

Study Abroad Proposal FAQ

Before submitting a proposal for a UD travel study program, even for a repeat program, please review the FAQ below. We cannot consider proposals which do not meet the guidelines in the FAQ.

Information needed to submit a proposal:

- a) Tentative syllabus
- b) Tentative daily program calendar
- c) List of all proposed excursions

Some of the FAQ are related to budgetary issues linked to program design. The proposal will require some limited budgetary information, and the proposal is not fully approved until the preliminary budget is approved.

How do I choose a location for my program? Faculty should select study abroad locations that relate closely to their academic expertise and discipline, and to the academic content of the courses being taught on the program. Faculty directors should have *significant* expertise about the location and should be considered experts about both the course content *and* the location. If you are planning to go to a new country, have you developed knowledge of the host country and culture, and of your academic discipline in that country?

How many locations can I include in my proposal? While well-designed regional and multi-country comparative programs can be academically sound, given the increased costs and liability of these programs and the short time frame for our winter/summer session study abroad programs, and upon review of the *Standards for Good Practice for Short-term Education Abroad Programs* put forth by the Forum on Education Abroad, these types of programs will not be approved. The University will support programs with a more in-depth academic and cultural experience in the 3-5-week time frame. Please think about which one or two locations best fits your academic discipline and the courses being taught on the program.

Who teaches the courses and how are contact hours balanced among faculty lectures, guest lectures and content delivered by guides/hosts on excursions? Tours and site visits enhance a faculty member's lectures; they are not meant to replace them. Course content should be taught by the faculty member who receives the s-contract for the course, not by tour agents, tour guides, museum guides, or excursion hosts. These are academic programs and although study abroad programs are fundamentally different from traditional courses taught in a classroom setting, they should meet the highest standards of academic excellence, and faculty are expected to deliver the same contact hours they would if they were teaching a winter/summer session course on campus.

You should include a tentative daily calendar, clearly delineating between 1) time spent with the professor delivering course content; 2) time spent on excursions -identifying class-related excursions, cultural/historical excursions, and; 3) student free time. This is important not only to insure the academic integrity of the program, but also to clearly identify free time. There have been instances in which students engaged in risky activities during free time and attempted to fault UD when an accident occurred. The daily calendars clarify liability issues under such circumstances.

How do we choose excursions? Excursions should pertain *directly* to course content or contribute significantly to an understanding of local history and culture.

What about fun things like outdoor recreation and tourist excursions? How about natural/physical wonders that aren't really cultural or historical? If students participate in recreational types of activities, outdoor or other tourism, it should be on their free time and at their own expense; these activities should not be included in study abroad program fees or faculty expenses. If you are in a location near a natural wonder and can see it without much disruption to the program and at a low cost, feel free to include it. But if you must spend significant time (on a bus or on a plane) and/or money to view the wonder, then you should probably not include it in the program.

The proposal form requires a detailed list of anticipated excursions in your proposal.

Do I have to plan every expenditure? What if I spontaneously go to a great museum that I didn't know existed prior to arrival in the host country? We understand that you will have unexpected expenditures and that you will want to take advantage of opportunities as they arise. Keep this in mind as you plan financially, and build an extra excursion into the excursion portion of your budget to accommodate these items.

Can we get some help from a local travel agent? Travel agents should only be used in coordination with IGS to make travel arrangements that cannot be made by the faculty member directly with in-country vendors. All excursions should be selected and arranged by the Faculty Director since these are linked to a faculty member's course. IGS will request that itineraries and costs from agents be shared with IGS first, and IGS can negotiate prices directly with agents. IGS will not support guides that travel with programs unless there is a significant language barrier or poor infrastructure in the host country.

You mention "free" time, how do faculty manage their time with students on study abroad programs?

Although the University recognizes that, as a practical matter, faculty cannot personally monitor the conduct of students participating in study abroad programs at all times, faculty must recognize that students participating in study abroad programs are under their supervision and guidance during the duration of the program. In addition, faculty are expected to implement and enforce the University's policies and protocols regarding student participation in study abroad programs, including the UD Code of Conduct which is in place for all study abroad programs. The University does not condone or sponsor the consumption of alcohol while students are abroad. Faculty members who are aware of students violating the Code of Conduct alcohol policy are expected to challenge the students and/or report those students to IGS.

Do we have the option of delivering course material before we leave and allowing assignments to be turned in after we return? Winter/summer session courses should be taught in winter session and summer session- which means academic content should not be presented in the semester prior to travel, and assignments should not be continued into the semester after travel. Pre-departure meetings will be limited to 2-4 meetings (3-5 hours total for the 2-4 meetings) with a focus of program and travel orientation. Grades should be turned in by the established grading deadlines for the semester in which the program is scheduled.

Can we arrive in our host country early? Program departure dates will be scheduled to allow students and faculty to arrive at their host location on the first day of the winter/summer session. Faculty whose programs do not include group flights may arrive at their program site early, but IGS will not cover any faculty expenses prior to the program's start date.

How many students are required for a program to be approved? For a program to be financially feasible, faculty should expect to recruit a minimum of 26 students to enroll in programs with two faculty directors, and 14 students in programs with one faculty director. There are times when even those numbers are not sufficient to make a program viable, and more students may be needed.

Is there a limit to the number of students that may participate in a program? Yes – the limit is 32 students, though permission may be granted for slightly higher groups under special circumstances.

Some budgetary questions which may help you think about program design:

Are speakers on excursions included in excursion costs (paid by student fees) or paid by IGS as guest lecturers? Many excursions have guest speakers associated with them. If you are paying for a guest speaker as part of an excursion (that is, somewhere away from your usual classroom), the honorarium for that speaker should be included in the excursion cost (borne by the students) rather than as a separate guest lecturer paid by IGS.

What other costs are to be considered to arrive at a total cost for each excursion? Other things to consider include transportation, admission fees, tour guides, and gratuities. If there are extra meals during the excursion (which have not been budgeted somewhere else), include these as well.

Since we may not know what we are in for when we travel overseas, are we allowed to check out excursions in advance of the official excursion with the students? Only in circumstances where there is not sufficient or reliable information available through newspaper reviews, guide books, local (on-site) staff or faculty who have previously made the trip. It should be done in unusual circumstances, not as common practice. If unusual circumstances require a "preview" of an excursion, the costs should be charged to the excursion budget.

What are travel and meal allowances? In some cases you may want to provide the students with cash for travel or a meal. For example, you may visit a city where the students are expected to catch a bus and spend an afternoon in the city. You may want to budget funds for the bus fare and the meal, and then disburse the funds to each student once you arrive at that specific location.

Some commonly asked questions about the Faculty Director Expenses:

Are Faculty Directors given the total amount of the student program fee to spend on site? No, faculty directors are given what they have budgeted (requested) for the program.

How are faculty compensated for study abroad? Faculty are paid an S-contract to deliver the course contact hours (same requirement for contact hours as on-campus courses). Study abroad programs should be designed so that students can enroll in 6-7 credit hours in two courses (or 3-4 hours for one course on a UDmicromester). These hours can be taught by one or two UD faculty members. Each course in your program must enroll at least five students, otherwise your S-contract will be pro-rated by 20% for each enrollment below 5 (i.e. 80% salary for four students etc.). In addition to your s-contract for your course(s), each program is provided with a 1-credit administrative supplement. Faculty Directors can choose how the supplement is distributed between them for programs with two faculty; this should be communicated directly to the individual in the faculty members' academic department who processes S-contracts.

Can I buy my own plane ticket? Yes, but IGS will only reimburse you for up to the cost of the group's airfare, if you have chosen to have IGS reserve group space. If the program does not have a group flight, IGS will reimburse for standard economy fare for flights on the dates of your program. If your ticket costs more, you must cover the difference. If your ticket costs less, we will only reimburse the actual amount you paid for the ticket. UD will also not reimburse for upgrades or special seating.

For faculty accommodations, can we travel ahead of the students or stay beyond the program termination dates? If the program has a group flight, faculty directors must travel with the students. Otherwise, students and faculty are expected to meet on site on the first day of the program. Expenses incurred while abroad will only be reimbursed for the actual days of the program.

How much can faculty spend on accommodations? Approval of housing costs is based on what is considered reasonable at that site. If a program has taken place at that location before, we will use previous expenses as a guide. The University will pay for a single hotel room or for a one-bedroom apartment. If you will need larger accommodations due to guests traveling with you on the program, you must pay the difference.

If we receive per diem, what does it cover? We use the U.S. Department of State guidelines for per diem. It is based on the costs of an average breakfast, lunch, and dinner at facilities typically used by employees at that location, including taxes, service charges, and customary tips, and it does not include meals otherwise covered by the program (for example complimentary hotel breakfasts). It is intended to help compensate for some of the extra expenses of travel such as restaurant meals, laundry, and dry cleaning. It is not intended to cover every possible personal expense, since you would incur personal expenses even if you did not travel abroad.

How should we budget excursions for faculty? In general, you can use the same total that you use for students. Simply divide the total cost of excursions for the entire group by the number of people in the group (students plus faculty plus assistant). Single hotel rooms for faculty may be an additional expense.

If there is a faculty director leading the program, how many guest lecturers are permissible? There is no standard for guest lectures, and the number varies widely from program to program. However, 4-6 seems to be about average. If you are taking students on excursions and an on-site representative is talking to the students, we ask you to consider carefully whether that person falls into the category of guest lecture (giving an in-depth presentation on course material) or a guide/host for the excursion. If the person is providing less than an in-depth presentation on course material, then it is more appropriate to include any payment/honorarium in the costs of that excursion. Honoraria for guest lectures range widely depending on the credentials of the individual, the role they play in the program, and the standards for honoraria in the host country. The average is around \$100-150 per lecture (with total amount budgeted for guest lecturers about \$500-\$600 per program). You must submit a receipt (signed by the guest lecturer or faculty member) for all guest speakers.

What about supplies – what types of things should we budget for? The average request for supplies should not exceed \$150. In general the supplies category refers to consumable supplies – things like paper and pencils. It is assumed that faculty directors lead the programs as “experts” and have ownership of items related to their discipline. They should not be part of supplies. For example, if you are teaching a course in animal science and you need a DVD on cattle behavior for the course, we assume that your department will purchase the DVD from its teaching budget, and that it will belong to you after the program.

If you are designing a program with high technology costs – that may mean required internet use for class, DVDs, digital cameras/video/photography equipment, lab facilities--please talk with your program coordinator about how those costs will be covered. Those costs usually require far more than we budget for typical study abroad programs and they will have to be approved (with appropriate justification) on a program-by-program basis.

With prior approval, IGS is willing to purchase 1-2 travel books/guides to help you with programs to new locations. However, we ask that these guides be returned to us at the end of the program so that other faculty directors may use them..

We cannot reimburse you for personal items (travel clock, electric plug adaptor, reading lamp, etc.) which you may wish to purchase to make your on-site lodging more comfortable, nor can we cover the cost of standard, routine immunizations or other medical procedures.

There is a category in the budget for communication – what does that refer to? In general this category is for phone calls and internet. The average amount varies considerably, but a good starting figure would be \$100. Cell phone purchases are discouraged, since such phones become obsolete quickly. Cell phone rentals are preferred. The communication funds can also be used for purchasing phone cards and sim cards for your personal cell phone if you choose to use it for the program.

What is a program assistant (PA) and how are they funded? To help you with the added challenges that come with more students, if your budget allows, IGS will fund a program assistant if you have a minimum 18 students (single-director programs) or 32 students (co-directed programs) enrolled in your program at the time of ticketing. The PA can be an undergraduate or a graduate student or some other

individual affiliated with UD (for example staff, with supervisor's approval), but may not be a family member of the director or a student enrolled in the program because the PA's only task should be to assist you and your group. If the PA is a graduate student, have your department chairperson send an approval e-mail to your coordinator. We highly recommend that the PA be someone with travel experience who can relate well to the students, live with them, and assist them with day-to-day questions. Generally, the PA role is not well-suited for current, retiring, or retired faculty. If the program budget allows, IGS will cover the assistant's program expenses (airfare, housing, excursions, and local ground transportation— whatever your program fee includes) up to the amount of the program fee and including single room accommodations if appropriate. The PA does not receive any additional compensation.

How should I calculate the exchange rate? IGS will provide you with an exchange rate to be used for budget planning, both for the preliminary and the final budget.