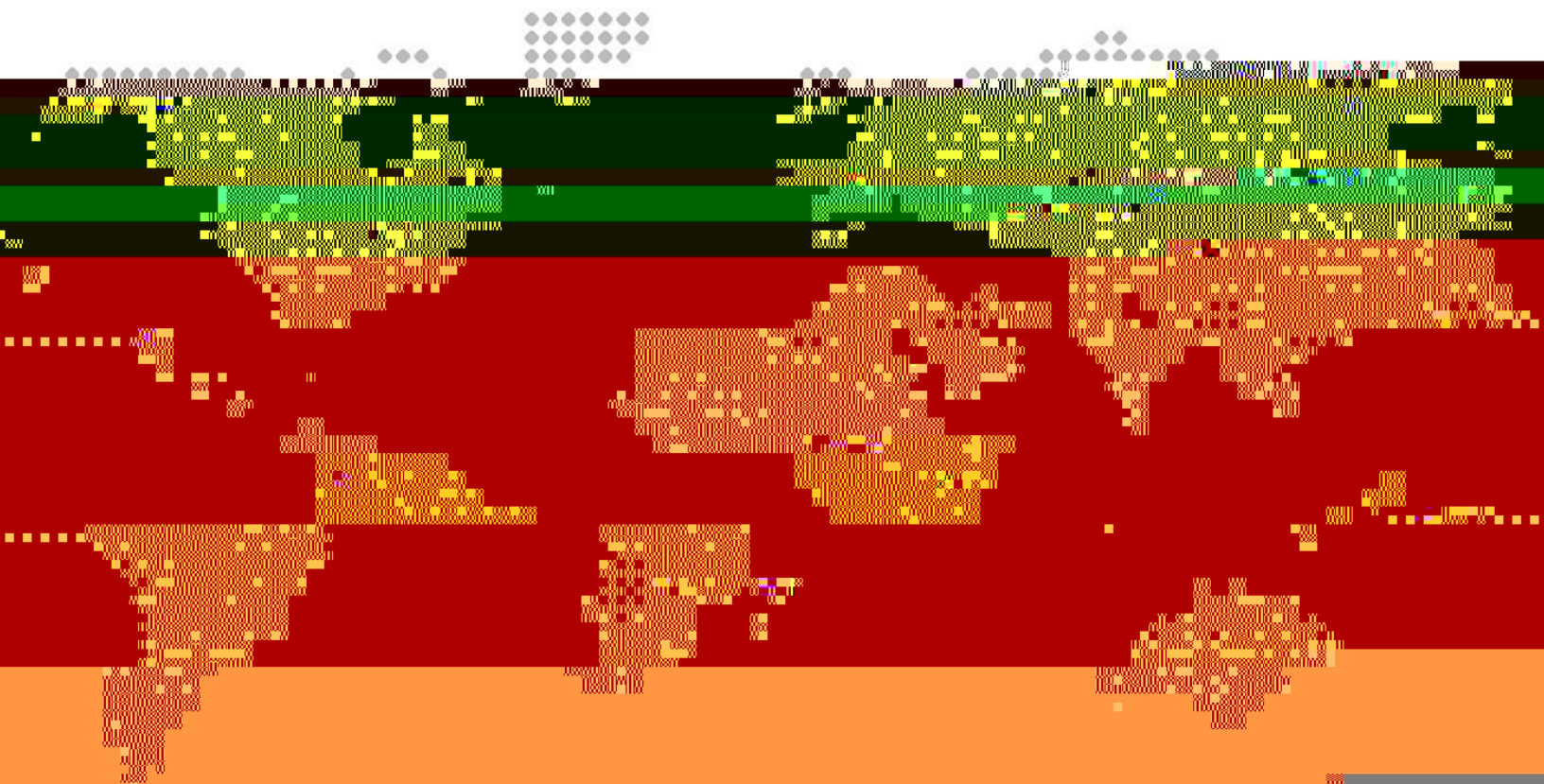


Faculty-Led Program Guide

Study Abroad & Away



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S A A

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Email: abroad@ju.edu

Office:

SAA and faculty work together to prepare a proposal. The SAA will meet with faculty to discuss program ideas, needs, and resources. The SAA will be responsible for and proposing a program.

This discussion will include:

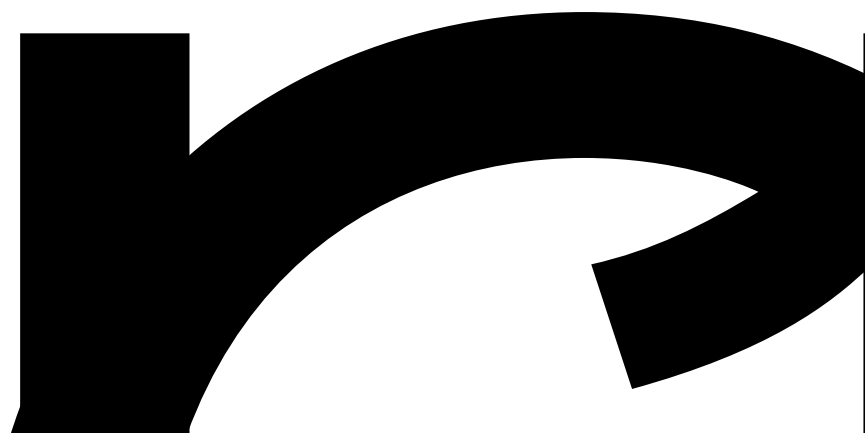
- JU FLP proposal documents and guidelines
- JU Experiential Learning requirements and program
- Policy regarding salary, family assistance, and assistantships
- SAA responsibilities
- Faculty leader(s) responsibilities
- Program budget, faculty expenses
- Student recruitment, marketing
- Student applications, registration
- Emergency planning and preparation, disaster management, and safety
- Student pre-departure sessions
- Faculty preparation sessions prior to departure
- Evaluation and assessment of program

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Courses must meet the standards must demonstrate a minimum of 45 hours associated with a three-credit as excursions and site visits which be included in the 45 contact hours.

Program leaders must submit a syllabus that should be used for program topics or the core curriculum.

Prerequisites must be considered prerequisites should be included in recruitment information.

An independent Study Abroad or Away abroad/away and use financial aid departments with their department

communication, diversity and teamwork. SAA programs will fulfill this requirement as long as a student succeze

Federal/State financial aid as well as educational loans they may have. SAA will also provide students with information and assistance regarding national and regional scholarships.

Please consult with SAA to discuss the dates of your course or program and the availability of financial aid for students. The JU Financial Aid office may be able to work with financial aid recipients on a case-by-case basis.

Faculty Experience, Participation, and Compensation

1. Will you be leading the program? If yes, have you visited or lived in the host country/region? Have you thought about the potential need to help counsel students as they adjust to living and studying abroad/away? Are you fluent in the language of the host country/region?
2. Are you planning to lead or teach the program with other faculty members? Please remember the level of compensation for the faculty members involved in the program is contingent upon student enrollment.

Course or Program Location and Risk Management and Assessment

1. Will there be any difficulties in traveling to the host site? Will there be any special entrance requirements such as a visa for the host site?
2. What is the political and social environment of the host country/region? Could students be afraid to travel to the host country/region? What is the level of crime and violence in the host country/region? Has the host country/region been in the news lately and has this news been good or bad?
3. Has the U.S. State Department issued any warnings about traveling to the host country/region? Are there health issues that might pose problems for the students and the successful running of the program?

R O S

In keeping with best practices within International Education and University risk management, all JU faculty-led programs are required to contract with a vendor to organize all logistics of the program. Vendors may either be a third-party provider or an established institutional partner. Vendors must provide 24/7 on-site emergency and logistical support to help develop and manage the program and potential emergencies on site. U.S.-based vendors are strongly preferred.

Study abroad program leadership requires that faculty go beyond the role of “professor” or “instructor.” To provide high-quality and sustainable programs, JU requires a vendor to handle all responsibilities related to reservations, payment, on-site crises, logistical changes, risk management, translating, etc. This mitigates potential risk and allows faculty to primarily focus on teaching the course(s) at hand.

This is a list of vendors, either organizations or institutions, that have already been vetted to meet JU’s standards of quality education abroad programming. This list is not exhaustive nor exclusive. If a faculty would like to utilize a vendor outside this list, they should determine if they meet the requirements listed on the next page.

APNa Á

The approved vendor shall handle and manage all arrangements.

The vendor shall provide a valid certificate of insurance for each program naming Jacksonville University as additionally insured.

The vendor shall hold liability insurance with an aggregate limit not less than \$3,000,000 - \$5,000,000, with preference given to vendors holding at least \$5,000,000.

The vendor shall also hold liability insurance of at least \$1,000,000 - \$2,000,000 per occurrence, with preference given to vendors holding at least \$2,000,000.

The vendor shall provide evidence that the policy covers the world wide exposures of the travel study program.

The vendor shall also provide a hold harmless agreement in a form that indemnifies Jacksonville University. The certificate shall be submitted to SAA prior to commencement of the program.

Vendors should have staffed offices or on-site support staff accompanying the group for the duration of the program and be readily accessible 24/7 in the host location.

Vendors should provide references for their programs, and faculty should speak with or obtain feedback from those on the reference list.

Vendors should provide to the faculty information regarding their regulations and requirements. In particular, information regarding safety issues and an Emergency Action Plan should be provided. □

Vendors should make arrangements for all medical and hospital care that may be required.

Vendors should provide information about how they handle students with special needs, disabilities (whether they have a formal policy or handle needs on a case by case basis).

Vendors will provide a W-9 or W8 BEN (international vendors only) in order to process program related payments through Jacksonville University.

Vendors shall cover participants under their medical and accident insurance for the duration of the program with a minimum coverage limit of no less than \$250,000 per student.

F L P R

See [Faculty-Led Program Responsibilities](#) for a breakdown of the various tasks a FLP entails, delegated between the Faculty, Office of Study Abroad & Away, and the Vendor.

D P

Program dates are critical for student recruitment, flight arrangements, and logistical reservations. Program dates should not overlap with on-campus classes and finals offered during the regular academic term. Most faculty-led programs run on the summer, so it



to run concurrent with summer terms, but it is recommended to avoid scheduling abroad/away programs that extend into or between terms.

A provisional itinerary must be included in your proposal that includes departure date, return date, first and last day of class, travel days, and excursions.

P E

A minimum and maximum number of students a

For a single course with 20 students, a single faculty member is funded to travel and will be paid a \$2,500 stipend.

For a single course with 25 students, a single faculty member is funded to travel and will be paid a \$4,000 stipend.

For a single course with 30 students, up to two faculty members are funded to travel and each will be paid a \$4,000 stipend.

For programs offering more than one course, stipends will be determined by the enrollment of each course.

If two faculty are interested in co-teaching a single course, the stipend will be shared, unless enrollment reaches 20 students or more.

Additional compensation for teaching graduate level courses may be granted, requiring approval from the respective department or college.

P C D

If a proposed program has not met minimum enrollment by the application deadlines below, the program will be canceled:

Summer Programs - February 1st or 75 days prior to departure

Spring Break Programs - December 1st or 75 days prior to departure

Fall Programs - September 1st or 75 days prior to departure

NOTE: If a program has reached 75% of the minimum enrollment by the census date, the deadline may be extended, if all parties (JU and third party/on-site vendors) are able to extend the deadline without incurring financial penalties.

P D

Per diems are available to contribute to the cost of meals while abroad. The approved amount will be determined based on the program location(s) (country/city), meals already included in the program, and the amount of days the program is running. The standard rate will be 60 USD per day.

SAA will notify faculty of the approved per diem allowance per trip and the date to request funds by (typically one month before departure). Per diems are requested by submitting a travel advance request form. Travel advance forms are submitted to and approved by SAA. After the conclusion of the trip, receipts to reconcile funds are submitted to SAA for approval.

reasonable estimated expenses for program related cell phone activity. Detailed receipts will be necessary for reimbursement.

P P A

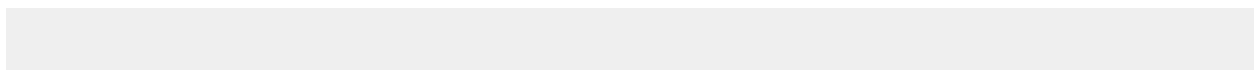
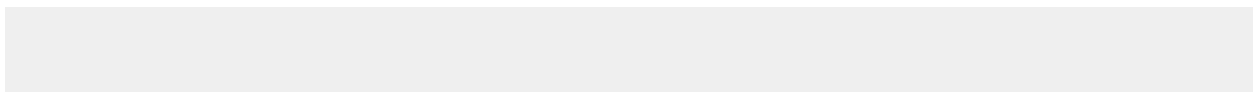
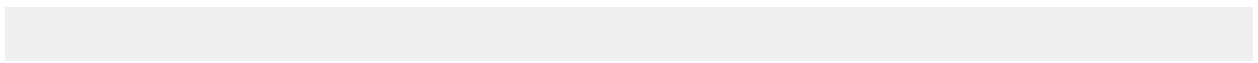
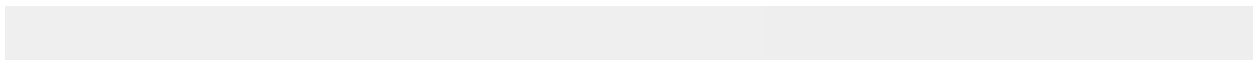
The Faculty Led Program (FLP) Proposal contains several documents used to propose and develop new study abroad/away programs. Repeating or existing programs use the same documents on an annual basis to update and/or amend information and propose to continue the program. The proposal document is available on the JU Study Abroad website. The annual proposal deadline is March 1 for programs planned for the following academic year.

All proposals must go through the appropriate college for approvals prior to their submission to SAA by March 1.

Once received, all proposals and supplemental materials will be shared with the Experiential Learning Committee and Academic Affairs for review and approval. The EL&A Committee will ensure that the academic content of the course(s), as outlined in the

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4. Don't reinvent the wheel! Attend campus events such as Major Fairs, class visits, Welcome Week, Study Abroad/Away fairs, etc. to promote your program and save time on event planning.
5. Ask your department to advertise your program on their website, social media and in other materials! Talk to colleagues, teaching assistants, and academic advisers. Let them know about your program and ask

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In order to maintain centralized information hubs and protect student data, all applications will be submitted through the official JU application portal, Via TRM. Specific requests regarding application content may be sent to SAA to update the application for their specific program.

R D P D

Faculty leaders are required to provide SAA with all pertinent contact information while abroad/away for each faculty member and/or program assistant traveling with the program. All JU employees traveling abroad or away on University programs must provide a copy of their passport (or driver's license if in US), program itinerary with housing addresses and contact information, and emergency contact information.

P D O

SAA and faculty leaders will coordinate a mandatory pre-departure orientation for all students participating at s gram. prov r A artM

Group dynamics, flexibility, and cooperatio

Members of the immediate family of the faculty leader may, with approval from both Study Abroad/Away and Academic Affairs, accompany the group. Although family members are not participants in the program, they are expected to abide by the program policies. Family members should be aware that their personal behavior must not affect the quality of the program or the experience of the participants. At times, their involvement in group activities may be prohibited.

- 1.

participating in group meals and a separate bill cannot be obtained, the faculty leader must reimburse the program for any expenses incurred by family members.

6. : Minor h i
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also prefer not to manage airfare. One exception to this

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C R P

A cancellation of a previously approved program depends on varying factors.

If the program does not have enough participants, the cancellation decision will be made expeditiously in order to ensure that registrations and bookings connected to the program can be canceled without penalty and so students and faculty can make alternative plans. Student deposits may be refundable in the event that enrollment is not met by the application deadline, so long as that money was not used for any fees already paid to the vendor (i.e., an additional housing deposit).

If a student withdraws from the program after the application and deposit deadline, but before full payment is due, the deposit will be retained, as well as any other cancellation fees as determined by the vendor. All other program fees will be removed from the student's account.

If a student withdraws after the application deadline and after program payment is due, the student is subject to the refund policy of the contracted vendor and their ability to recoup any fees, if possible.

In the event of a natural disaster, epidemic outbreak, or political crisis, SAA and Academic Affairs will meet to determine the viability of the program.

A A

F L R

A cancellation

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unfamiliar city/region/country. It is also very good to be very specific about safe and unsafe behaviors.

country

5. Insurance coverage for faculty and students that includes emergency evacuation coverage and repatriation of remains (basic coverage provided to faculty and students for the dates of the program; see explanation above)
6. SAA requires that every student and faculty member register with the US State Department travel registry (or its equivalent) prior to departure.
7. Pre-departure and on-site student orientation to discuss safety practices, preventative measures, and emergency procedures.

Maintaining good communication between faculty and students is a key component for promoting safety while on-site.

E

For the purpose of a study abroad/away program, an emergency is any circumstance that poses a genuine risk to, or has already disturbed, the safety and well-being of program participants.

Emergencies may include incidents that are newsworthy and reach US news agencies, causing alarm to parents, participants, and colleagues.

The most common inconveniences student participants face are:

- Minor theft
- Lost or stolen passport and/or credit cards
- Minor illness
- Disagreement between roommates
- Housing issues
- Flight delays
- Student behavioral issues

Other more serious, but less common emergencies can include:

- Physical assault
- Disappearance, hostage taking, or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical, or emotional
- Threat of, or attempted suicide
- Significant accident and/or injury
- Hospitalization for any reason or length of time
- Terrorist threat or attack
- Local political, natural, or man-made disaster/crisis in the vicinity of student accommodations or instructional spaces that could affect the students' safety or well being
- Arrest or questioning by the police or other security forces
- Any legal action involving a student

Death of a student

E P

The contracted vendor or host institution should supply the necessary information for an EAP. This document should include contact information for lodging facilities, embassies and consulates, hospitals, etc. Faculty leaders must follow these guidelines and keep the Emergency Action Plan available for reference while abroad/away.

In an emergency, your first responsibility is to safeguard the safety and well-being of program participants. SAA is prepared to assist faculty, parents, and students during times of emergency. Timely and clear communication between faculty and SAA is necessary to effectively manage the emergency at hand.

If you believe there is a health or safety risk to your students, contact SAA to

with you to make a determination as to whether a program can continue and what steps need to be taken to ensure the safety of students and faculty.

- 8. It is highly unlikely that you would need to evacuate students from a site abroad/away. However, if a deteriorating situation were to make this necessary, SAA will assist in facilitating a safe return of students and faculty.

Faculty leaders are not allowed to disclose confidential information about students to the rest of the group. Please ensure you are doing your best to maintain student confidentiality while managing on-site crises. Contact SAA if you have any questions about how to move forward.

B P I

Students are expected to abide by host country/regional laws and regulations as well as the Jent

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Violation of the laws, rules and regulations, or customs of the host country/region, community, institution, and program.

Behavior that is disruptive and detrimental to the group learning process and academic success of the program.

Conduct that damages or destroys property of another person, institution, or organization.

Behavior that gives the faculty leader or SAA reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health and safety of that student, or other persons or property, or threatens the future viability of the program.

Repeated offenses or severe infractions of housing rules and regulations as established by on-site facilities.

Alcohol misuse or abDy

What is alcohol misuse? Alcohol misuse is present when:

1. A student misses any scheduled event because of the effects of alcohol consumption;
2. A student shows up for a class or for any group function or activity in a state of inebriation or semi-inebriation.
3. A student becomes ill due to the effects of alcohol consumption.
4. A student is disrespectful of others sharing the same housing for reasons related to alcohol consumption.
5. A student congregates with loud, boisterous groups related to alcohol consumption.
6. A student engages in inappropriate behavior toward other individuals as a result of alcohol consumption.
7. A student engages in inappropriate behavior toward property as a result of alcohol consumption.
8. A student does not abide by the laws of the country in which he/she is staying that relate to alcohol consumption.
9. A student engages in behavior that causes embarrassment to the group.

