FACULTY GUIDELINES
FOR
SUMMER STUDY ABROAD PROGRAMS

For more information contact:
East Carolina University
Division of Continuing Studies
404-E Self Help
Greenville, NC  27858-4353
Phone (252) 328-9219 & 328-9218
Faculty Guidelines for Summer Study Abroad Programs

Preface

East Carolina University encourages faculty members to take groups of students abroad. These guidelines specifically address summer study abroad programs, and are designed to provide faculty members interested in leading summer study abroad groups with guidance as they plan and execute their programs.

A Review of Roles

Faculty should first know the various roles which different campus units assume in supporting their summer study abroad efforts. They are asked to work closely with these units to ensure smooth program administration.

The Faculty Member and his or her Department:

Once a faculty member has an idea for a summer study abroad program, he or she should discuss it early on with his or her department head. This is extremely important as summer study abroad programs led by ECU faculty members and offering ECU academic credits are viewed as activities of the academic departments. While the Division of Continuing Studies, International Affairs, and other units are pleased to support these efforts, the actual sponsorship of the programs lies with the academic department. Because of the obligations which such sponsorship entails, the prospective summer study abroad program director must receive approval from the academic department prior to initiation of discussions with the Division of Continuing Studies.

After the several approvals described here and below have been received, the faculty member and his or her department have several responsibilities. Chief among these is the promotion of the program and the recruitment of participants. The faculty member is also responsible for seeing that all deadlines are met with respect to publicity, pre-registration, and completion of registration.

The faculty member, in close collaboration with his or her department and Continuing Studies, will oversee the following tasks:

- the preparation, printing, and distribution of program advertisement (e.g., brochures, websites)
- student recruitment and orientation
- completion and submission of all faculty travel documentation
- choose and train any teaching assistant for the program
It is particularly important that faculty members see to it that students who seek to receive financial assistance while on summer study abroad consult individually with a Financial Aid advisor well in advance of the commencement of the program.

**International Affairs (IA):**

Once their department heads have approved the summer study abroad idea, faculty members wishing to offer courses abroad should discuss their ideas with the Director of International Affairs. International Affairs can:

- help with pre-departure orientation of program participants
- provide state-mandated, supplemental summer study abroad health & accident insurance to instructors & participants
- provide International Student Identity Cards (ISEC) to program participants
- ensure proper liaison with the ECU Study Abroad Committee.

In addition, International Affairs may provide some limited financial assistance for student travel from the Thomas W. Rivers Foreign Exchange Endowment Fund.

**The ECU Study Abroad Committee (SAC):**

The SAC is a university-wide committee whose members are appointed by the Vice Chancellor for Academic Affairs. It is comprised of faculty members and administrators with experience in summer study abroad programs and related issues. The committee's purpose is to ensure the quality of the university's summer study abroad programs. To fulfill that purpose, the committee will review proposed summer study abroad programs for educational integrity, quality of total experience, and safety. It will also monitor ongoing programs to ensure their continuing quality.

Thus, faculty members **must** have their plans for summer study abroad programs reviewed and approved by the SAC. Continuing Studies will assist in making a proper presentation to the committee. The program proposal should be submitted to the committee **no later than November 1** of the fall term prior to the summer in which the program is to be delivered.

Should SAC not approve the proposal, the faculty member may request that the Provost and Vice Chancellor for Academic Affairs reconsider the committee's decision. Proposals will be reconsidered if the faculty member can demonstrate that SAC did not follow its own guidelines or acted with incomplete information. The decision of the Provost will be final.

**Division of Continuing Studies (DCS):**
The Division of Continuing Studies administers the summer study abroad program and will assist in a variety of ways. It will:

- assist with developing plans and budgets for the program, and help faculty prepare the necessary paperwork for submission to the Study Abroad Committee.
- assist in the development of a promotional strategy for the program
- establish and monitor program trust funds
- receive summer abroad program applications from students
- receive and receipt program payments
- provide for the payment of the salary of program leaders and instructors
- set up the courses attached to the programs
- register the students
- provide updated registration lists to the academic department & Financial Aid
- periodically send a worksheet listing all students who have applied for the program and their status to the program director as needed.
- Screen the disciplinary and health records of student applicants and teaching assistants with the Office of Student Conflict Resolution and the University Counseling Center.

PLANNING AND EXECUTING A SUMMER STUDY ABROAD PROGRAM

The following steps should be taken in sequence.

THE FALL TERM PRIOR TO THE STUDY ABROAD PROGRAM:

1. **Program Director:** Discuss your plans with your academic department head and seek approval from your department to offer the course or courses.

2. **Program Director:** Meet with the summer study abroad staff in Continuing Studies to receive and review the "Faculty Guidelines for Summer Study Abroad Programs."

3. **Program Director:** If needed, recruit additional faculty, teaching assistants and activity guides for the program. It is important to choose a teaching assistant who is qualified to assist students with their academic work while abroad. The TA must have completed all of the courses that will be taught during the program. Whenever possible, the TA should be a graduate student in the same program as the participants and have some experience in a supervisory role, either as a teaching assistant where s/he had significant responsibility for a classroom or as a resident advisor, or similar responsibility.
4. **Program Director**: In consultation with DCS, prepare a budget. (Notes on developing a budget are included at the end of this manual, and further assistance in creating a budget will be provided when the program director meets with DCS) The budget should specify the total amount needed to cover all costs and the anticipated cost per student based upon the expected enrollment, and DCS must sign off on the budget before submission to the SAC.

5. **Program Director**: Submit to the ECU Study Abroad Committee the program proposal forms supplied to you by DCS, as well as a description of the proposed course, including: program title; dates; courses to be offered; faculty who will teach or assist with teaching; program costs; description of travel, housing, and classroom arrangements and a discussion of any other matters pertaining to program quality and safety. You must also include a complete syllabus for each course that will be offered and a detailed itinerary. **This must be done no later than November 1.**

6. **Study Abroad Committee**: Review and approve the program director's program.

9. **Division of Continuing Studies**: DCS will establish a program account to receive and receipt program fees. All monies received will be deposited in the program's accounts.

10. **Program Director**: Ensure that students observe the following deadlines for receipt of program payments. Please note that payments can be turned in before these deadlines – but **not after**.

**PAYMENT DEADLINES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31st</td>
<td>$75 non-refundable Application Fee</td>
</tr>
<tr>
<td>January 31st</td>
<td>$200 Program Fee Deposit</td>
</tr>
<tr>
<td>February 28th</td>
<td>50% of balance of Program Cost</td>
</tr>
<tr>
<td>March 30th</td>
<td>Remainder of Program Cost</td>
</tr>
</tbody>
</table>

*Special Note – Financial Aid Funds will be released 10 days before the program begins.

Should enrollment and revenues fall short at any one of the payment due dates, DCS will contact the program director to discuss the viability of the program. In addition, the program director will inform DCS of any dates when airlines, hostels, etc., require firm and non-refundable payments. Should anticipated revenues appear insufficient to justify such payments, the program will be canceled. It is important to note that expenses for the program will not be paid unless there is money in the trip account to cover the cost.

11. **Program Director**: In consultation with DCS, produce and distribute advertising materials (posters, brochures, web pages, etc.) which clearly indicate:
12. **Program Director and DCS:** Distribute student application form. Directors may distribute program applications to interested students, but DCS also has these forms should a student want to walk in and fill one out. **Please note that faculty may not collect any money from students.** Once the application is completed, the student should bring the application, along with the non-refundable application fee and any deposit, to DCS for processing.

13. **Program Director:** Recruit sufficient numbers of students to cover all costs contained in the budget.

**EARLY IN THE SPRING TERM PRECEDING THE PROGRAM:**

14. **Continuing Studies:** Receive and receipt student payment of the non-refundable application fee. Neither the deposit nor the deadline for its receipt will be waived even when the student is applying for financial aid.

15. **Continuing Studies:** Immediately after the deadline for receipt of deposits, determine the number of pre-registrants. If there is insufficient pre-registration, the program may be canceled at this point.

16. **Program Director:** Be aware of those participants who need financial aid to participate in the program. Students on financial aid will be required to show a financial aid letter at the time of registration or else their registration may be canceled.

17. **Continuing Studies:** After the deadline for final registration and payment of all fees, inform the program director of the total number of registrants and the total receipts. DCS will also send a copy of the class roster to the Office of Financial Aid. If receipts are insufficient to pay program costs as they are incurred, the program may be canceled.
18. **Program Director:** From this point on, ensure that proper invoices for program expenses are forwarded promptly to DCS. Pay for as much as possible in advance, using money from your trip account. Submit any contracts with third party vendors to DCS so that they can be reviewed by the university attorney and approved by the Provost and Vice Chancellor for Academic Affairs.

19. **Continuing Studies:** write letter(s) of appointment to program directors and any other faculty member(s) participating in the program.

20. **Program Director, International Affairs & Continuing Studies:** Ensure that students and faculty are signed up for the required insurance. DCS submits the insurance forms and arranges for payment, International Affairs arranges the insurance, and the Program Director picks up the insurance cards and distributes them to students.

21. **Continuing Studies:** DCS will submit a roster of students to the Counseling Center for review. The Office of Student Conflict Resolution will also conduct thorough background checks on each student participating and report its findings to Continuing Studies. If the student's prior conduct warrants it, he or she will be dismissed by the Director of Continuing Studies or his designee. Should the faculty member wish to appeal the decision, s/he may direct the appeal to the Associate Vice Chancellor for Academic Outreach.

   If an enrolled student fails to meet the expectations of the Program Director during the on-campus portion of the study, or prior to leaving, the Director may remove the student from the program by submitting the student's name to DCS. The student will receive a refund of fees based on the refund and cancellation policy. It is preferable to remove a student who causes concern prior to departure.

   Continuing Studies will also host a pre-departure orientation for faculty to cover expenses, responsibility, behavior and safety.

**IMMEDIATELY PRIOR TO THE PROGRAM:**

22. **Program Director:** Prepare and submit to Continuing Studies a Travel Authorization Form. All faculty members participating must submit one of these forms prior to departure.

23. **Program Director:** Provide an orientation for students that includes customs and political concerns, expected behavior and consequences for misbehavior; roles of program director; other faculty and teaching assistants, the cooperating institution, if any; language and safety.
CONDUCT OF THE PROGRAM:

24. Program Director: Conduct the program in accordance with high academic and administrative standards. Students participating in Summer Study Abroad programs must possess a minimum 2.0 cumulative grade point average and remain in good academic standing with the university. Professors within individual programs reserve the right to require a higher GPA where appropriate. The program director will collect proper receipts for any and all expenditures. DCS will provide more information and guidance on tracking and filing appropriate expenses when the program director meets with DCS staff to plan the program.

IMMEDIATELY AFTER THE CONDUCT OF THE PROGRAM:

25. Program Director: key grades for each student directly to the system in the way grades are keyed for the regular term. Submit a properly completed Travel Reimbursement Form and Expense Report to Continuing Studies within 30 days of trip’s end; meet with DCS to review the expense report and the status of the program’s budget and the disposition of any remaining balances. Please note that balances remaining in the account after payment of all expenses and salaries will be transferred to an administrative account, per the vote of the ECU Study Abroad Committee.

26. Continuing Studies: Distribute and collect student program evaluations, which will be shared with the academic department, DCS, and International Affairs.
THE PROGRAM BUDGET

Please note that all summer study abroad programs must be completely self-supporting. Program directors must therefore be careful to include in the program budget all projected expenses (including faculty salary, travel, and lodging costs and the $75.00 per student application fee).

Each program must pay for itself, even when one academic unit is producing several programs. No money will be carried over in accounts from one year to the next, and program directors may not work carry over money into their budgets.

In preparing their budgets, program directors should divide their presentations into two parts: A. a description of fixed costs; and B. an indication of variable costs.

**Fixed Costs** are those which must be recovered regardless of the number of participants. These fixed costs would include (but not necessarily be limited to): the salary and personnel benefits of the program director and any other instructors; the travel and lodging costs of the program director and any other instructor; the costs of producing and distributing publicity brochures; telephone and FAX expenses; the rental of classrooms; and the cost of recommended health and accident insurance for leaders of summer study abroad programs.

**Variable Costs** depend on the number of student participants in the program. These would include (but not necessarily be limited to): the $75.00 registration fee; the rental of student rooms; expenses for providing student meals; the costs of admissions to museums and cultural events; charges for the International Student Identity Card (ISIC); and the cost of state-mandated health and accident insurance for participants in summer study abroad programs.

The **Total Budget** for the program is the sum of both the Fixed and the Variable Costs. The course fee charged to each student is the total budget divided by the number of students. It is important to arrive at a course fee which will result in the recovery of all costs and at the same time be low enough to encourage student participation.

The following presentation of a sample budget should provide some useful tips. But do bear in mind that each program’s budget is unique and may or may not include—or be limited to—the several items described below.
SAMPLE PROGRAM BUDGET

A. Fixed Costs

• Program Director's Salary (indicate basis for computation of the amount, e.g., a percentage of annual nine months contract, up to a maximum allowed for teaching on campus summer courses. In no case can a program instructor be paid more than what he or she would make if teaching on campus summer courses.)
• Program Director's Personnel Benefits (e.g., Social Security, Retirement Contribution)
• Costs of printing and distributing brochures
• Rental of Classrooms
• Program Director’s Travel (airfare, local ground transportation, parking, etc.)
• Program Director's Per Diem expenses (indicate basis of deriving the daily rate, for example "state rate for out-of-state travel")
• Cost of any vehicle rentals (e.g., minibuses)
• Telephone and FAX
• Misc. supplies (paper, Xerox, etc.)
• Recommended State of North Carolina health & accident insurance for leaders of Summer study abroad programs

TOTAL FIXED COSTS $xxx

B. Variable Costs

• $75.00 registration fee
• International Airfare
• Ground transportation (trains, taxis, etc.)
• Room rental in dorms or hostel (indicate basis of cost)
• Cost of meals (indicate basis of cost)
• Books and other educational materials
• Tickets to museums and cultural events
• Mandated State of North Carolina health and accident insurance for student participants in Summer study abroad programs
• International Student Identity Card (ISIC)

TOTAL VARIABLE COSTS $xxx
Hint One: you may wish to collect only some of the above costs as part of the program expense and ask students to bring sufficient money to cover other costs—e.g., bus fares and tickets to cultural events—out-of-pocket. That will simplify accounting.

Hint Two: figure the cost per student, and then multiply the total by the number of students.
TOTAL PROGRAM COSTS = Fixed Costs + Variable Costs = $xxx
COST PER PARTICIPANT = Fixed Costs + Variable Costs = $xxx divided by the number of participants

Hint Three: We strongly encourage program directors to budget a 3 percent contingency fee should costs for gas, airfare, etc rise unexpectedly.