

Developing Faculty-Led Study Abroad Programs

Information for Faculty



International Center

California State Polytechnic University, Pomona
3801 West Temple Avenue, Building 1-104
Pomona, CA 91768
Telephone: (909)869-3267 | Fax: (909)869-3282
Website: <http://www.csupomona.edu/~international>

Introduction

Cal Poly Pomona Study Abroad

These guidelines are a summary of the study abroad policies and procedures. For more detailed information contact the Study Abroad Office at the International Center.

The purpose of these programs is to provide an international learning experience to students that cannot be taught on campus, and to complement the various curricula at Cal Poly Pomona. A CPP faculty-led study abroad program may be a group travel program offered for academic credit or it may be offered by arrangement with a foreign academic institution/organization with credit transferred back to CPP.

Participating faculty and course content must be approved by the department offering the academic units. Judgment as to how many units should be given is determined by the department dean and department chair and approved by Academic Programs and Provost & Vice President for Academic Affairs. The International Center is responsible for providing the administrative infrastructure and support for the program and for assuring that the programs meet the academic and financial requirements of the University.

Application for Faculty-Led-Study Abroad Programs

Every faculty-led program requires approval by the department and individual college. In addition, there are marketing, financial and logistical arrangements unique to off campus programs which require consistency throughout the University. The application form assures all parties involved that the program meets the financial accountability requirements of the University and is of the same quality of instruction as a course taught on campus.

The Study Abroad application for faculty-led study abroad program must accompany program details, course syllabi, a preliminary budget, and approval signatures from the department head and dean. Once the form is completed, the application should be forwarded to the Study Abroad division of the International Center for the signature from the Executive Director of Global Initiatives. The Study Abroad office will forward the documents to the Office of Academic Programs and to the Provost.

The Study Abroad office will assist faculty with the program development and marketing as necessary. Note: Proposed programs should not be advertised via flyers or websites until approval of the program is complete.

Application for Faculty-Led Study Abroad Program Due Dates:

Submit application form approximately 6 months in advance of departure date. This time period has worked well with established programs; however, if your program is designed specifically for a specified major more time may be needed for logistical purposes and scheduling site visits of an expert in your field if required.

When to submit Application for Faculty-Led Study Abroad Program:

Submit form approximately 6 months in advance of departure date

- Fall Quarter – Submit March 1
- Winter Quarter – Submit June 1
- Spring Quarter – Submit October 1
- Summer Quarter – Submit November 1

Marketing

How to Market a Faculty-Led Study Abroad Program?

Faculty-led study abroad programs have been offered at CPP for many years. The most effective advertising and the key to good enrollment, is the faculty director. Announcing the program in your classroom and requesting your departmental colleagues to do the same will help to spread the word. Consider making personal classroom visits to colleagues' courses. The Study Abroad staff will make visits to classes as well.

The Study Abroad Office will assist in Marketing Efforts by:

- Preparing a descriptive brochure
- Posting on the CPP Electronic Marquee, digital bulletin boards at the Bronco Student Center and email through BroncoBytes
- Post program on the Study Abroad website
- Send e-mails to students on the Study Abroad Student Interest List
- Assist Faculty with Information Meetings
- Inform students at Study Abroad Information Sessions and tables during University Hour and office walk-ins.

A successful study abroad program can only occur with an agreed upon and adequate number of students enrolling. The primary responsibility lies with the faculty involved.

Guidelines:

1. It is never too early to start.
2. Keep track of interested students.
3. Follow-up on inquiries and keep the Study Abroad Office aware so staff can also encourage students.

Financial Resources Available to Students

Financial Aid is available for study abroad programs as long as certain requirements are met. Students should see CPP Financial Aid website for details. Eligibility requirements and new laws have taken effect during the 2015-2016 academic year. Students should visit the Financial Aid website for revised eligibility requirements and updates.

Procedures for International Travel:

The university makes available insurance coverage to faculty and staff traveling internationally on university business if approval is obtained in advance. Such coverage is required for all international travel on university business and is treated as reimbursable travel expense subject to department policies and funding.

Insurance coverage for travel is requested by the Risk Management Office on behalf of the faculty member. To initiate a travel insurance request provide a memorandum addressed to the Provost:

Dates of Travel (Departure and Return):

Location(s) of Travel:

Purpose of Travel:

Estimated cost of trip

How will this trip be funded?

A request for travel approval must be received by the Provost at least thirty days in advance of the day of departure. Individuals will also need to submit an *Authorization to Travel on State Business* form <http://www.csupomona.edu/~procurement/graphics/docs/F-2963-1.pdf> approved by the Provost. Attach the *Authorization of Travel on State Business form* to the memo.

Travel permission may be denied if insufficient lead time is not provided, in which case neither the cost for travel nor the cost of insurance will be reimbursed.

The government website <http://www.travel.state.gov> must be consulted to determine if the State Department has issued a travel warning. Should a State Department travel warning be in effect for any location to be visited, the President must also approve the travel request and secure the approval of the Chancellor of the CSU.

Please contact Risk Management for additional information.

Faculty-Led Guidelines

- **Budget Planning Guidelines:** Faculty should present a complete (though tentative) plan for the travel portion of the program, including departure date, specific destinations (cities, sites), accommodations, method of transportation (air, rail, bus) return date. A tentative budget should be completed taking into account all trip expenses including the cost of materials, admission fees for museums, performances and other items of the like. For planning purposes, contact a Study Abroad staff member for vendor trip costs. Be sure to include faculty(s) expenses as all of these expenses will determine the travel fee charged to the students.
- **Faculty Salaries:** Faculty salaries are covered by the academic department. If the course is part of a teaching load, then faculty salary is already covered by the department and generally the faculty will not receive additional pay.
- **Study Abroad Program Payments:** The Study Abroad office will monitor and track all revenue and expenses for each program, collect all student payment deposit slips and documents. The Study Abroad Office does not collect program payments from students. Program payments must be submitted to the Student Cashier's Office located in building 98. Cash, or money orders are accepted. Credit card payments are not accepted by the university for study abroad programs at this time.
- **Student Insurance and Smart Traveler Enrollment Program:** All study abroad participants will be covered with international medical insurance that is approved by the university. Students will be enrolled in the Smart Traveler Enrollment Program through the U.S. Department of State. Faculty are required to enroll themselves.
- **Pre-departure Orientation:** Include a mandatory pre-departure orientation about the destination including health, safety, security, specific legal exposure or political restrictions related to their status in the country, CSU or campus policies and procedures for study abroad, and financial information.
- **Faculty Responsibilities to Students While Abroad:** Faculty leaders are expected to spend time with the students. It is mandatory that during the planned part of the program that at least one program leader travel with the students at all times. Faculty do not have to be with the students during free time but should advise students to let them know where they are going and when they will return.

