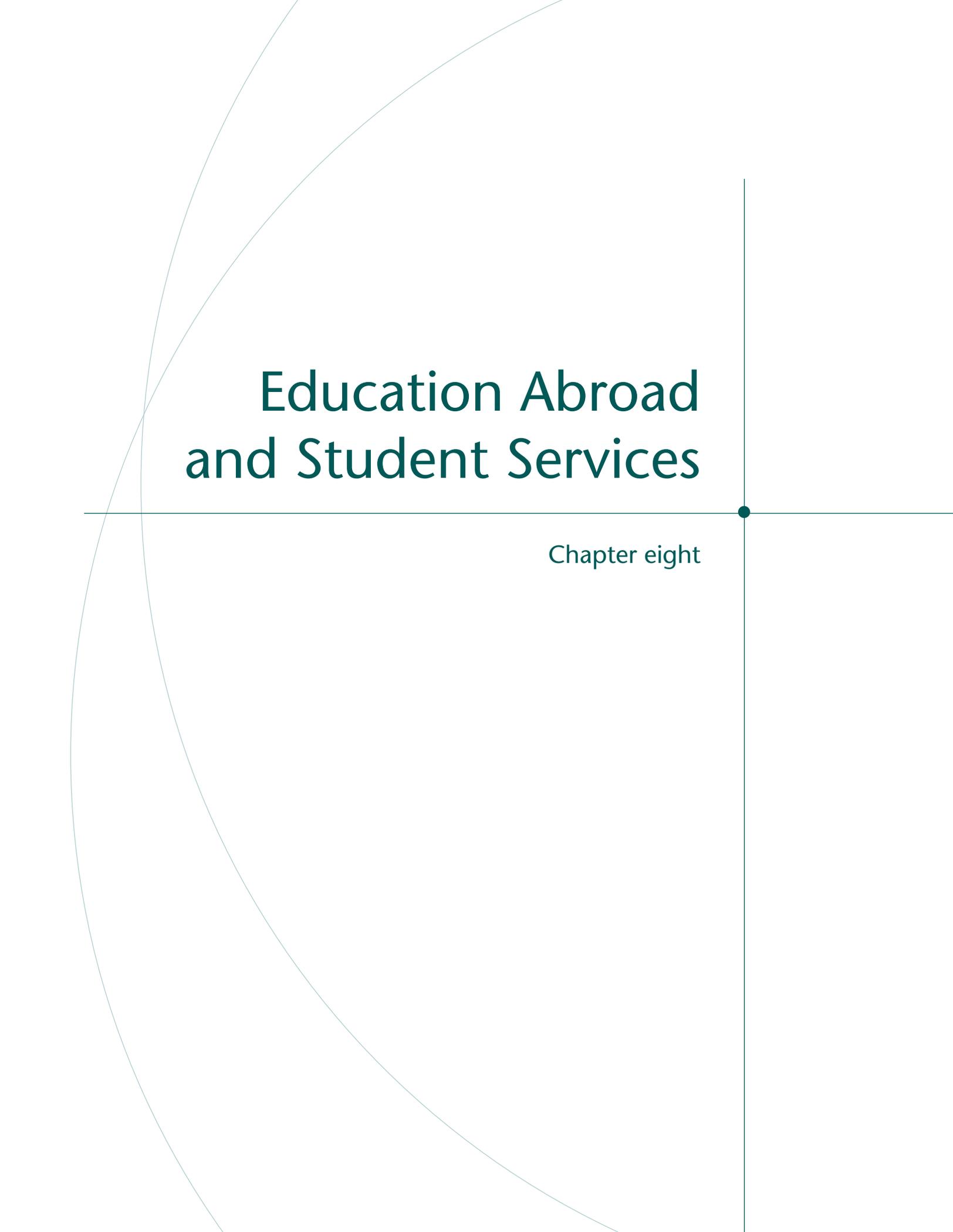
- What role do you typically take in teams?
- What specific contribution would you make to the program?
- How do you determine how much alcohol to drink?

Please see “Example of Interview Questions” in the Appendix.

Selection Criteria

Selection criteria and a simple ranking system should be established before the interviews commence. A scale from one to three is a quick and easy way to rank candidates. The Faculty-Led Program Specialist will inform students whether they have been selected for the program via e-mail.





Education Abroad and Student Services

Chapter eight



STUDENT SERVICES

The Faculty Director and Faculty-Led Program Specialist are on the front line of student support and advising during the planning and development of a faculty-led program. A basic understanding of financial aid regulations, scholarship opportunities, and student advising is requisite for ensuring that all student participants are as prepared as possible for their education abroad experience.

Once the program has begun, the Faculty Director will be the primary source of all student services. This section is written to help the Faculty Director understand his or her responsibilities and limits in managing students issues.

FINANCIAL AID AND SCHOLARSHIPS

For many students, financing an Education Abroad experience is one of the largest obstacles to participation. The Education Abroad Office has a very strong relationship with the Financial Aid office at WSU and both offices make every effort to help students with financial needs afford an education abroad experience.

Students who work during the school year often find it impossible to participate in a semester-long program. Therefore many students on financial aid are attracted to short-term programs because these programs allow students to work year-round, with only a few weeks off to go abroad. Also, in general, short-term programs are more affordable given the shorter duration.

How does Financial Aid Determine if a Student is Eligible?

Each year students who need financial aid complete a FAFSA (Federal Assistance for Student Aid) form prior to the beginning of school. The FAFSA determines the amount that the student and his or her parents can afford to pay for full-time enrollment. Once the Financial Aid Office has determined the type of loans and grants for which the student is eligible, the student has the option of accepting and using those loans or leaving them untouched. If a student uses up all the loans and grants available through Financial Aid before the summer term, the student may be ineligible for additional funding and will not be of-

fered financial aid for a summer term faculty-led program.

Depending on the amount the FAFSA has indicated the student can afford, the program costs for the faculty-led program may tip the scale so that the student is eligible for more financial aid. Only the Financial Aid Office is able to advise the student about this possibility.

It is critical that the student meet with the Financial Aid Office to discuss study abroad as soon as possible.

What are the Credit Requirements for Financial Aid Students?

Students who are eligible for financial aid must be enrolled full-time in order to receive aid. This means a student must successfully complete twelve semester credit hours on a semester-long program. A student must successfully complete six semester credit hours to be full time in the summer.

What Happens if the Program does not meet Credit Requirements?

If a short-term faculty-led program is less than six credit hours during the summer term, a student must enroll in Summer Session to make up the difference OR the student may participate in another summer term Education Abroad experience. When determining the dates of the program, the Faculty Director should take into consideration the dates of Summer Session at WSU in order to enable stu-

dents on financial aid to enroll in six credits.

Although the Education Abroad application lists that full-time status for summer term is six credits and it is mentioned in all classroom presentations and Information Sessions, students often do not realize they will not receive financial aid if they enroll in less than six credits. It is important to emphasize this financial aid requirement as often as possible during the recruitment and preparation phases of the program in order to avoid last minute problems with finances.

Program Expense Form

A Program Expense Form (see the Appendix) is included in each application packet. Students on Financial Aid must complete the top section. This form lists the costs of tuition, food and lodging, transportation (both in country and to the country), passport and visa fees, health insurance fees, books, and miscellaneous expenses on the program. The Faculty-Led Program Specialist will fill out this form in March for summer term and fall semester programs and in October for spring programs. The Faculty-Led Program Specialist also will complete a Program Expense Form for students who receive a scholarship(s) during the term that he/she is abroad to notify Financial Aid that the student is using his/her scholarship for an Education Abroad program.

Education Abroad Checklist for Financial Aid

The Financial Aid Office requires students to fill out paperwork that allows the financial aid disbursement to be directly deposited in the student's bank account. ALL financial aid students are required to complete the "Checklist" that includes this paperwork. The "Checklist" can be found on the Web at www.finaid.wsu.edu/EdAbroadcklist.htm.

Disbursement of Funds

There are many laws that govern how federal aid is disbursed. Typically aid cannot be released for any given semester until the day the semester begins on the WSU campus. For students who have program fees due in March for a summer program, this can be tricky as the students may not receive their financial until May or even June.

If a summer faculty-led program includes a for-credit course in spring semester, however, Education Abroad can bill two Program Expense Fees. The Spring Program Fee can include *only those program expenses that must be paid by Education Abroad on behalf of the student in the spring semester*. Eligible students then can receive financial aid for those program expenses in January. The Faculty-Led Program Specialist will bill students for those expenses in early January.

Program fees that are not due during spring semester are considered to be part of *summer* Financial Aid—they can *not be considered part of the Spring Expenses*. This would include excursion, food or housing costs paid for during the program, or the cost of a plane ticket purchased individually by the student (not arranged by WSU as part of a group flight). EA will bill the summer program fee to students in accordance with the billing cycle in spring, though Financial Aid will not be disbursed until May or June.

Because this process is complicated, faculty members interested in requiring a one-credit class the prior semester should discuss the billing process with the Faculty-Led Program Specialist early in the planning process.

Transcript Processes

There are many different types of Faculty-led Programs. There are some programs with exclusively WSU courses. There are others with no WSU

courses (because students are enrolled at another university or post-secondary institution). There are also programs where students enroll in a WSU course along with courses at another school.

If students will be enrolled at another institution, the Education Abroad office will register them at WSU in a course called EA 300. EA 300 is a placeholder that indicates that the student is enrolled in an Education Abroad program.

Students who enroll at a foreign institution should receive a transcript from that institution. Upon receipt of the student's education abroad transcript, the International Credentials Specialist (who works in the Education Abroad Office) will submit a report to the Registrar's Office listing the host institution, the courses taken, grades earned, and credits received.

The Registrar's Office then will replace the EA 300 placeholder course with the coursework completed at the foreign institution. If a student is planning on using some of these courses to fulfill major or minor requirements,

the International Credentials Specialist will fax the individual departments the Course Approval Form that the student had signed prior to departure. The course approval form will indicate what classes taken abroad will fulfill WSU's requirements. The department may need to write DARS exceptions for the student.

Education Abroad Scholarships

The Education Abroad office offers a very limited number of scholarships ranging from \$250 to \$500 for faculty-led programs. The application deadline is November 1 for spring semester, and April 1 for summer and fall semesters. Students participating in a faculty-led program for the summer term can apply during the fall; however, if they do not receive a scholarship during the November review, they are not allowed to apply again in April.

The Education Abroad Scholarship application can be included in the application packet at the Faculty Director's request.

When Penny Barend . . . sat down for dinner with her host family on her very first night, she asked for some water with her meal, a common request in the United States. Yet, the response she got from a 75-year-old Italian was not what she had expected: “Wine is for drinking, water is for washing,” he said. With this, she was welcomed to the world of living and studying abroad.

—Van Hoof, Hubert B., and Verbeeten, Marja J. “Wine is for Drinking, Water is for Washing: Student Opinions about International Exchange Programs.” *Journal of Studies in International Education* 9(1): 42–61.

PRE-DEPARTURE ORIENTATION SESSIONS

Regardless of whether a one-credit course will be taught the semester prior to program departure, the Faculty Director should hold regular meetings with students to prepare them for the program. It is best if the Faculty-Led Program Specialist is included in some meetings so that he or she can answer questions regarding billing, financial aid, and visa and passport issues.

Student Preparation before Program Begins

Financial Aid and Billing

Each pre-departure meeting should address financial aid and billing questions as well as remind students of upcoming payment deadlines.

Health and Safety Pre-departure Information

The Education Abroad Office has a standard Health and Safety presentation that is given to all study abroad and exchange students each semester. The Faculty-led Programs Health and Safety presentation is catered to the individual program and typically given by the Faculty-Led Program Specialist. The topics covered are: what to pack, preparing for emergencies, being alert, world politics, keeping yourself safe, drinking, drugs, sex, culture shock, cultural sensitivity, how credit is handled upon return, and re-entry. This presentation usually takes between forty minutes and one hour.

Passport and Visa issues

Depending on the nature of the program, students may need to obtain visas.

The Faculty-Led Program Specialist can help students collect the necessary documentation for the visa process. It may be advantageous to collect all visa paperwork and submit it together as this may speed up the visa process for the entire group.

The Faculty-Led Program Specialist will need to keep in close contact with the students to ensure that they receive their passports in time to participate in the program. Students *must* provide a copy of the passport for the Education Abroad Office’s files. The passport is essential for registering the students with the Department of State.

Please see the Appendix for a Q&A sheet on obtaining a passport.

Code of Conduct

Traveling with a group in a foreign country while earning academic credit can be challenging. One of the best ways to ensure that everyone participating in a faculty-led program has as good of an experience as possible is for the group to agree upon a set of behavioral guidelines. The Faculty-Led Program Specialist is experienced with facilitating group discussion regarding the Student Code of Conduct (see the Appendix). Once approved by the Faculty Director, these guidelines set the stage for each member to assume responsibility for his or her behavior within the context of the group’s expectations. Development of a program-specific Code of Conduct usually takes thirty to forty minutes. After the group has established their Code

of Conduct, each member signs it and keeps a copy for his/her records.

Cultural Sensitivity and Country Specific Information

As soon as the Implementation Team has approved the Program Proposal, the Faculty Director (FD) should begin to develop orientation materials to acquaint students with the customs and mores of the countries they will visit. If the FD is not well-versed in the host culture, he/she should contact the Foreign Languages and Cultures Department or other colleagues for assistance.

If the Faculty Director is not familiar with the native language, we strongly suggest contacting a faculty member who is. They can share their experiences with you or attend a pre-departure meeting to share language basics. The FD may wish to enroll in a foreign language class to refresh his or her knowledge of the language or to learn the basics.

Student Orientation On-Site

If you are working with a Third-Party Provider, the contract requires the Provider to give a general orientation upon arrival in country. This in-country orientation should include:

- What to do in an emergency (medical, political, or natural disaster).
- Local orientation (such as where the nearest hospital is, how to get to the subway, where the nearest grocery store is, etc.).
- How to contact the Third-Party Provider and Faculty Director twenty-four hours a day.
- An orientation to the hotel rooms or apartments (quiet hours, keys & locks, operating water heaters, and so on).

If a third-party provider is not involved in the program, the Faculty Director and Logistics Coordinator will be responsible for this orientation.

Emergency Preparedness

Students should understand what role they play in an emergency situation. Please see the section on “Conducting a Safe and Healthy Program” for greater detail. At the end of orientation students should understand what to do in a medical emergency, a political emergency, and a natural disaster. Students also should understand what would happen if the Faculty Director were incapacitated and what the day-to-day expectations are of the students.

Hotel Address and Telephone Number

If the Faculty-led Program is changing hotels on a regular basis, students always should carry a business card with the hotel address and telephone number, as well as the Faculty Director’s cell phone number, in case they become separated from the group. Please remind students daily to carry this information.

Establishing Expectations

Although the FD should detail student conduct expectations prior to the program’s departure, it is good to remind students regularly about these expectations. In the excitement of traveling to a new country, students quickly may forget about their responsibility to the group and to the course. Having a regular check-in meeting, either before the day begins or at the end of the day is helpful to focus students on their individual responsibilities and their purpose for studying abroad.



Each Faculty Director will have a different threshold for student behavior. For this reason it is very important that the faculty member articulate his/her expectations during pre-departure activities, in the syllabus, upon arrival in country, and as often as necessary while conducting the program.

STUDENT BEHAVIOR ON A FACULTY-LED PROGRAM

All participants on WSU faculty-led Education Abroad (EA) programs are subject to rules of conduct. These rules are as stated in the:

- WSU Student Code of Conduct.
- EA Pre-Departure Orientation Handbook.
- Program specific Code of Conduct developed by the Faculty Director and participants.

The Faculty Director may set down other rules *in writing* as he/she deems appropriate.

The WSU Faculty Director (FD) will have the full authority to adjudicate disciplinary violations of these rules at any time during the faculty-led program *as long as he/she documents the process in writing*. When feasible, the FD should make every effort to resolve problems that arise informally. If more than one WSU faculty member or staff is accompanying the program, both faculty and/or staff should be involved in meeting with the student to resolve problems and ensure fair treatment. This also protects the Faculty Director/staff from any untrue allegations the student might make.

Whenever a student acts out in an uncharacteristic way or in a way that is harmful or disruptive to other students, the Faculty Director should fill out an Incident Report Form (see the Appendix) and fax it to the Education Abroad Office as soon as possible. It is common for students to call home and report any unusual behavior and also common for parents to then

contact the Education Abroad Office with their concerns. Having the Incident Report as soon as possible allows Education Abroad to put out fires back home as quickly as possible.

If a formal process is required, the following procedures for adjudicating violations of the Code of Conduct should be followed:

1. **Verbal Warning:** If a program participant violates a rule for the first time, the Faculty Director will speak to the participant about his/her disregard for or violation of the rule(s). At this meeting the FD will explain to the participant the behavioral expectations, the code of conduct, and the consequences of violating these rules. The FD must document what was discussed at the meeting in writing.
2. **Written Warning:** If the participant violates the rule(s) again, the Faculty Director will notify the participant of the alleged violations in writing.
3. **Meeting:** After the participant receives the violation letter, the Faculty Director will hold a meeting with the accused participant to discuss the violation and resolution of the problem.
4. **Sanctions:** After the meeting, if the Faculty Director is certain that the Code of Conduct has been violated, the Faculty Director will determine appropriate sanctions. Unless it is not possible to contact



the International Programs Office, the FD should consult with the Director of Education Abroad and/or the Associate Vice Provost of International Programs before imposing sanctions.

5. **Decision Letter and Behavior**

Contract: The Faculty Director will issue the participant a decision letter stating whether it has been determined that the participant violated the Code of Conduct and the appropriate sanctions, if any. The FD will prepare a Behavior Contract (see the Appendix) that the participant must sign and follow. The Faculty Director will forward a copy of the decision letter and behavioral contract to the Director of Education Abroad.

6. **No Appeal:** Students may *not* appeal discipline sanctions occurring in connection with an education abroad program. The faculty or staff directing the EA program has full authority for imposing sanctions, including sending the student home prior to the completion of the class or program.

7. **Expulsion:** In extreme cases, the faculty or staff member who oversees the education abroad program may, in consultation with the Director of Education Aboard and/or the Associate Vice Provost of International Programs, immediately expel a participant from the program and send the participant home at the participant's expense. The decision of the faculty or staff member is final. Please see the "Expulsion Form" in the Appendix.

8. **Zero Tolerance:** In the case of alleged illegal drug use, the Faculty Director will determine if the student did, in fact, use illegal drugs; if the student is guilty the Faculty Director will expel the student from the program. Document everything in writing!

The Importance of Documentation

In any of the situations outlined above, the WSU faculty/staff, as well as on-site staff, should thoroughly document facts and details in writing. Documentation protects the Universi-

ty, as well as the faculty/staff members involved.

Due to the nature of a faculty-led program, the decisions of the WSU Faculty Director or staff member will be final and will be supported by the Education Abroad Office *as long as the faculty and staff members consult with the Education Abroad/International Programs offices as specified in the procedures, and fax written documentation of their actions to the Education Abroad Office in a timely fashion.*

We cannot stress enough the importance of written documentation. Any student, or parent, may chose to fault the Faculty Director and the Education Abroad Office for expelling a student from a program. The written documentation that you provide will be the basis for the expulsion.

Helpful Hints

If a participant does need to be sent home, consider the following helpful hints from others who have faced the difficult decision to expel a student:

- EA Program Faculty Directors do not need to make these decisions on their own! International Programs and the Education Abroad Office have a campus-wide network in place to support the Faculty Director, the group, and the situation.
- An extreme case may call for a student to be expelled from Washington State University as well as from the Education Abroad program. In such cases, the Education Abroad

Office will coordinate efforts to work the Provost's Office, Student Affairs, the Office of Student Conduct, and WSU legal counsel.

- Logistical issues, such as the group's location or distance from the departure city or the student's financial situation, may present challenges. Again, the Education Abroad Office will help the Faculty Director work with the program provider or a travel agent to organize logistics and to minimize the impact that the expulsion has on other program participants.

More than 150 WSU students participate in faculty-led programs every year. It is rare for behavior problems to occur if appropriate precautions are taken and students are informed of the expectations of both the Faculty Director and WSU.

Adapted, with thanks, from the University of St. Thomas.

GUIDELINES FOR SENDING PARTICIPANTS HOME FROM A FACULTY-LED EDUCATION ABROAD PROGRAM

There are many reasons why a participant may need to return home during an education abroad program, regardless of its duration.

Voluntary Returns

Some students return home voluntarily—perhaps the student falls ill or has a death in the family. In such cases, the Faculty Director will want to be supportive of the participant, but should outline, in writing, the consequences that returning home will have on the participant's ability to complete the course and receive credit. If necessary and whenever possible, the participant should be encouraged to withdraw from the course.

Medical or Psychological Reasons

The Faculty Director (or the participant) may believe that a participant should return home for medical or emotional/psychological reasons. This may be very problematic, especially in the case of a short-term program. In such cases, the Faculty Director should seek professional advice on the participant's condition and on the best procedure to follow. Faculty Directors must consult with the Education Abroad Office when making this difficult decision.

What if it is determined that the participant needs to be accompanied on the return home?

If more than one WSU faculty member or staff is participating in the program, one of them may be able to

return with the student. If only one WSU faculty/staff member is on the program, a family member or WSU staff person may need to fly to the program site to accompany the participant home. Since emotional problems and mental illness sometimes are excluded by medical insurance policies, both the faculty member's department and the Education Abroad Office should be prepared to assist the participant and the participant's family. A ticket may have to be arranged for whoever will accompany the student home under these circumstances and paid for with contingency funds.

Disciplinary Cases

Other returns will be disciplinary, prompted by the action (or inaction) of the student. Please see the section entitled "Student Behavior on a Faculty-Led Program" for more information. Faculty and/or staff members in charge of administering the program must carefully and conscientiously document, in writing, all incidences and disciplinary actions taken on the forms provided by the Education Abroad Office. Please fax a copy of these forms to the Education Abroad Office in a timely fashion.

Behavior Contracts

If a participant breaks a rule, the Faculty Director may write a Behavior Contract (see the Appendix), a document that lists the infraction and corrective action, and asks for the participant's signature.

Expelling a Participant from the Program

If a participant violates a Behavior Contract, or the participant's first violation warrants expulsion from the program (such as illegal drug use), a Faculty Director may be required to expel the student. The Faculty Director must make such a decision in consultation with the Education Abroad/International Programs Office, and the faculty member must complete the Education Abroad Expulsion Form (see the Appendix).

Students and other participants are adults and, as such, they cannot be forced to return to the United States against their will. The Faculty Director's role is to consult with the Education Abroad Office concerning expulsion. If it is decided that the participant must be expelled, then the Faculty Director must notify the participant in writing of his/her expulsion from the program, using the Expulsion Form. The participant cannot be forced to sign the form, but the Faculty Director must document that the participant was given an opportunity to read and sign the form.

The Faculty Director, the Education Abroad Office, and Washington State University cannot control the decisions that the participant makes following expulsion from the program.

That said, the Faculty Director must always use common sense and show concern for the safety of all participants. The Faculty Director should never leave a participant in a situation perceived to be dangerous, *unless* imminent danger to the other participants requires removing the group from the situation and a participant refuses to follow directions.

Conclusion

In spite of all of the precautions and warnings, the health issues and hazards listed in the Pre-Departure Handbook, and the forms provided, the Education Abroad Office hopes that WSU administrators, Faculty Directors, and program providers will not give in to the temptation of seeing a problem or lawsuit lurking behind every administrative decision or indecision. U.S. institutions send thousands of students overseas every year, with very little incidence of badly behaved students, serious health emergencies, or natural disasters.

Adapted, with thanks, from Chapter 16 of NAFSA's *The Guide to Successful Short-Term Programs Abroad*, edited by Sarah E. Spencer and Kathy Tuma.

Chapter 16 was written by Mickey Slind and Sarah E. Spencer.

EDUCATION ABROAD & THE FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT

FERPA Regulations

The Family Educational Records Protection Act of 1974 (FERPA) limits the amount and type of student information that educational institutions can release. In your capacity as a university employee, FERPA allows you access to online or printed academic and personal student information on a “need to know” basis. Access to this information is given by the Registrar’s Office and is governed by specific responsibilities and limitations, including not disclosing any student’s directory information and not allowing your ID to be used by others not authorized for such access.

How does FERPA Relate to Education Abroad?

As official university activities, faculty-led education abroad programs at Washington State University also are governed by FERPA *even when students are out of the country*. This is important to remember since FERPA procedures may be very different than the way in which foreign institutions handle educational records; a foreign institution might permit access to information concerning a WSU student that you, in your capacity as a WSU Faculty Director, could not permit or disclose.

When can a Faculty Director Release Student Information?

WSU does permit access or release of personally-identifiable information to certain parties without the consent of



the student in some situations. Those that are most applicable to education abroad are:

- Appropriate persons in connection with an emergency may access information if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

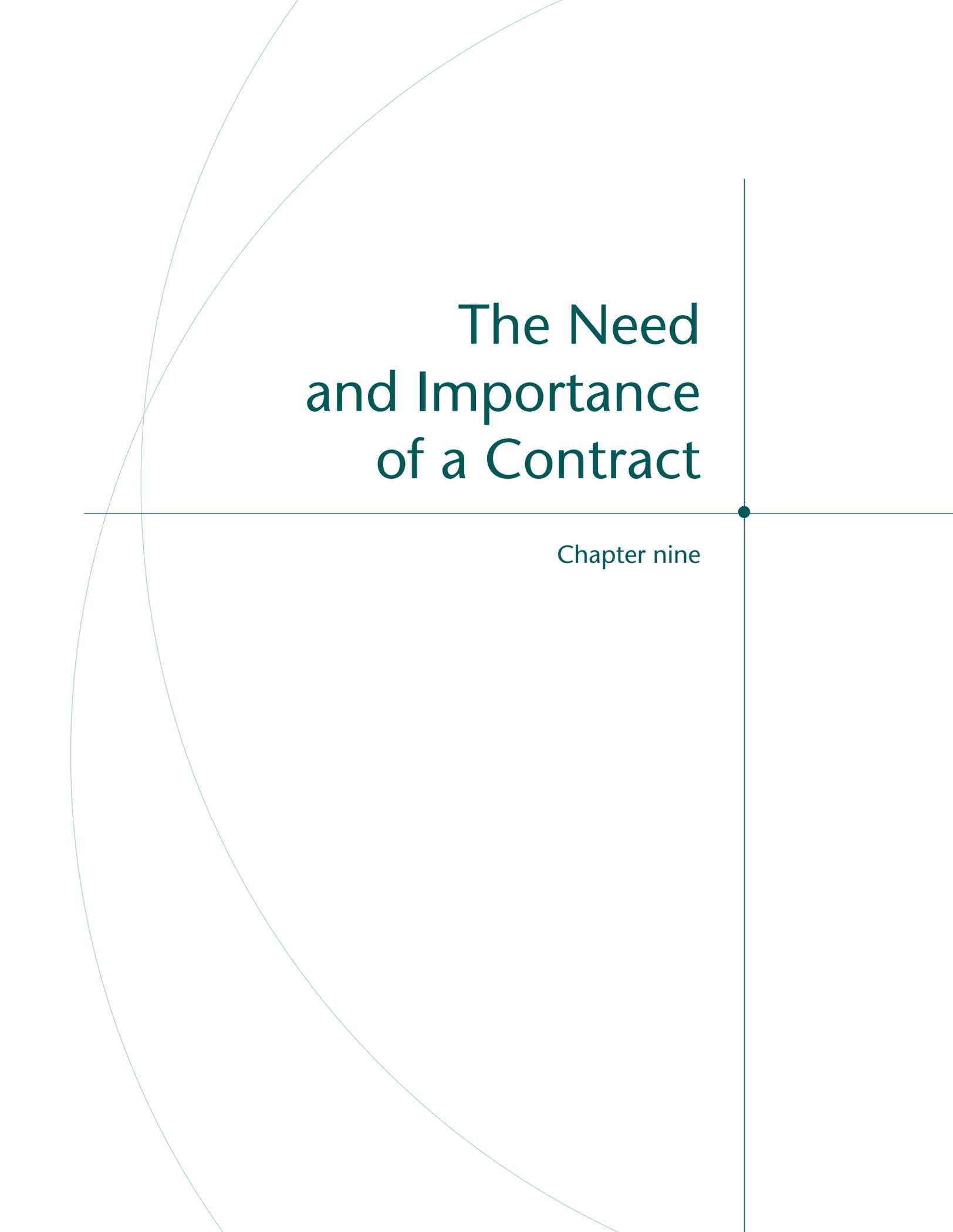
- Persons or organizations providing financial aid or making decisions relating to providing financial aid may have access to information about students associated with the individual programs.
- Parents or legal guardians of a student who have established the student's dependency status according to Internal Revenue Code of 1954, Section 152, may access information about that student's educational and financial status.

In addition, all students participating in education abroad programs at WSU agree to the following in the Participation Agreement (part of the Education Abroad application): "In the case of a potential health risk or a medical, natural, social, or political disaster, the Education Abroad Office will consider any and all communication with my emergency contact(s) as internal communication."

By signing this, the student is allowing the Education Abroad Office to release information to emergency personnel and/or the student's designated emergency contacts in the event of an emergency. (Typically, but not always, the student has designated his/her parents as the emergency contact.) In all other situations, however, Education Abroad and Faculty Directors must abide by FERPA regulations.

What if I have a FERPA-Related Question?

If you are unsure whether or not a given record should be released, please contact the Registrar for assistance. The Registrar is WSU's official Student Records Officer. Please refer to the WSU Business Policies and Procedures Manual 90.06 for more information.



The Need and Importance of a Contract

Chapter nine



A written agreement or contract protects the students, protects the faculty member, and protects Washington State University. Contracts outline responsibilities so that programs can operate smoothly and without last minute differences of opinion or disagreements. Although time consuming to develop, in the long run, contracts make our lives easier. Please cooperate in the contracting process!

PUTTING IT IN WRITING: THE IMPORTANCE OF A WRITTEN CONTRACT

Developing a faculty-led education abroad program is both an academic and a business-oriented process. A program with a given set of services and benefits is developed and advertised to students at a certain cost. Program charges are collected from the students and disbursed by WSU on each student's behalf. WSU thus is responsible for delivering those services as agreed upon in the application materials, and the student is responsible for paying all program-related charges, including WSU tuition, in a timely fashion. Failure to do so, by either party, would represent a breach of the agreement.

Written agreements are a matter of course in faculty-led education abroad programming. Each faculty member who develops a for-credit WSU education abroad program is acting as an agent of the university—*not independently*. In most cases, the WSU Business Affairs Office will *require* a written contract to be fully executed before faculty take students out of the United States for an international program. In most cases, Business Affairs also will require a signed contract before WSU tuition or program fees that WSU collects are distributed on behalf of the program.

A written agreement or contract between WSU and each service provider (study abroad company, partner university, tour company, and so on) *must be negotiated early in the development phase* as this agreement dictates what program costs and services are advertised to the students.

In some cases, a written agreement is obtained as a matter of course—a hotel reservation confirmation printed off the internet, for example. In other cases the Education Abroad Faculty-Led Program Specialist will write a comprehensive document to serve as a contract for the entire program (particularly when working with a program provider; see the section entitled “Working with a Third Party Program Provider.”)

The Education Abroad Office is responsible for developing these contracts and uses a template approved by the WSU Business Affairs and Attorney General's offices. Please see a sample of WSU Faculty-Led Program Contract in the Appendix. The Education Abroad Faculty-Led Program Specialist signs as the agreement manager for WSU. These contracts then are approved and two (2) copies are signed internally by the:

- Director, Education Abroad
- Area Finance Office, International Programs
- Associate Vice Provost, International Programs
- Faculty Director
- Chair of the appropriate department
- College Finance Officer
- Dean of the appropriate college
- Vice President, Business Affairs

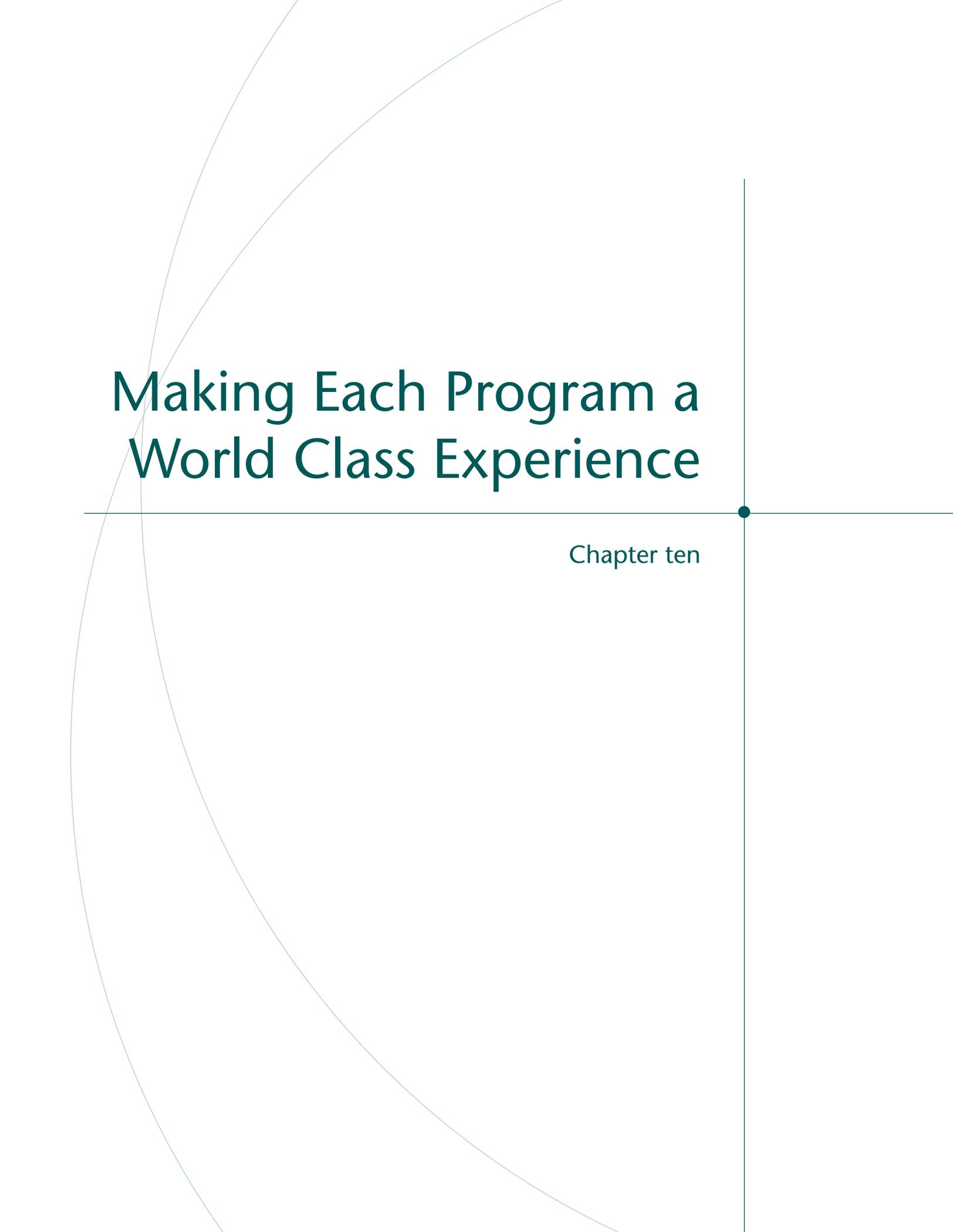
It is the Provost who signs externally for the University. Two signed copies are sent to the international entity

for signature; he/she must return one signed copy to WSU.

Because of the time required to collect all necessary signatures, the contract should be finalized and executed 3-4 months prior to the program start date.

Sometimes faculty will organize a program in cooperation with a foreign university with which WSU has a well-established relationship and, typically, a Memorandum of Agreement. In such cases a letter of expectation may suffice. Use of a letter to replace a formal contract must be approved by the Associate Vice Provost of International Programs. Both the Associate Vice Provost and the dean of the appropriate college sign this letter.





Making Each Program a World Class Experience

Chapter ten

THE PROGRAM EVALUATION PROCESS

Final evaluation of a faculty-led program is essential to repeating the program successfully. To evaluate a program the Faculty-Led Program Specialist will:

- Collect evaluations from the Faculty Director(s), Logistics Coordinator, Third-Party Provider(s), and the students.
- Hold an Evaluation Meeting with the Implementation Team.
- Summarize the program's successes and failures.

This allows the Education Abroad Office to improve its services and fine tune the planning process.

Student Evaluation

Students will be asked to comment on academic aspects of the program as well as logistical components such as orientation and housing. Please see a sample of the Student Evaluation in the Appendix.

Faculty Director and Logistics Coordinator Evaluation

The Education Abroad Office requests that all Faculty Directors and Logistics Coordinators fill out the Faculty Director Evaluation (see the Appendix) within one month of the program's end. Evaluations must be collected *before* the Evaluation Meeting as evaluations will guide discussion topics at the meeting.

Third-Party Provider Evaluation

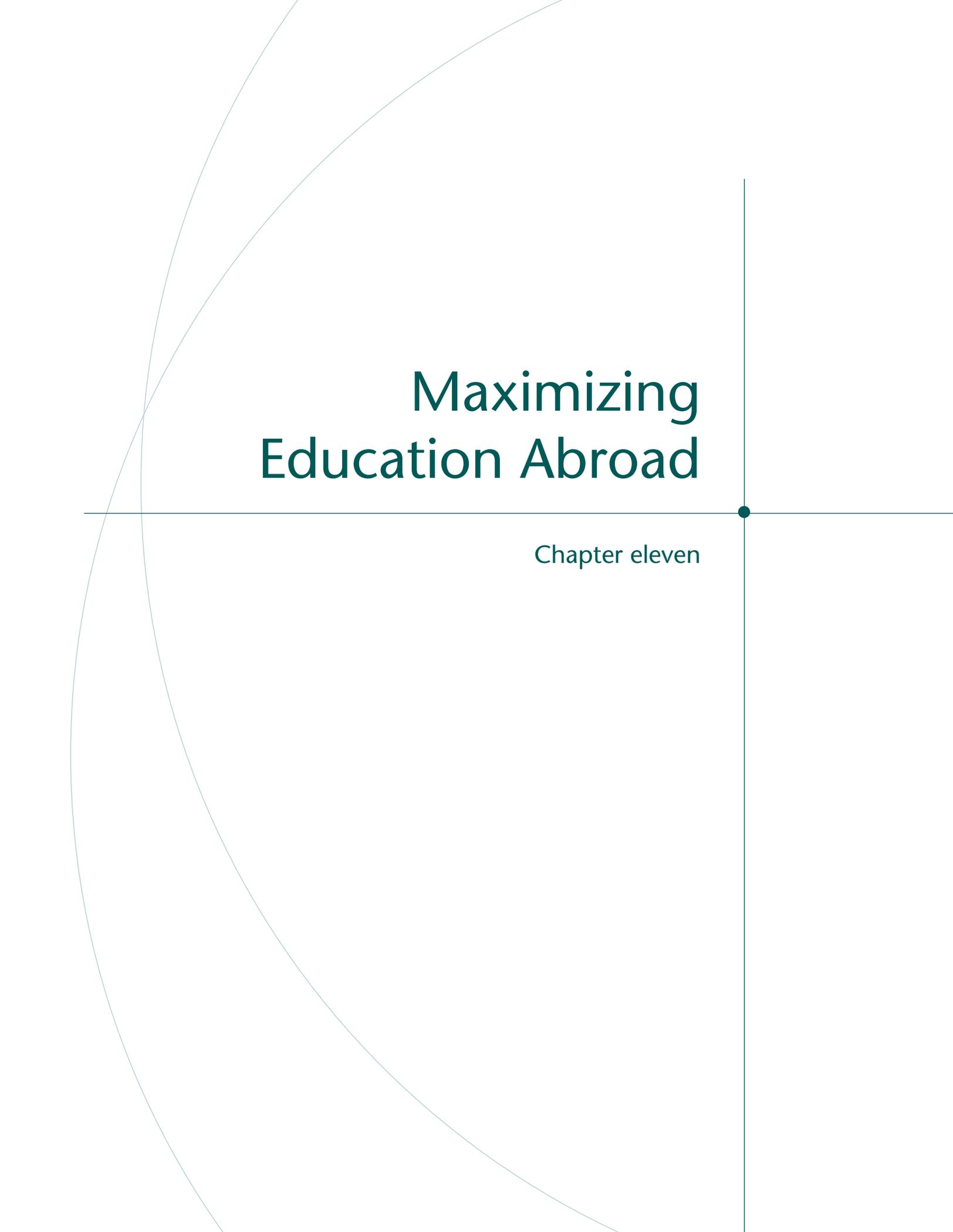
As part of their contractual agreement with WSU, Third Party Providers are required to complete an evaluation of the program within thirty days of the program end date. This evaluation will be shared at the Evaluation Meeting. Please see Third-Party Provider Evaluation in the Appendix.

Evaluation Meeting

The Evaluation Meeting should involve all members of the Implementation Team and the College dean and finance officer are strongly encouraged to attend. Topics to be discussed include:

- Budget and financial processes.
- Marketing, application, and enrollment.
- Pre-departure preparation and orientation.
- On-site orientation.
- Program logistics such as housing and excursions.
- Disciplinary issues.
- Effectiveness of Third Party Provider(s).
- Communication with the Education Abroad Office.
- Emergency preparedness and risk management.

Please see Evaluation Meeting Agenda in the Appendix.



Maximizing Education Abroad

Chapter eleven

The emphasis...on cultural orientation will help students see they need to do more than simply learn about another culture. The added challenge is to understand and appreciate differences within a culture. Intercultural competency breaks the chains of ethnocentric ways and fosters a global mindset—the ability to understand the world’s diversity and integrate diverse worldviews.

—Andrian Beaulieu, Associate Dean for International Study, Smith College. *The IES MAP for Study Abroad: Charting a Course for Quality*. Chicago: IES, 2003.

EDUCATION ABROAD AND LEARNING OUTCOMES ASSESSMENT

Washington State University’s strategic plan states that academic departments will strive to offer the finest undergraduate educational experience at a research university. President Rawlins has identified benchmarks upon which academic departments are asked to focus as they chart their progress toward the goals of the strategic plan. One benchmark centers on the internationalization of the WSU curriculum and campus and has sparked increased interest in the role of education abroad (EA) in a quality undergraduate experience.

In November 2004 Associate Provost Doug Baker’s Task Force on Education Abroad (EA) concluded that:

“All academic departments at WSU should strive to prepare students for studying abroad and integrate high quality education abroad experiences into their curriculum.” Toward this goal, the Education Abroad Office applied for a grant from the Office of Undergraduate Education. The goals of the grant were:

1. To articulate learning outcomes and rubrics for education abroad.
2. To implement a Web-based tool to assess the extent to which WSU students are achieving identified learning outcomes as a result of education abroad experiences.
3. To assist interested faculty in incorporating activities and assignments relating to the EA learning outcomes on WSU’s faculty-led EA programs.

To accomplish these goals, the Education Abroad Office first asked WSU Faculty Directors to prioritize a set of EA learning outcomes articulated by the American Council of Education working in cooperation with a group of U.S. universities on education abroad assessment. WSU faculty chose eight learning outcomes. With a set of learning outcomes articulated, the Education Abroad Office invites Faculty Directors to participate in the assessment process by:

1. Choosing one or more of the EA learning outcomes that coincides with the goals for your faculty-led program.
2. Giving the students on your program the prompt relating to this outcome as a writing assignment. If possible, ask the question before departure or shortly after the students arrive in-country and, then again, shortly before they leave the host culture. (If necessary, use the suggested prompt as a starting point and draft a similar question that reflects your program.)
3. Meeting with Education Abroad and Center for Teaching, Learning, and Technology staff upon your return to campus to participate in an outcomes rating session. First we will calibrate how each of us applies the rubric; then we will rate each student’s work on our own. We then can compile the data to determine the extent and quality of student learning with respect to the selected Education Abroad Learning Outcome(s).

4. Giving us feedback on the process: the appropriateness and value of the learning outcomes, prompts, and rubrics; how you implemented the process; strengths and weaknesses of the assessment tool and process; implications for faculty-led EA program design; and so on.
5. In the future, Education Abroad will provide an online space where faculty may share and collaborate with other faculty regarding different teaching and assessment methods to enhance their teaching abroad experience.

We will post an archive of ideas and teaching techniques for those who are new to the faculty-led program teaching experience, along with full text articles and links to assist faculty designing curriculum for faculty-led programs abroad. Besides an archive, we have planned a threaded discussion through which faculty can ask questions and share experiences or provide insights with one another.

The Education Abroad Office wants to make this a vital Web site that enables faculty to give and receive practical knowledge that improves the practice of teaching abroad.



WSU EDUCATION ABROAD LEARNING OUTCOMES

Learning Outcome 1

The student understands his/her culture in a global and comparative context—recognizing that his/her culture is one of many diverse cultures and that alternative perceptions and behaviors may be based on cultural differences.

Suggested prompt

Please compare two or three aspects of your host culture with American culture. How has a recognition of these differences and/or similarities influenced the way you see the world?

| <i>Emerging</i> | | <i>Developing</i> | | <i>Engaging</i> | |
|---|---|-------------------|---|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Does not show understanding of his/her culture in a global and comparative context. Broad, sweeping comments with dichotomous thinking and ethnocentric perspectives. | | | Shows an understanding of his/her culture in a global and comparative context. Nuanced comments with integrative thinking and ethnorelativistic perspectives. | | |

Learning Outcome 2

The student accepts cultural differences and tolerates cultural ambiguity.

Suggested prompt

Please share a “cultural moment” when you felt clueless as to what was happening in the host culture. How did you react? What did it teach you?

| <i>Emerging</i> | | <i>Developing</i> | | <i>Engaging</i> | |
|--|---|-------------------|---|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Does not show acceptance of cultural differences and is troubled by ambiguous situations. Has rigid ideas about what “should” occur. | | | Shows acceptance of cultural differences and is not troubled by ambiguous situations. Has flexible ideas about what “should” occur. | | |

Learning Outcome 3

The student demonstrates knowledge of the host's culture (beliefs, values, perspectives, practices, and products).

Suggested prompt:

Please share some of cultural differences that have fascinated and/or annoyed you while you have been abroad. What have these cultural differences taught you about the host culture's value system?

| <i>Emerging</i> | | <i>Developing</i> | | <i>Engaging</i> | |
|---|---|-------------------|--|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Shows only a surface understanding of his/her cultural context. Broad, sweeping comments with dichotomous thinking and ethnocentric perspectives. | | | Shows acceptance and a nuanced understanding of his/her cultural context. Student's understanding reflects an in-depth grasp of reasons behind cultural differences. | | |

Learning Outcome 4

The student demonstrates knowledge of global issues, processes, trends, and systems (i.e., economic and political interdependency among nations, environmental-cultural interaction, global governance bodies).

Suggested prompt:

Describe in some specific ways how you see the world as interconnected. For example, consider how large global issues interact and influence each other: interconnectedness of international relations, environmental-cultural interaction, and global governance bodies.

| <i>Emerging</i> | | <i>Developing</i> | | <i>Engaging</i> | |
|---|---|-------------------|---|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Shows only a surface understanding of the interconnectedness of global systems. Weak grasp of how systems or trends exacerbate or mitigate problems and/or conflicts. | | | Shows a nuanced understanding of the interconnectedness of global systems. Clear grasp of how systems or trends exacerbate or mitigate problems and/or conflicts. | | |

Learning Outcome 5

The student uses knowledge, diverse cultural frames of reference, and alternative perspectives to think critically and solve problems.

Suggested prompt:

Describe a situation in which you understood and used an alternative perspective to think differently and/or solve a problem. What seemed to lead to this new perspective?

| <i>Emerging</i> | | <i>Developing</i> | | <i>Engaging</i> | |
|--|---|-------------------|--|-----------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Appears disengaged from considering a new perspective. Minimally open to questioning customary perspectives. Thinks timidly. | | | Shows involvement in questioning customary knowledge. Engaged in questioning the prevailing logic. Thinks independently. | | |

Learning Outcome 6

Student uses a foreign language to communicate.

Suggested prompt

Describe several situations in which you were able to function in the host culture by using a language other than English. How did your language acquisition help you to see your host culture in a new way as a result of your language acquisition?

| Emerging | | Developing | | Engaging | |
|---|---|------------|--|----------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Shows little interest in language acquisition or the value of accommodation to host culture. "After all, everybody speaks English." | | | Shows involvement in language acquisition and a willingness to understand the host culture. Understands that speaking another language is another way of seeing. | | |

Learning Outcome 7

The student appreciates the language, art, religion, philosophy, and material culture of different cultures.

Suggested prompt

Explain some aspect of your host culture (such as language, art, religion, or philosophy) that you have come to appreciate. How does an appreciation of this aspect of culture enrich your understanding of being human

| Emerging | | Developing | | Engaging | |
|---|---|------------|--|----------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Shows only a surface appreciation of the host culture. Minimal reflection on similarities and differences between cultures. | | | Shows deep appreciation of the host culture. Involved and thoughtful reflection of cultural differences. | | |

Learning Outcome 8

The student understands how his/her intended field (academic/professional) is viewed and practiced in different cultural contexts.

Suggested prompt

Now that you have been abroad, explain how your academic field is viewed and practiced in a different cultural context(s).

| Emerging | | Developing | | Engaging | |
|--|---|------------|--|----------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Shows only a surface understanding of how the host culture views and practices their academic field. Minimal reflection on similarities and differences between academic knowledge domains in the host and U.S. culture. | | | Shows a deep understanding and appreciation of how the host culture views and practices the student's academic field. Thoughtful, detailed reflection on similarities and differences between academic knowledge domains in the host and U.S. culture. | | |

USING TECHNOLOGY—PB&J & THREADED DISCUSSIONS

There are several options for generating assessment data by using technology for the student's education abroad learning experience. Depending on your assessment preference, you may mix or match a combination of the following options or perhaps use all three.

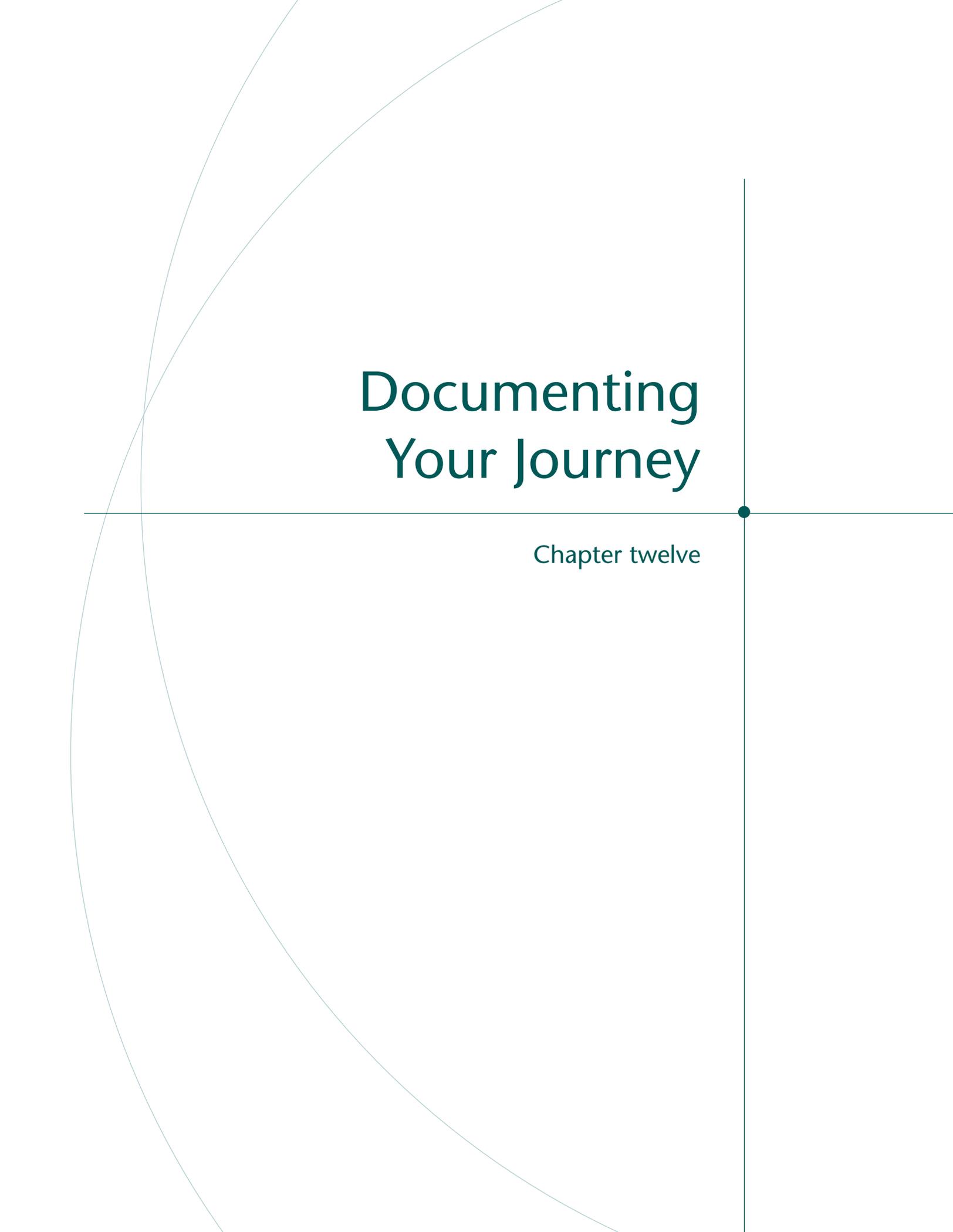
Option one: Select one or two of the prompts that you feel are most appropriate and have students write a paragraph or two with pen and paper. Similarly, you could have the students keep a journal, using the prompts as themes, and have students turn in their favorite writing samples for a grade.

Option two: The MyWSU page (my.wsu.edu) provides a space for students, faculty, and staff to write personal web logs (known as blogs). This platform is called PB&J (pbj.ctlt.wsu.edu) and is essentially an online journal where the writer may disclose publicly as much or as little as they wish of what they have written. This online journal can be made available to anyone to read with an Internet browser, such as friends and family. This option easily fits with option one. A factor limiting this

option may be the availability of a reasonably priced and adequately fast Internet connection while abroad. It also would be advisable to familiarize students with this option before they go abroad with some pre-departure topics.

Option three: Similar to the blogging in option two, a threaded discussion can be a marvelous way for students to share experiences, especially to carry on a conversation for a protracted length of time and with students all over the world. Currently, WSU supports threaded discussions utilizing Web CT. Although this platform has some limitations, this conversation format will improve as the available discussion board improves. This format will be upgraded in 2006.

Presently, there is a Web CT (webct.wsu.edu) template available with these prompts set up for assessment. For more information on how to use this template with your class, ask the Faculty-Led Program Specialist. The same caveat regarding Internet connectivity abroad applies to the threaded discussion.



Documenting Your Journey

Chapter twelve

We don't see things as they are, we see them as we are.

—Anais Nin

WHEREVER YOU GO: COLLECT PHOTOS AND QUOTES!

Students aren't the only ones that benefit from a well-run and academically challenging faculty-led program. WSU faculty members often report that leading an education abroad experience was a life-changing experience for them, too. To expose students to new cultures—to new ways of living and thinking—creates perhaps the richest possible environment for intellectual expansion and reflection. To facilitate this exposure and see students grow, both intellectually and personally, is perhaps one of the most enriching experiences any teacher can have.

And so, like our students, faculty return to campus excited to share what they have experienced and learned. Rest assured that the Education Abroad Office is anxious to hear your stories! We have several ways that you can share your faculty-led program experience with the campus:

Showcase Breakfast: From time to time, the Education Abroad Office hosts a breakfast event to showcase new faculty-led programs. The breakfast also presents an opportunity for campus administrators and faculty new to the process to learn about various aspects of faculty-led programming from faculty who've been in the trenches. Typically faculty will give a PowerPoint presentation to highlight program success and invite a student to share his/her perspective of the program.

Marketing: If a faculty-led program is worth doing once, it typically is worth doing twice! Fortunately, the second time through, the development process is much easier. Take marketing, for example. With great photos and quotes from you, Education Abroad can create posters, flyers, and applications to tell students about your great program. With respect to photographs, keep these three points in mind:

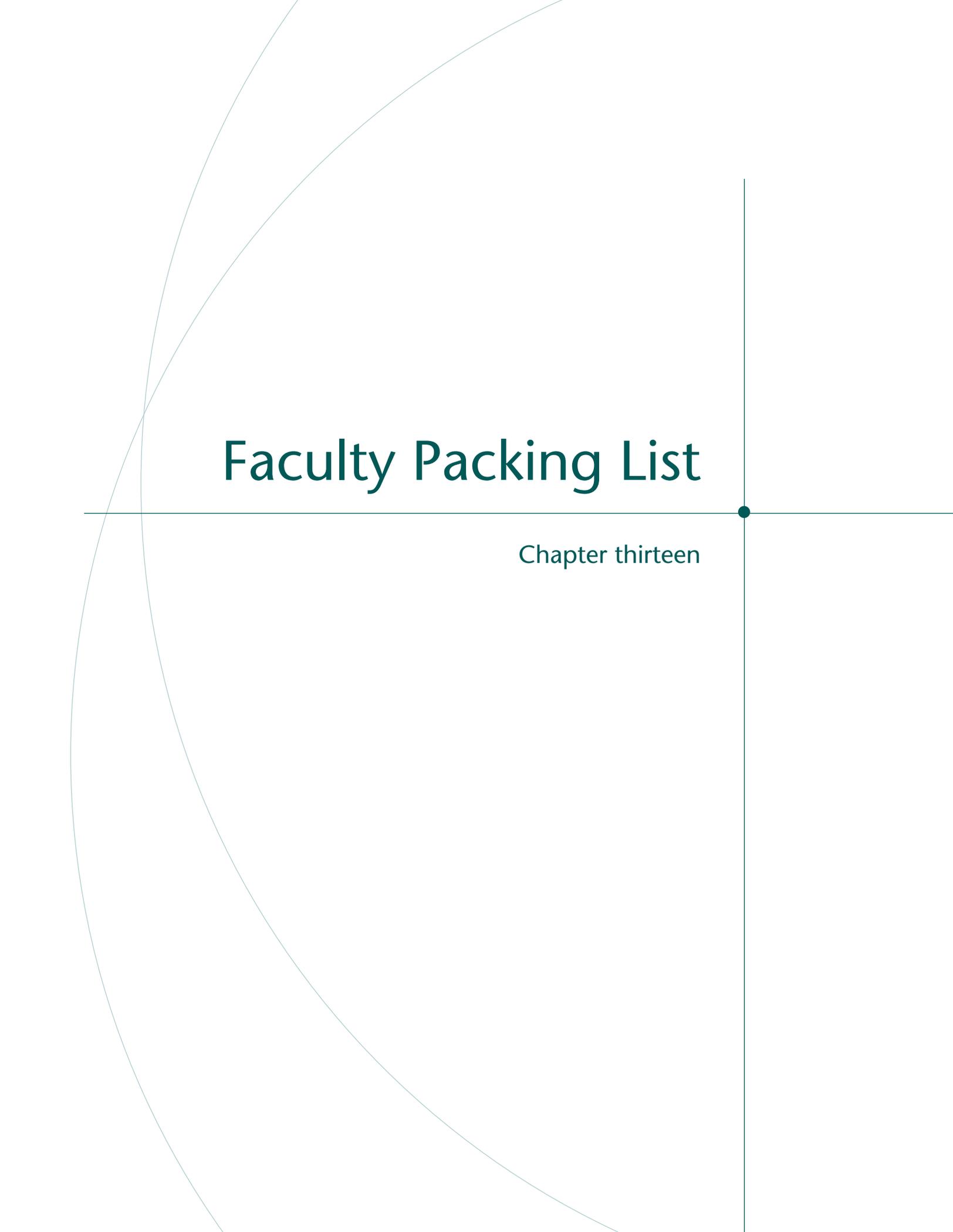
- Naturally, the more mega pixels the better!
- A background that reflects the international location provides important context for the picture.
- Close-ups of students interacting with host nationals paint the most engaging picture and best reflect WSU's emphasis on one-to-one engaged learning opportunities.

Learning Assessment: All Faculty Directors participate in the assessment of education-abroad related learning outcomes on their programs. As educators, you know the value of assessment data in convincing decision-makers on campus of the value of your program. As you reflect on your students' learning, look for comments that inform future program design and can be used as quotes to help "sell" your program, not only to the next group of students and their parents, but to your department chair and college dean.

Group Photographs: There's nothing like a photograph of smiling students and their wise (okay, slightly harried) Faculty Director in front of the Eiffel Tower. Over the years these group photos will take on a life of their own as a testament to the excitement education abroad programming contributes to the degree programs in your department—not to mention all of your hard work! So, snap several group photos and e-mail them to us; we'll proudly post them on our Web site!

Please e-mail photos, photo captions, and student or faculty quotes to edabroad@wsu.edu.





Faculty Packing List

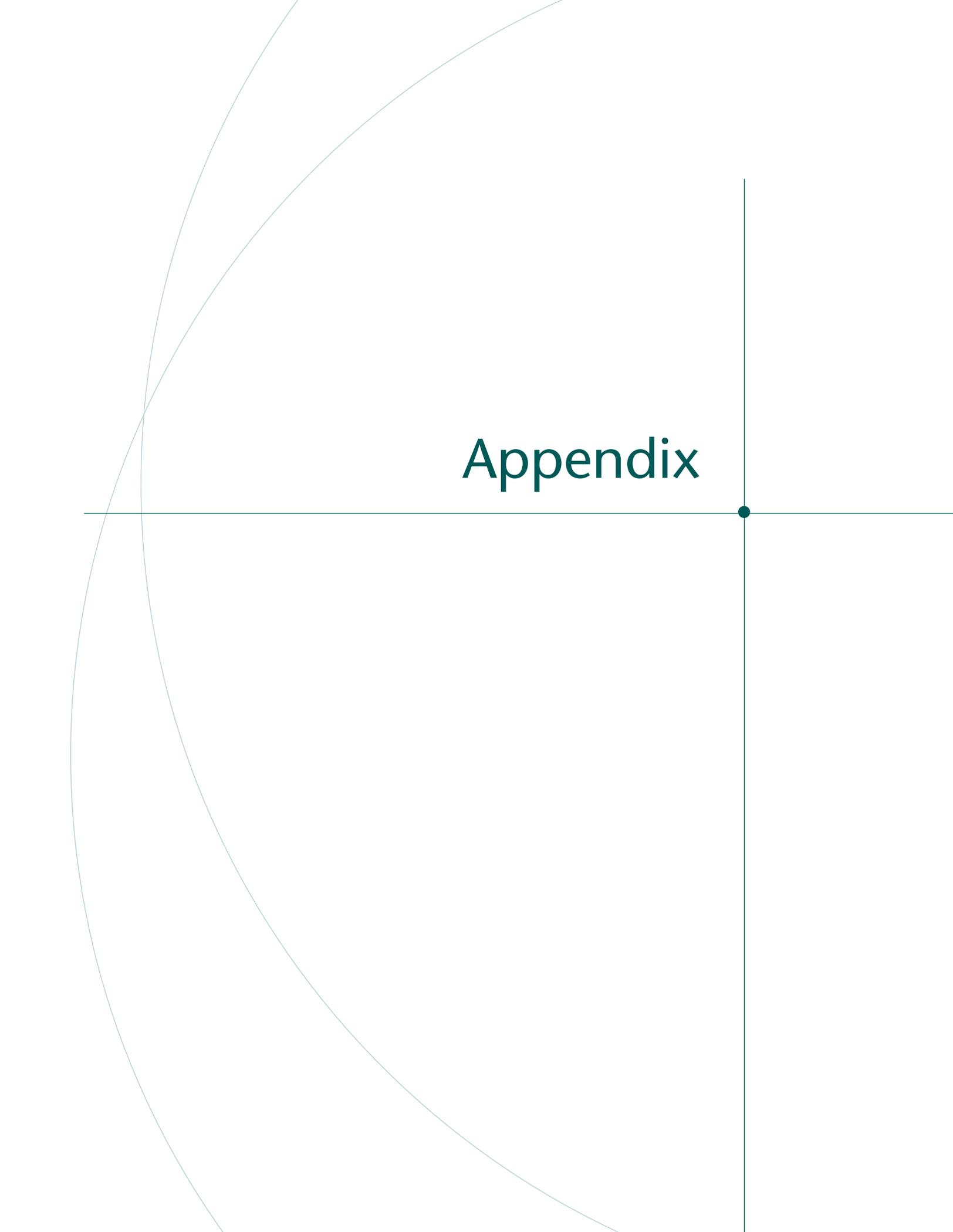
Chapter thirteen



OUR SUGGESTIONS

Aside from the normal things that one would pack for an international trip, the Faculty Director(s) and Logistics Coordinator should remember to pack the following necessities:

- Education Abroad's Faculty Notebook. (We'll include health forms and passport copies for all participants as well as all the forms you may need.)
- Cell Phone with battery, manual, and charger.
- Electricity Adapter and Converter.
- First Aid Kit (see "Basic Supplies and Medications for a Traveler's Medical Kit" in the Appendix).
- Receipt Carrier.
- Digital Camera with batteries or charger.
- ISIC Travel Insurance brochure.
- International SOS Card.
- Room in luggage to bring student work back.



Appendix

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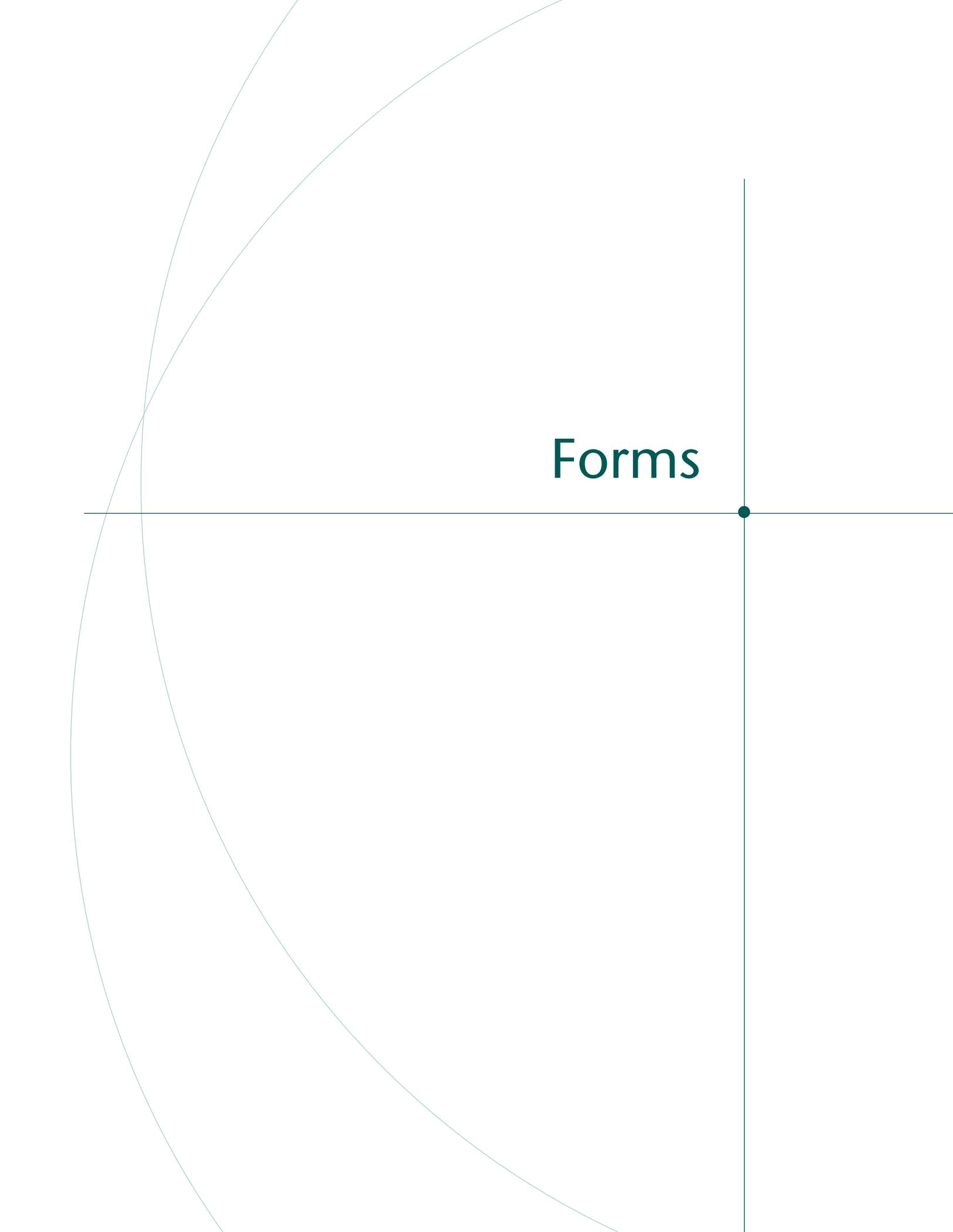
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The image features a minimalist design with teal-colored elements on a white background. On the left side, there are two overlapping circular arcs. A horizontal teal line extends from the left edge towards the right, ending at a small teal dot. From this dot, a vertical teal line extends upwards and downwards. The word "Forms" is written in a teal, sans-serif font, positioned to the left of the vertical line and above the horizontal line.

Forms

Faculty-Led Program Proposal Form

Please submit this form to the Education Abroad Office.
Bryan Hall 105, Telephone: 335-3188 or 335-6920

The Faculty-Led Program Specialist (FLPS) can assist you in developing this proposal. Once drafted, an Implementation Team Meeting will be held with you, your department chair, college dean and finance officer, the FLPS and the finance officer for International Programs. This meeting will ensure that communication loops are closed within departments and colleges. Once the proposal is approved, the FLPS will begin working with you to recruit students and implement the program. If you have any questions, please do not hesitate to contact the Faculty-Led Program Specialist at 335-3188.

Faculty Director: _____

Telephone: _____ **E-Mail:** _____ **Mail Stop:** _____

Sponsoring Department(s): _____

Dept. Chair: _____ **College Dean:** _____

Program Working Title: _____

Program Site(s): _____

Duration (in days): _____ **Dates (approximate):** from _____ to _____

Brief Description of Program:

Brief Description of Program's Learning Objectives:

Student Enrollment:

What is the target student group size? Minimum: _____ Maximum: _____
From which departments will students be recruited?

How many credits will students earn? Minimum: _____ Maximum: _____
Do you anticipate students from other institutions enrolling in the program? ___ Yes ___ No
If yes, from which institutions?

Program Staffing: How many faculty do you anticipate will teach on the program? ___

Please list any faculty who already have committed to teaching on the program and identify their experience at the proposed location(s) and relevant foreign language ability, if applicable:

How do you anticipate paying faculty salaries? Check all that apply:

- Tuition returned to department.
- Through program costs borne by students.
- Other, describe: _____

Will a logistical coordinator accompany the group? _____ Yes _____ No
 If so, will he/she be paid and if so, how? _____

Academic Program: Please list all WSU courses offered as part of the program and attach a course syllabus for each:

| | Course Title | Credits | Language of Instruction | Instructor (if known) |
|----|--------------|---------|-------------------------|-----------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |

What graduation requirements, if any, are the course(s) designed to meet? (i.e. GER, Honors, major/minor requirements)

- Course #1: _____
- Course #2: _____
- Course #3: _____
- Course #4: _____
- Course #5: _____
- Course #6: _____

Proposed Itinerary:

Proposed Departure Date: _____ Proposed Return Date: _____

First site: _____ From / To: _____

Second site: _____ From / To: _____

Third site: _____ From / To: _____

Additional sites & dates: _____

Education Abroad Learning Outcomes Assessment: I have reviewed the EA Learning Outcomes and plan to include the following assessment outcomes in the program.

- **Learning Outcome 1:** The student understands his/her culture in a global and comparative context- that is recognizes that his /her culture is one of many diverse cultures and that alternative perceptions and behaviors may be based on cultural differences.
Suggested prompt: *Please compare two or three aspects of your host culture with American culture. How has a recognition of these differences and/or similarities influenced the way you see the world?*
- **Learning Outcome 2:** The student accepts cultural differences and tolerates cultural ambiguity.
Suggested prompt: *Please share a “cultural moment” when you felt clueless as to what was happening in the host culture. How did you react? What did it teach you?*
- **Learning Outcome 3:** The student demonstrates knowledge of the host’s culture (beliefs, values, perspectives, practices, and products).
Suggested prompt: *Please share some of cultural differences that have fascinated and/or annoyed you while you have been abroad. What have these cultural differences taught you about the host culture’s value system?*
- **Learning Outcome 4:** The student demonstrates knowledge of global issues, processes, trends, and systems (i.e., economic and political interdependency among nations; environmental-cultural interaction; global governance bodies).
Suggested prompt: *Describe in some specific ways how you see the world as interconnected. For example, consider how large global issues interact and influence each other: interconnectedness of international relations and environmental-cultural interaction and global governance bodies.*
- **Learning Outcome 5:** The student uses knowledge, diverse cultural frames of reference, and alternative perspectives to think critically and solve problems.
Suggested prompt: *Describe a situation in which you understood and used an alternative perspective to think differently and/or solve a problem. What seemed to lead to this new perspective?*
- **Learning Outcome 6:** Student uses a foreign language to communicate.
Suggested prompt: *Describe several situations in which you were able to function in the host culture by using a language other than English. How did your language acquisition help you to see your host culture in a new way as a result of your language acquisition?*
- **Learning Outcome 7:** The student appreciates the language, art, religion, philosophy, and material culture of different cultures.
Suggested prompt: *Explain some aspect of your host culture (such as language, art, religion or philosophy) that you have come to appreciate. How does an appreciation of this aspect of culture enrich your understanding of being human?*
- **Learning Outcome 8:** The student understands how his/her intended field (academic/professional) is viewed and practiced in different cultural contexts.
Suggested prompt: *Now that you have been abroad, explain how your academic field is viewed and practiced in a different cultural context(s).*

Host Institution: Will students enroll in an institution on site? _____ Yes _____ No
 If yes, name of host institution: _____

Check all that apply:

- The institution is an accredited, degree-granting institution of higher education.
- Students will receive an official certificate or transcript from the host institution upon completion of course(s).
- The institution is a local language school or other specialized, non-accredited institution.

List the courses offered by the host institution (not WSU) and attach a syllabus for each course if available:

| Course Title | Credits | Language of Instruction | Instructor (if known) |
|--------------|---------|-------------------------|-----------------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |

What graduation requirements, if any, are the course(s) designed to meet? (i.e. GER, Honors, major/minor requirements):

- Course #1: _____
- Course #2: _____
- Course #3: _____
- Course #4: _____

Pre-Requisites and Language Requirements:

What cumulative GPA will be required for participation in the program? _____

Will students be required to be certified in a specific major(s)? _____ Yes _____ No
 If yes, which major(s) _____

Will there be a language prerequisite for any of the courses? _____ Yes _____ No
 If yes, describe: _____

Utilizing the Location: Describe how the program site(s) will be used to complement course content and learning objectives:

What relevant academic, professional, and/or cultural site visits, tours, lectures or interviews are you planning?

- 1. _____
- 2. _____
- 3. _____

Intercultural Learning Opportunities: How do you plan to incorporate opportunities for intercultural learning and language acquisition?

Housing: What kind of accommodations do you anticipate using at each location?
_____ Dormitory _____ Hotel _____ Hostel _____ Home stay

Other (describe): _____

Safety Issues & Risk Management:

Do you believe that the site raises any additional security risks? _____ Yes _____ No
Describe:

Do you believe that the site raises any additional health risks? _____ Yes _____ No
Describe:

If you answered yes to either of the questions above, please comment on what precautions you will take to mitigate risk:

Pre-Departure Orientations: Describe any meetings you plan to have with students prior to departure to discuss logistics, cover academic content, introduce language and culture, etc.:

Will a for-credit prep course be offered the semester before this program? ___yes ___no

Course Evaluation: Describe how you plan to evaluate the strength of the program:

Schedule: Do you anticipate offering the program again in the future? If so, how frequently do you suggest the program be offered?

BUDGET QUESTIONS

The Education Abroad Office will create a proposed budget based on the information you provide below. Please note that departments are welcome to build reasonable administrative costs into the budget, but are encouraged to keep costs reasonable so that the program will be affordable to a greater number of students. Ideally tuition revenue will cover all instructional expenses, and student fees will cover other student costs.

Estimated Instructional Expenses

Salaries: Please supply the exact salary (including benefits) that each faculty member would receive for organizing and implementing this program:

- Salary & Benefits Faculty #1: _____ Name: _____
- Salary & Benefits Faculty #2: _____ Name: _____
- Salary & Benefits Faculty #3: _____ Name: _____
- Salary & Benefits Faculty #4: _____ Name: _____

Faculty Expenses (estimate):

- Faculty Transportation – Air: _____/each
- Faculty Transportation – Local: _____/each
- Faculty Accommodations: _____/each
- Faculty Excursion Costs (program related): _____/each
- Faculty Per Diem: _____ Full or Partial
_____/day X _____ Total Days all Faculty

Other Faculty Expenses (estimate):

- Vaccinations: Yes / No How many faculty? _____
- Cell Phone(s): Yes / No How many faculty? _____
- SIM Card / Minutes: Yes / No How many faculty? _____
- Faculty ID Card: Yes / No How many faculty? _____

Facility Rental - Will you need to rent or have access to:

- Classroom Space: Yes / No
- Library: Yes / No
- Computer Lab: Yes / No
- Faculty Office Space & Equipment: Yes / No
- Guides, Translators, or Guest Lecturers: Yes / No

Administrative Costs related to Instruction (estimate):

- Number of Bank Wires: _____
- Publicity and Marketing Expenses: _____
- A Logistics Coordinator: Yes / No
- Will you employ Student Marketing Interns: Yes / No How Many? _____

Estimated Student Fees

Student Expenses – Provide estimate only if item will be included in students' program fees:

- Student Transportation – Air: _____/per student
- Student Transportation – Local: _____/per student
- Student Accommodations (total nights): _____/per student
- Group Meals (if included in fees): _____/per student
- Excursion Costs (program related): _____/per student
- On-site Orientation Costs: _____/per student
- Welcome / Farewell Parties: _____/per student
- Books and/or supplies: _____/per student
- Other, please specify: _____/per student for: _____

Will you have access to start up funds/grants/ scholarships: Yes / No Amount?

Faculty-Led Education Abroad Program Proposal

Program Working Title: _____

Faculty Director(s): _____

The following persons are aware of and approve of this program:

Academic Department:

Faculty Director **Date**

Department Chair **Date**

College or Area Finance Officer **Date**

College Dean **Date**

International Programs:

Faculty-Led Program Specialist, Education Abroad **Date**

Candace Chenoweth, Director, Education Abroad **Date**

Sheryl Hagen-Zakarison, Area Finance Officer **Date**

Lance Leloup, Associate Vice Provost, International Programs **Date**

CENTER FOR DISTANCE AND PROFESSIONAL EDUCATION
COURSE NOTIFICATION—International Programs/Education Abroad
SEMESTER _____
*This form must be completed, signed, and faxed to the Associate Budget Director and University Receivables Manager **at least two weeks before** the class is to begin.*

Course Title _____
 Prefix, Number _____ Credit Hours _____ Graduate Credit _____ Grading _____
 Lecture Hours _____ Lab Hours _____ Total Hours _____
 Delivery Method _____ SLN _____ SS Rate Code _____
 Coordinator _____ Location _____

| | |
|-------------------|--|
| Begin/End Dates | |
| Location | |
| Days and Time | |
| Enrollment Limits | |
| Target Population | |
| Degree Program | |
| Instructor | |

Self-Sustaining—New Programs*
 (Note: All tuition will be posted to each student’s account.)

| Tuition Rate per Credit Hour** or Flat Rate | Department Account | %/\$ | Central Indirect Cost Account | 20.636%*** | CDPE Account | %/\$ |
|---|--------------------|------|-------------------------------|------------|--------------|------|
| Flat Rate | \$ | | 9490-7798 | \$ | 4322-1000 | |
| <i>If all students are to pay the same tuition regardless of the number of credits, residency, or class status, complete only the Flat Rate line.</i> | | | | | | |
| Undergrad Res | \$ | | 9490-7798 | \$ | 4322-1000 | |
| Undergrad Non-Res | \$ | | 9490-7798 | \$ | 4322-1000 | |
| Grad Res | \$ | | 9490-7798 | \$ | 4322-1000 | |
| Grad Non-Res | \$ | | 9490-7798 | \$ | 4322-1000 | |

* If you already have a two character self-sustaining rate code from Student Receivables for this program (rates, accounts, and percents are exactly the same), then please use that code when setting up the section.
 ** The default tuition rates are the state rates. If different tuition rates are to be used they are to be approved in advance by the Budget Office. Programming for tuition is subject to adjustment as tuition changes are approved by the Board of Regents.
 *** This percentage may be modified with approval of the Associate Budget Director.

Remarks (Coordinator approval here, if applicable) _____

ROUTING ORDER AND APPROVAL
 (Please sign, date, and route to the next person)

- | | |
|--|---|
| 1) Dept Chair _____ _____ date | 5) Director, DDP _____ Janet Kendall _____ date |
| 2) Dept Finance Offcr _____ _____ date | 6) Finance Offcr, CDPE _____ Colleen Cook _____ date |
| 3) Dean _____ _____ date | 7) Dean, CDPE _____ Muriel Oaks _____ date |
| 4) Director, Ed Abroad _____ Candace Chenoweth _____ date | 8) Enrollmnt Coor, DDP _____ Debbie Whitney _____ date |

Completed form should be faxed to Associate Budget Director (335-3870) and University Receivables Manager (335-1928).

APPENDIX FORMS

TA No. EA4

WASHINGTON STATE UNIVERSITY

PULLMAN, WA 99164-1025

| SECTION 1 TRAVEL AUTHORITY | | | |
|--|------------|---|------------------------------|
| NAME OF TRAVELER/SPEAKER | | WSU ID NO | TITLE Assistant Professor |
| DEPARTMENT University Honors College | | PURPOSE OF TRIP Faculty-Led study abroad tour for WSU students to Denmark and Norway, Summer 2005. | |
| MAIL CODE 5110 | | DATE PREPARED 5/27/05 | |
| PREPARER'S NAME (FIRST LAST) Jana Holm | | PREPARER'S TELEPHONE 335-6204 | |
| ITINERARY | | | |
| DATE | FROM | TO | HEADQUARTERS |
| July 3, 2005 | Spokane | Copenhagen | |
| July 6, 2005 | Copenhagen | Roskilde | |
| July 6, 2005 | Roskilde | Hillerod | |
| July 7, 2005 | Hillerod | Oslo | |
| July 8, 2005 | Oslo | Bergen | |
| July 12, 2005 | Bergen | Oslo | |
| EXCEPTIONS/RESTRICTIONS/FURTHER DETAILS July 16, 2005 From Oslo to Copenhagen, July 18, Copenhagen to Spokane | | | |
| These funds will be used to cover the cost of meals and lodging for _____ and 6 students from July 3, 2005 through July 18, 2005. _____ will be the Faculty Leader for the Faculty-Led program to Norway and Denmark this summer. 6 Students have been billed to cover the cost of this program expense. | | | |

I have determined that this travel plan is the most economical means available to accomplish the purposes described above without compromising personal safety. I have determined that payment for lodging, if authorized, is more economical than returning the traveler to the official station or residence.

| | | |
|---|-----------------------------------|-----------------|
| APPROVING OFFICIAL NAME AND TITLE | APPROVING OFFICIAL SIGNATURE/DATE | |
| EXCEPTIONS NOTED AND APPROVED | | |
| DEAN/DIRECTOR NAME AND TITLE Mary Wack, Dean | DEAN/DIRECTOR SIGNATURE/DATE | CONTROLLER/DATE |

| SECTION 2 CONFERENCE REGISTRATION | |
|---|---------------------|
| <input type="checkbox"/> Check if conference expenses are to be paid directly by the Travel Section. Attach a completed registration form and enter amount. | REGISTRATION AMOUNT |

| SECTION 3 TRAVEL ADVANCE | |
|---|---|
| MAILING ADDRESS OF TRAVELER | AUTHORIZED EXPENSES Meals and lodging (not to exceed rates in 95.19) 6300.00 |
| <input type="checkbox"/> Mail to traveler's address. <input checked="" type="checkbox"/> Hold | HOLD TELEPHONE 5-6204 |

EMPLOYEE TRAVEL ADVANCE AGREEMENT: I agree to submit an itemized Travel Expense Voucher justifying the expenditure of this advance by the tenth day of the month following the travel. I agree to return any unexpended portion of this advance with the Travel Expense Voucher immediately after completion of travel. In case of failure to file a Travel Expense Voucher or any other default, I authorize WSU to withhold the amount of this advance from my paycheck.

TRAVELER'S SIGNATURE/DATE 5/31/05

FMP 021099 WSU1109-GENEX017-0199

| CONTROLLER' ONLY PAYMENT REQUEST NO. | SECTION 4 ACCOUNT INFORMATION | | | | | | | |
|---|-------------------------------|-------|------|--------|---------|--------|--------|----------|
| | FUND | SFUND | PROG | BUDGET | PROJECT | OBJECT | SUBOBJ | NET AMNT |
| DATE | | | | 2977 | | | | 6300.00 |
| TRAVEL DIVISION | | | | | | | | |

**EDUCATION ABROAD MINOR WAIVER
INFORMED CONSENT AND RELEASE OF ALL CLAIMS
Washington State University**

Education Abroad Program Name: _____

I/We plan on having my/our minor child(ren) listed below accompany me/us on the Faculty-led education abroad program listed above and traveling to the following countries

_____ **from (start date)** _____ **to (end date)** _____.

Name of Child: _____ **Date of Birth:** _____

Name of Child: _____ **Date of Birth:** _____

I/We accept full responsibility for supervision and control of said minor child(ren) during this program including protecting him/her from injury.

I/We are aware that there are risks associated with participation in travel, including the risk of property damage, personal injury, illness or death, from hazards including but not limited to slips or falls, insect or animal bites, water hazards, traffic or other travel accidents. I/We assume full responsibility for any bodily injuries or property damage sustained by my/our minor child(ren) as a result of the child's participation in the program, including while traveling, and understand that I/we are solely responsible for any medical treatment the minor child may need and any medical costs the child may incur. I/We understand that it is my/our responsibility to make arrangements to handle such expenses through health insurance, access to cash, or other methods.

I/We understand that if the minor child should violate the laws and regulations of any country visited as part of this program, Washington State University will not be held liable for such conduct and reserve the right to terminate the child's participation in the program. I/We understand that if the minor child should confront a legal problem, WSU cannot represent the minor child or the minor child's legal interests in dealing with a foreign legal system, nor can WSU provide legal representation or assume any responsibility for the actions of a foreign government.

I/We have been provided with the US State Department's Consular Information Sheet and the Center for Disease Control's Traveler's health information. I/We have read them and understand the risks involved in travel to the following country(ies): _____.

I/We understand that I/we are responsible for paying the cost of _____ (number) background checks for the WSU faculty and staff responsible for this Faculty-led Program. I/We are aware that a charge of \$_____ will be posted to my/one of our WSU student account(s).

In consideration of the minor child being granted the opportunity to travel with the program and have the use of services and facilities furnished by or made available to WSU as well as the help, assistance, and advisory services rendered by members of the faculty and employees of the University, I/we do release and forever discharge for ourselves and our heirs, executors, administrators and assign, WSU and all its officers, employees, and agents from all claims, demands, actions, and causes of action for personal injury or any other damage now existing or which may arise out of this.

Signed: _____ **Date** _____

Relationship to Child(ren): _____

Signed: _____ **Date** _____

Relationship to Child(ren): _____

Education Abroad Student Code of Conduct

Program Name: _____ **Term:** _____

Traveling can be challenging. Traveling with a group in a foreign country while earning academic credit can be even more challenging. One of the best ways to ensure that everyone participating in a faculty-led program has as good of an experience as possible is for the group to agree upon a set of behavioral guidelines. Once approved by the Faculty Director, these guidelines set the stage for each member to assume responsibility for his/her behavior within the context of the group's expectations.

1. **Punctuality** – Almost every faculty-led program relies on one or more modes of public transportation—train, bus, plane, or taxi. And most programs include excursions to museums, artistic performances, professional visits, and so on. What expectations does the group have about being on time for such activities? What will happen when one of the group shows up 10 minutes late to catch the train, or 45 minutes late to meet the group for a performance at Shakespeare's Globe Theatre?

Expectations:

Consequences:

2. **Attendance** – Most faculty-led programs are built around a somewhat hectic schedule that includes classes, guest lectures, walking tours, and excursions. There might not be much time left over for relaxing, sleeping, shopping, or lounging at an inviting café. What expectations does the group have regarding attendance? Will some activities be mandatory and other activities voluntary? Will attendance affect one's grades?

Expectations:

Consequences:

3. **Dress Code** – Nothing is worse than being dressed inappropriately, but when you are in another culture sometimes it is hard to know what is considered appropriate. Therefore it is important for the Faculty Director to provide guidance with respect to a dress code. What kind of dress does the Faculty Director consider appropriate for class, for excursions, for professional visits? Are there certain articles of clothing that everyone should bring, such as a headscarf for women to be worn when touring mosques? Are there situations for which the following would be inappropriate?
 - For women: sleeveless tops, halter tops, shorts, short shorts or skirts, open toed shoes, bare midriffs, bare heads, etc.
 - For men: sleeveless shirts, T-shirts, shorts, sandals, no tie, etc.

Expectations:

Consequences:

4. **Drug Usage** – The use of illegal drugs on a faculty-led trip is strictly prohibited by virtue of the WSU Student Code of Conduct. Using illegal drugs will get you kicked out of the program and sent home, at your own expense. Obviously you are free to use prescription drugs and over the counter medicine as necessary. Transport all your medicines in their original containers so that it is clear to anyone checking your luggage that you are transporting legal medication.

Expectations: No one in the group will use illegal drugs during the program.

Consequences: The Faculty Director, in cooperation with the Education Abroad Office, will discontinue program participation of anyone caught using illegal drugs during the program. The student will not be reimbursed any program costs and will be responsible for any additional costs he/she incurs, including bailing oneself out of a foreign jail or prison..

5. **Alcohol Consumption** – Although a country may have less stringent laws covering the consumption of alcohol, the same country may be far less tolerant of drunkenness than is the United States. Again, the Faculty Director can provide some direction for students' use of alcohol, especially alcohol consumed during classroom-related activities. Is sleeping off a hangover instead of attending class okay?

Expectations:

Consequences:

6. **Group Dynamics** – Remember when you were a kid and you and your older brother (sister, cousin, best friend) used to gang up on your little brother (sister, cousin, best friend) to tease them about a particularly annoying behavior (physical feature, habit, article of clothing)? Welcome to group travel! Your group will be traveling, living, and studying together for the next few weeks/months. Friendships will be formed, hopefully cliques will not. Excluding, teasing, or gossiping about a member(s) of the group can disrupt logistics, add stress, and make the trip a lot less pleasant for everyone. What kinds of expectations do you, as a member of the group, have about group dynamics? What behaviors should be encouraged? What behaviors should be discouraged?

Expectations:

Consequences:

Education Abroad Program Incident Report

Faculty-Led Program Name: _____

Name of Person Completing This Report: _____

Please fill out this form as completely and legibly as possible. In the event of any legal action, this form will serve as the official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident and thereafter. Attach any documentary evidence and extra sheets as necessary.

Fax a copy of this report to the EA office at: 509-335-2372 as soon as possible. Submit the complete original report and all supporting materials to the Education Abroad Office immediately upon return to the United States.

Date of Incident: _____ Location of Incident: _____

Time of Incident: _____ Were you present? Yes No

Name of WSU participant(s) involved:

Name of other participant(s) involved:

Brief description of what happened:

If you were not a witness, who provided this description? (*List all names*):

If you were not present, when were you informed?

What actions did you take?

If the participant was transported to a hospital or clinic, please provide the complete name of the facility, its phone and fax numbers, and address:

Names and phone numbers of all physicians who examined or treated the participant:

Dr. _____ Phone: _____

Dr. _____ Phone: _____

(turn over)

APPENDIX FORMS

Exact names of any medications prescribed to the students (*Keep all packaging/inserts*):

Rx: _____ Dose: _____

Rx: _____ Dose: _____

Rx: _____ Dose: _____

Rx: _____ Dose: _____

Was the participant conscious and capable of making informed judgments and his or her medical treatment? Yes No

If the participant was not capable of making medical decisions, who made any decisions?

Was any follow-up care recommended? Yes No

If yes, what was recommended?

Were the police or legal authorities notified of the incident or present at the scene?

Yes No If yes, case number: _____

If yes, names and phone numbers of responsible legal authorities in charge of the case:

Name: _____ Title: _____

Phone: _____

Was the U.S. or relevant embassy notified? Yes No

If yes, name and number of responsible consular official(s) informed of this incident:

Name: _____ Title: _____

Phone: _____ Date Informed: _____

Telephone Log (document all contacts):

Dates and times that the Faculty Director or Logistic Coordinator contacted WSU (Education Abroad, International Programs, or other WSU office) and/or participant’s emergency contacts:

| Faculty Initials: | Contacted: | Date: | Time: | Discussed: |
|--------------------------|-------------------|--------------|--------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Attach Additional Sheets as Necessary

Adapted, with thanks, from St. Olaf College.

Education Abroad Behavior Contract

Name of EA Program: _____

I, _____ failed to abide by the following
(Print Participant's Name)

Education Abroad program rule/expectation on my EA program:

By signing below, I indicate that I understand:

1. That this requirement is meant to benefit the group, and that my behavior is a disruption to the successful functioning of this academic program.
2. That my actions impact the group, and that I must keep the group's interests in mind when making decisions about my behavior.
3. That if a similar infraction of this program's rules occurs, I will be sent home at my expense in accordance with Washington State University policy.
4. That I am expected to modify my behavior by (describe behavior change):

Participant Signature: _____ Date: _____

Faculty/Staff Signature: _____ Date: _____

Education Abroad Expulsion Form

Name of EA Program: _____

_____ (Participant's Name), you have repeatedly violated the rules outlined in two documents: the Participant Agreement you signed as part of the Education Abroad application; and the program-specific Code of Conduct drawn up by the program participants and faculty director(s). In those documents, you stated that you would comply with the rules and expectations of Washington State University, the EA program's faculty director and/or staff, and any coordinating organization(s).

You have violated one or more rules on more than one occasion. List specific incidents:

You have been clearly reminded of the following infraction(s) by the following actions:

Date(s) of Verbal Warning: _____

Date(s) of Written Warning: _____

Date(s) of Meeting: _____

Date(s) of Decision Letter & Behavior Contract: _____

Your behavior has not only been a clear violation of your contractual obligations, but also has been disruptive and disrespectful to your classmates and to your faculty director. At the pre-departure orientation, and repeatedly thereafter, the WSU faculty director and/or staff has emphasized that this is – first and foremost – an academic experience. Through your behavior you have demonstrated a lack of commitment to that priority.

Due to the nature of your behavior, I, _____ (faculty or staff name), have consulted with the assistant director of the WSU Education Aboard Office and/or the Director of WSU International Programs.

We have decided to suspend you from the program. You are expected to return home immediately. Because of the nature of an overseas education abroad program, this decision is final. Your emergency contacts will be notified of your expulsion from this program by (name): _____.

I have read and understand this statement.

Participant Signature: _____ Date: _____
(not required)

Adapted, with thanks, from the University of St. Thomas.

Student Evaluation

WSU Education Abroad Faculty-Led Program

Program: _____ **Program Dates:** ____ to ____

Faculty Director: _____

Student's Name: _____ **Major:** _____

Purpose: This evaluation is a vehicle for you to provide the Education Abroad Office with your assessment of the program. Your comments are important to us and will help us improve future programs. If questions are not relevant, please mark N/A.

Summary – Please give a general assessment of how the program went:

Key Positives – Please describe key positives and reflect on reasons for the success:

Wow! – What did you learn on this program that you couldn't learn at WSU?

Whoops – What do you know now that you wish you'd known before you went?

Health & Safety – Please describe any concerns and make recommendations for handling these kinds of issues better/more appropriately in the future.

Host Institution / Program Provider – Please describe the performance of the host institution and/or contracted agency. Would you suggest WSU use this host or program provider again? ___ Yes ___ Maybe ___ No

Program Site(s) – Would you recommend this site? ___ Yes ___ Maybe ___ No

Would you recommend this program to a friend? ___ Yes ___ Maybe ___ No

Quoting You: We may want to include personal quotes in future publications.
Can we use your comments? ___ Yes ___ No, please don't quote!

APPENDIX FORMS

Student Evaluation, Continued

Program Logistics – Please rate from 1 to 5 (1 being the worst, 5 the best)

| | | | | | | |
|--|---|---|---|---|---|-----|
| Program Dates worked well with my summer schedule: | 1 | 2 | 3 | 4 | 5 | N/A |
| Transportation in-country (bus, train, plane): | 1 | 2 | 3 | 4 | 5 | N/A |
| Housing – Quality for cost: | 1 | 2 | 3 | 4 | 5 | N/A |
| Housing – Location: | 1 | 2 | 3 | 4 | 5 | N/A |
| Housing – Safety: | 1 | 2 | 3 | 4 | 5 | N/A |
| Housing – Cleanliness: | 1 | 2 | 3 | 4 | 5 | N/A |
| Housing – Amenities (laundry facilities, kitchen, etc.): | 1 | 2 | 3 | 4 | 5 | N/A |
| Group meals: | 1 | 2 | 3 | 4 | 5 | N/A |

Program Preparation – Please rate from 1 to 5 (1 being the worst, 5 the best)

| | | | | | | |
|---|---|---|---|---|---|-----|
| Faculty directed meetings/classes (prior to departure): | 1 | 2 | 3 | 4 | 5 | N/A |
| Education Abroad Office presentations: | 1 | 2 | 3 | 4 | 5 | N/A |
| Education Abroad Office Pre-Departure Manual: | 1 | 2 | 3 | 4 | 5 | N/A |
| On-site orientation: | 1 | 2 | 3 | 4 | 5 | N/A |
| On-site emergency contact: | 1 | 2 | 3 | 4 | 5 | N/A |
| Access to and quality of health care in-country: | 1 | 2 | 3 | 4 | 5 | N/A |

Academic Quality – Please rate from 1 to 5 (1 being the worst, 5 the best)

| | | | | | | |
|--|---|---|---|---|---|-----|
| WSU Faculty made academic content relative to host country and culture: | 1 | 2 | 3 | 4 | 5 | N/A |
| Students had opportunity to engage with host country culture and people: | 1 | 2 | 3 | 4 | 5 | N/A |
| Quality of instruction offered by local/non-WSU faculty: | 1 | 2 | 3 | 4 | 5 | N/A |
| Excursions added to understanding of host country and culture: | 1 | 2 | 3 | 4 | 5 | N/A |
| Computer facility and e-mail access: | 1 | 2 | 3 | 4 | 5 | N/A |
| Faculty to student ratio: | 1 | 2 | 3 | 4 | 5 | N/A |

Student Group – Please rate from 1 to 5 (1 being the worst, 5 the best)

| | | | | | | |
|--|---|---|---|---|---|-----|
| Overall group dynamics: | 1 | 2 | 3 | 4 | 5 | N/A |
| Maturity of students and their cross-cultural sensitivity: | 1 | 2 | 3 | 4 | 5 | N/A |
| Fit of students' goals/interests with program goals: | 1 | 2 | 3 | 4 | 5 | N/A |

Anything else you'd like to add?

Faculty Evaluation WSU Education Abroad Faculty-Led Program

Program: _____ **Program Dates:** _____ to _____

Faculty Director: _____

Additional Faculty: _____

Logistic Coordinators: _____

Purpose: This evaluation is a vehicle for you to provide the Education Abroad Office with your assessment of the program. Your comments are important to us and will help us improve future programs. If questions are not relevant, please mark N/A.

Summary – Please give a general assessment of how the program went.

Key Positives – Please describe key positives and reflect on reasons for success:

Program Logistics:

- ⌚ Program Dates:

- ⌚ Transportation to and from program:

- ⌚ Housing arrangements (cost, location, safety, cleanliness, amenities such as kitchens, laundry, recreation):

- ⌚ Group meals:

- ⌚ Field trip arrangements:

- ⌚ Computing facility and e-mail access:

- ⌚ Faculty to student ratio:

APPENDIX FORMS

Faculty Evaluation, Continued

⌚ Other:

Academics:

⌚ Dates and duration of program? Good for faculty? Good for students? Did the program meet its objectives within the chosen time frame?

⌚ Classroom space:

⌚ Language Considerations:

⌚ Itinerary:

⌚ Types of internships and/or independent study projects chosen:

⌚ Cross-cultural/intercultural opportunities - do you think the program moved students toward an appreciation of diversity in a world-wide context?

⌚ Capitalizing on the Location – were you able to integrate the site with coursework?

⌚ Journaling – Did you use journaling as a teaching technique? If so, was it helpful?

⌚ Other:

Student Group:

⌚ Overall dynamics:

⌚ Fit of student interests/goals with program goals – members appropriate for program?

⌚ Significant discipline issues:

⌚ Other:

*Faculty Evaluation, Continued***Student Health and Safety:**

- ⌚ Faculty directed meetings/classes:

- ⌚ Education Abroad Office pre-departure orientation:
- ⌚ Education Abroad Office pre-departure manual:

- ⌚ On-site orientation:

- ⌚ On-site emergency contact / health care:

- ⌚ Culture Shock issues?

- ⌚ Faculty-directed re-entry programming:

- ⌚ Other:

Health & Safety issues: Please describe any concerns and make recommendations for handling those issues better/more appropriately in the future.

Host Institution / Program Provider: Please describe your relationship with, and the performance of, the host institution and/or contracted agency. Would you use this host or program provider again?

Program Site(s): Would you have any hesitation in recommending this site?

Challenges – Anything especially difficult? How it was handled, and what was learned?

Coordination with EA Office – What worked, what didn't? What additional help did you need?

APPENDIX FORMS

Faculty Evaluation, Continued

Student Evaluations – Any additional comments concerning student evaluations? Do you think your students were making significant strides in their learning?

What do you know now that you wish you'd known before you went?

Do you plan on offering the same program again? YES NO

If yes, when? (Academic term and year):

If no, why not?

Do you have ideas for other faculty-led programs?

Mentoring: Would you be willing to serve as a resource person to a faculty interested in leading a faculty-led program?

Quoting You: We may want to include personal quotes in future publications. Please indicate if you would object to being quoted: Yes No, please don't quote!

Thanks for your comments!

Third-Party Provider Evaluation WSU Education Abroad Faculty-Led Program

Name: _____ **Company:** _____

Program: _____ **Program Dates:** _____ to _____

Faculty Director: _____

Additional Faculty: _____

Logistic Coordinators: _____

Purpose: This evaluation is a vehicle for Third-Party Providers to report to the Education Abroad Office about their involvement with a WSU program. Your comments are important to us and will help us improve future programs. If questions are not relevant, please mark N/A.

Summary – Please give a general assessment of how the program went.

Key Positives – Please describe key positives and reflect on reasons for success:

Please describe any challenges with the following aspects of this program:

Legal and Financial Matters:

⌚ Contract process:

⌚ Billing process:

⌚ Budget:

Transportation and Housing:

⌚ Airport pickup and delivery:

⌚ In-country transportation (bus, trains, air):

Third Party Provider Evaluation, Continued

⌚ Student and faculty housing:

⌚ On-site resident directors:

Preparation and Orientation:

⌚ In-Country Orientation:

⌚ Visa processes:

⌚ Student Preparation:

Academics and Instructional Matters:

⌚ Selection and performance of on-site, non-WSU faculty:

⌚ Selection and performance of on-site interpreters or guides:

⌚ Faculty to student ratio:

⌚ Classrooms, computer labs, faculty office space and equipment:

⌚ Excursions (museums, cultural events, weekend programs, etc.):

⌚ Business/company visits:

⌚ Internships:

⌚ On-site student advising and assistance:

⌚ On-site faculty assistance:

Third Party Provider Evaluation, Continued

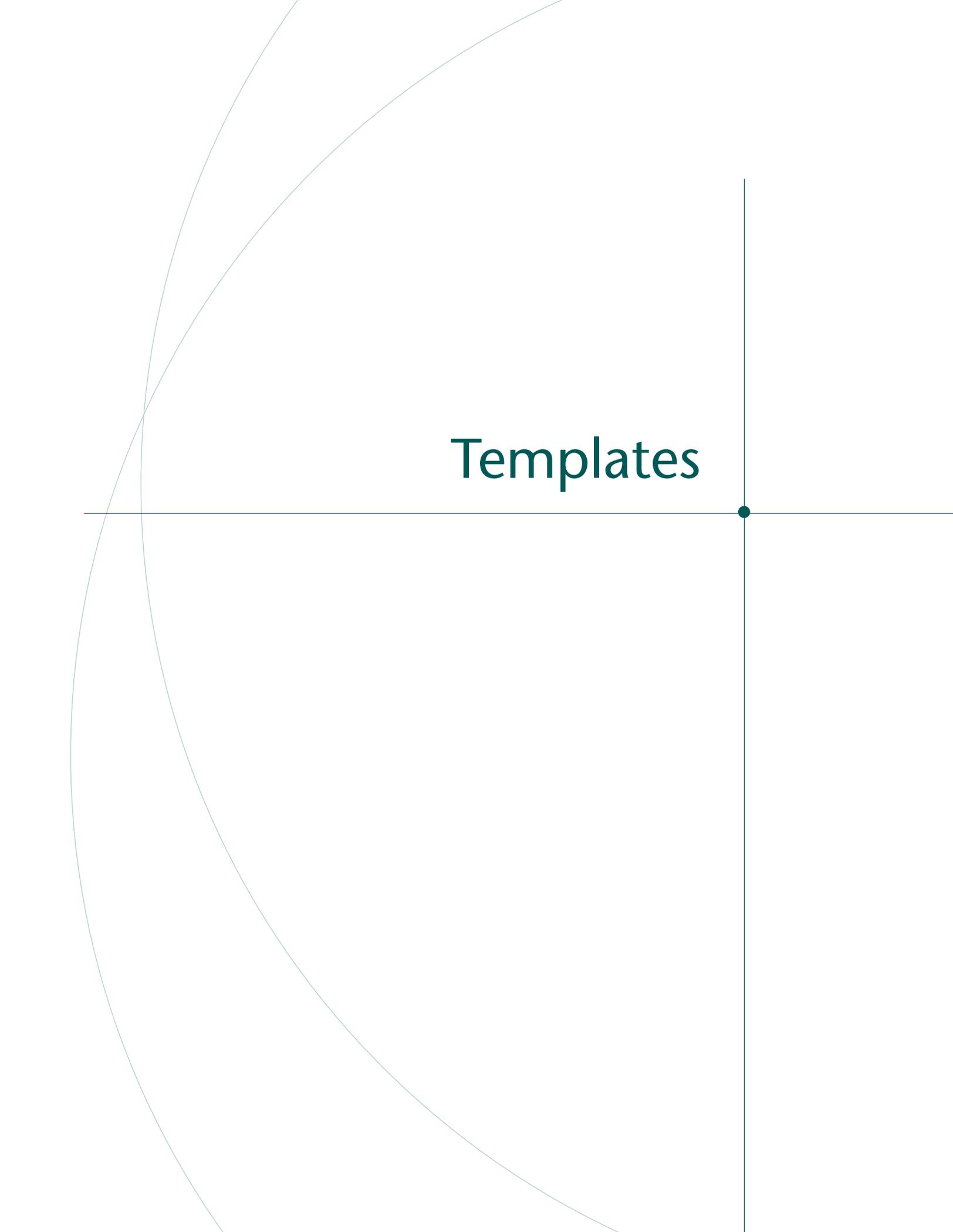
Health & Safety Issues:

Ⓟ Health care:

Ⓟ Crisis management:

Other Challenges not yet addressed:

Thanks for your comments!

The background features a minimalist design with teal-colored elements. On the left side, there are two large, overlapping circular arcs that sweep from the top-left towards the bottom-right. On the right side, a vertical teal line runs from the top to the bottom of the page. A horizontal teal line crosses the vertical line at approximately the middle of the page. At the intersection of these two lines, there is a small, solid teal dot. The word "Templates" is centered horizontally and positioned slightly above the horizontal line.

Templates

APPENDIX TEMPLATES

| Faculty-Led Budget through CDPE | | | | | | | |
|---------------------------------|--|-----------|-------------------|------------------|-------------------|--------------|-------|
| INCOME LEDGER - Program Name: | | | | | | | TOTAL |
| X1. Tuition Income | | | Per Credit | # Credits | # Students | Total | |
| | Undergrad | | | | | | |
| | | In-State | | | | | |
| | | Out-State | | | | | |
| | Grad | | | | | | |
| | | In-State | | | | | |
| | | Out-State | | | | | |
| | | | | Total Students | | | |
| | | | | | Subtotal X1 | | |
| | Less Central Admin Withholding of 20.63% | | | | | | |
| | Less CDPE (\$50/ student if 1 class) or (\$35/# courses/#students) | | | | | | |
| | | | 35 | | | | |
| X1. TOTAL TUITION INCOME | | | | | | | |
| X2. Fee Income | | | | Fee | # Students | Total | |
| | Fee | | | | | | |
| | | | | | | | |
| | | | | | Subtotal X2 | | |
| X2. TOTAL FEE INCOME | | | | | | | |
| X3. Other Income | | | | | | Total | |
| | Start Up Funds | | | | | | |
| | Grants | | | | | | |
| | Scholarships | | | | | | |
| | Other | | | | | | |
| | | | | | Subtotal X3 | 0 | |
| X3. TOTAL OTHER INCOME | | | | | | | |
| TOTAL PROGRAM INCOME | | | | | | | |

S. Student Expenses

| | Undergrads 6 Credit | Grads 6 Credits |
|----------------------|------------------------|--------------------|
| Tuition | | |
| Program Fee | | |
| Transportation - Air | | |
| EA Application Fee | | |
| Passport/Visa | | |
| Books/Supplies | | |
| Other - Meals/Misc | | |

S. TOTAL STUDENT EXPENSES

| EXPENSE LEDGER - Program Name: | | | | | Tuition | Fee | Other |
|--|---------------|------------------|-------------------|--|----------------------------|-----|-------|
| Number of Students | | | | | | | |
| A. Instructional Expenses | | | | | | | |
| A1. Faculty Director Expenses | Amount | # Faculty | TOTAL | | | | |
| Salary & Benefits #1 | | | | | | | |
| Salary & Benefits #2 | | | | | | | |
| Transportation - Air | | | | | | | |
| Transportation - Local | | | | | | | |
| Accomodations | | | | | | | |
| Per Diem | | | | | | | |
| Vaccinations | | | | | | | |
| ID Card | | | | | | | |
| Academic Excursions | | | | | | | |
| Cell Phone(s) | | | | | | | |
| Sim Card/Minutes | | | | | | | |
| Other - | | | | | | | |
| | | | Subtotal A1 | | | | |
| A2. Facility Expenses | | | | | | | |
| Classroom/Studio Space | | | | | | | |
| Library Fees | | | | | | | |
| Computer Lab | | | | | | | |
| Lab/Studio Fees | | | | | | | |
| Office/Equipment | | | | | | | |
| Guides/Translators | | | | | | | |
| Guest Lecturers | | | | | | | |
| Other | | | | | | | |
| | | | Subtotal A2 | | | | |
| A3. Administrative Expenses | | | | | | | |
| Bank Wire Fees | | | | | | | |
| Marketing Expenses | | | | | | | |
| Information Sessions | | | | | | | |
| Logistics Coordinator | | | | | | | |
| Salary | | | | | | | |
| Expenses | | | | | | | |
| Student Marketing Interns | | | | | | | |
| | | | Subtotal A3 | | | | |
| A. TOTAL INSTRUCTIONAL EXPENSES | | | A1 + A2 + A3 | | | | |
| B. Program Expenses | | | | | | | |
| | | | # Students | | | | |
| | | | 0 | | | | |
| B1. Basic Expenses | | | | | | | |
| Airfare (group only) | | | | | | | |
| Accomodations | | | | | | | |
| Breakfast-included | | | | | | | |
| Bus Pass | | | | | | | |
| | | | Subtotal B1 | | | | |
| B2. Orientation | | | | | | | |
| Pre-departure | | | | | | | |
| On-Site & city tour | | | | | | | |
| Other - language parthers | | | | | | | |
| | | | Subtotal B2 | | | | |
| B3. Academic Excursions, Programs | | | | | | | |
| Transportation | | | | | | | |
| Accomodations (included) | | | | | | | |
| Guides | | | | | | | |
| Other-gratuities | | | | | | | |
| | | | Subtotal B3 | | | | |
| B4. Group Events | | | | | | | |
| Welcome Party | | | | | | | |
| Farewell Party | | | | | | | |
| Group Meals (3x) | | | | | | | |
| Other | | | | | | | |
| | | | Subtotal B4 | | | | |
| B5. Other | | | | | | | |
| EA Emergency Fund | | 50 | | | | | |
| | | | Subtotal B5 | | | | |
| Sub-Total Program Expenses | | | B1+B2+B3+B4+B5 | | | | |
| Bank Card Fee at 2% | | | | | | | |
| TOTAL PROGRAM EXPENSES | | | | | | | |
| | | | | | TUITION BALANCE | | |
| | | | | | PROGRAM FEE BALANCE | | |
| | | | | | OTHER BALANCE | | |

Last Updated: March 2006

Contract #

INTERNATIONAL PARTNERSHIP AGREEMENT

**PROGRAM NAME
FACULTY-LED PROGRAM AGREEMENT**

**Between
PROVIDER – LOCATION**

**And
WASHINGTON STATE UNIVERSITY – PULLMAN, WA**

This AGREEMENT (AGREEMENT) is made and entered into by and between PROVIDER (ACRONYM) and WASHINGTON STATE UNIVERSITY (WSU).

IT IS THE PURPOSE OF THIS AGREEMENT to conduct an **EDUCATION ABROAD PROGRAM**. The DEPARTMENT (COLLEGE) will work in conjunction with ACRONYM who can provide all services for this program in LOCATION. In no event do the parties intend to create under this AGREEMENT any separate legal or administrative entity.

THEREFORE, IT IS MUTUALLY AGREED THAT:

Article I: STATEMENT OF WORK

A. DUTIES OF WASHINGTON STATE UNIVERSITY

Under this AGREEMENT, WSU agrees to perform the following services and/or provide the following personnel, equipment, materials, and otherwise do the following things that are necessary for and incidental to the performance of this AGREEMENT.

1. WSU will offer a faculty-led program entitled PROGRAM NAME for WSU students. WSU shall provide a WSU Faculty Director to accompany the students. Each participating student will complete the Education Abroad application process based on the terms and conditions of this AGREEMENT.
2. WSU will offer the PROGRAM from DATES, in this manner:

| | |
|------------------------|---|
| Depart U.S.: | Individual departures no later than XXX |
| Arrive LOCATION: | XXX |
| Program classes begin: | XX |
| Last day of classes: | XXX |
| Depart LOCATION: | XXX |
| Program duration: | XXX days |
3. WSU will recruit at least NUMBER (XX) students for the PROGRAM NAME program. WSU will confirm the exact number of students on or before CONFIRM DATE.
4. WSU will have full control of all academic matters including PROGRAM admission and enrollment requirements. WSU will coordinate all academic matters through FACULTY DIRECTOR NAME, TITLE, DEPARTMENT. WSU will coordinate all contractual obligations through Candace Chenoweth, Assistant Director, WSU Education Abroad. Contact information is provided in Article XXX.

5. WSU will ensure that all WSU student participants are covered by a student accident and sickness insurance policy that covers participants outside the U.S. for the duration of the PROGRAM and includes 24-hour emergency assistance service, medical evacuation, and repatriation of remains. WSU will encourage students to acquire trip cancellation insurance.

B. DUTIES OF PROVIDER

Under this AGREEMENT, ACRONYM agrees to perform the following services and/or provide the following personnel, equipment, materials, and otherwise do the following things that are necessary for and incidental to the performance of this AGREEMENT. ACRONYM will accommodate a maximum of NUMBER (XX) students per PROGRAM cohort.

1. TRANSPORTATION:

- a. ACRONYM will consistently utilize the safest and most reliable transportation (bus and plane) for WSU-sponsored travel. The companies are to be selected based on their prior safety records, insurance coverage and, as appropriate, a well-established relationship with ACRONYM. Other considerations would include the administrative responsiveness of the transportation company, availability, and the cost of the services. All tour or bus operators utilized for PROGRAM excursions must be licensed.
- b. ACRONYM will meet the WSU students at the CITY airport at a time and date determined no later than one month in advance of the date. ACRONYM will provide transportation (coach or public transportation) to the students' housing. Students traveling independently will be responsible for meeting the ACRONYM representative at LOCATION at the determined time and date.
- c. ACRONYM will provide transportation (coach or public transportation) from the students' housing to the XXX airport at the end of the PROGRAM at a time and date determined no later than one month in advance of the date.

2. STUDENT HOUSING:

- a. ACRONYM will provide student housing accommodations in an area(s) deemed safe in the opinion of the faculty director and/or program provider and as close as possible to the classroom facilities. The same attentiveness is to be given to the arrangement of lodging during PROGRAM excursions. Hotels or hostels are to be selected based on their proximity to the sites to be visited as well as the security of the area in which the accommodations are located. To the extent possible, ACRONYM should utilize hotels/hostels with interior- rather than exterior-entry doors.
- a. If housing is known: ACRONYM will provide accommodations at the XXX hotel/apartment/home stay, etc. located at: ADDRESS. Housing should be in a area considered to be safe and within a reasonable distance from Apartments (hotel, whatever) will be equipped with kitchens, beds, desks, tables, chairs, dishes, utensils, linens, and lamps for two (2) students (linens. Each apartment (hotel, whatever) will have its own kitchenette and bathroom.
- b. Students may arrive at their apartments no earlier than DATE, and must vacate their apartments no later than DATE. Students arriving earlier or departing later will be responsible for any additional housing arrangements and costs. Students will be responsible for any damages they cause to their apartment or its furnishings.

3. ORIENTATION:

- a. Within two (2) days of arrival, ACRONYM will provide an orientation to the students covering:
 1. General information including banking/money services, safety, use of country's medical facilities, telephones, location of U.S. consulate/embassy, etc.;
 2. Academic system and expectations at SCHOOL NAME;
 2. Housing matters including use of appliances, escape routes and procedures, quiet hours, damages, etc.;
 3. Emergency contact information and procedures; and
 4. Full orientation packet (maps, information, guides) for each participant.

APPENDIX TEMPLATES

- b. ACRONYM will assist all WSU PROGRAM participants (faculty and students) with registering with the U.S. Consulate in CITY located at ADDRESS, Telephone XXX, Fax: XXX. Hours: times of operation.
- c. ACRONYM will be available throughout the PROGRAM to respond to general student inquiries and/or concerns with housing, personal safety, health care, banking, excursions, and other aspects of the program.
- d. ACRONYM will provide WSU Education Abroad with a sample of program related flyers, maps, and other orientation materials no later than DATE, to be used for recruitment and orientation purposes.

4. CLASSROOM FACILITIES AND TEACHING STAFF:

- a. ACRONYM will conduct classes at UNIVERSITY, ADDRESS. ACRONYM's professional teaching staff will teach all UNIVERSITY courses.
- b. ACRONYM will offer the following classes to WSU students: XXX.

5. EXCURSIONS & CULTURAL EVENTS:

- a. ACRONYM will arrange the following PROGRAM excursions:

| * Denotes a professional guide will guide tour. | | | |
|---|------|-----|-------------|
| Transportation | Date | Day | Destination |
| | | | |
| | | | |
| | | | |

- b. ACRONYM will arrange the following optional excursion at a cost of \$XXX/participant:

| * Denotes a professional guide will guide tour. | | | |
|---|------|-----|-------------|
| Transportation | Date | Day | Destination |
| | | | |
| | | | |

- c. In the event that a scheduled visit or excursion must be canceled due to unforeseeable events, ACRONYM will provide an alternate venue or activity in consultation with the WSU Faculty Director. If a replacement can not be scheduled, ACRONYM will provide a refund to students.
- d. Students who do not participate in any scheduled events will not receive a refund.
- e. ACRONYM will pay for the cost of the WSU Faculty Director's transportation, accommodations, and entries on all program-related field trips.

6. FACULTY HOUSING AND OFFICE/TEACHING FACILITIES:

- a. ACRONYM shall provide a furnished, two-bedroom apartment for the WSU Faculty Director with kitchen and private bath. Ideally this unit will have a good-sized, full kitchen and larger dining room that can accommodate large groups for meals. Faculty may arrive at their apartment no earlier than DATE, and must vacate their apartments no later than DATE.
- b. ACRONYM will make available, at no cost, a cellular telephone for the WSU Faculty Director. ACRONYM will pay for all PROGRAM related telephone calls made from the cellular phone. ACRONYM will not pay for any personal telephone calls made from the cellular phone; the WSU Faculty Director must pay for those calls.
- c. ACRONYM will provide the WSU Faculty Director with access to copy equipment and a fax machine. ACRONYM will provide the WSU Faculty Director with Internet access for up to ten hours per week, total, at no additional cost.

- d. ACRONYM will provide the WSU Faculty Director with one two-hour block of classroom/meeting space per week for student meetings. The classroom should be large enough to accommodate all students.

Article II. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this AGREEMENT shall commence on DATE (COMMENCEMENT DATE), and be completed on DATE (TERMINATION DATE), unless terminated sooner as provided herein.

Article III. PROGRAM ADMINISTRATION

A. LICENSING:

ACRONYM agrees to provide WSU with written documentation that ACRONYM is a licensed/registered agency authorized to provide services in COUNTRY (COUNTRIES) and is in compliance with all the appropriate laws of COUNTRY/IES governing the provision of ACRONYM services.

B. PROGRAM COSTS:

Financing shall be as provided by law. The parties have estimated that the cost of accomplishing the work of this AGREEMENT is XXXX per student in U.S. dollars. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for services shall be based on the following rates and in accordance with all the terms of this AGREEMENT.

- 1. ACRONYM shall bill WSU a total of COST per student to participate in this PROGRAM. PROGRAM cost includes: list... student accommodation in CITY/CITIES; ground transportation to and from the XXXX airport; all courses; and mandatory PROGRAM excursions. ACRONYM will bill WSU on the following schedule.

| | | |
|----------------|------|--------------------|
| First Payment: | DATE | AMOUNT per student |
| Final Payment: | DATE | AMOUNT per student |

- 2. Students will make payments to WSU for transmittal to ACRONYM according to the payment schedule.

| | | |
|----------------|------|--------|
| First Payment: | DATE | AMOUNT |
| Final Payment: | DATE | AMOUNT |

- 3. Any student(s) who has not paid in full by DATE will not be allowed to participate in the PROGRAM.

C. PAYMENT:

- 1. Education Abroad Office will make payments to ACRONYM by check/wire on the following schedule:

| | | |
|----------------|------|--------------------|
| First Payment: | DATE | AMOUNT per student |
| Final Payment: | DATE | AMOUNT per student |

- 2. ACRONYM's bank information is as follows:

Bank:
 Account:
 Bank Routing #:
 Account #:

D. REFUNDS:

The refund policy will be as stated below:

- 1. If a student withdraws from the PROGRAM prior to DATE, WSU and ACRONYM will make every effort to provide a refund of all *uncommitted* funds; however there should be no expectation of a refund.

APPENDIX TEMPLATES

2. If a student is forced to withdraw from the PROGRAM for personal, documented medical reasons (related only to student or immediate family member's health, including a death in immediate family) after DATE, ACRONYM will make every effort to provide a full refund of uncommitted funds, less a 25% processing fee, however there should be no expectation of a refund.
3. After DATE, if a student is forced to withdraw from the PROGRAM for any non-medical reason, ACRONYM will not provide any refund to the student.
4. In the event that a student is dismissed from the PROGRAM for any violation of the student conduct code, ACRONYM or WSU will not provide any refund to the student.
5. In the event that WSU should be forced to cancel the PROGRAM prior to DATE, WSU is under no fee obligation to ACRONYM.

E. CRISIS MANAGEMENT:

1. If, prior to the start of the PROGRAM, the U.S. State Department issues a travel warning advising U.S. citizens to refrain from travel to CITY, ACRONYM and WSU would work together to relocate the PROGRAM, if possible, or to reschedule the PROGRAM. If alternative arrangements cannot be made, and the PROGRAM is cancelled, WSU and ACRONYM would work together to refund all fees paid to the extent possible.
2. If, after the PROGRAM has begun, the U.S. State Department issues a travel warning advising U.S. citizens to leave CITY, ACRONYM will assist WSU in every way possible in the safe and timely evacuation of the WSU faculty and students. In this event, ACRONYM will make every effort to maintain twice-daily contact with the WSU Education Abroad Office to report on the health and safety of the WSU participants.
3. If participants were evacuated as described in section E2 above, ACRONYM would provide a pro-rata rebate of fees paid for the proportion of the PROGRAM not completed, less a 25% processing fee and any costs incurred to evacuate the participants. All participants would be responsible for their own return flight costs.
4. If the event of cancellation of the PROGRAM and participant evacuation, participants not wishing to return to their home will be required to sign a release of liability assuming full responsibility for their decision not to comply with WSU and ACRONYM's recommendation to evacuate and U.S. State Department Travel Warnings.

F. PROBLEM RESOLUTION:

1. ACRONYM and the WSU faculty director(s) agree to meet weekly to discuss the PROGRAM including academics, housing, excursions, health and safety, and other aspects of the PROGRAM. Both parties agree to notify the other party of any complaint(s) received relating to academic issues or to student health, safety, general welfare, or conduct within 24 hours of receiving such complaint.
2. The WSU Faculty Director agrees to e-mail a report summarizing action taken relating to academic issues or to student health, safety, general welfare, or conduct issues to the WSU Education Abroad Office within 24 hours of the action taken.
3. In the case of a medical emergency, ACRONYM immediately will provide all appropriate assistance.
4. ACRONYM will provide a final evaluation of the PROGRAM to the Education Abroad office no later than DATE.

G. DISCRIMINATION and SEXUAL HARASSMENT:

1. ACRONYM agrees to abide with WSU policies pertaining to discrimination and sexual harassment as published on the WSU web site at:

www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm

2. ACRONYM and the WSU faculty director immediately will remove any PROGRAM participant from any situation construed by the student, faculty member or ACRONYM as involving sexual harassment.
3. ACRONYM will immediately report any incidents deemed to be in violation of policies identified in G1 to the WSU faculty member, who in turn will report to the WSU Education Abroad office.

H. INSURANCE:

1. ACRONYM will maintain liability insurance coverage during the term of this Agreement with \$1,000,000 as the minimum underlying limit of liability (combined for both bodily injury and property) per incident.
2. ACRONYM agrees to provide WSU with a certificate of insurance clearly indicating the company providing such coverage by DATE. ACRONYM further agrees to add WSU as an additional insured party under its liability insurance coverage. Such coverage shall be primary and non-contributory. ACRONYM shall notify WSU immediately if for any reason, including cancellation, suspension, or reduction in coverage, the full amount of this insurance is not in effect at any relevant time.

Article IV. RECORDS MAINTENANCE

The parties to this AGREEMENT shall each maintain books, records, documents, and other evidence that sufficiently and properly reflects all performances of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Washington State Office of the State Auditor, and federal officials so authorized by law. Access to all WSU student records is subject to the Family Educational Rights and Privacy Act (FERPA) procedures. Requests related to access of any WSU student records must be made in writing to the WSU Registrar's office. All books, records, documents, and other material relevant to this AGREEMENT will be retained for six (6) years after expiration of this AGREEMENT and the Washington State Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of this material during this period.

Records and other documents, in any medium, furnished by one party to this AGREEMENT to the other party will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that record and documents provided by the other party are not erroneously disclosed to third parties.

Article V. RIGHTS IN DATA

Any data that originates for this AGREEMENT shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by WSU. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

Article VI. AGREEMENT ALTERATIONS AND AMENDMENTS

This AGREEMENT may be amended upon the mutual consent of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

Article VII. TERMINATION FOR CONVENIENCE

Either party to this AGREEMENT may terminate with at least two (2) months written notice prior to the beginning of the school term. If this AGREEMENT is so terminated, the parties shall be liable for only for performance rendered or costs incurred in accordance with the terms of the AGREEMENT prior to the effective date of termination. Neither party to this AGREEMENT shall jointly acquire, hold or dispose of any property used in this undertaking. Unless the parties agree in writing otherwise, all property shall belong to the party that acquires it.

APPENDIX TEMPLATES

Article VIII. TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this AGREEMENT, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) working days. If the failure or violation is not corrected within this time, this AGREEMENT may be terminated immediately upon written notice of the aggrieved party to the other. Should this occur, the disposition of any property shall be as provided above in the section entitled Termination.

Article IX. DISPUTES

In an event that a dispute arises under this AGREEMENT, the parties shall first try to resolve it themselves. If those efforts are unsuccessful, a Dispute Panel shall decide the matter in the following manner. Each party to this AGREEMENT shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall determine their own process to resolve the dispute and shall review the facts, AGREEMENT terms, and applicable statutes and rules to make a determination of the dispute. The determination of the dispute shall be final and binding on the parties. Either party may enforce the decision of the Dispute Panel in a Washington State court.

Article X. GOVERNANCE

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of the AGREEMENT shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this AGREEMENT, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. applicable state and federal statutes and rules;
2. statement of work; and
3. any other provisions of the AGREEMENT, including materials incorporated by reference.

Article XI. ASSIGNMENT

The work to be provided under this AGREEMENT, and any claim arising hereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

Article XII. WAIVER

A failure by either party to exercise its rights under this AGREEMENT shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this AGREEMENT unless stated to be such in a writing signed by an authorized representative of the party, attached to the original AGREEMENT and incorporated by reference.

Article XIII. SEVERABILITY

If any provision of this AGREEMENT or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this AGREEMENT so long as they can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of the AGREEMENT. To this extent, the provisions of this AGREEMENT are declared to be severable.

Article XIV. ALL WRITINGS CONTAINED HEREIN

This AGREEMENT contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this AGREEMENT shall be deemed to exist or to bind any of the parties hereto.

Article XV. INDEMNIFICATION

Each party to this AGREEMENT shall be responsible for its own acts and/or omissions and those of itself, its officers, employees, and agents. No party to this AGREEMENT shall be responsible for the acts or omissions of those not a party to this AGREEMENT.

Article XVI. INDEPENDENT CAPACITY

The officers, employees and agents of each party who are engaged in the performance of this AGREEMENT shall continue to be the officers, employees or agents of that party and shall not be considered for any purpose to be officer, employees or agents of the other party.

Article XVII. AGREEMENT MANAGEMENT

The AGREEMENT MANAGER for each of the parties shall be responsible for the daily operation of this AGREEMENT. These AGREEMENT MANAGERS also shall be the contact people for all communications and billings regarding the performance of this AGREEMENT. All notices required to be served upon either party shall be served by register or certified mail and a return receipt requested.

WASHINGTON STATE UNIVERSITY

ACRONYM

 NAME Date
 Faculty-led Programs Specialist
 WSU Education Abroad, International Programs
 PO Box 645110
 Pullman, WA 99164-5110
 Telephone: 509-335-3188
 Facsimile: 509-335-2677
 E-mail:

 NAME Date
 Title
 Company
 Address
 CITY, STATE
 Telephone:
 Facsimile:
 E-mail:

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT. Each affirms it has been granted the legal authority to sign this document on behalf of the entity for which it is signing.

WASHINGTON STATE UNIVERSITY

ACRONYM

 Robert Bates, Provost Date
 Washington State University

 Name Date
 ACRONYM

PROGRAM NAME
FACULTY-LED PROGRAM AGREEMENT

Between
PROVIDER NAME
And
WASHINGTON STATE UNIVERSITY – PULLMAN, WA

Internal Agreement Form

Richard A. Heath **Date**
Associate Vice President
Office of Business Affairs

Lance LeLoup **Date**
Associate Vice Provost
International Programs

NAME, Dean **Date**
College of XXX

Sheryl Hagen-Zackarison, **Date**
Finance Officer
International Programs

NAME, Department Chair **Date**
School of XXX

Candace Chenoweth, **Date**
Director, Education Abroad
International Programs

NAME, Faculty Director **Date**
Department of XXX

NAME, Finance Officer **Date**
College of XXX

WSU EDUCATION ABROAD

AGREEMENT FOR PROVISION OF HOUSING

THIS AGREEMENT (the “Agreement”) is made and entered into by and between **Washington State University**, an institution of higher education and agency of the state of Washington, in the United States of America (hereafter “Purchaser”), and _____ (**name of company**), with its principal office located in _____ (hereafter “Company”).

IT IS THE PURPOSE OF THIS AGREEMENT to set forth the terms and conditions under which Company shall provide housing to Purchaser.

1. Housing. Purchaser engages Company to provide housing to Purchaser as follows:

1.a. Hostel / Apartment / Home / Home stay / Other (*circle one*) for _____ individuals, from _____, 200__ to _____, 200__, to include the following specific amenities (*please check all that apply*):

- Fully furnished, including bedding, linens, dishes, and utensils
- Furnished, but no bedding, dishes, or utensils
- Unfurnished
- Shared bath
- Private bath
- Locked entry
- Fire extinguishers
- Utilities (electricity, water, sewer, garbage)
- Internet/telephone access
- Close access to public transportation
- Meals (breakfast / lunch / dinner) (*circle all that apply*)
- [add as needed]

1.b Housing shall be available to Purchaser at _____ a.m./p.m. on the first date set forth above. Purchaser shall surrender the Housing to Company at _____ a.m./p.m. on the last date set forth above.

1.c Keys for the housing listed above will / will not (*circle one*) be issued. If keys are issued, the individual student(s) and faculty member(s) to whom the keys are issued will bear the cost of replacing. The charge for each replacement key will be _____ in _____ (specify currency).

1.d Security and Personal Property of Purchaser. Appropriate security for the housing and personal property of Purchaser will / will not (*circle one*) be provided by Company.

APPENDIX TEMPLATES

2. **Payment Terms.** Purchaser shall pay Company the following:
- 2.a. The total sum listed below will be payable to Company on or before _____, 200__:
- TOTAL SUM of: _____ in _____ (specify currency).
- OR
- PER PERSON SUM of: _____ in _____ (specify currency).
3. **Warranties of Company.** Company warrants the following:
- 3.a. That it maintains its facilities and equipment in proper and safe working condition and carries all required safety equipment on site;
- 3.b. That it possesses the necessary licenses and permits to conduct its business in this locale;
- 3.c. That it complies with all applicable laws and regulations in the operation of its facilities and business.
4. **Insurance.** Company shall maintain during the term of this Agreement general liability and property insurance in such amounts as are approved by Purchaser prior to the services being rendered. Upon request, Company shall provide Purchaser with a certificate evidencing such insurance is currently in place.
5. **Hold Harmless.** Each party to this Agreement shall be responsible for its own acts and omissions and those of its officers, employees and agents. Neither party shall be responsible for the acts and omissions of those not a party to this Agreement.
6. **Termination.** Either party may terminate this Agreement for cause. For cause shall be defined as the default of either party in fulfilling any of the terms of this Agreement. If such termination occurs, the parties shall only be liable for performance rendered and fees incurred prior to the date of such termination.
7. **Disputes.** In an event that a dispute arises under this Agreement, the parties shall first try to resolve it themselves. If those efforts are unsuccessful, a Dispute Panel shall decide the matter in the following manner. Each party to this Agreement shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall determine their own process to resolve the dispute and shall review the facts, Agreement terms, and applicable statutes and rules to make a determination of the dispute. The determination of the dispute shall be final and binding on the parties. Either party may enforce the decision of the Dispute Panel in a Washington State court.
8. **No Assignment.** Company shall not assign its rights and obligations under this Agreement without the prior written consent of Purchaser.
9. **Acts of Nature.** In the event of acts of nature or severe weather beyond the control of either party which prevents Company from rendering the transportation services, the parties shall be released from all obligations under this Agreement. In the alternative, the parties may mutually choose to reschedule the services for another date and time convenient to the parties.

10. **Entire Agreement.** This Agreement represents the entire agreement between the parties, and no other understandings, oral or otherwise, shall be deemed to exist or bind the parties hereto.

11. **Signatures.** The parties affirm that the individuals signing below have signature authority to bind their respective party, and by their signature, confirm that they have read and understood the terms and conditions of this Agreement and agree to comply with the same.

Washington State University
 “Purchaser”

_____”
 “Company”

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Company Contact Information (required):

Name of Company: _____

Street Address of Company: _____

City, State, Country: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Web Address: _____

**Contracting for Charter Transportation Services
For a WSU Faculty-Led Program**

TO: Faculty-Led Program Directors
FROM: Candace Chenoweth, Director, Education Abroad
DATE: October 11, 2005
SUBJECT: Contracting for Charter Transportation Services

Faculty members arranging private transportation services for a faculty-led study abroad program are required to follow procedures developed by the WSU Business Affairs Office in cooperation with the Attorney General. These procedures are outlined below. *Note: These procedures are not required when arranging group travel on mass transit systems or in licensed/registered taxi cab services.*

1. Faculty member notifies the Education Abroad Office that he/she will need to contract for transportation services for his/her faculty-led study abroad program.
2. Education Abroad secures signature authority from Business Affairs for faculty member to sign contracts for charter transportation services.
3. Faculty member identifies necessary transportation services to include date and time of trip(s), destination(s), mode of transportation, approximate number of participants, and approximate distance(s).
4. Faculty identifies company(s) in overseas location qualified to provide services. (See #7 below.)
5. Faculty member requests written bid for transportation services from qualified company(s). Bid must outline information included in #3 above for each trip.
6. Faculty reviews bids and selects company(s).
7. Faculty member confirms the following (using this form), attaches one form to each signed contract, and returns contract(s) with form to Education Abroad.

Prior to executing the attached template transportation contract with a private charter company, I, _____ (faculty name) have confirmed the following information for _____ (name of charter transportation company) as indicated by checking all boxes below:

- Company is licensed to provide transportation services in _____(country).**
- Company uses only trained operators.**
- Company has liability insurance in force.**
- Company has good reputation and safety record.**

Signed: _____ **Date:** _____

WSU EDUCATION ABROAD AGREEMENT FOR CHARTER TRANSPORTATION SERVICES

THIS AGREEMENT (the “Agreement”) is made and entered into by and between **Washington State University**, an institution of higher education and agency of the state of Washington, in the United States of America (hereafter “Purchaser”), and _____ (**name of company**), with principal offices located in _____ (hereafter “Company”).

IT IS THE PURPOSE OF THIS AGREEMENT to set forth the terms and conditions under which Company is hired to provide charter transportation services to Purchaser.

1. **Transportation Services**. Purchaser hires Company to provide all of the following to Purchaser:

1a. Bus / boat / plane (*circle one*) charter transportation services for approximately ____ individuals, to travel from _____ to _____, a distance of approximately ____ miles / kilometers (*circle one*), including / not including a return trip (*circle one*).

1a1. Period of Performance. Company shall provide the requested transportation on _____, 200__, anticipates the trip will take approximately ____ hours, and is scheduled to commence at _____ a.m. / p.m. (*circle one*). The transportation shall be available for boarding by Purchaser at least _____ minutes prior to the scheduled departure time.

1b. Bus / boat / plane (*circle one*) charter transportation services for approximately ____ individuals, to travel from _____ to _____, a distance of approximately ____ miles / kilometers (*circle one*), including / not including a return trip (*circle one*).

1b1. Period of Performance. Company shall provide the requested transportation on _____, 200__, anticipates the trip will take approximately ____ hours, and is scheduled to commence at _____ a.m. / p.m. (*circle one*). The transportation shall be available for boarding by Purchaser at least _____ minutes prior to the scheduled departure time.

1c. Bus / boat / plane (*circle one*) charter transportation services for approximately ____ individuals, to travel from _____ to _____, a distance of approximately ____ miles / kilometers (*circle one*), including / not including a return trip (*circle one*).

1c1. Period of Performance. Company shall provide the requested transportation on _____, 200__, anticipates the trip will take approximately ____ hours, and is scheduled to commence at _____ a.m. / p.m. (*circle one*). The transportation shall be available for boarding by Purchaser at least _____ minutes prior to the scheduled departure time.

1d. Additional transportation services and period of performances should be listed on an attached sheet following the format above.

APPENDIX TEMPLATES

2. **Payment Terms.** Purchaser shall pay Company the following for each trip listed below:
 - 1a. The total sum of _____ (\$ _____), or _____ (\$ _____), per person up to a maximum of _____ people, payable to Company at the commencement of this trip.
 - 1b. The total sum of _____ (\$ _____), or _____ (\$ _____), per person up to a maximum of _____ people, payable to Company at the commencement of this trip.
 - 1c. The total sum of _____ (\$ _____), or _____ (\$ _____), per person up to a maximum of _____ people, payable to Company at the commencement of this trip.
 - 1d. Additional payment terms should be listed on an attached sheet following the format above.
3. **Warranties of Company.** Company warrants the following:
 - a. that it employs operators who are properly trained in the operation of its equipment and who have acceptable safety records;
 - b. that it maintains its equipment in proper and safe working condition and carries all required safety equipment on board;
 - c. that it possesses the necessary licenses and permits to conduct its business in this locale; and
 - d. that it complies with all applicable laws and regulations in the operation of its equipment and business.
4. **Insurance.** Company shall maintain during the term of this Agreement general liability insurance in such amounts as are approved by Purchaser prior to the transportation services being rendered. Upon request, Company shall provide Purchaser with a certificate evidencing such insurance is currently in place.
5. **Hold Harmless.** Each party to this Agreement shall be responsible for its own acts and omissions and those of its officers, employees and agents. Neither party shall be responsible for the acts and omissions of those not a party to this Agreement.
6. **Termination.** Either party may terminate this Agreement for cause. For cause shall be defined as the default of either party in fulfilling any of the terms of this Agreement. If such termination occurs, the parties shall only be liable for performance rendered prior to the date of such termination.
7. **Disputes.** In an event that a dispute arises under this Agreement, the parties shall first try to resolve it themselves. If those efforts are unsuccessful, a Dispute Panel shall decide the matter in the following manner. Each party to this Agreement shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint an additional member to the Dispute Panel. The Dispute Panel shall determine their own process to resolve the dispute and shall review the facts, Agreement terms, and applicable statutes and rules to make a determination of the dispute. The determination of the dispute shall be final and binding on the parties. Either party may enforce the decision of the Dispute Panel in a Washington State court.
8. **No Assignment.** Company shall not assign its rights and obligations under this Agreement without the prior written consent of Purchaser.
9. **Acts of Nature.** In the event of acts of nature or severe weather beyond the control of either party which prevents Company from rendering the transportation services, the parties shall be released from all

obligations under this Agreement. In the alternative, the parties may mutually choose to reschedule the services for another date and time convenient to the parties.

10. **Entire Agreement.** This Agreement represents the entire agreement between the parties, and no other understandings, oral or otherwise, shall be deemed to exist or bind the parties hereto.

11. **Signatures.** The parties affirm that the individuals signing below have signature authority to bind their respective party, and by their signature, confirm that they have read and understood the terms and conditions of this Agreement and agree to comply with the same.

Washington State University
"Purchaser"

"Company"

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Company Contact Information (required):

Name of Company: _____

Street Address of Company: _____

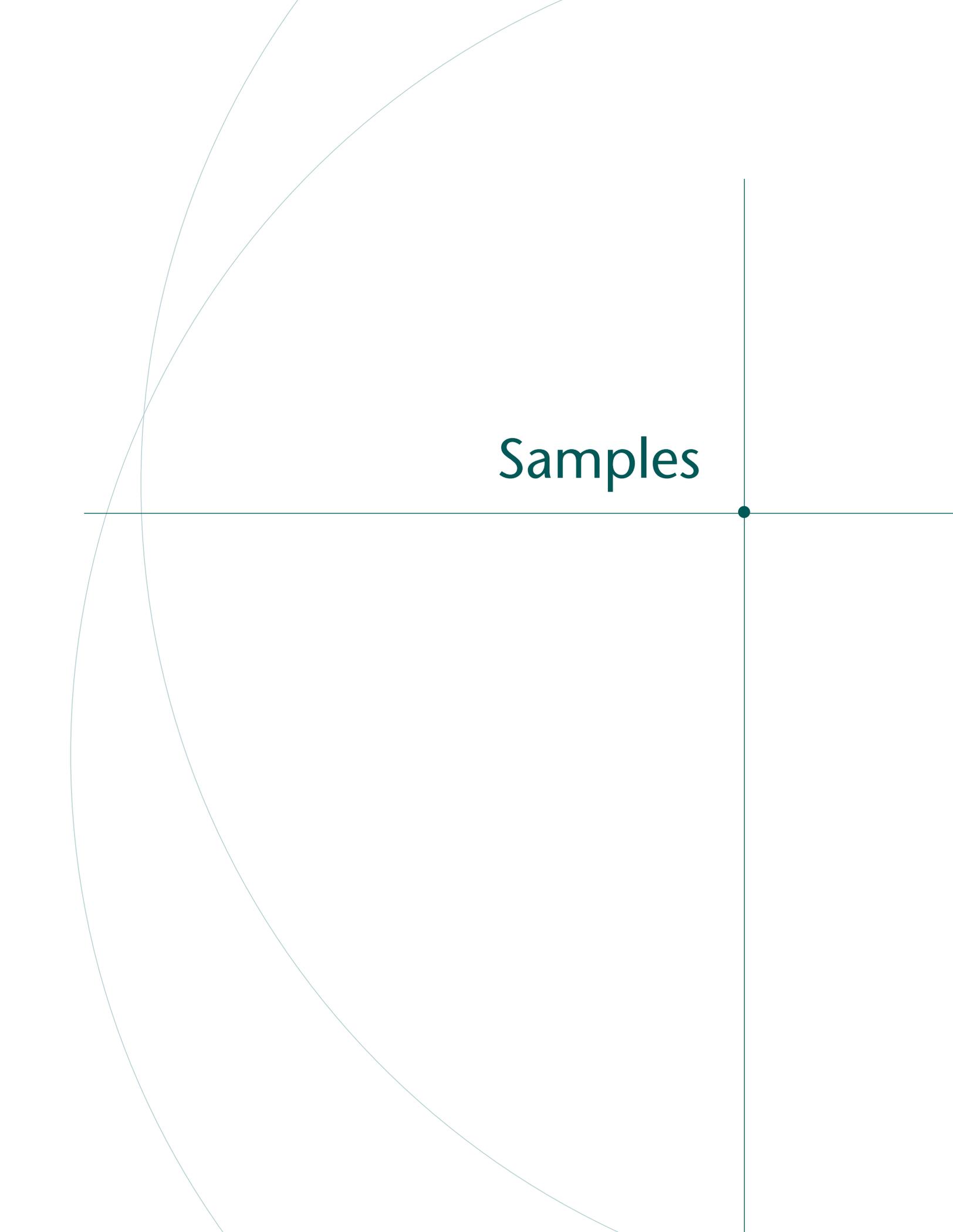
City, State, Country: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Web Address: _____

The image features a minimalist design with teal-colored lines and curves on a white background. A horizontal line and a vertical line intersect at a small teal dot. The word "Samples" is positioned to the left of this intersection. Two large, overlapping circular arcs are visible on the left side of the page, partially cut off by the edge.

Samples

FACULTY-LED PROG

Information Sessions
 Jan 18 and Feb 7
 4:30 in Bryan 116

Fall in Switzerland

COLLEGE OF BUSINESS & ECONOMICS

THE DESTINATIONS

Brig, Switzerland (Valais Canton)

DATES OF PROGRAM

2 October - 15 December 2006

THE PROGRAM

The program is located at the University Center Cesar Ritz (UCCR) in Brig, which lies in the heart of the Swiss Alps. The immediate surroundings of the town offer unequalled beauty and opportunities to relax, whether hiking in the spring or skiing in the winter. UCCR is operated by the Cesar Ritz Colleges and is housed in a college building with facilities of a modern campus. Faculty members from WSU and UCCR will provide course instruction in English (up to 15 credit hours). WSU students and students from UCCR will take classes together.

FOR MORE INFORMATION

Mary Jane Maxwell, Education Abroad, 335-3188
 Dr. David Sprott, College of Business, 335-6896

APPLICATION DEADLINE

7 April, 2006

Early Bird Deposit \$500 due on Feb 15

COURSES

Participants must be certified CBE majors/minors. They will be required to take at least 12 credit hours towards their degrees. WSU Faculty will teach MKTG 360, IBUS 380, and MIS 322. UCCR Faculty will teach a variety of electives, such as FIN 325, MGT 450, MIS 375, Tier III Capstone, various HBM electives, and language instruction in French, German and Spanish. Other courses may be available.

PROGRAM FEE approx. \$5000

The program cost will be determined by the number of participants. The fee includes lodging, most meals, and some excursions. Room and board will include shared housing with another WSU student. Lunch and dinner are included during non-holiday weekdays. Single rooms may be available at an additional cost, depending upon room supply in Brig.

ADDITIONAL COSTS

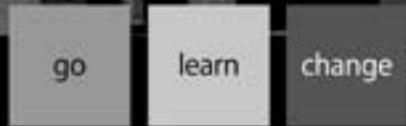
| | |
|------------------------|------------------|
| WSU Tuition..... | (approx) \$2,753 |
| Roundtrip Airfare..... | (approx) \$1,000 |
| Passport fees..... | \$100 |
| Books..... | \$300.00 |

Financial aid available



Education Abroad

Bryan Hall 105 www.ip.wsu.edu/education_abroad



Faculty-Led Education Abroad Program Application:
“Architecture in Italy, 2006”
Faculty Directors: Profs. Alessandra Como and Matthew Cohen

Application Instructions:

- Please complete this application completely and legibly. Keep a copy for your records.
- You are required to have a minimum GPA of 2.5 to participate in this program.
- Several mandatory program specific orientation meetings will be conducted. We will e-mail you the dates.
- The Education Abroad Office will charge you \$22 for the purchase of an International Student Identification (ISIC) Card that offers international health insurance for students.
- Application Questions? Please email Mary Jane Maxwell in Education Abroad at mjmaxwell@wsu.edu.

Application Checklist (Submit materials to the Education Abroad Office, Bryan 105):

- WSU Education Abroad Application
- Program Expense Form (if you plan to use financial aid)
- Participation Agreement
- Liability Form
- Student Conduct Release Form
- Acknowledgement of Health and Safety Risks Form
- Self-Assessment Medical Form
- Copy of Passport photo/signature page
- Education Abroad Scholarship Application (optional)
- ISIC Application with two (2) passport size photos.
- Please keep two copies of all paperwork for your records.

Application Deadline: Dec 1, 2005**Program Fee: Between \$2750.00 - \$3290.00**

- The program costs will be approx \$2750.00 - \$3290.00 depending on participation numbers. The program fee will be determined shortly after the application deadline. The program fee includes: some course materials, lodging, in-country transportation, entrance fees, and excursions.
- This program fee does not include the Education Abroad application fee of \$125.00.
- Students can apply for summer financial aid.

Payment Schedule for Program Fee:

The following charges will be placed on your student account.

- **Dec. 1, 2005** **Program Deposit: \$500.00** **(non-refundable)**
The deposit will be billed to your student account upon acceptance to the program and will be refunded only if the program is cancelled due to low enrollment, or unforeseen circumstances such as health, safety, political, and/or economic risks in the host country. The deposit will not be refunded if the program takes place and you decide not to participate. This is because WSU will incur non-refundable costs prior to your departure.
- **February 1, 2006** **First Payment: \$ 1395.00** (½ of remaining Program Costs, non-refundable)
- **March 1, 2006** **Final Payment: \$1125.00 - \$ 1395.00** (remainder of Program Costs, non-refundable)
- **May 1, 2006** **EA Application Fee: \$125.00** (Refund Policy: \$50 is non-refundable)

Additional Costs:**Students should budget for the following additional costs:**

- 6 undergraduate credits of summer tuition (\$1650.00) or (5 grad credits; \$1675.00).
- Roundtrip airfare to Italy at approximately \$1000.00.
- Passport fees at \$100.00 (if you do not already have one).
- Personal spending money for meals, incidentals, and souvenirs.**

APPENDIX SAMPLES

Washington State University

Education Abroad Application

105 Bryan Hall, PO Box 645110

Pullman, WA 99164-5110; Fax (509) 335-2373

Please **TYPE** or **PRINT CLEARLY**

| | |
|-----------------------|-------|
| Office Use Only | |
| Initials: | Date: |
| Interview: | |
| Faculty Notification: | |
| Faculty Led | |

Program Information

Last Name: _____ First Name: _____ Middle Initial: _____

WSU ID: _____ WSU Campus: _____ WA Resident Non-WA Resident

Program Name: Architecture in Italy

Host Country: Italy Host City: Rome and Florence

Semester: Summer 2006

Program Dates, From: May 14 to June 26, 2006

Personal Information

Current Address: _____

Current Phone:(____) _____ E-Mail: _____

After this date _____ use Permanent Address and Phone below for all correspondence:

Permanent Address: _____

Permanent Phone:(____) _____ E-Mail **Abroad**: _____

Major: _____ Minor: _____ Are you in the Honors College? _____

Student Status: Freshman Sophomore Junior Senior Graduate Professional

GPA: _____ Expected Graduation Date (MM/YY): _____ *Note: If you are graduating upon completion of this Education Abroad Program, please see the EA staff for specific instructions.*

Sex: M F Date of Birth (MM/DD/YYYY): _____

Ethnic Background (optional): Native Am./Alaskan Native Asian or Pacific Islander
 Black (not Hispanic) Hispanic
 White (not Hispanic) Other:

Nation of Citizenship: _____ If non-US, Visa type: _____

Passport Number: _____
*✓ Attach a copy of the photo/signature page.
✓ A valid passport is required for participation in ALL programs and must be valid for a minimum of 6 months after the last day abroad. If you cannot meet this requirement, apply for your passport IMMEDIATELY.*

Do you plan to use Financial Aid? Yes No
Do you receive Scholarships? Yes No *If Yes to either question, please complete the top half of the Program Expense Form.*

Emergency Contacts & Privacy Waiver

The Education Abroad Office defines an emergency as a potential health risk and a medical, natural, social, or political disaster. In order to provide assistance in an emergency, we ask that you provide us with **accurate and continually updated information** for your Emergency Contacts. The EA Office will notify the primary Contact of this designation. You should keep these people informed of the details of your program as well as travel plans before and after your program.

Primary Contact Name(s): _____ Relationship: _____

Day Phone: () _____ Evening Phone: () _____

E-Mail: _____ Secondary E-mail: _____

Address: _____

Secondary Contact Name(s): _____ Relationship: _____

Day Phone: () _____ Evening Phone: () _____

E-Mail: _____ Secondary Email: _____

Address: _____

May the above individuals be contacted to assist with financial and administrative business on your behalf during your study abroad program? Yes No

If your parents are not listed above, may we release information to them? Yes No

By signing this form, I agree to the following:

- ❖ All coursework earned on this program will be posted to my WSU transcript.
- ❖ I am responsible for abiding by the Code of Conduct established for the program.
- ❖ I am responsible for paying all program fees by the stated deadlines.
- ❖ I am responsible for registering for all of the program courses through the Extended University Services campus.
- ❖ All program costs are due in full by March 1, 2006 .

Signature: _____ Date: _____

Program Expense Form

(Complete only if you plan to use financial aid.)

Students must be enrolled full time to receive financial aid (12 semester credits, 6 summer credits).

Last Name: _____ First Name: _____

WSU ID: _____ WSU Campus: _____ WA Resident Undergrad
 Non-WA Resident Grad Student

Program Name: Architecture in Italy

Host Country: Italy Host City: Rome and Florence

Semester: Summer 2006

Program Dates, From: May 14 to June 26, 2006

Prerequisite fee of \$3025.00 for this program attached to Arch 499 (1 credit) Spring 2006

FOR EDUCATION ABROAD OFFICE USE ONLY

| Expense Category | Includes: | Semester: Summer 2006 |
|-------------------------|---------------|-----------------------|
| EA Fee | | \$125.00 |
| WSU Tuition | | \$1650.00 |
| Program Sponsor Fee | | |
| Meals | | \$1200.00 |
| Health Insurance | | |
| Books & Supplies | | \$25.00 |
| Roundtrip Airfare | | \$1000.00 |
| Local Transportation | | \$150.00 |
| Passport & Visa Fees | | \$100.00 |
| ISIC | | \$22.00 |
| Personal/Misc. Expenses | | \$1200.00 |
| | TOTAL: | \$5472.00 |

This form is valid only when signed and submitted by Education Abroad to the Financial Aid Office.

EA Office Signature: _____ Date: _____

Participation Agreement

Please read this agreement carefully and discuss these WSU policies with your Education Abroad Advisor.

I accept, understand, and agree to abide by the conditions of the *Participation Agreement* outlined in this form. If I do not comply with the following conditions, the WSU Education Abroad Office will withdraw approval for my participation.

1. This application is for the WSU Faculty-Led program specified in this Application.
2. I will participate in any and all orientation programs provided by WSU and the in-country program consultant, and will be held responsible for the information presented there.
3. I will provide the Education Abroad Office with a copy of my passport before leaving on the program.
4. WSU and the in-country program consultant reserve the right to modify, change, alter and/or cancel the program, classes, schedules, and/or itineraries based on unforeseen circumstances such as health, safety, political, and/or economic risks at the study site. If my program is terminated or modified, WSU is not liable for nonrefundable travel costs.
5. My placement may be terminated early by WSU if I fail to attend classes, fail to maintain minimum academic standards as defined by WSU, or am found in violation of the laws or regulations of my host country or institution.
6. If I decide not to participate in the program, I will inform the Education Abroad office and the program sponsor **in writing** of my decision as soon as possible.
7. If I owe money to WSU or the in-country program consultant, WSU will withhold my transcript until I pay all debts in full.
8. I am required to purchase the International Student Identity Card (ISIC), which includes health insurance and assistance benefits for travel outside of the United States. **Important:** ISIC insurance is the minimum recommended coverage for international travel. WSU highly recommends that all students consider purchasing a comprehensive medical and travel insurance policy that includes coverage for: basic medical expenses for injury or sickness; supplemental major medical expenses; accidental death and dismemberment; medical evacuation; a family member or close friend bedside visit if hospitalized abroad; and repatriation of remains.
9. WSU is not liable to me for benefits and services provided by the in-country program consultant. I also understand that it is my responsibility to obtain information about my program and to correct any inadequacies of my program.
10. In the case of a potential health risk or a medical, natural, social, or political disaster, the Education Abroad Office will consider any and all communication with my emergency contact(s) as internal communication.

REFUND POLICY

11. If I cancel my participation in the program before the first payment is due, only 50% of my deposit will be returned to me.
12. If I cancel my participation in the program after the first payment is due, I understand that because of necessary program costs prior to departure, a refund will not be returned to me unless the program is full and a student from a wait list can take my space and has paid the deposit and payments for the program.
13. \$50 of the **application fee** is non-refundable. If I cancel my placement after the application fee due date, I will forfeit all of my WUS application fee(s).

Signature: _____ **Date:** _____

Liability Form

Washington State University (WSU) is unable to control risks associated with Education Abroad.
For this reason, WSU requires all Education Abroad participants to sign this form.

I understand that international travel and study present problems and risks, including disease, accidents or other special hazards endemic to the country of study. Foreign countries have different medical, governmental, legal and regulatory structures that may impose different civil duties upon their citizens and guests.

Therefore, in return for being permitted to participate in the Architecture in Italy 2006 program, I agree to the following terms and conditions:

1. I assume the risk of foreign study and travel. I release and hold harmless Washington State University and its officers, agents and employees from any liability whatsoever, including actions for damages and costs, related to my participation in the above program.
2. I am required to purchase the International Student Identity Card (ISIC), which includes health insurance and assistance benefits for travel outside of the United States. **Important:** ISIC insurance is the minimum recommended coverage for international travel. WSU highly recommends that all students consider purchasing a comprehensive medical and travel insurance policy that includes coverage for: basic medical expenses for injury or sickness; supplemental major medical expenses; accidental death and dismemberment; medical evacuation; a family member or close friend bedside visit if hospitalized abroad; and repatriation of remains.
3. I hereby authorize WSU agents or personnel to secure any necessary emergency medical treatment when I am unable to authorize such treatment. I understand that the treatment shall be at my sole expense and I agree to reimburse WSU for any expenses incurred in securing treatment.
4. I understand that WSU has the right to discontinue my participation if I disregard reasonable directives regarding safety, liability or laws and regulations of the host country and institution, or if I violate WSU conduct regulations. I also understand that the Family Educational Rights and Privacy Act may prevent disclosure of school record and information to my parents in the absence of a waiver of privacy by me.
5. I agree to pay for any arrangements for transportation home as a result of inability to continue the program for any reason including illness, incapacity, family problems or termination from the program because of failure to follow reasonable directives of the program or because of failure to abide by the laws or regulations of the host country or host institution. I will not assert claims for or hold WSU responsible for any costs or losses resulting from illness, accident or other events not within the reasonable control of WSU.
6. I understand and accept that it is my personal responsibility to obtain all visa and required travel documents in order to enter each of the countries on my itinerary. If I am not a U.S. Citizen, I understand that I am responsible for obtaining the correct documentation to re-enter the United States. I understand that WSU is not responsible if I am unable to obtain the necessary travel documents and that I will not be entitled to a refund.
7. I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I have voluntarily signed this document and knowingly assume the risks inherent in the program. The terms of this document shall serve as a release and assumption of risk for my heirs, executor and administrators and for all members of my family.

I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. I acknowledge that this release is a condition precedent to participating in the program and an integral part of said program. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if student is under 18 years of age at time of application)

Student Conduct Release Form

This form must be submitted to the Education Abroad Office with all other application materials. The EA Office will then submit it to the Student Affairs Office. Your signature provides consent for release of this information from the point of application until the program start date. While prior disciplinary history does not necessarily preclude your participation in an education abroad experience, this information is taken into consideration during review and must be submitted in order for you to be evaluated for admission to the program. All information will be kept confidential.

Student's Printed Name: _____ WSU ID: _____

Student's Signature: _____

TO BE FILLED OUT BY THE STUDENT AFFAIRS OFFICE

- This student has not received any disciplinary sanctions.
- This student is not currently under any disciplinary sanction(s), but has been previously sanctioned (please list all violations, actions, and dates):

- This student is currently under the following disciplinary sanction(s):

Additional Comments:

Name & Title (printed): _____

Telephone Number: () _____ E-mail: _____

Signature: _____ Date: _____

Acknowledgement of Health and Safety Risks Form

Name (last, first, middle): _____ WSU ID: _____

Program Sponsor/Name: Architecture in Italy Host Country: Italy

The Education Abroad Office seeks to provide students with information and resources on the potential risks and hazards of living and traveling in a foreign country and on how these may impact your health and safety through thorough advising, our Pre-Departure Orientation program, and our Pre-Departure Handbook.

A certain amount of stress due to culture shock and adjustment, or change in living conditions and facilities is a normal part of every Education Abroad experience. In some cases, however, such stress and adjustment may aggravate disabilities or illnesses that you have had under control at home. WSU and the Education Abroad Office will work with you, to the extent of compliance with the American Disabilities Act (ADA), to arrange accommodations for disabilities.

Upon being accepted to your program, **regardless of destination**, the Education Abroad Office recommends that you make an appointment to visit the International Travel Clinic (a division of WSU Student Health and Wellness). Should you require immunizations or other treatments, you may need to visit a physician up to three months before your date of departure. *Please do not neglect this important aspect of preparing to go abroad.*

Any part of the world can become unsafe due to a medical or natural disaster, social unrest, or political upheaval. Students are reminded to exercise the following precautions:

- ❖ Carry your ISIC card, which includes basic travel insurance, at all times.
- ❖ Purchase adequate supplemental travel and health insurance coverage as deemed necessary.
- ❖ Always travel in pairs or with a group—never alone.
- ❖ Stay in close contact with your education abroad program, your family, and the Education Abroad Office while abroad.
- ❖ Always leave a travel itinerary with your program and host family.
- ❖ Safeguard your money, credit card(s), and passport at all times.
- ❖ Make wise, educated decisions. You wouldn't sleep overnight on a park bench in New York City; don't do it in a foreign country either!
- ❖ Don't call attention to yourself by acting like an "ugly American."
- ❖ Learn and abide by the cultural/social norms in your host country.

I have read the above statement and acknowledge that foreign study and travel may present health and safety problems and other risks. I further acknowledge that WSU's Education Abroad office strongly recommends having a complete physical exam and making any special arrangements for continuing medical care and/or dietary restrictions as deemed necessary prior to my departure for an overseas program. In the event of any emergency I will stay in close touch with my program staff, my family, and the Education Abroad office and follow their advice and recommendations.

Student's Signature: _____ Date: _____

Self-Assessment Medical Form

Name: _____

Program Sponsor/Name: Architecture in Italy

Because study abroad or an exchange program can be both physically and emotionally demanding, we ask you to provide us with a candid evaluation of your health. A certain amount of stress due to culture shock or the change in living conditions and facilities is a normal part of the study abroad or exchange experience. In some cases, however, such stress may aggravate disabilities or illnesses that you have under control at home. With this form we hope to create an awareness of any health issues that you should take into consideration *before* going abroad.

After you have been accepted into a program, we will use this information to guide us in making appropriate arrangements for you while you are abroad. If deemed necessary, we will forward this form to your program sponsor and the Education Abroad office at your host institution to ensure that they can offer you the appropriate accommodations. The information on this form is treated as confidential correspondence.

Instructions: Please read the questions below and indicate either YES or NO.

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 1. | Do you have any pre-existing medical and/or psychological conditions? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | Do you currently receive any treatments or medication on a regular basis? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | Do you have any dietary restrictions? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | Do you have allergies to medication, plants, food, animals, insect stings, etc.? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | Do you have any physical limitations or disabilities? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. | Have you ever had a major illness? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. | Have you ever had a major surgical operation or been advised to have one? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. | Have you ever been hospitalized? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. | Have you ever received treatment for drug or alcohol addiction? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. | Have you ever been treated by a psychiatrist, psychoanalyst, or psychologist for a mental, emotional or nervous disorder? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. | Have you ever had treatment in a mental institution? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. | Do you have any learning disabilities for which you need accommodations? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

APPENDIX SAMPLES

If you answered YES to any of questions 1–12, please explain clearly below:

Are there any concerns regarding your health, family history, or other matters that you would like to discuss with a member of the Education Abroad staff before you depart? YES NO

If yes, please list your phone number and a time when we can contact you.

My phone number is: _____ Best time to call: _____

By signing below, I certify that the above information is true to the best of my knowledge. I also acknowledge the following:

I, and my parents or guardians, agree to release and hold harmless WSU and its employees and agents from any claims arising out of the provision of medical care in my host country.

I understand and agree that this form will be released to my host institution. I also understand and agree that WSU is not responsible for any decisions that the host institution may make based upon information it receives from any source about my physical condition.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor.

Signature of Applicant

Date

Signature of Parent or Guardian (if student is under 18 years of age)

Date

4 Easy Ways to Apply for the ISIC:

Call
1.800.474.8214

Click
www.myISIC.com

Mail
your completed application to:
STA Travel ID Cards
7890 S. Hardy, Suite 110
Tempe, AZ 85284

Visit
your nearest ISIC (Student), IYTC (Youth) (GO25), or ITIC (Teacher) Issuing Office and purchase your card on the spot. Remember, most student travel agencies and study abroad offices issue the cards.

Applications must be submitted with:

- One passport-sized photo (name printed in ink on the back)
- Payment
- Proof of student, faculty, or youth status as described in categories below
- Copy of driver's license, passport, or birth certificate

**ATTACH
PHOTO
HERE**

Terms & Conditions

I hereby certify that this information is true and understand that any false statements on my part may result in forfeiture of all card benefits.

| Applicant's Signature | | Date | |
|-----------------------|---|------|---------------------------------------|
| Card | Proof Requirements | Cost | Validity Period |
| ISIC (Student) | Photocopy of current school ID with academic year validity visible, OR School Declaration with school seal (see form below), OR photocopy of your transcript/report card for current academic year. | \$22 | September 1, 2005 - December 31, 2006 |
| IYTC (Youth) | Photocopy of valid driver's license, burth certificate, OR passport showing you are under 26 years of age at the time of application. | \$22 | One year from date of purchase. |
| ITIC (Teacher) | Photocopy of your faculty ID (showing validity for current academic year) OR letter on school stationary from department chair, school principal, OR other school official verifying faculty status or equivalent during the current academic year. | \$22 | September 1, 2005- December 31, 2006 |

Please read the instructions above before filling out your application. Type or print in clear block letters only.

Please indicate which card you are applying for:
 Student (ISIC) Youth (IYTC) Teacher (ITIC)

School Declaration (Student application only)
 I hereby certify that the applicant is a student at the institution named below during the current academic year and is matriculating towards a diploma or degree.

Personal Information

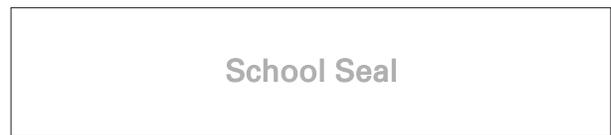
Name (first, last) _____

Registrar's Signature _____

Institution/School Name _____ Expected grad. date (MM/YY) _____

Name of School _____

Date of Birth (i.e. 09/Jun/82) _____ School ID# _____



Address card mailed to: (U.S. addresses only) **Valid** _____

Street _____ Apt. # _____

Payment
 We accept Check or Money Order made payable to **STA Travel**
Credit Card: Visa Mastercard Discover AmEx

City _____ State _____ Zip _____

Card Number _____ Expiration Date _____

Telephone _____ E-mail Address _____

Permanent Address (if different from above)

Cardholder Name _____ Signature _____

Street _____ Apt. # _____

Postage/Handling (you must choose one)
 Standard \$3 - Upon receipt of application, allow 4 wks. delivery.
 Rush \$15 - Send application via express mail. Upon receipt, allow 5-7 business days for delivery.
 Express \$25 - Send application via express mail. Upon receipt, allow 2-4hh business day for delivery.

City _____ State _____ Zip _____

OFFICE USE ONLY

Int'l ID Card # _____ Year _____

P.O. Box addresses may only be used for standard postage
 While every effort will be made to ensure timely delivery, STA Travel is not responsible for cards lost in the mail or delivery service delays.



International Business Institute
College of Business and Economics

Academic Application for "Business in Chiang Mai" Education Abroad Program Summer 2005

First Name: _____

Last Name: _____

Name you wish to be called: _____

E-mail: _____ Phone: _____ Fax: _____

Nationality: _____

Major: _____ Minor: _____ Graduation Date: _____

GPA: _____

Courses remaining before graduation:

What are your strengths? _____

What are your weaknesses? _____

Please describe why are you interested in studying in Thailand. How will you represent WSU as a student at Chiang Mai?

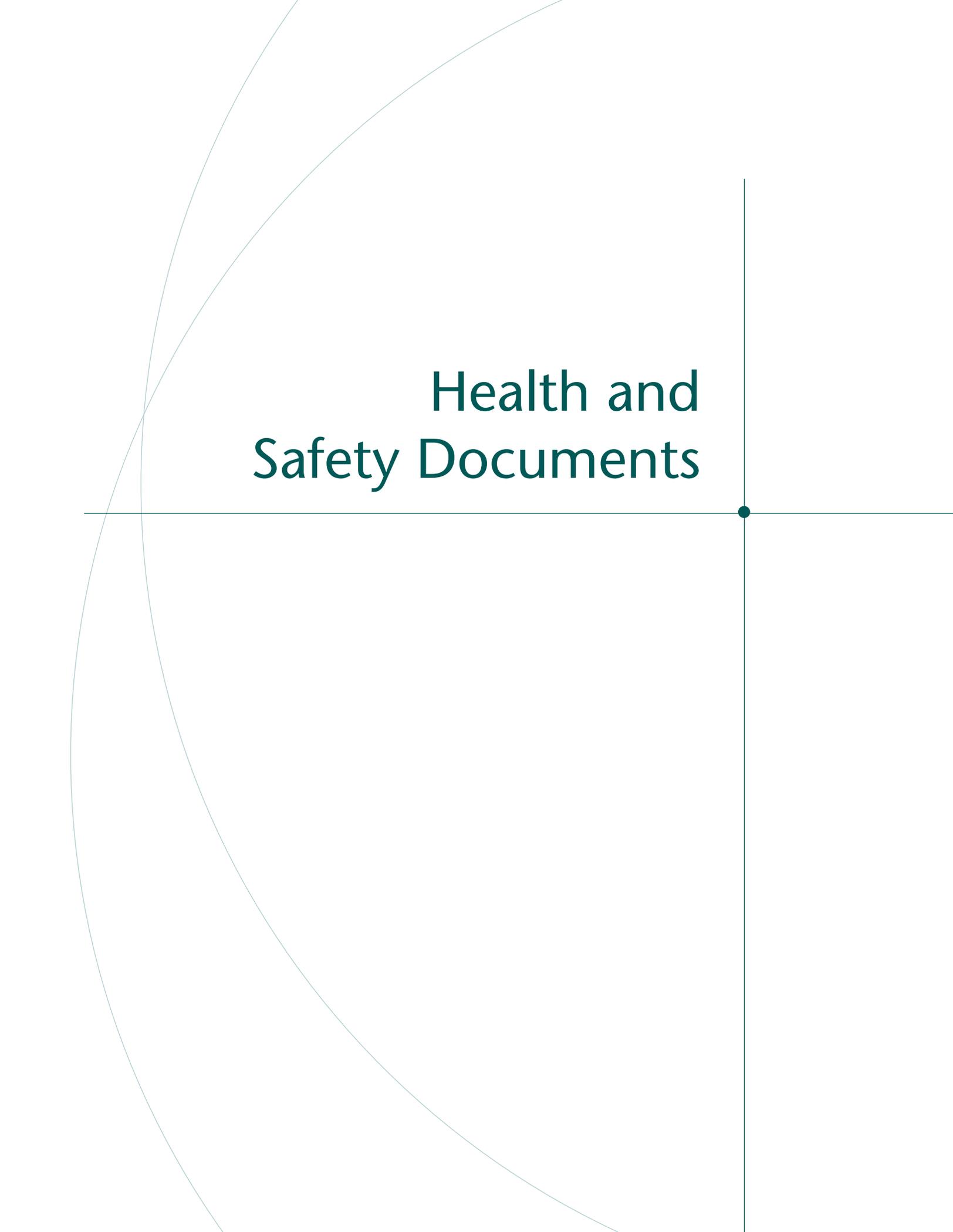
How did you hear about the program? _____

Are you interested in doing an internship after the program in Thailand?

Are you willing to come to all of the orientation meetings (6-10) throughout the spring semester? Yes

No

**For more information: Education Abroad Office
Bryan Hall 105
Web: www.ip.wsu.edu
Phone: 509.335.3188
Fax: 509.335.2373**



Health and Safety Documents

International Student Identity Card (ISIC) Terms and Conditions

All students participating in a faculty-led program will purchase an International Student Identity Card. In addition to providing access to student discounts worldwide the ISIC card offers additional benefits:

EMERGENCY HELP LINE

- Legal assistance: ISIC Help Line operators will refer the student to a local legal advisor and can provide an advance of funds to assist with legal expenses.
- Lost tickets: Operators will help the student over all the hurdles so he/she can keep traveling.
- Emergency message: need to get an emergency message home? The help line will help a student get an emergency message home.
- Student runs out of money: The Help Line can facilitate an emergency cash transfer from family or friends to your bank account or credit card.

INSURANCE BENEFITS SUMMARY

- \$300,000 Emergency Evacuation
- \$25,000 Repatriation of Remains
- \$25,000 Accident Medical Expense (Includes \$500 Emergency Dental Coverage)
- \$5,000 Accidental Death & Dismemberment – Air
- \$1,000 Accidental Death & Dismemberment – All Other
- \$500 Lost Document Replacement (includes your ISIC card)
- \$165 per day Sickness/Hospital Benefit (up to 61 days)
- \$100 Baggage Delay
- \$100 Travel Delay
- Free – Travel Guard Assistance

NOTES ON INSURANCE BENEFITS

- Limits and restrictions do apply. See the Certificate of Insurance for complete details.
- There are no deductibles required for this insurance.
- Pre-existing conditions are not covered.
- Only ISIC, ITIC, and IYTC issued in the United States carry these insurance benefits.
- Insurance coverage is only valid outside of the 50 United States and the District of Columbia.
- ISIC, ITIC, and IYTC cards all provide the same insurance benefits.
- Administered by Insure America and underwritten by AIG American International Group Inc.
- Contact Travel Guard at 1-800-826-7791 to file a claim.

EMERGENCY MEDICAL INFORMATION

- In the event a student requires non-emergency medical care while traveling, he/she should contact ISIC using the destination-specific access number.
- In the event of a medical emergency, contact ISIC immediately at:
 - Travel Guard Assistance at 1-877-370-4742 (ISIC) in the United States.
 - Collect at 1-715-342-4104 if calling from outside the United States.

TO FILE A CLAIM

- ISIC coverage is based on a reimbursement system. Students will need to keep a record of all medical bills and receipts, which should be submitted along with a completed claim form and a copy of their International Identity Card.
- All incidents must be reported within 90 days. Covered expenses will be reimbursed for up to one year from date of injury.
- Initiating a claim is done over the phone. Gather general information about the incident; then call Travel Guard at 1-800-826-7791 (7:00am–4:30pm CT).
- Students will need to provide: ISIC card number, date of card issue, program dates, and location where the ISIC card was issued.

INFORMATION REQUIRED FOR SUBMITTING A CLAIM

- **Baggage Delay Claims:** proof of travel—either a trip invoice with costs, or an itinerary or a copy of airline tickets; list of claimed items; original receipts; and proof of reason for claim such as a copy of the incident report filed with the airline.
- **Medical Expenses Claims:** proof of trip payment—either a copy of canceled check (front and back), or a credit card statement, or a cash receipt, or a paid invoice verifying amount paid for trip and dates of payment; original doctor, hospital, or prescription receipts; explanation of benefits from primary health insurance provider; signed medical authorization form; and pertinent medical records.

Optional Trip Cancellation and Interruption

Students can upgrade ISIC coverage to include optional trip cancellation and interruption coverage. This cover will provide reimbursement of nonrefundable deposits if the student is unable to travel or the trip is cancelled or cut short for unexpected covered reasons such as sickness, injury, weather and so on. Upgrade now!

This document is current as of March 2006 and is provided by the Education Abroad Office as informational only, since policy provisions are subject to change. WSU students and faculty may purchase an International Student (or Faculty) Identification Card at the Education Abroad Office.

International SOS Corporate Medical Service Program Terms & Conditions

MEDICAL EVACUATION AND REPATRIATION SERVICES

Services provided upon request as part of subscription with no additional fees, 24 hours a day, 365 days a year, for traveler calling an SOS alarm center due to a serious medical condition:

- **Evacuation and Repatriation**
 - SOS will arrange and pay for the ordinary and necessary expense of air and/or surface transportation, medical care during transportation, communications and all usual and customary ancillary charges incurred in moving and transporting a member to the nearest hospital where appropriate medical care is available.
 - SOS will arrange and pay for ordinary and necessary expenses to transport the member to his/her home country or country of assignment following a medical evacuation for subsequent inpatient hospitalization or rehabilitative treatment.
- **Companion Ticket**
 - Following a member's medical evacuation, SOS will arrange and pay for the cost of one economy class round trip airfare for a relative or friend to join a traveler who has or will be hospitalized. SOS shall not be responsible for the companion's accommodation costs.
- **Additional Travel Expenses after Medical Evacuation**
 - Following a member's medical evacuation, SOS will arrange and pay for the reasonable and necessary cost for airfare for the traveler to resume his/her trip and/or return to his/her home country or country of assignment.
- **Repatriation of Mortal Remains**
 - SOS will arrange and pay for all reasonable and necessary expenses for transporting the member's mortal remains from the place of death to the member's home country.
- **Transportation of Minor Children**
 - If a member has minor children who are left unattended as the result of a member's injury, illness, or medical evacuation, SOS will arrange and pay the cost of economy class one way airfare for the transportation of such minor children to the member's home country or country of assignment.

MEDICAL ASSISTANCE

Services provided upon request as part of subscription with no additional fees, 24 hours a day, 365 days a year, for traveler calling an SOS alarm center (No serious medical condition required):

- **Emergency and Routine Medical Advice**
 - SOS will arrange for the provision of medical advice over the telephone for any member who is calling an SOS alarm center.
- **Travel Health Information**
 - SOS will provide the subscriber and members access to SOS medical personnel and SOS alarm center network to obtain up-to-date travel health information.
- **Medical and Dental Referrals**
 - SOS will provide the member with names, addresses, telephone numbers, and office hours for physicians, hospitals, clinics, dentists, and dental clinics within the area where the member is located.

- **Out-patient Case Management**
 - SOS will assist member with the arrangement and confirmation of appointments with Medical Service Providers.
- **Assistance with Documentation for Insurance Claim Forms**
 - SOS will assist members in obtaining the necessary documentation for medical insurance claims for care involving SOS services.

TRAVEL ASSISTANCE

Services provided upon request as part of subscription with no additional fees, 24 hours a day, 365 days a year, for traveler calling an SOS alarm center (No serious medical condition required):

- **Legal Referrals**
 - SOS will provide members with names, addresses, and telephone numbers for lawyers or legal practitioners within the area where the member is located.
- **Emergency Message Transmission**
 - SOS will use its best efforts to receive and transmit emergency messages between members and their families.
- **Emergency Translation and Interpreter Services**
 - In the event of an emergency situation, SOS will provide personal telephone translation services and referral to interpreter services through its alarm center network.
- **Lost Document Advice and Assistance**
 - SOS will assist members who have lost important documents (e.g. passport, credit cards) by providing instructions for recovery or replacement.

OTHER SERVICES

The following services are provided and are subject to additional fees and/or reimbursement:

- **Medical Expense Guarantee, Cost Review and Payment, Medical Monitoring**
 - SOS will guarantee and pay as agent for the subscriber all cost associated with a member's in-patient or outpatient medical care. SOS will also medically monitor the member's condition and provide the subscriber's authorized person with medical evaluations of the member's condition and ongoing medical expenses when hospitalized.
- **Dispatch of Medications and Medical Supplies**
 - SOS will, when and where practical and legally permissible, arrange for delivery of medicines, drugs, and medical supplies that are medically necessary for a member's care and treatment but which are not available at or near the member's location.
- **Arrange Ground Transportation and Accommodations for Accompanying Family Members**
- **Advance of Emergency Personal Cash**
- **Special On-Site Translation and Interpreter Services**

This document is current as of May 2004 and is provided by the WSU Office of Risk Management and Insurance and is informational only, since policy provisions are subject to change. WSU faculty and staff may contact the Office of Risk Management to obtain a corporate membership card. This card should be kept with your passport.

APPENDIX HEALTH AND SAFETY

| Basic Supplies & Medications for a Traveler's Medical Kit | | |
|---|--|---|
| Health Need/Problem | Over-the-Counter Medications/Supplies | Prescription Medications |
| Ⓜ Allergic reaction to bees & other stinging insects, food, medications, etc. | Antihistamines- i.e. Benadryl | Consider epinephrine injection kit (Epi-Pen) for history of anaphylactic reactions Antihistamines –Zyrtec, Allegra, etc. |
| Ⓜ Altitude sickness | | Acetazolamide, dexamethazone or nifedipine |
| Ⓜ Athlete's foot &/or jock itch | Antifungal powder or cream (Lotromin, Tinactin, etc.) | |
| Ⓜ Blisters (on feet) | Moleskin to protect areas of friction from shoes | |
| Ⓜ Body temperature evaluation | Oral thermometer- disposable | |
| Ⓜ Constipation | Laxative, stool softener (i.e. Colace) &/or soluble fiber | |
| Ⓜ Contraception | Condoms | Birth control pills and /or birth control devices |
| Ⓜ Cough | Throat lozenges, cough syrups- i.e. Robitussin | Codeine |
| Ⓜ Cuts and scrapes | Skin cleanser, topical antibiotic ointment (Polysporin), Band-aids, sterile 4 x 4 gauze pads, adhesive tape roll, butterfly bandaids | |
| Ⓜ Diarrhea, indigestion | Bismuth subsalicylate (Pepto-Bismol), loperamide (Imodium capsules); Pepto-Bismol, antacid tablets for indigestion | Antibiotics- ciprofloxacin or azithromycin (for bloody diarrhea which is not resolving with over-the counter meds) |
| Ⓜ Emergency contraception | | Emergency contraception pills |
| Ⓜ Eye care | Artificial tears/eyedrops; sunglasses; contact lens solutions if appropriate | Spare pair of eyeglasses or contact lenses. |
| Ⓜ Fever, headache, &/or minor aches and pains | Aspirin, acetaminophen, ibuprofen, naprosyn | |
| Ⓜ First aid, general supplies | Tweezers, scissors, pocket knife, needle and thread, safety pins, matches, flashlight, (Waterproof case or box to contain medical and first aid supplies) | |
| Ⓜ Insect avoidance | Insect repellent lotion/spray containing DEET- skin application(see packet) Insecticide containing permethrin for spray application to clothing, mosquito nets (see packet) | |
| Ⓜ Itching skin from allergy, insect bites, or minor skin irritation (sunburn, contact dermatitis, etc.) | 1% hydrocortisone cream (topical) and antihistamine tablets or capsules (Chlor-Trimeton, Benadryl, etc.) Calamine lotion | |
| Ⓜ Jet lag | Melatonin – See dosage schedule in handout | Zolpidem (Ambien) |
| Ⓜ Malaria prevention | Insect repellent, mosquito netting | Antimalarial medication(s) (chloroquine, doxycycline, mefloquine, or atovaquone/proguanil) |
| Ⓜ Motion sickness | Antihistamine tablets (Dramamine, Bonine, etc.) | Scopolamine patches |
| Ⓜ Nasal congestion due to colds, allergies, or water sports | Decongestants (Pseudoephedrine) and/or antihistamine (Chlor-trimeton, Benadryl, etc.) Nasal spray (Afrin, Dristan, etc.) | Antihistamines –Zyrtec, Allegra, etc. for allergies |
| Ⓜ Nausea and vomiting | Powdered electrolyte mix (Pedialyte, Exceed, IAMAT Oral Rehydration Salts) | Anti-nausea- i.e. Compazine, Phenergan (oral or rectal suppositories) |
| Ⓜ Personal hygiene | Toilet paper, paper tissues, and/or premoistened towelettes; menstrual supplies for women | |
| Ⓜ Skin disinfection & cleansing | Waterless hand cleanser, premoistened towelettes | |
| Ⓜ Skin or soft-tissue infection | Topical ointments- i.e. Polysporin | Antibiotic (dicloxacillin, cephalexin, ciprofloxacin, etc.) |
| Ⓜ Strains, sprains | Elastic bandage roll (ACE Wrap), Aspirin, acetaminophen, ibuprofen, naprosyn | |
| Ⓜ Sun protection | Products (lotion, lip balm) with sunscreen protection factor (SPF) of 8 or greater | |
| Ⓜ Toothache | Dental emergency kit, oil of cloves, dental floss | |
| Ⓜ Water purification | Water purification tablets or filters (see packet) | |
| Ⓜ Urinary tract infection (female) | | Antibiotic (Bactrim/Septra DS, Macrobid, etc.) |
| Ⓜ Urinary tract pain | Azo-standard or UriStat | (Phenazopyridine) Pyridium |
| Ⓜ Yeast Infections | Monistat, etc. | Diflucan |

\\Hws-svr1\forms\HEART\Travel Clinic\Med Kit 2.DOC\03-24-95\Rev. 5-10-05

Sample Action Plan for Health and Safety

Name (last, first,): _____ WSU ID: _____

Washington State University (WSU) takes the health and safety of its students very seriously and strives to provide students with the best preparations possible prior to studying abroad. The Chiang Mai Thailand Business Program faculty and the Education Abroad office strongly recommend that you make an appointment to visit the International Travel Clinic (a division of WSU Student Health and Wellness), well in advance of program departure. Dr. Bruce Wright has presented materials on health risk and required and suggested immunizations or other treatments.

It is your responsibility to follow up on Dr. Wright's recommendations. Please check the actions you will take based on the information provided by Dr. Wright.

- I will visit a physician within the next few weeks and receive immunizations for the following diseases (Please list):

- I have visited a physician and have been immunized for the following diseases (please list):

- I understand the risks involved with not being immunized and still do not feel it necessary to take any further actions.

I have listened to the presentation by Dr. Bruce Wright, Director of Health and Wellness Services at WSU. I acknowledge that WSU's Education Abroad office strongly recommends having a complete physical exam and making any special arrangements for continuing medical care and/or dietary restrictions as deemed necessary prior to my departure for an overseas program. During the Thailand Business Program, I will stay in close touch with my program staff, my family, and the Education Abroad office and in the event of an emergency follow their advice and recommendations.

Student's Signature: _____ Date: _____

WSU Contact Numbers

Education Abroad Office Numbers and E-mail Addresses:

Candace Chenoweth
Director, Education Abroad
509-335-6920
chenow@wsu.edu

Faculty-Led Programs Specialist
509-335-3188

Dr. Lance LeLoup
Associate Vice Provost of International Programs
509-335-2541
lelopu@wsu.edu

Laurie Quiring
Program Support Supervisor
509-335-6204
quiring@wsu.edu

Emergency numbers for International Programs

| | | |
|----------------------------------|--------------------|--------------------|
| Faculty-Led Programs Specialist: | Cell: | Home: |
| Candace Chenoweth | Cell: 208-301-4046 | Home: 208-883-3615 |
| Dr. Lance LeLoup | Cell: 509-339-3779 | Home: 509-334-7562 |

Other Important WSU Offices

| | |
|-----------------------------|--------------|
| Business Affairs | 509-335-5524 |
| Risk Management & Insurance | 509-335-6893 |
| WSU Emergency Number | 509-335-0911 |
| EA Fax Number: | 509-335-2373 |

The page features a minimalist design with teal-colored decorative elements. On the left side, there are two overlapping circular arcs that sweep across the page. A thin teal horizontal line spans the width of the page, intersecting a vertical teal line on the right side. At the point of intersection, there is a small teal dot. The text 'Other Important Documents' is centered in the upper half of the page, positioned above the horizontal line and to the left of the vertical line.

Other Important Documents

It's a Partnership!

PLANNING AND IMPLEMENTING a faculty-led education abroad program is labor intensive. For this reason, the Education Abroad Office believes it is helpful for you to understand what is expected of you—as well as what you can expect from our office. As a faculty member leading an education abroad program, you enter into a partnership between the **Education Abroad Office** and also, in many cases, a **third party provider** who provides on-site logistical support.

All student participants pay a fee to the Education Abroad office. **This fee** (\$75 for a 5-7 day programs during the semester, \$125 for summer programs and \$250 for semester-long programs) **subsidizes our office's administrative costs for your program.**

THE EDUCATION ABROAD OFFICE WILL: FACULTY LEADING THE PROGRAM WILL:

- Assist faculty with the EA program proposal
 - Assist in budget planning
 - Create program bid proposal (if needed) and send bid to third party program providers
 - Negotiate with third party provider regarding the contract and billing, publicity and orientation
 - Design and produce publicity brochures, flyers, posters and/or interest cards
 - Promote program during “First Timer” meetings, classroom visits, education abroad fairs, etc.
 - Liaison with the offices of Financial Aid, Student Conduct, Student Health & Wellness and Business Affairs
 - Attend and present at informational meeting and classroom presentations
 - Develop, distribute and process applications
 - Keep faculty informed of enrollment
 - Place all program fees (excluding WSU tuition) on students' WSU accounts
 - Receive and process third party invoices and faculty travel advances
 - Issue International Student Identity Cards (ensures students have overseas medical insurance)
 - Conduct pre-departure orientation and re-entry programing
 - Provide faculty director with handbook outlining procedures and containing student forms and necessary information.
 - Manage crisis/emergency response
 - Conduct program evaluation with faculty, students and third-party provider upon completion of program
 - Facilitate student and faculty development of Code of Conduct
- Prepare a program proposal
 - Negotiate faculty salary and other departmental funding for the program
 - Design the academic aspects of the program, including academic, professional and/or cultural site tours, lectures or interviews.
 - Publish program information in college catalogues, schedules of courses, departmental Web sites, etc.
 - Actively participate in the recruitment of students, including informational meetings during the semester, along with Dad's and Mom's weekends, *Alive!*, etc. (if applicable)
 - Serve as director and responsible counselor on academic and student life matters while abroad
 - Take appropriate action if students violate code
 - Assign and post academic grades
 - Submit all financial documents (e.g. receipts) within two weeks of return to Education Abroad or department finance officer (as appropriate)
 - Collect program evaluations from students
 - Submit final report to Education Abroad within three weeks of return



go

learn

change

TIMELINE FOR FACULTY-LED EDUCATION ABROAD PROGRAM

APPROVAL — 18 MONTHS IN ADVANCE OF PROGRAM DEPARTURE

- Faculty assesses the need for a program and the potential for sufficient enrollments.
- Faculty drafts Program Proposal Form and preliminary budget.
- Chair, dean and finance officer sign Program Proposal form to indicate commitment of staff and finances.

DEVELOPMENT — 12-16 MONTHS IN ADVANCE OF PROGRAM DEPARTURE

- Faculty submits approved Program Proposal form and preliminary budget to Education Abroad (EA)
- EA and faculty determine if outside provider will be used, and develop contract bid if appropriate.
- Final proposal and budget are reviewed by the sponsoring department's chair and the dean of the college.
- Faculty works with department to create proposed course.
- Appropriate course forms submitted to the Center for Distance and Professional Education.
- Program goes out for bid (if appropriate); bids collected and reviewed by EA and faculty; vendor selected.

RECRUITMENT — 6-12 MONTHS IN ADVANCE OF PROGRAM DEPARTURE

- EA prepares student application form and program flyer.
- EA assists Faculty with promotion through class visits, flyers, departmental notices, student meetings and Education Abroad Fair.
- Students submit applications to EA.
- Student selection (at department's request, EA can assist with student interviews).

PRE-DEPARTURE — 3-6 MONTHS IN ADVANCE OF PROGRAM DEPARTURE

- EA and faculty decide whether program will go based on number of participants and final budget.
- EA and faculty finalize program cost, based on participant numbers.
- EA submits Program Expense Forms to Financial Aid (for participants using financial aid).
- EA advises students on passports, immunizations, and other preparations.
- EA bills students for program costs (not tuition).
- Program Provider invoices Education Abroad for program costs.
- Education Abroad processes payments to vendor.
- Faculty holds program specific pre-departure orientation(s) with EA assistance as desired.
- EA holds pre-departure orientation for students, and faculty orientation for program leaders.

PROGRAM

- EA checks out cell phone to faculty-director.
- EA remains in contact with faculty director to assist with problems or crisis management

EVALUATION — 1-3 MONTHS AFTER CONCLUSION OF PROGRAM

- Faculty collects student evaluations and shares with EA (process will eventually be Web-based);
- EA and faculty meet to discuss and evaluate program and make recommendations for future programs
- EA holds re-entry programs for students.
- EA advises returning students, gives students opportunities to work with EA office as peer advisors or in the recruitment process.

For more information on Faculty-Led Programs, contact:
Faculty-Led Program Specialist
 (509) 335-3188
 edabroad@wsu.edu

Implementation Team Meeting Agenda
Implementation Team – Faculty-Led Education Abroad Program

Name of Faculty-Led Program: _____
Dates of Program: _____ to _____ Date of Meeting: _____

- I. Introductions
- II. Academic Program and Program Itinerary
 - a. WSU Courses / Non-WSU Courses
 - b. Pre-Requisites and Language Requirements
 - c. Utilizing the Location
 - d. Intercultural Learning Opportunities
- III. Targeted Enrollment
- IV. Program Staffing
- V. Host Institution and Third Party Provider Relations
- VI. Program Budget
 - a. Faculty Director salary
 - b. Faculty Director expenses (covered by tuition or program fees?)
 - c. Role of Host Institution or Third Party Provider
 - d. Payment process for Third Party Provider
 - e. Housing – student and faculty
 - f. Safety and Risk Management (concerns & budgetary implications)
- VII. Extended University Services vs. Summer Session
 - a. Partial access to tuition model – central admin fees, tuition return schedule
 - b. Accounts Management
 - c. Student registration
 - d. Grades & Transcripts
- VIII. Student Billing Process
 - a. Financial Aid
- IX. Education Abroad Learning Outcomes & Assessment Process
- X. Pre-Departure Orientations
 - a. Offering one-credit course prior to program?
 - b. Course meetings
- XI. Loose ends

Faculty-Led Program Evaluation Meeting Agenda

Name of Faculty-Led Program: _____

Dates of Program: _____ to _____ Date of Meeting: _____

- I. Program Staffing
 - a. Faculty to student ratio
 - b. Logistics Coordinator (role/effectiveness)

- II. Program Logistics
 - a. Academics, including utilizing the location
 - b. Housing (student/faculty)
 - c. Transportation
 - d. Program excursions

- III. Host Institution and/or Third Party Provider Relations
 - a. Did the Third-Party Provider/Host Institution provide safe, reliable, effective service?
 - b. Would you work with them again? Recommend them to other Faculty?
 - c. Were there any issues paying the Third-Party Provider?

- IV. Safety and Risk Management
 - a. Did any emergencies arise? How were they handled?

- V. Program Budget
 - a. Were there any problems with the budget?
 - b. Did we estimate enough for the Faculty Director's expenses?
 - c. How smoothly did CDPE or Summer Session return tuition to the department?

- VI. Enrollment: Center for Distance and Professional Programs or Summer Session
 - a. Were the students confused about how to register?
 - b. Were there any problems with grades or transcripts?

- VII. Student Billing Process
 - a. Any issues with Financial Aid?
 - b. How did the payment plan for the Program Fee work for the students?

- VIII. Pre-Departure Orientations
 - a. Were students well prepared when they got in country?
 - b. What should have been covered before hand, but wasn't?
 - c. Was there any information shared ahead of time that was incorrect?

- IX. Student Issues
 - a. Were there any behavior issues? How were these resolved?
 - b. How was the enrollment? Diverse enough? Academically prepared?

- X. Communication with Education Abroad
 - a. Pre-departure?
 - b. During program?

- XI. General Recommendations

- XII. Future Programs & Schedules

Job Description: Faculty-Led Program Logistics Coordinator
Education Abroad

OVERALL JOB DESCRIPTION

The Logistics Coordinator, under the direction of the Faculty Director of the WSU _____ Faculty-led Program to _____ coordinates the daily logistical operations of the faculty-led program and associated administrative activities.

RESPONSIBILITIES (check all that apply):

- Meet with Faculty Director and Faculty Program Coordinators for program details and review budget.
- Keep “Education Abroad” notebook containing receipts for all financial transactions for the faculty-led education abroad program including: lodging, meals, transportation, field trip/tours/guides, guest lecturers, teaching supplies, and miscellaneous expenses.
- Coordinate with Faculty Director and make payments using advance funds for program expenses using traveler’s checks or debit cards.
- Make transportation arrangements as needed in _____.
- Provide teaching support for professors.
- Participate in program activities.
- Reconcile expenditures upon return and report expenses with Traveler’s Expense Vouchers.
- Communicate with the Education Abroad Office, specifically the Faculty-led Programs Specialist and College of _____ Dean’s office concerning expenses and program activities.
- Be prepared for any medical, natural disaster, or political emergency and support the Faculty Director on implementing an emergency plan, if necessary.
- Other (please list):

I accept, understand, and agree to abide by the conditions of the Logistics Coordinator Job Description outlined above. I acknowledge that this agreement is a condition precedent to my participation in the WSU _____ Faculty-led Program and an integral part of said program. My signature below certifies that I will abide by the job description.

Signature

Duties to be performed during these dates: _____

Passport Information FAQ

Q1. What is a passport?

A1. A passport is government identification, necessary for international travel. U.S. citizens may apply for passports at a U.S. Passport agency located in major U.S. cities, at county courthouses, or at designated post offices.

Q2. Where can I get a U.S. passport?

A2. In the Pullman/ Moscow area, you may apply for a passport at the following locations:

Pullman Post Office

Grand St. (going towards Lewiston, next to the Dodge Dealer)
Pullman, WA 99163
1.800.275.8777

Latah County Clerk and Auditor

Monday through Friday, 8:00 a.m. to 5:00 p.m.
(208) 882-8580
522 South Adams
Moscow, ID 83843

For a location near your home address, please visit the U.S. State Department web site at http://travel.state.gov/passport/passport_1738.html and select "Where to Apply in the U.S."

You can also download an application at: http://travel.state.gov/passport/forms/ds11/ds11_842.html
***Be sure to follow the directions very carefully.**

Q3. Can I apply for my passport in Moscow, ID if I am a resident of Washington State?

A3. Yes!

Q4. When should I apply for my passport?

A4. The U.S. State Department estimates that it normally takes **25 working days** to process your passport application. However, they recommend that you apply **several months** in advance especially if you need a visa from a foreign embassy.

Q5. Is there a way to quickly process my passport?

A5. Yes, but you still should allow **two weeks** processing time. Passport-issuing agencies offer an expedient passport service for a fee. For more information about this service, visit the U.S. State Department web site at http://travel.state.gov/passport/passport_1738.html and select "Processing Time and Status Check" or consult your local passport-issuing agent.

Q6. Can I request a passport by mail?

A6. Probably not. The U.S. State Department allows certain individuals to **renew their passport** by mail if they meet certain criteria. Most WSU students cannot request a passport by mail because they do not have a current passport or were not over 16 when they received their first passport. To learn whether you meet the criteria and how to renew your passport by mail, visit the U.S. State Department web site at http://travel.state.gov/passport/get/renew/renew_833.html.

Q7. What do I need to get a passport?

A7. You must submit the items listed below to the Pullman Post Office, Whitman County Courthouse, Latah County Clerk and Auditor, or other authorized passport agent **in person**.

A Passport Application (Applications are available at the Pullman Post Office, Whitman County Courthouse, the Latah County Clerk and Auditor, or on the Internet at http://travel.state.gov/passport/passport_1738.html.)

Proof of U.S. Citizenship

(Only **one** of the following items is required; Student ID cards are not accepted.)

- ⌚ Certified Birth certificate from the state where you were born (it should include file date, original seal, and signature from the issuing office; a photocopy or hospital record is unacceptable)
- ⌚ Certificate of Naturalization
- ⌚ Expired U.S. passport
- ⌚ Consular Report of Birth Abroad, Certification of Birth, Certificate of Citizenship (for U.S. citizens born abroad)

Proof of Identity (one of these)

- ⌚ Previous U.S. passport
- ⌚ Naturalization Certificate
- ⌚ Certificate of Citizenship
- ⌚ Current, valid driver's license
- ⌚ Government ID: city, state or federal
- ⌚ Military ID: military and dependents

SOCIAL SECURITY CARDS ARE *NOT* ACCEPTABLE AS IDENTIFICATION.

⌚ **Two identical 2"X 2" passport photos**

The photos must be front view and taken within the previous six months. Portrait photos are not suitable.

⌚ **Passport application fee**

If you are applying for your passport for the first time and/or are over the age of 16, submit a ***\$55** check or money order payable to "Passport Services".

⌚ **Passport execution fee**

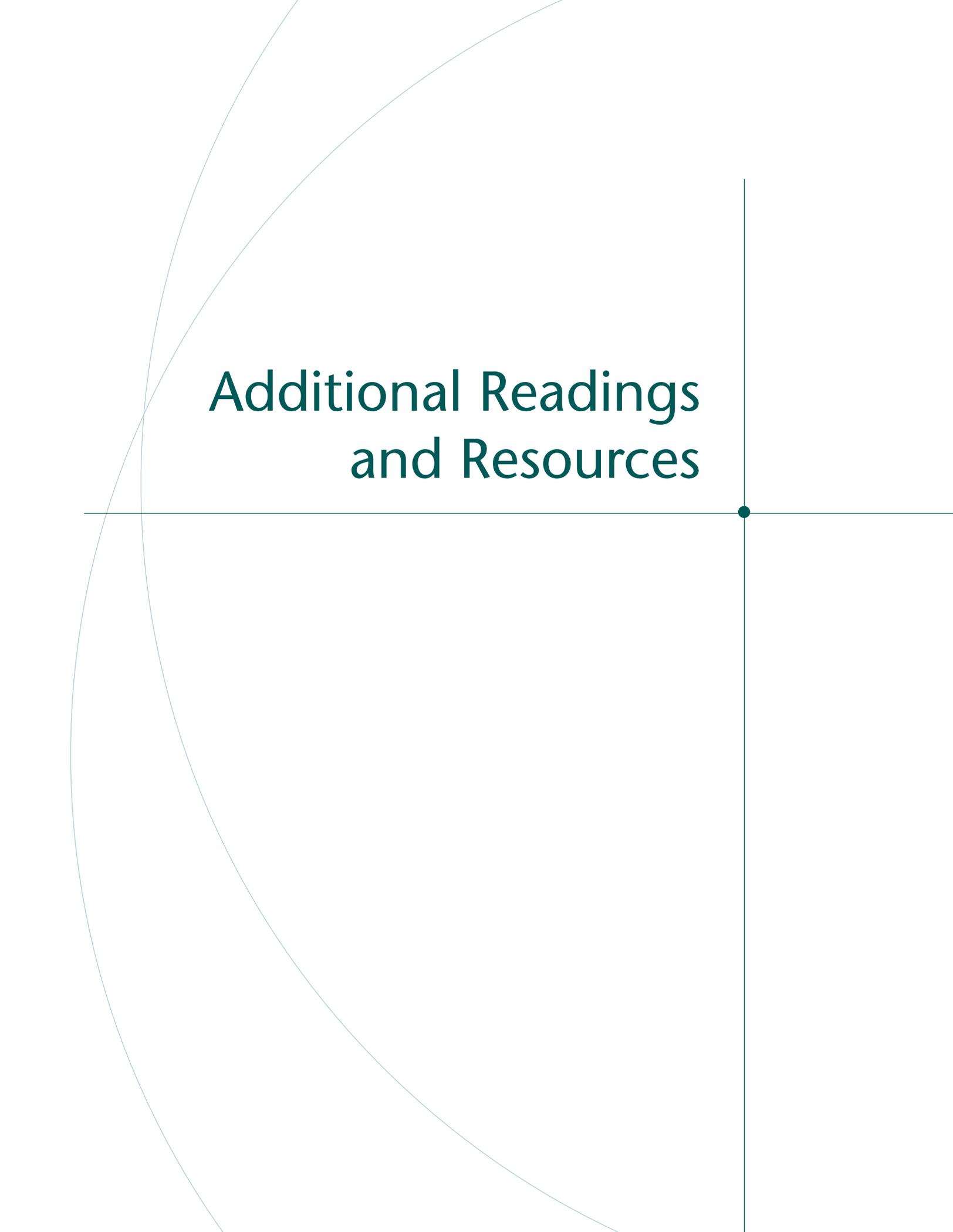
Make a ***\$30** check or money order payable to the issuing agency.
(*prices are subject to change)

Q8. What is a visa?

A8. A visa is an endorsement by officials in a foreign country on a U.S. passport that allows the bearer to visit that country. There are different types of visas- tourist, student, or work.

Q9. If I have a passport do I need a visa?

A9. Maybe. Many students who study abroad need a visa. To find out the entry requirements for a country, check with nearest Consulate. Consulate addresses are available at http://travel.state.gov/visa/americans/americans_1251.html.

The page features a minimalist design with a teal color palette. A horizontal teal line spans the width of the page, intersecting a vertical teal line on the right side. A small teal dot is positioned at the intersection. Two large, thin teal arcs are visible on the left side of the page, curving from the top and bottom towards the center. The text is centered in the upper half of the page.

Additional Readings and Resources

Additional Readings and Resources List

Books, workbooks, games and videos:

* *Back in the USA: Reflecting on Your Study Abroad Experience and Putting It to Work*. Dawn Kepets. 1995. 34 pp. NAFSA.

A workbook intended to help returning students put their cross-cultural experiences into perspective. Also provides an advisor's outline for a reentry workshop using this workbook.

Barnaga: A Simulation Game on Cultural Clashes. Sivasailam Thiagarajan and Barbara Steinwachs. 1990. SIETAR International.

Participants play a simple card game in small groups and experience simulated culture-shock. The game allows players to feel as if they are entering a different culture.

Education for the Intercultural Experience. R. Michael Paige, ed. 1993. 344 pp. Intercultural Press.

Includes articles from an earlier volume edited by Paige, *Cross-Cultural Orientation: New Conceptualizations and Applications*, and from a special issue of the *International Journal of Intercultural Relations*, "Theories and Methods of Cross-Cultural Orientation." Focus is on the emotionally challenging nature of intercultural experience and training methodologies for orientations.

A Manual of Structured Experiences for Cross-Cultural Learning. Edited by William W. Weeks, Paul B. Pedersen, and Richard W. Brislin. Intercultural Press. 1979. 133 pp.

Fifty-nine exercises, long used by cross-cultural trainers, designed to stimulate learning in multicultural groups. Sections include clarification of values, identification of rules, recognition of feelings and attitudes, and community interaction.

Theories and Methods in Cross-Cultural Orientation. Edited by Judith Martin. Special edition of *International Journal of Intercultural Relations*. Vol. 10, no. 2. 1986. Pergamon Press. Out of print, but available in libraries.

This series of articles addresses theoretical issues related to cross-cultural orientation and training. Several of these are reprinted in the Paige volume, *Education for the Intercultural Experience*.

Writing Across Culture: An Introduction to Study Abroad and the Writing Process. Kenneth Wagner and Tony Magistrale. 1995. 154 pp.

Recommended by the authors for predeparture reading, this book discusses culture shock and coming to terms with it through writing an "analytical notebook," achieving cultural- and self-understanding in the process.

Articles:

“Short-Term Study Abroad: Managing Growth, Ensuring Quality.” Kyna Rubin. Winter 2002. *International Educator*. pp. 32–36.

“From Experience to Experiential Education: Taking Study Abroad Outside the Comfort Zone.” James Citron and Rachel Kline. Fall 2001. *International Educator*. pp. 19–26.

“What’s a Month Worth? Student Perceptions on What they Learned Abroad.” Lisa Chieffo and Lesa Griffiths. Fall 2003. *International Educator*. pp. 26–31.

“The Toughest Job You’ll Ever Love.” James Hornig. September-October 1995. *Academe*. pp.22–26.

“It’s Not a Sabbatical.” Roberta Kruegar. September-October 1995. *Academe*. pp.22–26.

“Pollo, Por Favor.” James Citron. May/June 2005. *Transitions Abroad*. p.80.

“In Loco Parentis and the Reasonable Person: Liability Issues in International Studies Programs,” Kast, Richard C. Fall 1997/Winter 1998. *International Educator* 7, pp.26–32. oldsite.nafsa.org/publications/ie/fall97_winter98/kast.html

“Safety in Study Abroad: How Much More Can Programs Do to Protect Students?” Kyna Rubin. February/March 1998. *NAFSA Newsletter* 49. p1. www.secussa.nafsa.org/safetyabroad/rubin.html

“Taking the Shock out of Culture Shock.” Charlotte Thomas. *Thomson Peterson*. 2005. www.petersons.com/stdyabrd/abroad4.html

Useful Web sites:

- ① Mobility International. www.miusa.org. Information on traveling abroad for people with disabilities.
- ① U.S. State Department. travel.state.gov. Entry requirements to foreign countries, state department travel warnings, tips for travelers, per diem information.
- ① Centers for Disease Control. www.cdc.gov. Health information by country.
- ① Currency Conversions. www.oanda.com.
- ① Map Quest. www.mapquest.com. Maps of various world cities.
- ① U.S. Customs. www.customs.ustreas.gov. Official government Web site for U.S. Customs information, including links for air travelers.
- ① Worldwide ATM locators. www.mastercard.com/atmlocator/index.jsp. visa.via.infonow.net/locator/global/jsp/SearchPage.jsp. ATM locator whether or not you are a MasterCard or Visa holder.
- ① Screening for Mental Health. www.mentalhealthscreening.org/college/depression.aspx. Mental health information specifically for college students.