

Faculty-Led Study Abroad Program |Proposal Guidelines

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Faculty-Led Study Abroad Programs Proposal Guidelines

Getting Started: What's Involved?

Sponsored by the Center for Global Education (CGE) and Academic Departments, faculty-led study abroad programs provide a variety of benefits for students in line with Wheaton College's identity and mission: an overseas program directly connected to their Wheaton course work; familiarity and security of traveling with known and respected faculty members; developing and furthering relationships among faculty, students, and staff; exposure to diversity in many forms and experiential learning outside the classroom. Study Abroad programs are often the most transformative experiences students encounter in their undergraduate years. Shorter programs are sometimes an easier fit into students' budgets, time-constraints and academic plans.

Students who participate in short-term study abroad programs may have never left the U.S. and perhaps would not during their time at Wheaton if not for these opportunities. It is common that students who first experience international travel on a faculty-led course go on to pursue other opportunities abroad.

The first step towards coordinating a faculty-led program is to review this information. You are also welcome to make an appointment with the Dean of the Center for Global Education to discuss your proposed program. When this is done in a timely manner, it allows CGE staff to provide valuable feedback in the planning stages.

Submitting a Faculty-led Study Abroad Program Proposal

A completed proposal consists of several parts:

- Request for Approval of a Faculty-led Study Abroad Program Form, endorsed by the Department Chair and CGE Dean
- Supporting documents and details listed in the Faculty-Led Proposal Requirements (i.e. narrative, syllabus, itinerary)
- Signed Acknowledgement of Responsibilities
- Completed Budget Calculator Form
- Please consult the Evaluation Rubric to ensure that you have met all expectations (**Error! Reference source not found.**)

Proposals for Calendar year 2021 (January and June) should be submitted by March 1, 2020. Proposals will be reviewed by the Global Advisory Committee and faculty will be notified in early April, in time to begin promoting programs to spring classes. Faculty Directors who successfully led programs in previous years may propose the program for a future term. We ask that these re-submissions indicate clearly any changes that have been made to the program. These proposals should adhere to the same deadlines as new proposals and will be reviewed by

the Global Advisory Committee following the same procedures. Completed proposals should be submitted the Center for Global Education, 5 Howard Street.

Is the position of Faculty Director one that you will be comfortable filling?

Faculty Directors (FDs) must have:

- Full-time Wheaton faculty status.
- Previous international experience.
- Firsthand experience in the country/ies involved OR plan to work with a customized program provider and have appropriate knowledge of the country/ies involved to achieve the goals of the program and ensure the health and safety of the participants.
- Academic expertise in the content areas covered by the courses for which credit will be awarded.
- Organizational and planning skills.
- Ability and willingness to recruit students and promote the program in coordination with the CGE.
- Leadership qualities and willingness to take charge in situations where students need to be directed rather than consulted.
- Appreciation for the increased contact with students that is inevitable in an overseas setting.
- Demonstrated prior engagement with relevant co-curricular activities.
- Ability to act effectively in crisis situations.

Running a short-term program is a full-time commitment for the duration of the program, and includes pre-departure and post-travel meetings and follow up. It is different from and more demanding than teaching on campus. Consequently, in approving programs, consideration will be given to the FD's experiences, talents and skills related to the diverse program and academic responsibilities. FDs are responsible for upholding the policies, procedures, and code of conduct of Wheaton College, the host institution policy, U.S. law and host country law. Faculty Directors are responsible 100% of the time during a program for all student participants.

The FD will serve in many different roles while planning, leading, and returning from the program. Preparation involves a combination of paperwork, legwork, and teamwork. While abroad, FDs are instructors, logistical coordinators, and at times, counselors (both academic and personal). FDs will serve as the primary contact between Wheaton and any vendors while abroad (hotels, tour guide operators, etc.). Upon return, FDs are required to submit a program summary and incident reports to the CGE, reconcile travel advances and program budgets, submit final grades to the Registrar's Office, and hold post-travel wrap up meetings with the student participants.

Developing a Faculty-led Study Abroad Program

Holistically:

- Faculty Director identified a topic of relevance, an adequate pool of students on which to draw, and an appropriate location for the program. The program seeks to offer a new opportunity to Wheaton students, rather than duplicating existing study abroad programs. As such, the CGE will strive to avoid program duplications of location or field of study during the same time period.
- The CGE seeks to increase the diversity of students studying overseas to the point that it reflects the diversity of the Wheaton student body. This includes underrepresented groups of students and under-represented departments. Faculty-led programs provide an option for students in certain majors, students with limited time or resources, or those who feel most comfortable traveling with a Wheaton faculty member. The program is planned with a balance of fiscal responsibility, logistics, and academic content, to maximize both the opportunity for student learning and the opportunity for participation by Wheaton students who rely on financial aid to fund their studies.
- Schedule is appropriately demanding with a good balance of structured activities and free time for exploration. Experiential learning is at the core with dedicated time for directed reflection.

Academically:

- Wheaton courses delivered overseas must adhere to the same high standards of development, content, departmental approval and delivery as courses taught on campus.
- However, the content of the course must be taught in a way, using the location in which it is taught, that it could not be taught on campus.
- The academic experience of student participants is the primary purpose of these programs; therefore, faculty research only occurs in programs where students participate in, and contribute to, the research project.
- Course syllabus must clearly incorporate academic content relating to the host country, culture, economy, and/or history in order to justify offering the program overseas.
- Field trips, site visits, and other cultural activities are integrated into the course material to provide an in-depth view of the host country and enhance the educational experience. Site visits should be relevant to the course content and be reasonable in terms of time and cost.
- FDs are encouraged to reach out to local professionals and academics to provide lectures, give tours, facilitate discussions
- These programs are most often offered as 1-credit courses

Logistically:

- Most programs last approximately two weeks depending on the destination and the work to be done. Longer programs tend to become too expensive.
- If multiple locations are visited, the program itinerary should provide substantive experiences in each location and avoid unnecessarily exhausting the participants and inflating costs.
- The program provides substantive logistical and academic orientation - including pre-departure in-country, and post-travel components - to best prepare and support the students' experience.

Safety and Security:

- We consider the safety and security of our students, staff and faculty while overseas to be of primary importance in developing and administering a program.
- Faculty must provide detailed information about how they will manage risk and what resources are available in cases of emergency
- Proposals are not usually approved for countries with a US State Department Travel Advisory Level of 3 or 4. Any requested exceptions to this policy should be submitted in writing to the CGE along with the completed proposal, and the FD should outline the additional safety and security measures that will be in place during the program.
- Faculty-led programs are required to purchase insurance coverage that includes medical and evacuation coverage while overseas through a broker that works with Wheaton College. The CGE will provide this information to Faculty Directors

Financially:

- All programs need to provide the highest quality program at the most conservative cost. Program budgets are developed in cooperation with the CGE Dean, and funds expended are carefully monitored and accounted for at all stages of program development and implementation.
- This does not allow for significant changes once the program is advertised or during the group travel, except in emergency situations.
- The final budget will be set by the CGE and FDs should not inform students about possible program costs without first consulting with the CGE. While FDs are expected to provide accurate budget information as a part of the proposal, the CGE will add additional student expenses, including faculty travel costs and faculty stipends.
- One faculty stipend is budgeted for each program. When two faculty members co-lead a program (from the same or different departments), they agree to split the stipend.
- Most Wheaton students face considerable financial pressures in carrying out their studies and the CGE recognizes that study abroad may create additional financial burdens. The CGE works to control the costs for all overseas programs and maintains strong relationships with Student Financial Services as well as other Wheaton offices that assist students in meeting their study abroad goals.
- We do provide scholarships to students with financial need.

Accommodations and Meals:

- Accommodations can include hotels, dormitories or homestays, and are based on double and triple occupancy. A single room will be provided for the FD. The type of housing provided for each program depends in large part on cost, practicality, and availability. Wheaton has many international partners which may be able to provide housing, which often proves to be more economical. Faculty members are encouraged to utilize international partnerships when possible.
- Past faculty-led programs have ranged from including all meals to a few meals during the program. From past student feedback, the CGE encourages FDs to include at least one meal a day and a few group meals in the program itinerary; a welcome and farewell dinner is strongly recommended. If the majority of meals are not included in the program, FDs should include information regarding food options and estimated costs in the proposal.

The Role of the Center for Global Education

CGE staff support FDs in all aspects of a faculty-led program:

Program development

- Provide general support in the development of faculty-led study abroad program
- Assist faculty in developing a strong, thoroughly prepared proposal
- Provide guidance on program budget development ensuring budgets are fiscally responsibly and in compliance with Wheaton policy
- Assist in connecting Faculty Directors with institutions and contacts in country/ies the proposed program would visit

Program promotion

- Develop a promotional brochure and online materials
- Assist in promoting information sessions led by the FDs
- Attend information systems when requested
- Promote programs to eligible students who seek study abroad information
- Host a campus-wide Study Abroad Fair each year. FDs are expected to attend or send a representative to promote their program (CGE will provide program brochures but it is up to the faculty member to create a visually attractive table: bring photographs; colorful items, a cloth; and recruit former participants to help run the table.)

Program administration

- Set a timeline for program application and acceptance process to facilitate successful recruitment and program administration
- Manage applications and determine eligibility for participants in conjunction with FDs
- Collect all application and post-acceptance materials and provide a program packet with faculty prior to departure
- Work with the Registrar's Office to enroll students in the course
- Prepare all travel paperwork and book flights
- Coordinate necessary visas and permits on behalf of the student participants and the FDs
- Lead a general pre-departure orientation for all study abroad participants

Fiscal matters

- Set the student program fee in consultation with the FD(s) and manage related expenses
- Submit all deposits and payments to vendors and agencies providing services
- Work with Student Accounts to place charges on student accounts
- Reconcile program expenses against the established budget
- Arrange for reimbursement to FDs for pre-approved out-of-pocket program expenses
- Determine scholarship availability and allocate scholarships based on need, in collaboration with Student Financial Services

Marketing and Recruitment

Marketing Materials:

Once a proposal is approved, the CGE will produce a brochure to advertise the faculty-led study abroad program. FDs wishing to create their own marketing materials are asked to submit a draft to the CGE for review and approval before distribution.

Recruitment:

Once a proposal is approved, the FD is expected to start recruiting and promoting. This recruitment is often the difference between a successful program and one that does not meet its minimum enrollment target. Here are some tips for recruitment:

- Host at least one info session well before the CGE application deadline
- Announce the program in all classes taught, and encourage colleagues to do the same
- Attend the Study Abroad Fair
- Stay in touch with interested students
- Consider recruiting non-Wheaton students and how to best market to them

Minimum enrollment:

Faculty-led programs require a minimum enrollment (usually around 12 students) to ensure the program is not a financial burden on participants. FDs will be consulted during the planning process regarding enrollment and eligible participants. It is common for these courses to have a Faculty Director and a Staff Assistant. Travel expenses for both program leaders will be built into the program budget (e.g. airfare, housing, etc.) and a single stipend will be budgeted. If a faculty-led does not have the minimum number of required applicants after the application deadline, the program will be cancelled. The CGE will notify the FDs and the student applicants, and these students will have an opportunity to select another available program.

FAQs from students:

FDs should be knowledgeable on all aspects of their program, and should be prepared for the most common student concerns. Here are some of the most common questions, along with topics students want to know about but may not think to ask:

- I don't speak the language; is that a problem?
- What does the trip cost?
- What isn't included in that cost?
- How do I pay for the course? Will financial aid cover this?
- What credits will I earn and what can they count towards?

Application Procedures

Eligibility for study abroad:

All Wheaton study abroad programs have a minimum eligibility level. Short-term study abroad programs will follow these requirements and may establish higher or more specific requirements as needed. The basic requirements are:

- Minimum GPA of 2.0
- Good standing at Wheaton (both academic and disciplinary)
- Completed application

CGE staff will review all completed applications to ensure eligibility requirements are met. The CGE will forward eligible applications to FDs to review for a final decision. CGE staff will send out acceptance materials to approved students. Faculty may not independently accept students.

Wait-listing students:

The CGE will maintain a wait list when there are more qualified applicants than a course can accommodate. Wait-listed students have the option to switch to a different course that still has space, or wait to be notified should spaces become available.

Late applicants:

FDs should not encourage students to apply after the application deadline, as the CGE cannot accommodate late applications. The CGE has established application deadlines just ahead of deadlines to finalize and book flights and in-country arrangements.

Withdrawals:

All withdrawals from a course must be made in writing by the student. The refund process is as follows: if a student withdraws prior to submitting confirmation paperwork, there is no financial consequence. If a student withdraws after submitting confirmation paperwork, they will be financially responsible for any expenses already paid on their behalf for the course.

Pre-departure Responsibilities***Orientations:***

Faculty Directors should conduct pre-departure orientation meetings for participants. This meeting should cover the expectations of the course, required readings and assessment methods, logistics of the program, information on the country/region, visa procedures (if any), as well as discuss Wheaton policies and procedures that all participants are expected to adhere to for the duration of the faculty-led program. A member of the CGE staff will support faculty and present the relevant information/materials for the orientation meetings or sessions.

Faculty Workshop:

The Center for Global Education will conduct a workshop for all Faculty Directors that includes important information on leading both semester and short-term faculty-led programs. This will include, but is not limited to, safety and health procedures, resources for faculty, insurance, emergency procedures, and Wheaton policies. The CGE will organize and arrange the date and time for this important workshop for faculty in advance of their departure.

On-Site Responsibilities***Travel:***

At least one program leader is required to travel to and from the program location with the group. The leaders are required to notify the CGE—via call, email, or text—upon safe arrival at their destination. The leaders must immediately notify the CGE if any students did not make the flight or missed any in-country required programming.

Increased responsibility:

Due to the nature of a faculty-led study abroad experience, Faculty Directors will have more day-to-day contact with students than here at Wheaton. Issues such as homesickness, roommate disputes, disciplinary and criminal incidents, and illnesses may occur while traveling. These are all issues that the FDs will need to address and facilitate resolutions. If any major issues occur, the FDs need to be prepared to handle the problems quickly and coordinate with the Dean of the Center for Global Ed. FDs are provided forms for reporting any such problems and are provided 24/7 emergency contact information through the Center for Global Education. The CGE should be the first Wheaton office notified of any incidents, per institutional risk management protocol.

Liability and Study Abroad

Liability is a major consideration for any university-sponsored activity. The objective of the CGE guidelines is not to restrict, but to protect the interests of all parties involved. The CGE maintains that all program documents are contractual in nature. Release and waiver forms are reviewed and updated as appropriate. The CGE welcomes faculty suggestions and input. Promotional materials are reviewed carefully to ensure that the program is accurately

represented. Disclaimers to publicity and promotional materials are added to protect the FD, the program sponsor, and Wheaton against unforeseen changes in program arrangements, including currency fluctuations or increasing airfare charges.

The CGE informs all participants about the risk associated with study abroad programs, and the standard program enrollment paperwork designed by the CGE contains a Study Abroad Contract that must be signed by all participants. Participants also fill out a health information form, which has been reviewed by a CGE staff member.

Wheaton programs that are conducted overseas operate in the name of Wheaton College, which is legally liable for the outcome. For this reason, all new programs are subject to approval, and continuing programs are subject to annual review and re-approval. All faculty-led courses are credit-bearing and must adhere to established and accepted standards for credit courses.

Evaluation Rubric for Faculty Led Short Term Program Proposals

Excellent proposals will meet the following expectations:

Balance of structured activities and unstructured time for exploration	<ol style="list-style-type: none"> 1. schedule is appropriately demanding 2. approx. 60 - 70% of time is structured and 40-30% free 3. class-time includes experiential learning 4. includes significant time for directed reflection 5. duration of program is reasonable and sufficient
Academic Quality	<p>Readings and assignments are</p> <ol style="list-style-type: none"> 1. current 2. relate to site visits, activities and lectures 3. Lecturers are local academics or practicing professionals 4. Sufficient assignments linking site visits, activities and lectures
Connection between site visits and curriculum	<p>Sites are clearly</p> <ol style="list-style-type: none"> 1. appropriate and critical to the learning outcomes of the course and/or 2. appropriate and critical to global -learning objectives
Value of location/cultural experience	<p>Location of program and proposed site visits are</p> <ol style="list-style-type: none"> 1. clearly critical for accomplishing the objectives of the course, which could not be achieved elsewhere 2. new to Wheaton students and avoid duplication of location or field of study
Cultural immersion	<p>Itinerary includes</p> <ol style="list-style-type: none"> 1. significant immersion in host culture 2. strategies for interaction with diverse members of the local population 3. cultural and linguistic exchange 4. engagement with local institutions which relate directly to academic learning 5. exposure to numerous, varying viewpoints on academic subject matter
Faculty	<p>Faculty has</p> <ol style="list-style-type: none"> 1. Academic expertise in the content areas covered by the courses for which credit will be awarded. 2. experience in proposed locale / connections 3. previous international experience 4. ability to act effectively in crisis situations 5. demonstrated prior engagement with relevant co curricular activities <ol style="list-style-type: none"> 1. knowledge of local language
Accommodations	<p>Accommodations are:</p> <ol style="list-style-type: none"> 1. safe and secure 2. not exceedingly extravagant (culturally sensitive)

	<ol style="list-style-type: none"> 3. not exceedingly sparse (clean, comfortable) 4. provide opportunities for interaction with locals 5. (if Homestays) managed by an educational institution or business entity that has proven capability 6. Practical/ convenient (minimizing travel time)
Health and Safety	<p>The program demonstrates/ presents/ possesses</p> <ol style="list-style-type: none"> 1. minimal potential health and safety issues 2. feasible emergency evacuation plans 3. competent emergency contacts 4. no potential hazards beyond what is reasonably foreseeable 5. vetted transportation methods for each activity, clearly identified for every day in country
Budget	<p>All costs are</p> <ol style="list-style-type: none"> 1. reasonable (total <\$4000 for two-week program) 2. clearly laid out, including clear indications of what is included and not included in the program fee for each day in the program itinerary 3. inclusive of as much as possible 4. based on up-to-date and accurate information