

Study Abroad Programs

2019-20 Procedures Manual



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The purpose of this manual is to provide Savannah State University faculty with information necessary to establish and maintain a Study Abroad program. The policies and procedures outlined in this manual are consistent with the University System of Georgia's Handbook for Developing and Maintaining Study Abroad Programs.

Study Abroad: An Introduction

Study Abroad Programs have become one of the integral instruments designed to increase the global competence of students in the 21st century. Colleges and universities across the globe are developing study abroad programs to promote the global education of their students. As the world economy continues to rely on international relations, institutions of higher education have a universal responsibility to ensure students are well prepared to enter any career field by offering – and encouraging – the opportunity to experience other cultures.

It is with this understanding that Savannah State University is shaping its study abroad programs. Our students traveled this past academic year through short-term, faculty led programs to Ghana, Panama, and Japan. The university also offers semester exchange programs to a number of international locations. If you are interested, be sure to stop by the International Education Center for an updated list of universities. In addition, students have the opportunity to join other study abroad programs offered by other University System of Georgia institutions. The International Education Center is committed to expanding opportunities for Savannah State University students through active faculty and student involvement.

Roles and Responsibilities

Director for International Education Center Duties

1. Reports to the Provost and Vice President of Academic Affairs.
2. Performs vital functions relating to International Education.
3. Oversees the training, supervision, and evaluation of International Education staff.
4. Facilitates the internationalization of the campus community by sponsoring cultural events, lecture series, and exchange programs.
5. Monitors the study abroad programs and services provided to international students.
6. Serves as the liaison between Savannah State University and the various foreign universities with memorandum of understandings.
7. Notifies and updates the university about changes in federal regulations.
8. Performs additional and miscellaneous job-related duties as assigned by the Vice President for Academic Affairs and the President.
9. Serves as a professor teaching a minimum of two courses per semester.

Study Abroad Coordinator Duties

1. Oversees the certification of all study abroad program managers and chaperones.
2. Coordinates all payments for study abroad programs.
3. Creates courses and fees in Banner, registers students for courses and appropriate fees for all study abroad and exchange programs managed through IEC.
4. Assists with recruiting student participation and scholarship/fundraising ideas for students and program managers.
5. Manages International Education Committee for program approval process.
6. Creates contracts for study abroad program managers for payment in summer semester. Each program manager will receive a part time contract, to be signed prior to

departing the country. Contracts will be submitted to the academic affairs office by June 1 to ensure on time payment to the professor.

7. Works with current and potential study abroad managers for curriculum development, credit hour management, recruitment, and pre- and post-departure information.
8. Directs and manages all aspects of visa applications for employees and students.
9. Directs and coordinates with federal and state agencies, ensuring compliance as stated in the state department travel registry for all program participants including faculty, staff, and students.
10. Submits necessary transcripts for university course credit for students studying abroad as semester exchange students through university Memorandum of Understanding partnership.
11. Interprets federal regulations and guidelines on visa processes and applications and maintains a database of information for visa applications.
12. Coordinates on-campus events, including but not limited to: Study Abroad Fairs, Study Abroad Scholarship Workshops, Study Abroad Orientation (prior to departure), and Unpack your Study Abroad events.

International Education Committee

1. The International Students, Programs, and Services Committee is the standing committee of the Faculty Senate that plays the role of the International Education Committee. This committee serves as the advisory board of the International Education Center. The committee reviews the faculty proposals for study abroad courses, recommends students for study abroad scholarships, and advises the International Education Center on matters pertaining to international initiatives and international students.
2. Duties of the International Education Committee:
 - a. Review and approve or deny applications of professors for study abroad.
 - b. Determine which students will receive study abroad scholarships.
 - c. Advise the Director of International Education about compensation for professors whose salary is pro-rated.

Program Manager Duties

1. Program development and application.
2. Needs assessment and coordination with department dean.
3. Curriculum development to ensure contact hours are met for credits.
4. Student recruitment for program enrollment.
5. Scheduling interest meetings for potential enrollees.
6. Prepares students for cultural differences between Savannah and the intended location including cost of living, housing standards, currency exchange, etc.
7. Manages all coursework and maintains academic rigor integrity.
8. Student and faculty travel budgets.
9. Safety and Liability of students while abroad.
10. Encouraging returning students to participate in the Unpack your Study Abroad event in August.

Approval Process

Proposals to establish a study abroad program must be submitted by August 17. The proposal will be scored by the International Education Committee on the following criteria: Completeness of Proposal, Academic Rigor, Budget, Innovative Program Design, Diversity, Safety, Knowledge and Experience, and Previous Successes. Decisions regarding the proposal will be sent to the submitting professor, the Department Chair and the Dean no later than August 31. Any requested changes or updates must be resubmitted to the International Education Center and final approval made by September 14.

Program Design

When developing a study abroad program proposal, be sure to address the following:

- The course proposal does not replicate another program offered in the University System of Georgia.
- The student learning outcomes are clearly defined.
- Credits to be awarded must be consistent with the curriculum and contact hours. In the case of study abroad, the common practice is to reduce the classroom contact hours because of the field excursions. Keep in mind, two hours of field excursions are the equivalent of one hour of classroom instruction.
- No more than one-half of the contact hours should be spent on field experiences (37.5 hours for 3 credit course).
- Study abroad courses are evaluated like other regular courses taught at Savannah State University. The evaluation forms will be posted online by the office of Institutional Research, Planning, and Assessment and students will be expected to evaluate the course. Study abroad course evaluations will be included in the overall assessment of the professor's(s') performance(s) during any academic year.
- A projected budget form from the Study Abroad Procedures Manual must be completed by the Study Abroad Program Manager and submitted as part of the program proposal.
- A separate budget must also be submitted for the cost for program manager travel. Professors are required to stay in the same housing location as the students. Per diems as defined by University System of Georgia are to be divided by 2 because of the length of stay, and any travel required outside of the program costs (e.g. travel to and from the classroom). Payment for courses taught is defined on pg 8-9.
- If 2 program managers are offering a program together, 6 students must register for classes for 1 manager to be allowed to attend, 12 must register for both managers to be paid for classes. Payment for classes, after 10 students are registered, is handled as defined by number of students in each class. A third chaperone is not permitted unless the program obtains 21 or more students on the trip, maintaining the 10:1 ratio.
- If another institution of higher education is involved in the program, The Study Abroad Program Manager must provide contact information for the business office of the foreign institution, along with the completed and signed Study Abroad Program Approval form. Approvals must be secured for the inaugural year of the program, but

not for future years of the program remains substantially unchanged from the initial approval.

- Develop a recruitment plan for the program.
- The standard evaluation form developed by the International Education Center should be used at the end of the program.
- Savannah State University will not promote or encourage students to go into any country that is on warning status with US Department of State Travel or any country whose laws allow individuals to face prosecution due to sexual orientation.

Creating courses in Banner

The International Education Center will create STAB courses for each approved class offered for study abroad. STAF courses will be created as zero-credit hour courses that will contain the estimated trip amount reflected in the approved budget. STAB course numbers will try to align with the on campus numbers as closely as possible, as only certain numbers have been assigned for IEC use. Course names however have more flexibility for course creation than the code. Banner information is to reflect foreign campus, active registration and grading mode, with days and times to be overridden in the system, as those may change once students are in country. The coordinator is to use Banner screen SSASECT to create STAB and STAF courses.

STAB courses require indications for campus (I), grade mode (N), status (A), session (E), schedule type (A), special approval (A4), and instructional method (10). Meeting times require the dates but the override indicator (O) allows for days and times to be left blank. Faculty who submitted the application be indicated as the instructor of record.

STAF course creation is to reflect 0 credit hours and the same indicators as noted above. The additional required step is in SSADETL to add the fees. The indicators necessary for this process are description, amount, and fee type (flat).

The Established Study Abroad programs

Faculty of Savannah State University can propose to teach a course in the summer study abroad programs already established by the International Education Center. The program manager of record has the option of accepting an additional course to be offered within the currently offered program. If the additional course is accepted, the new course must meet the same enrollment numbers as described for the original program and for the same amount of payment. A total of 12 students must be traveling as part of the program with a minimum of 6 students enrolled in both courses for a second professor to be allowed to teach the additional course. If the program has 10-11 students but both classes do not have 6 enrollments, the second professor would have the option to travel as a chaperone.

Study abroad programs can be conducted in a country where the university has not participated in the past. If this occurs as a result of a grant or a special arrangement with foreign universities. Faculty interested in teaching in any of these programs must follow these procedures:

- Submit a course proposal, approved by the Department Chair and the Dean, to the International Education Center by August 31.

- The proposal, once submitted, is sent to the Study Abroad Advisory Committee.
- Upon recommendation of the Study Abroad Advisory Committee, the Director of the International Education Center informs faculty to begin the student recruitment process.
- The International Education Center will advertise the program during the study abroad fair in October.
- Students submit their application with a non-refundable application fees that will be credited in each student's account.
- Students will adhere to the payment deadline set in the student's study abroad handbook.
- Courses and the zero-credit hour fee course will be created in Banner and students will be registered for the appropriate courses and fees by the Study Abroad Coordinator with authorization from the student's academic advisor.
- The faculty will be able to travel with the students when the number of the participants is at least 6 depending on the cost of the program.
- If the program manager revises the course proposal after getting the approval from the international committee, including but not limited to housing, fees, meals, excursions, ground transportation, etc., the program manager must seek approval from the International Education Center prior to implementing the changes. Approval by IEC must take place prior to trip departure.
- All instructions and guidelines pertaining to the trip are outlined in the Study Abroad Handbook which will be provided to students and the faculty.

SSU faculty teaching SSU courses abroad through other institutions must submit their course proposals to their respective chairs. If the department chair approves the proposal, he/she sends the proposal to the Dean for approval, and then the Dean, if he/she approves, submits the proposal to the International Education Center. The International Education Center will help the professor advertise the course by printing flyers, brochures, and application forms. Only permanent full time faculty can teach a study abroad course; however, the Provost/Vice President of Academic Affairs can grant this privilege to non-permanent, full time faculty for their remarkable services to the university.

Faculty Involvement

Any fulltime Savannah State Professor can establish and maintain a study abroad program. Once the program is approved and the professor is certified through the International Education Center, the professor becomes the program manager for that specific program; however, there are procedures and rules that must be followed. These rules and procedures are clearly outlined in the USG Handbook for Developing and Maintaining Study Abroad programs (http://www.usg.edu/international_education/).

Study Abroad Faculty Recruitment Process

1. First week of August (Faculty Institute): The IEC provides a certifying workshop including handouts and a presentation highlighting program submission requirements, safety for students, and an overview of this handbook.

2. First week of August: An email to ALLUSERS and ALLFACULTY will be sent to remind the faculty about the steps leading to the recruitment of study abroad faculty.
3. First week of August: A call for proposals will be issued by the Office of International Education via email to ALLFACULTY. A submission packet will be attached to this email.
4. August 31: All packets must be submitted to the IEC for consideration.
5. September 2 - 10: The International Education Committee meets to review the course proposals. The committee may approve, approve with changes, or deny any proposal submitted.
6. September 10: The Director for International Education informs the applicants of the recommendation of the International Education Committee. All required changes are due to the IEC on September 13.
7. September 15: The Director for International Education and approved professors participate in the Study Abroad fair and recruitment.
8. September to April: Recruitment and meetings with study abroad students. Faculty will be expected to regular meetings with their students. Meetings are scheduled at the discretion of the program manager. The Study Abroad Coordinator will attend when possible and be available for presentations as requested. Students will be informed of payment plans and the deadline for the purchase of airplane tickets. Visa and passport applications will be completed.
9. Beginning of May: The Study Abroad Coordinator purchases airplane tickets.
10. Late June or early July: Program managers and students travel!

Needs assessment

A faculty member should establish a study abroad program to meet the needs and interest of their specific departments and students. Departmental approval is the first step to move the proposal forward. As elaborated in the USG Handbook, a formal needs assessment should be conducted and reflected in the final program submission. Assessment includes:

- An examination of the goals and mission of the institution and department sponsoring the program.
- The means by which a study abroad program might achieve these goals.
- A survey of the interest of students.
- Determination of the type of study abroad program needed to fit these goals and interests

Faculty members should consider elements such as high demand for additional study abroad programs from students. The faculty must also examine whether a major field study needs to be added in a country where there is already a study abroad program in another field of study. Each proposed program must offer a stand-alone course that is supported by the international travel involved for that program. In every situation, the faculty and IEC staff will adhere to Department of State Security warnings for safety and travel prior to departure.

Faculty-Student Interest Meetings:

Meeting topics should include but are not limited to:

1. The course, the syllabus, and how the course can fit into the student's coursework toward graduation. Faculty should ensure that the academic advisor and department chair approved the course as a substitute for a major course or major elective.
2. Remind students about making their payments as indicated in the handbook.
3. Discuss fundraising strategies.
4. Obtaining and making appointments for passports.
5. Scholarship Applications and workshops.
6. Students may provide a list of potential donors (families, friends, organizations, churches, etc.) that can be contacted on behalf of the students for fundraising purposes. A form letter will be available to send to the donors.
7. Update students about the trip status, the number of students in good standing, talk about how to use their refund funds for study abroad, etc.
8. Cultural differences and what to expect in the area where students are traveling.
9. Safety – statistics on crime in the area and how to stay safe.

Professor Compensation

1. All professors teaching in the summer study abroad program should be compensated at the same rate as a fully subscribed summer course on the campus. The current rate of pay is \$5,400 per course. The salary will be pro-rated if there are fewer than sixteen students. The minimum number of students for a study abroad program is six. The salary is paid by the traveling professor's academic department and academic affairs. IEC will supply enrollment information to the departments before airline ticket purchases on May 1.
2. Faculty for study abroad are only required to teach one course. If the faculty member chooses to teach an additional course, the compensation will remain the same and must be with the approval of the Dean, Department Chair, or Associate VP for International Education. Students are required to enroll in at least one course.
3. All professors teaching in the summer study abroad program should receive his/her transportation costs, housing, and ½ meal stipend while abroad – see per diem rate. Traveling expenses for all study abroad faculty and staff participants will be paid by the International Education Center.
4. If 2 professors are applying for one program – 12 students must be registered for the trip to be allowed to run as proposed. Both classes offered must have 6 students registered in each course. If 6 students register for one class but not the other, only one professor will travel with the program. For both professors to attend and paid as professors, 12 students must be registered to participate, and 6 students must be registered for each class. If only 10-11 students register, the second professor may participate as a chaperone without teaching duties.
5. Professors who are acting as chaperones should receive an honorarium of \$1,000, paid for by academic affairs, in addition to transportation, housing, and ½ per diem paid by IEC. Chaperones are permitted once 10 students are confirmed for the program.

- a. This compensation is requested because of the multiple duties handled by the study abroad professor: supervision of students, dispersing and returning funds, assisting in academic activities related to the host country, and various other duties.
6. Per Diem: All Per Diems (meal stipends) will be paid at ½ the rate allotted by the State of Georgia website. Due to fund allocation and the cost of the trip, this rate has been pre-approved by the study abroad committee.
7. Program Managers and chaperones are permitted to bring their spouse or significant other, at the program manager's expense, so additional fees for additional occupants and difference in hotel prices for larger rooms will not be included in the cost for the program manager's travel. Children under the age of 16 are not permitted to travel with the program. Children 16 and older may travel but program managers will absorb any additional cost for the child and must indicate what the child will be doing while the program manager is teaching – i.e. staying with family members, attending an event not affiliated with the program, etc. – children, just like at Savannah State University are not allowed in the classroom. Collegiate age children are permitted to take the course provided by their parent/program manager but must enroll as a transient student with SSU.

Student Recruitment

The International Education Center is committed to promoting the international experiences of our students; therefore, the IEC and the program manager will recruit students congruently. The Center will use a portion of the USG fees budget for advertising, printing of brochures and flyers, contests, and other recruitment marketing. In addition, the Study Abroad Fair organized by the International Education Center gives faculty an opportunity for one-on-one recruitment. Some of the ways to recruit students for the study abroad programs are:

- Using college faculty: Through the various classes taught by different faculty members, the program can be advertised. Students are influenced by their instructors' recommendations, so the support of college faculty members is crucial. Faculty members can invite the program director or IEC staff to visit the class to make a presentation about the program or they can distribute flyers to students.
- Student Organizations and Residence Halls can also be used for recruitment purpose.
- Study Abroad Fairs, where all various programs are exhibited to students, professors are encouraged to bring their classes.
- Distribution of brochures, posters, and flyers around campus.
- Use of local media, especially the Savannah State University Radio.
- Development of microsites, social media outlets, e-meetings, etc.
- Visits to other University System of Georgia campuses.
- The IEC is open to any and all suggestions/recommendations of faculty and staff for how to get the word out to students that studying abroad is a once in a lifetime opportunity.

Study Abroad Student Recruitment Timeline

1. August-February: Presentations and class visitations by IEC staff, and students who participated in the summer study abroad program will begin discussing summer possibilities.
2. September-November: Study Abroad fairs and the beginning of recruitment for the next summer study abroad program. Students will sign up for programs they are interested in and will be given application forms for study abroad and for passports. IEC staff will lead fundraising workshops and Gilman Scholarship sessions to increase aid available for students.
3. September-November: The IEC provides the study abroad faculty with the list of students according to their programs. Each list will have students' names and email address. The IEC and the study abroad faculty encourage students to submit their applications for study abroad.
4. Continuous: The IEC will maintain the website to provide students with information and applications on the upcoming study abroad trip.
5. September-November: Program managers will schedule interest meetings with their prospective students and the IEC will create a database of emails and areas of interest to update students on study abroad programs.
6. October 17- February 28: The IEC will be accepting applications with the \$100.00 non-refundable deposit. This office will have established an online method of payment that will allow students to make payments toward their trips at any time through our website. Upon payment of the \$100.00 deposit, a study abroad handbook will be given to the student. This handbook provides students with important information about study abroad, including the payment schedule.
7. December 1: All students without passports will be reminded to submit their applications for passports.
8. October-January: Students must make a minimum payment of \$400.00, or proven financial aid amounts, by January 31.
9. February: Students are to have made arrangements for the next 25% payment on the trip by February 28. If students are utilizing financial aid, all waivers must be signed by the student and the financial aid office to ensure the amount is available and will be in the account by May 1.
10. March 31: Students are expected to have made arrangements for the next 25% payment on the trip by March 31. If students are utilizing financial aid, all waivers must be signed by them and the financial aid office to ensure the amount is available and will be in the account by May 1.
11. April 2: Courses and zero-credit hour fees are built in Banner, students planning to take the courses will be registered with advisor approval by the Study Abroad Coordinator.
12. May 1: Students are expected to have all payments in and finalized by May 1. If students are utilizing financial aid, all waivers must be signed and submitted to the financial aid office. If students are expecting scholarship payments, proof of those scholarships must be submitted to the Study Abroad Coordinator.
13. May 1: Orientation sessions begin for students traveling on summer programs.

14. May 1: Purchase airplane tickets. Final enrollment numbers are submitted to academic affairs as well as the program manager(s) and chaperone(s) reporting academic dean.
15. June 1: Students are departing!

Transient Students

Students from other institutions can enroll in SSU study abroad programs as transient students. USG encourages all 35 institutions to open their programs to students from other institutions and welcomes recruitment across those campuses. However, the transient form should be signed by the study abroad advisor of the student's home institution in order to ensure that the credits earned in the study abroad course will be accepted by the student home institution. Program directors should not enroll students in a study abroad course whose credits may not be accepted by the student's home institution. Likewise, SSU students who enroll in a study abroad program offered by another USG institution must comply with this policy.

Faculty to Student Ratio

A minimum of 10 students per faculty is highly recommended for all study abroad programs. This 10:1 ratio allows the faculty to maintain some level of summer salary. The number of students can fluctuate between 6 to 15 students. However, faculty will have to accept a reduced salary for a number less than 10 students. Salaries for less than 10 students are pro-rated based on enrollment and are the responsibility of Academic Affairs. IEC is responsible for supplying Academic Affairs with the names, student totals, and chaperone information prior to airline ticket purchase on May 1.

Once a study abroad trip has 10 students traveling, the program manager is eligible for a chaperone to travel with the trip. If two professors are co-directing the trip, each of the professors must have 6 students minimum registered to take their classes for the professor to be eligible for teaching salary. If, for example, 12 students register for the trip but only 4 students register for one of the professors' classes, the second professor may elect to participate on the trip, but it would be in a chaperone capacity only, not as a professor.

Establishment, Approval, and Budgeting

In accordance with the University System of Georgia (USG), every study abroad program sponsored or approved by a USG institution must be authorized by the president of the institution, or his/her designee, under the authority delegated to the president by the Chancellor.

Each study abroad program is expected to be financially self-sustaining over time, and to be accountable for good financial management practices. A projected budget form from the study abroad program application must be completed by the program manager, approved by the study abroad committee, and submitted to the host institution's Chief Business Officer or his or her designee, along with the completed and signed study abroad program approval form.

The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates. In order to secure guaranteed exchange rates, institutions may purchase currency exchange futures contracts, which establish a fixed rate of foreign currency exchange for specified U.S. dollar amounts at designated dates. Consistent with any contract that obligates the institution, it must be authorized by the institution's president or his or her designee. For additional information for foreign exchange hedging or spot transactions, please refer to <http://www.treasury.gatech.edu/contPrograms.html>.

Budgeting for instructional costs paid from the general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.

In addition, the budgeting process should include the establishment of a reserve fund, appropriate to the size and scale of the institution's programs, to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program. It is recommended 5% of the program fees be budgeted for this reserve.

Registration and Fee Payment

SSU students who are studying abroad will be assessed both tuition and fees, including study abroad expenses, through the Banner system as with all semesters. Any USG student traveling with SSU as a transient student will be registered and assessed fees in the same manner. SSU students traveling with another USG institution will be assessed tuition and fees through the host institution as a transient student. Transient student paperwork will need to be completed at the host and receiving universities alike. Students traveling with one of USG's varied continent councils will register with SSU for tuition but will not be charged the fees as study abroad fees are paid directly to Valdosta State University who hosts the coordination for all of the system.

Study abroad fees generally consist of two components:

1. **Tuition and mandatory student fees related to the actual registration for classes.** All study abroad students pay a minimum of in-state tuition and applicable mandatory fees, some of which may be waived in accordance with BOR policy. Tuition charges for out-of-state students are set at a minimum of in-state tuition plus a \$250 surcharge per term. A higher surcharge may be assessed if approved by the president of the institution or her/his designee, but the tuition and surcharge should never exceed the BOR approved limit for out-of-state tuition charges. Payment due dates and refund dates should be the same as those for students taking campus-based courses.
2. **Program specific fees (for travel, lodging, meals, exchange rate variance, etc.).** These program fees should be assessed in the student information system whenever possible. The payment deadlines and refund schedules for these fees will vary from program to program. Payment due dates and refund dates can be earlier, but should not be later, than the due dates and refund dates for students taking campus-based courses.

Accounting

Financial activity attributable to study abroad programs is recorded in two funds: General accounts (E&G) and Direct Sales and Service (DS&S) accounts.

1. Student tuition and applicable mandatory fee revenue is assessed and recorded in General funds (E&G) as tuition revenue. Salaries and benefits of program faculty and staff should be paid from applicable departmental E&G funds.

Note: Costs of instruction and other instructionally related costs such as faculty travel, lodging, and meals, and other instructional expenses such as tutors, lecturers, room rental, etc., may be paid from E&G funds or indirect costs through the International Education Center.

2. Program fee revenue and related expenses are recorded in a Direct Sales and Service (DS&S) account specific to the responsible program or office. Student-specific expenses must be paid from the DS&S account. Typical student specific costs include travel, lodging, tours, meals, event fees, and student supplies. Students are also assessed an additional program fee to cover such things as the cost of travel and non-instructional costs of conducting the program.

Note: If a DS&S account has been inactive for eighteen (18) months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to the general fund.

It is recommended that the revenues and expenditures of study abroad program accounts be audited at least once every three years. This audit may be performed by institution internal auditors, Board of Regents internal auditors, State of Georgia Department of Audits and Accounts auditors, or external auditors.

Acquiring Goods and Services Abroad

To the maximum extent possible, arrangements for goods and services needed while abroad should be paid directly to the vendor from the General fund account and/or Direct Sales and Services (DS&S) account established for the study abroad program. There are, however, situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, institutions may utilize several methods to make payments while abroad.

Any of the following (or a combination of) can be used for purchases and expenses associated with a studies abroad program:

- Corporate card
- Bank account in foreign country

Note: Please refer to [Section 9.1, Banking](#), for the appropriate process.

- Procurement card (PCard)
 - Note:** The PCard may be used for the following:
 - Student food, lodging and travel (Agency accounts)
 - Entrance fees to educational venues (Agency accounts)
 - Operating Expenses and Supplies (Agency accounts)
 - Fuel for rental vehicles (Agency accounts)
 - Emergency situations
- Check request
- ATM card
- Stored value card
- Traveler's check
- Cash advance/petty cash advance to an authorized institutional representative
- Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow

Study abroad programs should comply with all applicable BOR and institution policies regarding procurement and use of these payment methods.

The State Accounting Office and the Department of Administrative Services encourage faculty and university employees to use a personal credit card to pay for their travel expenses, whenever practical, and then to utilize travel expense reimbursement procedures.

Many foreign countries offer refunds of sales taxes, often called value-added taxes or VAT, for purchases of goods and services associated with study abroad programs. Institutions should actively pursue these options, in order to reduce program costs to participating students.

Funding for Study Abroad

A study abroad scholarship account has been established through the International Education Center. Efforts should be made to encourage faculty, staff, and alumni to contribute to our two study abroad funds. Some of the money from the Annual Giving and T.I.G.E.R. programs could be used to give scholarships to students who wish to study abroad.

The International Education Committee, with input from: 1) the professors who are leading a summer study group abroad and 2) the donors to the Study Abroad Scholarship Fund (housed in the International Education Center), will determine the students who will receive scholarships based on need and/or outstanding academic achievement. The International Education Center is dedicated to maintaining a list of available scholarships and grants made possible by outside funding sources. The IEC also hosts workshops to help educate students on finding available funding and scholarship applications.

Payment Options

Students may make payments to the cashier who will post them in the student's account which will reflect each student's payment record. Students are also encouraged to make payments through the student's PAWS account for individual account maintenance. All payments must

meet the deadline so that the airplane tickets can be purchased on time. Payments of the program fees to the host institutions vary according to the country. Bank transfers, money order, traveler checks or other means can be used to make the payment.

As stated in the USG Handbook, once a budget is established, the program director must consult with the business officer who will explain the fiscal management practices to be followed. Note that tuition is managed by another account.

Financial Aid

A Financial Aid officer will work with the International Education Center to provide assistance to study abroad students. Hope Scholarships and Federal Financial Aid can be used to cover the costs of exchange programs during Fall and Spring Semesters, however Summer Semesters can be different due to disbursement. Every study abroad student who needs financial aid should meet with the Financial Aid Department for details.

As stipulated in the USG Handbook, "Title IV of the Higher Education Act of 1965", which is reauthorized every five years by Congress, makes it legal for federal student financial aid money to be used for study abroad if the credit earned is approved by the home institution. Examples of federal financial aid programs are Federal Direct Subsidized and Unsubsidized Loans, Perkins Loan, Federal Direct PLUS, Student Incentive Grant (SIG), the Federal Pell Grant, and the Federal Work-Study program. Institutions cannot legally prohibit a student from using federal financial aid for study abroad.

In addition, study abroad students can also receive state financial aid through the STARS (Student Abroad with Regents' Support) Program. This program is jointly funded by the Board of Regents and the college and universities of the University System of Georgia. In most instances a USG student should remain registered at his/her home institution during the period of international study. Students remain eligible for all appropriate financial aid. Financial aid awards may be adjusted to include higher costs of travel, living expenses, etc. that may be incurred for the study abroad program as part of the cost of attendance adjustment.

Study Abroad Scholarships

The Office of International Education is committed to helping students who may not be able to participate in study abroad program due to financial constraints. Therefore, a study abroad scholarship fund has been established through the International Education Center. Students can submit their applications to the study abroad scholarship committee, which makes decisions on case-by-case basis. The IEC will also maintain a current list of scholarship opportunities available to students as well as where to apply online. The IEC is committed to hosting scholarship application workshops throughout the fall and spring semesters.

Fundraising

Students and faculty may organize activities designed to help students raise enough money to cover some of the program costs. Organizing fundraising requires the approval of the Office of Institutional Advancement. Therefore, before engaging in fundraising activities, faculty can fill out the fundraising form and submit it to the appropriate offices for signatures. Once approved, fundraising activities begin. These activities range from bake sales to dinners, and letters to Alumni, churches or business organizations.

Recommended Payment Timeline

5 months before departure – \$100 application fee and \$300 deposit

4 months before departure – 25% of total program cost

3 months before departure – 25% of total program cost

2 months before departure – 25% of total program cost

1 month before departure – final balance is due

Direct Sales and Service (DS&S) Account

The Direct Sales and Service (DS&S) account is established to cover the fees associated with the program. These fees include airfare, excursions, lodging, etc. The total cost of the program should reflect all fees that relate to the program. Elements to be listed in the total cost of the program include but are not limited to:

International Travel

In-country travel

Accommodations

Meals

Visas (where applicable)

Guided tours

Medical Insurance

Facilities rental

Guest Lecturers

Printing

Program supplies

Reserve funds (5% of the cost)

Therefore, on the basis of these costs, a budget will be established and the total cost of the program will be divided by the number of students. Students' payments will include the following: application fees and down payment plus the remaining individual balance of the program costs.

A DS&S account cannot be utilized to cover tuition, either with Savannah State University or a partnering institution. Fees to cover costs for events, guest lecturers, classroom space, classroom materials, etc. are acceptable but courses must be taught by the professors.

The DS&S account cannot be used to cover faculty's expenses such as air travel, salaries and meals. Faculty will have to submit a travel authorization form and their expenses will be covered by another account (General Funds and Indirect Costs). In addition, no funds can be transferred from the General Funds account to DS&S accounts. Furthermore, the study abroad account must remain active every year. This account is closed when the study abroad is not active for 18 months. In this case, the remaining funds will have to be transferred to another account.

General Funds Account

While program fees are managed by the DS&S account, tuition is handled by the General Funds account. According to the BOR policy, tuition funds held in the General Funds account must be spent by the end of the fiscal year (June 30).

Faculty traveling abroad with students must submit a travel authorization form allowing fees and salaries of the faculty to be covered by the General Funds Account (see Travel Authorization and Expenses Forms on p. 17-18). These funds cannot be transferred to the DS&S Account in order to cover the program fees. Once the study abroad program has been approved, the International Education Center will inform the Bursar so that courses, fees, and payments posted to students' accounts will direct to the correct DS&S account. Charges for tuition will appear on students' accounts and students pay their tuition directly to the cashier.

The Study Abroad Coordinator will remove the charges associated to health, student activity, athletic, student center/stadium facility, and transportation fees, utilizing exemption code 20 in Banner, in accordance with the University System of Georgia regulations that stipulate students should not be held accountable for these fees while taking their courses abroad. Also non-resident students are not charged full non-resident tuition. According to the USG Handbook, "The Board of Regents of the University System of Georgia has provided that USG institutions may set the out-of-state fee at a maximum of \$250 for study abroad participants from out-of-state. Thus, these students pay in-state tuition plus the fee set by each institution. Further, students coming to your institution through direct, one-to-one exchange program also pay in-state tuition."

Travel Authorization and Expenses forms

Faculty traveling with student abroad must submit the Travel Authorization form through their respective department chairs thirty days prior to program departure. Once approved, all faculty expenses (travel, lodging, salary etc.) will be covered by the General Funds Indirect Cost account allotted for IEC. The DS&S Account cannot be used to support the faculty's travel expenses.

Ten days after the study abroad program has returned to the US, the faculty member must submit an itemized accounting of payments with receipts to the Finance Office. Therefore, it is imperative that faculty keep all receipts of trip expenses. When the receipts are in foreign

language, the faculty must provide the monetary figures and exchange rate. Copies of the Travel Authorization form and Expense report must be submitted to the International Education Center.

Travel Arrangements

The International Education Center works closely with the SSU Purchasing Office to secure airplane tickets at the group rate. If faculty or students have contacts with travel agencies that offer lower prices, they can provide the information to the purchasing office. In any case, finding the cheapest airfare will be the goal of the Purchasing Office and the Office of International Education.

Liability Release Form

All students traveling inside or outside the United States must sign a liability form provided by the office of Student Affairs and can be found on the website -

<http://www.savannahstate.edu/cost/nat-science/documents/SSU-RELEASE12aSR-Web.pdf>.

The form clearly states, "Savannah State University encourages students to strengthen their education and cultural competencies through participation in University sponsored off-campus events. When students travel to and from University sanctioned events in a University owned or leased vehicle, or privately owned vehicle, Savannah State University requires you to assume all liability for your personal safety and wellbeing." The International Education Center and professors traveling with students will make the safety of students one of their most important priorities.

Evaluation

"Unpack your Study Abroad" event will take place in August, once fall courses begin. The program will give students the tools to showcase their study abroad experience on a resume, allow the students the opportunity to electronically fill out the program evaluation survey, and give students a chance to share stories with other study abroad students about their adventures. The evaluation refers to all components of the study abroad program including the pre-departure orientation, accommodations, field trips, course contents, food, transportation etc.

Record Retention Policies

All the records regarding a specific study abroad program (student application, waivers, etc.) must be kept for 7 years, except the copies of passport that must be returned to students.

Risk Management

The Board of Regents advises study abroad program directors to be mindful of the risk management issues. All program directors are encouraged to read the guidelines issued by

NAFSA, the Association of International Educators. The document is entitled: “Responsible Study Abroad: Good Practices for Health and Safety.” It can be found on the NAFSA website in the following link: <http://www.nafsa.org/resourcelibrary/default.aspx?catId=518265>

In conjunction with the Board of Regents, the University System of Georgia also has its own page dedicated to Health & Safety for study abroad – please see the link for up-to-the-minute updates - http://www.usg.edu/international_education/study_abroad/health_and_safety.

Safety and Liability issues

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, and negligence is the most common tort litigation. **In study abroad, the most common example of negligence is a failure to counsel students sufficiently about risks and dangers – natural, social, political, cultural, and legal – inherent in living in a foreign environment.**

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law. A duty is determined when the risk in question is deemed to be foreseeable through the objective eyes of “a reasonably prudent person in a similar situation.” Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in liability. For example, a program director that takes a group of students into a known war zone has breached his duty.

With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury, physical or mental, occurred.

It is important to note that the standard of care in study abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks they are accustomed to. In addition, students may be operating in non-English speaking populations. You must be conscious of this fact during pre-departure preparations and on-site management of your program.

The following are ways to minimize the risk of tort litigation.

Program and Site Familiarity

You must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. Research the security of all destinations and the areas through which the group will travel using ground transportation. Monitor State Department Travel Advisories and Consular Information Sheets at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html. A site visit/planning trip well before the program begins is absolutely necessary.

Supervision and Backup

Make sure that someone is always in charge. A co-director, program chaperone, dependable student or other backup leader must be available in case the director is unable to function. Students should always be accompanied during group travel. Someone (director, assistant or co-director, host institution staff, or student leader) should be available to handle emergency situations at all times. Savannah State University representatives MUST have a way to contact all students in case of an emergency at any time.

Insurance

Students going abroad must carry insurance that will cover medical expenses, repatriation of remains, and medical evacuation. The study abroad group medical policy provided by the International Education Center, which costs approximately \$30 - 50 per month per student, is required. *Students should carry the insurance card with them at all times.* Faculty leading study abroad programs will also be covered by the same policy and at the same rate. The International Education Center will enroll students and faculty in the program. It is the individual's responsibility to print their insurance card. Coverage is provided by CISI (<http://www.culturalinsurance.com/>)

Orientation

One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is to provide a thorough orientation. The International Education Center Study Abroad staff will participate in at least one program specific orientation to ensure that the institutional policies and guidelines are covered for each group of Summer Study Abroad participants each spring and will provide a similar orientation for Fall and Spring Semester Study Abroad participants prior to their departure.

To help students prepare for studying abroad, the International Education Center staff and the professor traveling with students will conduct a series of two or three workshops on campus. During the orientation, students will obtain information about:

- History, politics, geography of the country and the culture of the people.
- A guest speaker from the country may be invited to speak to students.
- Travel inside the country, visa, health information based on the CDC report, housing, transfer of credits for transient students, credits for our students, any report from the state department regarding the country, and registration with the state department prior to the trip.
- Currency and exchange rate.
- Contact information abroad, how to reach the International Education Center from a foreign country, and how to contact friends and family from overseas.
- What to do in case of an emergency.

This orientation will also allow students to meet other participants so that they can get acquainted with each other before the trip.

Attendance of this orientation is mandatory and parents, relatives, friends, spouses are encouraged to attend. The Director of the International Education center will remain in contact with the parents to keep them posted about the whereabouts of their loved ones.

Keeping Basic Information on Students

Program directors should have, on-site, photocopied information pages from the passports of every student and participating faculty member, in case passports are lost or stolen or individual persons have to be identified, as well as medical or counseling history provided by students on the Student Information Questionnaires. Copies of the passports should be available through the online application software. The International Education Center will provide folders on each student, both hard copy and electronically to each program manager prior to travel.

Crisis Management

All of the crisis management protocols below require that you contact the International Education Center after first ensuring the safety and well-being of the students

- **You should first contact the Study Abroad Coordinator, Melanie Smith – 912.713.7713, then Assistant Director of International Education, Joline Keevy – 912.247-8887, lastly Director of International Education, Dr. Emmanuel Naniuzeyi – 404.310.4575.**
- **When handling any crisis, DOCUMENT YOUR ACTIONS!**

Medical Emergencies

Before departure you should learn about the general attitudes toward health care in the culture, e.g., do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies.

In cases of serious medical situations, you are to do the following:

- a. Take the person to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with medical insurance paperwork;
- b. Obtain the medical help indicated;
- c. Contact the International Education Center with nature of the medical emergency, and keep in regular contact with the International Education Center until the emergency has passed. Advise the International Education Center if the student does NOT want the emergency contact notified;
- d. Have the student call emergency contact. If the student is not able to communicate, the International Education Center will call the contact;
- e. If the student is unable to make advance payments for treatment, contact the International Education Center with details; the insurance company will provide the hospital or clinic with a promise to pay;

- f. Since the student has signed authorization for you to obtain medical treatment, you should try your best to get medical attention for her/him and keep the student's emergency contact person informed;
- g. The following is a list of information you should obtain to go into the incident report:
 - Student's name;
 - Date of accident or commencement of illness;
 - Details of injuries, symptoms, present condition, including temperature;
 - Name and telephone number of attending physician;
 - Name, address, and number of hospital or clinic, if applicable;
 - Drugs administered;
 - X-rays taken and results;
 - Surgery proposed and type of anesthesia. Wait for authorization if necessary and possible (work with doctor).

If it appears evacuation or reunion services will be required, these processes must be initiated by the insurance company in consultation with in country health care providers.

Natural Disasters and Group Accidents

In the case of earthquake, flood, avalanche, epidemic, bus crash etc., you are to do the following:

- See to the safety of all group members;
- Communicate immediately with the International Education Center as to the safety and state of health of all group members, the group's location, plans, and when you will contact the International Education Center again, as well as how we can contact you;
- Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to the International Education Center if public communication systems fail;
- Consult with American Embassy/Consulate, local police, local sponsors, etc., for advice on how to respond to situation;
- Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program. In the case of natural disaster, insurance may assist with evacuation; all procedures must be initiated by the insurance company;
- Some students may decide to return home immediately. Of course, this is their prerogative and you should assist in making arrangements; please be aware that if airline tickets are purchased less than 24 hours prior to departure, that credit card must be presented at check in (another reason to recommend that students carry an emergency credit card);
- Keep in touch with the International Education Center.

Civil Disturbance

- Be aware of situations and locations that can be potentially dangerous. Warn students and advise them to avoid such areas whenever possible. Discourage or forbid, if necessary, attendance at particularly sensitive political meetings, rallies, or other sizable gatherings;

- Keep the American Embassy notified of your location at all times if you suspect problems are likely to erupt;
- Make sure you fully understand evacuation procedures to be followed in case it becomes necessary;
- Keep the International Education Center informed of developments and follow instructions issued by the
- American Embassy;
- Contact the International Education Center as soon as possible in the event of a coup, assassination, riot, revolution, etc. so parents who call may be fully informed. In the case of political disaster, insurance may assist with evacuation; all procedures must be initiated by the insurance company.

Missing Program Participant (more than 24 hours)

- Inquire with friends and associates of the missing participant about her or his whereabouts;
- Notify the American Embassy, local police, and local sponsor(s) and give them your telephone number;
- Notify the International Education Center at once. The International Education Center will notify the student's emergency contact. Be sure to provide the International Education Center with as many details as possible regarding what happened and what is being done;
- Check with authorities daily, and inform the International Education Center of any new developments.

Student Arrested

- Call local law enforcement agency to ascertain the nature of the charge;
- Notify the International Education Center about incident;
- Visit student in jail and determine what happened;
- Have the student call emergency contact. If student is unable to make call, the International Education Center will call contact;
- Report situation to American Embassy or Consulate;
- Assist student in obtaining funds for bail if possible; research local laws regarding where the student may or may not go after release.

Robbery

- Call local law enforcement agency;
- Notify the International Education Center;
- Assist student in obtaining funds to replace stolen money;
- Have student call emergency contact.
- If the passport was also stolen, contact the local embassy to initiate replacement

Assault

- Go through medical emergencies protocol in first section;

- Call local law enforcement agency to report incident; research implications therein (will the student be required to stay in country until the situation is fully resolved?)
- Notify the International Education Center about the incident.

Title IX

- Go through assault protocol in section above;
- Notify the International Education Center about the incident;
- Help student describe what happened and connect them with the investigation office on campus. Even if student is reluctant to report, as a mandatory reporter, if a student feel uncomfortable in any way, it is necessary to contact Title IX for an investigation even overseas.
- Help student (if requested or required) return home.

Rape

- Go through assault protocol in section above;
- Notify the International Education Center about the incident;
- Help student find counseling. Keep in mind that in many cultures medical doctors often are the first point of contact for people struggling with emotional or psychological issues;
- Help student (if requested or required) return home.

Death of a Student or Faculty Member

If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively.

Take the following steps if a student or faculty member dies:

- If word comes by phone, obtain the identity of the person giving the information;
- Determine the cause of death – if an illness, what illness; if an accident, what kind, where did it happen, who else was involved, etc.;
- Find out time and place of death;
- Get name and address of undertaker, if available;
- Find out participant's religion. If Catholic, check if last rites have been administered. If Jewish, contact a local Rabbi immediately. For those of other religions, wait until you have heard from the family as to their wishes;
- If the participant died in an accident, inquire about the local laws regarding autopsy;
- Find out if anyone has contacted the participant's family;
- Contact insurance company for coverage of repatriation of remains.

Reporting the Information:

- Inform the International Education Center immediately. The International Education Center will then have the Dean of Students inform the participant's family personally;
- Notify the U.S. Embassy or Consulate.

Follow-up:

- Continue to keep a chronological record of events and actions as they occur;
- Talk to other student participants and keep them informed and counseled;
- The International Education Center will give the participant's family as much support as possible;
- The International Education Center will send a letter of sympathy to the participant's parents;
- The International Education Center will assist the program director in making arrangements for the repatriation of the body or remains;
- Gather the participant's belongings and make an inventory;
- Ship the belongings and inventory to the International Education Center, which will forward everything to the participant's family.

Rules of Behavior and Penalties

You should establish a set of rules and penalties for breaking these rules that you cover in orientation. These rules should be discussed orally and in writing. After discussion with the International Education Center, students may be suspended from the program, with no refund, if clear warning about the consequences of misconduct is given and pending a hearing scheduled by the Vice President for Student Affairs. Rules should be established for the following:

1. Fighting
2. Theft
3. Absences
4. Non-participation in group activities
5. Destruction of Property
6. Harassment of students, faculty, staff, or host families
7. Drug and alcohol use
8. Dress Code (professional or culturally sensitive programs)

Be sure to read the Student Handbook for all safety practices and the code of conduct. As a program manager you must be prepared to engage in conflict resolution, emergency protocols, and incident reporting, much like you would in your Savannah State University classroom but to a broader, more holistic approach. The International Education Center is always available to assist with any issues while abroad and are happy to connect you with resources on campus as available, but ultimately the program manager is the final authority in what happens while overseas.



Accident/Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Location: _____

Name of complainant: _____

Type of incident: _____

Details of incident: _____

Was a physician/hospital visit required for anyone involved? Yes ____ No ____

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Resolution: _____

Is further intervention needed? Yes ____ No ____

Recommendations: _____

Signature of Program Manager

Date

Signature of University Official

Date

Return this form to Study Abroad Coordinator within 24 hours of incident.



STAB Program approval process

This application must be completed and approved for all Savannah State University faculty-led study abroad short-term programs, including alternative fall and spring breaks and summer sessions.

Annual Submission Deadlines: August 31, 2019

New Faculty Submitters: Be sure to meet with International Education Center to schedule Program Manager Certification prior to submitting a new program proposal.

Returning Program Managers: Returning Program Managers must meet with the Study Abroad Coordinator to discuss new procedures, changes in previous programming, updates to information, etc.

Education Abroad Advisory Committee: The Education Abroad Advisory Committee will review all proposals submitted for approval. Program Managers will receive a letter via email with the committee's decision from the Study Abroad Coordinator.

The following selection criteria will be considered when reviewing your proposal:

- 1) **Completeness of Proposal:** All requested information is included on time with required signatures (10 points).
- 2) **Academic Rigor:** Provide a syllabus for each course that clearly defines course objectives, assignments, learning outcomes, and evaluation methods. Be sure that objectives include intercultural learning goals and that the itinerary and activities complement learning goals. The contact hour worksheet is also required for this section (up to 30 points).
- 3) **Budget:** Budget includes price quotes from vendors, complete contact information for partners abroad, contact and location information for short-term residence, and any additional vendors as needed (up to 20 points).
- 4) **Innovative Program Concept Design:** Program is interdisciplinary, effectively incorporates service-learning, internships, research, and/or home-stays, and/or travels to less common destinations. Address how this particular program aligns with the University Strategic Plan (up to 15 points).
- 5) **Diversity:** Program fits well into disciplinary and geographic diversity of programs offered in, as well as the strategic plans of, the department, the college, and the university offerings (up to 10 points).
- 6) **Safety:** Proposal adequately addresses potential safety and/or liability hazards, and identifies with contact information the local emergency facilities for both mental and physical health standards (5 points).
- 7) **Knowledge and Experience:** Program Manager is knowledgeable about the country and culture to be visited (including language ability/previous experience) and has demonstrated a commitment from local partners (up to 5 points).
- 8) **Previous Successes:** Program Manager has an established record of effective program management – or has an outlined plan – including recruitment, following policies and procedures, conducting orientations, balancing budgets, and good program evaluations from students (up to 5 points).

Scoring Matrix for Program Proposal

	Not well addressed	Weak	Adequate	Well Addressed	Strong
5 point items	0	1-2	3	4	5
10 point items	0-1	2-4	5-6	7-8	9-10
20 point items	0-3	4-8	9-12	13-17	18-20
25 point items	0-5	6-10	11-15	16-20	21-25

Completeness of Proposal: For sections 1-20 – either 0 or 10 points

Academic Rigor: For sections 6, 7, 8, 16, 17 – give a complete course syllabus, define course goals, objectives and learning outcomes, show how all excursion hours equate to contact hours for the overall program, be sure to align requirements to the University Strategic Plan, demonstrate how intercultural learning is measured throughout the hands-on components

Budget: For section 18 – show how each section of the budget breaks down into the sheet provided, give internet research where possible and in-country contact information for cost where available

Innovative Program Design: For sections 1, 4, 5, 8 – discuss how the program will cover not only your area of expertise but intercultural education through community outreach opportunities

Diversity: For sections 9, 13 – demonstrate how students will experience diversity from their own particular backgrounds, how the cultures will be different from the typical Savannah State University experience and how the new culture will broaden their world view.

Safety: For sections 15, 19, 20 – explain how you will convey the best ways to stay safe while visiting a foreign country and where the best places are to receive help if needed.

Knowledge and Experience: For sections 3, 9, 10, 12, 13 – whether or not you have spent a lot of time in this particular region is not the most important piece of this criteria, what is most important here is your knowledge and experience in your particular area of study and how you will utilize the excursion to accentuate the current course curriculum and how it can be integrated

Previous Successes: For sections 2, 10, 11, 14 – while you may not have been measured on a recruitment basis, discuss how you were able to excite those in your class about a particular subject and how those same ideas may translate into students being interested in the program – in this particular criteria, it is also encouraged to work with the International Education Center for assistance

Study Abroad Program Proposal

- 1) Program Title (how you want this program to be promoted):
- 2) Submitting Program Manager (provide name, department, phone, and email address):
- 3) Program Manager Role: I acknowledge that the role of the program director requires administrative tasks such as financial management, travel planning, document acquisition/submission, training attendance, student orientations, and other duties in addition to the role of teaching faculty. I agree to fulfill these duties in my responsibility as program director.
Initial here:
- 4) List the country or countries the program will visit:
- 5) What are the proposed dates of the program:
- 6) List the program Goals & Objectives. How do these Goals & Objectives align with the mission of Savannah State University and the goals for your division of the university?
- 7) List all course prefixes, numbers, titles, and credit hours that will be offered as part of your program:
- 8) Due to financial aid constraints, a summer program must offer at least 6 credit hours so that students may receive assistance. How many credit hours will you teach and how many hours do you recommend as a maximum number of hours to successfully complete this program? (Remember, a student may take an independent study course, however, it needs to be arranged prior to registration.)
- 9) Describe your familiarity with the country/region in which you will be traveling and studying.
Note: the IEC will use some of this information for program promotion
- 10) To maximize university resources and provide affordable programs for SSU students, required program enrollment is 6-12. Any program that enrolls more than 12 students may require a program supervisor – any SSU faculty/staff member that doesn't teach classes, but assists in daily management (student supervision, dispersing and returning of funds, scheduling academic activities, leading host country excursions, other duties as assigned). The supervisor must be approved AND be certified by the IEC staff.
Initial here:
- 11) How do you plan to recruit students and promote your program on campus? How many hours per week can you dedicate to recruiting students to enroll?

- 12) If this is a new program, will you conduct a site visit, and if so, please include anticipated dates and a proposed budget for the visit (this application does not guarantee the new program as approved). If this is a previous program, what – if any – changes will be made to the original agenda?
- 13) Describe the housing situation for participating students:
- 14) Prior to leaving, a pre-departure orientation must be scheduled with the Study Abroad Coordinator and all program participants to discuss expectations, culture shock, safety precautions, etc.
Initial here:
- 15) After returning to the US, a post-trip meeting must be scheduled to allow a debriefing of the course, prepare for return culture-shock, discussion of person growth and change, etc. It is recommended that the Study Abroad Coordinator participate to assist in discussion facilitation, but it's not required.
Initial here:
- 16) For each course offered, supply a syllabus to include the standard SSU course policy verbiage related to attendance, classroom etiquette, academic integrity, academic honesty, plagiarism and cheating, and accessibility and compliance.
- 17) The Board of Regents requires 37.5 contact hours for every 3 credit hour course, following the standard classroom hours. If formal classroom contact hours are less than 37.5 on a study abroad program, these hours can be supplemented with excursions and/or other experiential educational activities.
Experiential hours, such as visiting a museum or community service activities should be related to the learning objectives of the program and are counted at half-time. Experiential cultural excursions should not constitute more than half of the total number of contact hours for any course.
Contact hours cannot be simultaneously counted toward more than one class.
If your program has a community service component incorporated into the itinerary, you must complete a specific number of service hours while in country. Please clearly show your service hours in your list of activities. They can be listed as experiential hours.
If you need assistance, your Study Abroad Coordinator can assist you.
- 18) The program budget must be completed and submitted on the official form. If you have an official break down from a supporting institution and need assistance sorting the specific budget divisions, your Study Abroad Coordinator can assist you.

BUDGET SHEET FOR STUDY ABROAD PROGRAMS

NOTE: Every program will vary. Program Directors must complete accordingly.

Institution: Savannah State University

Program Title:

Faculty:

Dates of Program:

Number of Students:

Program Fee:

Credit Hours:

Program Fees	Cost per Student	Totals	Comments
Abroad partner fees to include guest lecturers, excursions, special meals, etc.	\$	\$	
Administrative Fees Abroad including Visas	\$	\$	
Study Abroad Insurance	\$	\$50.00	estimate
Housing	\$	\$	
Meals	\$	\$	\$100/week
Transportation (a) airfare (b) land travel	\$ \$	\$ \$	
Cultural / Historical Excursions	\$	\$	
Books & Supplies	\$	\$	
Other: including fees for facilities and equipment	\$	\$	
Reserve Fee (USG requirement)	\$	\$	5% of travel expenses
Other Expenses (including promotional materials)	\$	\$	
Subtotal	\$	\$	Travel expenses
SSU Fees			
Tuition (based on 6 credit hours)	\$971.58	\$971.58	Based on 6 credit hours, subject to change
SSU Institutional Fee	\$ 202.00	\$202.00	
SSU Technology Fee	\$50.00	\$50.00	
	\$ 1223.58		Travel + tuition, based on 6 credit hours

CONTACT HOUR SHEET FOR STUDY ABROAD PROGRAMS

NOTE: Every 3 credit hour class requires a total of 37.5 hours of contact. Tours and internships are counted on a 2:1 basis (i.e. 2 hours of a landmark tour = 1 contact hour). Dates can be weeks of covered topics or specific days if you have scheduled events planned.

Institution: Savannah State University
 Class Number:
 Class Title:
 Faculty:
 Credit Hours:

Dates	Syllabus topics covered	Classroom hours	Excursion hours	Total contact hours
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total contact hours for credit:				0

19) By initialing the following items, I acknowledge receipt and understanding of the IEC Procedures Manual for Program Managers and have attended the Study Abroad Program Manager training. I agree to be responsible for all of the following:

- a) _____ Completeness of this proposal
- b) _____ Budget
 - a. _____ Adequate student housing (must meet the minimum of on-campus housing requirements: 1 bed per student, shared bathrooms is OK as long as male and female are separated)
- c) _____ Diversity
 - a. _____ Be aware of cultural differences and highlight those in interest meetings with students preparing to attend the program
- d) _____ Safety
 - a. _____ Be aware of Department of State Security warnings
 - b. _____ Knowing how to locate students quickly when necessary (cell phone communication apps or group texting is preferred)
 - c. _____ Keeping student emergency folders with you and accessible at all times
 - d. _____ Understanding how to respond in emergency situations – locating the nearest embassy, medical facilities, and police departments – and sharing it with traveling students
- e) _____ Understanding the difference between the program manager is expected to lead classes and the chaperone is only required to attend cultural/group outings planned as part of the program. At no point is the chaperone to substitute as a professor
- f) _____ Innovative Program Design
- g) _____ Academic Rigor (meeting all accreditation requirements)
 - a. _____ While in-country partners can add to instruction hours as guest speakers to events and bring alternative insight to particular subjects, all program managers are expected to teach according to the syllabi provided in this packet and will lead instruction similarly if the professor was teaching a course stateside
 - b. _____ The course contact hour breakdown lecture portion are lecture times that the program manager of record guarantees to lead for that course

20) Primary in-country contact information – this may be an agency, a college, a host family – but someone the students or SSU may contact in case of an emergency – preferably where the student will be staying for the majority of the trip:

Name:

Email:

Phone Number:

Physical Address:

Mailing Address (if different):

21) Safety & Medical in-country contact information – this can be the local hospital, mental facility, on-campus resource center – someone that can assist in case of an emergency:

Name (can be facility or person):

Email (or website address):

Phone Number:

Physical Address:

Mailing Address (if different):