

Texas A&M International University

Faculty

Handbook



**Office of International
Engagement**
STC 124 | 956.326.2282
www.tamiau.edu/international

Study abroad is an exciting opportunity for students to discover the world, languages, cultures, and people while advancing in their academic degrees. Extending this opportunity to students by offering a faculty-led program will encourage students to get out of their comfort zone and enter the unknown. Through your program, students can learn about different subjects, see where history took place, network, gain a competitive edge at the academic and professional level but most importantly become independent and discover themselves.

Leading a faculty-led program requires time and work. It is a big responsibility, therefore, it is crucial to understand what is expected and what it entails. Faculty-led study abroad programs are defined as TAMU courses taught and led by TAMU professors partially on campus with an international component completed in a country other than the United States. Faculty-led programs, which are entirely taught abroad, must go through the [Texas Higher Education Coordinating Board](#) approval if state funded, or must be completely self-supported.

This handbook will provide insight on how to design, plan and execute a faculty-led program. This handbook will serve to guide you through the development of your program. The roles and responsibilities of the faculty and International Engagement Office, are outlined and explained throughout the handbook.

We thank you in advance for your willingness to open the minds of our students by opening your classroom to the world.

Table of Contents

General Information	
Important Travel Sources	
Program Planning Notes	
Program Creation and Proposal Process <ul style="list-style-type: none"> • Program Development • Program Proposal Application 	
Program Logistics <ul style="list-style-type: none"> • Program Recruitment • Program Enrollment • Program Types • Program Assistant • Program Budget • Required Documents • Passport and Visas • Airfare • Pre-Departure and Mandatory Meetings 	
Role, Responsibilities and Safety <ul style="list-style-type: none"> • Role of Leader • Alternate Faculty Leader • Student Conduct • Health and Safety • Campus Security Authority • Special Concerns for Disabled Participants • Anti-Discriminatory/Title IX • International Travel Emergency Action Plan • Traveling with Dependents, Other Family Members, and Acquaintances • Independent Travel 	
While Abroad	
Upon Return	
IE Responsibilities	

General Information

The Office of International Engagement (IE) will guide students throughout every stage of their study abroad process and experience. For any questions, students may contact IE.

Office of International Engagement Contact List		
Name	Title	Email
Triana Gonzalez	Director	Triana.gonzalez@tamiu.edu
Cynthia Martinez	Associate Director	Cynthia@tamiu.edu
Raquel Urrutia	International Student Advisor	Raquel.urrutia@tamiu.edu
Jessica Chandarlis	Staff Assistant	Jessica.chandarlis@tamiu.edu
Office Location: Student Center 124 Office Number: 956.326.2282 Office Email: studyabroad@tamiu.edu		Social Media: -Facebook – txamiu.study.abroad -Instagram – txamiuabroad -Snapchat – txamiuabroad -Twitter - txamiuabroad

TAMIU Emergency Contact Information

University Police Department
956-326-2911

Title IX Concerns
Lorissa M. Cortez, Director
956-326-2857
lorissam.cortez@tamiu.edu

Office of Student Counselling and Disability Services
956-326-2230

Important Travel Sources

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

- Foreign country information
- Passport application and fees
- Visa requirements
- Travel warnings
- Smart Traveler Enrollment Program (STEP)
- Study Abroad

Centers for Disease Control and Prevention: www.cdc.gov

- Vaccines
- Area specific precautions
- Health preparation for travel

Currency Converter: www.oanda.com

- Exchange rates and conversions

Health Insurance: www.culturalinsurance.com

- Health insurance information
- Email: cisiwebadmin@culturalinsurance.com
- For contact information, look at the back of the insurance card.

Program Creation and Proposal Process

Planning for any overseas academic program should begin at least a year in advance. Every semester the Office of International Engagement (IE) offers an informative session to go over the process of developing and leading a study abroad program. Although it is not mandatory to attend, faculty are encouraged to do so. Faculty must meet with their department chair to discuss their program idea. Once given the approval to proceed, the faculty may meet with IE to clarify any questions about the application process and program creation. The faculty must complete the proposal application and attach the required documents such as budget and syllabus. The application needs to get approved by the required parties. Once International Engagement (IE) receives the proposal they will work the faculty to make sure the program is developed according to the proposal and requests of the faculty.

*Proposal applications by adjunct faculty will be reviewed on a case by case basis.

Application Deadlines:

Winter/Spring Break Program – 1st Friday of April
Summer Program – 1st Friday of October

Program Planning Checklist	
	Attend an information session
	Meet with Department Chair
	Meet with IE
	Review study abroad handbook and policies
	Complete Faculty-Led Program Proposal application
	IE Responsibilities

Program Development

To begin the program development process, you are required to meet with your department chair to discuss your idea. Upon approval of your chair, you will need to schedule a meeting with IE to further discuss the steps to prepare a program. During this meeting the following points will be addressed:

- Purpose of program
- Program location and link to academic objectives
- Targeted student population
- Course offerings
- Components of program – housing, meals, excursions, etc.
- Budget
- Program planning
- Faculty-led program handbook

Program Proposal Application

Prior to completing the Faculty-Led Program Proposal Application, you must consider the criteria below:

Academic Component and Rigor - All study abroad programs are academic programs that take place in an international setting. Tours and travel alone are not eligible for TAMIU semester credit. Typically, credit earned on study abroad programs should not exceed more than one credit hour per week. The proposal must include a description of the academic component: Number of credit hours awarded, amount of classes offered, number of contact hours, evaluation method, course title(s) and number(s), course-related activities/excursions outside the classroom, and cultural immersion activities. Attach a course syllabus, and preliminary program itinerary. A final itinerary must be submitted a month prior to departure.

Purpose of Program - The program should fit into your department and the University goals and mission. The program location should complement the course content. You must state what are the program goals and educational objectives and how they complement the institution's strategic plan.

Program Design and Planning – There are various ways to develop a program. The faculty may organize the program in its entirety, use a provider or do both. The faculty must state their related professional qualifications and previous work or travel experience in the program location. For faculty coordinating the program on their own, they must have visited or lived in the location of the proposed program. If planning to use a provider, the faculty needs to inform IE of this in order to request program proposals. It is also possible for the faculty to plan a portion and use a provider for another portion of the program.

Program Enrollment - The minimum program enrollment is 12 students. Faculty may request to get approval for the program to take place with less students at the moment of applying. If not enough students apply for the program, the faculty is required to obtain approval to proceed with the Faculty-Led Program from the College Dean and Provost. Written approval must be sent to IE.

Budget – All TAMIU faculty-led programs are self-supporting. This means that all costs of offering a program including the faculty's program expenses (airfare, meals, etc.) must be covered by the program fee charged to the participating students. It is important to keep cost to a minimum to allow students to participate, without impacting the quality of the program.

Health and Safety – Attention should be given to state advisories and local current events when selecting a program location. The Office of Environmental Health and Safety will regularly monitor safety issues in all current and prospective program locations.

A complete program application must include the following:

- TAMIU Faculty-Led Program Application
- Program/Faculty Budget
- Program Itinerary
- Course Syllabus (Including study abroad course clause found in application.)
- Course Contact Hours
- Passport Copy

Once the application is complete it must be routed in the order of required signatures:

- Department Chair
- College Dean
- Provost

- Associate VP for Student Success
- VP for Student Success

IE will receive the approved application and will notify the faculty leader of decision.

Program Logistics

Program Logistics Checklist	
	Program Recruitment
	Program Enrollment
	Program Planning
	Program Assistant
	Program Budget
	Required Documents
	Airfare
	Pre-Departure and Mandatory Meetings

Program Recruitment

In order to meet program enrollment, the faculty and IE must work together to market the program to the TAMU student population. Program recruitment must be done with ample time using various marketing methods:

Program Flyer: IE will design program flyer and distribute to the faculty and throughout campus. The faculty must provide IE with the information to be included in the flyer.

Program Webpage: IE will create a webpage for the program which will include program description, itinerary, course offerings, cost and more. The faculty must provide IE with program specifics for the page.

Study Abroad Fair – Every semester IE hosts a study abroad fair. The faculty will be invited to have a booth and advertise their program.

Classroom Presentations and Information Sessions: The faculty is encouraged to conduct in class presentations and visit other classes to inform students of program. The faculty may invite IE and/or former program participants to talk about the program and the study abroad process. IE offers daily information sessions open to all students.

Email Notifications – IE will send a mass email to students about study abroad program opportunities. You may request for IE to provide you a student list in order to reach out to students.

Postcards – IE will mail a postcard to eligible students.

Social Media – IE will constantly promote study abroad programs on various social media outlets. The faculty is encouraged to also use media outlets to promote their programs.

You may request for IE to send you a list of students interested in your program to reach out to them. In the same way you can send a list of prospect students to IE so that they are contacted with study abroad information.

Program Enrollment

All study abroad programs are required to have at least 12 students enrolled in the program. A lower enrollment may be allowed by the College Dean and Provost upon review. The faculty leader must screen and approve all applicants applying to their program. The students will need to meet with the faculty leader to get advisement approval for the program. It is important for the faculty to review the student's GPA and academics to ensure eligibility. You must keep a list of all approved applicants to keep track of potential enrollment number, know the status of each applicant and cap program.

Students must meet the following requirements to be admitted into a study abroad program:

- Be in good academic standing – 2.0 GPA or higher (institutional)
- Be in good disciplinary standing
- Have a TAMIU GPA
- Must have completed or in the process of completing an academic year at TAMIU
- Must be approved by an academic advisor and college
- Must be applying to valid, credit offering program
- Must be approved by IE

*Students interested in participating that do not meet study abroad requirements may be reviewed on case by case basis for admissions.

If the required enrollment is met or the program is allowed to go with a lower enrollment, IE will provide the faculty with a program roster and further instructions of the steps to follow.

Program Types

Faculty Coordinated – Faculty planning the program on their own can begin to make arrangements and get quotes. All arrangements must be refundable or have no fee assessed.

Third-Party Provider Program – IE will present you with program proposal options. The faculty must select the proposal that best fits the program objective. The proposal may be modified to reflect the desired itinerary and cost. Once finalized the proposal must be signed to make the agreement official.

Combined Coordination – The faculty must inform IE of the program itinerary and the dates and services needed from an affiliate provider. IE will look for a proposal that complements the program. Once approved by the faculty the agreement will be signed.

Program Assistant

You may request a program assistant to have additional support to enhance and facilitate the program. This request may be submitted along with the program proposal or dependent on program need. The faculty leader must describe in detail the justification for the request of additional support and submit a budget. A program assistant must meet all of the following requirements and must be able to perform all anticipated duties for participation approval.

Assistant Requirements:

- Must be a TAMIU employee.
- Must be willing and able to serve as a Campus Security Authority while abroad.
- Must be willing and able to assist the Faculty Director in an emergency situation.
- Must be willing and able to actively participate in the entire program course(s) and all scheduled activities.
- Must comply with the established dependent guidelines found in the Faculty-Led Program Handbook.

- Must adhere to all rules, regulations, and procedures for Study Abroad programs.
- Acknowledge that the only compensation for participating as program support is the approved program expenses. Additional compensation is at the discretion of their supervisor.

Program Budget

At the moment of completing the program application you create a budget for your program. This budget is what will serve as a guide to determine program cost.

For programs coordinated by the faculty, the budget form will include all faculty and students' expenses related to the program. The budget will have an estimated price bracket for a group of 10, 15, 20 or more students. In all price brackets the expenses of the faculty will already be added to the student's cost.

For programs coordinated through a provider, the faculty will need to determine how much funds will be needed for their airfare, meals, and allowable incidentals. This budget will then be added to the program cost.

For programs coordinated by the faculty and a provider, expenses for both sections of the program will be added to determine the program cost.

Faculty must be aware that salary and compensation is at the discretion of their department.

The budgeted program cost may change due to the number of participants and any modifications to the program.

Required Documents

IE will complete the required travel request forms for the faculty: University Travel Request, Foreign Travel Request, Faculty-Led Travel Advance, and Risk Assessment. Depending on the program location additional documentation may be required. The faculty must complete and/or submit proof of completing the International Travel Safety: Safe Passage training. The documents will be routed for required signatures. We will proceed with bookings and program payment once approved by the President of the University.

The following forms must be submitted prior to departing on your program:

- Assurance and Participation Form
- Faculty Waiver
- Student Incident Report Information Form

Passport and Visas

All faculty and students must have a valid passport. Some countries require that passports are valid for six months after the departure date and have blank pages. A visa or entry permit is required in certain countries. You can find this information in the Department of State's travel website under country-specific information www.travel.state.gov. The faculty is responsible for applying for the required visa. Faculty visa expenses will be covered through the program but need to be included in the program budget.

Airfare

Airfare can be purchased on your own or through IE. If you decide to book your own flight, you need to forward the flight schedule to IE along with the invoice. If you decide for IE to book your flight you must submit your desired itinerary to IE. IE will send you flight options for your approval. It is important that you adhere to amount budgeted for airfare as going over the amount will impact other budgeted items. If the cost is under budget the program will be credited.

If your program includes airfare with students, IE will assist with booking the group flight. The group flight must fly out of Laredo.

Pre-Departure and Mandatory Meetings

All faculty participating in a study abroad program must attend the mandatory pre-departure orientation conducted by IE. During the orientation topics such as safety, Title IX, academics, emergency action plan, study abroad preparation, while abroad and upon arrival procedures will be covered.

It is important for you to meet with your group prior to departure. IE will set up the initial group meeting after the program has met enrollment. In this meeting we will discuss course registration, flights, rooming, health insurance and more. At this moment you can go over the program and your expectations. It is highly recommended that you continue to meet and establish a method of communication before departing. It is imperative that the faculty discusses host country norms, customs and manners with the group prior to departure.

Role, Responsibilities and Safety

Role, Responsibilities, and Safety Checklist	
	Role of Faculty Leader
	Student Conduct
	Health and Safety
	Anti-Discrimination and Title IX
	International Travel Emergency Action Plan
	Travel with dependents, family members and acquaintances
	Independent Travel

Role of Faculty Leader

Leading a program abroad places optimum level of responsibility on the faculty. As a program director, you will find that your responsibilities do not end in the classroom. Students will rely on you for all kinds of co-curricular assistance as they adjust to a new and sometimes stressful environment. There are many roles that you will assume during the entire program process.

- Advertiser- Responsible for 'marketing' the program, scheduling times for informational meetings and office hours to meet with prospective students.
- Faculty Member- Responsible for developing course material, teaching, evaluating student performance and offering an orientation course prior to the study abroad program. The course syllabus must be provided to all students and must meet all TAMIU requirements. Syllabus must include: Course expectations, class participation requirements and attendance policy. Reference should be made to the expectation of adherence to the Student Code of Conduct. (All students

participating in the program must be enrolled in the course(s) pertaining to the program. Students not participating in the program may not enroll in the course).

- Employee- Responsible for abiding by the terms of employment at Texas A&M International University.
- Confidant- Responsible for providing participating students a mentor/confidant; at the same time, it is important to maintain a professional demeanor.
- Administrator- Responsible for day-to-day functions associated with the program, including fiscal matters.
- Program Coordinator- Responsible for working closely with in-country staff or coordinators of the program.

Alternate Faculty Leader

Planning a study-abroad program is done with ample anticipation and unexpected situations may occur during the planning and the executing of the program. Therefore, as a faculty leader you must have an alternate faculty prepared to lead the program if you are unable to do so. The alternate faculty leader must be aware of their responsibilities and agree to them. The alternate faculty leader needs to be familiar with the program, the course being covered, and most importantly be qualified to teach it. The faculty needs to inform IE of who the alternate faculty is and if any changes to this designee occur.

IE must be notified immediately if the faculty leader is not able to conduct the program. With this change known, IE will prepare the alternate leader for the program. This change must be approved by the department Chair, Dean, Provost and VP of Student Success. Payment of Salary will be discussed and arranged by the faculty's department.

If during the program the faculty leader is faced with an emergency, they must contact IE. IE will work with the academic department and alternate faculty to continue the program.

Student Conduct

Students who participate in any of Texas A&M International University's study abroad programs are representatives of the university for the duration of their program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules/laws set forth in the TAMIU Student Handbook/Code of Conduct, TAMIU Study Abroad Handbook, faculty syllabus, onsite program provider, and host country.

If for any reason the lead faculty considers a student to be disruptive, endanger the well-being of the group, or in violation of university rules and regulations, disciplinary action will be taken and student may be dismissed from the program.

Prior to taken action that adversely impacts a student's participation or status in a study abroad program, lead faculty must contact one of the following:

- Director of International Engagement
- Associate VP of Student Success
- Vice-President of Student Success

In case of an emergency, please contact University Police at 956.326.2911.

Health and Safety

Please note that it is illegal for university employees, including faculty members, to contact a student's parent or guardian regarding medical conditions or emergencies if the student is over 18. If a student on your program is involved in a medical or other emergency, you should of course urge the student to contact his/her parents if possible or to allow you to contact them, but you may not do so until you have the student's permission. However, if the student is incapacitated and the situation is of eminent danger to the student, contact TAMIU PD, and the emergency contact person for the student.

As a safety precaution, IE will register eligible faculty and students on the Smart Traveler Enrollment Program hosted by the U.S. Department of State.

You are encouraged to have available the following information and share it with your group:

- Contact information for the nearest U.S. embassy or consulate
- Contact information for English-speaking doctor (information can be obtained from the U.S. embassy)
- Information of nearest large hospital which provides urgent/emergency care
- Local emergency number
- Directions for operator-assisted dialing to the U.S. from site

Be sure to inform students of potential risks, either in writing or in mandatory group meetings. As a general rule, it is better to inform students of any potential risk. It's especially important to respond to risks discussed in public forums such as the State Department travel advisories, and to let students know why you think this risk does not necessitate canceling or changing the program, rather than selectively discuss only some potential risks. For example, if the State Department posts a warning about civil unrest in an area of your destination country which is NOT on the program's itinerary, it is a better idea to inform the students of the warning, to explain that the area is several hundred miles from where the program will be held, and to let them know that you personally feel this is not a serious risk but you wanted them to be fully informed. Simply not mentioning the information can lead to complaints from the parents and/or students. In case of an emergency on site, refer to the Emergency Contact Information. If a crisis should occur, keep written record of all steps taken. Avoid releasing information directly to the media.

Campus Security Authority (CSA)

All faculty participating on a study abroad program are required to complete the CSA training in order to become a CSA. The federal law known as the "The Clery Act" requires institutions to collect crime reports from a variety of individuals and organizations deemed to be campus security authorities (CSAs). In some instances, the University's obligation to collect crime statistics extends to locations overseas. CSAs include police or security personnel and other campus "officials." "Official" is defined rather broadly under Clery as "any person who has the authority and duty to take action or respond to particular issues on behalf of the institution." As a University faculty member leading a TAMIU study abroad program, you have been designated a CSA so your students will have an institutional official to whom they can speak to about a crime. If a crime occurs abroad you need to submit the [Crime Statistic Report Form](#).

Special concerns for Disabled Participants

Under the Americans with Disabilities Act (ADA), students with disabilities who are otherwise qualified to participate in a study abroad program may not be turned down solely on the basis of their disability. If a disabled student contacts you to discuss participation in your program, it is your responsibility to fully inform the student about possible risks or difficulties involved in participation, while making sure not to discourage them from participating. Also encourage the student to visit Student Counseling for additional advice.

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez., Killam Library 159B, 5201 University Boulevard, Laredo, TX 78041, TitleIX@tamiu.edu, 956.326.2857 and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600).

International Travel Emergency Action Plan

In the event that an emergency involving the health or safety of a student or faculty arises, the faculty director should contact TAMIU Police as quickly as possible. Be sure that you collect detailed information upon learning of an incident involving a TAMIU student or faculty member. This will assist you to have all details available when contacting TAMIU. In case of a Title IX matter, you may contact the TAMIU Title IX Coordinator, Lorissa M. Cortez who can be reached at 956.326.2857 or lorissam.cortez@tamiu.edu.

If you are notified of an incident during the duration of your program abroad involving one of the participants, follow the procedures below:

- Make sure the student is safe and receiving medical attention if necessary.
- Contact the Host University or your in-country contact about the incident.
- Gather information about the incident.
- Contact the TAMIU Police Department at 001-956-326-2911. (UPD is available 24 hours a day/ 7days)
- It is your duty to report any incidents to IE.

If during the course of the program a student's actions require disciplinary action to be taken contact IE. Should that action require the student to be removed from the program it will be in consultation with IE's staff and at the student's expense.

If a medical situation occurs proceed to the closest health care provider. Obtain bills and receipts from treating physicians and hospitals stating the amount paid and diagnosis and submit these documents to the insurance provided. Claims should be reported directly to the appropriate address shown on the back of the insurance card. Stay with the student and inform TAMIU of the situation.

In the event of the death, disappearance, arrest/detention, or serious medical crisis involving a TAMIU student, one of your first contacts should be the nearest U.S. Embassy or Consulate, American Citizen Service. You can also contact the Department of State at 202-647-5225 (24 Hours).

In the event that an incident such as a natural disaster, large-scale transportation accident, or terrorist attack occurs within your destination country, or even within a neighboring country, please contact IE as soon as it is convenient to confirm that the group is safe, and encourage students to call a family member or friend at home. IE is likely to receive calls from concerned family members when such incidents take place, even when the site of the incident is very distant from the actual program.

Travel with Dependents, Other Family Members, and/or Acquaintances

Faculty-led programs are first and foremost academic programs, and, like their counterparts on campus, these classes, field trips, and cultural excursions should never be designed to cater to the needs of accompanying individuals who are not part of the academic experience. Accompanying dependents, partners, significant others, spouses and acquaintances should not interfere with the function of the study

abroad program, in any way. However, we recognize the importance of the family and encourage faculty members to include their family members as part of the study abroad experience bearing in mind the need to adhere to the following guidelines.

Spouse/Partner

- A spouse may accompany the faculty member for the duration of the program or a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and students.
- Spouses should understand that their primary role on the study abroad program is that of spouse and/or caretaker of any dependent children also accompanying the faculty member. For liability purposes, it is important that spouses do not have responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing working funds).

Children

- The faculty member's children or legal dependents under the age of 18 may accompany the faculty member for the duration of the program or for a significant portion of the program as long as it does not interfere with the faculty member's duties to the program and the study abroad students.
- Grandchildren, nephews, and nieces who are not a faculty member's legal dependent are not considered dependents but rather extended family and are therefore not permitted to stay for the duration of the program unless they are controlled as students in the program.
- If the child is under the age of 15, the faculty member must provide a caretaker. This caretaker could be the spouse of the faculty member.
- The faculty member must cover the caretaker's expenses.
- Students on the program should never be asked to serve as caretaker, as this detracts from the program and the student's experience. In addition, it places the faculty member in a difficult position to defend if the student alleges that he/she felt pressured to perform personal services for a faculty member as part of the course grade.
- The faculty member cannot be considered the caretaker.
- Other faculty or staff member involved with the program should not be asked to serve as a caretaker.
- It is strongly recommended that the faculty member considers carefully the number of children being taken on the study abroad program. Logistically, the more children that are involved, the more difficult it becomes to make arrangements that will accommodate large families, and the more difficult it is for the faculty member to focus their full attention on the study abroad program.

Financial Considerations

- State regulations require that faculty members pay expenses of their spouses and dependents. Current Texas A&M International fiscal policies do not allow such expenses to be paid by the student program fees or monies mixed into student program fees accounts. This means that separate payments directly from the faculty member will be required for dependent expenses. This information must be made transparent for all those involved in the program, specially the students, so there is no misunderstanding that student program fees are, in any way, subsidizing non-participants.
- Dependent are not guaranteed potential "group discount" prices due to restrictions such rates (e.g. age limits, students only prices, etc.)
- In cases where a faculty member requires a logistical arrangement for a dependent or spouse that costs more than the price paid by a student, the faculty member is responsible

for the cost difference (e.g. if paying for a double room instead of a single room in a hotel, the faculty member would pay the difference).

Logistical Arrangements

- Program arrangements are not primarily made to accommodate the needs of dependents and spouses. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the faculty members.
- Faculty members are responsible for obtaining passports and visas for their spouses and dependents.
- Faculty members are responsible for obtaining health insurance for their spouse and dependents.
- Faculty members must organize dependent's travel arrangements whenever these arrangements deviate from those made for the planned study abroad program, such as (but not limited to).
 - Transportation to and from the study abroad location
 - Excursions in the host country
 - Hotels
 - Meals
- Dependents may room with the faculty members if accommodations, allow; but, as already mentioned, the faculty member must pay the difference for any room upgrade.
- Dependents are not permitted to share accommodations with students.
- Dependents should not compromise the planned academic program in any way, such as (but not limited to)
 - Preventing the faculty member from attending or leading field trips or other academic elements of the program.
 - Disrupting class or field trips.
 - Preventing students of other faculty members from engaging fully in the academic program.

When travel arrangements exactly coincide with the planned study abroad program, these will be coordinated with IE, using the same program deadlines that apply for students engaged in the program.

Independent Travel

At times during your program there might be free time where students and faculty may travel on their own. If you decide to travel independently you must adhere to the following:

- Inform the group and IE of your travel plans
- Provide your contact information to the group
- In case of an emergency, be prepared to return immediately to tend to the matter
- Independent travel is not covered by program costs

While Abroad

Upon arrival to the program location and during the program there are a several things to complete and keep in mind:

- Inform IE of arrival to program location
- Provide IE with your contact number and address abroad
- Update IE on any changed made to the program

- Inform IE of any incidents with students
- Inform IE of any issues with provider
- Provide IE with the complete address list and room numbers for the group
- Keep receipts for program expenses you would like to get reimbursed for.
- Ensure you follow your host country's per diem rates

Upon Return

Once you conclude your program, there are several items that need to be done in order to complete the program process:

Arrival to the U.S. - Inform IE of your arrival and your group's arrival to the U.S. In the case that the group departs back home before you do, be sure to follow up on the status of their arrival and keep us informed.

Academics – Upon program completion, the students need to be aware of any class meetings or assignments that need to be completed. Once the course is complete, the faculty must submit grades to the Office of the University Registrar. The faculty needs to be aware of the deadline to submit grades. Grades for students dismissed from the study abroad program are left at the discretion of the lead faculty.

Program Evaluations – The faculty and the student must complete a program evaluation. IE will send the faculty the electronic evaluation form. The evaluation responses will serve to improve our programs.

Travel Expenses – Organize and submit your receipts to IE within 2 weeks upon return. Be sure to submit the receipts in a timely manner as taxes may be imposed after a certain number of days. All allowable expenses that wish to be claimed need to have a receipt.

Student Incident Report Form – Submit the Student Incident Report Form to IE.

Meet with IE – Schedule a meeting with IE to go over the program and start thinking of the possibility of leading a program during a future session.

IE Responsibilities

International Engagement will assist the faculty through the entire study abroad process and ensure that all program participants are ready for their international experience.

Program Development

- Consult with faculty member on program proposal and design
- Advise on study abroad policies and procedures

Program Marketing

- Creating program posters and flyers
- Create and update webpage with program information

Program Administration

- Collaborate with faculty to develop program budget and set program fee
- Develop program agreement with provider and coordinate approval process

- Send acceptance information to students
- Ensure that students comply with pre-departure requirements
- Manage and collect student information and forms
- Provide program roster and student needs to faculty
- Travel approval process for faculty and group
- Create program budgets and send to the Office of Financial Aid
- Fee assessment and monitor of student balances
- Process invoices and payments
- Assist with program evaluation

Program Logistics

- Collaborate with faculty and third-party provider to plan program
- Serve as primary contact with third-party provider to coordinate logistical arrangements

Safety Protocols

- Provide Pre-departure meeting for faculty and students - health, safety and procedures
- Ensure that all program participants are enrolled in health insurance with evacuation and repatriation benefits