FACULTY MANUAL

for

Proposing Faculty-Led Study Abroad Programs

Division of Global Engagement
Study Abroad
University of California, Santa Cruz
1156 High Street
Santa Cruz, CA 95064
Phone: 831-459-2858
Web: studyabroad.ucsc.edu
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WHY STUDENTS CHOOSE A FACULTY-LED PROGRAM

UC Santa Cruz students have a variety of study abroad options available to them, including:

• **UC Education Abroad Program (UCEAP):** UCEAP is a UC study abroad provider for all UC campuses, with over 40 countries and over 400 program options. Students can use their financial aid and earn UC credit, but must work with their departments to determine which courses, if any, can satisfy major/minor requirements.

• **Other UC Programs:** Study abroad programs offered through other UC campuses. Most are faculty-led programs, while others are direct enroll, internship, service learning, and other program types. In the summer, students can direct enroll, but during the regular academic year, students must complete an inter-campus transfer. Students can use their financial aid and earn UC credit, but must work with their departments to determine which courses, if any, can satisfy major/minor requirements.

• **Non-UC Programs:** These are programs not associated with the UC. Students apply to these programs independently and take a Leave of Absence form UC Santa Cruz to participate (except in the summer). Students may use some financial aid (federal and state, but not institutional aid), and must complete a Proposed Program Evaluation through the Office of Admissions to determine if the course they take on a non-UC program is eligible for transfer credit on their UCSC record.

When designing a faculty-led program, it is helpful to consider why some students may be more likely to choose a faculty led program as opposed to one listed above. Reasons may include:

**UCSC Faculty** – There is a known faculty leader and a student may already be familiar with the faculty, including their teaching style and/or reputation. Students may feel more comfortable going abroad with someone they view as a representative of UC Santa Cruz and have an already established relationship with.

**UCSC Course** – The program consists of existing UC Santa Cruz courses. No other study abroad options provide the same assurance of course credit than faculty-led programs. The student knows, before they even apply, what exact credit they will receive, including major/minor requirement, GE, etc.

**UCSC Program** – UCSC is familiar and there is a guarantee that enrolling in a UCSC course abroad will meet the same academic rigor and standards as can be expected if enrolling in the course on campus. For first time travelers, first generation college students or students apprehensive about travel, knowing that a faculty led program is a sanctioned UCSC program can be reassuring and provide students the comfort they need to participate.
DIVISION OF RESPONSIBILITIES OVERVIEW

Before submitting a faculty led study abroad program proposal, please review the following expected division of responsibilities between the faculty leader and Study Abroad.

**FACULTY LEADER**

**Pre-Departure:**
- Develops course(s) and secures campus course approvals through the Committee on Courses of Instruction (CCI) as necessary. Confirm department support.
- Once program proposal is approved by the Committee on International Education (CIE), work in collaboration with Study Abroad on program development, including overall budget, detailed itinerary, location, accommodation, classroom facilities, safety, excursions, etc.
- Attend Faculty Leader trainings and read all materials related to training and preparing to manage a group of students abroad.
- Recruit student participants, attend campus study abroad fairs and coordinate with Study Abroad on informational sessions. Be available to meet with students to discuss the program.
- Work with Study Abroad on timely student selection process and finalizing participant list.
- Assist Study Abroad in finalizing arrangements with overseas vendors or third party providers if necessary. Put in Study Abroad in communication with any overseas or partner institution contacts.
- Assist Study Abroad with the preparation of and participate in the mandatory student Pre-Departure Orientation.

**While Abroad:**
- Meet group upon arrival in country.
- Serve as main contact for in-country logistics.
- Confirm group’s safe arrival with Study Abroad by email within first 24 hours.
- Provide on-site orientation to students that includes local safety precautions, local culture, program logistics and expectations, and emergency response plan.
- Accompany students on all program activities and excursions. Coordinate with local faculty/lecturers.
- Oversee arrangements for health, safety & security of participants. Be available to students 24/7 in case of emergency or other health & safety related issues. Report incidents to Study Abroad and complete incident report form.
- Ensure overall wellbeing of students, including resolution of any housing or other on-site issues.
- Coordinate with UCSC campus units as needed, including Title IX, Dean of Students and CAPS.
- Makes on-site payments as budgeted, maintaining clear records and receipts of all expenditures.
• Will not travel more than 2 hours away (by car or bus) from the main location of the program – independent travel should be undertaken before or after the official program dates never during “free” time on the program.

Post Program:
• Complete Faculty Program Report within 30 days of program completion. Return to Study Abroad. For all first-time programs, faculty should meet with Study Abroad to have an in-depth conversation about the program.
• Participate in any re-entry programming organized by Study Abroad, if applicable.

STUDY ABROAD
Pre-Departure:
• Conduct proposal workshops for faculty.
• Conduct faculty leader trainings & seminars.
• Finalize program budget and determine enrollment targets.
• Advertise program in print, social media, and events. Create program webpage.
• Coordinate campus info sessions with faculty.
• Manage application process: collect application materials, select students into program, and manage course enrollment. Coordinate with campus units to manage student participation, including Financial Aid, Registrar, SHC, Colleges, and Housing.
• Work with faculty to finalize arrangements with overseas vendors (e.g. housing, classroom space, etc.) or with third party providers.
• Develop and monitor completion of participant pre-departure requirements (e.g. visas, health clearance, waivers, etc.).
• Organize group flight/travel arrangements for students, if applicable.
• Enroll students in supplemental health insurance, if required.
• Registrar group with the U.S. Department of State.

While Abroad:
• Maintain contact with faculty regarding any problems or updates abroad. Manage emergency response plan.
• Pay program expenses as budgeted and disperses program funds to faculty leader.
• Be available to students or faculty 24/7 in case of an emergency.

Post Program:
• Reconcile post-program accounting within 30 days of program end date.
• Organize re-entry programming for participants, if applicable.
• Administer, collect and analyze faculty leader program report, student program evaluation, and course evaluations to share with CIE.
• Coordinate with CIE and faculty leader to determine if program will run subsequent summer.
PROGRAM REVIEW: PROCESS AND CRITERIA

Faculty-led program proposals will be reviewed by the Committee on International Education (CIE) and Study Abroad. Before submitting a proposal, faculty will be asked to confirm the following:

- **Risk:** Program location(s) is not listed on the Department of State Travel Warning List
- **Duplication:** Program is not a duplication of an existing UCSC or UCEAP program
- **New Course:** If the program is a new course, the proposal has been submitted to the Senate Committee on Course for Instruction (CCI)
- **Department Chair Support:** You have discussed your proposal with and have the support of your Department Chair.

Proposal review will occur in two tiers:

**Tier 1:** Review by CIE

CIE will review proposals to either “recommend” or “not recommend” based on the following criteria:

1. **Target Demographic**
   - Adequate description of target demographic and student selection criteria.
2. **Academic Quality - Campus Learning Objectives (Review of course syllabus)**
   - Does the proposal adequately address how the course will fulfill campus learning objectives?
   - Does the proposal demonstrate that the course will diversify and broaden pathways to timely completion of major requirements?
3. **Academic Quality - International Education Learning Objectives (International components)**
   - Clear statement of how the chosen international site will extend and strengthen campus learning objectives.
   - Proposed syllabus demonstrates that the course will leverage its international location.
   - Clear indication of host cultural activities (e.g. planned interaction with local population, language training, field trips) will supplement classroom training?
4. **Feasibility**
   - Clear statement of instructor experience and preparedness in leading study abroad programs or in-country language experience that would facilitate development of the proposed course.
   - Evidence of instructor connection with host institution, including at least a description of preliminary efforts to gain the commitment of logistical support from the partner institution.
   - Evidence that facilities and related resources of the host institution are adequate for successful course implementation.
   - Description of potential safety issues at the host institution and surroundings. Instructor cognizance regarding need to develop a risk management plan.
**Tier 2:** Final Review by Study Abroad
Study Abroad will conduct a final review of all proposals “recommended” by CIE. Proposals will be reviewed and approved based on the following:

1. **Affordability**
   a. Program can be implemented at a reasonable and non-prohibitive cost.
   b. Program is structured in such a way that students may access financial aid.

2. **Marketing and Enrollment Management**
   a. Faculty will be available beginning spring quarter, following the proposal deadline, until program departure for program development, recruitment, training, and student pre-departure orientation.
   b. Program can attain and accommodate the minimum enrollment.
   c. Program will contribute to a balanced and diverse set of study abroad program offerings.
   d. Program will utilize the location and include activities that will be of interest to students.
   e. If identified in the proposal, the location will provide access to appropriate services and facilities.
   f. Program will allow for reasonable accommodation for students with disabilities?

3. **Sustainability and Capacity**
   a. There is intent to lead this program for consecutive years.
   b. The program can run over multiple years.
   c. Study Abroad capacity for program management.

4. **Health & Safety**
   a. Location(s) has access to appropriate medical and counseling services in English.
   b. Location(s) does not have any U.S. Department of State Travel Alerts that would pose an immediate risk to the health and safety of program participants.
   c. Faculty has adequate knowledge and experience of the location in order to develop and safely lead the program.

**PROGRAM REVIEW: PROPOSAL STATUS DEFINITIONS**

Proposals reviewed by CIE and Study Abroad will either be “Recommended” or “Not Recommended:”

**Recommended:** Programs “recommended” by CIE and Study Abroad will move into the Development Phase. The faculty will work closely with Study Abroad to further develop and finalize the program budget and logistics for recruitment.

**Not Recommended:** Programs “not recommended” by CIE and Study Abroad will not be developed. Interested faculty are encouraged to revise their proposal and resubmit the following year.
PROGRAM REVIEW: TIMELINE
This timeline provides an overview from proposal submission to the start of program development.

Early January: Faculty submit proposals online by the stipulated deadline.
Mid January – Early March: CIE reviews proposals, either “recommended” or “not recommended.”
Early March to Mid March: Study Abroad reviews proposals “recommended” by CIE to determine which programs they recommend and will support for development.
Late March: Faculty notified of proposal status.
Early April: Faculty begin to work with Study Abroad on program development.
PROPOSAL CONSIDERATIONS

Courses and Course Credit
Submitted proposals must either include already existing courses or new course proposals that have already been submitted to the Faculty Senate Committee on Courses of Instruction (CCI).

- If any of the courses faculty propose to teach are not currently offered through UCSC and faculty have not yet received approval from CCI for the new course, a course approval must be submitted to CCI by the time the faculty submits a Faculty Led Program Proposal.
- For any questions related to courses, including proposals, contact hours, or changes to existing courses, please contact CCI.
- Study Abroad courses can be any number of credits, similar to campus-based courses. Faculty should consider the appropriate credit for the length and content of the program, and seek guidance from the Committee on Course for Instruction (CCI) if questions arise with regard to course requirements. Something to consider is that students must enroll in 6 or more units in the summer to be eligible and considered for federal and state aid. Students must enroll in 10 or more credits to be eligible and considered for the Summer University Grant.

Student Eligibility Requirements
Standard eligibility requirements have been determined with the consideration of accessibility, enrollment management, and consistency. Faculty should consider additional program requirements, such as course pre-requisites, in their proposal as well as provide justification for any proposed changes to the standard eligibility requirements to their program.

To be eligible to participate in a UC Santa Cruz Faculty-Led Summer Study Abroad program, students must:
· Have a 2.5 cumulative GPA or higher.
· Be in good academic and disciplinary standing.
· Be at least 18 years old by the program start date.
· Meet any course prerequisites or other eligibility requirements as indicated by the program.

If the student is an international student studying at UCSC, they must have a valid U.S. visa that expires after the program end date.

If the student is a transfer student without a UCSC cumulative GPA at the time of application, their transfer GPA will be used to determine eligibility. However, the student will be required to meet the UCSC cumulative GPA requirement after their first quarter at UCSC.

Enrollment
Faculty-led programs must meet a minimum enrollment of ten students in order to run. Faculty should consider minimum enrollment in the design of program, including location, student interest, and eligibility requirements.
Accessibility for Students with Disabilities
Global Engagement believes that all students should be assured equal access and opportunity. As such, Study Abroad will work closely with the UCSC Disability Resource Center and on-site staff overseas to identify and secure reasonable accommodations, if possible given the program and location, to assist any student with a documented disability have a successful international experience. We ask that faculty consider the following when developing a faculty-led proposal:

- Accessible locations and buildings should be considered when selecting program location
- Accommodation should be able to allow a single room option or be able to accommodate a personal attendant.
- Proximity of mental health resources and facilities in English to the program location
- Reading materials should be provided or have the option to be made available via electronic format
- Slide decks be shared with students electronically in advance, if possible, to assist students with note-taking

Accompanying Faculty Family or Friends
Faculty that plan to have family and/or friends join them abroad during the program should consider the following:

- **Faculty Family Members/Friends**: UCSC reserves the right to impose limits and/or conditions on the roles, activities and presence of family members or friends who accompany Faculty. Such limits or conditions derive from programmatic concerns: health, safety, risk, academic and other concerns. In some cases, accompanying family members or friends may not be permitted to join the study abroad group for some or all activities.
- **Liability**: UCSC assumes no responsibility for accompanying family members or friends. It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty to read the US State Department information sheets if they participate in any group travel by land, sea or air. The family members are responsible for their own safety.
- **Excursions**: Accompanying family members may participate in program excursions and field trips, provided that such the cost of participation is the responsibility of the family member, friend or faculty member AND that their participation in the program in no way interferes with the academic nature of the visit. Program excursions are planned to accommodate all students plus the participating faculty. If there are empty seats on the bus, boat, or other arranged travel, accompanying family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying family members.
- **Excursion Expenses**: If participating in-group excursions, accompanying family members must separately pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member participation in special events. If the cost for the family member is included on the group receipt, it must be deducted before the receipt is submitted for reimbursement.
- **Group Meals**: If participating in-group meals, the faculty must reimburse the program for any expenses incurred by accompanying family members if a separate bill cannot be obtained. Program money should not be used to buy meals for accompanying family
members. The exception to this policy is entertainment of host institution guests to which a couple is invited for a meal. The program faculty may bring his/her spouse to such an event and receive reimbursement for the spouse’s meal, assuming the event has been included in the program budget.

• **Minor Children**: Minor children accompanying faculty must be adequately supervised at all times, by a 3rd party, and that supervision is to be managed by the faculty. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

• **International Medical & Evacuation Insurance**: Faculty and a second program leader are provided insurance through UCSC. Accompanying family or friends are required to purchase their own health and travel insurance.
PROGRAM DEVELOPMENT TIMELINE
This timeline provides a framework of the processes involved in the development of a faculty-led study abroad program.

JANUARY (year prior to program): Submit an online faculty led program proposal by the stipulated deadline.

JANUARY – MARCH: Submissions reviewed by CIE and Study Abroad.

LATE MARCH: Faculty notified of proposal status.

MAY – AUGUST (for recommended programs):
Faculty Leaders & Study Abroad will meet to:
- Develop a detailed budget including all program costs (housing, excursions, transportation, classroom facilities, etc.)
- Review itinerary, activities, excursions and cost estimates
- Determine program dates and travel details
- Identify prerequisites, selection process, application requirements
- Determine marketing/recruitment plan

Faculty Leaders:
- Develop a detailed itinerary: day by day class, lectures, activities, academic field trip and/or cultural excursions
- For promotional materials and website, provide:
  - A one-paragraph program description
  - Photo
  - Course information: title/number/units, description, link to syllabus, & GE/major substitutions
- Discuss recruitment ideas with department manager and department advisers

Study Abroad
- Create student budget, including program & estimated fees
- Develop promotional materials and website page

SEPTEMBER – DECEMBER:

Faculty Leader:
- Attend Study Abroad Fair to promote program
- Finalize itinerary and logistical needs

Faculty Leaders & Study Abroad:
- Design and implement informational sessions
• Outreach to campus advisors, departments and colleges
• Communicate with interested students and direct them to the application portal

Study Abroad:
• Finalize application portal and make available online
• Work with Business Services to establish financial accounts to charge students and process program invoices
• Early outreach to interested students to apply for a passport and satisfy pre-requisites
• Contact program provider and/or vendors to create contacts for payment approval

JANUARY – MARCH:

Faculty Leader
• Attend Summer Opportunities Fair
• Recruit students for program

Study Abroad
• Schedule Pre-Departure Orientation for May
• Outreach and manage application process

MARCH – EARLY JUNE:
Faculty Leader & Study Abroad:
• Review applications
• Conduct student interviews – if applicable
• Host Pre-Departure Orientation

Study Abroad:
• Course enrollment to Summer Session
• Program budget and student participation list to Financial Aid
• Enroll students in UC Traveler’s Insurance & supplemental insurance (if applicable)
• Collect any outstanding paperwork from students
• Finalize student selection and participation lists
• Verify students have completed health clearance

POST-PROGRAM

Faculty Leader
• Submit receipts and supporting documentation
• Meet with Study Abroad upon return for debrief
• Submit class evaluations and grades
• Complete Faculty Program Report within 30 days of the end of the program

Study Abroad
• Program evaluation conducted
How to Access the Faculty-Led Study Abroad Program Proposal

1. **Log in to SlugsAbroad** to create a profile by selecting “Faculty Registration.” Be careful to select that you are a “Faculty/Staff Member.” [studyabroad.ucsc.edu/slugsabroad](studyabroad.ucsc.edu/slugsabroad)

2. After completing your profile, log out and log back in using the **CruzID Login**.

3. Select “**Search Programs**” from the top tool bar. Faculty Led Program Proposal will be the first program on the list. Select “Summer 2019” from the Options drop-down menu.

4. Complete all sections of the proposal and **submit**.