

Faculty-Led Study Abroad Proposal Process

Definition

Faculty-Led Study Abroad Programs fall into three categories.

- Faculty-Led Course – A CCS credit-based course designed and taught by CCS faculty
- Faculty-Advertised Program – A travel opportunity organized externally and advertised to CCS students by CCS faculty/staff
 - The program may be taught by CCS faculty. Students enroll with the external organization, and credit may be earned and transferred to CCS.
- Faculty-Led Trip – A non-credit excursion abroad available only to CCS students and led by CCS faculty/staff

Considerations

Leading a study abroad program is a unique opportunity to provide CCS students high-impact, international learning experiences. However, effective programming requires extensive planning and consideration.

- Considerable lead time is necessary to plan and develop an international program. Typically, approval will only be offered for proposals that are submitted a full 10 months prior to program initiation.
- Faculty should have a high level of expertise and/or experience/support in the proposed program location(s).
- A strong understanding of logistics and organization is necessary to develop an effective itinerary and high quality academic experience.
- Language requirements differ by destination; a plan must be in place to help students navigate in areas where they do not speak the common language.
- Faculty leaders of study abroad programs are expected to manage the program's finances and logistics, handle any crises that arise, act as institutional representatives, and recruit for the programs, in addition to providing instruction.
- Faculty may not sign contracts with external study abroad companies without prior approval.

Deadlines

Proposals submitted after the deadlines will not be accepted.

Program Dates	Proposal Packet Due to International Student Services Office
Winter Break (December)	February of same year
Spring Break (March)	May of the previous year
Summer Term (May)	July of the previous year
Fall Term (September)	November of the previous year
Winter Term (January)	March of the previous year

Proposal Preparation and Approval

Step 1 – Policy Familiarization

Faculty proposing a study abroad program should familiarize themselves with the following CCS policies prior to developing their program plan.

- Faculty-Led Study Abroad Roles and Responsibilities
- Faculty-Led International Courses
- Travel and Entertainment

- Employee Travel to High Risk Destinations
- Student Travel to High Risk Destinations
- Chaperone
- Field Trips
- Title IX
- Drug and Alcohol
- Student Code of Conduct
- Staff Code of Conduct

Step 2 – Overview/Syllabus

Using the CCS syllabus template, prepare a program overview. Department Chair input should be sought while the overview is in progress. The syllabus template is the format that will be used for any of the three categories of Faculty-Led Study Abroad programs and will include:

- General information such as course title, dates/duration, and location
- Faculty information
 - If the program enrolls 10 or more students, secondary faculty/staff information should also be included
- A detailed description of the program
- Anticipated learning outcomes
- Trip itinerary, including dates, locations, anticipated housing and transportation, and activities
- If applicable, credit amount and type (studio or lecture)
 - 90 contact hours and 45 out-of-class work hours are required for studio courses; 45 contact hours and 90 out-of-class work hours are required for lecture
- If applicable, course-level and pre-requisite requirements

Step 3 – Budget Worksheet

Develop a budget worksheet that estimates costs for all participants. If the program requires payment for credits earned, that cost should be included as well.

Step 4 – Department and Academic Affairs Approval

Complete the Faculty-Led Study Abroad Proposal form, attach the syllabus and budget worksheet, and submit the packet to the Department Chair. Once the Chair signature is in place, the packet is brought to the Associate Provost in the Academic Affairs Office for approval.

Step 5 – International Student Services Office Approval

Once the Associate Provost has signed the proposal, the faculty member may submit the packet to the International Student Services Office (ISSO). The ISSO will ask that the faculty also submit the following documentation with the packet.

- Contact information for any entity consulted in planning, i.e. travel agencies, lodging establishments, transport companies, and other institutions/companies who will be hosting and/or collaborating
- Any contracts under negotiation with external entities
- A marketing statement and five images for use in recruitment/promotional materials

The ISSO will approve or deny the proposal based travel risks associated with the selected destination(s). If the proposal is approved, the ISSO will advise the faculty on next steps. If the proposal is denied, faculty may not advertise the program to CCS students. Any travel conducted will be personal in nature and not affiliated with CCS.

Faculty-Led Study Abroad Roles and Responsibilities

International Student Services Office (ISSO)

Programming and Compliance

- Review and approve Faculty-Led Study Abroad Proposals, review potential high risk travel destinations with the CCS Travel Risk Committee as needed.
- Verify compliance with institution policies, i.e. Title IX, Student Code of Conduct, and Drug and Alcohol Policy.
- Ensure that the College's legal counsel has reviewed all partner organization contracts prior to approval.
- Ensure that all participants complete the required Student Behavioral Contract, Assumption of Risk Contract, and Health Disclosure Information form.
- With Faculty Leader input, provide a country-specific information packet including, health and safety issues, visas, passports, and emergency contacts for students and their parents.
- Working with the Faculty Leader, create a Crisis Management Plan.
- Provide Faculty Leader with participants' emergency contacts, health insurance information, and any disclosed medical history.
- Maintain record of participant passport information and health insurance coverage verification.
- Assist faculty with program logistics and development, as well as pre-departure preparation.
- Provide pre-departure and re-entry presentations as requested.
- Work with the Academic Advising and Registration Office to create and post the program course code/information.
- Manage student course registrations.
- Facilitate academic/disciplinary history review and report students with significant related records to the Faculty Leader.
- Finalize budgets after program completion.
- Review Post Study Trip Evaluations (ISSO form).

Travel

- Negotiate in-country partner contracts.
- Register participants for group travel insurance and group emergency medical insurance as requested.
- Purchase group flights as requested.
- Assure participant registration with the U.S. Department of State's SMART TRAVELER program.
- With Faculty Leader, establish preliminary and final program budgets.
- Monitor U.S. State Department Travel Advisories, CDC updates, etc. and communicate information as necessary.
- Maintain active communication and provide crisis management support.
- Respond to Student Affairs issues and crises reported by Faculty Leaders during the course of the trip.

Promotional

- Launch a promotional campaign, including posters, weekly email, and screens, to actively recruit students.
- With Faculty Leader, co-host initial information sessions as requested.

- Advise prospective students on requirements for admission to the course.

Financial

- Work with the Business Office for billing of individual participants and create a payment plan and commitment deposit schedule.
- Assist with student refund policy, when necessary.
- Coordinate payment for in-country guest artists, lectures, and workshops.

Faculty

Programming and Compliance

- Design the academic aspects of the program and plan academic, professional, and cultural tours and lectures according to a detailed schedule.
- Plan outline of dates for all group trips and events (tour guides, excursions, welcome and farewell dinner locations, etc.).
- Complete and submit Faculty-Led Study Abroad Proposal with required documentation.
- Attend mandatory meeting with the ISSO to review related College Policies and sign compliance contracts.
- With the ISSO, develop an emergency contact list and country-specific Crisis Management Plan and then communicate them to students and parents.
- Organize at least one mandatory pre-departure orientation meeting.
- With ISSO, disseminate the following information to students via Blackboard and in pre-departure orientation meeting(s).
 - Program content
 - Required readings
 - Health and safety information
 - Participant expectations
 - Accurate, clear, site-specific orientation materials
 - Student accommodation specifics
 - Course syllabus (if applicable)
 - Information packets
- Be informed about student pre-departure materials required by ISSO and reinforce this requirement with student and faculty participants.
- Communicate regularly with students prior to the trip.
- Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process.
- Submit midterm and final grades to Registrar's Office.

Travel

- Identify potential overseas support system, including agents and vendors (such as hotels/hostels, guest speakers, local transportation, travel agency, etc.).
- Finalize itinerary and communicate it clearly to the students.
- Select and arrange for local guest lecturers.
- Participate in all group excursions and events.
- Provide students and ISSO with contact information during program's "free time."
- Proactively assist students with logistical challenges, i.e. how to use public transportation, exchange money, purchase phones, etc.
- Respond to students in crisis, following the Crisis Management Plan in critical situations; promptly report all crises to the ISSO.
- Document inappropriate or concerning student behavior.

- Respond to Student Affairs issues and crises reported by other students and leaders (as applicable) during the course of the trip.
- Document and report Clery Act violations.
- Adhere to all CCS policies as delineated in the Faculty Handbook, including Title IX, Code of Conduct, and Drug and Alcohol Policy.
- Model appropriate conduct and hold students accountable to the CCS Student Code of Conduct.
- Notify ISSO of the arrival of all participants at program site.
- Notify ISSO of the arrival of the full group upon return; if students are traveling on their own before or after the trip, identify which students are breaking from the group to the ISSO.

Promotional

- Provide promotional material to the ISSO.
- Promote program with accurate information to actively recruit students.
- Create a course on Blackboard (if applicable).

Financial

- In consultation with ISSO, establish preliminary and final program budgets.
- Monitor spending and keep required documentation for reconciliation purposes.

Post-Trip

- Organize a post-trip presentation, meeting, or exhibition of the experience for the College community.
- Reconcile cash advances and program expenses with original receipts within 10 days of end of program and submit to the ISSO.

Faculty-Led International Courses

Students with a cumulative grade point average of 3.0 or higher may participate in faculty-led international courses. Course content may include working with well-known artists and designers, visiting studios and museums, studying at local institutions, and being immersed in local art and culture in a range of destinations. For more information on these programs, please contact the International Student Services Office.

Student Travel to High Risk Destinations Policy

College for Creative Studies is committed to developing a wide variety of international study opportunities for students; however, the College recognizes that situations exist in which the risks of travel may outweigh the advantages of international experiences. The International Student Services Office (ISSO) monitors information relevant to the safety of international student travel destinations from official sources, as well as from partners and colleagues abroad. All international CCS-related student travel must be discussed with the Director of ISSO prior to finalizing travel arrangements, at which point the Director will research travel advisories. The College reserves the right to cancel or alter any program when, based on a review of relevant information and resources, it is determined that the security or health of students may be threatened.

Statement of Policy

Destinations (countries, states, or cities) with travel advisory levels 2, 3, or 4 from the United States Department of State (DOS), or under an active travel advisory from the World Health Organization (WHO) and/or Centers for Disease Control (CDC), may be determined to be high risk travel destinations. All international CCS-related student travel to these destinations requires approval from the High Risk Travel Committee (HRTC); travel to destinations with a level 3 or 4 DOS advisory requires approval from the HRTC and the College's leadership. As appropriate, other members of the CCS community may also be asked to participate in the analysis. A High Risk designation may also be given to countries or regions with a rating of a 4 or 5 (on a scale of 1-5) by the College's third-party travel security firm.

For the purposes of this policy, "international CCS-related student travel" is travel promoted or organized by CCS that benefits the students' academic program (i.e., study abroad, faculty-led study abroad, student exchange, internships); travel done on behalf of CCS; travel that is part of a CCS sponsored program; or, travel using funds processed through CCS. Personal student travel is not covered by this policy.

Advisory Level and Source	Decision/Approval Authority
DOS Level 1 – exercise normal precautions	Director of ISSO
DOS Level 2 – exercise increased precautions WHO/CDC alert or advisory	High Risk Travel Committee
DOS Level 3 – reconsider travel DOS Level 4 – do not travel	High Risk Travel Committee in consultation with College's leadership

Members of the High Risk Travel Committee (HRTC)

- Director of International Student Services
- Associate Provost
- Dean of Students
- Director of Campus Safety
- Director of Business Services

Process to Request Permission for High Risk Destination Travel

Any student, student group, or faculty/staff member leading a student group that would like to participate in an international travel activity to a location determined to be high risk (travel advisory 2-4), must seek approval through the CCS High Risk Travel Committee via a Request for Exception to Travel Restrictions form with the following required documentation.

- A signed Addendum (for each participant) to the CCS Assumption of Risk form that acknowledges the additional risk of the travel destination. (provided by ISSO)
- Proof of comprehensive medical insurance coverage and appropriate vaccinations for each participant if health risk is present

Approved Travel

The ISSO will provide a mandatory orientation for approved international CCS-related student travel to high risk destinations.

Approvals are for a particular program in a specific location. Approvals for repeated programs are valid for the academic year provided, as long as there is no significant change in the programming or risk level for the location. If the situation deteriorates or the DOS significantly changes its advisory after approval, permission to travel may be revoked at the discretion of College leadership.

Denied Travel

If the permission to travel is denied, the ISSO will assist the student(s) in planning alternative travel. If the student(s) travel despite the denial:

- any travel to the denied destination will be considered personal travel;
- no logistical support will be provided from the ISSO to travel to denied destinations;
- no funds processed through CCS may be used for this travel;
- no academic credit may be granted for activity conducted at the destination whether concurrent with the program or after return;
- students' enrollment at CCS may be terminated for the duration of the travel.

Employee Travel to High Risk Destinations Policy

College for Creative Studies is committed to recruiting international students and developing global partnerships; however, the College recognizes that situations exist in which the risks may outweigh the advantages of international travel. All employees planning to travel abroad must discuss their travel plans with their Vice President prior to making travel arrangements. The Vice President, in coordination with the Director of the ISSO, will research travel advisories. The College reserves the right to cancel or alter any program when, based on a review of relevant information and resources, it is determined that the security or health of employees may be threatened.

Statement of Policy

Destinations (countries, states, or cities) with travel advisory levels 2, 3, or 4 from the United States Department of State (DOS), or under an active travel advisory from the World Health Organization (WHO) and/or Centers for Disease Control (CDC), may be determined to be high risk travel destinations. Any international CCS-related travel to these destinations requires approval from the employee's Vice President; travel to destinations with a level 3 or 4 DOS advisory requires approval from the employee's Vice President and approval by the College's leadership. As appropriate, other members of the CCS community may also be asked to participate in the analysis. A High Risk designation may also be given to countries or regions with a rating of a 4 or 5 (on a scale of 1-5) by the College's third-party travel security firm.

For the purposes of this policy "international CCS-related employee travel" is travel on behalf of and paid for by CCS. Personal travel is not covered by this policy.

Advisory Level and Source	Decision/Approval Authority
DOS Level 1 – exercise normal precautions	Division Vice President
DOS Level 2 – exercise increased precautions WHO/CDC alert or advisory	Division Vice President
DOS Level 3 – reconsider travel DOS Level 4 – do not travel	Division Vice President in consultation with College's leadership

Process to Request Permission for High Risk Destination Travel

Any employee that would like to participate in an international travel activity to a location determined to be high risk (travel advisory level 2-4), must seek approval through their Vice President.

The employee will submit a Request for Exception to Travel Restrictions form to their Vice President with proof of comprehensive medical insurance coverage and appropriate vaccinations if health risk is present.

The Vice President will review the request to travel and, if the destination has a DOS Level 3 or 4 warning and the Vice President approves, forward the request with approval rationale to College leadership for final decision.

Approved Travel

If the situation deteriorates or the DOS significantly changes its advisory after approval, permission to travel may be revoked at the discretion of College leadership.

Denied Travel

If the permission to travel is denied and the employee travels despite the denial:

- any travel to the denied destination will be considered personal travel;
- no logistical support will be provided by the College;
- no funds processed through CCS may be used for this travel.