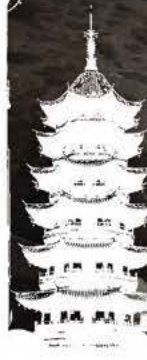
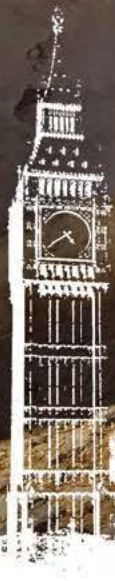
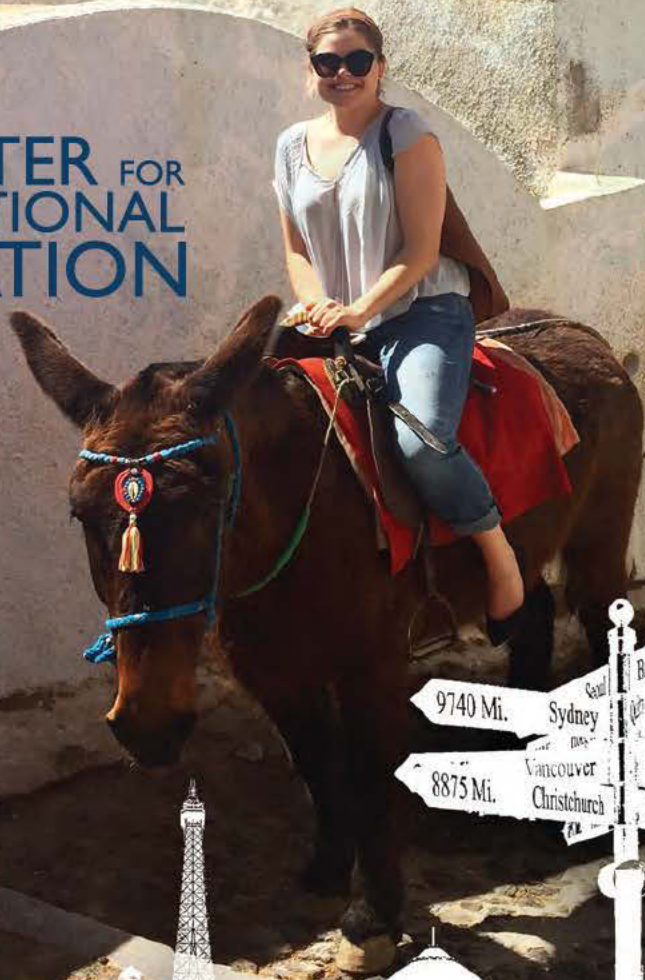


FACULTY-LED STUDY ABROAD HANDBOOK

UMW CENTER FOR
INTERNATIONAL
EDUCATION



2017 AND BEYOND

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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 educational programs abroad.

Overseas 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 overseas 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 overseas programs. A Faculty Director, in assuming the responsibility for developing and leading an overseas study 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 overseas study.

The 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, and post-program wrap-up. A separate Risk Management Handbook that discusses emergency and liability issues is in development through Center for International Education.

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 Directors as well as from universities such as Kentucky, Towson, Keystone College, and Virginia Commonwealth as well as 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.

The handbook is not intended to be a compilation of everything a Faculty Director will need to know, but rather the basics of overseas 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 programs website and online registration via MyUMW
- Organize and manage the study abroad registration process and provide status reports to Faculty Program 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
- Provide all study abroad students with up to date pre-departure information
- Provide all study abroad students with appropriate medical insurance, including natural disaster and political/security incident evacuation coverage
- Provide additional support to ensure faculty program 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, but may not be the primary director.

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)
- Ensuring any associated UMW courses are listed by the appropriate department 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 in a timely fashion
- 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

UMW CIE Staff:

Jose A. Sainz, PhD., Director	jsainz@umw.edu	540.654.1261
Kate Jordan, Faculty-Led Program Advisor	kjordan@umw.edu	540.654.2172
Ann Witkowski, Study Abroad Advisor	awitkows@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 be 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
<http://www.umw.edu/policies/2012/11/14/new-policy-d-2-3-umw-study-abroad-program-approval-process/>
- Research and build a framework for the new program, clarify ideas and estimate budgets using the Faculty-Led Proposal Template and Faculty-Led Program Fact Sheet as a guide. Both of 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, 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, brochures, web-page, etc
- Begin initial recruitment of students.
Work with CIE to request as FOAPAL number from the Business and Finance Office
- Finalize brochures, fliers, web-profile, etc.
- Open registration and begin taking deposits. Payments can be made via each program's webpage using UMW's Commerce Manager payment system, 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:
Attn: Cashier
University of Mary Washington
1301 College Ave.
Fredericksburg, VA 22401
- Reserve a table for your program at the Education Abroad Fair, to be held each year during Family Weekend.

B. Pre-Departure Stage

Nine to Twelve Months Prior to Program

- Distribute flyers, brochures and other publicity as widely as possible within your academic department. 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.
- 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 15 for summer programs only.

- Notify interested students of Director’s approval or denial 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.
- Review refund policy with applicants.
- Ensure that budget projections are still on target and make adjustments if necessary. Program fees must cover all program cost including, where applicable, excursions, tuition, housing, Resident Director salary, teaching salary, 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 Credit Card if you do not already have one. You may request a card through Vicki Eppes-Ward (veppeswa@umw.edu). All faculty directors are required to carry a UMW Finance Card as part of UMW’s risk management strategy.
- Second student payment due (half of the total program fee).
- Roster and payment information is generated periodically by CIE and verified by faculty leader.
- 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 Directors 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/>
- Ensure that MyUMW program registrations are complete, including emergency contact information for each traveler. Print a copy to travel with you.
- Verify that all student payments have been received.
- Provide itinerary and overseas contact information to travelers and their families.
- Distribute Student Code of Conduct Agreements (optional but suggested – keep these for your own records). A sample student code of conduct is available on the Faculty Director Resources webpage: <http://international.umw.edu/faculty>
- Coordinate insurance purchase through CIE.
- Coordinate student transportation to the airport for departure day.
- Assemble a Faculty Director resource kit to travel with you. Suggested items to include:
 - Student roster with emergency contact info
 - Air travel itinerary for the group, or for individual travelers if traveling independently
 - Program itinerary with overseas 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.
- Keep in touch regularly with students to see how things are going and to plan day trips and activities.
- 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 using this form. 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 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 <http://www.umw.edu/documents/?p=74981>
- 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.
- CIE notifies the Assistant Vice President for Finance to inactivate the accounts in Banner pending program re-approval.

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 overseas contacts, and assist you as you write a draft Faculty-Led Program Proposal.

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. 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. This can prove challenging for start-up programs without an established reputation on campus.

2. Base-Camp 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 or internship opportunities

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. CIE's Faculty Director's Resource webpage: <http://international.umw.edu/faculty> has useful links to many sites related to currency conversion, travel and safety.

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, 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 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 Fact Sheet, 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 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. The Faculty Director may decide to have the students make their own ticket 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 typically 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 Available Overseas

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.
- **Hostels** - These are cheap accommodations with common sleeping areas, cooking 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. For more information, visit the Hostelling International Website at <http://www.hiusa.org/hostels/international-hostels>.
- **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 cooking 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. 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 might be an option. Most European campgrounds have shower facilities. Many have restaurants, pools and other amenities. Chalets can be rented by the week for a more "comfortable" stay. Most chalets have cooking facilities and showers. For information on camping in Europe, please visit <http://www.campingeurope.com> or <http://ecamp.com/gb/camping/seite.htm>.

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 transitions 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, 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 Study Abroad Fees
 - Classroom rental
 - Guest lecture fees
 - Admission fees

- Local travel expenses (such as taxi or bus travel from host homes to the partner University)
- Faculty use of an international cell phone
- Incidentals
- Faculty travel expense
- Resident Director fee
- Determine what will be included in the program costs and which items, if any, should be considered out-of-pocket expenses. 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, or by an outside provider. State policy states faculty members should not be collecting fees in their offices. 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 two payments to UMW: one for the program fee (travel, excursions, etc.) into the UMW account created for the program, and a second payment for UMW tuition. 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 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 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 member 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.

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 resident director stipend. 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 director's base annual salary. In order to make the program affordable for students, Faculty Directors for 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 below.) 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.

Second Resident 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 overseas 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 highly encouraged to have a second UMW affiliated staff member. The second director can be a faculty member from UMW or another university or a 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 and monitor the students. At this point, the second director would receive a prorated salary for the remainder of the program.

E. Study Abroad Fee

The Center for International Education assesses a \$20.00 study abroad fee per program week, per program participant. The study abroad fee, along with medical 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 you are paying tuition 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.

Charges for the cost of enrollment in the course(s) to be taken are determined in one of two ways:

a. **Standard approach.** Students register for study abroad courses through normal course registration means 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.

b. **Alternate approach.** The cost of the credits for enrolling in the course(s) to be taken are built in to the program fee. All students pay the same rate for the cost of the course credits regardless of domiciliary status. Once a student has made all required payments for the program, the Center for International Education works with the Registrar's Office to enroll the student in the course(s) and works with the Student Accounts Office to ensure that bills generated by the registration are covered by funds from the study abroad program account. Charges will be based on the cost for course credits built into the program fee.

G. Deposits and Payments

To confirm participation in their selected education abroad program, students are required to pay a non-refundable deposit of \$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, until the program fee is paid in full. Outstanding balances after the final due date will be subject to a 10% late fee. All payments must be received prior to departure. Deposits are used for down payments on reservations and bookings overseas. Deposits are refundable to the student at the discretion of the Faculty Director, minus any non-recoverable fees incurred (see "Refunds and Withdrawals" below). The deposit also includes UMW study abroad fees and insurance coverage.

Deadlines and refund policies should be clearly stated in writing to the students. 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. Final program fees are set by September 1 with the submission of the Faculty-Led Program Proposal and Fact Sheet. 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 \$500 deposit.
- Cancellation 60-89 days prior to departure: Forfeit \$500 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 overseas institution, admissions, and/or any other non-refundable items, whichever is greater.
- Cancellation less than 60 days from departure: Forfeit \$500 deposit and 100% of program fee.

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 ATC requirement it will need proper approval. Faculty may also apply to the Gen Ed Committee to build an automatic fulfillment of the General Education Experiential Learning credit requirement into the program curriculum.

Completing a good 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, the Provost, and the Associate Vice President for Finance, for final approval from the University. Programs may not be 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, 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's web designer 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, 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 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 first hand 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.
- Upon request, The Center for International Education will design and pay for one ad per year in *The Blue and Gray Press* promoting study abroad programs and inviting students to interest meetings. Please submit details for the ad CIE at least four weeks before the date of the issue in which it is to run. The ad should include information on the program's courses, program costs, excursions, and cultural events, and the dates, times, and locations of interest meetings (two meetings minimum).
- Holding at least two interest meetings for students is recommended. Be sure to hold them at staggered times, so that as many interested students as possible can attend. Reserve a room for the meetings by placing a reservation request on the UMW Events Calendar. Check for availability and make reservations at: <http://calendars.umw.edu/cgi-bin/UMWcals/webevent.cgi>. 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 the CIE Event Calendar.
- The SAE Weekly News (<http://saeweeklynews.umwblogs.org/submit-to-the-weekly/>) 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.

- The Center for International Education will create and help to distribute flyers and brochures announcing the program and the course content. CIE will request revisions from the Faculty Director before printing materials.
- The Center for International Education 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 student in good academic standing and over the age of eighteen are eligible to participate in overseas 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.

Faculty Directors have access to student registrations through the UMW Report Center in MyUMW. CIE staff can also 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 Expectations to 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. If the program will have special physical requirements, these should also be communicated. Below are some planning stages based on materials developed by V. Carter Broach Jr., instructor of marketing at the University of Delaware:

1. Solicitation Stage

To help students decide whether they wish to apply, send those who inquire about the program an e-mail 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)

2. Acceptance Stage

Send accepted students an e-letter of conditional acceptance, outlining what they must do in order to participate. These conditions include registering in MyUMW, 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 e-mail 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. In addition, distribute a "Student Agreement" and a "Health and Liability Form" to the students at this time, asking the students to read them carefully, complete, sign, and return them. The Faculty Director's receipt of these two forms is mandatory for participation. Copies of these two documents must be submitted to CIE at least eight weeks prior to the program's departure date.

3. Program Stage

Communicate to students 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 using MyUMW. 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 director should email an acceptance letter, cc:ing cie@umw.edu so that the student's status can be updated to "Accepted".

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 are left to the Faculty Director's discretion. Usually the minimum number of students needed to make a typical international faculty-led course possible is between 6-10 students. This number is based on the minimum number of students needed to provide the funds for a program to achieve its goals without being overly expensive and reaching the faculty directors' salary range. It is best to base the budget on a low minimum number of students and adjust the program fee, if necessary, after the minimum has been surpassed.

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.

There are benefits to consolidating programs, either inter- or intra-institutionally. Consolidation can allow more extensive subject matter to be covered in the course, when complimented with a similar discipline. Different subjects can be taught while sharing a “core” set of excursions and lectures (see Types of Programs, Section 3). Through consolidation, because the number of participants will increase, group discounts on airfare, housing, excursions, etc., can be obtained and decrease the Program Fee for all students. Perhaps the most beneficial aspect of program consolidation is the opportunity created for more students to participate due to lowered Program Fees.

C. Scholarships and Financial Aid

A limited number of Faculty-Led Program Study Abroad Scholarships are available on a competitive basis for Mary Washington 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, spring break, and summer programs and mid-March 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 application deadline for program participation may occasionally be extended, the deadline for scholarships will not be. Because a student’s financial need may be used as a tie-breaker when awarding scholarships, the student should notify Financial Aid of any financial constraints or special circumstances.

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 for studying abroad. Limited financial aid is available for students who wish to participate in an overseas faculty-led program. Often, towards the end of the academic year, students have depleted most of their financial resources and it is difficult to earn enough, especially during school, to meet the monetary requirements for international programs. Though the aid currently available is not substantial, it can provide students with some added help. If a prospective participant wishes to apply for financial assistance, direct them to the Financial Aid Office located on the second floor of Lee Hall for assistance (540-654-2468). For financial concerns related specifically to program development, contact the Director of CIE (540-654-1261).

D. Interviewing

Faculty Directors are strongly encouraged to formally or informally interview all applicants. 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.

1. Interviewing-General Strategies

Interviewing, both UMW and non-UMW students, will set the tone of the program, including priorities for academics, sightseeing, independent travel, and other program-related activities. Interviewing is an opportunity for the Faculty Director to educate the prospective student on the details of the program. Let students know, for example, how many days per week they are expected to devote to class meetings and other structured activities, and how many are open for free time activities. Some students believe they will be more independent while on an international program than they are when studying on-campus. Although students may experience a great degree of independence, students will need to be told during the interview that this greater freedom calls for self-discipline and that the program is first and foremost an academic learning experience, not a tour or vacation. The interview will provide the Faculty Director with the opportunity to assess the character of the student and whether he/she will be a good candidate for the program.

2. Interviewing Non-University of Mary Washington Students

The best way to interview students from other institutions is by phone. Be sure to make initial contact with the prospective student and to set up a time for the interview. The interview questions are program-specific and should be determined by the Faculty Director. The following tips can be used in any interview process:

- Use the interviews to start building relationships with students and developing a sense of community.
- Keep in mind that everyone on the program, including the Faculty Director and students, will be in close contact with the students for several weeks.
- While there is no formula for interviewing, open-ended questions such as the following may yield the most useful responses:
 - How did you become interested in the program?
 - Have you traveled overseas before, and, if so, what was the experience like?
 - What would you do if a fellow student were about to do something that could have serious repercussions?
 - Have you ever been homesick?
 - What is your attitude toward alcohol consumption in private and in public?

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 MyUMW, register for the

study abroad program, and then register for the academic portion of the class in the same way a UMW student would.

F. Notifying Students and Center for International Education of Acceptance Decisions

Students should be notified of acceptance or non-acceptance in writing. An email (cc: cie@umw.edu) is the most efficient way to do this. If you cannot accept all applicants because demand exceeds the spaces available, please talk with the Director of CIE before rejecting any students in case there are other programs that may accommodate them. When communicating with CIE, be sure to include a list of the students you accept and a list of those you do not accept. Deposits will be refunded to students who are not accepted and who cannot transfer to another program.

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 leaders 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, check, or money order, or checks made payable to UMW with the student name and program in the memo line can also be mailed to: Cashier, University of Mary Washington, 1301 College Ave., Fredericksburg, VA 22401. All payments will be deposited in the student's name into the account established for the program.

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 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.). 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, if any, that will need to be paid to an overseas vendor, invoices may be submitted to CIE for payment by credit card (preferred) or by wire transfer. UMW Finance imposes a \$35 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. Payments can be sent in US dollars or in foreign currencies, subject to the current rate of exchange. Please note that service charges apply to international credit card charges using the UMW Finance Card. To have a check issued for payment, please contact Accounts Payable.

C. UMW Credit Card and Expense Tracking

The Accounts Payable Office provides a purchasing tool for Faculty Directors traveling with students for a Study 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). Study Abroad programs are funded with 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. If you are a faculty director, please contact payables@umw.edu to get information about UMW Finance Cards for Study Abroad.

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 Study 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 Director will contact the UMW Program Administrator (PA) in the Accounts Payable department to request a UMW Finance Card for Study Abroad. The UMW PA will verify the program with the Center for International Education office and will give the professor an Employee Agreement to sign.

After receiving a signed Employee Agreement from the Faculty Director (download at: <http://adminfinance.umw.edu/ap/forms/#umwfinancecards>), the UMW PA will order a UMW Finance Card with the designated cardholder's name on the card. The UMW PA will notify the cardholder when the card has arrived. Cards can be picked up at the Accounts Payable office. The UMW PA will issue the UMW Finance Card for use on official Study Abroad business only. The UMW PA will also provide a copy of the Employee Agreement, if requested.

IMMEDIATELY upon returning from the Study Abroad travel, the cardholder is responsible for submitting the following items to the Cashier:

- 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. (Deposits MUST BE U.S. DOLLARS!)

****NOTE:** If the Study Abroad cardholder prefers to submit the receipts, documentation, and Card to the UMW PA, that is allowed. The cardholder should notify the Cashier and the UMW PA that the it is his/her preference is to submit the documentation to the UMW PA and set up a time to meet.

The Cashier will review the documents and enter information on-line in the Bank of America WORKS system and will forward the receipt packet to Accounts Payable for final review. The Accounts Payable department will email the cardholder about any expenses that are questionable. The professor 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 overseas 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 two weeks of your 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 a study 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 Orientations

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, the majority will 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 deals with general travel safety issues, as well as health, insurance, liability, and risk management procedures. Additionally, students will hear important information from campus offices such as Academic Services, Judicial Affairs, Financial Aid, and Disability Resources. Specific country orientations, dealing with culture 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.

Any other meetings/orientations to be held are left to the Faculty Director's discretion. CIE recommends that each program hold a preliminary informational meeting to determine how many students are interested and also to give those students the information they need about payment schedules and general objectives of the course. Once a reliable student participant list has been established, a course-specific orientation is recommended to disseminate information regarding academic and behavioral expectations of the course and group, information regarding the specific culture of the country and the specific site-visits planned, any health concerns or immunization requirements, passport and visa requirements, etc. At least two interest meetings and one orientation meeting are recommended prior to departure.

Your orientation meeting is a good time to distribute Student Code of Conduct Agreements for student signature. While this is not required, it is suggested. These Agreements are useful for setting expectations for both faculty directors and students alike. A sample agreement is available on the Faculty Director's Resource webpage: <http://international.umw.edu/faculty>.

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. Information on how to obtain a passport should be incorporated into one of the pre-program meetings. 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.

C. Visas

Because of the short duration of Faculty-Led Programs, a visa is not usually required if the program is going to a country participating in the Visa Waiver program. 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.

D. Medical Insurance

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 Accident and Sickness Insurance. This program is administered by HTH Worldwide, an insurance provider with a network of English speaking physicians around the world. The policy provides for \$100,000 in coverage per injury with no deductible, repatriation of remains, medical evacuation, family bedside visits, etc. Unlike most domestic policies, HTH often pays while the student is abroad instead of requiring students to pay in advance and seek reimbursement later. Of greatest importance is HTH's ability to assist in a crisis, adding a second layer of protection for both the director and UMW. Students will also be covered under two HTH riders: Political & Security Evacuation and Natural Disaster Evacuation.

All program participants, including Faculty Directors and students, should carry a copy of their insurance card at all times while abroad. When building budgets, the weekly or monthly insurance expense should be taken into consideration. Rates for Faculty 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 Campus Health Center, or visit an outside provider. If the program will be visiting a country where immunizations are recommended, work with the UMW Student Health Center or the Travel Medicine Clinic at the County Board of Health, or another travel health clinic to obtain additional information, support and immunizations. 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 Health Center. There are other resources for travel immunizations in the Fredericksburg area, including:

Passport Health
512 Westwood Office Park
Fredericksburg VA 22401
Telephone: [+1] (540) 322-5100
E-mail: info@passporthealthva.com
Web: <http://www.passporthealthVA.com>

Immunizations can be very expensive and if the participants insurance does not cover the vaccination, then they are likely to ignore the recommendations. Faculty Directors may establish a time when participants can receive appropriate inoculations as a group or consider making immunizations a built in expense for the program.

F. Liability Agreements

Participants should share their health and emotional needs and concerns with the Faculty Director prior to departure. 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 traveller, including faculty and staff, should complete an [Assumption of Risk and Release from Liability Agreement for International Travel](#). 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. These forms will be distributed at the CIE Pre-Departure Orientation. If any travelers are unable to attend the orientation, they should make arrangements to reschedule with CIE to ensure their participation in the program.

All students electronically sign a Waiver of Indemnity before they are able to complete registration in MyUMW. 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.

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. (Download a copy of the Incident Report here: <http://international.umw.edu/faculty>)

The Incident Report will be sent by the CIE to Judicial Affairs. 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. 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 Judicial Review Board policies, please visit <http://judicial.umwblogs.org/information/judicial-policies-and-procedures/>

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.

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 U.S. 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://www.umw.edu/judicialaffairs/default.php>. **These regulations are portable and, therefore, cover UMW's international or study abroad programs.**

The UMW Student Handbook (2016, p. 70) provides guidance on off-campus incidents:

Off-Campus Adjudication Policy Jurisdiction:

Geographic jurisdiction includes any violation of the UMW Code of Conduct occurring on campus or University-leased or controlled properties, in study abroad programs, at any UMW-related event, in Stafford or Spotsylvania Counties or the City of Fredericksburg that impacts the educational mission of the University. (The University reserves the right to adjudicate felonies derived from outside of this geographic scope when deemed in the best interest of the University community.)

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 540.654.2119.

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 The Center for International Education. 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, CAPS, and Judicial Affairs

Students are responsible to register with the UMW Office of Disability Resources 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. UMW Office of Disability Resources is located in Lee Hall, Room 401, 540-654-1266.

CIE will provide student rosters for each Faculty-Led Program to CAPS and Judicial Affairs, and will contact Faculty Directors if an enrolled student is currently receiving support from CAPS or has Judicial Affairs violations on file. Faculty Directors should follow up with the Director of CAPS on proper protocol to follow if support services are required during the program abroad and may contact the director of Judicial Affairs 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

Faculty Directors should schedule a laundry visit into the trip if traveling between various destinations or staying in a hotel/hostel, or check to see what facilities the participants will be able to use if staying with a host family. 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. 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. 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 U.S., suggest packing a small supply of them for battery-operated electronics. Suggest buying an inexpensive hair dryer after arrival overseas 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 iPods, 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 the of loss or theft.

N. Travel Health and Safety Issues

Pre-departure preparation for an overseas 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, 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 any of these over the counter drugs can be purchased overseas 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 overseas 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 or travelers checks 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: http://travel.state.gov/travel/travel_1744.html. Additionally, some European countries now require a computer chip embedded in the credit card. 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. (See p. 14-15.) 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.

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 account rather than into the program FOAP.

Non-UMW students will receive special registration instructions from the Center for International Education and the supervising Faculty Director. Such students are required to submit a [Biographic and Demographic Information for Non-Degree Students](#) form and [Virginia In-State Tuition](#) request (if applicable) to the Registrar. These documents will be used to generate a Banner ID and MyUMW account for the student. They student can then complete the registration process in the same manner as a UMW student by completing MyUMW registration and making payments to the Cashier.

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. The program FOAP will transfer payment directly to the overseas institution. 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 overseas locations.
- Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- 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 appropriate and ongoing health and safety training for program directors and staff, including guidelines with respect to intervention and referral, and working within the limitations of their own competencies.
- In the participant screening process, consider factors, such as disciplinary history, that may impact on the safety of the individual or the group.
- 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' overseas 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 U.S. standards of due process apply in overseas 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 overseas. 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.

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.

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

A Faculty Director's work may seem as though it's never done-but here are a few final things to do in order to end the program.

- 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. Sample Student Program Evaluation form is available for download at: <http://international.umw.edu/faculty>. This form can be modified to suit specific programs.
- Arrange students' transportation to the airport for return to the U.S., if part 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 can be issued by check or credit to student account. If requesting reimbursement(s) by check, please provide the address at which the student prefers to receive the check.
- 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 Experiential Learning or Global Inquiry credit are dropped from SAGE 000.

The Center for International Education is here to help, so be sure to let us know if there are any loose ends with which we can assist you.