

Short-Term Study Abroad Program Policy

Abilene Christian University

Center for International and Intercultural Education

A program plan (see form attached) must be submitted to the Center for International and Intercultural Education 12-18 months prior to the proposed program's departure date. The following Outline and checklist should be used in the development of each formal Short-Term Study Abroad Program Proposal. The proposal will be forwarded to the Chair of the Study Abroad Faculty Program Review Committee.

☐ **ACADEMIC QUALITY**

Briefly describe the proposed academic program including course(s), excursions and other curricular and co-curricular activities:

- ✓ The length of the program, course content, and variety of experiences are sufficient to achieve the program's stated objectives.
- ✓ Admissions requirements are consistent with the program's purposes, goals, and educational objectives. Consider student's standing with the university (GPA, academic and behavioral probations), major, minimum number of hours completed at ACU etc...
- ✓ Courses are at least as academically rigorous as ACU courses in the United States.
- ✓ Field trips are planned in advance as integral components of courses and are developed and led by faculty.
- ✓ The academic facilities are conveniently located, sufficient to support the curriculum, and adequately equipped.
- ✓ Students have access to educational resources and library materials to complete course assignments.
- ✓ A minimum number of students must be determined based upon program fees and expenses. Students will be notified of a course cancellation at least 120 days before departure.
- ✓ A program itinerary must be developed and provided to the students at least 2 weeks prior to departure.

☐ **QUALITY OF CULTURAL INTERACTION**

In what ways will the course and program content be "internationalized," utilizing resources found in the local culture?

- ✓ The curriculum effectively utilizes the unique physical, human and cultural resources of the host environment(s).
- ✓ Program resources, excursions, and activities provide enrichment offered by the host culture.
- ✓ A pre-departure orientation is provided to program participants. Provide a tentative outline of the orientation. Faculty must assist the CIIE in providing country and site specific information to the proposed program.
- ✓ Orientation upon arrival in the host country and ongoing orientation through regular contact with the program director or resident director is provided to assist students in adjusting to living and learning in the new environment.
- ✓ Academic experiences are designed to help students observe and understand the political, economic, cultural, and social institutions of the host country and to compare and contrast them with similar institutions in the United States.

☐ **PROGRAM INFRASTRUCTURE**

Describe the proposed student and faculty accommodations for room, board, and transportation:

- ✓ The program provides a clear explanation of how housing arrangements for students and faculty will be made and under what circumstances, if any, housing arrangements may be changed.
- ✓ The program provides a clear explanation of what arrangements are made for meals.

☐ HEALTH, SAFETY AND LIABILITY

Briefly describe how providing for the health and safety of all faculty and student participants will be addressed.

- ✓ The program adheres to NAFSA: Association of International Educators' Responsible Study Abroad: Health and Safety Guidelines (<http://www.secussa.nafsa.org/safetyabroad/guidelines1298.html>).
- ✓ An English-speaking physician and local medical clinic, dental clinic, and hospital have been identified. Names, phone numbers, and addresses, have been obtained and included in orientation materials for students.
- ✓ Psychiatric or counseling services have been identified and are available if needed.
- ✓ In the case that no English-speaking physician or psychologist/psychiatrist can be found, appropriate interpreters have been identified (both male and female).
- ✓ Students must be covered by an ACU study abroad insurance policy.
- ✓ Faculty and students are covered by a travel insurance policy that covers them at minimum for medical evacuation and repatriation of remains.
- ✓ Facilities that are leased by the program and used for instruction, accommodations, meal service, faculty offices, and so forth are considered clean and in good repair according to reasonable and customary standards of the host country/culture.
- ✓ The program has a plan for handling medical emergencies and other emergencies at the study site and while on excursions or field trips. This should include a contingency plan for at least one ACU representative to remain with students who are ill, injured or are otherwise unable to travel on group excursions or to the next international destination. This means that in most cases, proposals must include at least 2 ACU representatives who accompany students during the Study Abroad Program.
- ✓ Recommendations of the U.S. State Department for travel to and within the country are monitored by the program director and given to students at orientation.
- ✓ Students must be registered with the US Dept. of State in the country in which they will reside prior to departure from the US (done online).
- ✓ Information from the Centers for Disease Control (<http://www.cdc.gov/travel>) pursuant to inoculations for travel to the country and illnesses that may be experienced by visitors to the country will be provided to students.
- ✓ Application deadlines have been set to leave adequate time for students to obtain any necessary inoculations.
- ✓ Arrangements with travel agencies or providers of transportation or other services to the group have been made in writing.

☐ RIGHTS & RESPONSIBILITIES

Describe how each of the following will be incorporated into the application process. Submit all appropriate forms along with the program proposal.

- ✓ The program has written statements of program regulations, limits of responsibility, local laws that differ significantly from those in the United States, and expectations of the program's faculty and administrators.
- ✓ Students are required to sign a written student agreement, which clearly explains the responsibilities of both parties and includes the waiver of liability, and covenant not to sue. Student Agreement and Waiver will be given to students to sign prior to orientation. A review and explanation of what students have signed will be a part of pre-departure orientation.
- ✓ Faculty are required to sign a written contract which clearly explains the responsibilities of both parties, including requirements for faculty participation, salary arrangements and contingency plans for low student enrollment.

- ✓ In the case of faculty children and students under the age of 18 participating in a study abroad program, written agreements and waivers must be signed by parents or guardians prior to departure.
- ✓ The program has clearly articulated its policies and deadlines pursuant to cancellation of the program, and how canceling the program will affect academic credit, student refunds, faculty salaries, and return transportation.
- ✓ The program proposal must clearly state its policies and deadlines pursuant to student refunds, if a student cancels his/her participation and then articulate this information to students.

☐ COSTS & BUDGETING

Submit a proposed budget at least 12 months prior to the proposed program departure.

- ✓ The program budget is balanced. Actual program costs are balanced by revenues from program fees.
- ✓ The program budget incorporates a contingency fund for emergencies and unexpected expenses, or the program identifies another source of funds and the maximum amount permitted by that source for covering emergencies or unexpected expenses.
- ✓ Items (such as but not limited to tuition, application fees and other fees, health and accident insurance, housing, meals, in-country transportation, international transportation, orientation expenses, and field trips), which may be included in the program cost, must be specified.
- ✓ Estimates of other costs that students will likely incur but not pay to the program sponsor should be specified.

☐ SERVICES

Briefly describe how local arrangements have been made and services provided.

- ✓ If the program hires a resident director, s/he has previous experience in international education and proficiency in English and the host country's language.

☐ EVALUATION

How will the proposed program address helping students to think missionally, critically, and globally? Describe ways in which this will be assessed.

- ✓ The program is using the CIIE standard program evaluation form. Separate course evaluations must be developed.
- ✓ The evaluations will be used for assessment and will assist in making positive changes to the program.

☐ PUBLICITY/MARKETING

Briefly describe the target student population (e.g. Junior and Senior Psychology majors). Include the number of potential applicants (100 Jrs. & Srs. with a GPA of 2.5 or above) and how the program will be publicized and otherwise marketed to students.

- ✓ The faculty program director (and all accompanying faculty) has a clear plan for recruiting students. Publicity includes the following information:
 - Explanation of the program's purpose, goals and educational objectives
 - Description of housing facilities and meal arrangements
 - Explanation of items included in the program cost
 - Explanation of admissions requirements and deadlines
 - Statement that application to the program does not guarantee admission
 - Explanation of travel arrangements
 - Contact information: names, addresses, telephone, fax, e-mail, and website
 - Names of accompanying faculty member(s) and their qualifications

Short-Term Study Abroad Program Proposal

Abilene Christian University Center for International and Intercultural Education

Sponsoring Department and College _____

Faculty name and title _____

Campus address _____ Telephone, e-mail _____

PROGRAM DISCRIPTION

Program name _____

Program site(s) _____

Duration (in weeks) _____ Dates (approximate) _____

How many faculty members will accompany the group? _____

Which salaries will be paid by the department? _____

Number of credit hours per student: _____ Target student group size (min, max) _____

Courses to be offered: _____

ENROLLMENT AND INSTRUCTION –check all that apply

Will ACU faculty teach? ☐ No ☐ Some courses ☐ All courses

Will students enroll in an institution on site? ☐ No ☐ Yes

Name of host institution (if other than ACU): _____

- ☐ The institution is an accredited, degree-granting institution of higher education. Students will receive an official certificate or transcript from the host institution upon completion of courses.
- ☐ The institution is a local language school or other specialized, non-accredited institution.

Name of visiting faculty (non-ACU) _____

Terminal Degree & Field _____

PROGRAM APPROVAL

Faculty Director Date

Department Chair Date

Academic Dean Date

Director Center for Intercultural and International Education Date

Provost Date