

(Credit-Bearing Programs Only)

In order to ensure consistency, minimize liabilities and maximize resources, the following guidelines have been established for faculty members interested in proposing credit-bearing, faculty-led programs at Florida Tech. The guidelines in this document along with the “Faculty-led Education Abroad Program Proposal” and the “Study Abroad/Away Handbook” have been developed by the Office of Study Abroad.

All *credit-bearing* faculty-led programs must adhere to these guidelines, the “Study Abroad Handbook,” as well as all Florida Tech policies and procedures to be considered a Florida Tech-sponsored program. Approved faculty-led programs will have the support of the Office of Study Abroad and Florida Tech.

Faculty coordinator responsibilities are described in detail and include: In coordination with the Study Abroad office, program design, budget development, student recruitment/advertising, predeparture planning and orientation, teaching, on-site coordination, and submitting grades and paperwork upon program completion. See Section XII for Study Abroad Office Administrative Services (page 4).

SECTION I: FORMAL APPROVAL

- Faculty considering a new study abroad program should first consult with the Office of Study Abroad. The Office of Study Abroad will advise the faculty member and will consult with the Provost’s Office regarding the feasibility of the program. The Office of Study Abroad will advise the faculty member of the determination.
- All first-time proposed courses must be recommended by the respective academic department, dean and appropriate curriculum. A syllabus for each course is required for program approval and should be submitted as part of the proposal packet to the Office of Study Abroad. Regardless of location, programs teaching more than one course will require separate proposals for each one.
- It is recommended that faculty begin preparing proposals 8–12 months prior to the departure date. Upon submission, allow 4–8 weeks for the Office of Study Abroad to review and for approval from the Provost’s Office regarding the proposed faculty-led program. Study Abroad may request additional information from the faculty if needed.
- Barring any significant program changes, formal approval for the faculty-led program is required only once by Study Abroad. Major changes to course content, location, credits, etc. will require a new proposal and the completion of this formal program approval process.
- The faculty leader is not authorized to promote the price of the program until the program and its associated budget have been formally approved.
- In-process programs are not permitted to advertise and recruit. Programs that have been denied are not permitted.

SECTION II: PROGRAM MANAGEMENT AND APPLICATION PROCESS

- It is recommended that all faculty-led programs have one faculty/staff leader (“program director”) and one chaperone/assistant. If the program has fewer than 16 students and support in-country, a chaperone/assistant may not be necessary and should be discussed with the university’s study abroad director.
- Reporting to the program director, the chaperone/assistant is a Florida Tech faculty or staff member assisting in program leadership and logistics. Chaperone duties are to be determined in conjunction with the program director and could include, but not be limited to, crisis management assistance as well as assisting with the logistical direction of the program should the program director be unable to do so. Non-Florida Tech chaperones may also be considered but may require additional paperwork with Human Resources and other offices. As such, if a non-Florida Tech chaperone/assistant is desired, please provide a brief write-up explaining the rationale of why this would benefit the program. This information must be included in the proposal to the Office of Study Abroad.
- All faculty-led programs will be managed by Study Abroad in conjunction with the program director. The program director is the primary point of contact for the program.
- The program director is responsible for supervising and monitoring each student’s conformance to Florida Tech rules, regulations, conduct expectations and other applicable policies. Faculty/staff leaders should be familiar with the Florida Tech Code of Conduct and Education Abroad policies found in the Guidelines for Faculty-led Education Abroad/Away Programs and Study Abroad/Away Handbook.
- All participants, including faculty and chaperones, are required to attend a predeparture orientation conducted by the program’s director with the support of the Office of Study Abroad. Program directors are highly encouraged to conduct additional program-specific pre-departure orientation(s) as well as an on-site arrival orientation.

SECTION III: ENROLLMENT

- Enrollment criteria/requirements will be established by the program director and shared with the Office of Study Abroad–GPA requirement (at a minimum, all students must be in good academic and disciplinary standing).
- Faculty-led programs must meet a minimum student enrollment to satisfy the break-even point analysis (revenues to cover all expenses including faculty/staff salary, travel, program development, and all program costs). The minimum number of students enrolled may vary depending on each program's cost. This will be determined by the program director and the Office of Study Abroad with final approval from the Office of the Provost.
- Each program will coordinate course registration with the university Registrar's Office.
- Any non-Florida Tech student must first apply for admission as a nondegree seeking student. Once admitted to Florida Tech, the student may then apply to participate in a faculty-led program.
- Inactive Florida Tech students must apply for readmission and be accepted in order to participate in a faculty-led program.
- All participants in any of the faculty-led programs must be enrolled in the course(s) taught in the program. Guests are not allowed to participate in a program unless their visit does not interfere with the program's academic goals. (Information regarding family guests in Section XIII).
- When a program offers multiple courses, students must be enrolled in at least one of the courses, but not necessarily in all the courses offered.
- **Recruiting participants for the program is one of the primary responsibilities of the program director.** A minimum number of participants (per the program budget) must be enrolled in the course for the program to run. Student returnees who enjoy sharing their experience and the Office of Study Abroad are available to assist with recruitment efforts upon request.
- The Provost's Office reserves the right to cancel any faculty-led program due to low enrollment numbers, inability to meet revenue expectations (based on break-even point analysis), political instability in the host country, disasters (natural or other) or any other reason at the sole discretion of the Provost.

SECTION IV: PROGRAM BUDGET AND COST

- Faculty-led programs must operate within their approved budget. All programs must break-even and cannot operate on a budget deficit.
- Program budgets are designed to break even but are also structured to prevent against any unexpected overages.
- The budget development of the program cost directly correlates to the student program fee assessed. Therefore, changes in participation and cost projections will directly impact the cost to the student.
- All expenses, including tipping/gratuities, must be accounted for in the proposed budget.
- Once a program price has been advertised, it cannot be changed.
- The Office of Study Abroad will work with the program director to create a budget for the program utilizing the approved budget template. This is a shared responsibility so that the budget must be carefully drafted to include all possible expenses. Items not included from the budget will not be approved and/or reimbursed. Budget adjustments after the budget has been approved will only be allowed in order to account for currency fluctuations as well as other volatile expenses, such as gasoline prices, and must be approved by the Office of Study Abroad.
- Florida Tech cannot and will not make payments to any vendors or service providers prior to all students confirming their participation. By confirming their participation, students are making a nonrefundable financial commitment to cover their portion of the cost of operating the program. Only after a student confirms, the program director will begin making payments to vendors. It is important to note that no deposit payments can be made to hold reservations, as there is no money to spend for a program until after the students confirm.
- Faculty are not authorized to sign any contracts with any vendors or service providers without approval from the Provost's Office. The Office of Study Abroad will work with the Provost's Office to acquire any necessary signatures when needed.
- Students are advised to wait to make large and/or nonrefundable purchases, such as airfare, until notified by the program director. **Florida Tech will not be able to refund students' airfare costs**, so we recommend them checking with airlines about cancellation policies, purchasing refundable/changeable tickets and/or purchasing insurance from the airline directly to cancel the trip and receive a refund.

SECTION V: COMPENSATION AND REIMBURSEMENT

- The Office of Study Abroad is not involved in establishing faculty compensation for courses taught on faculty-led programs. Compensation is outlined in the adjunct faculty contract for each course.
- Any stipends and speaker honorariums are to be determined by the program director in conjunction with the Office of Study Abroad.
- Chaperones who are Florida Tech faculty members will not receive any compensation (aside from established travel costs and per diem) during the program unless they are teaching a course. 12-month contracted full-time employees are already being paid for full-time service to Florida Tech and therefore will not receive any additional compensation during the program aside from established travel costs and per diem.
- Florida Tech will only reimburse program directors and chaperones for approved budgeted items. In the event of an emergency, the Office of Study Abroad in conjunction with the Provost's Office, will determine any reimbursements.
- Florida Tech reserves the right to refuse reimbursements for any expenses that were not included in the original budget and/or are not in accordance with the university's policies and procedures.
- Any undocumented expenses or unauthorized charges will become the responsibility of the individuals who incurred them.

SECTION VI: REFUND AND CANCELLATIONS

- The tuition refund policy for faculty-led programs is set by guidelines and dates established by the Office of Student Financial Services.
- Program fees are nonrefundable. Student airfare refunds are not allowed.
- If the university cancels a program, select fees may be refunded.

SECTION VII: INSURANCE AND RISK MITIGATION

- To assist with supervision of the program, faculty-led programs generally must have one program director and one chaperone. If the program has fewer than 16 students and support in-country, a chaperone may not be necessary.
- Enrollment in the Florida Tech International Health Insurance Plan, coordinated by The Office of Compliance and Risk, is mandatory for all participants (students, faculty and chaperones). The price must be included in the overall budget for the program. If a faculty-led program is working with an external program service provider that includes better insurance coverage as a mandatory component of its package, enrollment in the Florida Tech International Health Insurance Plan may not be required.
- The cost of insurance, including that of the program director and chaperone/assistant, will be included in the program budget.
- All participants (students, faculty and chaperones) must complete all forms required by the Office of Study Abroad (i.e., forms in the Study Abroad Handbook: assumption of risk, medical history and emergency contact forms, behavioral contract, academic forms, etc.) and any other department (if needed) by the established deadline prior to departure.
- Program directors and chaperones should be prepared to deal with emergencies while abroad and are required to promptly inform the Office of Study Abroad and the Office of Compliance and Risk Management and/or the Office of Student Affairs in such occurrence. Funds will be available in the program budget for program-related communications (mobile phones, internet use, etc.). However, any expenses above the allocated funds will not be reimbursed unless in an emergency situation.
- A copy of Florida Tech's Study Abroad/Away Handbook will be emailed to the program director and chaperone. It is the program director and chaperone's responsibility to familiarize themselves with it and keep a copy while abroad.
- Each program will need to provide their participants with a program specific information packet as per the Study Abroad/Away Handbook. The Office of Study Abroad will provide examples.

SECTION VIII: ADVERTISING AND PROMOTION

- The Office of Study Abroad will assist with the promotion of the faculty-led program by including program information and links on the Florida Tech Study Abroad web page, promoting the program during informational sessions and campus-wide events (whenever possible) and through one-on-one advising sessions.
- The program director is responsible for promoting a faculty-led program in one's department and other departments/colleges at Florida Tech. Posters, social media, Fitforum announcements are all options for advertising.
- The program director is not authorized to promote the price of the program until the program and budget have been formally approved.

SECTION IX: RESPONSIBILITIES WHILE ABROAD

- Confirm the group's safe arrival with the Study Abroad Office by email or phone within the first 24 hours.
- Accompany students participating in all scheduled activities.
- Have all student contact details, emergency contact and medical information readily accessible.
- Teach/coordinate with any overseas faculty/lecturers.
- Act as resident director assisting with the overall well-being of students.
- Resolve any housing or other issues that may arise on-site.
- Supervise excursions, coordinating with on-site staff if applicable.
- Be accessible to the students.
- Ensure the on-site cooperating institution/organization is delivering services according to the contract. Discrepancies should be resolved in a timely manner.
- Facilitate intercultural learning and reflection on site.
- Evaluate the students' work.
- Communicate with the Office of Study Abroad regarding any emergency or necessary changes to the program.
- Report any incidents involving students/participants including, but not limited to, potential violations of Florida Tech policies, academic misconduct, sexual harassment or misconduct and any criminal activity. Note: Regardless of whether Title IX applies, Florida Tech requires faculty/staff leaders to report all complaints of sexual misconduct or harassment to the Title IX coordinator. Additionally, depending on the nature of any agreements for the use of academic space, housing accommodations or other spaces, the faculty/staff leader may be required to serve as a temporary designated campus safety authority for purposes of Clery Act reporting. You should coordinate this with the head of campus safety in advance of travel to ensure proper record keeping if the Clery Act reporting requirements will apply.

SECTION X: PROGRAM CANCELLATION

The Office of the Provost reserves the right to cancel any faculty-led program at any time. Reasons for cancellation may include, but are not limited to, low enrollment numbers, inability to meet revenue expectations (based on a break-even point), political instability in the host country, pandemics and disasters (natural or other).

SECTION XI: TIMELINE

The below outline is a generic timeline to allow for proper planning. Please note that payment deadlines are defined by the Office of Student Financial Services in collaboration with Study Abroad.

Formal program approval as outlined above: one year prior

- 9 months prior If program is approved, develop marketing and promotional plan with Study Abroad
- 8 months prior (ongoing) Program recruitment
- 2 months prior Program and tuition payment due in full from students
Final payments and numbers due to vendors/providers
Predeparture orientation
- 1 month prior Final program itinerary and contact information sent to Study Abroad

SECTION XII: STUDY ABROAD OFFICE ADMINISTRATIVE SERVICES

Program Design:

- Investigate and evaluate program location, proposed activities, known security concerns, service provider.
- Serve as resource for program director/assistant/chaperone on all issues relating to study abroad.
- Consult on risk mitigation issues such as student health, insurance and safety.
- Assist in preparing program budget.
- Assist with negotiating contract with third party provider.
- Arrange training session for all new faculty leaders and faculty/staff assistants/chaperones (optional for repeat faculty leaders/assistants)

Recruiting:

- List faculty-led program on Florida Tech Study Abroad website with links to the program page.
- Provide samples of print marketing materials to program directors (Creative Services will create promotional materials at your request).
- Supplement student recruiting through typical Office of Study Abroad recruiting mechanisms online and in person to University Experience classes and during first-year Orientation.

Predeparture Planning:

- Meet with faculty/staff leaders/assistants/chaperones to aid and prepare them for their overseas programs
- Advise on finalizing arrangements at host site regarding logistics such as housing, meals, ground transport, etc.
- Confirm mandatory predeparture orientation session at a predetermined date, time and location
- Confirm with program director that students and all participants are enrolled in U.S. State Department Smart Traveler Enrollment Program (registering with U.S. embassy)
- Confirm that students and faculty/staff are enrolled in the Florida Tech Study Abroad insurance policy.

While Abroad:

- Serves as university point of contact.
- Report any incidents involving students/participants including, but not limited to potential violations of Florida Tech policies, academic misconduct, sexual harassment or misconduct and any criminal activity. Note: Regardless of whether Title IX applies, Florida Tech requires faculty/staff leaders to report all complaints of sexual misconduct or harassment to the Title IX coordinator. Additionally, depending on the nature of any agreements for the use of academic space, housing accommodations or other spaces, the faculty/staff leader may be required to serve as a temporary designated campus safety authority for purposes of Clery Act reporting. You should coordinate this with the head of campus safety in advance of travel to ensure proper record keeping if the Clery Act reporting requirements will apply.

SECTION XIII: GUIDELINES FOR ACCOMPANYING FAMILY MEMBERS

The program director of a study abroad/away program wears many hats: organizer, professor, chaperone, academic advisor, role model and tour guide. The workload for programs abroad/away is thus much different, and often more demanding, than that of teaching a similar course on the Florida Tech campus. For this reason, we strongly encourage you to carefully weigh the pros and cons of having family members or other companions accompany you abroad during the time the program is in session. An alternative is to have them join you before or at the conclusion of the program when you can spend time together free of your responsibilities to the group. Program directors must remember that their first priority is to be available to the students in any potential emergency (or perceived emergency) during the program. Noninvolved visitors and/or the demands of family responsibilities can be a distraction and an unwelcome source of additional stress for the faculty member, causing conflicts that can impact the program.

Program directors and assistants intending to have accompanying persons on the program must inform the Office of Study Abroad during the development phase of the program to verify feasibility. All accompanying nonparticipants and the faculty member are required to sign and submit the Faculty-Led Study Abroad Program Accompanying Family Member/Companion Agreement to the Office of Study Abroad at least four weeks prior to departure and **must agree to adhere to the relevant policies outlined in this section of the guidelines.**

Accompanying family members or companions, if not enrolled as full participants in the program, are not considered in any way to be affiliated with the program or representatives of Florida Tech. Accordingly, the following issues must be considered prior to the program:

Minor Children: Children under the age of 18 must be under the supervision of an adult other than the faculty director or faculty/staff assistant at all times. Supervision of minor children is the sole responsibility of the parent(s) or designated caretaker.

Program Restrictions: Although family members/companions are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety and liability reasons. Family members/companions should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants and that their involvement in group activities may be prohibited by the Office of Study Abroad or on-site provider if deemed necessary. For example, a family member who is not able to join a strenuous hike must not hold the group back and should not join the excursion.

Fees and Expenses: Family members/companions are responsible for paying all fees and expenses incurred overseas according to conditions prearranged by the Office of Study Abroad. If a family member/companion attends a class or excursion with the program participants, he/she must pay any fees or expenses involved. Family members/companions may only attend classes or excursions on a space-available basis and with the permission of the instructor, local coordinating agency/organization and the Office of Study Abroad. Any additional costs incurred due to

stopovers, route modifications or mode of transport made for the convenience of the family members/companions will be borne entirely by the program director.

Program Related Duties: Family members/companions may not have any official duties (chaperone, driver, assistant, etc.). Family members/companions are not protected by Florida Tech liability insurance for any actions taken abroad and are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for his/her overseas activities.

Medical Insurance: Family members/companions must have their own medical insurance coverage for the period of the program.

SECTION XIV: ACCEPTANCE OF GUIDELINES

I hereby agree that I have read and understand the information presented to me. I understand that if I do not agree with any of the policies and procedures presented, whether in whole or in part, my proposed program cannot be considered for approval.

Faculty name _____ Faculty signature _____

Faculty department _____ Date _____

Program name _____

Program location _____ Term _____

**Many thanks to the numerous U.S. university study abroad offices and program providers for sharing their best practices and policies through interviews, shared documents and published materials. A special thanks to Radford University, Towson University, Texas Tech, William and Mary, Valparaiso University, Siena College, Emory, Princeton, Georgia Tech, CIS, AIFS and CEA.*