

Study Abroad Faculty Packet

Faculty Manual

This manual is provided to guide faculty members in designing and implementing study abroad programs. The manual cites practices needed to optimize your program's success. It provides a comprehensive pathway so that study abroad programs will interface appropriately with other units in the campus community such as the Office of International Services (OIS), the Office of the Registrar, the Office of Financial Aid, Student Accounts, the Dean of Students and others. The manual bridges these diverse but related needs with one chronology of tasks, and it points to the need to complete these tasks in a timely fashion.

The number of study abroad opportunities offered by GSU is increasing due to the hard work of faculty in various departments across campus. To be sustainable, study abroad programs must be truly reflective of departmental strategy and ownership.

The Office of International Services, in conjunction with the University Global Affairs Committee, Office of the Provost and the Office of the Executive Vice President will be coordinating all study abroad programs for Governors State University. Please contact OIS staff by phone at 708.235.7611, or by email at ois@govst.edu, whenever you have questions, need advice or require clarification about any information in this manual.

We all look forward to working together to foster international education at Governors State University and to encourage students to experience life in a culture outside of the United States.

Table of Contents

Study Abroad Manual.....	3
Introduction	3
Chapter 1: Program Development	5
Chapter 2: Approval Process	6
Chapter 3: Accompanying Family Members	9
Chapter 4: Establishing the Departmental Account and Deposit Process	10
Chapter 5: Travel Arrangements and Visas	11
Chapter 6: Recruiting Participants	11
Chapter 7: Enrollment, Application and Course Registration	12
Chapter 8: Student Refunds and Withdrawal Policy	12
Chapter 9: Program Viability	13
Chapter 10: Pre-departure Tasks	14
Chapter 11: Discipline, Safety and Security	15
Contact Information	17
Study Abroad Course/Program Planning Worksheet	18
Study Abroad Course/Program Approval Form	20
Study Abroad Leader Health Questionnaire	22
Faculty Internationalization Grant	23

Introduction

In recent years, Governors State University has determined that study abroad is an excellent way to engage students in effective learning and exploration of foreign cultures. Study abroad is growing at GSU due to student interest and the faculty members' hard work. As we grow into a four year university, more and more of these opportunities will be available for students and faculty members.

A study abroad model is also one of many strategies to develop global perspective and engagement among learners, and it has proved to be an effective learning journey both for students and faculty. Through direct interaction with people, languages, cultures, traditions, and socioeconomic practices of different countries, learners accelerate the acquisition of the critical skills, knowledge, attitudes and behaviors required of professionals in the modern world.

Developing a faculty-led study abroad program is more demanding than, and involves a great deal more responsibility than, planning and developing on-campus courses. A program leader ensures learning outcomes, administers first aid, provides care, disciplines students, makes on-the-spot decisions, and is on duty twenty-four hours a day for the duration of the program. Leading an academic program abroad entails great responsibility that begins long before the group departs for the international destination.

Planning Concept

Study abroad is not designed to replicate the classroom. Rather, the study abroad experience provides unique opportunities for students to experience firsthand what it is like to live and learn in another culture. If the purpose of the program is to study another language, then immersion in culture and language, usually accompanied with a home stay, provides a unique experience not available on campus.

In planning your program subject and course content, the first thing that the program leader should do is to consider how the program's location will complement the content. Obviously, there are some locations and content that fit together naturally. However, as study abroad programs expand beyond the traditional subjects like language acquisition, and history, it becomes increasingly important to match content with location. Take care that any planned academic, professional, or cultural site visits, tours, lectures, or interviews are relevant to the program. Do the program and the courses selected fit into your department and college's goals and mission?

How does the culture enhance the study abroad experience? How will this program contribute to student learning and enhance the student's competitive edge for employment or for acceptance to another academic program?

Lastly, be sure to consider what other programs at the university have already been developed or are currently being developed. If your program is similar to or at the same time as another, you may be competing for the same target student population, which could affect the recruitment of students for both programs. That is, neither program may enroll a sufficient number of students, resulting in both being cancelled.

Planning Timeline

Planning and implementing a study abroad program should, at minimum follow this timeline:

Months Prior to Start Date of Program	Tasks
12 or more	Develop program description. Research probable market for program. Discuss ideas with Office of International Services and the University Global Affairs Committee (UGAC).
8 or more	Submit <u>Study Abroad Course/Program Approval Form</u> , <u>Program Description</u> , and <u>Planning Worksheet</u> to Global Affairs Committee for approval of program. Check with OIS for existing partnerships in the area of the program.
6 or more	Secure approval of budget with UGAC
4-5	Begin marketing program, upon approval, and provide deposit schedule to students. Confirm student passport/visa information Begin Travel arrangements with assistance from OIS and Procurement
3-4	Deposits covering at least travel expenses due to Student Accounts Determine viability based on deposits and enrollment. Purchase Airline tickets with assistance from Procurement.
1-2	Submit Itinerary, health questionnaire, faculty and student contact information to Office of International Services. Attend faculty pre-departure workshop hosted by OIS. Hold pre-departure student orientation with assistance from OIS.

Chapter 1: Program Development

Advice from Office of International Services and University Global Affairs Committee

Staff from OIS is available to offer advice about non-academic aspects of program development. Members from the University Global Affairs Committee are available to offer advice about academic aspects of program development. A leader may call, write or meet with them as they have an idea for a future program. Contact information: 708.235.7611 or ois@govst.edu

Program Description

A well thought out Program Description is crucial for the approval of a study abroad program. The description should include answers to the following questions:

1. What is the location of the program? Is there a heightened level of political instability in the host country? (Can our programs take place in countries under a U.S. State Department travel warning?) List of countries under a U.S. State Department travel warning can be found here: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.
2. What is the rationale for offering this program? What new opportunities does this program offer students? Can students use the program to fulfill any departmental or core curriculum requirements?
3. How does the program design ensure an intercultural experience? Will the participants be integrated with local students? Will they participate in the local academic system? Will they participate in field trips? Will they stay with a host family? Will there be a structured analysis and reflection of the overseas experience?
4. Could the program's pedagogy lend itself to becoming a service learning study abroad program? Could the program include (a) course-based, credit-bearing activities; (b) learning activities that address identified community needs; (c) usage of skills and knowledge directly related to the content of the course or discipline; and (d) reflection as an activity to strengthen understanding of course content, broaden appreciation of discipline, and enhance civic responsibility?
5. What is the estimated maximum and minimum enrollment? Will there be just one or more than one program leader? Why?
6. Do students submit an application form? What are the selection criteria? Is there a minimum semester standing required at the time of participation? Is there a minimum GPA? Are there course prerequisites?
7. Which student constituency is the target audience? Is the course designed for undergraduates, graduate students or both? If the program will accept both levels of students, what are the differences in the course requirements for the two groups?
8. What kinds of faculty commitment are needed, both short term and long term? From where will those commitments come?
9. If English is not the country's primary language, then what arrangements can be made to provide an academically sound program in English? With what kinds of support will students function outside the classroom?

10. What administrative infrastructure is needed on site? Will the program be based on a student exchange agreement between a host university and Governors State University or be administered by a study abroad agency? Or is the program independent of partners or agencies?
11. What are the accommodation arrangements? What type of housing will be provided (home stay, dormitory, apartment, hotel, other)? Who will arrange the housing?
12. What is the source of food during the program? Outline which meals are provided and which meals students must provide for themselves.
13. What efforts are being made to keep program costs low in order to encourage student participation?
14. Is there evidence that the proposed program will compete with existing Governors State University study abroad offerings? If so, is there evidence that the program is needed and will be viable?
15. Can students with learning disabilities, limited mobility, visual disabilities or auditory disabilities be accommodated in this program?
16. Describe the medical facilities available to participants. Will students face any unfamiliar health issues?
17. What procedures will be in place to respond to an emergency? Is there a heightened level of crime in the host country? Please refer to the U.S. State Department travel site (<http://travel.state.gov/>).

Planning Worksheet

The planning worksheet is most useful for leaders who are preparing a departmental study abroad program for the very first time. It is intended to remind program leaders of the many details that need to be considered when organizing an overseas program. A blank worksheet is included in this packet.

Travel Arrangements

The leader must decide if travel (air fare, ground transportation, and transportation at program site) will or will not be arranged for the program participants and included in the program fee. There are various aspects of the program to consider when making this decision.

Option 1: travel included (recommended). If the program will have multiple stops, housing in hotels, several different methods of transportation, and is short in duration; or if it is important that the group be together at all times, it is advisable to include the travel arrangements in the program fee.

Option 2: travel not included (less common). If the program will be located in one spot for the entire duration, it is possible to allow participants to make their own arrangements for traveling to and from the program site. Participants then have the flexibility to leave early, stay longer, use frequent flyer miles and generally be independent. It reduces financial risk associated with fluctuating airfare, and empowers students to become independent world travelers.

Chapter 2: Approval Process

A complete proposal for a departmental study abroad program consists of four parts:

1. Detailed description of study abroad program
2. Preliminary itinerary
3. Preliminary budget (Planning Worksheet)

Proposals will not be considered for grants until all four documents have been submitted. The approval form is included in this packet.

Repeat Programs

Program leaders requesting approval for a program that was offered in the past must submit a completely new proposal. While a copy of the previous program proposal can be included, all components (course description, itinerary, budget and form) must be submitted with all relevant changes reflecting the most current plans and cost estimates.

Program Administrators

In the first section of the Course/Program Approval Form, list the names of all faculty and staff that are in any way involved in the administration of the program. If departmental administrative assistants and/or graduate assistants are part of the administrative team, those names, email addresses and telephone numbers need to be entered. The Office of International Services staff needs to know whom to call or email when questions about the program arise. The faculty member teaching the course content will be listed as the faculty of record for the program. That person's name will appear in all of the records for the program in the GSU registration system. Please identify the responsibilities of each individual listed.

Program Information

Information about the program's location, primary student constituency, and on-site partners must be provided. If the program will be housed at a Governors State partner university or organized by a provider agency, this needs to be indicated and the Office of International Services needs to know the names of the contacts at these institutions.

Preliminary Itinerary

Leaders need to provide a **preliminary itinerary** that shows the planned locations the participants will visit. Information about a travel agency, provider agency or host institution must be included here. If the program will remain in one location for the duration of the program, please indicate the proposed location, including where the students will live and take their meals.

No later than two weeks before the start of the program, the leader will need to submit a **final itinerary** to OIS. This is necessary so that in case of any emergency, the leader and participants can be reached.

Preliminary Budget

A preliminary budget is a **required component** of a program proposal. Program leaders should work with their department to prepare this budget. Please enter this information in the Planning Worksheet.

The first thing to decide is how many students are likely to participate in the program. Once that estimate is determined, the rest of the preliminary budget can be prepared.

The University Global Affairs Committee recommends a **faculty-student ratio of 1:5 with a minimum of two program leaders**, but exceptions in either direction can be requested. Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision. If a different ratio is proposed, an explanation must be attached to the preliminary budget.

Courses and Credits

Information about the number of credits, department course numbers and possible service learning activities must be provided to OIS. All courses taking place outside the United States must be indicated.

The study abroad course number will be listed in GSU's system during the appropriate term along with the number of credits, the exact program dates, and the leader's name. This course is what all program participants who wish to obtain credit register for and how the Student Account Office charges the participants for the fees attached to the program.

In addition, leaders must provide the University Global Affairs Committee with complete information about how the academic work completed by program participants will be transferred to their GSU academic records. Therefore, the leader needs to list all the academic department course numbers with the accurate course titles and credits. These department numbers must be existing, valid department course numbers. If they are not valid, the application cannot be approved. The department course numbers, number of credits assigned to each course and the exact course titles need to be listed so that the transfer of credits and grades can be posted to participants transcripts after the completion of the program.

If the program is open to both undergraduate and graduate students, a graduate-level course number must also be provided.

Securing Approval

The approval form must be signed first by the department head and then the college dean.

- The signature of the department head confirms that s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the department's curriculum committee or the equivalent.
- The signature of the college dean confirms that s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the sponsoring department.
- The signature of the Provost.
- The signature of Global Affairs Committee representative.

If a program features courses from more than one academic department, separate signature pages must be completed for each department. If any course offered is cross-listed, each department involved must complete a course detail page and secure signatures from the appropriate departments.

Once the approval form has been signed by the department head, the college dean and the Provost, the entire proposal should be forwarded to the Office of International Services and the Global Affairs Committee for approval.

Deadlines

Program period	Proposal due	Enrollment & deposit deadline
January – April (Spring)	July 15, prior to program	15 December
May – August (Summer)	November 1, prior to program	1 April
September – December (Fall)	March 1, prior to program	1 August

Note: Winter break programs follow Spring semester deadlines.

Notification

As soon as all parties have signed the approval form, indicating that the program is approved, copies of the form will be distributed as follows:

- The original will be kept in the Office of International Services. The Faculty Program Leader will email the OIS staff with any additional required information.
- One copy will be returned to the program leader.

Chapter 3: Accompanying Family Members

Program leaders may decide to bring family members with them. The following policies describe the limits or conditions that apply to the accompaniment of faculty or staff family members in study abroad programs.

Minor Children: Leaders are discouraged from bringing any minor children. If they do accompany a leader, they must be adequately supervised at all times. The presence of minor children or other family members should not disrupt the study abroad program in any way.

Employment: Family members of faculty members and other academic staff may not be hired to perform duties on the study abroad program if the fulfillment of such duties is under the general supervision or direction of the faculty member. ‘Hired’ means receiving monetary compensation for services performed or receiving payment of expenses (travel, etc.) in exchange for performance of duties. (It is possible, with special permission, for spouses to be co-directors of a program or to be an official volunteer).

Liability: It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty member to read the US State Department information sheets if they participate in any group travel, whether by land, sea, or air. The family members are responsible for their own safety.

Accommodations: Accompanying family members may share accommodations with the faculty member, provided such sharing is allowed by the housing provider. The faculty member will receive only the GSU housing allowance for one person, regardless of how many accompanying family members share the accommodation. If housing costs are based on a ‘per person’ rate, the faculty member will be reimbursed for only one person. In no case should faculty or family members share accommodations with students; in general, they should not share apartments or rooms with other program leaders.

Excursions/Travel: Accompanying family members may participate in program excursion and field trips provided such participation does not inflate the cost of the excursion. Program excursions are planned to accommodate all students plus the participating faculty member(s). If there are empty seats on the bus, boat, or other arranged travel, accompanying family members may travel with the group at no extra cost. However, a bigger or additional bus, boat, or other mode of transportation will not be arranged in order to accommodate accompanying faculty family members.

Excursion Expenses: If participating in group excursions, accompanying family members must pay all per person expenses (i.e. entrances to parks or museums, theatre tickets, etc.) in no case is program money to be used to fund family member participation in a special event.

Group Meals: If participating in group meals, the faculty member must reimburse the program for any expenses incurred by accompanying family members. Program money should not be used to buy meals for accompanying family members. The exception to this policy is entertainment of host institution guest to which a couple is invited to a meal. The faculty member may bring his/her spouse to such an event and receive reimbursement for the spouse's meal.

Chapter 4: Establishing the Departmental Account and Deposit Process

Student Accounts will set up a Deposit Type for the trip. An OIS GL # is assigned to the trip. The Deposit Type code and description will be shared with OIS and the Department. When making this request, please provide to Student Accounts the name of a contact person, email address, and phone number that will be able to answer questions concerning the trip. Quite often the traveler will ask the Cashier's Office questions they cannot answer concerning the trip when they are dropping off their deposit. In order to provide good customer service, the cashiers should have this contact information available.

OIS will provide Deposit Slips to the GSU Department that is offering the trip. These Deposit Slips are located in The Study Abroad Application packet for students.

The student or non-GSU student traveler will take the Deposit Slip and deposit amount to the Cashier's Office for deposit into the individual's Deposit Account. Every traveler will need an ID # assigned before the cashiers can accept deposit payments. Please work with OIS to create an ID # for any non-GSU student prior to making a deposit.

If any scholarship amount or other funding are to be assigned to individual travelers, this information should be sent via email by a designated University signer or Unit Head to Student Accounts for processing. A Deposit Type code, traveler name and ID#, specific GL# (including object code) and GL account name needs to be provided in the email to complete the transaction(s). Student accounts will apply the scholarship or other funding to the deposit account by using CREN in the Colleague module or by applying to AR account if the student has been billed. This Process will be completed by OIS.

After deposit amounts are collected, Student Accounts will then transfer these funds per direction of OIS or the Department sponsoring the trip. This request needs to be sent via email to Student Accounts when these transactions should be transmitted. The decision will need to be made whether we should bill the traveler for the trip expense or if the deposit monies collected should be directly transferred into department GL #. Whatever the decision, it should be consistent for all travelers.

Student Accounts will provide a list of travelers and deposited amounts at the request of the Department or OIS.

Chapter 5: Travel Arrangements and Visas

Travel Arrangements

The leader needs to decide early in the planning process if travel (airfare, ground transportation, transportation at the program site) will or will not be arranged for the program participants and included in the program fee. There are various aspects of the program to consider when making this decision.

- Option 1: travel included (recommended). If the program will have multiple stops, housing in hotels, several different methods of transportation and is short in duration OR if it is important that the group be together at all times, it is advisable to include the travel arrangements in the program fee. Work with a program provider or travel agency to purchase group airline tickets, reserve hotel rooms and book local transportation at reduced rates.
- Option 2: travel not included (less common). If the program will be located in one spot for the entire duration, it may be advisable to allow participants to make their own arrangements for traveling to and from the program site. Participants then have the flexibility to leave early, stay longer, use frequent flyer miles and generally be independent.

Visas

If the program or any stop during the program will take place in a country that requires entry visas, it is up to the program leader to learn about the process of obtaining visas. Please check the foreign entry requirements on the Travel.State.Gov website: http://travel.state.gov/travel/travel_1744.html. You should also contact the program specific consulate for additional information about visa procurement. The Office of International Services will provide assistance to the departments regarding information on entry visas but does not make arrangements for students or groups to get entry visas. Program leaders need to learn about the process so that they can either procure the required visas for the entire group or inform the program participants of the process.

GSU students who are not U.S. citizens could be participating in your program. Be sure to inquire if any of your participants are not U.S. citizens and remind them that they need to inform themselves about the visa policies for the country or countries where the program will take place. It's the responsibility of the student to get an entry visa if one is necessary.

Other required documents

Some countries do not require U.S. citizens to procure an entry visa in advance. In such cases, the governments of these countries require certain documents (statements, photographs, etc.) be presented at the border (or airport). Program leaders must research this so that they can provide the information or the document itself to the program participants. The Office of International Services will provide assistance to the program leaders on researching this information but it is the responsibility of the program leaders to provide this information to program participants.

Chapter 6: Recruiting Participants

Leaders need to decide how to publicize the program in order to attract at least the minimum number of students and prevent the program from being cancelled. It is useful to create a marketing plan to outline the various methods to identify students interested in enrolling in the program. The Office of International Services can serve as a facilitator and liaison with the Office of Marketing to create a marketing plan.

Many GSU students come to the Office of International Services with no idea what kind of a program will work for them. Our advisors use the complete list of courses to introduce these students to overseas study possibilities.

Various media can be used to promote the program:

- study abroad newsletter
- building TV screens
- power point presentations
- printed flyers
- information sessions
- classroom visits
- information tables
- newspapers (like the school newspaper)
- television and radio (like TWAG)
- directed student emails

Responsibility for marketing a program belongs to the leader. However, the Office of International Services staff can assist leaders with adding information about departmental programs to its ongoing promotional activities. As stated before, OIS will also help facilitate the marketing process with the Office of Marketing.

Chapter 7: Enrollment, Application and Course Registration

All program participants should complete a Study Abroad Application Packet. This completed packet must be returned to the Office of International Services.

Chapter 8: Student Refunds and Withdrawal Policy

Please find the official GSU policy below:

Refunds

Any payments made to Governors State University for participation in study abroad programs will not be refunded under any circumstances.

Risks

Travel abroad involves some risks and uncertainties not present at Governors State University, including risks of injuries, damages or other harm that may arise during the overseas study period. GSU students must accept these risks and uncertainties as well as accept responsibility for their own safety. Governors State University cannot guarantee students' safety while living abroad.

Voluntary Withdrawal

GSU students who choose to withdraw from a study abroad program must be aware that GSU will not assume any financial responsibility for such a voluntary withdrawal. Furthermore, GSU students must pay careful attention to the cancellation/withdrawal policies of the host university or program provider.

The Office of International Services will notify Financial Aid of your withdrawal. Please note that students who withdraw after a program begins should expect to repay any financial aid, including scholarships and loans, awarded for the program.

Involuntary Withdrawal

Though very rare, GSU students may be required to withdraw from a study abroad program involuntarily. Reasons could be – but are not limited to – medical needs, political instability, natural disasters or other evacuations. The Office of International Services will make every reasonable effort to advocate for refunds of unspent expenses. However, Governors State University will not assume any financial responsibility for such involuntary withdrawals.

It is expected that after a program is cancelled or after it is determined that a student must withdraw from a program involuntarily, the student will depart from the program location within 24 hours. In some cases, a student may be asked to sign a document acknowledging that her/his participation in the program has concluded.

The Office of International Services reserves the right to cancel any overseas program where the security of GSU students might be threatened. This may occur even if the United States Department of State has not issued a travel warning or travel alert. Governors State University will not assume any financial responsibility for a canceled study abroad program.

If a host university or program provider terminates the participation of a GSU student in a study abroad program, Governors State University will not assume any financial responsibility for such an involuntary withdrawal.

The Office of International Services will notify Financial Aid of all involuntary program withdrawals. Please note that students who are involuntarily withdrawn from a program after it begins should expect to repay any financial aid awarded for the program.

Chapter 9: Program Viability

The leader for each program needs to set a deadline in order to make an informed decision about whether the program can actually take place or not. The enrollment and deposit deadline should be set before any deadlines for payments to a program provider or travel agency. Leaders would not want to make such a payment if there were not the required number of committed participants to at least break even financially.

Only students who have submitted a deposit should be considered participants, i.e., committed to the program. In addition, leaders should double-check at this point if any of the students are on academic or disciplinary probation.

Enrollment Deadline

Applicants should submit the deposit by the recommended deadlines below.

Program Period	Enrollment & Deposit Deadline
January–April	15 December
May – August	1 April
September – December	1 August

If the budgeted number of students or more has submitted deposits, the leader can proceed with the program. S/he should confirm the arrangements with the program provider or travel agency (if applicable) and inform the students that the program will take place.

If the enrollment is less than the number budgeted, the leader and department need to determine if there is any way for the program to take place. In some cases, adjustments to the program may result in lower costs so that fewer students are needed.

Cancelling a Program

If it is necessary to cancel the program, the leader needs to immediately inform:

- The Office of International Services
- All students who have enrolled in the program
- Travel agencies, providers, overseas partners, others involved in the program
- Student Accounts, Procurement Office

Chapter 10: Pre-departure Tasks

Faculty Orientation

Program leaders will be invited to a faculty orientation by the Office of International Services, usually scheduled 1 - 2 months before the program. Attendance at this meeting is **mandatory**, even for repeat program leaders.

Faculty Travel Forms

Program leaders and co-leaders need to complete the required Governors State University travel forms for the reimbursement of travel costs and cash advance, if needed. The forms need to be prepared by the sponsoring department, not by the Office of International Services.

Emergency Medical Coverage

All faculty must purchase the International Teacher Identity Card through STA Travel.

Student Pre-departure Meeting

Leaders are required to schedule a pre-departure meeting for program participants. Office of International Services staff members are available to attend the pre-departure meeting and share in the presentation of some of the topics listed below. Email the Office of International Services if you would like to arrange for a staff member to attend the student pre-departure meeting.

The following topics should be covered:

- destination information
- language preparation, if necessary
- personal finances
- travel documents
- communication plan
- cultural sensitivity
- academic paper work
- culture shock
- personal conduct, including information about alcohol consumption and drug abuse
- health and emergency medical insurance
- sex
- safety

Mandatory Program Forms

Forms listed below are due at the Office of International Services no later than two weeks before the official start date of the program.

- **Program Itinerary**

The leader must submit a comprehensive itinerary that shows contact addresses and telephone numbers at all times. If the program will be in a single location, the information about the one site is all that is needed. If the program will move from city to city, addresses and telephone numbers for each stop should be listed. There is no prescribed form for this.

The Office of International Services needs to know how leaders plan to handle emergency situations that might arise during an overseas program.

- **U.S. State Department Registration:** <https://step.state.gov/step/>

STEP (Smart Traveler Enrollment Program) allows travelers to enter information so that the Department of State can better assist you in an emergency. Leaders must register all program participants in STEP **before the start of the program**. This takes just a few minutes to complete. This is a REQUIRED part of the Pre-Departure process for all individuals going on the study abroad trip.

Mandatory Student Forms

All program participants must complete the study abroad application packet.

Chapter 11: Discipline, Safety and Security

Discipline

Program Leaders should attempt to handle any disciplinary problems that occur with the program participants as soon as they take place. However, if a student exhibits dangerous behavior of any kind, the leader is advised to report this to the Office of International Services right away. The office staff will work with the Office of the Dean of Students (ODOS) to assist the leader with each particular situation.

Students should be reminded of the Statement of Responsibility that they signed, which outlines a code of personal conduct. In some cases, the student may not change her/his behavior after a first warning. This should be reported to the Office of International Services and ODOS. In some cases a written warning may be required.

Handling Emergencies

Governors State University is committed to developing a wide variety of international opportunities for its students. At the same time we recognize that there are times and places where personal security issues may outweigh the advantages of exposure to international experiences; therefore, we have developed a very careful and considered approach to the safety of our students. This includes careful monitoring of U.S. Department of State travel warnings and public announcements.

If there is an emergency, the leader should handle the immediate needs of the student or students by working with on-site medical facilities, law enforcement and the staff of the provider organization (if available). If the leader needs assistance from Governors State University to accomplish this, s/he should telephone the Office of International Services at **708-235-7611** during weekday business hours (Central Time zone). At other times, telephone the Department of Public Safety at **708-534-4900**, and the police will in turn reach appropriate staff.

State Department Information

The United States Department of State has developed a set of reports designed to inform travelers of potential risks.

1. Travel Warnings (see http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A

Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

2. Travel Alerts (see http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html) are issued to disseminate information about short-term conditions, either transnational or within a particular country, that pose significant risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
3. The State Department's Office of American Citizens Services and Crisis Management (ACS) administer the Consular Information Program (see http://travel.state.gov/travel/travel_1744.html) which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

Contact Information

In many instances there will be a time difference between your location and Governors State University campus. In such cases, depending on the nature of your call, it may be better for you to contact the University Police Department or Office of International Services.

Governors State University

Office of International Services

1 University Parkway, C 3370

University Park, IL 60484

Phone: 708.235.7611 (Monday through Friday 8:30 a.m. to 5:00 p.m. Central Time)

FAX: 708.235.7372

Email: ois@govst.edu

URL: <http://www.govst.edu/ois>

Governors State University Police Department: 708.534.4900

In some cases the University Police may not handle your situation directly. They may seek an additional contact name, call this person, and then return your call. If you call the University Police Department, be sure to leave a contact number and tell them how long you can be reached at that number. If possible, leave an additional number in case your call is returned after the time you have given them.

Study Abroad Course/Program Planning Worksheet

The purpose of this worksheet is to assist the program leader in determining all aspects of establishing a study abroad program. This worksheet must be completed and submitted with the program proposal.

Program Information

Program Title / Destination: _____

Program Leader(s): _____

Program Period (Term): _____

Estimated Dates: U.S. Departure: _____ U.S. Return: _____

Estimated Number of Participants: ___ 10-15 ___ 16-20 ___ 21-25

Number of Weeks: ___ 1-2 ___ 3-4 ___ 5-6 ___ 7-8 Other: _____

Number of Credits ___ 3 ___ 6 ___ 9 ___ 12 Other: _____

Content of Course(s):

Discipline of Sponsoring Department: _____

Language of Instruction: _____

Other Disciplines: _____

Have Accessibility Issues Been Considered? ___ Yes ___ No

Please consult with Access Services for Students with Disabilities at 708-534-4508 for information and advice about accessibility. The office is located in the Academic Resource Center, B1215.

Are there risk, safety or security issues connected with the program? ___ Yes ___ No

If there are any concerns about the safety of the destination, consult U.S. State Department's website.

Estimated Expenses

Classrooms Provided by: ___ None Required ___ Host University ___ Agency

Other (list): _____

Total Estimated Expenses for Classroom and other Facilities: _____

Student Airfare Included: ___ Yes ___ No

Ground Transportation Included: Yes No

List Ground Transportation Included:

Total Student Estimated Expenses for Airfare and Ground Transportation:

Housing: Residence Hall Hotel Other:

Total Student Estimated Expenses for Housing:

Meals Included: None Breakfast Lunch Dinner

Total Student Estimated Expenses for Meals:

Are All Excursions Included in the Program Fee for Students? Yes No

If No, List the Optional Excursions that are not Included: _____

Total Estimated Student Expenses for Optional Excursions: _____

Estimated Personal & Additional Expenses for Students: _____

Total Estimated Student Expenses for Entire Program: _____

Faculty and Staff Information

Program Leader Only Yes No Name: _____

Other GSU Faculty / Staff Yes No Name(s): _____

Total Number of GSU Faculty and Staff Included in Program: _____

How Many GSU Faculty / Staff will receive university funding for travel expenses? (Provide Details):

Local (Foreign) Instructor(s) / Contact: _____

Name of Foreign University Involved (if any): _____

Does GSU have an agreement with this university?* Yes No Not Sure

**Please consult with the Office of International Services prior to completing your planning worksheet to see if GSU already has an agreement with the university and if the trip aligns with GSU's global strategy.*

Study Abroad Course/Program Approval Form

Instructions for Completing GSU Study Abroad Approval Form

- The proposal consists of completing and submitting the following documents:
 1. Program Approval Form
 2. Program Description (on a separate sheet of paper)
 3. Planning Worksheet
- The proposal will not be reviewed unless all of these documents are submitted.
- The review and approval process for proposals includes the following levels of review (in order):
 1. Division/Department/Unit Chair
 2. Dean
 3. Provost (for new programs only)
 4. Global Affairs Committee Representative (submit to Office of International Services, C3370)
- The signatures of the Division/Department/Unit Chair and the Dean confirm that they have read the proposal and budget and support this study abroad program. Further, they confirm that the sponsoring department has approved the course number and title.
- If a course offered is cross-listed, each department involved must complete a program approval form. If a program features courses from more than one academic department, separate approval forms must be completed by each department. Proposals must arrive at the University Global Affairs Committee according to the following schedule:

Program Periods	Proposals Due
Summer Programs (May - Aug)	November 1, prior to program
Fall Semester Programs (Sept - Dec)	March 1, prior to program
Spring Semester Programs (Jan - Apr)	July 15, prior to program

Note: Winter break programs follow Spring semester deadlines.

- The title of the course should reflect major content of the program. This title will be submitted to the Office of the Registrar and appear in the official listing of Governors State University courses for the appropriate term.
- List the city and country where the program will take place. If more than one city and/or country will be visited, list them all.
- The start date is the date the participants need to leave the United States to arrive at the overseas location in time for the first day of the program. The end date is the last date of instruction or activities related to this program that are outside the United States.
- If the study abroad program is being offered as a “special topics” course, the Division/Department/Unit Chair and Dean must approve addition of the course to the term’s schedule, including the course number, course title, and the number of credits assigned to the program. If the study abroad program is being offered as part of an academic program’s curriculum, it must have already gone through the University’s curriculum and course approval procedures.
- As soon as all levels of review sign the form, one copy will be returned to the study abroad program leader, informing him/her that the program has been approved. The leader should then refer to the Study Abroad Faculty Manual to complete the next steps. A second copy will be sent to the Office of Financial Services and Comptroller to begin building a budget.

Study Abroad Course/Program Approval Form

Program Title: _____

Program Destination(s) (City & Country) _____

Program Dates: Class Begins: _____ Class Ends: _____
U.S. Departure: _____ U.S. Return: _____

Number of Credits: _____ 3 _____ 6 _____ 9 _____ 12 Other: _____

Eligible Students: _____ Undergraduate _____ Graduate _____ Both Undergraduate and Graduate

Department Administering the Program: _____

Program Leader(s):

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Subject: _____ Course Number: _____ Number of Credit Hours _____

Subject: _____ Course Number: _____ Number of Credit Hours _____

The undersigned acknowledge that the course(s) has (have) been approved through the appropriate curriculum process:

Division/Department/Unit Chair:

Name (Printed) Signature
Date

Dean:

Name (Printed) Signature
Date

Provost:

Name (Printed) Signature
Date

Global Affairs Committee Representative:

Name (Printed) Signature Date

Returned signed Study Abroad Program form, Program Description and Planning Worksheet to Office of International Services, C3370.

Study Abroad Program Leader Health Questionnaire

Name: _____ Program: _____ Date: _____

An important component of the participant experience abroad is the state of your health and your ability to effectively lead the program. Because we want this experience to be positive and because we also want to be of help to you in case of sickness or injury, we ask that you complete this questionnaire as completely and as candidly as possible. Please keep in mind that your answers do not affect your status as a program leader. Also this information will be held in strict confidence, to be shared with university staff only on a need-to-know basis.

1. Do you have a chronic health condition? _____ If so, please describe this condition.

2. Do you take, regularly or sporadically, a medication or medications? _____ If so, please identify the medication(s) and your dosage schedule.

3. Do you have a physical condition that could affect your participation in program events (or require special steps on our part to make your participation possible)? _____ If so, please describe this condition.

4. Do you suffer from an allergy or allergies? _____ If so, please elaborate.

5. Have you any dietary restrictions? _____ If so, what are they?

6. Is there anything in your medical history - illness or injury about which it would be potentially useful for us to know (to ensure your full participation in the program)? _____ If so, please elaborate.

Program Leader Signature

Thank you for completing this form. If you would like to elaborate on anything here or if you want to discuss a problem outside the framework of these questions, please feel free to attach a separate sheet of paper. Also you are welcome to speak privately (and confidentially) with an Office of International Services staff member about any potential medical problem or concern you may have.

Faculty Internationalization Grant

APPLICATION INSTRUCTIONS

The Office of International Services, in collaboration with the Office of the Provost and the Office of the Executive Vice President, has established faculty internationalization grant program for GSU faculty.

Purpose

The Faculty Internationalization Grant (FIG) seeks to enhance the internationalization efforts of Governors State University. FIG will seek to support initiatives/activities that contribute to the mission of the Office of International Services that are consistent with the international teaching, research, and outreach goals of the university.

Categories of Supported Initiatives/Activities

- A. International speaker and/or event grant at Governors State University. This program may also include international conference participation (attending or presenting), and inviting researcher (lecturer, collaborator) to Governors State University.
- B. Internationalization of curriculum. Invited or accepted presentation at an international conference, symposia, or short lectures/workshop that would enhance the faculty member's ability to develop and teach an identified course or courses with an international perspective.
- C. International partner familiarization. This category includes collaboration with international colleagues from partner universities abroad on internationally-focused research (publications, scholarly activities, joint partner programs).

Eligibility

Full-time Governors State University faculty regardless their tenure status will be considered for all Internationalization Grants. Visiting faculty members will ONLY be considered for category A and B applications.

Awards

Individual awards will not exceed \$1,000.

The Grant is designed to cover travel-related expenses exclusively.

All GSU travel policies apply.

Application

1. Application form
2. Technical proposal not to exceed 5 pages that includes:
 - Brief Project Summary/Abstract
 - Project Plan and Proposed Timeline
 - Itemized Budget and Brief Narrative
 - Letter of invitation or conference presentation notification (Category A and B applications)
 - Associated course description(s) for new course or a description of how an existing course would be enhanced by the award (Category A and B applications)
 - Brief description of the existing international program with a partner university abroad, its history and perceived contribution to the University (Category C applications)

3. Letter of support from Department Chair for all categories of applications.

Deadlines

Submission – Grant proposals are due **June 1, 2014**. Send all required paperwork to the Office of International Services: Attn: “Faculty Internationalization Grant Committee”

Office of International Services

Governors State University,

1 University Parkway, C 3370

University Park, IL 60484

- Notification – Notification of awards will be sent by **July 1, 2014**.
- Completion of activity should occur within 1 academic year of award. An extension may be granted with appropriate rationale. It is possible that an applicant for a Category C award delay their award to a subsequent academic year, however, this must be made clear in the original application.

Selection Process

A committee made up of members of the Office of International Services will review applications and supporting documents and make recommendations for awards. Committee members will not judge awards from their own department. Final judgments will be made based on perceived overall project quality and contribution to the international mission and goals of Governors State University.

Awardee Obligations

Awardees must submit a 1-2 pages summary of project outcomes to their college/unit and the Office of International Services within 30 days of completing the activity. The report should include:

- Outcomes of the activity and how it contributed to the internationalization of the university.
- Your plans to disseminate what you have learned as a result of the activity. We encourage awardees to share knowledge and contacts by participating in department, college, or University international activities.

FACULTY INTERNATIONALIZATION GRANT APPLICATION

Submit all required materials to Attn: "Faculty Internationalization Grant Committee"

Office of International Services, C 3370

Governors State University,

1 University Parkway,

University Park, IL 60484

Late applications will not be accepted

(Please type or print)

Applicant Information

Name: _____

Academic Rank: _____

Department: _____

Office: _____

Phone: _____ Email: _____

Application Information

Select category of project:

- A. International speaker and/or event grant at Governors State University
- B. Internationalization of curriculum
- C. International partner familiarization

Project Title: _____

Project Director: _____

Start Date and Time: _____ End Date and Time: _____

Address: _____

Travel Information (for category C applicants only)

Country: _____

City: _____

Start Date: _____ End Date: _____

Institution/partner you are working with abroad: _____

Past Funding

List all awards received in the last five years from Governors State University including fund name, dates, and amount of funding.

Budget

List expenses that the faculty internationalization grant will cover:

International airfare	\$
In-country ground transportation	\$
Meals (<i>not to exceed State Department per diem</i>) Days _____ x \$ _____ =	\$
Lodging (<i>not to exceed State Department per diem</i>) Days _____ x \$ _____ =	\$
International health insurance (check GPS Alliance website for current cost)	\$
Visa or other travel documents	\$
TOTAL BUDGET	\$

Support

Monetary Support

List department, college, university, or outside sources of monetary support. Personal funds may be used in conjunction with travel, but should not be recorded here.

Source:	<input type="checkbox"/> pending <input type="checkbox"/> confirmed	\$
Source:	<input type="checkbox"/> pending <input type="checkbox"/> confirmed	\$
Source:	<input type="checkbox"/> pending <input type="checkbox"/> confirmed	\$
TOTAL REQUEST FOR FUNDING (minus monetary support)*		\$

*Cannot exceed \$2,000 per individual or \$5,000 per group

Application Questions

1. What are the travel dates and destination(s) related to this proposal?

2. Which organization/institute/partner are you working with abroad (*for category C applicants only*)?

3. What activities will be pursued? *Be as specific as possible.*

4. How will this event, activity, travel impact your career (or the career of your colleagues) as it relates to internationalizing research, teaching, and/or outreach?

5. How will this travel impact the internationalization of Governors State University and your unit in terms of student learning experiences, curriculum, teaching, outreach, and/or research?

6. What plans do you have to disseminate outcomes of this project with colleagues in your unit and at Governors State University? *Be as specific as possible.*
