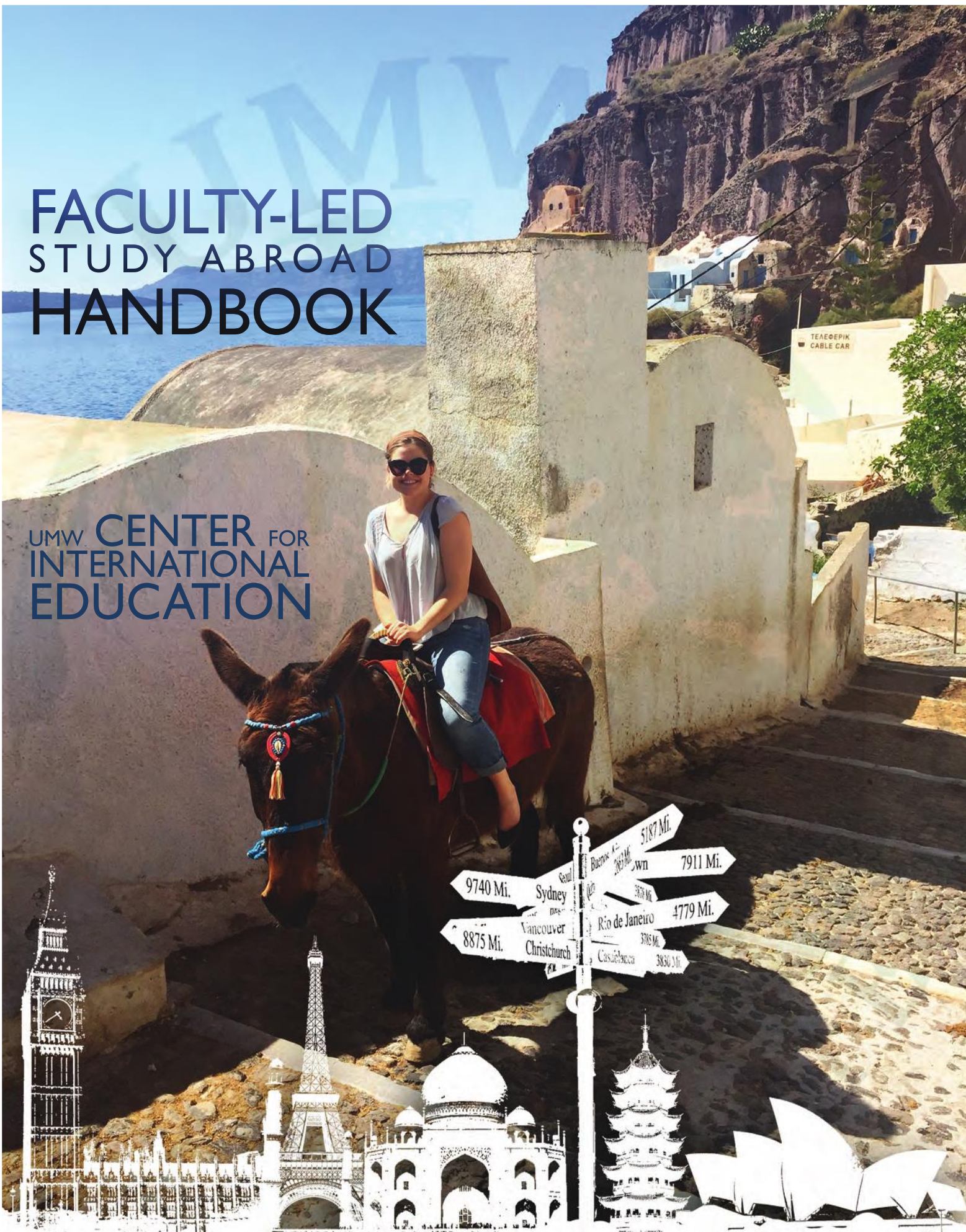


FACULTY-LED STUDY ABROAD HANDBOOK

UMW CENTER FOR
INTERNATIONAL
EDUCATION



Contents

I. INTRODUCTION	- 4 -
A. CIE SUPPORT AND RESPONSIBILITIES FOR FACULTY-LED PROGRAMS.....	- 4 -
B. FACULTY DIRECTORS	- 5 -
C. IMPORTANT CONTACT NUMBERS	- 6 -
II. TIMELINE FOR PROGRAM DEVELOPMENT	- 6 -
A. PLANNING STAGE.....	- 6 -
B. PRE-DEPARTURE STAGE	- 7 -
C. PROGRAM IMPLEMENTATION STAGE.....	- 8 -
D. POST-PROGRAM STAGE	- 9 -
III. BUILDING A FRAMEWORK.....	- 9 -
A. TYPES OF PROGRAM.....	- 9 -
1. <i>Traveling Programs</i>	- 9 -
2. <i>Co-Hosted Programs</i>	- 10 -
3. <i>Immersion Programs</i>	- 10 -
B. CLARIFY IDEAS.....	- 10 -
1. <i>Determine Program Dates, Site(s), and Lecturers</i>	- 10 -
2. <i>Select Excursions</i>	- 11 -
3. <i>Contact Service Providers, UMW Partners Abroad and Travel Agents</i>	- 11 -
4. <i>Solicit Bids for Group Travel</i>	- 11 -
5. <i>Determine Accommodation Types Available</i>	- 12 -
6. <i>Funding Opportunities for Faculty</i>	- 13 -
IV. HOW TO ESTIMATE A BUDGET AND A PROGRAM FEE	- 13 -
A. BUDGET	- 13 -
B. PROGRAM FEE.....	- 14 -
C. FUNDING MODELS	- 14 -
D. DIRECTOR'S EXPENSES.....	- 15 -
<i>Co-Directors</i>	- 16 -
E. EDUCATION ABROAD FEE	- 16 -
F. TUITION	- 16 -
G. DEPOSITS AND PAYMENTS	- 16 -
H. PROGRAM REFUNDS AND WITHDRAWALS.....	- 17 -
V. SUBMITTING A FACULTY-LED PROGRAM PROPOSAL AND FACT SHEET	- 17 -
VI. RECRUITING.....	- 18 -
A. DEVELOPING A PROGRAM WEBSITE	- 18 -
B. SPARKING INTEREST IN STUDENTS	- 19 -
VII. ADMITTING STUDENTS TO THE PROGRAM	- 20 -
A. COMMUNICATING WITH STUDENTS	- 20 -
1. <i>Recruitment Stage</i>	- 20 -
2. <i>Acceptance Stage</i>	- 20 -
3. <i>Program Stage</i>	- 21 -
4. <i>Post-Program Stage</i>	- 21 -
B. ADMISSION REQUIREMENTS AND APPLICATION PACKETS.....	- 21 -
C. SCHOLARSHIPS AND FINANCIAL AID.....	- 21 -
D. INTERVIEWING	- 22 -
E. ENROLLING NON-UMW STUDENTS IN A UMW FACULTY-LED PROGRAM.....	- 22 -
VIII. MONEY MATTERS	- 23 -

A. ESTABLISHING A FUND	- 23 -
B. SUBMITTING INVOICES FROM VENDORS	- 23 -
C. UMW CREDIT CARD AND EXPENSE TRACKING	- 23 -
D. DOCUMENTATION OF EXPENSES.....	- 24 -
E. FACULTY DIRECTORS TRAVELING WITH FAMILIES	- 25 -
IX. STUDENT PRE-DEPARTURE ORIENTATION & TOPICS	- 25 -
A. PRE-DEPARTURE ORIENTATION	- 25 -
B. PASSPORT	- 25 -
C. VISAS	- 26 -
D. INTERNATIONAL HEALTH INSURANCE.....	- 26 -
E. IMMUNIZATIONS	- 26 -
F. HEALTH INFORMATION & LIABILITY AGREEMENTS.....	- 26 -
G. UNIVERSITY OF MARY WASHINGTON’S POLICIES AND REGULATIONS.....	- 27 -
H. DISCIPLINE AND GENERAL MISCONDUCT	- 27 -
I. ALCOHOL AND DRUGS.....	- 27 -
J. SEXUAL MISCONDUCT	- 28 -
K. DISABILITY ACCOMMODATIONS, TALLY CENTER FOR COUNSELING SERVICES, AND OFFICE OF STUDENT CONDUCT AND RESPONSIBILITY	- 29 -
L. CLASS ATTENDANCE	- 29 -
M. TRAVELING LIGHT AND OTHER PACKING TIPS FOR STUDENTS.....	- 29 -
N. TRAVEL HEALTH AND SAFETY ISSUES.....	- 30 -
O. ACCESSING MONEY.....	- 31 -
P. ASSIGNING ROOMMATES	- 32 -
X. COURSE REGISTRATION AND TUITION.....	- 32 -
XI. WHILE ABROAD.....	- 32 -
A. GUIDELINES FOR PROGRAM SPONSORS.....	- 32 -
B. EMERGENCIES, HEALTH, AND SAFETY PREPARATIONS	- 33 -
<i>Dealing with an Emergency.....</i>	<i>- 34 -</i>
<i>Dealing with an Injured or Sick Participant.....</i>	<i>- 34 -</i>
<i>Lost/Separated Student Procedure.....</i>	<i>- 35 -</i>
C. FACULTY DIRECTOR AVAILABILITY	- 35 -
XII. FACULTY DIRECTOR’S END-OF-PROGRAM RESPONSIBILITIES.....	- 35 -
XIII. PROGRAM CANCELATION PROCEDURE	- 36 -
APPENDIX A: EXAMPLE FACULTY EMAIL TO ACCEPTED STUDENT.....	- 37 -
APPENDIX B: STUDY ABROAD INCIDENT REPORT	- 38 -
APPENDIX C: FACULTY-LED EMERGENCY RESPONSE FLOW	- 39 -

I. Introduction

At the University of Mary Washington, faculty members are important leaders in the effort to internationalize the curriculum and the education of students. One such leadership role is faculty development of short-term education abroad programs.

International study can be an effective educational tool in any academic discipline. Short-term programs abroad led by faculty create valuable intercultural learning opportunities for students who are not yet temperamentally, academically, linguistically, or financially ready for lengthy, integrated international experiences. The short duration and unique group dynamics of faculty-led programs abroad, however, necessitate careful design and direction in order to maximize the students' academic and intercultural experiences while ensuring safety.

This handbook has been designed by the Center for International Education (CIE) to guide UMW faculty members who are planning and directing faculty-led international programs. A Faculty Director, in assuming the responsibility for developing and leading an education abroad program, can expect to assume the roles of administrator, teacher, financial advisor, travel agent and counselor. To prevent these roles from becoming overwhelming, especially if it is the first time a faculty member will be directing a faculty-led study abroad program, this handbook provides specific suggestions on most aspects of directing international study.

This handbook contains information on steps to take in creating and leading a program from beginning to end. The handbook is chronologically arranged, from formulating ideas, working with service providers, drafting a Faculty-Led Program Proposal and Fact Sheet, recruiting participants and traveling abroad, to completing the post-program responsibilities of the Faculty Director. There are tips on budgeting, pre-departure preparations, student and faculty responsibilities while abroad, emergency response, and post-program wrap-up.

This handbook answers Faculty Directors' most frequently asked questions about developing faculty-led programs abroad. The material was compiled from many resources, including feedback and reports from experienced Faculty Directors, from Directors of International Education at other US universities but it is particularly anchored in the *Standards of Good Practice for Short-Term Education Abroad Programs* from the Forum on Education Abroad and NAFSA's *The Guide to Successful Short-Term Programs Abroad*. It includes information important to both first-time and experienced Faculty Directors. Suggestions for improvement to this handbook are welcomed.

This handbook is not intended to be a compilation of everything a Faculty Director will need to know, but rather the basics of international program development and suggestions on how to address a variety of anticipated concerns. If there are questions left unanswered, please feel free to discuss them with the Director of the Center for International Education.

A. CIE SUPPORT AND RESPONSIBILITIES FOR FACULTY-LED PROGRAMS

- Provide Faculty Directors with guidance on the development process, from program conception, to day of departure, to return from abroad
- Assist in the production of marketing and publicity materials, both printed and web-based
- Maintain UMW faculty-led program websites and online registration via Banner
- Organize and manage the study abroad registration process and provide status reports to Faculty Directors
- Provide students with financial aid information and scholarship opportunities
- Administer Education Abroad scholarships

- Assist Faculty Directors by providing training and support for all financial transactions, including vendor payment and travel reimbursements in addition to training on issues relating to mental health and Title IX
- Provide all study abroad students with up-to-date pre-departure information
- Provide all study abroad students with appropriate international health insurance, including natural disaster and political/security incident evacuation coverage and repatriation
- Provide additional support to ensure the Faculty Director is able to offer, and ultimately carry out, a safe and high-quality educational experience abroad
- Coordinate effective assistance for faculty and students abroad to be able to handle and provide an appropriate response in case of any emergency affecting UMW students/ faculty while abroad
- Evaluate foreign transcripts and credits, and ensure credits earned are added to each student's transcript (for transfer credit program models only)

B. FACULTY DIRECTORS

Potential Faculty-Led Program Directors must be members of UMW's faculty. Adjunct professors or staff with a proven relationship of service with UMW may serve as co-directors. A subject matter expert from another Virginia institution who is also an agency employee or faculty member may be able to serve as co-director under special circumstances and must be pre-approved by the Director of the Center for International Education in consultation with the Office of the Provost.

For liability purposes, each UMW Faculty-Led Program must have either:

- At least two faculty or staff traveling with the program so that the co-director can provide leadership for the student group should the primary director of the program become incapacitated, OR
- At least one Faculty Director and a host institution or organization with personnel capable of providing 24/7 emergency response on site in each location where the group will travel.

Faculty Director responsibilities include:

- Developing program curriculum
- Working with CIE and international institutions and study abroad or travel providers to develop program logistics
- Submitting a new program proposal with supporting documents (first year only)
- Submitting a completed program Fact Sheet (each year the program will run) by the applicable deadline
- Ensuring any associated UMW courses are listed by the appropriate department and Registrar for the relevant term
- Promoting the program and recruiting student participants
- Approving students to participate in the program by sending a welcome email to qualified students who register
- Ensuring registered students make payments by applicable deadlines
- Hosting a pre-departure orientation session in collaboration with CIE
- Providing a daily schedule, itinerary and emergency contact information for the group prior to departure
- Providing pastoral care for the group while abroad
- Teaching associated courses as specified by each program and/or scheduling guest instructors and site visits
- Ensuring the safety and well-being of student participants by remaining accessible to students and providing timely response to any critical incidents
- Being reachable by cell phone 24/7 should UMW need to communicate urgent information with the group
- Upholding UMW policies and procedures while the group is abroad, to include Honor Code and Title IX

- Requesting and carrying a UMW Finance Card to be used for group expenses and to ensure a source of funds should a critical incident arise
- Debriefing students prior to arrival back in the US
- Submitting relevant financial paperwork and receipts upon return from abroad
- Completing a post-program evaluation and debrief with CIE

C. IMPORTANT CONTACT NUMBERS

24 Hour Emergency Contacts:

UMW Police Department - collect calls from abroad are accepted 24/7: (+001)540.654.1025

CIE Emergency Line: (+001)540.419.9781 WhatsApp, Viber, Text

UMW CIE Staff:

Jose A. Sainz, PhD., Director	jsainz@umw.edu	540.654.1261
Sarah Moran, Faculty-Led Program Coordinator	smoran2@umw.edu	540.654.2172
Jill Hyman, Study Abroad Coordinator	jhyman@umw.edu	540.654.1434
Center for International Education Office	cie@umw.edu	540.654.1434
		Fax: 540.654.1119

II. Timeline for Program Development

Early planning is key to smooth program operation and success. Discuss areas of concern and ideas with colleagues, previous Faculty Directors, and CIE well before the Faculty-Led Program Fact Sheet deadline. Early consultation is especially important for a new program. Two years in advance is not too early to begin conducting research and defining the parameters of a new program. What follows is a suggested timeline for summer program development. Faculty Directors interested in shorter program development (winter or spring break) should adjust the proposed timeline in consultation with the Director of CIE.

A. Planning Stage

18 Months Prior to the Program

- Meet with CIE.
- Review the Provost's Policy on Study Abroad Program Approval
<https://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8ZVJC84C7E55>
- Research and build a framework for the new program, clarify ideas and estimate budgets using the Faculty-Led Proposal Template, Logistics Questionnaire, and Faculty-Led Program Fact Sheet as a guide. These tools are available on the CIE Website at:
<http://international.umw.edu/faculty>
- Contact at least three education abroad providers to obtain program proposals, including travel dates, estimated expenses, and services available. CIE can provide Faculty Directors with helpful contacts and group travel planning assistance.
- Contact colleagues in other departments and on other campuses about joint-program development.
- Seek clarification of issues or ideas that are unclear from CIE or Department Chair.
- Get written Departmental Chair approval to proceed and submit to CIE by email.
- Discuss promotional ideas with the staff at CIE.

12 Months Prior to the Program

- Select travel and/or education abroad service providers from among your three proposals.
- Submit Faculty-Led Program Proposal package, including Fact Sheet with estimated budget to CIE. Course proposals should include the requirements for participation, and the who, what,

when, where, why, and how of the program. Courses may be either a UMW course already in the catalogue, an IDIS 350 course, or regular courses taught at a foreign university. New UMW course proposals must follow current UMW course approval procedures.

- Receive approval or denial and feedback of proposed course and estimated budget by the Provost and CIE.
- The deadline for having a course listed in the upcoming Summer Schedule through Associate Provost falls in October.
- The deadline for new course proposals to Curriculum Committee falls in December.
- Submit final Program Fact Sheet with Department Chair and Dean's approvals, itinerary, contact information and budget to CIE for approval. CIE will forward the proposal on to the Provost, and Vice President for Finance for final approvals.

9 Months Prior to Departure

- After final approval of the Proposal and Fact Sheet, begin working with CIE on the development of flyers, postcards, webpage, etc
- Begin initial recruitment of students.
- Work with CIE to request a FOAPAL number from the Business and Finance Office
- Finalize brochures, fliers, webpage, etc.
- Open registration and begin taking deposits. Payments can be made via each program's webpage using UMW's CashNet payment system (credit card or echeck), or by cash, check, or money order at the Cashier's Office located on the second floor of Lee Hall. Students may also mail checks payable to UMW with student name and program in the memo line to:
University of Mary Washington
Cashier's Office – Lee Hall 206
1301 College Avenue
Fredericksburg, VA 22401
- Reserve a table for your program at the Education Abroad Fair, to be held each year during Family Weekend (October)

B. Pre-Departure Stage

Nine to Twelve Months Prior to Program

- Distribute flyers, postcards and other publicity as widely as possible within your academic department and related departments. Promote your program within your classes, and consider making classroom visits to target audiences in other classes or short presentations to departmental clubs.
- Promote your program at the Education Abroad Fair, held every year during UMW Family Weekend (October)
- Set up the first round of student interest meetings.
- Encourage registered students to apply for a Faculty-Led Program Scholarship. For more information, visit <http://international.umw.edu/scholarships>. Application deadlines fall on November 15 for winter and spring break programs and February 20 for summer programs only.
- Notify interested and registered students of Faculty Director's acceptance of their participation in the program.

Six Months Prior to Program

- First student deposit is due (\$500). Student payments can be made earlier if desired. Deadlines are posted on each program's webpage.
- Review refund policy with applicants.
- Ensure that budget projections are still on target and make any adjustments if necessary. Program fees must cover all program costs including, where applicable, excursions, tuition, housing,

Resident Director stipend, teaching stipend, meals, etc. UMW will not supplement programs that fall short of revenue goals.

- Verify student rosters and that student payments are on track. Send payment reminders as deadlines approach and additional reminders to students who fall behind in payments as necessary.

Three Months Prior to Program

- Request a UMW Finance Credit Card if you do not already have one. All Faculty Directors are required to carry a UMW Finance Card as part of UMW's risk management strategy.
- Final balance payments due from students. Deadlines and amounts vary by program and are posted on each program's webpage.
- Roster and payment information is generated periodically by CIE and verified by Faculty Director
- Schedule a time for CIE Pre-Departure Orientation for your group, ideally 3-4 weeks prior to departure, and send a "save the date" to your students. For summer programs, pre-departure may need to take place earlier, prior to the end of the spring semester.

One to Two Months Prior to Program

- Course registration for all Faculty-led programs offering UMW credit.
- Faculty Director(s) provide program/country specific orientation for program participants.
- Pre-Departure Orientation presented by CIE – mandatory for all study abroad participants. (May be scheduled in tandem with the Faculty Director's country specific orientation.)
- Submit the online Faculty-Led Program Emergency Contact Information Form, including complete itinerary for the program with daily contact phone or fax numbers in addition to any email addresses. <http://international.umw.edu/faculty/faculty-led-program-emergency-contact-information/>
- Following the group's Pre-Departure Orientation CIE will send an excel sheet with confirmed emergency contact information and student disclosed medical information. Print a copy to travel with you.
- Verify that all student payments have been received.
- Provide itinerary and international contact information to travelers and their families.
- Coordinate insurance purchase through CIE.
- Coordinate student transportation to the airport for departure day, if applicable.
- Assemble a Faculty Director resource kit to travel with you. It is recommended you have an electronic version of this kit available on the cloud that can be reached from any computer with internet access. Suggested items to include in the kit:
 - Student roster with emergency contact and medical information
 - Air travel itinerary for the group, or for individual travelers if traveling independently
 - Program itinerary with international contact information
 - Extra copies of emergency contact cards (provided by CIE at Pre-Departure Orientation)
 - Small first aid kit, including Band-Aids, sunscreen, antibiotic ointment, tweezers, etc.
 - Educational materials required for the course

C. Program Implementation Stage

- Ensure students know how to contact you in case of an incident abroad.
- Remind students of class attendance policy, i.e., that regular attendance is expected.
- Establish a check-out/check-in policy.
- Provide business cards for each lodging to students upon arrival, if available.

- Keep in touch regularly with students to see how things are going and to plan day trips and activities, if not already included in their day-by-day itinerary.
- Serve as arbitrator for student appeals for assistance, with the assistance of an on-site administrator if appropriate.
- Keep ongoing financial records and receipts using the [Education Abroad Finance Information and International Expense Report](#) form. For more information, visit the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>
- In the event of an incident abroad, including accident or injury, academic misconduct, sexual misconduct, or other issues involving students while traveling internationally, please file an incident report immediately with CIE. CIE will work with the Vice President for Student Affairs, Office of the Provost, and UMW Department of Public Safety to formulate an appropriate response while the Faculty Director focuses his/her attention on events abroad. An incident report template (fillable PDF) can be found on the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>

D. Post-Program Stage

Last day of Program

- Hold a brief Re-Entry Counseling Session. A Re-Entry Counseling Guide is available for download on the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>

Upon return to the US

- Have students complete online program evaluations available at <https://forms.gle/uAVSnjsxSHdb2gUeA>
- Organize receipts and expense records and submit immediately upon return to the UMW Finance Card Program Administrator in the Accounts Payable Office using the International Expense report available for download on the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>. See the "Money Matters" section of this handbook for further information.
- Submit to CIE a written program evaluation (final report) including any critical incidents, suggested areas of improvement, and recommendations for future. Keep a copy for your records and future planning purposes.
- UMW credit cards will go to inactive status after the account has been reconciled.
- Program accounts will be frozen pending annual approval cycle.

III. Building a Framework

Knowing the type of program you plan to offer will assist you as you establish the type of housing, the amount and types of transportation, and international contacts, and assist you as you write a draft Faculty-Led Program Proposal.

A. TYPES OF PROGRAM

1. Traveling Programs

These are programs that travel from site to site every few days. These programs are usually led by one or more faculty members and are typically academic discipline-specific. However, two or more faculty members who share academic interests from complementary academic departments from the same or different campuses can develop traveling programs. Developing joint programs of this type may create the need for more compromise on the part of the Faculty Directors in order to accommodate the academic needs of their colleagues. If compatible colleagues are found, Faculty Directors can share curricula,

instruction, sites and excursions. It may be difficult to create joint traveling programs unless the faculty share interests in mutual academic disciplines, sites, and excursions. Faculty Directors should bear in mind that for collaborative programs a group of students large enough to support the expenses of more than one Faculty Director must be recruited. Oftentimes traveling programs can become expensive if utilizing a logistics provider to make travel arrangements. This can prove challenging for start-up programs without an established reputation on campus.

2. Co-Hosted Programs

These are programs on which two or more professors from the same or different academic disciplines and/or institution share group expenses at the same location abroad. This type of program has the advantage of lowering the cost of participation. The groups stay in the same city or site for the majority of the program while taking excursions away from the site on weekends or evenings. These programs can be organized through language schools, existing University of Mary Washington partner universities abroad, or through education abroad travel providers. Each professor creates an independent course designed around shared group activities. Professors have independence in academic course development and course content. Students and faculty share extra-curricular experiences but have a separate academic component with a smaller "home" group when larger group activities are not occurring (ex. shared language classes in the morning, specific academic program in the afternoon, shared lectures in the evening, shared excursions on the weekend). Professors and students would likely share a common "core" of:

- Excursions
- Intercontinental group travel
- Local group travel while abroad
- Foreign language courses
- Housing

3. Immersion Programs

These can be traveling or base camp programs but incorporate a strong immersion component. Immersion activities include:

- Living with host families
- Foreign language courses
- Structured interaction with nationals
- Service learning, community engagement, or internship opportunities

B. CLARIFY IDEAS

Valuable resources for developing Faculty-led programs abroad include other Faculty Directors, Center for International Education staff, and on-site directors of existing semester programs and exchanges, if the proposed program site has one. Contact information for on-site directors of semester programs and exchanges is available from the Center for International Education.

1. Determine Program Dates, Site(s), and Lecturers

The Faculty Director(s) and the Director of CIE jointly set the beginning and ending dates of faculty-led abroad programs. In general, summer faculty-led program dates coincide with the University of Mary Washington's academic calendar so students can enroll in both summer sessions, potentially one course on campus and one abroad. There is some flexibility for individual programs, depending on the location and the calendar of the school/country in which the program will be held or on the timeframe that the Faculty Director(s) deems appropriate for the program. Summer sessions have the benefit of being more flexible than any other time of the year, but an increasing number of programs are traveling during winter

and spring breaks. Spring break has the advantage of being able to offer an abroad component to a spring semester course with tuition already covered by the student's spring course load (in most cases), and the short timeframe may make the program more affordable. Careful consideration should be given to programs that propose travel during winter break, as UMW is not in session, but it is possible to offer courses for fall or spring semester credit during the winter break.

Program location is often preconceived and set prior to any other part of the proposal. However, Faculty Directors are encouraged to consider areas of the globe where University of Mary Washington may not have been well represented in the past in order to expand the university's international connections and to broaden the diversity of geographical locations in which Faculty-led courses are offered.

Depending on course content and location, it might be worthwhile to work with faculty in other departments or faculty at other institutions that are interested in going to the same location. Working with other institutions will allow faculty to attract more students, expand course selection, allow greater flexibility for group travel, develop relationships with colleagues at other institutions, and create opportunities for on-going and joint research projects. Contact CIE to find out whether there are other UMW or outside institutional programs held in the same country as the program you are developing. A word of caution: competing programs in the same geographical location may make it impossible for either program to reach the minimum number of students needed to make the programs viable.

2. Select Excursions

When submitting the Faculty-Led Program Proposal, which is formally addressed in the "Submit a Faculty Led Program Proposal and Fact Sheet" section of this Handbook, an itinerary detailing the dates of arrival, specific site visits, lodging locations, travel duration and return dates will need to be completed. It is important to determine in advance which sites and how many visits you will schedule during the program. Depending on budget, sites can be close in proximity to one another (less expensive travel costs), or further away (more expensive travel costs but wider potential for diverse experiences). In selecting sites, establish how relevant and beneficial the visit would be to the overall objectives of the course and program. All excursions should fit into the planned budget and be related to the course and/or program. The weather of the host country and the time of year traveling and seasonal availability of sites are also important factors to consider when planning excursions.

3. Contact Service Providers, UMW Partners Abroad and Travel Agents

Using a service provider or outside organization has the advantage of taking the burden of making travel arrangements off the shoulders of the Faculty Director and places the burden on a travel professional. The Faculty Director can concentrate on the academics of the course(s) and recruiting students for the program. The travel professional or organization focuses on planning the itinerary, making program arrangements, booking lectures and cultural events, arranging home visits, accommodations, meals and transportation. The travel professional works with Faculty Directors to make the arrangements fit the unique requirements of each course. Some of these organizations have been used in the past by University of Mary Washington faculty to make travel and logistical arrangements. The disadvantage of using these groups is that program costs usually increase. CIE can provide contact information for a variety of travel services providers.

4. Solicit Bids for Group Travel

If working without the assistance of a contract service provider, the Faculty Director solicits bids for travel arrangements, which may include transoceanic and intra-country air travel, ground transportation, and hotel accommodations. Once the estimated number of students, program dates, and program activities have been roughly outlined and determined, contact several travel professionals for bids on overall travel packaging. CIE requires at least three different provider proposals, including dates, pricing,

and services to be offered for comparison purposes for all new programs. The Faculty Director may decide to have the students make their own airfare purchases and meet at a designated place in the destination airport on the first day of the program, or to include group travel in the price of the program. Group air travel requires a minimum group size of 10 or more. The Center for International Education can assist with group air bookings.

When estimating the number of students, it's best to judge conservatively. Getting a new program off the ground can be challenging, and it can be very disappointing to registered students if the program is cancelled because it did not reach the minimum participation required. CIE suggests that new programs aim for a minimum group size of no more than ten students, even though many education abroad travel providers will encourage larger groups. Directors should be sure to establish deadlines and possible penalties for decreasing group size with the travel professional in advance of booking. Remember, once the Faculty Director has committed to departure and return dates he/she may not be able to change them. The earlier the Faculty Director can determine program dates and estimate the number of participants the better. Travel agents need as much lead time as possible for booking.

5. Determine Accommodation Types Available

Depending on the type of program to be offered, the degree of immersion into the culture the program strives to reach, and the existing connections University of Mary Washington has at the site, several different types of accommodation might be arranged. Different types of accommodation can increase or decrease the amount of independence a participant might have and also impacts the overall cost of the program.

- **Host Families** - This type of accommodation has a high immersion element. The family can inform students on local customs and assist with language learning. Depending on country, some hosts will play more the role of a bed-and-breakfast than a "family" to the students. This type of accommodation has the advantage of adding additional "adults" to assist in supervising the students. Usually breakfast and sometimes dinner are included in this type of accommodation. Care should be taken in how the families are selected and screened to ensure the wellbeing of the participants. Staying with a host family is typically less expensive than alternative accommodations.
- **Residence Halls** - Space may be limited in this type of accommodation depending on the academic calendar in the country you will be visiting. UMW or individual faculty connections to academic institutions in the host country may provide access to residence hall living for UMW students. Having students stay in residence halls abroad will provide them with a perspective of student life abroad and, sometimes, with the opportunities to interact with their peer group abroad. Oftentimes residence halls are apartment style and provide kitchen facilities for student use.
- **Hostels** - These are cheap accommodations often with common sleeping areas, kitchen facilities and showers. The disadvantage to this type of accommodation is that some hostels cannot place groups. There may also be a membership fee, and there is little control over who else will be sharing the same room(s). On the positive side, discounts can also be obtained at restaurants, museums, etc. through hostel membership.
- **Hotels** - Hotel stays are the easiest to arrange but are perhaps the most expensive. Many hotels include a continental breakfast. In some locations, hotels may be the only option available. Some hotels may have kitchen facilities that can be used by students to decrease meal costs. An additional room may be rented to serve as a classroom. Keep in mind that international standards vary, and a three star hotel abroad may not reach the same standard as a domestic three star hotel.

Faculty Directors may want to enquire about the availability of en suite bathrooms, air conditioning, and WiFi prior to booking.

- **Camping** - Depending on the type of program and the country, camping or staying in chalets/cabins might be an option. Most European campgrounds have shower facilities. Many have restaurants, pools and other amenities. Chalets/cabins can be rented by the week for a more "comfortable" stay. Most chalets/cabins have cooking facilities and showers.

6. Funding Opportunities for Faculty

Throughout the year, CIE is made aware by partners and affiliated institutions of program development opportunities geared towards faculty members with a vested interest in international programs or in possibly leading a study abroad program. Some of these opportunities include conferences, workshops, and on-site visits with an emphasis on:

- International collaborative research, service or technical assistant projects
- Education exchanges with foreign institutions that will enhance the international character of the University of Mary Washington
- Projects that enhance the internationalization of curricula
- Research of an international nature

When deemed appropriate, CIE will disseminate this information among the UMW faculty and will provide limited funding to cover the costs associated, including registration, lodging, and travel. Details on how to request such funding will be disseminated at that time. Faculty members interested in participating are encouraged to request additional funding from the Dean of their respective college.

IV. How to Estimate a Budget and a Program Fee

The Faculty Director should begin estimating program fees as soon as program planning begins. It is important for Faculty Directors to have a clear understanding of the financial process involved in developing a program abroad. The Faculty Director(s) will need to prepare a budget, establish an account at the UMW Administration and Finance Office, and make payments to and from that account.

Careful and realistic budgeting will make both the students' and Faculty Director's experience abroad more enjoyable and will allow for a smooth transition from planning, program implementation, to post-program budget reconciliation.

The Faculty-Led Program Fact Sheet has been developed by CIE to assist faculty in determining program fees. Download the current Fact Sheet on the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>.

A. Budget

The sponsoring academic department of the college usually does not pay for travel or class related expenses for Faculty-led programs. These expenses come from the program fees that students pay. Once the "framework" of the program has been created, a budget can be established. In addition to the information above, the following is a list of additional steps that may be useful in preparing a program budget:

- Request quotes or estimates from travel professionals and service providers.
- To determine program costs, focus on two aspects: the previous program's actual cost, if available, and the anticipated number of students. If a previous program's budget is to be used,

make sure to account for inflation, increases in taxes and fluctuations in foreign exchange rates. For international exchange rates refer to <http://www.xe.com>.

- Pricing for transportation, housing, meals and foreign instruction, if needed, are difficult to project and should be confirmed by reliable sources.
- If selected accommodations will include meals in the price of the accommodation, these meals should not be included in the projected cost of meals.
- Be sure to consider all possible costs during the program:
 - Van/bus rental or public transportation to and from the airport
 - Accommodation during the entire trip (are any meals included?)
 - Meals not provided by hotel or as part of an excursion
 - Excursions, Recreational/Social expenses
 - Airfare
 - Health Insurance
 - UMW Education Abroad Fees (\$20 per week or part thereof)
 - Classroom rental
 - Guest lecture fees
 - Admission fees
 - Local travel expenses (such as taxi or bus travel from host homes to the partner University)
 - Faculty international cell phone use
 - Incidentals
 - Faculty travel expenses
 - Resident Director stipend and/or teaching stipend
- Determine what will be included in the program costs and which items, if any, should be considered out-of-pocket expenses for the students. Participants must know the difference between inclusive program expenses and exclusive out-of-pocket expenses prior to registration and fee payment.

B. Program Fee

The "Program Fee" is the total amount of money a student will need to pay to participate in the program, and may or may not include tuition. Depending on the funding model for your program, participants will either be paying tuition to UMW or to a university or provider abroad. All payments should be collected either by the Cashier located in Lee Hall's second floor service area, the UMW online payment system (CashNet) set-up for each program individually, or by an outside provider such as the host-institution. State policy states faculty members should not be collecting fees personally. NOTE: All money for program fees and faculty compensation must come from the program fees generated by the program or tuition paid to UMW. UMW will NOT supplement salaries or fund study abroad programs. An additional line item must be added for FICA, which is 7.65% of salary. These parameters are set forth on the Fact Sheet.

C. Funding Models

1. Participants Pay UMW Tuition and Program Fees to UMW. If students will be paying tuition to UMW, tuition must be listed in a line item separate from the program fee. Normally students on this program model will make separate payments to UMW: one for the program fee (travel, accommodations, excursions, etc.) into the UMW account created for the program by CIE, and the second payment for UMW tuition made to the student's UMW Student Account. A Faculty Director's salary for teaching the course will be paid from the tuition paid by the students. A separate "resident director" line item can also be built into the program budget to compensate the Faculty Director for services rendered in this role. This stipend may be equal to three credit hours teaching salary, as verified via Payline, or less. If there is more than one Faculty Director, the resident director stipend equal to up to three credit hours teaching salary must be split between them. The CIE Faculty-led

Program Coordinator, in collaboration with the Faculty Director, is responsible for the fiscal management of the budget including tracking the receipt of student payments, the payment of invoices received for the program, and UMW reconciliation of the account upon return.

2. Participants Pay UMW Tuition and a Program Fee to Third Party. Like the model presented above, students pay tuition to UMW and the faculty member's teaching salary is generated from this revenue. Students make two payments: one to UMW for tuition and one to an outside company that is organizing the tour/program.

3. Faculty Salary Paid by Program Fee or Program Provider. If the program will include the tuition to be paid to a university or language school abroad and participants will not be paying UMW tuition, the tuition is included in the program fee charged to students and deposited in the UMW program account. The school abroad will send an invoice to the Faculty Director and/or CIE who will then pay it from the account. Faculty salaries are also built into the program fee charged to students. This topic is discussed in greater detail below.

4. Participants pay UMW Program Fee and Tuition Fee to Program Provider. In some cases, CIE collects payments from students to cover Faculty Director expenses, insurance, and the education abroad fee but most or all other charges, including accommodations and tuition, are paid directly to the host-institution or program provider. In the majority of these cases, students are invoiced separately by the host-institution or program provider for these costs.

D. Director's Expenses

The Faculty Director's *estimated* expenses are equal to the total cost of the director's participation divided by the minimum number of students needed to make the course or the number of students enrolled in the course, whichever is greater. The Faculty Director's *actual cost* of participation is equal to the cost of the director's participation divided by the actual number of participants enrolled.

The program fee is finalized by the Faculty Director and the Director of the CIE based on the projected budget. Using the Faculty-Led Program Fact Sheet, determine the subtotal student cost and divide this amount by the minimum number of students necessary to make the program possible. This determines the contribution per student for faculty participation. This is the amount of money each student will need to contribute in order to cover the Faculty Director's expenses, including any stipends (and FICA). This is assuming the Faculty Director will be participating in all of the same activities, travel, housing, etc. as the students. The quotient is added to the "Subtotal Student Cost" to arrive at the "Per Student Program Fee". This is the total cost of the program per student, excluding out-of-pocket expenses.

Faculty Directors may be compensated in two ways: A stipend may be included in the program fee, and salary is included in student tuition paid to UMW. Faculty Director stipend and/or salary are determined by the "credit hour," equal to 2.5% of the faculty director's base salary or \$1,300 per credit hour, whichever is higher. The maximum allowable Faculty Director salary is 33% of the Faculty Director's base annual salary, as verified by Payline. In order to make the program affordable for students, Faculty Directors in general but particularly when leading winter or spring break programs, should be cautious about overall program cost when determining their own stipends. All directors are encouraged to meet with CIE when building program budgets.

The program description in the Faculty-Led Program Proposal covers "why" the program will be conducted and the course's objectives. The budget on the Fact Sheet is "how" the course objectives will be accomplished financially. The initial budget should be an estimation of the total expenses needed to fund the program. The more the budget reflects "actual" cost and not "projected" cost the better. It may be beneficial to overestimate projected costs slightly to ensure that adequate funds are available to fund the program. (See the "Refunds and Withdrawals" section of this handbook). The initial budget should also

be explicit in what is not covered by the program fee and that the participants will need to pay out-of-pocket.

Co-Directors

As a part of the annual planning process, all programs are required to devise a contingency plan outlining what steps will be taken in the event the Faculty Director or a student (especially on a traveling program) becomes incapacitated. Programs based at UMW partner institutions or abroad can utilize the services of these organizations in the event of an emergency. This language should be written into all agreements between UMW and the providers abroad. In the event of a crisis, the partner will continue teaching the course and operate the program on behalf of the incapacitated faculty member until a replacement is sent or an appropriate solution is found.

Programs not utilizing providers abroad who can intervene in a crisis are required to have a second UMW affiliated faculty or staff member. The second director can be a faculty member from UMW, another university staff member, or in some cases, a UMW graduate student. Ideally, the second director will be someone who can also continue to teach the course if the lead faculty member is incapacitated. Preferably, the program budget will be built and student enrollment will sustain the participation of two directors at full pay. If student enrollment does not sustain two directors, a second director will be asked to participate on the program and the program budget will cover the cost of the second director's participation and travel cost; i.e. the program will cover the second director's expenses for the duration of the program. In the event the lead director is incapacitated, the second director is expected to continue teaching the course, maintain logistical arrangements, and monitor the students. If this situation occurs, the director(s) should consult with CIE to determine if a pro-rated salary is possible for the second director who had to assume the role of primary director.

E. Education Abroad Fee

The Center for International Education assesses a \$20.00 education abroad fee per program week (and part thereof), per program participant. The education abroad fee, along with the international health insurance fee, is included in the total program cost per participant. This fee is non-refundable and is transferred in one lump sum from the program FOAPAL to the CIE FOAPAL once the program roster has been finalized.

F. Tuition

If students are paying tuition to University of Mary Washington, tuition should not be included in the program fee determined by the Faculty Director. The Administration and Finance Office will assess it separately. Tuition will vary according to in- or out-of-state status and the number of credit hours available through the program. If tuition is being paid to a foreign university or language school and the credits will be transferring to UMW as transfer credits, tuition should be included in the program fee and students will not need to pay UWM tuition.

For programs charging UMW tuition: Students register for study abroad courses through normal course registration means (Banner) and pay the required tuition for the course at the rate applicable to the student's domiciliary status (in-state or out-of-state). Students pay tuition separately from the fee for the study abroad program. Depending on the term the course is offered, tuition can often be included in the student's full time course load (fall or spring semester), providing they are not in overload status.

G. Deposits and Payments

To confirm participation in their selected education abroad program, students are required to pay a non-refundable deposit (usually \$500). Suggested default payment dates are provided on the Fact Sheet, but ultimately all payment dates are determined by the Faculty Director. The deposit is followed by

incremental installments or one final balance payment, until the program fee is paid in full. All payments must be received prior to departure. Deposits are used for down payments on reservations and bookings. Deposits are refundable to the student at the discretion of the Faculty Director, minus any non-recoverable fees incurred (see "Refunds and Withdrawals" below).

Deadlines and refund policies should be clearly stated in writing to the students, and are included as a link on each program's webpage. If there is a need to quote the projected program fee before final budget approval by CIE, make sure to emphasize that the amount is not official and is subject to change until the Fact Sheet is finalized and approved. If changes to program providers, itinerary, or fees need to take place, Faculty Directors will notify CIE and the Associate Provost immediately for approval of new program fee amounts prior to contacting students about any changes.

H. Program Refunds and Withdrawals

Should a student withdraw from their program, refunds will be made according to the following policy:

- Cancellation more than 90 days prior to departure: Forfeit deposit.
- Cancellation 60-89 days prior to departure: Forfeit deposit and 50% of program fees or the total amount that has already been spent on the student's behalf for airfare, ground transportation, lodgings, tuition at an international institution, admissions, and/or any other non-refundable items, whichever is greater.
- Cancellation less than 60 days from departure: Forfeit 100% of program fee.

Read the full Cancellation Policy here: <https://international.umw.edu/study-abroad-2/program-search/cancellation-policy/>

After the program, should there be significant funds remaining in the program account, these funds may be returned to the students who participated. An amount not greater than 10% of the total funds collected may remain in the account to fund future programs, but any funds in excess of 10% must be returned to the student participants in accordance with a refunding policy established by the office of the Provost.

V. Submitting a Faculty-Led Program Proposal and Fact Sheet

Faculty-led programs can be offered annually if student demand for the program is high. Three University of Mary Washington credits are typically awarded for a Faculty-led course, though programs vary from one credit for a one-week program to six credits for lengthier programs. Credit earned for the class should be consistent with the material covered and should be comparable to an on-campus course in academic rigor. This is important because course selection has a great impact on recruiting.

Faculty-led courses can be assigned titles and course numbers of courses offered in the UMW catalogue, or courses can be assigned an IDIS 350 number. If the course will be a new course offered through your department, the course will need to be approved by the Curriculum Committee. If the course will meet a specific General Education or Across the Curriculum (ATC) requirement it will need proper approval. Faculty Directors may also apply to the Gen Ed Committee to build an automatic fulfillment of the General Education Beyond the Classroom or Diverse and Global Perspectives credit requirement into the program curriculum.

Completing a strong course description for the Faculty-Led Program Proposal is an essential step in creating a program. The description explains why the Faculty Director wants to pursue the development of the program. It should include a detailed set of guidelines to be followed and the objectives of the

course and the program. It is expected that the course offerings justify choice of location. A relatively basic list of the planned excursions/trips should also be included.

The quantity and the variety of participants that will be attracted depend on what the course or courses offered aim to accomplish. Will the course's audience be advanced students in a specific area of study? Will there be any prerequisites for student participation? Will the class meet any Gen Ed or ATC requirements? Can qualified students outside the department participate in the program? Can students from other colleges or universities attend? Will there be Service Learning or Internship opportunities? These queries need to be answered and made clear in the course information. Share the course description with departmental colleagues, CIE, and other interested faculty for their suggestions and recommendations.

The following is a brief list of information to assemble when drafting a Faculty-Led Program Proposal and Fact Sheet:

- Name and number of the program/course
- Sponsoring organization(s) abroad, if any
- Inter- or Intra-institutional/departmental collaboration
- Purpose and objectives of program/course
- Location and duration of the program/course
- Course requirements, grading and evaluation
- Classroom curricula and excursions
- Beginning and ending dates
- Travel Itinerary
- Budget (projected total program expenditures)
- Deposit and payment deadlines
- Number of students permitted to enroll
- Syllabus and Course Description

The completed Proposal and Fact Sheet, along with the estimated budget and any course designations, are submitted first to your departmental chair and college Dean for approval, then to the Center for International Education. CIE will forward the Fact Sheet to the Provost, and the Associate Vice President for Finance, for final approval from the University. Programs may not be officially advertised nor funds collected prior to final approval from each of the required offices.

Download UMW Faculty-Led Study Abroad Program Proposal Guidelines, Proposal Worksheet, Logistics Questionnaire, and Fact Sheet at: <http://international.umw.edu/faculty>.

VI. Recruiting

A. Developing a Program Website

One of the most important tools for promoting faculty-led programs is the custom webpage created for each program by CIE. CIE will contact each Faculty Director during program development in order to gather the information needed for the page. While each page is created using a template common to all programs, Faculty Directors can customize the content of the page to suit their particular program.

Program web-pages include the program name, date, discipline, associated courses or available transfer credit, program features, payment information and inclusions, as well as links to the registration and payment websites, as well as a photo gallery. Directors may include links to program blogs, photo galleries, videos, or other information as desired.

B. Sparking Interest in Students

It is never too early to start recruiting. It is important, however, that the information disseminated to prospective students is accurate. While interest meetings may be held early, UMW policy requires that advertising cannot begin until after the program has been fully approved.

If the course has been offered in the past, a very effective way to recruit is by utilizing former student participants. Prospective students have the opportunity to converse with someone who has firsthand experience in the program (besides the Faculty Director). Invite recent participants to visit classes during the recruitment period and to take part in interest and orientation meetings. Be sure to balance the "fun" aspects of the program with the academic requirements necessary to succeed in the course. Here are some other helpful hints that will aid in generating interest in faculty-led programs abroad:

- Take the time to briefly discuss the program during lectures.
- Identify on-campus groups that might help promote the program (e.g. promoting the objectives of the program at a meeting of a student club which is related to the program such as foreign language clubs or departmental honor societies). Also, informational flyers, brochures and speakers can be used to attract targeted groups of students, i.e., declared majors or students electing a concentration for which the course offered in the program have particular relevance. Again, this should be done well in advance.
- Ask other colleagues to allow time in classes for you or an alum of the program to give an overview of the program to students.
- Ask colleagues to tell their classes about the program -- especially colleagues in your department and in other departments related to the program's subject.
- Invite CIE staff to guest lecture in a class, presenting information about how to study abroad and your program in specific.
- Off-campus recruiting can also be effective. For Faculty-Led Programs early in the summer, consider the compatibility of other schools' academic calendars with University of Mary Washington's -- i.e., do the other schools have Spring, one-month sessions? Do potential schools end earlier or later than University of Mary Washington? Write letters to colleagues at other institutions, asking them to suggest the program to students.
- Send invitations to participate to promising students. A letter from you, their professor, letting them know they have been hand-selected to participate in the program will encourage both students and their parents to consider the student's participation.
- Holding at least two interest meetings for students is recommended. Be sure to hold them at staggered dates/times, so that as many interested students as possible can attend. For publicity purposes, email the Faculty-Led Program Coordinator with the date, time and place of the meetings and CIE will distribute this information to students who have expressed an interest in Faculty-led international programs and include the meeting on CIE's social media accounts.
- The SAE Weekly News (<https://umw.presence.io/form/sae-weekly-newsletter-submission>) is a good place to promote your program and announce interest meetings, in addition to posting flyers in academic buildings and announcements in your department's newsletters, Facebook groups, and Twitter feeds.
- CIE will create and help to distribute flyers and postcards announcing the program and the course content. CIE will request revisions from the Faculty Director before printing materials.
- CIE will maintain updated information for each of the UMW programs on its website (<http://international.umw.edu/fac-led>). Faculty Directors are encouraged to submit changes pertinent to their programs to the Faculty-Led Program Coordinator so CIE can disseminate accurate information among students.
- Eagle Vision provides an additional advertising channel. Submit content at <http://eaglevision.umw.edu>.

VII. Admitting Students to the Program

Enrolled University of Mary Washington students in good academic standing and over the age of eighteen are eligible to participate in international programs. UMW Students must have completed 12 credit hours and maintain a minimum GPA of 2.0. In addition, students from other colleges and universities who meet the requirements of the program and have the permission of the Faculty Director are eligible to participate. Students from other campuses may have different learning styles and perspectives that can be incorporated into courses on the University of Mary Washington campus. Participation by non-University of Mary Washington students is encouraged; however, to maintain a high academic standard only students who have completed at least 12 credit hours at college level will be considered. High School students are not eligible to study abroad with UMW. Incoming admitted first-year UMW students are permitted to participate in UMW Faculty-led programs at the discretion of the Faculty Director and in consultation with CIE.

The CIE Faculty-led Program Coordinator will provide financial reports, monitor registrations, and accept students in Banner. To keep rosters current, please notify CIE of any registered students who are formally accepted into the program, who are not accepted into the program, or who have withdrawn from the program.

A. Communicating with Students

To help students effectively prepare for the program and understand the academic and logistical requirements, specify expectations in writing. A concise list of program expectations will help with recruitment as well. It is reassuring to a prospective participant that the Faculty Director is well prepared for initiating and conducting the program. Communications from Faculty Directors should take place in each of the following phases of the program:

1. Recruitment Stage

To help students decide whether they wish to apply, send those who inquire about the program an email with the following information:

- Information about the course and its requirements (tests, papers, class participation and grade policies, etc.)
- A detailed timetable of events from departure to return, including number and length of class meetings
- Estimated costs (tuition, texts, Program Fee, out-of-pocket expenses)
- Deadlines for registration and payments
- If the program will have special physical requirements, these should be communicated in the recruitment phase. Note that no student can be disallowed from participating in a program if they can take part with reasonable accommodations

2. Acceptance Stage

As students register with CIE, send accepted students an email of acceptance, outlining next steps. These next steps may include, but are not limited to: enrolling in associated courses, paying the deposit, tuition and program fees on time, obtaining a passport, and completing Pre-Departure Orientation as well as any advance reading assignments. Include important dates such as when enrollment takes place for the applicable term and payment deadlines. This email may also contain other information helpful to students, such as the group's itinerary abroad and suggestions for planning independent travel in the host country. See example in Appendix A.

3. Program Stage

Communicate to students all the necessary requirements for attending and participating in classes, excursions, cultural events, and visits to organizations. For instance, specify who determines attendance and participation requirements and the academic penalty, if any, for missing a regular class meeting or course-related activity, or for attending but not being able to participate. Provide students with suggestions for preparing thank-you letters and/or small gifts to host families, if applicable.

4. Post-Program Stage

Specify date(s) for any assignments that are due upon returning to the U.S., and completion of program evaluations.

B. Admission Requirements and Application Packets

After selecting a program, students register to study abroad with CIE through Banner. The portal can be accessed from the CIE website, at <http://international.umw.edu/registration>. Students select their program from the menu and walk through four registration screens. Upon completion, a system-generated confirmation email is sent to the student, with copies to up to the Faculty Director and to CIE. Faculty Directors should verify the student's eligibility to participate (2.0 GPA, student in good academic standing, and has completed any pre-requisites). If the student is a suitable candidate the Faculty Director should email an acceptance letter, cc:-ing cie@umw.edu (and/or smoran2@umw.edu) so that the student's status can be updated to "Accepted" in Banner.

CIE uses Banner to track enrollment and payments, access Emergency Contact Information, provide participant lists for insurance purposes, etc. CIE will provide periodic updates on enrollment and payments to Faculty Directors, or directors may request reports as needed.

Admission requirements, above and beyond the general eligibility requirements for any UMW study abroad student, are left to the Faculty Director's discretion. These may include a supplementary application, necessary credentials (eg. SCUBA certification, or pre-requisites). Usually the minimum number of students needed to make a typical international Faculty-led course possible is between 8-10 students. The maximum number of students enrolled in the course is also left up to the Faculty Director(s), but the number of students enrolled in the program should remain manageable so the Faculty Director can maintain the academic integrity of the course and can ensure the safety for the group.

C. Scholarships and Financial Aid

A limited number of Faculty-Led Program Study Abroad Scholarships are available on a competitive basis for UMW students. For more information on CIE's administered scholarships visit <http://international.umw.edu/scholarships/>

The deadline for scholarship applications is usually mid-October for winter and spring break programs and mid-February for summer programs only. Therefore, students interested in scholarships should be sure to submit their applications to the program before the scholarship deadline. Although the registration deadline for program participation may occasionally be extended, the deadline for scholarships will not be.

Non-University of Mary Washington students can use their financial aid if their home institutions allow it; students should ask their home institutions about this. If their aid is transferable, students should

contact the Director of Center for International Education (540-654-1261) to find out the procedures for receiving funds (procedures differ depending on the type of aid the student receives).

University of Mary Washington students already receiving financial aid through the University may be able to use their aid package and/or other scholarship awards for studying abroad. Each student's situation is different. It is recommended that students wanting to use Financial Aid set-up an appointment to talk specifics with the CIE Faculty-led Program Coordinator who will cover the process in more detail and work with Financial Aid staff on the student's behalf. In most cases, Financial Aid and/or Scholarships works as a reimbursement for outlaid expenses, rather than a credit towards payments due.

D. Interviewing

Faculty Directors are strongly encouraged to formally or informally interview all applicants during the recruitment phase. Personal contact is an essential means of gauging an applicant's maturity, judgment, self-discipline, and flexibility, all qualities that could affect how he or she will respond to the experience of living and studying abroad. The program is likely to go smoothly if you communicate your expectations on these and other matters at the beginning. Once the group is abroad, provide regular reminders on these critical issues. However, it is important to note that just because a student might not seem like a "good fit", that is not a qualifying reason to prohibit their acceptance to the program, in fact, that would be considered discrimination. Instead, interviews and the information learned from them, should be used as a tool to establish positive group dynamics and mitigate uncomfortable situations where possible.

E. Enrolling Non-UMW Students in a UMW Faculty-Led Program

In order for non-UMW students to enroll in a UMW Faculty-Led Program, they will need to submit a Biographic and Demographic Information for Non-Degree Seeking Students Form and a Virginia In-State Tuition Request (if applicable) and submit them to the Registrar. These forms can be downloaded at: <http://academics.umw.edu/registrar/forms/>. Please note that summer students have a separate packet of forms from spring or fall semester students.

If students are outside the Fredericksburg area, these forms can be mailed to:

Center for International Education
Attn: Faculty-Led Program Coordinator
Lee Hall, Suite 434
1301 College Ave.
Fredericksburg, VA 22406

CIE will oversee the delivery of the documents to the Registrar and ensure that the student is correctly entered into the system. The Registrar will use these forms to enter the student into the UMW system, and the student will then receive a Banner ID number and UMW login credentials. Once in possession of UMW login credentials, the student can log into Banner register for the study abroad program, and then register for the academic portion of the class in the same way a UMW student would.

VIII. Money Matters

A. Establishing a Fund

Once the Faculty-Led Program Proposal and Fact Sheet have been submitted, CIE will contact the Administration and Finance Office to establish an FOAPAL specific your program or to reactivate a previous fund. Accounts are suspended each year while undergoing reconciliation and program approval for the following year.

The program account will be used to track deposits, payments and disbursements related to the program. CIE will provide the Administration and Finance Office with a timetable of student payments for the trip. This will allow the cashiers to track payments made by students for participation.

The Center for International Education can assist Faculty Directors by providing reports on payments made by students and program rosters. Participants may make payments via their program's custom webpage, or may make deposits and payments directly to the Cashier's Office (Lee Hall, second floor) by cash or check.

When establishing a program, advance payments for travel, lodging, meals, excursions, etc., should be made by UMW Finance Card through the Administration and Finance Office and charged to the program account. The CIE Faculty-led Program Coordinator is able to pay for program expenses on their Finance Card in cases where the Faculty Director has not obtained their Finance Card in time or if credit card payments are not accepted and a check payment needs to be requested.

The Administration and Finance Office tracks receipts for cash advances received for on-site use. Cash advances are designed to help Faculty Directors cover items not directly paid to vendors (i.e. local transportation, admission tickets, etc.) ahead of the program. To clear the advance, receipts should be turned into the Administration and Finance Office at the conclusion of the trip. If there are foreign currency payment requests, they must be submitted at least two weeks before payments are needed. It should be noted that the Administration and Finance Office is able to wire money to businesses or institutions abroad but cannot issue checks in foreign currency.

B. Submitting Invoices from Vendors

Once the Faculty Director is notified of the amounts of deposits or payments, if any, that will need to be paid to an international vendor or program provider, invoices may be submitted to CIE for payment by credit card (preferred), direct pay (check), or by wire transfer. UMW Finance imposes a \$40 fee for each wire sent. In order to process a wire transfer, CIE will need the bank name, address, account name and number, sort code, swift and IBAN numbers. Wire payments can be sent in US dollars or in foreign currencies, subject to the current rate of exchange. Please note that service charges may apply to international credit card charges using the UMW Finance Card.

C. UMW Credit Card and Expense Tracking

The Accounts Payable Office provides a purchasing tool for Faculty Directors traveling with students on an education abroad program. Faculty Directors will be provided a UMW Finance Card that can be used to pay for expenses (airfare, hotel, meals, other transportation, etc.) directly related to their specific Study Abroad program(s). Education abroad programs are funded by program fees housed within 8 Funds (a Banner FOAP that starts with an "8") and are therefore allowed under UMW's exception with the Commonwealth to be able to use the UMW Finance Card.

The UMW Finance Card for Study Abroad is in the name of the faculty or staff member who is

responsible for the Study Abroad program. This person is NOT allowed to use the card for personal expenses for any reason, or for family member travel. The card is to be used for the specific education abroad program for which (s)he is responsible. Although UMW pays the UMW Finance Card directly, the cardholder is ultimately held responsible for ALL charges made against the card and must reimburse UMW for any inappropriate expenditure.

The CIE Faculty-led Coordinator will contact the UMW Program Administrator (PA) in the Accounts Payable department to request a UMW Finance Card for the Faculty Director. The UMW PA will verify the program with CIE and order the card. The UMW PA will notify the cardholder when the card has arrived. Cards can be picked up at the Accounts Payable office (Eagle Village, Suite 480). The UMW PA will issue the UMW Finance Card for use on official education abroad business only. The UMW PA will also provide a copy of the Employee Agreement that must be signed at the time of card pick-up.

Within 10 days upon returning from international travel, the cardholder is responsible for submitting the following items to the UMW Program Administrator (PA) in the Accounts Payable department:

- A COMPLETED Study Abroad Credit Card Workbook (only if Cash Advances were taken on the Card). Download workbook: <http://adminfinance.umw.edu/ap/travel/travel-with-students/study-abroad/>
- Detailed, itemized receipts IN DATE ORDER (earliest date to latest date) for EACH transaction that is on the card.
- All ATM or cash withdrawal receipts ALONG WITH receipts that show how the cash was used. NOTE: If receipts are not given as a normal business practice for certain services in other countries, written documentation stating such fact and showing how the cash was used MUST be submitted.
- The physical card.
- Any documentation to help explain any unusual circumstances.
- Any cash that needs to be deposited back to the account should go to the UMW Cashier's Office. (Deposits MUST BE IN US DOLLARS)

Accounts Payable will review the documents and enter information online in the Bank of America WORKS system and will forward the receipt packet to Finance for final review. The Accounts Payable department will email the cardholder about any expenses that are questionable. The Faculty Director is responsible for reimbursing UMW for any inappropriate expenses.

D. Documentation of Expenses

As mentioned previously, it is important to show proof of the expenditures made internationally when dealing with a cash advance from your UMW Finance Card or seeking reimbursement. You are encouraged to charge as many of your trip expenses as possible to your UMW Finance Card. Detailed and itemized receipts are required for all transactions. Once the program has concluded and the participants have returned, a tabulation of all trip expenses should be made and submitted to the Administration and Finance Office within 10 days of return. An International Expense Report can be downloaded at <http://international.umw.edu/faculty>.

Hospitality Expenses: Gifts such as flowers or novelty foods may be purchased for persons who have provided service or support to the program but have not received remuneration of any kind. A gift or memento may be presented to a non-university employee as a gesture of good will. These items should cost no more than \$50 and must be paid for from your study abroad program account. Please note that whenever a "gift" or "award" is given, a gift log form is required. If the gift is under \$50, complete the first page of the log sheet and return to the Administration and Finance Office along with your receipts and paperwork when you return. You may obtain a copy of the gift log form by visiting the Accounts Payable website at <http://adminfinance.umw.edu/ap/forms/>. For guidance on any gifts or awards over \$50, please reference the Accounts Payable website or contact the AP Department. No state funds can be

used (i.e. 1111 accounts) to purchase gifts. Such expenditures must be fully documented with original receipts and an explanation of the college business related purpose of the expenditure, including the name and position of the gift recipient

E. Faculty Directors Traveling with Families

For some programs, it may be possible for Faculty Directors to bring their spouse and children along for portions or all of an education abroad experience. Family members are welcome as long as they do not interfere with the educational goals of the program.

All family members must travel at their own expense. Family travel expenses cannot be covered by UMW education abroad program fees. CIE can add additional insurance for family members when purchasing travel insurance for faculty. Charges for this insurance must be reimbursed to UMW by cash, or check made payable to UMW, submitted to the Cashier located on the second floor of Lee Hall.

When traveling with a family, it is very important to keep a clear record of family member travel expenses as distinct from the Faculty Director's expenses which are covered by program fees.

IX. Student Pre-Departure Orientation & Topics

A. Pre-Departure Orientation

CIE provides Pre-Departure Orientation for Faculty-led program participants with the Faculty Director(s) in attendance, preferably during one of the program's regularly scheduled pre-departure meetings or classes. Although a few of the students participating in Faculty-led programs abroad may have international travel experience, may not have travelled abroad previously and will need some basic information on expectations and how to prepare for the experience. The CIE Pre-Departure Orientation covers general travel recommendations, safety issues, health, insurance, liability, and risk management procedures. Specific country orientations, dealing with cultural issues and specific course information, are organized and led by each program's Faculty Director. During Pre-Departure Orientation students are encouraged to ask as many questions as they wish. Faculty Directors should contact CIE to schedule a time for this orientation well in advance, with the session ideally falling 3-4 weeks prior to travel.

B. Passport

Immediately upon application for a study abroad program, even before notification of their acceptance, students should apply for a passport. Even if a student is not accepted to the program, he/she may want to apply to another program or travel abroad independently. Possession of a passport allows flexibility for the student. If the participant already has a passport, remind them to make sure it will be valid at least 180 days beyond the last date of the program as required by increasing number of destinations. Even transit countries may require this additional three to six months of passport validity in order to pass through, so it's far better to be safe on this issue.

For new applicants and renewals, applications can be obtained from many post offices, including the Post Office in downtown Fredericksburg, or can be downloaded from:
http://www.travel.state.gov/passport/passport_1738.html.

Should a program participant lose their passport at any point while in-country they will need to contact the nearest passport issuing US Embassy location immediately to initiate the process of getting a replacement on their own time and at their own expense.

C. Visas

Because of the short duration of Faculty-Led Programs, a visa is not usually required. However, some countries require visas for even short stays, particularly if travelers will be involved in internships or volunteerism. Education Abroad Providers or partner institutions can assist in determining whether a visa is required for student participation in the program. Please refer to the Embassy Website at <http://www.embassy.org> to determine visa requirements for each country in which the program will be held. It is important to determine whether all program participants are US citizens because visa requirements differ for permanent residents and non-US-citizens, and for individuals not traveling on US Passports. Generally, visa expenses are excluded from program fees and students must purchase out-of-pocket.

D. International Health Insurance

International health insurance is mandatory for participation in UMW study abroad programs. Unless a program has its own insurance built into its program fee, all participants in UMW Faculty-Led Programs (including faculty and staff) will be required to participate in UMW's Student International Health Insurance. This program is administered by iNEXT, an insurance provider with a network of English-speaking physicians around the world. The policy provides for \$250,000 in sickness expense and \$500,000 in coverage per accident with no deductible, repatriation of remains, medical evacuation, family bedside visits, etc. Of greatest importance is iNEXT's ability to assist in a crisis, adding a second layer of protection for both the Faculty Director and UMW. Students will also be covered under two iNEXT riders: Political & Security Evacuation and Natural Disaster Evacuation. Detailed information regarding the policy is emailed to each enrollee prior to departure.

All program participants, including Faculty Directors and students, should carry a copy of their insurance membership information (emailed to them at enrollment) at all times while abroad. When building budgets, the insurance expense should be taken into consideration. Rates for Faculty Directors may vary according to age. See the Faculty-Led Program Fact Sheet for current rates.

E. Immunizations

To determine which immunizations might be needed for the program, refer to the Center for Disease Control Website at <http://www.cdc.gov>, call the UMW Student Health Center, or visit an outside provider. For students, individual travel consultations are available at the UMW Student Health Center free of charge. Some immunizations and prescriptions are also available at the Student Health Center. The Giant Pharmacy, located near UMW in the Eagle Village Shopping Center, stocks most required vaccines.

In cases where there are required vaccinations, this expense can be covered by the program for Faculty Directors as long as it is built into the Fact Sheet, students will pay out-of-pocket.

F. Health Information & Liability Agreements

Participants should share their health concerns, both physical and mental, with the Faculty Director prior to departure. In an effort to encourage self-disclosure, each student is given a Medical Information Form to complete at the group's Pre-Departure Orientation. The Faculty Director should have a basic knowledge of potential health risks of the participants to ensure preparedness in the event participants become sick or are injured. Each traveler, including faculty and staff, must complete an [Assumption of Risk and Release from Liability Agreement for International Travel](#), which will be provided at the group's Pre-Departure Orientation. The form addresses standards of conduct, financial concerns, liability and representation. A signed copy of the form for each student must be submitted to CIE prior to departure.

All students electronically sign a Waiver of Indemnity before they are able to complete registration in Banner. This waiver includes a Release of Information, as well as permission to use photos or digital images of the student, as well as their emergency contact information. It is the Faculty Director's responsibility to ensure this information is complete and up-to-date.

G. University of Mary Washington's Policies and Regulations

Some students do not realize that University of Mary Washington policies and rules apply in study abroad programs just as they do on-campus, including all policies on drug and alcohol use, Honor Code, and academic standards. It is the Faculty Director's responsibility to ensure that they are informed of this fact and follow protocols when violations take place, just as if the incident had happened on the UMW campus. Should an incident arise while abroad, Faculty Directors must file a Study Abroad Incident Report, available for download at <http://international.umw.edu/faculty>.

H. Discipline and General Misconduct

The Faculty Director has the authority to remove any student from the program at his/her discretion. Students are expected to abide by University of Mary Washington rules and regulations, as well as the UMW Honor Code and the local and national customs and laws.

In the case of student behavior that the Faculty Director, program faculty, or Program Director considers unacceptable or problematic, any of them or any other person who has oversight responsibility is obliged to submit a UMW Study Abroad Incident Report to the Director of the Center for International Education as soon as the incident occurs. Copy of the Incident Report document included as Appendix B.

The Incident Report will be sent by the CIE to the Office of Student Conduct and Responsibility. That office will decide whether adjudication related to the incident needs to take place. In the cases where adjudication of misconduct is required, it will take place during the program abroad through Skype or other online platform. If a violation is adjudicated by student affairs during the course of a study abroad program and a student is sent back to his or her home country, the Dean of the respective college, the Vice President of Student Affairs, and the Associate Vice President and Dean of Student Life will be informed of the issue. For more information on the Student Conduct Review Board policies, please visit <https://students.umw.edu/studentconduct/judicial-review-board/>.

Should it become necessary to remove a student from the program, students are responsible for any travel expenses incurred and/or airline change fees. The Faculty Director is responsible to see that the student is delivered to the nearest international airport with available transportation back to the US. From that point, the student is dismissed from the program and is responsible for his or her own travel arrangements. In addition, there may be academic repercussions such as failing the associated course and/or not receiving academic credit.

I. Alcohol and Drugs

The University of Mary Washington policy states that faculty and staff should not serve alcoholic beverages to persons under 21 even at private social functions (for example, department parties or at their homes). This policy extends to all states and territories, domestic or foreign, in which a University of Mary Washington employee or student is functioning in his/her capacity as a University of Mary Washington employee or student or is involved in a University of Mary Washington activity of any type. **Anyone who chooses to violate this policy does so at their own risk.**

The Drug Free Schools and Campuses Act (DFSCA) is a federal mandate that says US schools must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by students, faculty, and staff.

The topic of drugs and alcohol consumption is covered in detail at the Pre-Departure Orientation. Nevertheless, it is imperative that the Faculty Director discuss the topic during his or her orientation meeting. UMW's drug and alcohol policies can be found at <http://students.umw.edu/studentconduct/>. These regulations are portable and, therefore, cover UMW's international or study abroad programs.

J. Sexual Misconduct

As with any other UMW program, university policies are fully enforced on international programs just as they would be on campus. The University of Mary Washington does not discriminate on the basis of sex in its educational programs and activities. One example of gender-based discrimination is sexual misconduct. Sexual misconduct is not tolerated by UMW. Members of the UMW community, guests, and visitors have the right to be free from any kind of sexual misconduct. All members of the community are expected to abide by the Statement of Community Values, which affirms "the right of every individual to be treated with dignity and respect at all times. UMW's Sexual Misconduct Policy has been developed to reaffirm the community's values and to provide recourse for those individuals whose rights have been violated.

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment – Gender based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits or opportunities. This includes:
 - Hostile Environment harassment, including any situation in which there is harassing conduct that is sufficiently severe, persuasive or persistent, and patently offensive, such that it alters the conditions of education or employment, from both the subjective (the alleged victim's) and an objective (a reasonable person's) viewpoint.
 - Quid pro quo sexual harassment, which occurs when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are committed and submission to or rejection of such conduct may result in adverse educational or employment action.
 - Retaliatory harassment, defined as any adverse action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.
- Non-Consensual Sexual Intercourse – Defined as any sexual penetration – anal, oral, or vaginal, however slight, by a man or a woman upon a man or a woman, without consent.
- Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent.
- Sexual Exploitation – Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or taking the same to benefit or to the advantage of anyone other than the person being exploited.

In order for individuals to engage in sexual activity of any type with one another, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and what you don't want. Consent to some form of sexual activity cannot be automatically interpreted as consent to any other sexual activity. Silence without actions demonstrating permission cannot be assumed to indicate consent; the absence of a "no" does not mean "yes."

There is a difference between seduction and coercion. Coercing someone into sexual activity violates this sexual conduct policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when,

where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “no” always means “no,” and “yes” may not always mean “yes.”

Any questions concerning Title IX, the federal policy governing gender-based discrimination, may be referred to the University’s Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator oversees all Title IX complaints and identifies and addresses any issues that arise during the review of such complaints. The Title IX Coordinator is available to meet with students, staff, and faculty members as needed. UMW’s Title IX Coordinator can be reached at 540-654-1166.

Should a sexual misconduct issue arise during the course of a study abroad program, the Faculty Director should immediately file a Study Abroad Incident Report, available at <http://international.umw.edu/faculty>, to the Director of CIE. The Director of CIE will ensure that the incident is reported to the Vice President for Student Affairs while maintaining strict confidentiality for alleged victims.

K. Disability Accommodations, Tally Center for Counseling Services, and Office of Student Conduct and Responsibility

Students are responsible to register with the UMW Office of Disability Resources (ODR) to determine eligibility for services and accommodations related to disabilities, if appropriate. An Access Plan outlining a student’s requested accommodations should be submitted to the Center for International Education at least sixty (60) days before the program commencement date in order to assess and determine the ability of the university to provide a reasonable accommodation. If less notice is given, UMW will offer such accommodation as is practicable upon short notice.

CIE will provide student rosters for each Faculty-Led Program to the Tally Center and the Office of Student Conduct and Responsibility, and will contact Faculty Directors if an enrolled student is currently receiving support from the Tally Center or has conduct violations on file that they should be aware of. Faculty Directors should follow up with the Director of the Tally Center on proper protocol to follow if support services are required during the program abroad and may contact the director of the Office of Student Conduct and Responsibility should the situation warrant.

L. Class attendance

Regular class attendance is expected during all study abroad programs. Local faculty members in other countries may regard irregular attendance and insufficient preparation for class as a sign of disrespect. Make students aware that this kind of behavior may adversely affect their grades on assignments or courses. Assure them that plenty of time is available for individual sightseeing and exploration, and for transportation to and from student lodgings before and after classes.

M. Traveling Light and Other Packing Tips for Students

Many students want to take as much abroad as they usually bring to college. Strongly discourage this! Try to limit students to 2-3 pairs of pants and 4-5 shirts each. Students should take a week’s worth of underwear and do laundry once a week, if possible. Visiting a laundromat in another country can be an interesting cultural experience.

Most airline carriers currently allow just one free checked bag on international flights along with one carry-on item and a personal item (purse, a laptop, etc.). Encourage students to check airline regulations before packing. Suggest packing a bag within a bag to bring purchases home from abroad. Students should be encouraged to pack their bags and carry them all up and down a flight of stairs and around the block. If they do so, they will probably be prepared to re-think what they are taking!

Students should take only what is necessary; they should not take items that can be easily purchased elsewhere. Necessities such as soap, toothpaste, etc. can be bought almost anywhere, except possibly in rural areas in developing countries. Because of the short duration of international Faculty-Led Programs, usually "travel size" toiletries will suffice.

If possible, have a former student participant speak to your students about what they should and should not take with them. Explain the different electric currents and the need to have converters and/or plug adapters. Since batteries are often cheaper in the US, suggest packing a small supply of them for battery-operated electronics. Suggest buying an inexpensive hair dryer after arrival or a small dual voltage model before leaving. Students may need to have one "dress-up" outfit (jacket and tie for men, dress or skirt and blouse for women) for formal occasions.

It's wise to advise students to pack one complete change of clothes in their carry-on bag. This can be a lifesaver in the event of lost or delayed luggage. Students should also be advised that they should pack all electronic items such as phones, laptops, and cameras, including cords and cables, in their carry-on luggage. These items are very attractive to baggage handlers and may not arrive at the final destination if packed in checked bags. All medications should also be packed in a carry-on bag (see Health and Safety Issues below). Each traveler should carry a paper copy of their itinerary and emergency contact information with them, and place a copy of their passport in an alternate location among their belongings, away from the location of their original passport in case of loss or theft.

N. Travel Health and Safety Issues

Pre-departure preparation for an international experience, especially for short-term programs, is essential. The following is a list of basic topics that should be covered during the Faculty-led orientation meeting, before departure:

- Basic Hygiene
- Immunizations (if needed)
- Anxiety and Stress
- Nutrition
- Safe Food and Water in the Host Nation
- Information on Safe Sex (STDs/HIV)
- Alcohol and Drugs
- Disease Prevention
- Emergency Situations

Another precaution that should be made explicit to participants before departure is the physical rigors of the program. Whether the program will include a great deal of strenuous hiking or long-distance kayaking, biking, swimming in open water, horseback or camel riding, or even just walking around on cobbled streets downtown, make sure to inform the students of potential risks and precautions needed for the program.

Students who take prescription drugs should make sure to bring amounts that will last them throughout their stay. These drugs should be properly labeled and kept in the bottle in which they came. In addition, the physician's prescription should also be taken. Students are also responsible for their own pain relievers, antihistamines and antacids, although many of these over-the-counter medications can be purchased internationally as well. Medicines and other items that the student cannot live without, such as a small amount of contact lens care supplies, should be packed in carry-on luggage.

There are also a variety of questions that must be answered before program departure:

- If a student becomes ill at the beginning of a three or a four-week program, and is unable to attend class for a week or two, how will credit be earned when so much time has been lost? Will the student be sent home? If not, who will care for the student?
- If a student has an accident while on a program which travels extensively, who stays behind to attend to the student's medical needs while the group moves on to the next site?
- What kind of local health care is available and how can it be accessed should the occasion arise?
- Have students been warned about aspects of the program that may carry a higher risk of injury or danger?
- What happens if the Faculty Director becomes incapacitated?

O. Accessing Money

Accessing quantities of foreign currency can be one of the more stressful aspects of traveling abroad. Prior planning can help alleviate financial issues.

- **ATMs:** ATM Cards that utilize the Visa, MasterCard, Cirrus or Plus systems can be used at banks or ATMS in nearly any developed country to withdraw funds from home. A student can withdraw Yen from an ATM in Japan or Euros in Spain, as long as funds are available in his/her bank account. Funds are deducted from the account at home using the exchange rate of the day. Using an ATM can protect both students and faculty from having money lost or stolen as smaller quantities can be withdrawn, avoiding the necessity of carrying around large sums of cash. ATMs can also be used to transfer money abroad. Family or friends can deposit funds into an account at home, and the students can withdraw those funds while abroad. If possible, it is wise to take two ATM cards and to keep them in separate places in case one is lost. There may be limitations on the maximum amount of money a person can withdraw in a 24-hour period, and transaction fees may apply. Card issuing banks should be notified of upcoming transactions abroad so their fraud department does not block the card when used in a foreign country. However, some countries do not have ATMs. If this is the case, the Faculty Director(s) should research the available options for currency exchange. These may include exchange of cash at a local bank or at the airport, or purchasing foreign currency prior to travel. It is important to notify your bank that you will be traveling abroad in order to avoid "red flagging" due to suspected fraud when unusual withdrawals occur.
- **Credit Card Transactions:** While in many nations credit card transactions are available and provide a good rate of exchange from US dollars into foreign currency, there are some locations where it is not advisable to use a credit card even if vendors make the option available, such as most of the African continent and other developing nations. There is such a high incidence of fraud in some destinations that the convenience of using a credit card is simply not worth the risk. The US State Department will typically warn travelers if this is an issue in the "Safety and Security" section of their Country Specific International Travel Information available at: <https://travel.state.gov/content/travel/en/international-travel.html>. Additionally, most European countries now require a computer chip embedded in the credit card, commonly referred to as the "Chip & Pin". Ensure you understand the situation in your destination country prior to departure. It is important to notify or credit card carriers that you will be traveling abroad in order to avoid "red flagging" due to suspected fraud when unusual charges occur.
- **Wire Transfers:** Wire transfers to partner institutions or businesses abroad may be made through UMW's Business and Finance Office. In accordance with Commonwealth Regulations, no state funds may be wired to an individual or a personal bank account, either locally or internationally, at any time. Additional forms are required from the vendor before a wire transfer request will be granted. Contact CIE for these forms.

P. Assigning Roommates

When single rooms are not an option, students may already have an idea who they would like as a roommate during the program. Many students enroll in programs with friends, so they have someone in the group they know. This may work out well, but also consider that it may be worthwhile to assign roommates that do not know each other well. In doing so, it is possible to develop a more close-knit group. It is easier to make roommate assignments if the Faculty Director knows or has interviewed the participants. Knowing the participants will make it possible to assign roommates that are compatible.

Here are some hints for making roommate assignments:

- Look for compatibility in study and sleep habits and for similar majors, interests and degrees of neatness. Seniors may not want to room with underclassmen.
- Do not put one “stranger” in with a group of long-time friends.
- Don’t put smokers with non-smokers unless there is no preference by the non-smoking party. If students are living with host families, make sure to check on how the family feels about smoking.
- Be prepared to make changes to assignments during the program in case there is a significant conflict between roommates. Faculty Directors are responsible for handling roommate or host family problems.
- Distribute roommate information as far in advance as possible and encourage students to get to know their roommates.
- To help non-UMW students feel comfortable, remind UMW students to take time to make them feel welcome.
- All students as a group will be held responsible for any damage done to a residence when individual liability cannot be determined.
- If the option of early arrival/late departure is available to students, those who arrive before the program begins or who travel after the program are responsible for finding their own lodging, transportation, etc., and the associated expenses.
- If students are staying with a host family they must abide by the rules of the house. Phone calls, length of showers, food storage, curfew, keys, laundry, etc. should be discussed and guidelines established with host families in advance.

X. Course Registration and Tuition

It is important that students be informed whether they must register for a UMW course and/or pay UMW tuition in addition to program fees after being accepted for participation in the program. Tuition is a separate charge from the program fee in many cases, and as such tuition will have to be paid into the student’s individual UMW Student Account rather than into the program FOAP.

Non-UMW students will receive special registration instructions from CIE and the supervising Faculty Director.

If the program pays tuition to a partner institution abroad, tuition payments and course registration are not necessary at UMW and tuition and fees will be included in the program fee or the student will be invoiced by the program directly. Students should also be made aware of any additional application or registration requirements required by partner institutions or travel companies.

XI. While Abroad

A. Guidelines for Program Sponsors

The term “sponsors” refers to all the entities that together develop, offer and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators and placement organizations. The role of an organization in a study abroad program varies considerably from case to case and it is not possible to specify a division of efforts that will be applicable to all cases. All entities should apply guidelines consistent with their respective roles.

Program sponsors are expected to:

- Conduct periodic assessments of health and safety conditions for the program, and develop and maintain emergency preparedness and a crisis response plan.
- Provide clear information concerning aspects of home campus services and conditions that cannot be replicated at international locations.
- Consider health and safety issues in evaluating the appropriateness of an individual’s participation.
- Conduct appropriate inquiry regarding the potential health and safety risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities on an ongoing basis and provide information and assistance to participants and their parents, guardians, or families as needed.
- Conduct appropriate inquiry regarding available medical and professional service, provide information for participants and their parents, guardians, and families and help participants obtain the services they may need.
- Provide information for participants and their parents / guardians / families regarding when and where the sponsor’s responsibility begins and ends, and the range of aspects of participants’ international experiences that are beyond the sponsor’s control. For instance, program sponsors:
 - Cannot guarantee the safety of participants or eliminate all risks from the study abroad environment.
 - Cannot monitor or control all of the daily personal decisions, choices and activities of individual participants.
 - Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.
 - Cannot assure that US standards of due process apply in international legal proceedings or provide or pay for legal representation for participants.
 - Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

B. Emergencies, Health, and Safety Preparations

It is important that an itinerary of the program be submitted to Center for International Education prior to departure using the online Faculty-Led Program Emergency Contact Information form available at <http://international.umw.edu/faculty>. The itinerary should include a day to day list of lodging locations with phone numbers and street addresses, as well as e-mail or website information if available.

Just as the Dean of Students is responsible for handling emergency situations on-campus, the Faculty Director will have this responsibility while traveling. In case of an emergency, place a collect call to the UMW Police Department at 540-654-1025. The Center for International Education also has an emergency line (540-419-9781) and will work in coordination with the Dean of Students, the Provost Office, the Department of Public Safety, the Office of University Relations and Communications as well as with the affected individual’s family to respond in a crisis situation.

The Faculty Director should concentrate on the issues within the host country and keep the Center for International Education informed of developments and changes. All domestic and international inquiries about the emergency should be referred to the University of Mary Washington's Office of University Relations and Communications.

Dealing with an Emergency

- Contact the University of Mary Washington as soon as possible! No matter what time it is, call the UMW Police Department and/or the Center for International Education and notify them of the situation. If a message must be left, leave your name, the number where you can be contacted, the city and country where you are, and if applicable, the name and phone number of the facility where the student is being treated.
- It is vital that an accurate description of what happened be obtained. Be sure to get information from witnesses, police, doctors, etc. including addresses and phone numbers.
- It is worthwhile to make a log of all the contacts made, what each reported, and when such contacts were established. The log will help the Faculty Director stay organized throughout the situation and maybe help other officials as well. Document the incident using the Faculty Director's Incident Report Form, which can be downloaded at: <http://international.umw.edu/faculty>.
- In a true emergency situation, the local consulate or embassy can often be of great assistance. Personnel at the embassy are trained to help during emergency situations and can give valuable advice as well as bringing additional resources to bear on the situation.
- It is important to maintain confidentiality if asked about the situation. Details should only be given to the UMW Departments and Offices named above.

An emergency response flow chart of actions is included as Appendix C.

Dealing with an Injured or Sick Participant

All travelers will be covered by either iNext, CIE's international health insurance, or the insurance provided by the host program or education abroad provider. In most cases, the sick/injured participant needs to seek medical attention and obtain necessary care and will pay associated expenses out-of-pocket. The participant must keep all receipts so they can submit a claim later on through the insurance for reimbursement. The Faculty Director should not, if possible, pay for any health related expenses on behalf of the participant unless the participant is incapacitated. In all cases, iNext or the insurance provider can be called for assistance in the situation. If the situation is grave, in some cases, the insurance can pre-pay for services such as surgery, hospitalization, etc. This is determined by the insurance company.

Lost/Separated Student Procedure

Remaining vigilant and situationally aware can prevent separation from happening, but if it does: use the SCATTER procedure outlined on the Emergency Contact Card provided for each traveler by CIE. These cards contain specific contact information for each program as provided to CIE prior to departure. General information is as follows:

STOP in a safe place. The group will look for you first at/near the place they last saw you.

CALL someone in your group if you have cell phone access.

ASSESS the situation—Remain calm.

TELEPHONE your team leader from a payphone or borrowed phone.

TRAVEL PLANS—If separated while traveling, can you make arrangements to reach the group's destination?

EMERGENCY CONTACT – Contact UMW Public Safety. Provide your location, plans, and how you can be contacted or when you will phone back for instructions. Group leader will also phone UMWPS to get information on your location and how you can be contacted. (See below.)

UMW Public Safety 001+ 540-654-1025. This number is manned 24/7 and accepts international collect calls.

UMW Center for International Education

001+ 540-654-1434 office or 001+ 540-419-9781 after hours (WhatsApp, Viber, Text)

Please have the following information ready:

1. Your current location. (If traveling, your intended destination, mode of transport and schedule.)
2. How the person involved/group leader can be contacted.
3. If you cannot be contacted, establish times to call in again to update information and communicate plans.

RALLY POINT - If you are still unable to make contact with the group and it becomes clear that they are not able to find you, make your way to a logical point. In order of preference: 1. Group's planned destination. 2. Your Lodgings. 3. Nearest Police Station. 4. In a true emergency situation only, contact the American Embassy.

C. Faculty Director Availability

One of the responsibilities as a Faculty Director is to be accessible to the participants. During program development students will formulate numerous questions that the Faculty Director will need to answer. Stay in touch with students outside of the classroom. Not only will students appreciate it, but the Faculty Director may become aware of potential problems and ultimately avoid them.

Cell phone requirements – All Faculty Directors are required to carry a cell phone that works in their destination country/countries. It is also strongly suggested that students either have a US cell phone (check with carrier for international coverage and rates) or purchase a temporary pre-paid cell phone locally while abroad.

XII. Faculty Director's End-of-Program Responsibilities

Final things to do in order to close out the program after program has returned to the US:

- Post students' course grades (UMW courses only) or facilitate the receipt of transcripts and transfer of course credit in collaboration with CIE.
- Ensure that all students fill out program and course/program evaluation forms (sent to them by email by the CIE Faculty-led Program Coordinator at the conclusion of the program).

- Organize and submit receipts to the Administration and Finance Office for cash advance/budget reconciliation.
- Submit a Faculty Program Evaluation Form listing pros/cons of the program, things to do differently next time, etc. while the details are still fresh in your mind. Download the form here: <http://international.umw.edu/faculty>.

XIII. Program Cancellation Procedure

We hope you'll never need this information, but in the event that a program is not viable and must be cancelled, here are the steps to follow to ensure there are no loose ends:

- Notify CIE and your academic department of the cancellation.
- Notify any Education Abroad Organizations, travel providers or airlines with whom you have been working of the cancellation and request refunds of any deposits previously paid. Ensure that any group airfare arrangements are cancelled and all deposits refunded.
- Notify any registered students of the cancellation and refer them to CIE to discuss alternatives. Include notice that they will be dropped from any associated UMW courses for which they may have already enrolled and will receive a refund of any payments they may have made.
- Get a current statement of account from CIE and request refunds of any student payments. CIE will forward your request on to UMW Finance and ensure that all monies are disbursed. Refunds will be issued as a credit to the student's UMW Student Account.
- Work with your academic department to ensure that the Registrar's Office is notified that any associated UMW course offerings need to be cancelled and removed from the course catalog, and any enrolled students need to be dropped from the course.
- Contact the Registrar to ensure that any students who have submitted a contract for Beyond the Classroom or Diverse and Global Perspectives credit are dropped from SAGE 000.

The Center for International Education is here to help, so be sure to let us know how we can be of assistance to you and your students.

Appendix A: Example Faculty Email to Accepted Student

Dear Student,

Welcome! I am very pleased to have you join the Exploring British Museums spring break program in London! I have reviewed your academic record and am officially accepting you to the program.

The program includes a one-credit course that you will need to register for this fall during registration for the spring semester, IDIS 350S: Museums in London.

Please follow the links here to pay your deposit of \$500:

<http://international.umw.edu/study-abroad-2/program-search/umw-faculty-led-programs/londonmuseums/>.

The remainder (\$3450) is due by December 15.

Do you have a passport? If not, please start the process because this can take several months. The US State Department website link is the place to start:

<https://travel.state.gov/content/passports/en/passports/apply.html>

I will offer preliminary meetings in the fall for Q & A, and I hope you can attend. In addition, the Center for International Education requires that all students attend a Pre-Departure Orientation, and this will be offered in the spring. This is a requirement and I will contact you with the date, time, and location when it is scheduled.

Once registration for the spring semester is complete, I will send everyone on the program a tentative syllabus and a schedule for one-on-one meetings to discuss your work for the course in London. Don't worry! The "work" will be designed for you to get the most out of your week in London...not bog you down. And you may have some idea now about what you would like to focus on for a short on-site presentation. Once classes begin I will be available to meet with you to discuss options.

Please don't hesitate to contact me if you have any questions at all.

Sincerely,

Professor

Appendix B: Study Abroad Incident Report



UMW STUDY ABROAD INCIDENT REPORT FORM

In the event of a critical incident abroad, please complete this form and return it to CIE. This form can be used when a student has been negatively impacted by the actions of another individual, or when the student's actions have a negative impact on another individual. Action may need to be taken by the faculty while abroad, but that does not preclude formal action upon return to campus.

Today's date: _____

Date and time incident occurred: _____

Place incident occurred: _____

Staff Person Completing this Report: _____

Name(s) of student(s) and/or staff involved: _____

Check the appropriate box(es) to indicate the nature of the incident:

☐ Underage Alcohol Possession

☐ Alcohol Intoxication

☐ Drugs

☐ Theft

☐ Assault of Student

☐ Injury/Illness

☐ Arrest of Student

☐ Other, please specify: _____

Describe the incident. Be as specific as possible, including all details. Use additional sheets if necessary.

Name(s), phone number(s), and email(s) of witness(es): _____

ACTIONS TAKEN

What actions were taken at the time of the incident?

Verbal warning issued (Attach a record, including date, people involved, and subjects covered)

Written warning (Attach Copy)

Housing arrangements altered

Student counseled to stay away from another member of the group (no contact order)

Student restricted from participating in a group activity

Student returned home voluntarily

Student was expelled from the program (and sent home) by faculty

Student was expelled from the program (and sent home) by host university

Was student connected to an advocate or similar resource? YES NO

If yes, please specify:

MEDICAL EMERGENCY ONLY

Was first aid or medical assistance administered? YES NO

If yes, by whom?

Describe aid administered:

Was student taken to the hospital? YES NO

FACULTY/STAFF SIGNATURE

Report filed by: _____

Program: _____

Country: _____

Signature: _____

Appendix C: Faculty-led Emergency Response Flow

STEP 1: Call UMW Department of Public Safety (they will contact CIE Staff)

From US: 540-654-1025

From International Phone: +011 540 654 1025

ON GOING: Document Incident

- Take notes (Who? What? Where? How? etc.)
- Complete CIE Incident Report
- Keep receipts, doctor's information, etc.

STEP 2: Determine Incident Type

STEP 3: Follow Appropriate Actions Outline by Type

ASSAULT

1. Do NOT leave participant alone
2. Seek medical attention as necessary
3. Contact [US Embassy](#)
4. If available, contact host partner/program
5. Contact local police
6. Contact [UMW Title IX](#): (540) 654-1166 (sexual assault)

MENTAL HEALTH CRISIS

1. Do NOT leave participant alone
2. Seek medical attention and/or professional counseling services
3. Consult medical information form (to determine medications, if any)
4. If available, contact host partner/program

SERIOUS INJURY/ILLNESS/ACCIDENT

1. Seek medical attention with/for participant
2. Contact iNext Insurance (if applicable) and/or host partner/program
3. Consult medical information form

NATURAL/POLITICAL DISASTER

1. Locate all participants, gather at pre-determined muster station
2. Contact [US Embassy](#)
3. Contact iNext Insurance (if applicable) and/or host partner/program
4. Await further instruction

STEP 4: Maintain Communication with CIE

Phone (M-F 9am-5pm): 540-654-1434 | Email: cie@umw.edu

STEP 5: Contact Participant's Emergency Contacts