Faculty-Directed Study Abroad Guidelines & Policies • International Center Study Abroad (ICSA)

Dear UND Faculty Member,

Thank you for your interest in proposing a UND-sponsored study abroad program with International Center Study Abroad (ICSA). These programs offer a unique opportunity for faculty 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. These policies are effective July 1, 2020.

Guidelines for Designing a Faculty-Directed Study Abroad Program

- When creating a proposal, consider the following:
  - What is the academic content of the course and how does it relate to the chosen country or locations?
  - How will students’ academic performance be assessed?
  - 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?
  - What will the program itinerary look like (all possible program excursions and site/cultural visits)?
  - 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?
- Students seek study abroad options that meet degree requirements for Essential Studies or major or minor.
- 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.
- 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.
- 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 faculty 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 students is 12, 14-16 students is ideal for group dynamics and travel.
UND Policies for Faculty-Directed Study Abroad Programs

1. **Leadership Teams.** All faculty-directed programs require two co-directors, including one instructor of record and a co-director, such as another 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.

2. **Experience in the proposed location.** Faculty are required 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. Contact the ICSA office about resources for site-visits/to gain on-site experience/etc.

3. **Program Approval and Deadlines.** All faculty-directed program proposals must be reviewed and approved by the sponsoring department chair and college dean, and submitted to the ICSA by the published deadlines. Criteria for selection includes:
   a. Programs with courses that fulfill major or minor degree requirements or fulfill an Essential Studies requirement.
   b. Program location has clear justification for relevance to course content (e.g. industry leader in location, professional connections, relevant academic and cultural site visits).
   c. Programs with a wide target audience for viable enrollment (minimum 12 student participants).

4. **Faculty Directors are responsible for the following:**
   a. **Academic Content of the Program** including the syllabus, book orders and printing, course materials, classrooms and lectures.
   b. **Oversight of Students:** Provide oversight, support and direct students in the academic and intercultural goals of the program both in the United States and on the program abroad. While on the program, faculty directors are responsible for the oversight of participating students. 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, to visit classes and request and distribute print and e-publications from providers as needed. ICSA publishes program descriptions on its website and carries out general marketing for the term’s study abroad opportunities.
   d. **Assessment:** ICSA provides an assessment of student learning related to ICSA learning outcomes. Faculty co-directors are required to conduct and collect student assessment related to ICSA student learning outcomes. Faculty can engage an additional assessment for their department if so desired. All students must complete a pre- and post-assessment of the program.

5. **Compensation.** Faculty Director’s compensation is approved by her/his department chair and dean and includes pre-approved academic and program-required travel expenses. The faculty 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 faculty directors.
6. **Cancellation.** The University of North Dakota 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 programs is insufficient enrollment or a travel advisory is issued by the U.S. Department of State. Refer to the ICSA Risk Management Plan for Cancellation information.

7. **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 ICSA must be notified immediately. Depending on the withdrawal date, the program may be cancelled, or the department chair can identify an appropriate replacement program director with the approval of ICSA.

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:**
   a. For Spring Break programs, flights will be included in student program fee, coordinated by an approved travel service provider.
   b. For May and Summer programs, students are responsible to purchase their own flights. Students must arrive at the initial group meeting on-site. The designation and communication of the date, time and location of the initial group meeting is the responsibility of the program directors and provider. This benefits the students as they have the flexibility to stay in-country longer before or after the program dates. Faculty and co-director flights are included in the program budget with arrangements made by an approved travel service provider.
   c. Students who would like different flight itineraries or are online/distance students and not on-campus can be charged an adjusted program fee that does not include flight. It is then their responsibility to coordinate their flight to arrive by the initial group meeting on-site.

10. **Collaboration with the ICSA staff.** Working in collaboration with the ICSA staff will ensure delivery of the highest quality program. Because there are individual as well as shared responsibilities, faculty directors should communicate and meet regularly with the ICSA.

11. **Student Orientations.** Because these programs are intense group experiences, whose success depends on good group dynamics and clear expectations, faculty 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 faculty directors should plan frequent times during the experience for students to process and reflect on their intercultural experience.
   c. Faculty are highly encouraged to provide students with a return meeting to reflect on their experience after the study abroad experience.

12. **Faculty Director Preparation Sessions:** Faculty and co-directors must attend a Risk Management training session as facilitated by ICSA, and are encouraged to attend sessions as available to assist in course preparation and program management.

13. **Accompanying Persons.** Accompanying persons, such as spouses, children or other family members, should be carefully considered. The faculty and co-directors’ primary supervision is for the 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.
14. **Travel Advisories from the U.S. Department of State.** UND will not offer or support study abroad in countries that are under a Level 3 or 4 Travel Advisory.