



## Faculty-Led Program Design A-Z

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*The IDEAS Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning.*

# Introductions

## (About 10 Minutes)

- Introduce yourselves around your table
  - Your institution
  - Your title and responsibilities (particularly as they relate to Faculty-Led programming)
  - What are 1-2 things you hope to get from today's workshop?

# Agenda

- Faculty-Led Programs at UNC Charlotte
- Program Design
- Program Development
- Program Implementation
- Faculty Resources, Support, and Training
- Best Practice Tips
- Questions

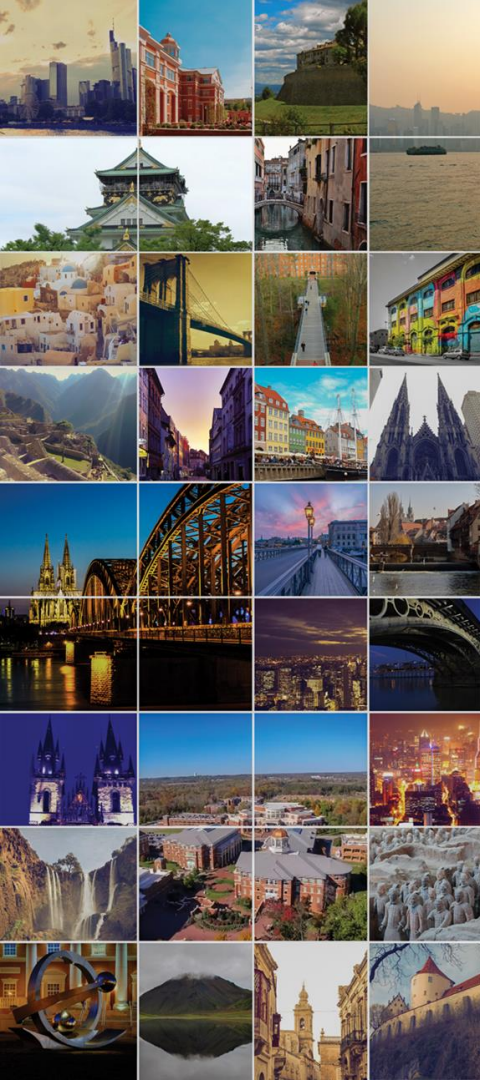
# UNC Charlotte Programming

## Institution Facts

- Public
- 29,500+ Students
- 850+ study abroad students each year - majority on short term programs

## Faculty-Led Programming

- 45-55 programs developed annually
- Bulk of programs run during spring break and summer with some fall break and semester programs
- Also run a variety of “registration programs”
- 450-500 students and 50-60 faculty annually



# Program Design

# Faculty-Led Program Characteristics

- Typically short term (less than eight weeks) with varying lengths
- Designed around a particular theme or topic
- Discipline-specific or interdisciplinary
- Credit amount varies (usually 3-6 credits)
- Usually fulfill general education requirements or major/minor requirements
- Typical minimum enrollment of 10-15 students
- Often a mix of classroom instruction with experiential components
- Typically incorporates excursions, site visits, field assignments, cultural activities, discussion, reflection, and some free time

# Program Models

## Embedded (e.g. Spring Break)

- Students enroll in course on-campus for full term
- Travel component during scheduled break that is directly tied to the course

## Freestanding (e.g. summer, January term, semester)

- All coursework taught abroad on site
- Usually related to a single theme or topic
- Usually sponsored by one academic department

## Semester

- May be cohort focused
- May be connected to a partner university to provide additional course options
- Easier if it is restricted to specific major/year so students can take all the same classes and stay on track

# Program Designs

## Faculty Planned Logistics/Independent

- Faculty member plans and reserves all/most of the logistics of the program themselves; contacting hotels, booking trains/buses, communicating with site visit vendors, etc.
- Allows the faculty member to tailor the full experience or utilize personal connections
- More work and time intensive for the faculty and may take the faculty member away from their other job responsibilities
- Can save on costs and lower the overall student price

## Provider Planned Logistics/Support

- Third party providers offer a variety of services (e.g. booking hotels, group transportation, airport pick-ups, arranging site visits and developing an itinerary)
- May also provide a complimentary course taught by an on-site faculty member or guest lectures
- Helps to alleviate the logistical obligations of the faculty member so that they can focus on the academic components of the program and other job responsibilities - may prevent faculty member burn out
- Additional overhead cost when using a provider, increasing the program cost



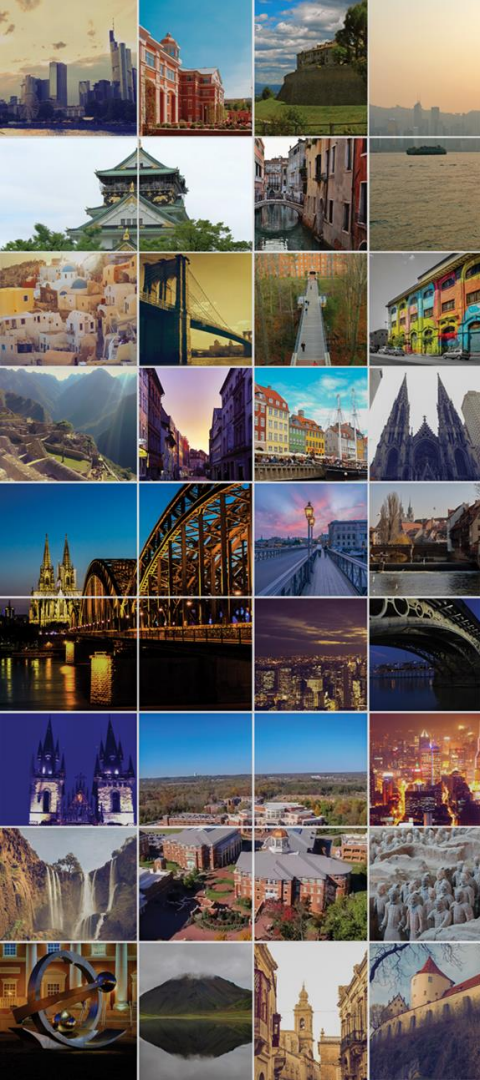
# Program Design Cont.

## Partner University Support

- Leverage existing partnerships for your University by partnering with an institution abroad to help plan the logistics of the program
- The partner university serves as a provider and may take advantage of resources already in place to support groups, keeping costs more affordable
- They may not have the breadth of support services and limits location options

## Hybrid Programs

- May use a provider/institution for only limited portions of the program planning.
- For example, using a provider only to arrange a weekend excursion rather than the entire program.
- May stay with a partner university as a base with faculty planned excursions to nearby sites



# Program Development

# Roles and Responsibilities

## Faculty Director

- Academics
- Budget estimates
- Itinerary
- Risk Management - consideration of site selection

## Office of Education Abroad

- Student Learning Outcomes for program
- Master Budget development and management
- Itinerary oversight and assistance
- Risk Management - big picture risk oversight and educating the faculty

# Academics

## Academic Department Responsibility

- Academic units maintain freedom of course design and academic oversight of programs
- Ultimately the department is responsible for ensuring the program meets course objectives, content requirements, and contact hours.
- Alignment
  - College goals
  - Student program alignment > based on target student population
  - Aligned with cultural and experiential activities on site

## Office of Education Abroad Responsibility

- Ask the department to articulate how the program connects to their curricular goals
- Ensuring that the course proposed actually exists on campus and matches requirements in course catalog
- Ensure that any cross-listings are approved by appropriate departments
- The Education Abroad Office may need to bring to light any concerns or discrepancies to the faculty member and academic unit, if needed

# Itinerary

## Components to Consider in Development

- Selecting the right location(s)
  - Pros and cons of multi-destination programs
- Selecting the right term - considering university timelines, financial aid/scholarship eligibility
- Activities- Mapping out the daily activities, decide when to have class/group reflection time, when to visit certain sites, etc.
- What is your time frame? And what is reasonable to accomplish while abroad?
  - Balancing free time with an effective itinerary
- Who will plan the logistics?
- What will you include in the price? And what will be the additional costs?
- How is cost impacted by your plans?
- Health and Safety
- Be flexible - you can do a lot of planning, but sometimes things go wrong and you have to improvise
- Sample Itinerary

# Budgeting

- Fixed vs. Variable Costs
- Student expenses vs. faculty expenses
- Consider who will make the arrangements?
  - Provider
  - Travel Agent
  - Faculty Director
  - Office of Education Abroad
- More on budgeting in the next session!

# Risk Management

## Safety Assessments

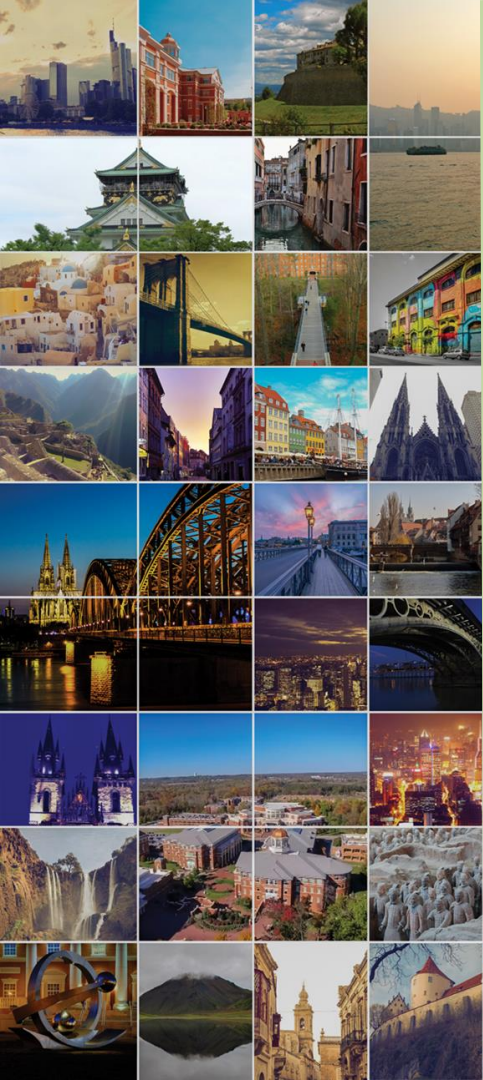
- Location - Travel advisories and health alerts
- Review of activities in the itinerary
  - Red flags: e.g. shark cage diving in South Africa

## Program Preparation

- Faculty Trainings
- Student orientations
- International insurance
- Participant Agreement

## Responsible Reporting

- Title IX
- Clery
- Documentation - Incident Reports



# Program Implementation



# Student Recruitment

## Recruitment Materials

- What support will you provide to faculty? (Afternoon session!)

## Application Process

- Standardized across programs
- Basic student eligibility requirements
  - Academic
  - Disciplinary
  - Program pre-reqs
- Participant agreement

# Student Preparation

## Orientation

- Partnership between Ed Abroad Office and the Faculty
- Give Faculty the tools they need (e.g. template)

### What Faculty Should Cover

- Specific Destination Information
- Course structure and Syllabus
- Travel and Transportation information
- Meeting times and locations
- Recommended packing list
- Policies and Expectations
- On-Site logistics/preparations
- Specific health and safety considerations

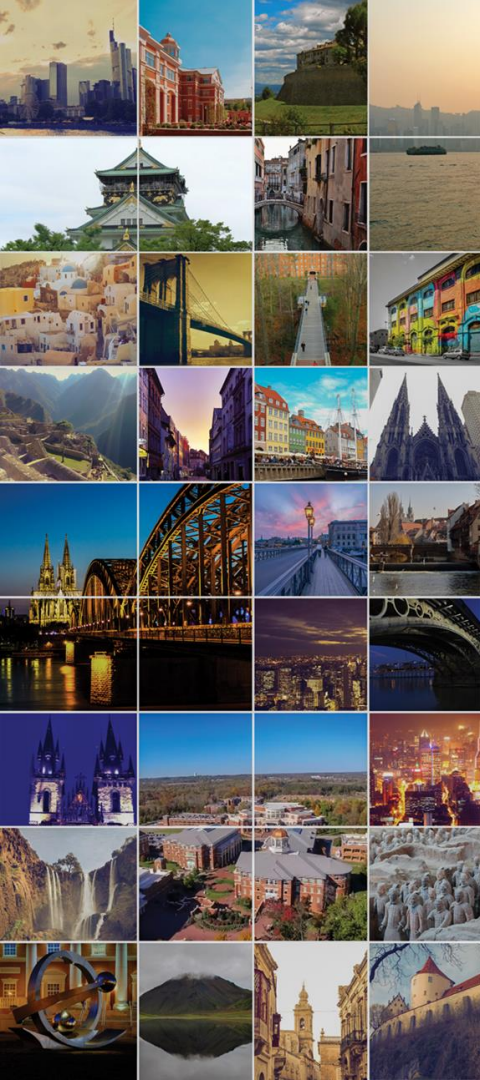
### What the OEA Should Cover

- General Academic Information
- General Packing and Travel Advice
- Staying in touch while abroad
- University policies and expectations
- Health and Safety Overview
- General financial considerations
- Pre-departure resources and Requirements
- Insurance Coverage

# Faculty Preparation

## Faculty Trainings - Partner with other offices on campus when you can

- Managing program finances
- Reporting requirements
- Managing student conduct abroad
- Emergency and crisis response
- International health insurance



# Faculty Resources, Support, and Training

# Faculty Training Overview

## Example trainings/topics for trainings

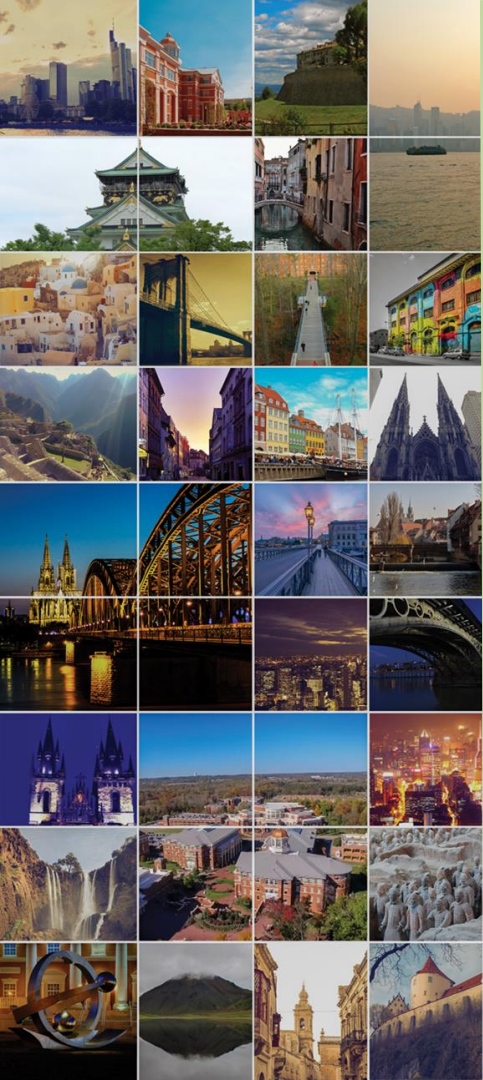
- Program Administration Workshop
- Marketing and Recruitment
- Reviewing Applications/Application Process
- Funds and Financial Training
- Clery
- Mental health
- Alcohol
- Risk Management
- Conflict Management

## Incentives

- Required for program approval or renewal
- Required for a travel advance or p-card
- Food and Beverages
- Relevant topics
- Peer pressure
- Conference and professional development funds
- More times offered or offered online

# Best Practice Tips

- Provide **resources** to Faculty at key points during the program development process
  - Written resources
  - In person workshops
  - Webinar workshop (record and email out)
  - Development of video series for training purposes
- **Academics:** Bring the department leadership into the conversation at the beginning
- **Itinerary:** Don't overdo it, and guide faculty to think bigger picture when putting together an itinerary (how scheduling affects budget, risk, fatigue, scholarship funding, etc.)
- Establish clear student and faculty pre-departure preparation processes



# Questions?



## OFFICE OF INTERNATIONAL PROGRAMS

Established at UNC Charlotte in 1975, the Office of International Programs strives to strengthen international education at the University as well as in the Charlotte community. On campus, it seeks to make international understanding and global awareness a fundamental part of the curriculum and an integral part of campus programming.