

# STUDY ABROAD/STUDY AWAY PROGRAMS FACULTY HANDBOOK



## Study Abroad and Global Engagement

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SOUTHEASTERN LOUISIANA UNIVERSITY



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## **I. THE STUDY ABROAD AND GLOBAL ENGAGEMENT OFFICE at Southeastern Louisiana University**

Welcome! Congratulations on your interest in directing a faculty-led study abroad/study away program. Leading a Southeastern study abroad/away program will give you the opportunity to reach students in a way you never could here on campus. You will be spending much more time with your students, both inside and out of class, than you ever would at home, and will likely serve as an adviser and mentor. By sharing this experience abroad or away with your students, you will see their perspectives broadened and their minds extended. The effect you will have on our students will last throughout their lifetime and will change the way they think forever.

The Study Abroad and Global Engagement Office (hereafter SAGE) is charged with the administration of all programs abroad offered to our students for academic credit. We also offer domestic programs, called faculty-led study away programs. All undergraduates participating in studies overseas or away that carry academic credit must work through SAGE, and any faculty member who wishes to direct a program that carries academic credit must work through SAGE. SAGE manages all administrative matters pertaining to Southeastern programs abroad and away, and guidance and support to students and faculty who wish to participate in these programs. SAGE also provides orientation workshops for students attending abroad/away programs in conjunction with faculty coordinators, and a network of support services for our students overseas.

This faculty handbook is intended for faculty leaders and their associates who accompany and teach students abroad or away. It is designed to provide you with general assistance as you develop, and then lead, a Southeastern Louisiana University Study Abroad Program. In it, you will find information outlining the responsibilities of both the faculty and SAGE, travel guidelines, suggestions for dealing with behavioral problems, procedures to follow in the event of an emergency, and other relevant topics.

### **Important Contact Numbers at the Study Abroad and Global Engagement Office:**

Telephone: 985-549-2105 Fax: 985-549-3088

E-mail: [studyabroad@selu.edu](mailto:studyabroad@selu.edu)

### **24 Hour Emergency Contact Number:**

Police Department 985-549-2222

### **Southeastern Louisiana University Study Abroad Staff:**

Rodrigo Pereyra, Ph.D., Director, [rodrigo.pereyra@selu.edu](mailto:rodrigo.pereyra@selu.edu)

Alexander Gracianette, Administrative Assistant, [alexander.gracianette@selu.edu](mailto:alexander.gracianette@selu.edu)

Kay Collier, Graduate Assistant, [kayla.collier@selu.edu](mailto:kayla.collier@selu.edu)

Controller's Office, Taylor Nash, Travel Accountant, [taylor.nash@southeastern.edu](mailto:taylor.nash@southeastern.edu)

Purchasing Department, (P-Cards), Glenn Rhodes, Procurement Card Administrator, [glenn.rhodes@southeastern.edu](mailto:glenn.rhodes@southeastern.edu)

## **II. GUIDELINES FOR FACULTY-LED STUDY ABROAD and STUDY AWAY PROGRAMS**

The following guidelines apply to all Southeastern faculty-led study abroad/study away programs. These guidelines and procedures are designed to ensure the academic integrity and thoroughness of preparation for all study abroad/away courses. No study abroad/away program will have the approval of the University unless all procedures have been followed and the responsible faculty member has been informed that the proposed program has been approved.

Faculty-led study abroad/away is a group experience involving considerable travel to a location or locations away from the United States or our region. Such experiences may constitute the whole or part of a credit-bearing course. Whatever the case, study abroad or away is a University-sanctioned activity and requires completion of the Southeastern Study Abroad/Study Away forms and procedures as outlined in this guide.

The success of Southeastern's study abroad/away programs reflects the commitment and hard work of our faculty. Our office is very appreciative to you for all you are doing to promote global education here at Southeastern and we look forward to working with you in the coming year.

### **STUDY ABROAD/AWAY FORMS and OTHER DOCUMENTATION**

#### **Faculty-Led Study Abroad/Study Away Program Proposal**

In order to lead a study abroad/away program, a Southeastern Faculty-Led Study Abroad/Study Away Program Proposal Form must be submitted to The Study Abroad and Global Engagement Office by June 1 of the year before the dates of the proposed program. Please note that late and/or incomplete proposals will be given lower priority than complete proposals submitted on time. Late submissions will be assessed based upon the circumstances and components missing (if any). The form and proposal guidelines are available online at

[http://www.southeastern.edu/acad\\_research/programs/ii/faculty/index.html](http://www.southeastern.edu/acad_research/programs/ii/faculty/index.html)

#### **Release and Assumption of Risk Form**

This form is part of the online application procedure for students to complete in order to be admitted to the study abroad program.

#### **Medical Self-Evaluation Form**

This form is part of the online students' application to be completed by all participants in case of possible accident or injury while abroad/away. Faculty Coordinator will receive a hard copy of their students' medical condition and should have them readily available throughout the duration of the program overseas. The Faculty Coordinator/Additional faculty should also complete this form and submit it to SAGE in case he/she is involved in an accident or injured while abroad.

## Statement of Responsibilities and Obligations Form

This statement is part of the online application procedure for students to acknowledge in order to be admitted to the study abroad program. No student will be permitted to participate in the program that has not reviewed and agreed to the declaration.

## Study Abroad Program Report

All faculty members leading a study abroad/away course must submit a program report according to the stated guidelines no later than 30 days after the end of the program.

## Expense Report and Reimbursement

The faculty member must submit any required receipts to SAGE staff member within one week after the end of the program.

## Study Abroad Evaluation

Students will be instructed to complete an online evaluation shortly after the program concludes. Results will be shared with the faculty coordinators and their department heads to aid in the planning of future programs.

## TIMELINE FOR FACULTY-LED PROGRAMS

- SAGE offers a workshop on developing and leading short-term study abroad programs in the month of March. Prospective faculty coordinators are encouraged to attend the workshop and/or meet with the Director of SAGE prior to submitting a program proposal.
- Faculty Coordinator submits the Faculty-Led Study Abroad/Away Program Proposal Form to SAGE by **June 1** of the year before the program.
- The Faculty Committee on Study Abroad reviews proposals and recommends which programs will be offered during the following fiscal year by **July 1** of the year before the program. Faculty member completes detailed travel arrangements in cooperation with SAGE by **August 20** of the year before the program.
- Program budget is finalized by The Study Abroad and Global Engagement Office by **August 25** of the year before the program. SAGE circulates final list of all approved study abroad programs to relevant faculty, department chairs, and deans in August of the year before the program.
- SAGE prints flyers and advertisements by **August 31** of the year before the program.
- The Study Abroad and Global Engagement Office holds student pre-departure orientation meetings in April/May. Faculty leaders' attendance is mandatory. Faculty member meets with Study Abroad staff to settle the travel expenses within one week after the program return date.
- Study Abroad Program Report due by faculty member to The Study Abroad and Global Engagement Office within 30 days after the end of the program. Student grades must be submitted as scheduled, at the conclusion of the program.

**Please keep in mind:**

Participants must pay all fees for the program directly to the Controller's Office. *Faculty members should not collect fees from students.*

All posters and flyers promoting each study abroad/away program must be approved by The Study Abroad and Global Engagement Office.

**FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL**

All faculty-led credit-bearing programs are administered by SAGE in partnership with Southeastern academic units and colleges. Any faculty member who wishes to lead a program overseas or domestic that carries academic credit must submit a proposal and be approved by the Faculty Committee on Study Abroad and adhere to the policies and procedures regarding faculty-led programs.

Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus(i), and contact hour requirements prior to submission to the review committee. Program proposals that have the support of the department head(s) and dean(s) of the sponsoring department(s) and college(s) will be reviewed for approval. Faculty will normally be notified regarding the acceptance status of their program within one month of submitting a proposal.

Factors to consider when proposing a program include:

- Knowledge of contacts with the program site, host university language and culture.
- Listing among more than one academic department (cross listing of the proposed course).
- Amount of time to be committed both at Southeastern and abroad.
- Feasibility of budget.
- Previous demonstrated student interest in proposed course and/or region.
- The faculty member's ability to recruit students, particularly the likelihood of attracting participants from courses they are teaching.

In preparing the proposal, the following criteria must be met:

1. Southeastern courses offered abroad must be of comparable academic rigor to courses offered on campus and offer significant enhancement to the on-campus offerings.
2. Multiple proposals can be submitted by faculty members within the same department and/or college. However, competition between programs and an assessment of student demand will be considered when selecting programs for each cycle. Department heads and/or college deans are encouraged to consult with The Study Abroad and Global Engagement Office in advance of the deadline if multiple proposals are being submitted or to discuss departmental or college strategies for faculty-led programming.
3. Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department head and corresponding college dean must sign off on the proposal.

4. Sample course syllabi, program itineraries, and Contact Hour Calculation Sheets are available online at [http://www.southeastern.edu/acad\\_research/programs/ii/faculty/index.html](http://www.southeastern.edu/acad_research/programs/ii/faculty/index.html) to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.
5. Opportunities should be available for students to immerse themselves in the cultural richness and diversity of the foreign location. While realizing that short-term programs can offer only limited cultural immersion, opportunities for students to participate in the culture should be not only available, but also integrated into the curriculum.

## **ACADEMIC REQUIREMENTS**

Syllabi for all courses associated with the study abroad program must be submitted as part of the program proposal. Syllabi should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes.

### **Credit/Contact Hours**

Southeastern courses offered abroad must be of comparable academic rigor to those offered on campus. The number of credits associated with the program should be based on the number of contact hours [minimum 37.5 contact hours (2,250 minutes) per a three hours credit course]. The Program Contact Hours Calculation Sheet submitted as part of the proposal serves as documentation of the contact hours involved. Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates. The *Student Contact Hours Sheet* can be found at [http://www.southeastern.edu/acad\\_research/programs/ii/faculty/index.html](http://www.southeastern.edu/acad_research/programs/ii/faculty/index.html)

### **Course Objectives/Learning Outcomes**

Courses being taught on faculty-led programs must meet the objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department head(s) and college dean(s) to reflect the international context in which it will be taught and to ensure the content is applicable to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives. Course(s) offered abroad must be applicable to the host country/region and taught in context. Program proposals for countries with current U.S. Department of State Travel Warnings will be assessed on a case-by- case basis. Additional information may be required.

## **PROGRAM MODELS**

Faculty-led study abroad programs vary widely in terms of program itineraries, disciplinary focus, duration, inclusions, and scope. The program might be a course(s) taught almost entirely abroad with just a small number of meetings or assignments prior to departure or upon return. It might feature a short overseas component embedded in a larger course taught on the Southeastern campus during the regular term. Alternatively, it might

be designed using a hybrid model with some class meetings taking place on the home campus leading up to a mid-length abroad portion.

Academic delivery can also take on many forms including faculty member(s) teaching in a classroom space and/or on site (museum, cultural locale, etc.); lectures by guest speakers and local experts; class(es) taught by non-Southeastern faculty (e.g. language institute, or host institution); service-learning components integrating community service with guided instruction and reflection by the faculty member or contracted local instructor; research components or projects; and language acquisition.

The group may stay in one location for the duration of the program possibly with day or weekend trips further afield or travel within one or more cities or countries. Faculty coordinators may or may not arrive and depart from the same location. Accommodation might include hotels, youth hostels, apartments, university housing, host families, or even camping. Most programs include only group welcome and farewell dinners but others may include most or all meals depending on the location. While in-country transportation options range from public (metro, bus, train), to walking, and/or private (vans, coaches, flights). Programs typically include airport pick-up and drop-off.

The courses associated with the program can range from existing Southeastern course(s) with student learning goals and assignments adjusted to reflect and incorporate location (these could be specific courses, special topics, or travel study designations) to the development of new courses approved through the University Curriculum Committee. Whichever designations are utilized, courses offered abroad must be of comparable academic rigor to those offered on campus.

Leading a study abroad program allows faculty to explore alternate teaching pedagogies and practices: do not be afraid to think outside the box!

### **FACULTY COORDINATORS/ADDITIONAL FACULTY/ASSISTANTS**

A program will typically have one Faculty Coordinator. Additional Faculty may be considered if they will be teaching one or more separate courses. The additional Faculty members will have equal teaching duties, receive a salary based on the budget, and their program expenses will be covered. The Faculty Coordinator and additional faculty may choose to split one full salary or take a reduced salary should the cost of two or more full salaries be prohibitive to the program budget. If the program is associated with one course but there is a desire for two Faculty members, rationale must be provided for the accompanying Faculty. If approved, one salary will be split between the two faculty members. Alternatively, a second faculty, graduate student or staff member may accompany the Faculty Coordinator in a supportive role as an Assistant if the program budget allows. Rationale must be provided for the Assistant. The Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.

### **III. FACULTY-LED STUDY ABROAD PROGRAM BUDGETS**

All Southeastern University study abroad programs must be financially self-supporting, which means all costs of the program, including the faculty salary and expenses, must be covered by the program fee charged to the participating students. Regular Southeastern tuition and fees are NOT charged for study abroad programs; instead, an overhead allocation is set for each individual study abroad program. All efforts must be made to keep such costs to a minimum without, of course, jeopardizing the quality of the program.

Program budgets are developed by The Study Abroad and Global Engagement Office, in consultation with the Faculty Coordinator. The budget is based on a minimum target enrollment number. Should the minimum target enrollment not be met, every effort will be made to run the program if financially feasible. For programs that exceed their minimum target enrollment, any significant 'surplus' funds generated beyond the original budget will be used to benefit the students in the form of extra activities/meals, the addition of a Faculty/Assistant, and/or a reduction of the program fee as determined by The Study Abroad and Global Engagement Office. The Study Abroad and Global Engagement Office handles the coordination of the program fees, registration, and billing with the Controller's and Budget Offices.

#### **FACULTY COMPENSATION**

##### **Salary**

Faculty are paid an amount for teaching a study abroad program and are not paid per course. The rate is variable, according to each program, not to exceed \$4,000 plus fringe benefits. If a second faculty with equal teaching duties for one or more courses is approved for a program, he/she will receive up to the same salary. The two faculty members may choose to split one full salary or take reduced salaries should the cost of two full salaries be prohibitive to the program budget. If a Southeastern Graduate Assistant is approved, he/she will not receive a salary but their program expenses will be covered as below. Only travelling teaching faculty in each program may receive a salary.

##### **Travel and Living Expenses**

The following travel and living expenses are paid by the program for Faculty Coordinators, additional Faculty and/or Graduate Assistants:

- Roundtrip airfare from Louisiana to destination site (PPM 49).
- Roundtrip ground transportation to and from the U.S. departure airport, according to LA Travel guidelines (PPM 49), if included in the budget for your program. You must complete the Safe Driver Training Course at least a month before departure. Find instructions at [https://www.southeastern.edu/admin/safety/safe\\_driver/index.html](https://www.southeastern.edu/admin/safety/safe_driver/index.html)
- All ground expenses related to the program overseas as determined in the program budget.
- Accommodation while overseas per the program budget and/or provider. It is understood that to minimize expenses, accommodations will be comfortable but modest.

- Meals and incidentals stipend based on the length of the program and costs in the host country, with the exclusion of any meals included in the program (e.g. welcome and farewell dinners, daily breakfast if provided at a hotel, meals provided by a host family, etc.)

## PROGRAM EXPENSES

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants – for example, the payments to the Faculty Coordinator and to the additional faculty, if any. Variable costs are dependent on the number of participants – for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants needed.

Typical program expenses may include, but are not limited to:

- |  |   |
|--|---|
| χ Honoraria to lecturers, guides                     | χ Classroom rental                            |
| χ Ground transportation costs                        | χ Guides at museums and sites                 |
| χ Admission costs at museums and sites               | χ Tips to drivers, guides and for meals       |
| χ Housing for students and faculty                   | χ Meals for students and faculty              |
| χ Faculty salary and airfare                         | χ Faculty participation in program activities |
| χ Local program related cell phone costs for faculty | χ Health insurance                            |
| χ International Student/Faculty ID                   | χ Laundry                                     |

The Study Abroad and Global Engagement Office determines the final program budget based on consultation of program details with the program provider and the Faculty Coordinator. All program budgets must be finalized with and approved by the Director of The Study Abroad and Global Engagement Office. Once finalized, the budget cannot be changed except with the specific approval of the Director. Any expenses incurred by the Faculty Coordinator which have not received prior approval (unless in case of extreme emergency) will not be reimbursed.

Upon return, the Faculty Coordinator is responsible for settling all program related travel expenses. Receipts must be submitted for all expenses other than those paid for in advance as part of the group or for the authorized meals and incidentals stipend. Expenses incurred for which there are no receipts may not be reimbursed.

### **Keep in mind**

- You must use *Christopherson Business Travel* for program-related airfare ([www.cbtravel.com](http://www.cbtravel.com))
- Once your itinerary is finalized and paid, e-mail a copy to SAGE. Inform your students of your itinerary.
- If *per diem* payments are requested and are included in the budget, they will be paid in the form of a reimbursement to the faculty member once the program is completed. Per Diem cannot be received in advance. Per Diem can be paid for any meal not included in the program. Please, check the rates for meals in the Louisiana Travel Guide posted on SAGE website under “Information for Faculty”. ([http://www.southeastern.edu/acad\\_research/programs/ii/faculty/index.html](http://www.southeastern.edu/acad_research/programs/ii/faculty/index.html))

Before you leave, SAGE will pay any invoices you submit for the group. However, it is possible that some of the items in your program budget cannot be paid in advance, such as tour guide speaking fees or entrances to museums. For the money that is in your budget but has not been paid in advance, you will receive a travel advance from Southeastern. The money will be deposited in your account in the United States. It is a good idea to maintain a separate account dedicated entirely to the program expenditures so that you can avoid confusion with personal finances. Your bank statements will record the amount of every transaction, the exchange rate used, and the fee charged for the transaction. You will need to submit proof of exchange rate used when you submit your receipts to Southeastern, so you need to print these statements out and submit them along with your ATM receipts. Bank transaction fees are a legitimate program expense and can be built into your budget.

### **Please Note**

If you do not submit receipts for your actual exchange rate, Southeastern will use an online historical exchange rate calculator to determine the bank exchange rates for the dates of your program. These bank exchange rates may or may not represent the actual rate that you received. The only way to get credit for your actual exchange rate is to provide written proof of the rate. If you do not spend the entire advance (or if you cannot provide receipts showing how a portion of the advance was spent), you will be required to refund the remaining (or unaccounted for) amount to Southeastern. If you spend more than the amount of the advance, you will not be reimbursed for the extra funds.

The group advance you receive will be the total amount of income generated by your program, minus any pre-paid expenses. These funds are the only funds available to pay the expenses of your program, and SAGE does not have the ability to supplement programs. Unfortunately, if you spend more than the travel advance, you will be dipping into your own resources. Keep track of how much you have to spend and how much you have already spent.

## **IV. PLANNING THE STUDY ABROAD/STUDY AWAY PROGRAM**

Program development is done during the summer prior to the year the program takes place. By agreeing to direct a program abroad/away, faculty will have the opportunity to enjoy many of the benefits of overseas travel, but along with these are responsibilities that are not usually a part of regular teaching duties on campus. The following highlights the responsibilities of the Faculty Coordinator of a short-term study abroad/away program as well as the administrative services The Study Abroad and Global Engagement Office provides to support these efforts.

### **FACULTY COORDINATOR RESPONSIBILITIES**

#### **Program Design**

- Identify appropriate course(s) and corresponding number of credits with the academic department(s) and college(s)
- Set admissions criteria in consultation with The Study Abroad and Global Engagement Office

- Work with the SAGE Office to determine host institution/provider abroad or away and provide International SAGE with contacts (if any)
- Work with the SAGE Office to determine program excursions and field trips, including possible experiential learning opportunities.

### **Recruiting**

Recruiting participants for the program is one of the primary responsibilities of the Faculty Coordinator. A minimum number of participants (per the program budget) must be enrolled in the course for the program to run.

- Recruit participants on-campus through in-class presentations, information sessions, and colleagues
- Recruit participants off-campus through contacts at other institutions or organizations
- Utilize marketing materials created or approved by The Study Abroad and Global Engagement Office
- Monitor applications and student information and communicate with prospective and admitted students until program starts
- Respond to admission related requests from SAGE in timely fashion (if applicable)

**NOTE:** Due to the critical role the Faculty Coordinator plays in recruitment for the program, faculty who will be absent from campus (sabbatical, extended leave, etc.) for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact The Study Abroad and Global Engagement Office for more information prior to submitting a proposal.

### **Pre-Departure Planning**

- Provide the Study Abroad and Global Engagement Office with any course-specific pre-departure materials which should be shared with the participants
- Prepare students for cultural experience in host country(ies)
- Read and be familiar with the contents of the Faculty-Led Study Abroad Programs Handbook
- Participate in Faculty Coordinator workshop (required for first time leaders/additional faculty) arranged by The Study Abroad and Global Engagement Office
- Participate in pre-departure student orientation arranged at predetermined date, time, and location
- Sign Travel authorization (and advance request if desired)
- Encourage all students (and faculty) to enroll in U.S. State Department Smart Traveler Enrollment Program (registering with U.S. embassy)

### **While Abroad**

- Confirm the group's safe arrival with The Study Abroad and Global Engagement Office by email or phone within the first 24 hours
- Accompany students, participating in all scheduled activities
- Teach/coordinate with any overseas faculty/lecturers

- Act as Resident Coordinator in charge of the overall wellbeing of students
- Resolve any housing or other issues that may arise on-site
- Supervise excursions, coordinating with on-site staff if applicable
- Hold regular office hours/meeting times with students
- Ensure the onsite cooperating institution/organization is delivering services according to the contract. If problems arise, the Faculty Coordinator should alert The Study Abroad and Global Engagement Office immediately so any discrepancies can be resolved in a timely manner.
- Facilitate intercultural learning and reflection on site
- Evaluate the students' work
- Communicate with The Study Abroad and Global Engagement Office regarding any incidents and necessary changes to the program.

### **Upon Return**

- Submit grades at the conclusion of the program
- Complete Travel expense reconciliation within one week of the program return date
- Submit a written report of the program to The Study Abroad and Global Engagement Office within 30 days of return.

## **THE STUDY ABROAD AND GLOBAL ENGAGEMENT OFFICE ADMINISTRATIVE SERVICES**

### **Program Design**

- Investigate and evaluate program location, proposed activities, security situation, service provider
- Serve as resource for Faculty Coordinator/Additional Faculty on all issues relating to study abroad
- Consult on risk issues such as student health, insurance, and safety
- Prepare program budget
- Negotiate contract with third party provider
- Commit to running the program if at all financially feasible, even if enrollment targets are not met
- Set up course sections in the University system and corresponding Moodle sites in conjunction with the Registrar's office.
- Register and bill students for study abroad programs under term in which program takes place
- Arrange training session for all new Faculty Coordinators and Faculty/Staff Assistants

### **Recruiting**

- Create program web page
- Provide print marketing materials to Faculty Coordinators
- Supplement student recruiting through typical SAGE recruiting mechanisms online and in print
- Collect and evaluate student applications based on established admission criteria
- Assure all students payments are accurate, taking into consideration scholarships and/or financial aid.
- Request flight itineraries from students, if group flight is not included in the program

- Send out acceptance emails to students (Faculty Coordinators are copied on those emails)
- Collect medical information and accommodations requests from students and share with Faculty Coordinator(s)

### **Pre-Departure Planning**

- Meet with Faculty Coordinators/Additional Faculty to aid and prepare them for their overseas programs
- Share flight itinerary and arrival information with admitted students
- Arrange mandatory pre-departure orientation session at a predetermined date, time, and location with Faculty Coordinator
- Provide travel insurance to all participants
- Arrange for all program payments to provider

### **While Abroad**

- Serves as University communications contact while students and Faculty Coordinator are overseas

### **Upon Return**

- Distribute on-line evaluations to students

## **V. APPLICATION AND ADMISSION PROCESS**

### **APPLICATIONS**

The Study Abroad and Global Engagement Office has a standard on-line application form for all faculty-led programs. A complete on-line application includes the following:

- Copy of the information page of student's passport (if unavailable at time of application students must agree to submit one prior to departure)
- \$300 deposit. *Experience has shown that this requirement reduces the likelihood of withdrawals. The deposit is non-refundable except in the case of program cancellation or extenuating documented circumstances as determined by The Study Abroad and Global Engagement Office and the program provider.*

Faculty Coordinators may require in-person meetings with applicants as part of the admission process. Applications are posted on SAGE web site ([http://www.southeastern.edu/acad\\_research/programs/ii/students/](http://www.southeastern.edu/acad_research/programs/ii/students/)) Faculty Coordinators may view applications and communicate with students. SAGE will send faculty coordinators updates on the number and status of applications of their program frequently.

## ADMISSION PROCESS

- Applications are processed by The Study Abroad and Global Engagement Office.
- Applications are often initiated by a student but not completed. Students with incomplete application will be contacted by The Study Abroad and Global Engagement Office periodically. Faculty Coordinator(s) are encouraged to reach out directly to students with incomplete applications.
- Applications will not be processed until all items are received. Spaces cannot be 'held' for students.
- Admission is made on a rolling basis. If a waitlist becomes necessary, students will be admitted on a first come, first serve basis.
- Complete applications will be reviewed by The Study Abroad and Global Engagement Office based on the admission criteria. Any eligibility requirements or preferences must be stated on the program page. Student applications not meeting the stated eligibility criteria will be referred to the Faculty Coordinator for determination on admission.
- The Study Abroad and Global Engagement Office will send out admission decisions (Approved, Denied, Waitlisted, or Cancelled) to students via email and copy the Faculty Coordinator. Faculty Coordinators are encouraged to email each student to welcome them to the group.
- Should the student wish to withdraw from the program for any reason after admission and the program withdrawal date, only recoverable expenses may be refunded, minus the non-refundable deposit. Southeastern's standard withdrawal/drop/add deadlines do not apply. The student must submit his/her intention to withdraw in writing to The Study Abroad and Global Engagement Office, filling out the withdrawal form.

## REGISTRATION

- Students accepted into programs will be able to register during pre-registration in the spring semester.
- Students will be billed for the full balance of the program fee by Southeastern.

## VI. FINANCIAL AID AND SCHOLARSHIPS FOR FACULTY-LED STUDY ABROAD PROGRAMS

Federal financial aid may be available for interim classes. Interim classes are registered for the subsequent term. (Ex. Interim classes taken after the end of the fall semester are registered as part of the spring term). Students can request an increase in their award to help them cover the program fee and related costs. Federal financial aid can be awarded up to the federal limits. If a student has received their full award for fall and spring, additional money will not be available for studies abroad. If a student has not borrowed their federal maximum and registers for six or more hours, including non-study abroad courses during the summer, they may apply for summer federal financial aid. Students who wish to apply for aid for study abroad should consult with the Financial Aid Office. Scholarship funds are available for students participating in faculty-led programs. Eligibility, applications and due dates can be found on The Study Abroad and Global Engagement Office website. Students may also be eligible to apply for additional scholarship funds from outside sources. Information on scholarship resources is available on The Study Abroad and Global Engagement Office website.

## **VII. FACULTY COORDINATOR PRE-DEPARTURE RESPONSIBILITIES**

Program orientation begins when students first see a program flyer or visit the program page and continues throughout the pre-departure process. Because of this – and because all materials and oral presentations can constitute contractual agreements – all distributed information about the program needs to be clear and accurate.

### **WHAT TO DISCUSS IN YOUR PRE-DEPARTURE ORIENTATION MEETING(S) WITH YOUR STUDENTS**

A pre-departure orientation meeting will be held in conjunction with The Study Abroad and Global Engagement Office after the participants for programs have been selected. This date, time, and location will be determined in advance by The Study Abroad and Global Engagement Office and Faculty Coordinator.

The Study Abroad and Global Engagement Office will facilitate a 20-minute session covering logistical and administrative matters such as billing, registration, health insurance, money, general health and safety abroad, travel documentation, travel arrangements, modes for communication, and cultural adjustment issues. Faculty Coordinators will then facilitate breakout meetings and should be prepared to discuss program specific details with the group including:

- course syllabus and assignments
- academic and behavioral expectations
- program itinerary
- packing (what to bring and what not to bring)
- safety, health, legal, environmental, cultural, and religious conditions in the host country
- potential health and safety risks in the host country
- appropriate emergency response measures.

Faculty Coordinators should hold additional group meetings with students prior to departure. This will allow the students to get to know the faculty and each other. It will also provide more time to discuss expectations and motivations for participating in the program.

### **SETTING ACADEMIC AND BEHAVIORAL EXPECTATIONS FOR THE GROUP**

On faculty-led study abroad programs, students are required to attend all classes and all excursions that are a part of the program itinerary. The only acceptable excuse for missing a class or an excursion is illness. Faculty Coordinators should take attendance at all classes and excursions, and are encouraged to reduce the grade of any student who is late or absent from a class or required excursion.

Participants are expected to serve as ambassadors for both Southeastern and the United States. It is often difficult for students to understand what is expected of them in this regard, so it is important for Faculty Coordinators to stress these issues in the pre-departure meeting(s) and again upon arrival. Students need to be aware that behaviors with minimal or no consequences at Southeastern may have major implications on the study abroad program. The Southeastern Student Code of Conduct applies to students while overseas or away and any breach of the code may result in ramifications upon return to campus.

These topics should be presented repeatedly to students – not just at the pre-departure orientation but also after arrival in the host country. Topics include:

- Appropriate dress
- Local laws and customs
- Local mobility (which neighborhoods in the area are safe)
- Gender dynamics
- Youth/elder relationships
- Food and meal etiquette
- How to recognize signs of displeasure on the part of host country nationals
- Safe behavior

### **ACADEMIC AND OTHER STUDENT ACCOMMODATIONS**

Students are asked to self-disclose any disability (chronic medical or psychological condition, learning disability, ADHD, an autism spectrum disorder, or a mobility, vision or hearing disability, etc.) to the Study Abroad and Global Engagement Office as early as possible after admission to their program. Our office will share this information with the Faculty Coordinator as it becomes available. Sometimes students are reluctant to disclose information formally to our office or may feel more comfortable self-reporting to you, their Faculty Coordinator. If a student approaches you to discuss special needs or particular accommodations related to their study abroad program, please notify SAGE staff so you can work together to address their needs.

To request accommodations for study abroad, students must obtain an Accommodation Request Form for their specific term abroad from Students Accessibility Services (SAS) (formally the Office of Disability Services) and submit a copy to our office. Appropriate arrangements will be made to the extent possible including, but not limited to, housing, transportation, field trips, excursions, cultural activities, and classroom or test accommodations. If a student does not provide a SAS Accommodation Request form, accommodations cannot be provided based on a disability.

Arrangements for most academic accommodations (note taking services, recording devices, smart pens, extended testing time, etc.) are typically made by the Faculty Coordinator just as if you were teaching a course on campus. If special circumstances unique to the study abroad program make providing these accommodations difficult, please let us know so we can consult SAS regarding possible alternate arrangements. Accommodations pertaining to nonacademic components of the program (housing, transportation, additional on-site support) will be assessed and organized by the Study Abroad and Global Engagement Office in consultation with SAS, the student, the Faculty Coordinator, and the on-site provider (if applicable).

Do not forget! Information related to a student's disability is confidential and protected under FERPA. The student should be afforded the opportunity to meet with you and/or our office privately to discuss disability-related matters. For additional general information, please see the Resources for Faculty at [http://www.southeastern.edu/admin/access\\_srv/faculty/index.html](http://www.southeastern.edu/admin/access_srv/faculty/index.html)

## **HEALTH AND SAFETY ISSUES**

To support a healthy and safe experience, Southeastern provides health insurance and a travel assistance plan to all students as well as faculty participating in Southeastern administered study abroad programs. This is not an optional benefit – every participant on a Southeastern administered study abroad program will be covered by the Study Abroad Insurance plan and the cost is included in the program fee. Faculty Coordinators/Additional Faculty/Assistants, students, and parents are strongly advised to become familiar with the plan’s benefits and features available online.

Certain behaviors and activities cannot be condoned or implicitly supported by Southeastern because they carry potential unacceptable risk both to the individual and to the University. Participants need to be alerted to the dangers of such activities during orientation and as necessary throughout the program. Neither the University nor the Faculty Coordinator can control the actions of any individual, but students need to understand that any risky activities are done outside the auspices of the study abroad program.

Such activities include, but are not limited to:

- Bungee jumping
- Participating in political demonstrations
- Scuba diving
- Renting and operating motor vehicles of any type
- Solitary travel
- Other ‘extreme sports’

## **COMMUNITY BUILDING**

Seasoned Study Abroad Faculty Coordinators report their biggest challenges abroad are not public transportation strikes, fluctuating currencies, or language barriers, but student behavior problems. Those who have successfully traveled with students for many years, advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, Faculty Coordinators should reinforce the message that study abroad is an academic experience and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is simply a travel opportunity. In addition, Faculty Coordinators should refrain from referring to the experience as a “trip” and instead use the word “program,” as it denotes a difference between study abroad and a vacation. The concept of students as “cultural ambassadors” should be reinforced, emphasizing that their conduct will be seen as representative of the United States as well as the state of Louisiana and Southeastern Louisiana University. Students need to be reminded that while the consequences of poor behavior at Southeastern reflect solely on themselves, their misconduct abroad will be attributed to the entire group. In addition, violations of the Southeastern Student Code of Conduct abroad, may also have ramifications when they return to campus.

Also, be honest with students about how their behavior reflects on the Faculty Coordinator to their local colleagues. Most importantly, participants need to understand that the viability of a program rests in their

hands. Offensive or indifferent behavior resulting in negative evaluations by colleagues abroad could lead to the discontinuation of a program in the future.

The Faculty Coordinator might consider creating a “student-faculty” contract, specifically tailored to their program. This can be created in advance, or employed by a method of community building similar to that used in residence halls. Ask students to identify acceptable and unacceptable behaviors from which the group can agree upon and create a “contract” that the students sign prior to departure or on-site. In addition to the expected, “don’t be late for bus departures,” ask students to decide on actions to avoid such situations. For example, students can agree to check that everyone is awake at a certain time. The students may also agree upon consequences and/or group response to repeated offenses. Likewise, students should be informed of the procedure to follow if they experience the consequences (for instance, if they are left behind because they missed the field trip departure). There is no need for complete agreement – a majority vote should be the desired goal.

It may be more important to emphasize what the students should do, rather than what they should not do. This applies to bystanders. For instance, if one student sees another student displaying inappropriate behavior, that student should step forward to stop it. Faculty Coordinators should encourage this type of response, as well as the peer pressure that students with leadership skills can provide.

If Faculty Coordinators experience excessive complaining, the group could set specific times during the day when all complaining is allowed – then none is allowed throughout the rest of the day. This may seem like an extreme action, but it has been proven to work.

Faculty Coordinators can ask students to discuss how personality conflicts can undermine the atmosphere of the program. Faculty Coordinators should require students to determine procedures and methods for dealing with personality conflicts. Although it may seem like common sense, students may need to be regularly reminded to:

- Be polite and listen to one another
- Respect each other, leaders, and local people affiliated with the program
- Honor diversity and differences within the group
- Fight fair and attack the problem, not people
- Look for compromises

It can also be advisable to address sex and dating among program participants as well as with locals. Pre-departure discussion regarding the local culture’s receptivity to public displays of affection, gays and lesbians, and other issues may help to alleviate misunderstandings.

Faculty Coordinators should address any concerns about alcohol misuse and abuse up front. In addition to posing a health and safety risk, alcohol abuse is the primary source of behavioral problems and personality conflicts between group members. By addressing this issue in advance, Faculty Coordinators not only inform students of their concerns, but also alert them to possible past problems that have had a negative effect on the program. Many Study Abroad Faculty Coordinators state that this proactive approach has been successful in reducing the number of alcohol-related problems.

To begin this discussion, it is helpful to ask students to discuss the consequences of alcohol misuse, such as the following:

- Tardiness or poor attendance at classes and activities
- Negative student interactions as a result of alcohol-induced “bad” behavior
- Animosity/break down of community among members due to such behavior
- Poor reflection of group to local community/faculty/contacts
- Undue stress to Faculty Coordinator/local coordinator that requires excessive attention and time

It can be useful to brainstorm with students on their perception of alcohol use in the host culture, comparing and/or contrasting with alcohol use in the United States, then sharing knowledge of alcohol use in the host culture, comparing and/or contrasting this with the students’ perceptions. In addition, students should be reminded of the difference between alcohol use and alcohol misuse/abuse. Excessive drunkenness is not tolerated in any country, and is, in fact, considered an illness/addiction in most cultures.

Lastly, this conversation should be reviewed before and after arrival on-site. Faculty Coordinators should be alert to group dynamics and address any concerns they may perceive. Do not make light of incidents of abuse (such as joking about hangovers). Make sure stated consequences are enforced. Follow previously stated guidelines if students violate agreed-upon rules. For more information about drug and Alcohol Policy, please check the *Student Handbook* at [https://www.southeastern.edu/admin/stu\\_affairs/handbook/](https://www.southeastern.edu/admin/stu_affairs/handbook/)

## **PROGRAM FINANCES**

### **Travel Authorization**

The Study Abroad and Global Engagement Office is responsible for submitting a Travel Authorization Form for all expenses related to the program as determined by the program budget for Faculty Coordinator(s) and Additional Faculty.

### **Program Expenses**

Program expenses and Faculty Coordinator/Assistant allowances, including the per diem meals and incidentals stipend, are determined by the program budget. Faculty Coordinators/Assistants cannot be compensated for any monies spent that were not previously authorized in the program budget except in case of emergency. Faculty Coordinators/Assistants will receive a breakdown of allowable program expenses prior to departure from The Study Abroad and Global Engagement Office.

Faculty Coordinators/Assistants may request a Travel Advance for the following:

- Meal and incidentals stipend for the Faculty Coordinator/Assistant per the program budget
- Ground transportation within the U.S. per the program budget
- Any approved program expenses which cannot be paid in advance by The Study Abroad and Global Engagement Office and must be paid for in cash on-site.

**NOTE:** If a Faculty Coordinator/Assistant submits receipts totaling less than the amount of the Travel Advance check at the conclusion of the program, they will need to pay back the difference to the University. All other program expenses that cannot be paid in advance by The Study Abroad and Global Engagement Office and must be paid for on-site should be paid using a Procurement Card, if possible. These expenses include but are not limited to:

- Program group meals included in budget
- Entrance fees to museums, sites etc. per the program schedule and included in the student program price
- Discretionary funds for additional meals, activities, excursions, etc. per the budget

### **Expense Reconciliation**

**IMPORTANT:** Faculty Coordinators/Additional Faculty are responsible for reconciling all program related expenses in a timely fashion. Receipts are required for ALL expenses (paid in cash or using the P-Card EXCEPT for the Faculty Coordinator/Additional Faculty's authorized meals and incidentals stipend. **Expenses without receipt will not be reimbursed.**

## **VIII. ON-SITE RESPONSIBILITIES**

The Faculty Coordinator should fulfill the following duties on-site:

- Provide an initial on-site orientation to introduce the students to the host site and culture (may be in conjunction with on-site program organizer)
- Contact the Study Abroad and Global Engagement Office within 24 hours after arrival to confirm all participants are safe
- Notify the Study Abroad and Global Engagement Office immediately if any student leaves the program
- Be responsible for the academic integrity of the course and coordinating class activities
- Cooperate with other on-site faculty members or staff regarding the program objectives
- Act as liaison between the students and any individuals or entities providing services to the program
- Ensure the onsite cooperating institution/organization is delivering services according to the contract (a copy is provided to the Faculty Coordinator by SAGE prior to departure). If problems arise, the Faculty Coordinator should alert the Study Abroad and Global Engagement Office immediately so any discrepancies can be resolved in a timely manner.
- Enforce the policy that non-program participants are not allowed to accompany the participants on program sponsored excursions or activities
- Communicate academic and disciplinary roles clearly to the students.
- Respond to any emergency situations or serious incidents which may arise (e.g. illness, accident, crime involving participant(s), severe behavioral issues, natural disaster, political uprising) and notify the Study Abroad and Global Engagement Office as soon as possible by email or phone (see section on Emergencies)
- Itemize usage of any fund advances and other necessary expenses and collect receipts that will be submitted for reconciliation upon return to the U.S. Never loan students program or personal funds

unless it is an extreme emergency. Faculty Coordinators will not be reimbursed by the University for loaning money to participants unless authorized in advance by The Study Abroad and Global Engagement Office.

Meet with students regularly throughout the program to discuss non-academic issues. Topics for discussion may include cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions build group cohesiveness and alleviate possible divisions. Be aware of possible indicators of culture shock. These can include feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture, increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.

### **SAFETY AND SECURITY ISSUES**

Safety is a primary concern of all who are involved in study abroad ventures – participants, their families, advisers, Southeastern, the host institutions, Faculty Coordinators, SAGE office staff and any other personnel associated with our programs. It is generally considered that study in a foreign country is no more dangerous than study in the United States. On the other hand, there are risks that are unique to settings abroad and, when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support. The provisions of the Family Rights and Privacy Act (Buckley Amendment) often come into conflict with (a) The Study Abroad and Global Engagement Office and leaders' needs to have full information about the participants we serve, and (b) the desire of parents and The Study Abroad and Global Engagement Office/Southeastern to be briefed fully when something goes wrong. This conflict is not unique to study abroad – the issue is faced continually on campus – but it does pose a more delicate challenge in study abroad situations because of the heightened sensitivities and the distance involved. If students or parents should inquire about how Southeastern deals with safety and security issues, the following information should be provided: "Southeastern is dedicated to offering a wide variety of study abroad opportunities to meet the needs of a diverse student population and is committed to maintaining a safe and secure environment for its students. Southeastern recognizes the importance of establishing policies and procedures in the effort to protect the safety and well-being of study abroad participants, while acknowledging that no single plan can address all contingencies. Listed below are a few of the ways Southeastern strives to keep study abroad, before and during participation, as safe as possible:

- The Study Abroad and Global Engagement Office regularly and responsibly monitors safety issues in each of our program locations. A review of all study abroad programs is conducted in which safety, security, and overall quality are measured.
- All participants are required to attend one or more pre-departure orientation sessions that stress safety issues and understanding cultural differences.
- Emergency procedures are in place, including medical and general emergency evacuation procedures. In any emergency, The Study Abroad and Global Engagement Office will be in contact with faculty and students abroad as necessary.

- Provides an international health insurance and travel assistance plan to all students participating in Southeastern Study Abroad Programs.

The Study Abroad and Global Engagement Office advises all Southeastern program participants to enroll in the U.S. State Department Smart Traveler Enrollment Program (STEP) for the respective host country prior to departure. It is the Faculty Coordinator's responsibility to be familiar with the U.S. State Department website (<http://travel.state.gov>) regarding safety and security updates pertaining to the program destination.

Students should be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Students traveling to any region or country where the U.S. State Department has issued a warning will be required to sign a waiver as a component of the online application.

### **On-Site Safety**

The Faculty Coordinator is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide cautions, travel alerts or warnings, The Study Abroad and Global Engagement Office will communicate with Faculty Coordinators abroad, program participants, and emergency contacts (if appropriate). Faculty Coordinators should relay any applicable information to group participants and the on-site provider.

In the event of a local, regional or global crisis, Faculty Coordinators should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants so they can better secure their safety. In addition, in emergency situations the Faculty Coordinators must contact The Study Abroad and Global Engagement Office as soon as possible to confirm the wellbeing of the group and discuss appropriate actions as needed.

Faculty Coordinators must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups, restaurants, and locations where Americans are known to frequent.

Students should keep up with local news through online media outlets, radio, and television and, in the event of disturbances or protests, NOT get involved. Students should be asked to use common sense and caution when divulging information to strangers about themselves, the program, and their fellow students.

In cases of serious health problems, injury, or other significant health and safety circumstances, Faculty Coordinators must follow the emergency procedures as indicated in this handbook. To review Southeastern's student conduct policies including the Drug and Alcohol Policy, the Policy on Sexual Harassment, and the Statement on Sexual Assault, consult the Student Handbook at [https://www.southeastern.edu/admin/stu\\_affairs/handbook](https://www.southeastern.edu/admin/stu_affairs/handbook)

Under the University's Policy, faculty leaders have an obligation to process all sexual harassment complaints. If a crime should occur, Faculty Coordinators must complete a Study Abroad Incident Report form.

## Transportation and Vehicle Safety

Use of automobiles driven by faculty and students should be avoided. All risks associated with travel in the U.S. are present, as well as difficulties involving cars, roads, laws and traffic, all of which will, to varying extents, be governed by customs and rules different from those found in the United States. While these risks may be managed with experience, obtaining valid and effective insurance in the countries being visited may be problematic. When traveling on program-related activities, participants should be transported via public transportation or in vehicles rented by Southeastern for that purpose and driven by professional, hired drivers.

## EMERGENCIES ABROAD

The safety and wellbeing of students and faculty participating in a Southeastern study abroad program is of utmost concern. Faculty Coordinators of a short-term program abroad may find themselves facing an emergency involving one of more of the students who are in their care, or an emergency of their own. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs after a weekend away. While it is impossible to plan for all contingencies, The Study Abroad and Global Engagement Office needs to follow procedures that will allow for reaction in a responsible and levelheaded way when emergencies do arise. We need to provide, in a consistent and predictable way, for the safety and well-being of our students. We also need to take reasonable and prudent measures to limit the University's legal liabilities.

The Study Abroad and Global Engagement Office is responsible for coordinating the University's management of emergencies affecting participants in Southeastern Study Abroad Programs. **It is the responsibility of Faculty Coordinators of a Southeastern program to follow the procedures outlined below and to be sure to inform students about these procedures upon arrival on-site.**

### What is an Emergency?

For study abroad purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

- Physical assault
- Disappearance or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect the students' safety and well being
- Arrests or questioning by police or other security forces
- Any legal action involving a student

## **How to Prepare for Emergencies**

The Study Abroad and Global Engagement Office highly recommends all participants in Southeastern study abroad programs to register with the U.S. State Department Smart Traveler Enrollment Program (STEP). Once on site, students should be informed of the location of the nearest U.S. Embassy. Health and medical care are important topics to be discussed with students and should be incorporated into the orientations and discussed at other points throughout the program. Students should be reminded to notify the Faculty Coordinator immediately about any health problems that may arise. The need for hospitalization can often be prevented by prompt treatment. The program's location is a major factor in health risks and available medical care. Faculty Coordinators are responsible for doing appropriate research to compile a list of reputable local medical clinics or hospitals, in consultation with local program coordinators (if applicable).

If the students are to be housed with local families, the families should be informed that they are required to notify the Faculty Coordinator immediately of any emergency involving the student(s) in their care. If the students are housed in a residence system or other rented facility, the local housing supervisor must be similarly informed. If the Faculty Coordinator is not being housed with the students, the students must be given the address and phone number of where they are staying. They should carry this with them at all times.

The Faculty Coordinator is required to obtain and carry a Southeastern P-Card for the duration of the program in case of emergency.

### **On-Site Briefing for Students**

Faculty Coordinators should explain to the students that they are required to inform them about any emergency, and they will in turn contact The Study Abroad and Global Engagement Office as soon as possible in order to report the emergency. Faculty Coordinators should assure students that this information will be treated with the strictest confidentiality, and that it will be shared only on a "need to know" basis. Participants should also be informed that if a crisis involving a student were serious enough to jeopardize his or her safety or wellbeing, the emergency contact given on the affected student's application would be informed.

Faculty Coordinators should discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the type of things that can happen when walking down a street alone at night in a foreign city. It is helpful to get very specific about safe and unsafe behavior, such as how to dress and behave to avoid unwanted attention.

Participants should be instructed where to go in case of a terrorist attack. Unless movement will jeopardize their safety, it is suggested that all students meet at their place of residence to be accounted for and to receive further instructions.

Faculty Coordinators, in conjunction with local program coordinators (if applicable), must provide students with a list of names and phone numbers for:

- 24-hour emergency contact
- Nearest U.S. Embassy

- Law enforcement/police department
- Nearest hospital/emergency facility and English-speaking doctors and/or health care providers

## **Responding to Emergencies**

Emergencies range from the irritating but benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context. In all cases, Faculty Coordinators must complete a Southeastern Study Abroad Incident Report Form for each occurrence. Faculty Coordinators must maintain daily contact with The Study Abroad and Global Engagement Office and with host country informants. Members of the host culture may be best able to assess the seriousness of any given situation and provide excellent advice.

In an emergency, the Faculty Coordinator's first responsibility is to safeguard the safety and wellbeing of the program participants. They should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. All expenses relating to the management of a reported emergency will be covered or reimbursed.

When all has reasonably been done to ensure the students' wellbeing, The Study Abroad and Global Engagement Office should be notified as soon as possible to be fully informed about the situation (an e-mail is sufficient if no further action is needed). Faculty Coordinators can reach a SAGE Office staff member through the University Police 24-hours a day, 7 days a week at 985-549-2222. University Police have contact information for all SAGE staff and other appropriate individuals on campus. During an ongoing crisis, Faculty Coordinators must keep SAGE informed on a regular basis through telephone or e-mail until the crisis has passed.

Faculty Coordinators should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require. If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate official to advise on a regular basis about the evolution of the crisis, and about how the Faculty Coordinator and the students should respond.

In any other sort of emergency, the Faculty Coordinator should notify the local police about the situation, if they and the Embassy feel it is appropriate; then follow the procedures the police may require of them and/or the student.

During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, students should be told to keep a low profile. They should avoid demonstrations, avoid behavior that could call attention to themselves, avoid places where Americans are known to congregate, and avoid using luggage tags and wearing clothing, which identifies them as Americans.

It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. However, The Study Abroad and Global Engagement Office will bring students and Faculty Coordinators home if a situation was to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the Director of The Study Abroad and Global Engagement Office, in consultation

with the insurance company, Faculty Coordinator, the U.S. Embassy and State Department, and the Southeastern Safety Office, would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the Faculty Coordinator in confidence, and officials on the home campus would work closely with the Faculty Coordinator throughout the evacuation process.

In general, Faculty Coordinators must follow these guidelines when communicating with the students during an emergency:

- Share information: Give students as much, and as accurate, information as possible. Document the situation and communicate with The Study Abroad and Global Engagement Office on an ongoing basis.
- Assess the situation: How long will it last? Is it an inconvenience or a threat?
- Keep calm, and keep others calm: Do not panic. Discourage students from gossiping and thus escalating the situation.
- Give participants choices: In an emergency, allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice. In a serious emergency, the Southeastern Safety Office will determine whether the program will continue and determine possible evacuation procedures.

If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:

- Dial the Southeastern Police at 001-985-549-2222
- Identify themselves as a study abroad student and give the country where they are currently located
- State their name
- Tell the person what is wrong
- Tell the person how to contact them
- Respond to questions and listen carefully to any instructions

### **Medical Emergencies**

In case of a medical emergency, if the Faculty Coordinator is not available, participants should be instructed to call the Insurance Company (the policy is included with the cost of all programs), as soon as (or even prior to) a student seeks medical treatment. In addition to assisting with treatment, they may be able to arrange direct payment.

### **DISCIPLINARY PROBLEMS**

If the Faculty Coordinator experiences disciplinary or behavior problems with students, they should be dealt with immediately. If allowed to continue, they may adversely affect the atmosphere and morale of the entire group. Depending on the circumstances, the Faculty Coordinator may wish to discuss the problem individually with the student(s) concerned, or discuss it openly during a general non-academic meeting with the group. If the behavior persists after discussion, put into writing the expected change and the consequences if the behavior does not change. Have the students sign this, and email or fax a copy to The Study Abroad and Global

Engagement Office. Should the inappropriate behavior persist, The Study Abroad and Global Engagement Office will fully support a decision to dismiss the student(s) from the program.

The Study Abroad and Global Engagement Office should be notified immediately about any serious disciplinary problems with any student in the program, whether or not arrest is involved. In less serious cases, mediation by The Study Abroad and Global Engagement Office may be required. In serious cases, the student may be dismissed from the program and sent home with no credit awarded and no refund. Damage control may be necessary at the host site and within the local community. The Faculty Coordinator should make amends for inappropriate behavior in a culturally appropriate way.

In cases of arrest, Southeastern Louisiana University assumes no financial responsibility for legal aid to students. However, it is appropriate for the Faculty Coordinator, with The Study Abroad and Global Engagement Office, to assist students in contacting their families and appropriate government offices. Students using or selling illegal substances will be immediately dismissed from the program, with no credit awarded and no refund.

### **Alcohol Use**

Laws concerning alcoholic beverages vary greatly from country to country. In many countries abroad, it is legal for university students to purchase and consume alcohol. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior.
- Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on Southeastern Study Abroad programs. Violation of local laws and/or Southeastern policy may result in immediate dismissal from the program.
- Responsible use of alcohol is required on the part of the Faculty Coordinator as well as each program participant.

Responsible use of alcohol includes the following:

- Abiding by the laws of the country visited
- Not missing scheduled events because of the effects of alcohol consumption
- Not becoming ill due to the effects of alcohol consumption
- Being respectful of others sharing the same housing, and avoid congregating in loud groups for social purposes
- Not engaging in inappropriate behavior towards others as a result of alcohol consumption
- Not engaging in behavior that is destructive of property as a result of alcohol consumption
- Not engaging in behavior that causes embarrassment to the other members of the group and the in-country hosts as a result of alcohol consumption
- Not facilitating, encouraging, or ignoring a fellow participant who is abusing alcohol.
- Not transporting quantities of alcohol to program sites with the intent of sharing it with the other members of the group

## **Sending Students Home**

Severely problematic students (threatening the safety of themselves or other participants, or causing general disruption to the group) may need to return to the U.S. early. Faculty Coordinators may decide to send individual students home in response to:

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program's relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group's morale
- An emotional crisis which greatly affects the individual: death of a program participant, or death or serious illness in the family
- Serious illness, either physical or psychological

The Faculty Coordinator, in consultation with The Study Abroad and Global Engagement Office and the Southeastern Safety Office, may decide to cancel the program in response to:

- Death of a program participant
- Kidnapping of a program participant
- An outbreak of highly infectious disease at the host site
- A natural disaster
- A political or civil emergency
- A terrorist attack or significant threat

The decision to send students home, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families and difficulty in re-establishing the program in the future. It is therefore essential when contemplating an expulsion or an evacuation to consult immediately with The Study Abroad and Global Engagement Office who will consult with other appropriate offices on Southeastern's campus.

In the case of serious illness, injury, or another emergency incurred by the Faculty Coordinator, a designated alternate Faculty Coordinator may be called upon to take their place. This will be determined in discussion with The Study Abroad and Global Engagement Office, the alternate Faculty Coordinator, and, if possible, the original Faculty Coordinator.

## **FERPA/Buckley Amendment**

FERPA (the Buckley Amendment) regarding the privacy of student records may conflict with the desire of parents and others to be fully briefed on both student progress and on-site emergencies. Students participating in Southeastern programs are given the opportunity to sign a release form, which recognizes that program staff will disclose information to their families in the case of a medical emergency. If the Faculty Coordinator believes that certain information must be disclosed for a participant's wellbeing without his/her consent, they should first contact the Study Abroad Coordinator who will seek the advice of University Counsel. In rare cases when that is not possible – in cases of a serious and urgent medical emergency, for example – the best guideline is to act in the way that will be of most benefit to the student. Remember to document all emergencies thoroughly on the Study Abroad Incident Report form and to communicate with The Study Abroad and Global Engagement Office about the situation as soon as possible.

It is inappropriate to communicate with parents about a particular student's grades, personal relationships, or cultural adaptation without prior permission from the student.

## **IX. POST-PROGRAM ACTIVITIES**

The Faculty Coordinator is responsible for reconciling all program related expenses in LeoNet or with SAGE Administrative Assistant within one week after the program return date. Faculty Coordinators must also submit a program report to The Study Abroad and Global Engagement Office within 30 days after the program ends. This Faculty Coordinator report is critical to the program process, as insights, suggestions and lessons learned are incorporated into the planning for future programs.

Finally, the Faculty Coordinator is encouraged to organize a meeting with program participants after returning to campus to discuss the program in hindsight. Collecting student comments and responses is very helpful for planning future study abroad programs, as well as provides closure for program participants.

Many Faculty Coordinators maintain contact with their students following the program. This can help to assist them with their readjustment and possible reverse culture shock. Reassure them that it can be just as difficult to adjust to returning home as it was adapting to a new culture. Remind them to take time to re-acclimatize. They can also be asked to help recruit for future study abroad programs – remember they can be the best advocates!

## X. MANGO LANGUAGES



Mango Languages is a language immersion software available to all Southeastern students, faculty, and staff containing over 70 languages including English. Lessons range from basic to comprehensive and grammar skills, and can include casual conversations, films, and specialty courses in culture. Users can create a profile to track their language learning progress. Faculty and students travelling to a nonEnglish speaking country and non-familiar with the language spoken in that country are advised to use Mango Languages. Being able to say a few words in the foreign language is very well appreciated by people in your host country.

## X. PHOTO CONTEST

Every year The Study Abroad and Global Engagement Office organizes a Study Abroad Photo Contest for students who attended one of Southeastern's study abroad programs. Students and faculty are invited to submit photographs with a short description under four different categories:

- Urban Landscapes
  - Nature/Outdoor
  - People/Culture
  - The Lions Abroad
- Photos must be titled and submitted as a jpeg via e-mail to [studyabroad@southeastern.edu](mailto:studyabroad@southeastern.edu).
  - Photos are evaluated by a panel of judges based on their category, caption, aesthetic value, and technical quality.
  - Awards are given to the top winning students' photos in each category and the top winning faculty's photo.
  - **People Choice Awards:** A special award is given to the top winning photo selected by the Southeastern's community by liking their favorites on Social Media.
  - Winners receive gift certificates and prizes and their photos are displayed on The Study Abroad and Global Engagement Office website and SAGE Social Media pages.
  - Winners are announced in November during International Night in the Student Union Ballroom.

An exhibit featuring the Study Abroad Photo Contest entries takes place during International Education Week on the third week in November, at Sims Memorial Library

