



**ARKANSAS STATE
UNIVERSITY**

Faculty-Led Study Abroad

Office Procedures, Policies, and Guidelines

**Faculty-Led Study Abroad
Office Procedures, Policies, and Guidelines**

Arkansas State University
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Introduction

The Study Abroad Office (SAO) at Arkansas State University believes a student's Study Abroad experience can be one of the most enriching and motivating experiences of his or her life. The SAO is pleased that faculty have decided to join students on this journey. Leading an A-State Faculty-Led Study Abroad program will provide the opportunity to reach students in ways not always possible at A-State. Faculty will be spending much more time with students, both inside and outside of class, and will likely serve as an advisor and mentor. By sharing this experience abroad with students, faculty will have an opportunity to shape perspectives and broaden minds. The effect faculty will have on students will last throughout their lifetime.

The SAO is charged with the administration of all programs abroad offered to A-State students. Any faculty member who wishes to direct a Study Abroad program overseas must work through the SAO.

The Study Abroad Office also provides orientation workshops for students going abroad, and a network of support services for A-State students while overseas.

The purpose of the Faculty Guide is to inform Faculty Leaders and Faculty Assistants who will accompany and teach students abroad. It is designed to provide faculty with general assistance as they propose, develop, and lead an A-State short-term Study Abroad program. In this guide, faculty will find information outlining the responsibilities of both the Faculty Leader and the SAO, travel guidelines, and other important topics.

Guidelines for Faculty-Led Study Abroad Programs

Faculty-Led Study Abroad is a group experience involving significant travel to a location outside of the United States and U.S. territories. Such experiences may constitute the whole or part of a course. Study Abroad is a University-sanctioned activity and requires completion of the A-State Study Abroad forms and procedures as outlined in this guide.

The following guidelines apply to all A-State Faculty-Led Study Abroad programs. These guidelines and procedures are designed to ensure academic integrity and diligence in developing all Study Abroad courses. A Study Abroad program will not 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 by the SAO.

Faculty-Led Study Abroad Program Proposal

All Faculty-Led programs are administered by the SAO in partnership with A-State academic departments. Any faculty member who seeks to lead a program overseas must submit a proposal, be approved by the SAO, and adhere to the policies and procedures regarding Faculty-Led programs.

The academic department and college 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 (see Credit/contact hours section below) prior to submission to the SAO. Department Chair/College Dean Proposal Review Guidelines have been developed by the SAO to assist in this task.

Due to the critical role the Faculty Leader 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. If faculty anticipate taking any scheduled leave, please contact the SAO for more information prior to submitting a proposal.

Multiple proposals can be submitted by faculty members within the same department and/or college if not being ran in the same session and location. However,

student demand will be taken into account when selecting programs for each cycle. Department chairs and/or college deans are encouraged to consult with the SAO in advance of the deadline if multiple proposals are being submitted.

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 in a proposal, each department chair and corresponding college dean must sign off on the proposal.

Sample course syllabi, program itineraries, and Contact Hour Calculation Sheets are available online to assist faculty in the proposal process. All necessary forms are available for review on the [Faculty & Staff Resources page](#). Reviewing these documents prior to submitting the proposal should address some basic questions and provide examples of successful past proposals.

Proposal review and selection. All proposals are reviewed by the SAO. Please refer to Faculty-Led Program Proposal Review Considerations for information on how proposals are reviewed and selected. Faculty members will be notified within one week of the submission deadline regarding the outcome of their proposal.

Once the program is approved, the Faculty Leader should work with the SAO and academic department if subsequent modifications to the program are needed. Any modifications to the academic content, course offerings, number of contact hours/credits, Faculty Leader/Faculty Assistant, program dates, program length, housing, and/or cultural activities must be made in consultation with the academic department and college. Any costs incurred from flight changes made by a Faculty Leader/Faculty Assistant will be his/her responsibility.

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 student learning outcomes.

Credit/contact hours. A Faculty-Led Study Abroad program should be referred to as a program and not a trip. A-State 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 45 contact hours for three (3) A-State credits. As part of the faculty led proposal packet, the faculty member will need to provide the itinerary that shows their 45 contact hours will be met. The Program Contact Hours Calculation Sheet submitted as part of the proposal serves as documentation of the contact hours involved. An example of the Program Contact Hours Calculation Sheet can be provided upon request.

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.

Learning objectives. Courses associated with Faculty-Led programs must meet the learning objectives indicated in the approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chair and college dean 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.

Program Models

Faculty-Led Study Abroad programs vary widely in terms of program itineraries, academic focus, dura-

tion, inclusions, and scope. The program might be a course taught almost entirely abroad with 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 A-State campus during the regular term. Or, it might be designed using a hybrid model with some class meetings taking place on the A-State campus leading up to a mid-length abroad portion.

Academic delivery can also take on many forms including: faculty members teaching in a classroom space and/or on-site (museum, cultural locale); lectures by guest speakers and local experts; classes taught by faculty not employed by A-State (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; third-party vendors, and language acquisition.

Logistics for the program will be arranged by the on-site provider contracted by the SAO in collaboration with the Faculty Leader. 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. Accommodations 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. In-country transportation options range from public (metro, bus, train) to walking. Programs typically include airport pick-up and drop-off.

The courses associated with the program can range from existing A-State courses 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 University curriculum committees. 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 offering opportunities to think outside of the box.

Faculty Leaders/Faculty Assistants

A program has one primary Faculty Leader. This individual is responsible for teaching the course and will receive his/her regular compensation and travel expenses.

An A-State Faculty Assistant who is qualified to teach the course may accompany the Faculty Leader in a supportive role, if the program enrollment and budget allows. A rationale must be included in the program proposal for the addition of a Faculty Assistant. The Faculty Assistant will assume teaching duties without extra compensation; however, his/her program expenses will be covered.

Participant numbers. Target minimum and maximum enrollment numbers will be determined during the program development phase.

Planning the Study Abroad Program

When the Study Abroad academic program proposal is approved, the study abroad office will schedule a meeting with the Faculty-Leader to discuss the planning and implementation of the program. Program planning takes place during the summer prior to the year the program occurs.

By agreeing to direct a program abroad, faculty will have the opportunity to enjoy many of the benefits of over-

seas travel, but along with these benefits are responsibilities that are not usually a part of regular teaching duties on campus. The following highlights the responsibilities of the Faculty Leader of a short-term Study Abroad program, as well as the administrative services the SAO provides to support these efforts.

Faculty Leader Responsibilities

Program design. The following steps are recommended for program design planning:

1) Identify appropriate course and corresponding number of credits with the academic department and college; 2) Determine admissions criteria in consultation with the SAO; 3) Work with the SAO to determine host institution/provider abroad and provide the SAO with contacts (if any); and 4) Work with the SAO to determine program excursions and field trips, including possible experiential learning opportunities.

Recruiting. Recruiting students for the program is one of the primary responsibilities of the Faculty Leader. The Faculty Leader is the main motivation of the students to go abroad. A minimum target number of students (per the program budget) should be enrolled in the course. The Study Abroad staff, in collaboration with Study Abroad Ambassadors, will assist the Faculty Leader with re-cruitment efforts for all A-State Study Abroad programs. These efforts include the following:

- Recruit A-State students on-campus through in-class presentations and information sessions.
- Recruit A-State students off-campus through contacts with other institutions or organizations.
- Utilize marketing materials created by the SAO and refer students to the Study Abroad [Faculty-Led Programs webpage](#).
- Communicate with prospective and admitted students leading up to the program.
- Respond to admissions-related requests in a timely fashion.

Program cost to the student. The Faculty Leader must communicate clearly with students about the program costs, including what is covered and any additional expenses that are not covered in the program. For example, students must understand the cost of required immunizations, medical insurance and immunizations, visa, meals, and personal money to be used for souvenirs/activities. The Faculty Leader should only advertise planned activities that can be covered within the budget based on the minimum number of students. The Faculty Leader should share with students broad budget categories such as airfare, housing, meals, transportation, and entrance fees (if applicable). Any costs incurred from flight changes made by a student will be his/her responsibility.

Students must pay all fees for the program directly to the A-State Student Accounts Office as directed in the program application. Program deposits must be submitted as directed at the time of application. Faculty members cannot collect fees from students.

Pre-departure planning.

- Provide the SAO with any course-specific pre-departure materials to be shared with the students.
- Work with the SAO to finalize the program itinerary and budget, and to sign the program contract for the third-party or service provider by the end of June of the year prior to the program.
- Create the course in Banner in conjunction with the academic department.
- Utilize marketing materials created by the SAO and refer students to the Study Abroad [Faculty-Led Programs webpage](#).
- Complete the A-State Travel Authorization (and advance request if desired), submit the A-State [Export Control Form](#), and complete the Faculty Contract prepared by the SAO.
- Submit the *A-State Faculty-Led Study Abroad Program Proposal* to the SAO by May 1 of the year prior to the program.
- Secure proposal approval by the department chair and submit to the college dean for review at least two weeks prior to the submission deadline.

- Prepare students for the cultural experience in the host country. Read and be familiar with the contents of the Faculty-Led Study Abroad Guide and participate in Faculty Leader training (required for first time Faculty Leaders/Faculty Assistants) arranged by the SAO.
- Participate in pre-departure orientation meeting for faculty members arranged by the SAO at the predetermined date, time and location. This orientation will be conducted to address the faculty members' responsibilities, safety, health and other essential subject matters.
- Participate in the pre-departure student orientation arranged by the SAO at the predetermined date, time, and location.
- Make arrangements for in-country or on-site accommodations prior to departure if requested by students (see Academic and Other Accommodations section below) in consultation with Access and Accommodation Services and the SAO.

What to discuss during pre-departure orientation meetings. Program orientation begins when students first see a program flyer or when they visit the program page, and continues throughout the pre-departure process. Because of this, and because oral presentations can constitute a contractual agreement, all information about the program needs to be clear, consistent, and accurate. A 45-minute pre-departure orientation meeting will be held in conjunction with the SAO after the students for the program have been selected. The date, time, and location will be determined in advance by the SAO in collaboration with the Faculty Leader.

The SAO will cover general logistical and administrative topics such as billing, registration, health insurance, money, general health and safety abroad, travel documentation, travel arrangements, modes for communication, and cultural adjustment considerations. As for the mode of communication to use while the group is in the country, our office encourages the faculty member to create a group chat within the mobile app, Whatsapp. It is encouraged by the SAO that the Faculty Leader creates the Whatsapp group before the trip with all students. This app is not to be used in emergencies but rather for communication purposes for the group in the host country. To be in contact during an emergency or to update the SAO on more serious matters, use the messaging system within the KeyNect Up software that you reviewed during orientation or dial the emergency number: (001) 870-680-2535. The Faculty Leader should be prepared to discuss program specific details with the group including: the course syllabus and assignments; academic and behavioral expectations; program itinerary; packing (what to bring and what not to bring); and potential health and safety risks in the host country.

The SAO will provide each student with an electronic Study Abroad orientation packet which contains general information. The Faculty Leader should provide any additional materials to the SAO in advance to be included in the orientation packet.

The SAO recommends that the Faculty Leader hold additional group meetings with students prior to departure. This will allow for the students to get to know each other and will provide more time to discuss expectations and motivations for participating in the program.

Setting academic and behavioral expectations for the group. During Faculty-Led Study Abroad programs, students are required to attend all classes and excursions which are a part of the program itinerary. The only acceptable excuse for missing a class or an excursion is illness. Attendance policies apply to all classes and activities while abroad.

Students are expected to serve as ambassadors for both A-State and the United States. Since it is often difficult for students to understand the scope of what is expected of them in this regard, it is important for the Faculty Leader to discuss the topics below in pre-departure meetings and again upon arrival. Students need to be aware that behaviors with minimal or no consequences at A-State may have major implications during the Study Abroad program. Students are bound by the A-State Student Code of Conduct while overseas and any breach of conduct may result in actions being taken upon return to campus.

These topics should be discussed repeatedly with students, including at any pre-departure orientation meetings and again after arrival in the host country. Topics should include:

- ✓ Appropriate dress
- ✓ Local laws and customs
- ✓ U.S. Customs and Border Protection Declaration Form
- ✓ Local safety

- ✓ Gender dynamics
- ✓ Youth/elder relationships
- ✓ Food and meal etiquette
- ✓ How to recognize signs of displeasure on the part of host country nationals
- ✓ Safe behavior
- ✓ Incident reporting
- ✓ Alcohol use/abuse

While abroad.

- Provide an initial on-site orientation to introduce students to the host site and culture (may be in conjunction with an on-site program organizer).
- Contact the SAO by email or phone within the first 12 hours after arrival to confirm all students are safe and accounted for.
- Notify the SAO immediately if any student leaves the program.
- Be responsible for the academic integrity of the course and for coordinating class activities.
- Accompany students and participate in all scheduled items on the itinerary, from point of departure to point of return.
- Coordinate with any overseas faculty/lecturers.
- Act as the Resident Director in charge of the overall well-being of students.
- Resolve any housing or other issues that may arise on-site.
- Supervise excursions and coordinate with on-site staff, if applicable.
- Schedule regular office hours and meeting times with students.
- Alert the SAO immediately of any problems so issues can be resolved in a timely manner.
- Facilitate intercultural learning and reflection while on-site and evaluate student assignments.
- Communicate with the SAO regarding any incidents or necessary changes to the program.
- Cooperate with other on-site faculty members regarding the program objectives.
- Act as liaison between the students and any individuals or entities providing services for the program.
- Ensure the on-site cooperating institution/organization is delivering services according to the contract provided to the Faculty Leader by the SAO prior to departure. If problems arise, the Faculty Leader should alert the SAO immediately so any discrepancies can be resolved in a timely manner.
- Enforce policy stating non-A-State students are not allowed to accompany the participating students 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 (illness, accident, crime involving a student, severe behavioral issues, natural disaster, political uprising) and **notify the SAO as soon as possible by email, text, or phone** (see [Safety, Emergency, and Discipline Guide for](#)
- Itemize usage of any fund advances and other necessary expenses and collect receipts to be submitted for reconciliation upon return to the U.S. Never loan program or personal funds to students unless it is an extreme emergency. The Faculty Leader will not be reimbursed by the University for loaning money to students unless authorized in advance by the SAO.

Meet with students regularly throughout the program to discuss non-academic issues. Topics for discussion may include cross-cultural adjustment, personal activities, and inappropriate behavior. 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 the host culture; increase in physical ailments; eating problems; inability to concentrate; and uncontrollable crying. Many students, though not all, experience some level of culture shock. The concrete indicators of culture shock

vary greatly from individual to individual. Closely monitor changes in behavior and report any significant concerns to the SAO.

Upon return.

- Submit grades within 30 days of the conclusion of the program, or at the end of the term, whichever occurs later.
- Complete program expense reconciliation within one week of the program return date.
- Submit a written report of the program to the SAO within 30 days of return.

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) to the SAO as early as possible after admission to the program. The SAO will share this information with the Faculty Leader, unless dissemination is not allowable under HIPPA regulations.

If a student approaches the Faculty Leader to discuss special needs or particular accommodations related to their Study Abroad program, please notify the SAO.

To request accommodations for a Study Abroad program, students must obtain an Accommodation Card for their specific term abroad from Access and Accommodation Services and submit a copy to the SAO. 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 an Accommodation Card, accommodations cannot be provided on the basis of a disability.

Arrangements for most academic accommodations (note taking services, recording devices, smart pens, extended testing time) are typically made by the Faculty Leader just as if he/she were teaching a course on campus. If special circumstances unique to the Study Abroad program make providing these accommodations difficult, please contact the SAO. Accommodations pertaining to non-academic components of the program (housing, transportation, additional on-site support) will be assessed and organized by the SAO in consultation with Disability Services, the student, the Faculty Leader, and the on-site provider.

Information related to a student's disability is confidential and protected under HIPAA. The student should be afforded the opportunity to meet with the Faculty Leader and/or the SAO privately to discuss disability-related matters.

For more information, please see the [Faculty Guide for Teaching and Accommodating Students with Disabilities](#).

Health and Safety Issues

To support a healthy and safe experience, A-State provides a comprehensive Study Abroad health insurance and travel assistance plan for all students and faculty participating in A-State Study Abroad programs. All students in A-State programs are required to enroll in the Study Abroad health insurance plan for the period of time they are abroad. The cost is to be included in the program fee. Faculty who lead a program in collaboration with a third-party provider must enroll in the third-party program's health insurance plan, or purchase the A-State Study Abroad health insurance plan.

Faculty Leaders/Faculty Assistants, students, and parents are strongly advised to become familiar with the Study Abroad insurance plan's benefits and features. Visit the [Health and Safety](#) page for more information.

Faculty Leader Role in the Student Application and Admissions Process

Student Applications

The SAO has a standard online application form for all Faculty-Led programs for A-State students. The Study Abroad application and supporting forms are available on the SAO [Faculty-Led Program webpage](#). Students will be assessed a non-refundable \$50 application fee.

Pre-acceptance. Students should complete admission forms for the Faculty-Led Study Abroad Program. The Faculty Leader may have a preliminary in-person screening meeting with applicants as part of the admissions process.

Post-acceptance. Once students are admitted to the program, students must complete additional forms for use in case of possible accident or injury while abroad. The forms are made available to students upon admission into the program and must be completed by the designated deadline. Copies will be given to the Faculty Leader who should keep them readily available throughout the duration of the program while abroad. The Faculty Leader/Faculty Assistant should also complete and submit the Export Control forms to the Export Control office, just as the participating students. See [Export Control](#) for more information.

After explaining to students about program costs and other aspects of participating in the program, the Faculty Leader can refer students to the [SAO website](#) where they will be able to access the program-specific student application. Students can also be directed to the SAO for additional guidance.

- Applications are often initiated by a student but not completed. Students with an incomplete application will be contacted by the SAO periodically. When prompted, the Faculty Leader is 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 determined on a rolling basis. If a waitlist becomes necessary, students will be admitted on a first- come, first-served basis.
- Should the student wish to withdraw from the program for any reason after admission, only recoverable expenses may be refunded. A-State standard withdrawal/drop/add deadlines do not apply to the program.
- The student must submit his/her intention to withdraw in writing to the SAO. Email notification is acceptable. If a student indicates possible intention to withdraw from the program at any time, please notify the SAO immediately.
- Students should be encouraged to read their FERPA rights by visiting the FERPA section on the A-State [Registrar's Office website](#).
- The Faculty Leader is encouraged to email each student to welcome them to the group.

Study Abroad admission criteria. The Faculty Leader should check for possible course prerequisites which may be required for participation in the program and communicate those requirements clearly to prospective students. It is also important to remind students that maintaining a minimum GPA of 2.5 is required to maintain financial aid eligibility. If specific selection criteria are used to admit students in the program, please inform the SAO staff so they can adhere to that criteria in processing student applications. In order to participate in any Study Abroad program, students must:

- Be in good academic standing and maintain satisfactory academic progress toward a degree at A-State.
- Have a cumulative GPA of 2.5 or higher at the time of application.

- Have no student conduct violations, including pending hearings. Students involved in a disciplinary hearing with the Student Conduct Office may not be eligible to participate in a Study Abroad program.
- Successfully complete at least one (1) term at A-State prior to the intended term of Study Abroad.

A-State Faculty-Led Study Abroad programs are available for A-State students only. Please advise non-A-State students that they must register to audit the course if they wish to participate in the program.

Registration

The Faculty Leader should let the students know that they will be responsible for self-enrolling in the program course. The Registrar's Office and the SAO are not responsible for enrolling students into the Faculty-Led program course. Once the recruitment phase has closed, admitted students will be instructed by the SAO and department to register themselves in the designated program course. The SAO should be informed anytime there are holds on student accounts that may prevent a student from registering. If any hold issues occur, the SAO will request that the Faculty Leader communicate with the students about the importance and urgency of resolving the issue so the hold can be removed. Failure to remove a hold may cause a student to be dropped from the program while still owing the full program cost, and to lose any financial aid eligibility status. Please instruct students not to purchase airline tickets before being registered in the program. Students must wait for instructions regarding group travel and airline ticket purchases.

Upon registration, the student will be billed for tuition and fees for the program by A-State. Tuition payment schedules and deadlines follow the University calendar for that particular term. Program fees should be paid according to the program payment schedule. For programs that require students to register in a Study Abroad placeholder code, course designations and grades are submitted to the SAO for posting by the Registrar's Office. For programs that have a course designation, the Faculty Leader is responsible for ensuring that students are officially registered prior to departure, and for submitting the grades directly through the A-State online system.

Financial Aid and Scholarships for Faculty-Led Study Abroad Programs

Students who wish to apply for aid for Study Abroad must request a Study Abroad Budget worksheet from the SAO and consult with the A-State Financial Aid Office. The Office of Financial Aid and Scholarships will determine financial aid award based on the student's cost of attendance and eligibility.

The SAO has limited scholarship funds available for students participating in Faculty-Led programs. Students should submit applications by **March 15** for Faculty-Led Programs. Students may also be eligible to apply for additional scholarship funds from outside sources. Information on scholarship resources is available on the [SAO website](#).

Guidelines for Accompanying Family Members

The Faculty Leader of a Study Abroad program wears many hats including: professor; chaperone; academic advisor; counselor; nurse/doctor; money manager; tour guide; and even at times, parent. The workload for programs abroad is thus much different, and often more demanding than that of teaching a similar course on the A-State campus.

For the above-mentioned reasons, accompanying family members intending to travel with a Faculty-Led program must register to audit the course and complete a criminal background check.

Post-Program Activities

The Faculty Leader should submit grades to the Registrar's Office within 30 days of the program conclusion, or at the end of the term, whichever occurs later.

The Faculty Leader is responsible for reconciling all program-related expenses within one week after the program return date. The Faculty Leader must also submit a program report to the SAO within 30 days after the program ends. The Faculty Leader report is critical to the program process. The insights, suggestions, and lessons learned are incorporated into the planning for future programs.

The Faculty Leader is encouraged to collaborate with the SAO to organize a meeting with students 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 for providing closure for students in the program.

Many Faculty Leaders maintain contact with their students following the program. This can help to assist students with readjustment and possible reverse culture shock. Reassure students that it can be just as difficult to adjust to returning home as it was adapting to a new culture. Remind students to take time to re-acclimate. Students can also be asked to help recruit for future Study Abroad programs since they can be the best advocates.

Study Abroad Office Administrative Services

Program design assistance.

- Investigate and evaluate the program location, proposed activities, security situation, and service provider.
- Serve as a resource for the Faculty Leader/Faculty Assistant on all issues relating to Study Abroad.
- Consult with the Faculty Leader/Faculty Assistant on risk issues, such as student health, insurance, and safety.
- Review the program budget and negotiate the contract with the third-party provider.
- Bill students for Study Abroad programs under the term in which the program takes place.
- Arrange a training session for all new Faculty Leaders and Faculty Assistants.
- Conduct one workshop on developing and leading Study Abroad programs prior to the proposal deadline each year. Prospective Faculty Leaders should attend the workshop and/or meet with the study abroad office prior to submitting a program proposal.
- Review program proposals for countries with current U.S. Department of State travel warnings. Additional information may be required.
- Review proposals received by the September 30 submission deadline.

Recruiting assistance.

- Create a program resource link on the Study Abroad [Faculty-Led Program webpage](#).
- Provide marketing materials to the Faculty Leader and supplement student recruiting through typical SAO recruiting mechanisms online and in print.
- Prepare financial aid budgets for students as requested.
- Collect and evaluate online student applications based on established admission criteria.
- Monitor program deposits and payment from students and send out admission emails to students.
- Collect medical information and accommodation requests from students and share with Faculty Leader.
- Recruit students on-campus through in-class presentations and information sessions.
- Recruit students off-campus through contacts at other institutions or organizations.
- Communicate with prospective and admitted students leading up to the program.

- Respond to admission-related requests in a timely fashion.

Admissions process.

- Applications are processed by the SAO.
- The SAO will send out admission decisions (Approved, Denied, Waitlisted, Cancelled) to students via email.
- The SAO will keep the faculty leader updated on the admission decisions about the students interested in their program.

Pre-departure planning assistance.

- Meet with Faculty Leaders/Faculty Assistants to prepare them for their program abroad.
- Finalize arrangements at the host site regarding logistics such as housing, meals, and ground transportation.
- Identify a designated flight or group flight to the program destination in consultation with the Faculty Leader.
- Share flight itinerary and arrival information with admitted students.
- Arrange a mandatory pre-departure orientation session at a predetermined date, time, and location.
- Conduct student pre-departure orientations in collaboration with the Faculty Leader. Orientation dates vary according to program dates. The Faculty Leader is required to attend.
- Arrange for accommodations in consultation with Access and Accommodation Services and the Faculty Leader.
- Enroll students and Faculty Leaders/Faculty Assistants in the A-State Study Abroad insurance plan.
- Arrange for all program payments to be made to the third-party provider.
- Enroll students in the U.S. State Department Smart Traveler Enrollment Program.

While abroad.

- Serve as the University communications contact while students and the Faculty Leader are abroad. An SAO staff member is reachable through the Study Abroad Emergency Hotline or Police emergency number at all times.
- See [Emergency, Safety, and Discipline Guide](#) for further details.

Upon return.

- Collect, collate, and distribute evaluation data from students.