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# **GUIDELINES FOR STUDY ABROAD PROGRAM PROPOSAL**

These guidelines are designed to assist full-time, tenure/tenure-track faculty members with the preparation of proposals for study abroad programs.

## **PROGRAM DEFINITION**

Study Abroad Programs are those in which students and professors travel together outside of the U.S. for an extended period of time. The location must be an integral, essential component of the course material. Course content could not be presented in its defined form, or the effectiveness of presenting the course material would be greatly diminished, if the course were conducted at the College. The content of a Study Abroad Program should stress the distinctive culture and physical characteristics of the region, encouraging a greater breadth and depth of understanding than could be obtained on the Hiram campus.

## **BEGINNING THE PROPOSAL PROCESS**

It is the responsibility of the participating faculty to prepare a proposal using these guidelines. Prior to submission of a proposal, the program should be discussed and approved by the sponsoring department(s). New courses that form a part of the proposal must be submitted to the New Course Committee for recommendation to the faculty (including 1-credit hour pre-requisite courses). New course approval may be requested and/or granted on the basis of one-time-only, off-campus, or permanent addition to the curriculum.

Once the proposal is complete, the sponsoring department will forward it to the Study Abroad Office for review by the Study Abroad Board. Advance planning using the calendar below will allow sufficient time for consideration by the various groups involved in the process and expedite the approval of the program.

## **CALENDAR FOR APPLICATION, APPROVAL AND PLANNING PROCESS**

### **CALENDAR FOR APPLICATION AND APPROVAL**

#### ***TWO YEARS IN ADVANCE***

November 1	Faculty members indicate interest to and begin discussions with the Study Abroad Office (SAO). The SAO consults Study Abroad Board (SAB) for direction and advises the faculty member with respect to meeting SAB proposal guidelines and suitability of the proposal.
November 15	Send reminder to faculty of deadline
December 15	Deadline for notifying the SAO.
February (first Monday)	Final proposals are due.
February (last week)	Faculty discuss proposals with Study Abroad Board. All courses included in the program must be approved prior to the discussion.
March (first week)	Board determines program approvals.
April 1	Public announcement of programs with approximate price

## **CALENDAR FOLLOWING PROGRAM APPROVAL**

*DURING the YEAR PRIOR to the ACADEMIC YEAR IN WHICH the PROGRAM IS OFFERED:*

September 1	Brochures, with trip price, are available to students.
January	Interest meetings and faculty sponsored/study abroad office-assisted publicity
Mid-March	Deadline for student applications for fall semester programs
Mid-September	Deadline for student applications for spring 12-week programs
Mid-October	Deadline for student applications for spring 3-week programs

## **ACADEMIC COMPONENT AND EXPECTATIONS**

### **GETTING THE MOST FROM EXPERIENTIAL LEARNING**

Study Abroad Programs at Hiram College promote learning through experience. They encompass meaningful contacts with cultures that are different from our own or exploration of unique physical characteristics of a particular locale. These programs should expose students to diverse perspectives made more striking by first-hand encounters with the environments that produce them. Students should be encouraged to understand what it means to be visitors, guests, and aliens in communities where customs and rules may be quite different than those at home. It is our hope that these experiences enable students to return home, and to Hiram College, as more intellectually curious, observant, tolerant, enlightened human beings.

While experiential learning is the primary goal of these programs, there can be no assurance such learning will occur without careful planning. Each trip will have different goals; some specific to a subject area or discipline, others more integrated—reflecting an interdisciplinary approach. Regardless of individual trip goals, each should meet the primary goal of providing meaningful experiential learning with a rigorous academic component. Whatever the trip perspective, there should be a range of assignments and activities that encourage both cognitive and affective responses to the experience, and objective means for evaluating student work. Some options are offered below:

- **Cultural hunt:** Students must locate places, compare prices and services, plot itineraries using local transportation, and engage in other activities designed to encourage independence, individual initiative, and learning about everyday life in the culture.
- **Journals and diaries:** This assignment can be used to tie and integrate experiential learning with specific assignments related to class readings, discussion, and/or independent student observation. To achieve a synthesis between the two kinds of learning, students record reaction and responses to daily readings and events and “report back” on a regular basis.
- **Group discussion:** Students are required to meet regularly to examine their experiences in relationship to the experiences of other group members. Students can be required to act in the role of both group member and group leader. Discussion provides a format for confirmation as well as challenges to student perceptions. This activity can also be used to integrate course materials with their experiential learning.

- Papers and projects: Final papers and projects encourage synthesis and application of the experiential learning to basic course concepts. These can be researched while off campus, and completed when students return or completed during the trip. The opportunities to use written and oral sources on site may be more valuable than those back home. (NB: Academic requirements must be completed by the end of a term).
- Class lectures, guest speakers, interviews, and field trips: Students may need to have some directed learning experiences to assist them in making connections and observing relationships between core course concepts and what they are seeing and doing. Often, brief, on-the-spot explanations amplify these connections for them.
- Evaluation: May involve a formal examination, individual or team project, group presentation or other evaluative measure appropriate to a particular discipline. The evaluation must be based on student research using resources on site. All three-week trips must include a minimum of one paper and one examination.

### **ACADEMIC EXPECTATIONS**

The emphasis of Hiram's Study Abroad program is based on recognition of the fact that learning takes place most effectively in many instances outside of the framework and structure of higher education as it is traditionally conceived. The academic course and high standards of expectation form the core and basis for any study abroad program. Academic credit is given for study abroad programs and their courses are considered an integral component of the College's curriculum. They are a continuation, not an interruption, of the student's progress towards a degree and should be coordinated with the general requirements for graduation and with individual areas of concentration.

Students who participate in Study Abroad Programs should expect to have experiences that are supported by and integrated into meaningful and challenging academic frameworks that enhance their overall Hiram experience. Study Abroad programs are not tours and students must expect to engage in a variety of academic endeavors worthy of academic credit while traveling. If students have an option or are required to complete coursework in the session prior to travel, notification of this must be included in the course brochure. Students will be required to meet deadlines for submitting papers and other projects so that the course grades can be turned in to the Registrar's office at the appropriate time.

- The Incomplete (I) mark indicates work incomplete for reasons beyond the student's control. Normally, the student will have completed at least 75 percent of the course work. Please see the registrar on how to submit an incomplete.
- Students who register for courses offered on a study abroad trip can drop a course only with the permission of the faculty member leading the trip and the Associate Dean of the College. A student may be denied permission to drop a course if by doing so the group process is disrupted or the educational goal of the trip is adversely affected.

## **GUIDELINES, RESPONSIBILITIES, and POLICIES**

### **RESPONSIBILITIES OF THE FACULTY PROGRAM LEADER**

Program leaders will be expected to:

1. Structure the academic and on-site activities for the program optimizing the use of the off-campus setting
2. Prepare text, artwork and design for course brochure
3. Recruit program participants
4. Review student application materials and select program participants
5. Present orientation meetings on campus prior to departure
6. Establish clear expectations for student academic and social conduct in the host country

### **Policy on college-unregistered participants on Study Away trips**

All participants on Study Away trips are expected to register for the associated course(s). Participants may register as auditors. All exceptions to this policy must follow the guidelines below.

Anyone who is not a registered student in the program but wishes to participate in the program in any way needs prior approval by the VPAA/Dean of the College. Approval may be denied for any reason, including but not limited to financial and logistical reasons. Persons un-registered at the college do not have an inherent right to participate in the program. **Any college-unregistered participants must provide proof of medical/travel insurance before departure on the trip.** Hiram College is not responsible (financially or medically) for any liabilities that may occur regarding the college un-registered person(s). College un-registered participants must meet all the deadlines and follow all the guidelines of conduct of registered participants. All college un-registered participants, or their legal parent/guardian, will be expected to sign all waivers as would any other registered Hiram College study abroad participant and may be subject to other requirements at the discretion of the VPAA/Dean of the College.

Anyone college-unregistered participant under 18 must be accompanied by another adult who is not the program leader. Family members 18 years old and older may accompany faculty on study tours with approval of the VPAA/Dean of the College, as long as doing so does not interfere with the teaching of the course or the availability of the faculty member to the students.

**Any college-unregistered participant must pay all relevant advertised fees/costs prior to the departure of the trip. Relevant costs are determined by the VPAA/Dean of the College in consultation with the participant. Any additional costs that are entailed by the participant must be reimbursed to the college within thirty days of the final accounting of the trip.**

A study abroad board member whose proposal is before the Board will be excused from the proposal discussion, deliberation and decision regarding that proposal.

### **Program Structure**

Faculty should structure the program in a way that optimizes the use of an off-campus setting, engages students in learning about and appreciating the contributions of other cultures, and promotes a group

dynamic that encourages the intellectual growth, independence, tolerance and sense of responsibility for group success on the part of each member.

Faculty leaders will assist the SAD in choosing on-site living accommodations (hotel, rooming house, campsite, etc.). Trip itineraries should be specific regarding activities and accommodations. An itinerary, complete with addresses and phone numbers, must be on file with the **Study Abroad Office** prior to the group's departure. If the program involves two or more faculty, one faculty member should be designated as the liaison for confirming final travel arrangements with the SAD.

### **Brochure Preparation**

Faculty leaders will prepare the text, artwork and design for the course brochure. Brochures must include criteria that will serve as the basis for student selection. If students are given an option or are required to complete prerequisite or related coursework in the session prior to the trip, this information must be included in the program brochure.

### **Recruiting Program Participants**

Each program has a recruitment goal of **10** students per faculty. Recruitment methods may include:

- preparing display case or bulletin board for on-campus promotion in the Kennedy Center, Hinsdale Hall and or Dining Hall
- depending on the level of interest, preparing materials for and conducting up to three interest meetings
- following up with individual students to promote submission of applications before deadlines.

Faculty **must obtain the approval** from the Dean of the College in order to proceed with travel planning for trips that are under-enrolled.

### **Student Application Review**

Faculty will want to select students who have met requirements and submitted all required forms and documents. If trip leaders elect to use criteria other than the College's accepted policy of "first-come, first-served," the course brochure **must** list criteria by which students will be selected (i.e., year in class, major, minimum g.p.a. if higher than stated in guidelines on the student application, etc.). Seniors who are in good standing at the College, have met all criteria and have not traveled on a prior College trip will be given an automatic acceptance into a program, unless there is clear evidence they would be inappropriate and would threaten the success of the program. First-year students may travel for the first time only with the permission of the Associate Dean during the Spring three-week session. Regardless of the status of the program, faculty leaders **do not** notify students of their status regarding a program.

### **Orientation Meetings**

Normally faculty hold orientation meetings during the term preceding the one for which the Study Abroad Program is planned. The format and content are up to the discretion of the faculty. Faculty members who have led previous programs may be asked to assist in the orientation of new groups. Faculty may offer a maximum of three orientation sessions without credit in the twelve-week session prior to a three-week program. Orientation meetings may include the following topics:

- course syllabus, academic expectations and requirements
- students responsibilities; behavioral and curricular
- faculty responsibilities
- calendar of planned events and activities
- laws, customs, and safety
- what to bring: clothes, money, books, passport, etc.
- insurance, emergencies, disciplinary action, and liabilities
- using the telephone
- currency exchange rates and costs

### Faculty Expenses

The College covers the following expenses for faculty on twelve-week programs:

- transportation from Cleveland to the site of the program
- ground transportation while on the program
- housing through an allowance or accommodation in facilities rented by the college
- per diem food allowance (based on current prices and rates of exchange) representing a reasonable estimate of excess over normal food costs at home
- cost of participation in program-related activities and field trips

Student fees cover faculty expenses.

### Program Expenses

Whenever possible, payments are made in advance via College P card, check, or funds transferred directly into vendor accounts. The college strongly recommends that the majority of costs be prepaid and faculty apply for a P card and pin code for financial transactions while overseas. The college will provide faculty with enough cash funds to allow them to make purchases prior to finding a bank or ATM overseas.

Before departure, faculty leaders receive a comprehensive budget with a breakdown of available funds. Study abroad proposals must include a budget that accounts for all trip costs (excluding student personal items or free time expenses). The study abroad office will outline procedures by which faculty should document expenses. If the trip proposal does not include the following expenses, it is not the responsibility of the study abroad staff to explain the cost difference to the participants. Program funds should cover the following:

- guest lecturers, classroom rental, and program-related social activities such as dinners or receptions
- student lodging, field trips, ground transportation, and per diem money for meals not covered in lodging expenses
- faculty housing, per diem allowance (according to the requirements of the program), and field trips
- any other expenses incurred by the program

**There are no reserve or contingency funds for anything other than emergencies such as illness or accident.** Trip leaders should plan to spend no more than 80% of the program budget, leaving a modest financial buffer to cover such things as currency fluctuation or inflation.

Within a week of the trip's conclusion, any surplus funds along with all financial records and receipts must be returned to the Study Abroad Office. **Surplus funds should not be distributed to the students by the faculty at the end of the program.** Any surplus is credited to student accounts.

Although it may be inconvenient at times, when there are two faculty leading a trip, **only one** should handle the money and maintain the financial records. The designation of this faculty member should be made before leaving campus and his or her name recorded with the Study Abroad Office.

### Duration of Program

A Study Abroad Program must be completed primarily within either a three-week or twelve-week session. The minimum travel period during the three-week session is two weeks; for a twelve-week session, four weeks. The remaining days or weeks of a session not consisting of travel, must be filled appropriately with class meetings and assignments corresponding in duration with courses being conducted on the Hiram campus. Faculty may offer a maximum of three orientation sessions without credit in the twelve-week session prior to a three-week program.

Coursework for any session must be completed and grades submitted at the times designated for on-campus coursework.

### **RESPONSIBILITIES OF STUDY ABROAD OFFICE**

The Study Abroad Office will be expected to:

1. Notify faculty of procedures and deadlines for submitting proposals
2. Provide limited assistance to faculty in publicizing and promoting courses  
(Contact SAD for type of assistance available)
3. Preserve and make accessible to faculty the information pertaining to off-campus teaching
4. Arrange trip details such as reservations, deposits, billing, faculty expenses, etc., in consultation with faculty leaders
5. Set guidelines and format for how faculty program leaders are to account for expenses
6. Notify students of their acceptance or cancellation of a program due to under-enrollment

### **RESPONSIBILITIES OF STUDENTS**

Each student will be expected to:

1. Maintain a GPA as identified on the student application for Study Abroad
2. Provide complete and accurate information on the study abroad application
3. Follow-up with faculty to insure that recommendations are sent to the Study Abroad Office in a timely manner
4. Complete all coursework and submit all required forms (including medical, beneficiary, and travel plan, if appropriate) by the designated deadlines
5. Present documentation of health insurance in effect at the time of the trip
6. Obtain valid passport, visas and student ID prior to departure
7. Attend orientation meetings; complete all course work as required prior to trip departure
8. Be respectful of faculty leaders, student colleagues and peoples and cultures of the host countries.

### **TRIP LIABILITY ISSUES**

1. Hiram Faculty-led study abroad trips require that each person accompanying the leaders on the trip to be taking the class for credit, or auditing the class.
2. If a trip is a **combination** of alumni and study abroad, all trip participants must go through the study abroad office at Hiram College and either take the trip for credit or as an auditor.

# **SUPPORTING DOCUMENTATION**

## **To Accompany a Study Abroad Proposal**

PLEASE ATTACH THE FOLLOWING TO YOUR PROPOSAL:

1. A brief description of the proposed program, including an itinerary
2. An explanation of how this experience is central to course content. Include descriptions of specific assignments to incorporate the culture and/or regional distinctiveness into the course content (see experiential learning exercises in “Guidelines for Study Abroad Program Proposal”).
3. A list of field trips and non-lecture activities and their relevance to the program
4. A trip budget (using attached Budget Worksheet). While it may be difficult to obtain exact airfare and lodging prices two years in advance, it is necessary to develop an estimate. Current prices plus 10% may be a close approximation unless the country is experiencing unusual prosperity or inflation.
5. A full syllabus for each course, including any preparatory classes. One credit hour courses cannot be INTDs, but they can be cross-listed.
6. A plan for on-campus orientation sessions to prepare participants for the course content and a cross-cultural experience. (see “Guidelines for Study Abroad Program Proposal” for suggestions)
7. A schedule (using the attached Planning Calendar), showing dates of departure and arrival, lodging locations, field trips, long weekends, and final exams/assignments in as much detail as possible.
8. A recruiting plan
9. A contingency plan identifying how you would restructure the trip if it is under-enrolled (i.e., taking fewer faculty, moving it to another term)
10. Any additional information that might assist the Study Abroad Office in arranging travel plans for your program:
  - a. Do you know of contacts or cooperating organizations that could assist us in arranging this program?
  - b. Are there ways to minimize student costs?

# **FACULTY WORKSHEET**

## **STUDY ABROAD PROPOSAL**

This worksheet is designed to help you in preparing your proposal. Following the Guidelines for Study Abroad Program Proposal will ensure that a proposal is evaluated. If you have any questions, please contact the Study Abroad Coordinator in the Study Abroad Office/Hinsdale 139.

### **I. THE PROGRAM**

- A. Quality of the Academic Component: Please see “Guidelines for Study Abroad Program Proposal” for an overview of the nature of an integrated academic component for a study abroad program.
  
- B. Purpose: Is the program a required part of a major or does it provide strong support for a major?  
Is the program supporting general education in an important way?  
How does the program compare and fit with other programs having a similar purpose?  
What will the program contribute to the overall success of study abroad at the College?
  
- C. Discipline: Is the program connected with a discipline in a way that provides new opportunities for Hiram students to participate in study abroad?

### **II. PROGRAM FEASIBILITY**

- A. Student Interest: What is the evidence of student interest in the program? (This might come from a variety of sources, including past experiences with similar programs, the fact that the program is connected with a program that has high student enrollments, interest meetings or surveys.)  
Is it likely that this program will enroll enough students?  
If this program has gone before, does it have a record of adequate enrollment and student/faculty satisfaction, on target budgets?
  
- B. Expense: Is the program cost reasonable?  
Has the budget been prepared with care?  
In what ways can trip costs be reduced?  
Who will be handling the group’s finances during the trip?

### **III. LOCATION**

- Why did you choose this location?  
To what extent is the location inherent to the success of the program?  
What are the benefits to having your trip go to this location as opposed to remaining on campus, or offering it at another site?  
Is the program in a location that is important to the academic programs of Hiram College?

### **IV. BALANCE**

- How does your program compare/fit with other programs having a similar purpose? With others proposed for the same year?  
Does it contribute to a balance of twelve-week and three-week offerings?  
Does it overlap with a recently offered/currently proposed program?  
Will the program compete directly with others for the same students?

### **V. HEALTH AND SAFETY**

- What are the health, safety and security issues that need to be addressed by the College, faculty leader(s) and participants?  
Can you provide documentation regarding current conditions affecting health and safety in the location you have selected?  
To what health facilities will you have access in the region you are visiting?  
What is your contingency plan for handling unexpected events?

**VI. PREREQUISITES REQUIRED FOR THIS TRIP**

Are there any prerequisites required for the trip?

Have you included this information in the program brochure?

**VII. CRITERIA FOR STUDENT SELECTION**

What criteria will you use to determine which students accompany you?

Have you included those criteria in the brochure text?

**COVER SHEET**  
**STUDY ABROAD PROGRAM PROPOSAL**

PARTICIPATING FACULTY:

SPONSORING DEPARTMENT (S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAM LOCATION(S): \_\_\_\_\_ YEAR & TERM OFFERED: \_\_\_\_\_  
\_\_\_\_\_

NUMBERS AND TITLES OF COURSES TO BE INCLUDED:

A. In current catalog \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. New courses \_\_\_\_\_ Date NCC approved \_\_\_\_\_  
\_\_\_\_\_ Date NCC approved \_\_\_\_\_

PARTICIPATING FACULTY:

\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIR(S) OF SPONSORING DEPARTMENT(S):

\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ DATE: \_\_\_\_\_

STUDY ABROAD BOARD CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

DEAN OF THE COLLEGE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Return with documentation attached to the Study Abroad Office in the Study Abroad Office Teachout Price, Strategic Academic Initiatives.

**CALENDAR OF EVENTS**  
**Study Abroad Proposal**

Month of:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Budget Worksheet Faculty – Led Study Abroad Program				
<b>Program:</b>		<b>Site:</b>		<b>Dates:</b>
<b>Faculty Director:</b>		<b>Account No (for office use): SAP-</b>		
<b>Student Cost:</b>				
<b>Accounting Costs</b>				<b>Total Cost</b>
Faculty costs for 12-week program (see list below) (do not incorporate into student costs)				
Wire transfer fees (\$45-\$50/wire transfer of funds)				
Interest fees for using P-card cash withdrawals				
Bank fee for obtaining travelers checks				
<b>Subtotal College/Administrative Costs</b>				
<b>College/Administrative Cost per Student</b>				
<b>Overseas Instructional Costs</b>				<b>Total Cost</b>
Classroom Space if being rented				
Equipment rental (blackboard, overhead, projector)				
Copies/fax/internet				
Books, materials				
Other:				
<b>Subtotal Overseas Instructional Costs</b>				
<b>Overseas Instructional Cost per student</b>				
<b>Program Costs</b>				<b>\$ per person</b>
Airfare				
Visa Fees & postage				
Airport Transfers	(include U.S. transfers & int'l)			
Health center TRAVEX fee	(\$10 per person)			
First aid kit	(\$20 for one kit to be shared with entire group)			
Housing	<i>Accommodation Name</i>	<i># nights</i>	<i>Cost per room/night</i>	<b>\$ per person</b>
Meals	Group Meals			
	Individual Meal Estimate			
Activities, Entrance fees, Excursions	<i>Activity Name</i>	<i>Date</i>		<b>\$ per person</b>
Outside Speakers				
Airport entry/departure fees/taxes				



### **Proposal: Study Abroad Physical Demands**

In order to best ensure the safety of our students as they travel abroad, it should be required that all study abroad proposals include a general outline of the physical demands required of individuals participating in the trip. Healthcare providers will be able to make more specific recommendations based on the provided outline regarding the protection of the individual patient's health. This is meant to be informative for health care providers, not to be used to restrict the participation of individuals in study abroad programs. The outline provided will be attached to the health forms that are required to be signed by a health care provider prior to study abroad travel.

Examples of information that would be helpful and conditions in which patients might need specific instructions from their healthcare provider:

Hiking or walking (approximate distance/day, high altitude, difficulty of terrain)

For Diabetics – how should their medications be managed given increased activity levels?

For Asthmatics – should maintenance medications be increased temporarily due to higher altitude?

Does a rescue inhaler need to be refilled early because of likely increased demand?

Horseback Riding

Is this an activity that someone with spinal vertebral diagnoses can do?

Length of Flight/Bus rides

Does the traveler need to take particular precaution about moving to prevent blood clots because of increased risk?

Swimming

Is the traveler prone to outer ear infections and therefore needs to bring a prescription or preventative medicine along?