

## University Directed Study Abroad Guidelines & Policies

Dear UND Colleagues,

Thank for your interest in proposing a University Directed Program with UND Study Abroad. These short-term programs offer a unique opportunity for faculty and staff to work with students who may have diverse learning styles and academic perspectives, adding variety and expanding your teaching portfolio.

Please take some time to read carefully through the following guidelines, UND policies, and proposal form. They will assist you in considering the design of a strong academic and interculturally engaging course and incorporate the study abroad setting and experience.

Our study abroad program is seeking passionate and dedicated UND faculty and staff members to lead our upcoming study abroad programs.

### Why Lead a Study Abroad Program?

Leading a study abroad program offers many benefits for both you and our students:

1. **Personal Growth:** Immerse yourself in a new culture, gain cross-cultural competencies, and broaden your horizons through global experiences.
2. **High Impact Teaching:** Create a dynamic learning environment that goes beyond traditional classroom settings, fostering cultural understanding and interdisciplinary learning.
3. **Global Connections:** Establish a network with international institutions, experts, and colleagues, enhancing your professional network and research opportunities.
4. **Lifelong Memories:** Witness the transformation of students as they navigate new environments, build lasting memories, and develop a global perspective.

### What We're Looking For:

We're seeking faculty and staff members who are enthusiastic about international education and possess the following qualities:

1. **Passion:** A strong desire to engage students in meaningful cross-cultural experiences.
2. **Curiosity:** An eagerness to explore new cultures, languages, and academic perspectives.
3. **Leadership:** The ability to guide and mentor students in an unfamiliar environment.
4. **Flexibility:** Adaptability to changing circumstances and a willingness to embrace the unexpected.
5. **Collaboration:** A commitment to teamwork and collaboration with our study abroad team.

### Program Details:

- **Destinations:** We strive to offer programs in diverse locations across the globe, catering to a wide range of academic disciplines and student interests.
- **Duration:** Programs are short-term immersive experiences lasting from 1-3 weeks over spring break, at the end of spring semester, or over the summer.
- **Support:** Our study abroad team and a travel service provider will provide comprehensive support throughout the program planning, logistics, and implementation stages.
- **Curriculum:** Work with your department to develop relevant courses that integrate academics with local perspectives, ensuring an immersive and interdisciplinary learning experience.
- **Risk Management:** The safety and well-being of program directors and participants is our top priority. We maintain health and safety protocols, including international health insurance.

## Guidelines for Designing a University Directed Study Abroad Program

When submitting a proposal, consider the following recommendations for program design, development, recruitment, delivery, and evaluation.

### **Program Design and Development**

- What is the academic content of the course and how does it relate to the chosen country or location?
- Students seek options that meet degree requirements for Essential Studies or major or minor.
- What academic qualifications do you and your co-director have in relation to course topic, international experience, language skills relevant to the chosen site, and experience teaching undergraduates and leading groups?
- Does your department and your co-director's department support your program development and compensation requirements?
- What will the program itinerary look like (all possible program excursions and site/cultural visits)?
- Does the length and timeframe of the program accommodate student needs at home but allow ample time for cultural acclimation and learning abroad? Recommended timeframe is 10 days over spring break or 2-4 weeks at the end of spring/beginning summer term.
- The number of sites proposed to visit, the geographical proximity to each other and the time spent traveling between them should be carefully considered. More focus should be given to full experiences at each site rather than 'seeing everything,' and will be more affordable for UND students.
- Is the program cost reasonable and accessible to students? Recommended program fee is \$1,200 per week of travel.

### **Program Recruitment:**

- What students are in your target audience? Will that population of students have sufficient interest in participating on the program (minimum of 12 students)?
- How will you promote your program for its intended target audience?

### **Program Delivery**

- How will you prepare your participants for departure? What pre-departure classes will you require on campus? What content will be covered regarding your academic curriculum and travel pieces?
- There should be a thoughtful attempt to balance course lectures, site visits, and unstructured course time. Think about jet lag and long bus trips, both of which can add to fatigue.
- Since these programs can be exhausting for both program directors and students, consider different models of site visits; for example, scheduling three company visits or museums in one day may produce exhausted students by the afternoon.
- Consider how the course enrollment can impact group dynamics, travel and cost. While the minimum number of student is 12, 14-16 students is ideal for group dynamics and travel.

### **Program Evaluation**

- How will students' academic performance be assessed?
- Successful courses usually provide frequent opportunities for student groups to process and reflect, in an informal or formal setting, their observations and reactions to the cultures they are experiencing.

## UND Policies for University Directed Study Abroad Programs

### 1. Leadership Team

All university directed programs require two program directors including one instructor of record and a co-director, such as an instructor, core advisor, academic advisor, or administrative staff. Exceptions may be made in the case of an on-site organization with appropriate student service support.

The director is responsible for making academic, travel, and risk management decisions while abroad. The co-director reports directly to the director under these circumstances.

### 2. Experience in the Proposed Location

Program directors are required to have on-site experience before traveling with students. If two faculty members intend to co-direct a program at least one faculty member must have on-site experience. Sufficient on-site experience means that the faculty member must have visited the majority of the proposed sites in such a way as to understand and be able to communicate their contributions to the program, as well as their limitations.

Exceptions may be made in the case of an on-site organization with appropriate student service support.

Contact the Study Abroad Office about resources for site-visits, to gain on-site experience, etc.

### 3. Compensation

Compensation for program directors is approved by their department chair and dean, and includes pre-approved academic and program-required travel expenses. The director's department is responsible for arranging for the payment of salary, including initiating compensation for on-site adjunct faculty and any workload (pg. 2) paperwork. All co-director stipends will be arranged by the coordinating department and will be disbursed on a timeline in agreement with the directors.

### 4. Program Approval and Deadlines

All university directed program proposals must be reviewed and approved by the sponsoring department chair and college dean and submitted to the Study Abroad Office by the published deadlines. Criteria for selection includes:

Programs with courses that fulfill major or minor degree requirements or fulfill an Essential Studies requirement.

Program location has clear justification for relevance to course content (e.g., industry leader in location, professional connections, relevant academic, and cultural site visits).

Programs with a wide target audience for viable enrollment (minimum 12 student participants and maximum 16 participants based on 2 program directors).

### 5. Cancellation

UND reserves the right to discontinue short-term programs at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of a program is insufficient enrollment or a travel advisory is issued by the U.S. Department of State. Refer to the Study Abroad risk management plan for cancellation information.

## 6. **Withdrawal**

It is expected that program directors will not withdraw except in an emergency. If it is impossible to serve, the dean, department chair, and Study Abroad Office must be notified immediately. Depending on the withdrawal date, the program may be canceled, or the department chair can identify an appropriate replacement director with the approval of the Study Abroad Office.

## 7. **Responsibilities of Program Directors**

- a. **Academic Content of the Program:** Includes, but is not limited to, syllabus, book orders and printing, course materials, classrooms, and lectures.
- b. **Oversight of Students:** Provide oversight and support to and direct students in the academic and intercultural goals of the program both in the United States and on the program abroad. The program directors are responsible for the oversight of participating students during the duration of the program. This includes serving as a campus security authority (CSA) and determining dismissal of students from the program.
- c. **Marketing and Recruitment:** Study Abroad programs require a minimum of 12 approved students. Faculty/departments should expect to promote their program to students and peers and to visit classes and request/distribute print and e-publications from providers as needed. Study Abroad Office publishes program descriptions on its website and carries out general marketing for the term's study abroad opportunities.
- d. **Assessment:** Study Abroad Office provides an assessment of student learning related to Study Abroad learning outcomes. Program directors are required to conduct and collect student assessments related to Study Abroad student learning outcomes. Directors can engage in an additional assessment for their department if so desired. All students must complete a pre- and post-assessment of the program.

## 8. **Travel & Logistics**

All UND-sponsored programs must be supported by an approved travel services provider and all travel activity must be in compliance with UND's Procurement and Purchasing Services guidelines.

## 9. **Flight Information**

For all programs unless otherwise specified, students are responsible to purchase their own flights. Students must arrive at the initial group meeting on-site. The identification and communication of the date, time, and location of the initial group meeting is the responsibility of the director and provider. This benefits the students as they have the flexibility to purchase more affordable flights departing from the airport of their choice and to stay in-country longer before or after the program dates. Program directors' flights are included in the program budget.

## 10. **Travel Advisories from the U.S. Department of State**

UND Study Abroad will allow travel to countries with a Level 1 or 2 Travel Advisory. UND Study Abroad will consider study abroad in countries that are under a Level 3 or 4 Travel Advisory based on review and approval.

**11. Collaboration with Study Abroad Staff**

Working in collaboration with Study Abroad staff will ensure delivery of the highest quality program. Program directors must communicate and meet regularly with Study Abroad to review/address individual and shared responsibilities.

**12. Program Director Preparation Sessions**

Program directors must attend a risk management training session as facilitated by Study Abroad and are encouraged to attend sessions as available to assist in course preparation and program management.

**13. Student Orientations**

These programs are intense group experiences whose success depends on good group dynamics and clear expectations. Program directors are required to schedule at least one pre-departure orientation session with student participants.

- a. Additional pre-departure meetings and correspondence are highly encouraged.
- b. Programs should have an on-site orientation conducted during the first two days after arrival, and program directors should plan frequent times during the experience for students to process and reflect on their intercultural experience.
- c. Directors are highly encouraged to provide students with a return meeting to reflect on their experience after the study abroad experience.

**14. Participation in Course**

Only participants who are fully enrolled in the course will be able to participate in the on-site experience. Individuals 18 years of age or older who are not currently affiliated with UND may apply as a non-degree seeking student to UND and enroll in the course in order to participate. Those individuals will be responsible for any tuition for the credits associated with the program as well as program fee. No auditing is allowed and full participation in the coursework and on-site experiential learning is expected.

**15. Accompanying Persons:**

Accompanying persons, such as spouses, children, or other family members, should be carefully considered. The program directors' primary supervision is for enrolled UND students. All accompanying persons, including family members, must sign a liability release and waiver. An additional adult, not a program co-director, who is fully responsible for childcare must accompany any children under 18 years old.

**16. Accompanying Minors:**

Accompanying minors, such as children, should be carefully considered. The instructor and co-directors' primary supervision is for the enrolled UND students. An additional adult, not a program co-director, who is fully responsible for childcare must accompany any children under 18 years old. The travel expenses for the minor and accompanying adult, including insurance, will not be included in the UND study abroad budget and all expenses must be paid separately. This accompanying adult will not need to enroll in the course.

## 17. RESPONSIBILITIES

<b>Faculty Proposing Program</b>	<ul style="list-style-type: none"><li>• Review Study Abroad university directed program procedures</li><li>• Responsible for academic component of program</li><li>• Submit proposal for program including academic information and location selection</li><li>• Participate in marketing and recruitment of program</li></ul>
<b>Study Abroad</b>	<ul style="list-style-type: none"><li>• Assist with student pre-departure orientations for university directed programs</li><li>• Host mandatory program director training sessions</li><li>• Review program proposals</li></ul>

For questions or to get started now, contact:

### **Study Abroad Office**

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