



# Guide to Faculty-Led Programs

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## Education Abroad

The Guide to Faculty-Led Programs is intended to assist Program Directors and faculty who take students abroad on University of Alabama study abroad programs. This guide will assist in planning and leading a program. It is organized by topic to address those issues that impact the success of a program, including preparing a program proposal; recruitment; academic and logistical planning; finances; pre-departure orientation; and advanced preparation for health, safety, and security. This document also details the expectations of Program Directors and faculty who are in positions of authority and responsibility on faculty-led programs.



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*Sources used in the completion of this manual include faculty handbooks from Michigan State University, The University of Minnesota and the University of Wisconsin-Madison.*

### Education Abroad Office

135 BB Comer Hall  
Box 870254  
(205) 348-5256  
[facultyled@ua.edu](mailto:facultyled@ua.edu)  
<http://studyabroad.ua.edu>

**Director, Education Abroad**  
Carolina Robinson

**Faculty-Led Program Advisor**  
Kelsey Guy

**Associate Director for  
International Health, Safety, & Risk Management**  
Chad Berry

**Accounting Assistant**  
Rhoda Jones

## **Introduction**

The “Guide to Faculty-Led Programs” is intended to assist Program Directors and Faculty who take students abroad on UA study abroad programs. It will be helpful in planning and leading your program and is organized by topic to address those issues that impact the success of a program, including preparing a program proposal, recruitment, academic and logistical planning, finances, preparation, pre-departure orientation, and advanced planning for health, safety, and security.

Thank you for choosing to commit your time and energy to providing a high-quality study abroad experience. Your leadership and preparation for the program abroad can result in a study abroad experience that is one of the most enriching and inspiring experiences of a student’s life. Your efforts, commitment, and dedication make these experiences possible.

### **Faculty-Led Programs Abroad**

The University of Alabama [strategic plan](#) includes an emphasis on expanding transformational education experiences through community service, global outreach, and innovative study abroad opportunities. In support of the goal, Education Abroad (EA) is continually seeking faculty involvement in international programs as we strive to make international experiences a hallmark of education at the Capstone.

A faculty-led program is a program in which UA course credit is earned from UA faculty or specially contracted host institution faculty teaching the course on site. These programs are typically offered during the interim and summer sessions but can happen throughout the year. A program is typically short-term and can last from 2 to 8 weeks (2 summer sessions). To increase recruitment, it is wise to closely follow the UA academic calendar when determining dates for a program.

The EA office will assist you in developing a study abroad program and helping market the program to UA students. If you are taking over responsibility for an existing program, it is critical that you discuss the program with previous leaders. If you are new to leading a program, EA will be an important resource for you and will assist in all elements of program planning and marketing. Faculty leaders should discuss program ideas and considerations with EA prior to submitting a formal proposal for the program.

EA and faculty work together from the very beginning of the proposal process. The EA Director and Faculty-Led Coordinator will meet with faculty to discuss program ideas and to review essential elements in planning for and proposing a new program. This discussion can include:

- EA proposal documents, requirements, and deadlines
- Using third-party providers to make logistical arrangements

- Policies regarding salary, family members, graduate assistants, etc.
- EA responsibilities
- Faculty director's responsibilities on campus and abroad
- Creating a program budget, faculty expenses, enrollment minimum and maximum
- Student recruitment, marketing strategy and materials
- Student applications, registration, and insurance
- Emergency planning and preparedness, risk management, and safety abroad
- Student Pre-departure orientation (mandatory)
- Faculty risk management training prior to departure (mandatory)
- Evaluation and assessment of courses and programs

Leading or teaching a faculty-led program is significantly different than teaching an on campus course at UA. When accompanying students overseas, the responsibilities of the faculty member extend far beyond the classroom. It is important that study abroad program directors and faculty understand these responsibilities.

Responsibilities include, but are not limited to, the following:

- Arranging all program logistics, either on their own or through a third-party provider (ask EA for a list of approved providers).
- Attending required Faculty Risk Management Trainings.
- Reviewing and accepting student applications in Terra Dotta (see Guide to Review Students for more detail).
- Communicating with students prior to program departure.
- Providing and shaping course content.
- Delivering course content (if applicable).
- Grading (if applicable; if teaching services are being contracted from a host institution on-site, the conversion and submission of final grades is always the responsibility of the instructor of record).
- Entering grades at UA.
- Conducting on-site orientation abroad.
- Enforcing attendance policy.
- Documenting and reporting all incidents regarding student behavior, health, safety, and security. This includes failure to attend scheduled events, trips, or classes.
- **Always being available** to students via an emergency contact number/ cell phone.
- Working with students and host institution to resolve any housing issues, whether host family or dormitory, etc.
- Monitoring participation in class and on excursions along with student behavior.

- Assisting, to the extent necessary, with the health and safety (hospital/doctor visits) of students during the program.
- Assisting students with cross-cultural adjustment.
- Keeping up with receipts and expenses associated with advance funds, adhering to the program budget, and following UA financial policies.
- Communicating closely with EA concerning any matters related to student safety and wellbeing, behavior, or other issues that arise involving students.
- Administering program evaluations and assessments.
- Providing EA with a director's report at the end of the program.

## **Policies/Guidelines for Establishing a Group Program**

Being a Program Director and/or faculty member of a faculty-led program is open to all tenured and tenure-track faculty, as well as instructors, as determined by departments, and contingent upon approval from the Dean of the appropriate college. If the program is to offer courses in more than one department, approval must be obtained from each department head and college. The faculty member preparing the proposal must procure signatures from all departments involved. Proposals are considered incomplete without appropriate departmental and college signatures. Proposals include an academic and budget section, and both must be reviewed and signed.

**Any program involving travel that requires spending time in a country for which the U.S. State Department has issued a Travel Advisory level 3 or 4 will require additional approval through the International Travel Advisory Committee.** Please note EA policy mandates that all program directors and faculty teaching on programs must attend training sessions on student health and safety, budget reconciliation, and risk management. **This policy is informed and endorsed by the UA Office of Legal Counsel and Office of Risk Management.**

### **Courses**

Courses must meet the rigorous academic standards of any other course taught at UA. Each 3-hour course must demonstrate a minimum of 37.5 contact hours to equal the contact hours associated with a 3-hour course offered on campus (50 minutes X 45 class meetings = 37.5 contact hours). Excursions and site visits directly related to the curriculum upon which a course is based can be included in the 37.5 contact hours.

Courses that have been offered in prior years typically have well established course numbers. Program Directors must consult with their department concerning the appropriate course numbers that should be used for the program. Faculty often use course numbers assigned to Open Topics, Directed Readings and/or other similar courses or seminars set up to accommodate variable titles and

content descriptions. **Courses are assigned the SA campus code, and the program fee (the total cost of your program) is tied to courses/section numbers and credit hours. EA will work with the home department to set up the appropriate course. Courses with the SA campus code can only be used with EA approval.**

New courses must have departmental approval and must go through the Course Inventory/New Course approval process as established by each College. Refer to your College for procedures and instructions for creating a new course. Pre-requisites must be considered when creating courses for study abroad. All pre-requisites should be clearly stated on the program proposal and in ALL marketing and recruitment information.

### **Program and/or Graduate Assistant**

A program must have at least 15 students enrolled to qualify for an assistant or additional faculty member. If 15 or more students are anticipated in the program, plan for assistant costs as part of the program proposal. If you plan your program budget with a minimum of 10 students, but then have a higher enrollment (15 or more), there may be enough funds in the program to support an assistant. If you reach an enrollment higher than anticipated, please discuss the need for an assistant with the EA Director and the EA Accounting Assistant to determine if the budget will support a program assistant. Graduate assistants primarily fulfill an administrative role for a program and assist with communicating to students, logistical arrangements, and work with the Program Director on-site to manage day-to-day operations of the program. In some situations, graduate assistants can teach for a program, but this must be discussed with and approved by the EA Director.

An assistant position should be advertised in the appropriate departments. Contact EA for an example of prior advertisements. Compensation for assistants normally consists of airfare, housing, entrance fees, and per diem for food. Graduate assistants do not normally receive salary. There are exceptions to the salary policy if a faculty or staff member serves as an assistant, or if the graduate assistant teaches.

A program assistant cannot be housed with faculty. If the program assistant has academic responsibilities and a potential influence on grades, the program assistant cannot be housed with students. If the program assistant has only logistical and administrative functions for the program, it is acceptable for the assistant to be housed with students, though it is still preferable that the assistant have separate accommodations if this can be achieved.

### **Duration of Program**

Keep in mind that program dates are critical for student recruitment, flight arrangements, and logistical reservations. If your program departs in the summer, program dates should not overlap with Spring Semester on campus classes and finals. While many of UA faculty-led programs are

abroad for three to four weeks and operate during the Summer I or Summer II terms, the Interim term is also an option. The Winter Interim term normally runs late December to early January, the May Interim is typically the last three weeks of May, Summer I during the month of June, and Summer II during the month of July. Consult the UA academic calendar for exact dates outlining Interim, Summer I, and Summer II terms. When possible, it is preferable for study abroad programs to not overlap terms as this may affect student recruitment. Your proposal must include a tentative itinerary including the departure date, return date, first and last day of class, travel days, excursions, and site visits.

### **Program Enrollment**

A minimum and maximum number of students must be established for each program. The minimum number for programs should be no fewer than 10 students. Exceptions to the minimum are possible but must be discussed with and approved by the EA Director. Several factors, such as departmental requirements and/or restrictions, lodging and transportation limitations while abroad, and faculty determination of the number of students that can be managed effectively abroad, determine the maximum number of students. Set realistic enrollment targets when creating the program budget. The result will be a more attractive program fee and a realistic budget for the program.

Please note, faculty are compensated based on a minimum number of 10 students. Faculty who wish to run **programs with less than 10 students will have teaching and/or directing salaries prorated** based on the number of students below the 10 students minimum.

### **Faculty Compensation**

**Teaching:** Salary for teaching a three-hour course will be the **lesser of** eighty-five percent (85%) of the in-state tuition generated or 2.5% of the professor's academic year (9 month) base salary. If teaching a 3-hour course, the percentage is 7.5%, or 15% if teaching a 6-hour course. If faculty has a 12-month appointment, then a 9-month salary must be calculated by dividing 12-month salary by 1.3.

**Directing:** A director can request director's salary, which is \$5,000. If co-directing, salary is \$2,500 each and faculty must be teaching at least one course.

- If a director plans to run a program at a salary less than \$5,000 for directing and/or less than the salary calculation for teaching, they are to indicate this is in their budget. Both teaching and director's salary is based on teaching a minimum of 10 students. If the minimum of students is not met, then both salaries will be prorated.

### **Excursions and High-Risk Activities**

If your program involves excursions and travel arrangements within the program, there are a couple of ways you can coordinate these excursions: (1) employ the services of a U.S. or in-country

provider/agency, or (2) make the arrangements yourself. Do not plan any activities or excursions that involve a high degree of risk such as bungee jumping, parachuting, or hang gliding, for example. Students may approach you regarding these activities if they wish to pursue them on their own. Do not endorse, encourage, or facilitate independent student activities that involve a high degree of risk. Most insurance policies will not cover the cost for treatment involving these activities.

### **Cell Phone Policy**

Program directors **are required** to always have a cell phone available while abroad with students, and the cost of the phone and minutes should be calculated into your budget. There are many ways to obtain international cell phone service. Program Directors can (1) find your own provider through on-site contacts or internet search; (2) add international service to your personal cell phone for the times and locations while you are abroad (this tends to be an expensive option); (3) rent or purchase a cell phone upon arrival; (4) purchase a plan through a provider in advance of the program departure, or (5) purchase a SIM card for your personal phone and get a local number (can be easy and inexpensive). Cell phone numbers should be provided to EA prior to program departure or as soon as they are obtained in country.

## **Proposals and Program Approval**

The EA “Study Abroad Request for Approval” form is the official document used to propose and develop new study abroad programs. Once a program has been approved, it will **not** have to seek approval every year. Only a program update, updated budget, and destination description are required. A **Study Abroad Request for Approval** **is** required if a program has not run for the past **two years** due to under-enrollment or other circumstances, or if there have been significant changes to the program (for example, country change, etc.).

The new proposal application is available through the [studyabroad.ua.edu](http://studyabroad.ua.edu) website and consists of two parts: academic and budgetary. The **proposal deadline is January 25<sup>th</sup> for the next calendar year (ie: Jan 25, 2022 deadline for program running summer 2023).**

### **Academic Content**

- Program Details
- Rationale
- Academic Framework and Delivery
- Orientation Programming
- Health, Safety and Security
- Logistics
- Budget, Program Administration and Policies for Withdrawals and Cancellations
- Academic Endorsements



### **Budgetary Content**

- Student costs (housing, meals, entrance fees, insurance, etc.)
- Director salary and expenses (airfare, housing, meals, entrance fees, etc.)
- Faculty salary and expenses (airfare, housing, meals, entrance fees, etc.)
- Program overhead (classrooms, bank fees, supplies, emergency fund, cell phone, tips, and other fees)

There is also a supporting **Personnel Application** that will need to be completed by any individual working on the study abroad program, including director, faculty, grad/student assistants.

All proposals must go through the appropriate academic department/college and obtain signatures for approvals prior to their submission to EA. Once you have submitted your proposal to EA, it is reviewed by the International Education Committee, EA Director and Associate Provost for International Education and Global Outreach. You may be contacted with questions and requests for further information or clarification. Once your proposal has been approved by EA, the budget is sent Student Accounts for creation of the billing process. Programs in locations with U.S. State Department Travel Advisories Level 3 or 4 or CDC Level 3 or 4, may require additional approvals.

The “**University of Alabama EA Faculty Led Program Renewal**” is submitted through DocuSign and is required to be submitted EACH YEAR for each program.

### **Timeline of Deadline and Events**

Refer to the Terra Dotta Renewal Application for the most up-to-date timeline of study abroad deadlines. Events can be found on the [EA Events page](#).

## **Marketing and Recruitment**

The creation of program publicity materials and information for the website is contingent upon approval of the program proposal. **The program proposal must incorporate details necessary to produce detailed information for the website and publicity materials.** Publicity and web materials are a collaborative effort between the Program Director and EA.

### **Keys to a successful program**

Below are suggestions from prior faculty leaders and administrators that identify elements that have led to rewarding and successful study abroad programs:

1. Remember students are the target audience, and they will be most concerned with issues of cost, value, uniqueness, and attractiveness of the program as it fits with their degree requirements and personal needs and interests.
2. Give great attention to detail during all aspects of program preparation and planning.
3. Communicate regularly with students through e-mail and informal gatherings prior to program departure.
4. Communicate regularly with EA and utilize the personnel, resources, and professional staff to give your program the best opportunity to succeed.

**Ways to Recruit and promote your program once it is approved:**

- Begin recruiting early and continue until your program is full.
- Get into classrooms and talk about your program.
- Hold information meetings. \*Pizza provided for 1<sup>st</sup> meeting\*
- Use social media such as Facebook, Twitter and Instagram. (EA can also post on their social media if asked.)
- Create a display you can put up in academic advising offices, outside of your office, or for use on departmental bulletin boards.
- Participate in the fall and spring **Study Abroad Fairs** at UA.
- Secure a table at the Ferguson Center (outside of Starbucks) for a few hours during high traffic times (11-1). Set up a display and talk to students!
- Talk to colleagues, teaching assistants, and academic advisors. Let them know about your program and ask them to promote it.
- Keep lists of students who are interested in your program and e-mail them with information regarding meetings, deadlines, or interesting details. Share the list with EA.
- Attend special events on campus, especially events sponsored by your department that will draw students. There may be opportunity for discussion about your program!
- Make sure your program is featured in any departmental/college newsletters.
- As much as possible, utilize former students to help you recruit. Prospective students are very interested in hearing another student's perspective. The testimony of past participants is one of the most effective recruitment tools you have.
- Make sure the program information on the EA website and the rack card created for your program is correct. (Updates are requested from the Faculty Led Coordinator via email)
- Know that many students do not even think about their summer plans until March, thus try to make your program known to them prior to that.

# **Preparing to Go Abroad**

## **Faculty Workshops**

EA conducts compulsory Risk Management and Financial trainings with program directors and faculty in April, prior to departure. In addition, all faculty leading or teaching on a program abroad must have up to date Clery and Title IX training.

**The workshops are mandatory for Program Directors and/or co-directors and UA faculty teaching on programs and include the following:**

## **Risk Management Training**

- Emergency planning and preparedness (with UA Risk Management and UAPD)
- Student Health abroad (with UA Counseling Center)
- Student conduct and disciplining policies
- Campus Security Authority (CSA) expectations, Clery Act Reporting (with UAPD), & Title IX reporting
- U.S. State Department travel registration
- UA insurance coverage for students and faculty
- Evaluations
- Directors' report/deadline

## **Financial Training (with Accounts Payable)**

- Requesting advance cash funds, and deadlines
- Required forms
- What can be included as eligible advance cash expenditures, and reporting deadline
- Appropriate record keeping
- Final financial report
- Per diem reimbursement for meals
- Concur

## **Determine viability of program**

- Program viability is determined by enrollment and payments (whether the minimum enrollment measured by student payments is met for the budget to be feasible for the program).
- In the event a minimum enrollment has not been met, the Program Director must meet with the EA Director to review the program budget and determine if adjustments can be made to make the program financially viable.
- Faculty and director salaries will be prorated if enrollment is less than 10.

### **Required Documents Prior to Departure**

Program Directors are required to furnish EA with all pertinent contact information while abroad for each faculty member and/or graduate student travelling with the program. The Program Director submits this information through Terra Dotta prior to travelling abroad with students. This information should be shared and discussed with students, parents and other faculty involved with the program. All UA employees traveling abroad on EA programs must provide a copy of their passport, program itinerary and pertinent location information through Terra Dotta prior to departure. EA requests housing address to stay compliant with The Clery Act. The Clery Act requires all colleges and universities that participate in federal financial programs to keep and disclose information about crime on and near their respective campuses, even locations abroad occupied by The University of Alabama.

### **Pre-Departure Orientation**

EA, in conjunction with other campus authorities will organize and present multiple mandatory student pre-departure orientations. Students must attend one of the various PDO offerings.

EA student pre-departure topics include:

- Academic credit
- Required documents
- Health & safety
- Insurance
- Safe traveler tips
- Financial preparation
- Safety & security abroad
- Behavioral expectations
- Alcohol use & illegal drugs
- Health & wellness
- Communicating while abroad
- Social media
- Cross-Cultural Adjustment
- Returning to UA
- Making the most of the study-abroad experience

Each program director **must** also organize at least one pre-departure specific to his/her program. Faculty-led program specific pre-departures should include:

- Country-specific information
- Daily agenda and departure information

- Academic and behavioral expectations
- Safety and security
- Cultural norms to be aware of
- Packing list
- Information to leave with parents/significant others
- Group dynamics, flexibility, and cooperation

### **Questions Regarding Medications/Immunizations**

Students/parents may pose questions regarding medications, vaccines, immunizations, or over-the-counter medications. Students should be referred to a qualified health professional or the information can be obtained by the student from reputable sources such as the Center for Disease Control (CDC) and the World Health Organization (WHO) etc. It is acceptable to refer students to the Travel Clinic located at the UA Medical Center.

### **Managing Contact with Family Members**

As the Program Director, you will have parents contacting you regarding multiple aspects of your program. The student should be communicating directly with family members regarding the program. However, we are aware that students do not always give parents complete information. Reassuring parents and providing them with information is helpful and allows the parent to be an active supporter of the students and their plans to study abroad. Be careful, however, to respect FERPA restrictions whenever communicating with parents about student **academic** performance. If there are questions you are not comfortable answering, refer them to EA.

**EA should be contacted immediately** regarding any critical incidents involving the student or the program while abroad. EA will manage communication with the student's emergency contact when necessary. If a student is ill or injured, contact EA so that we are informed in case a family member should contact our office. **Any issue involving a student should be reported to EA immediately.** Additionally, any time a student leaves the program for any reason, UA policy requires EA should be informed prior to his/her departure from the program including weekend trips.

### **Family Members and other Accompanying Parties Program**

Faculty-led programs are first and foremost academic programs created for UA students. However, EA recognizes that in some limited circumstances program directors may want to have family members or other accompanying parties with them for some or all of the program. An "accompanying party" is anyone, including family members, who is not affiliated with the program as a faculty member, staff, or student. Accompanying parties are permitted although EA reserves the right to impose limits and/or conditions on the roles, activities, and presence of any accompanying party. These limits and conditions are based on concerns related to health, safety, security, and liability as determined by EA in consultation with Risk Management and University Counsel. Faculty

director must recognize that accompanying parties implicate institutional liability issues, as well as create competition for the director's attention and can potentially adversely impact the program experience for participating students. The following policies describe the limits and/or conditions that apply to accompanying parties, including family members.

1. **Notification:** As soon as possible prior to the start of a program the director/faculty member should notify and discuss with the EA Director his/her desire to have an accompanying person on the program. The director/faculty member should submit the following information in writing (to [facultyled@ua.edu](mailto:facultyled@ua.edu)):
  - a. Names of all accompanying parties.
  - b. Relationships to the director/employee.
  - c. Age, or ages, if the application applies to one or more children 19 years of age or younger.
  - d. Dates of planned visit(s).
  - e. A plan to address the supervision needs of minors, or other accompanying parties not capable of independent foreign travel.
  - f. Statement that the accompanying parties will not interfere with the director's/faculty member's program responsibilities, including the ability to respond to student-related emergencies.
  - g. Statement from other UA employees/faculty traveling on the program, if any, acknowledging that they are aware of the request for an accompanying party or parties to join the program.

This notice will then be shared with the department chair of the faculty so that everyone is aware of the plan set forth for the accompanying parties.

2. **Employment:** As a general rule and pursuant to UA's nepotism policy, family members of the Program Director may not be hired to perform duties if those duties are under the general supervision/direction of the program director. Permission to make an exception to this rule must be obtained and approved by the EA Director and must also be approved by Human Resources, Financial Affairs, and in some instances, University Counsel. It is possible, with permission, for spouses to serve as co-directors of a program, if they do not supervise one another and assuming they have legitimate qualifications for the co-director's role based on the content of the program and classes taught.
3. **Liability:** Any accompanying party must sign a Risk and Release form to have on file with EA. Accompanying parties are responsible for their own insurance coverage and safety during the program. They will not be covered under UA's International Insurance plan.
4. **Accommodations:** Program Director family members may share accommodations provided the housing provider allows such sharing. The program budget cannot cover housing expenses for family members or any accompanying party. Under no circumstances should accompanying parties share accommodations with students.

5. **Excursions/Travel:** Accompanying parties may participate in program excursions and field trips, provided transportation or other associated costs do not inflate the cost of the excursion. Program excursions are planned to accommodate all students plus the faculty. If there are no extra seats on bus, boat, etc., the program will not arrange for a bigger mode of transportation, thereby inflating the cost. Accompanying parties must arrange for their own transportation at their own expense.
6. **Excursion Expenses:** If participating in group excursions, accompanying parties must pay for expenses separately from the group. At no time should program funds be used to pay entrance fees for such parties.
7. **Group Meals:** If participating in group meals, the program director must reimburse the program for any expenses incurred by accompanying parties if a separate bill cannot be obtained. Program money cannot be used to buy meals for accompanying parties.
8. **Minor Children:** Minor children accompanying program leaders must be adequately always supervised. The presence of minor children, family members, or other accompanying parties should not disrupt or alter the study abroad program in any way.

### **UA Study Abroad Insurance**

All students are covered under UA Study Abroad Insurance. The insurance policy and procedures will be reviewed extensively at the Risk Management Training. The current policy can be found on <http://international.ua.edu/educationabroad/prepare/health-safety/>. Students are provided with policy and contact information during pre-departure orientation. This policy also covers UA faculty and staff.

XXXXXX Add paragraph from Chad XXXXXXXX

### **Student Airfare**

Airfare for students is not typically included in the program budget or covered in the program fee students pay. Faculty airfare is included in the program budget and EA can facilitate the purchasing of your ticket abroad. Program Directors should determine the itinerary most appropriate for their program and should provide information to enrolled students, along with contact information to book flights. Program Directors and/or teaching faculty should plan to fly over with students and return with students (when possible). If returning with students is not possible, the Program Director must accompany students to the airport and must remain until all flights have departed. Please inform EA in advance should you decide, you will not return with students.

**Students are advised to not purchase plane tickets unless the program has accepted its minimum numbers to run.** Students will be responsible for purchasing their own tickets based on the itinerary provided by the Program Director or for arranging an alternative flight on their own if they are departing from other locations and/or are trying to take advantage of accumulated frequent flyer miles on other airlines. Any student who deviates from the established itinerary is responsible for

providing the director and EA with a detailed itinerary prior to departure and also responsible for meeting up with the group at a pre-established date, place, and time.

### **Housing Policies**

At no time should program leaders or family members share accommodations with students (unless those family members are also enrolled in the program as UA credit-earning students). Current University of Alabama policy prohibits unmarried students of the opposite sex from sharing the same sleeping quarters. If students live in a flat/ apartment with individually locked bedrooms, it is permissible for male and female students to share the apartment, but not the bedrooms. If there are accessibility issues for a specific student, refer to the UA Office of Disability Services (<http://ods.ua.edu>).

If a student requests assistance with housing arrangements, either before or after the program dates, you can provide contact information, but do not make specific arrangements for them outside of the official program dates.

### **Passports**

Take the time to check the validity of your passport and make sure the expiration date is not rapidly approaching. Your passport must be valid during the entire period of your travel abroad and up to 90 days beyond your scheduled return. If you need to renew your passport, please make sure to do so within the appropriate time frame. The cost for a new passport or for renewing your passport is your own expense. For the latest information on passport rates and application procedures, visit [www.travel.state.gov](http://www.travel.state.gov).

Remember to make copies of all-important documents, such as your passport, visa, and airline ticket and to leave them with a family member. You are required to submit a copy of these documents to EA prior to departure.

### **Visas**

It is the responsibility of the Program Director and students participating in a program to inquire about visa requirements for all countries to be visited, including those before and after the study abroad program that student and faculty may visit. Consult with the consular office for the country concerned or check the visa entry requirements that can be found on the Department of State website. Additional requirements may need to be complied with, including U.S. immigration policy and home country requirements. EA will register all faculty and students in the Department of State's [Smart Traveler Enrollment Program \(STEP\)](#) prior to departure.

Travelers may be denied entry into, or be deported from, a country for which a required visa has not been obtained. For some countries, certain medical requirements must be met before a visa will be



issued. A valid passport is required for all visa applications. Additionally, you must be able to send your passport along with the visa application to the appropriate consular office or expeditor. Remember to include the cost of your visa (if applicable) in the faculty cost section of your budget proposal.

Visa requirements may be different for non-U.S. citizens. EA routinely advises international students enrolling in a faculty-led summer program that they are responsible for obtaining their visa in a timely manner. If a student is unable to obtain a visa in time and must withdraw from a program, the standard financial penalties will apply. Encourage your students to apply for their visas in a timely manner and facilitate this process as much as possible.

### **Website Resources**

The websites below may be helpful to you as you plan and conduct your study abroad program.

- Education Abroad (EA): <http://studyabroad.ua.edu>
- Department of State: <http://travel.state.gov>
- Overseas Security Advisory Council (OSAC): <http://www.osac.org>
- Center for Disease Control: <http://www.cdc.gov>
- World Health Organization: <http://www.who.int>
- Lonely Planet: <http://www.lonelyplanet.com/us>
- International SOS: <http://www.internationalsos.com/members> (Be sure to use UA's membership number)

## **Student Procedures and Policies**

Students must complete and submit all components of the online student application for UA Faculty-Led Group Programs. Students can access the application system through the EA website (<https://studyabroad.ua.edu>). The student application process (pre and post acceptance) includes important information that is required by every student seeking to study overseas. The following information is included in the application and enrollment process:

### **PRE-APPROVAL MATERIALS**

***(information collected before a student is officially accepted):***

- Application Overview
- Legal Documents
- Money Matters
- Passport and Visa Information
- Consent to Disclose form
- Office of Student Conduct review

- Course Information
- UA Scholarships & Study Abroad
- Faculty-Led: Program Selections (only if General Application)

### **POST-APPROVAL MATERIALS**

*(information collected after a student has been officially accepted):*

- Faculty Led: Payment Process
- Summary of Cost and Payment information
- Faculty Led: Financial Aid
- Insurance Information
- Course Selection Form (if applicable)
- Pre-Departure Orientation attendance
- Medical Report
- Travel Itinerary
- Passport and Personal Information
- Download International SOS app
- Using Scholarships

Through Terra Dotta, faculty can review applications prior to approval and acceptance, and/or set additional eligibility requirements. Please be sure to discuss those criteria with EA prior to publishing information regarding the program.

Typically, students must have a minimum 2.2 GPA to be eligible for a faculty-led study abroad program. GPAs slightly under a 2.2 can be considered. Faculty who wish to set higher GPA requirements should inform EA in the original program proposal prior to the publishing of any program information. Occasionally a student will apply that does not have the minimum 2.2 requirement. In those cases, the student must get permission from the EA Director, who, after consultation with the Program Director, will determine whether the student is approved.

### **Students from Other Institutions**

Students from other institutions (transient non-degree seeking students) are welcome to apply for a faculty-led group summer program. Transient students will go through the same process as UA students and must also apply to The University of Alabama as a transient non-degree-seeking student for the duration of the program. When transient students contact you about the program, please refer them to EA.

EA will:

- Give instructions to the student regarding the transient application and supporting documents required by Admissions (Letter of Good Standing and unofficial transcript), and application fee charged by Admissions.
- Once all of the above is received, EA will submit the transient application to Admissions and, within 48 hours of submission, the student will receive an e-mail from admissions with their CWID. The student must then log onto the online system to fill out the EA application using their UA username and password.
- EA will communicate directly with the student regarding approval for the program and making payment for the program.

### **Post acceptance**

Once a student has been approved (“UA Endorsed” in Terra Dotta) a payment deposit is required to secure their spot. Instructions for making a deposit can be found on the Payment Instructions for UA Faculty-Led Programs page

(<http://international.ua.edu/educationabroad/financingstudyabroad/faculty-led-payment-process/>).

**All students are required to pay a program deposit in cash, check or credit and cannot use Financial Aid to make the initial deposit.**

### **Student Application Denial/ Revocation of Acceptance**

A student application may be denied, or his/her acceptance may be revoked if the student’s conduct prior to departure raises doubt as to the suitability of the student for program participation. Participation may be denied based on prior disciplinary or criminal action. The names of all UA students studying abroad are provided to the Office of Student Conduct. Any student on disciplinary probation can be removed from the program enrollment. Students with serious student conduct records will be handled on an individual basis with the program director and the EA director. EA reserves the right to prevent a student from program participation based on past behavioral issues.

### **Late Applications**

EA will accept late applications if the student can pay the program fee in full and there is room in the program. Program Directors will be consulted to make sure that there is time to make appropriate arrangements for an additional student.

### **Withdrawal Policy**

Students must submit a withdrawal form (<http://bit.ly/EAWithdrawalform>) with their intent to cancel. Students should include their name, CWID, study abroad program, semester, year, and reason for withdrawing. Verbal withdrawals from students, parents, or Program Directors will not be accepted.

Refunds are date sensitive. Students who withdraw prior to payments being made on behalf of a program can anticipate receiving a full refund minus a \$100 cancellation fee. However, the closer to departure, the more likely that costs will have been prepaid on a student's behalf, therefore decreasing the potential amount for refund or will owe a portion of the program cost. After the program begins, the student is responsible for the entire program fee and is not eligible for a refund.

## **While Abroad**

### **Director Responsibilities While Abroad**

A Program Director fulfills many roles while abroad and has responsibilities that are integral to the success of the program. Responsibilities include, but are not limited to, the following:

- Teaching (if applicable)
- Providing and shaping course content (if applicable)
- Grading (if applicable; if teaching services are being contracted from a host institution on-site, the conversion and submission of final grades is always the responsibility of the Program Director)
- Conducting on-site orientation
- Enforcing attendance and behavioral policy
- Documenting and reporting all incidents regarding student behavior, health, safety, and security. This includes failure to attend scheduled events, trips, or classes
- Always being available to students via emergency contact number/ cell phone
- Adjusting itineraries (as needed) and coordinating events
- Working with students and host institution to resolve any housing issues, whether host family or dormitory, etc.
- Monitoring class participation and participation on excursions
- Assisting, to the extent necessary, with the health and safety (hospital/doctor visits) of students during the program
- Monitoring and encouraging good student behavior
- Assisting students with cross-cultural adjustment
- Keeping up with receipts and expenses associated with advance funds
- Adhering to the program budget and to UA financial policies, including not purchasing alcohol using any UA funds or credit cards.
- Communicating closely with EA concerning any matters related to student safety and wellbeing, behavior, or other issues that arise involving students
- Administering program evaluations and assessments
- Providing EA with a director's report at the end of the program
- Submitting all paperwork associated with the financials of the program

## **On-Site Orientation**

Once you arrive on-site it is very important to conduct an orientation to familiarize students with safety and security on-site, housing rules, local transportation, the daily itinerary, behavioral and emergency protocol while abroad. Remind students they should inform you of the following: any medical issue you should be aware to assist them in case of an emergency; any travel plans away from the group to include itinerary and contact information; any issues regarding housing.

Maintaining good communication between faculty and students is a key component to promoting safety while on-site. During on-site orientation, the following should be covered with students:

- Becoming familiar with the use of calling cards for public phones abroad and how to place international calls.
- Provide students with your cell phone number, the emergency number of the on-site provider (if applicable), and the local telephone number for emergencies (the equivalent of “911”) and be certain that they know how to place calls in-country.
- Reiterate to students that if they are traveling away from the group on a “free” weekend that they are required to inform you of their plans and required to provide you with a copy of their itinerary. Whether students purchase cell phones in advance or on-site, make sure you have their cell phone number in the event the student needs to be contacted.
- Reiterate to students that they are required to inform you about any emergency. For medical emergencies, explain how UA study abroad insurance operates so that they are familiar with how to handle a medical emergency, particularly in the case where a student needs to use the insurance when they are travelling independently of the group. The UA study abroad insurance policy is distributed to students during pre-departure orientation.

Create an Emergency Action Plan with the whole group. While creating this plan, incorporate the following:

- Discuss potential crises that could occur in your area.
- Create a communication tree so that members can contact each other quickly.
- Designate a primary and secondary meeting place.
- Designate a person to be responsible for the group and communication should you become incapacitated.
- Give students contact information pertaining to local law enforcement, hospitals, or health care providers.
- Discuss preventable accidents with students, emphasizing such things as local traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the types of things that can happen when walking down a street alone at night in a foreign city/country. It is also good to be very specific about safe and unsafe behaviors, including sexual behavior, and how to dress and behave to avoid unwanted attention.

- Communicate to students the appropriate modes of conduct and the consequences of not following those modes of conduct.
- Ask students to use common sense and caution when divulging information to strangers about themselves, the program, their itinerary, and their fellow classmates.

### **Managing Group Dynamics**

Teaching/leading a course abroad is very different than teaching it on campus. Not only are your students learning and traveling together, but also, they are either living together or with host families and sharing an intense international experience with each other.

Faculty-led programs are unique within study abroad programs because of the strong emphasis on the group. It is common for strong bonds to be formed among participants, sometimes resulting in lifelong friendships. Working together and relying on one another can lead to positive and successful study abroad experiences. Encouraging flexibility and patience among students when encountering or dealing with the stresses and challenges of travel can be helpful. As the Program Director, it is advisable that you help cultivate in students some basic principles of living and studying together. Respect for each other's differences is intrinsic to living and studying in a group successfully. While some differences can be observable, such as student's physical appearance, others such as social class or identity, may not be. Encourage students to be open-minded and respectful to the differences of other personalities and cultures.

### **Cultural Adjustment and Culture Shock**

As Program Director/Faculty, one of your roles will be helping students to understand local cultural practices. You can help students cultivate their understanding by encouraging questions and personal investigation throughout the program. Not all students come with the same flexibility towards diversity and new situations, and some may be hesitant or have difficulty understanding cultural differences. For some students, participation in your program may be their first time abroad, while others may be seasoned travelers and have a greater comfort level with the differences in culture. Utilize your own understanding of the culture as well as the host institution staff to give students a greater understanding of their observations regarding differences in culture.

Be aware of possible indicators of culture shock such as: compulsive eating or lack of appetite; feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in flexibility and spontaneity; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; or unexplainable crying. Most study abroad students will experience some form of initial culture shock; however, some might experience it after only two days in the host country, or towards the end of the

program, or not at all. In addition, the indicators of culture shock can vary from individual to individual.

Encourage students to take care of their health and eat well to help them through these stages. If your students display one or more of these behaviors, it is likely they are going through the culture shock phase of cross-cultural adjustment.

## **Health and Safety While Abroad**

Safety is of primary concern to all involved in study abroad programs. Evidence suggests that in general, students abroad are as safe as they are on U.S. campuses. However, there are risks that may occur overseas. When safety issues arise, the fact that students are far from home and in an unfamiliar culture may make the experience seem more traumatic than it would be in the U.S.

**All UA faculty leading or teaching on a UA program abroad are required to attend Risk Management Training to prepare them on handling emergencies, risk management, and health and safety abroad.** This is held in March and/or April of each year and will be announced early in the spring semester.

Some parents who have concerns regarding the safety of their student communicate regularly with faculty and EA. It is reasonable to assure parents of the safety and security of a program by providing them with the measures and practices that are standard operating procedure for all study abroad programs. Practices and procedures in place include the following:

1. Daily monitoring of international events/issues by EA
2. Having an established Emergency Management Plan to manage any event while abroad
3. Training for all faculty leaders concerning emergency response
4. Program leaders are required to carry an international cell phone to facilitate emergency communications
5. Extensive insurance coverage for faculty and students that includes emergency evacuation coverage
6. EA registers every student and faculty member with the State Department travel registry prior to group departure (STEP)

### **What is an Emergency?**

The word “emergency” is quite broad in meaning. It can include any number of potential situations - illness, injury, crime, natural disaster, or political upheaval - and it can involve any number of individuals. The first actions taken in response to an emergency and the alacrity of the response determine whether the situation is contained or if it worsens.

The EA office defines an emergency in relation to a study abroad program as the following:

- A serious injury or illness can be defined as one requiring hospitalization of a participant or faculty member, or one that makes it impossible for the participant or faculty member to continue the program.
- A situation involving a criminal act against one or more participants in the program; an act of terrorism that poses a threat to the security of the program participants; a natural disaster; an act of war; or other event causing or threatening harm to one or more participants in the program.
- A “perceived emergency” results from events that are not immediately threatening to the health or safety of program students or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

The most common “perceived” emergencies include:

- Minor theft
- Lost or stolen passport and/or credit cards
- Minor illness
- Disagreement between roommates/classmates
- Housing issues
- Flight delays
- Student behavioral issues – **mostly alcohol related!**
- Mental Health crisis/incident

Other more serious, but less common emergencies can include:

- Physical assault
- Disappearance, hostage taking, or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Threat of, or attempted, suicide
- Significant accident and/or injury
- Hospitalization for any reason or length of time
- Terrorist threat or attack
- Local political, natural, or manmade disaster/crisis in the vicinity of student accommodations or classrooms that could affect the student’s safety or well being
- Arrest or questioning by the police or other security forces
- Any legal action involving a student



- Death of a student or faculty member

### **Emergency Procedures**

EA has developed guidelines for Program Directors/faculty to follow for incidents and emergency situations. The EA Emergency Management Plan is distributed and discussed during the mandatory Risk Management Training. Program Directors/faculty must follow these guidelines and keep the Emergency Management Plan available for reference while abroad.

In an emergency, your first responsibility is to safeguard the safety and well-being of program participants. EA is prepared to assist faculty, parents, and students during times of emergency. Timely and clear communication between faculty and EA is necessary to effectively manage the emergency at hand.

If you believe there is a health or safety risk to your students, contact EA to decide upon the appropriate action. In the event of a real or perceived crisis, encourage students not to panic or overreact. Students count on you to take charge and get them through the crisis, and they take their behavioral cues from you. Remain calm, keep in contact with EA, and handle the emergency using the guidelines below. EA is ready to help you during and after any event.

1. If an emergency occurs, your first responsibility is to safeguard program participants. You must do whatever is necessary to assure this, whether it involves obtaining prompt medical attention, contacting local police authorities, or seeking the involvement of the US embassy.
2. If you are dealing with a medical emergency, contact the insurance provider, International SOS, to assist you and help coordinate the necessary arrangements. You and your students are given insurance cards with a worldwide, 24-hour, toll-free number to call for assistance. All participants, including faculty, should download the International SOS app (<https://www.internationalsos.com/assistance-app>). Program Directors/faculty should contact the appropriate emergency contact after the student's immediate needs have been met. Remember to also contact EA regarding the emergency. The insurance policy and emergency procedures to be followed will be reviewed and discussed at length during the Faculty Risk Management Training.
3. In a non-medical emergency, notify the local police and then follow the procedures that may be required by local law.
4. In the event of an emergency, always contact EA.
5. If there is an ongoing risk to students and yourself (for example, a natural disaster), have an authorized US Consular or Embassy officer advise you on a regular basis about the development of the crisis and how you and the students are to respond.
6. If there is a political or health crisis and the US State Department issues a public announcement, worldwide caution, or a specific travel warning for the country of your program, EA will contact the Program Director with the information. In the case of a travel advisory or other indicators

of serious health or safety threat, EA will review and consult with you to decide as to whether a program can continue and what steps need to be taken to ensure the safety of students and faculty.

7. It is highly unlikely that you would need to evacuate students from a site abroad. However, if a deteriorating situation makes this necessary, EA will work with faculty, International SOS and the US Embassy to facilitate a safe return of students and faculty.

### **Student Behavioral Policies and Issues**

As part of their Terra Dotta application, students are required to sign and submit the “Statement of Behavioral Responsibility” that outlines behavioral expectations for students on a UA study abroad program. Students are expected to abide by host country laws and regulations as well as the [UA Code of Student Conduct](#) and judicial policies. A review of the “Statement of Behavioral Responsibility” should be conducted during pre-departure and on-site orientations.

### **Minor Behavior Problems**

Minor behavior problems may not be serious enough to warrant dismissal from the program, but can have a negative effect on the overall program. **Set behavioral expectations ahead of time.** Behavior problems that are ignored or allowed to continue may affect the dynamic, morale, and interaction of the entire group and can potentially quickly escalate into a major problem. Examples of minor behavior problems include excessive tardiness or missing class or class activities, personality conflicts between group participants, and rude behavior.

A way to prevent some of these issues is to be proactive in your communication regarding behavioral expectations for the group. Strong, positive encouragement and communication is integral to a positive resolution of the problem. It is recommended that you maintain a written record of your observations and discussions with a student for a minor behavioral issue. **Program Directors are required to complete an incident report** should the behavior of a student merit a private discussion concerning major behavioral violations. The student may take the conversation more seriously if they know the issue is being documented from beginning to end. Documentation also provides you and EA with a written record should the behavioral issues persist or worsen to the point where sanctions or dismissal from the program are considered. An “Incident Report” should be used for documenting and reporting issues or incidents, even minor ones.

### **Major Behavior Problems**

The University of Alabama expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution, and program. There are certain behaviors that can warrant immediate dismissal from a program by a Program Director in consultation with the EA Director, Dean of Students office, and University Counsel including, but not limited to, the following:

- Conduct that violates the [Code of Student Conduct](#)

- Violation of the laws, rules and regulations, or customs of the host country, community, institution, and program
- Behavior that is disruptive and detrimental to the group learning process and academic success of the program
- Conduct that damages or destroys property of another person, institution, or organization.
- Behavior that gives the Program Director/Faculty and EA reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health and safety of that student, or other persons or property, or threatens the viability of the program
- Repeated offenses or severe infractions of housing rules and regulations as established by onsite facilities
- Alcohol misuse or abuse
- Physical or sexual assault
- Harassment
- Possession, use or distribution of illegal drugs
- Setting a fire, or possession of explosives
- Possession of a weapon, including BB guns and knives
- Theft
- Repeated disruptive and/or detrimental behavior for which the student has been warned in writing

### **Addressing Behavioral Problems**

Program Directors with experience leading student groups recommend a frank discussion with students regarding behavioral expectations and consequences during pre-departure and on-site orientation sessions. Program Directors should use their best judgment and contact EA for assistance when a behavioral problem must be addressed. Dealing with behavioral problems will be discussed in depth at the Risk Management Training.

### **UA Drug-Free Campus and Workplace Policy**

The [University of Alabama's Drug-Free Campus and Workplace Policy](#) applies to and is in full force and effect during all study abroad programs. As on campus, the Policy applies to ALL members of the UA Community, including faculty, staff, and students. UA has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs by any participants on UA study abroad programs.

### **Governing laws**

All members of the University community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and

state laws (including international), city ordinances, the Code of Student Conduct, the faculty standards of conduct, and other University policy statements.

Students who violate local laws and/or UA regulations or policies on illegal drug use and/or alcohol misuse and abuse may be faced with the following consequences: (1) immediate dismissal from the program; (2) academic withdrawal from the University for the term in progress; and (3) disciplinary action upon return to campus. Alcohol misuse is defined as any use that is harmful or potentially harmful to self or others. Alcohol abuse is the systematic misuse of alcohol.

Employees who violate [UA's Drug Free Campus and Workplace](#) policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with the [Faculty Handbook: Mediation and Grievance System](#) (to the extent applicable), other applicable University policy and with local (including international), state and federal law. Such action may include mandatory counseling, mandatory participation in an appropriate rehabilitation program, a warning, a reprimand, strict probation, unpaid suspension from employment, termination of employment, and/or referral to the proper law enforcement authorities for prosecution.

### **Recognizing signs and symptoms of alcohol abuse and misuse**

Everyone occasionally has days when they exhibit behavior not normally associated with an educational or work environment nor characteristic of himself or herself. Unusual behavior during times of stress can be understood and accepted. However, when unusual behavior is displayed on a gradually increasing scale accompanied by general decline in work habits over a period, it indicates that an individual needs professional help. Below are some of the more common signs or symptoms of unusual behavior.

#### **Absenteeism and Tardiness**

- Arriving late and leaving early from class or scheduled program events
- Unexplained absences from class or scheduled program events
- Impaired Performance
- "Putting things off"; Irresponsibility in completing tasks
- Faulty decision making
- High performance that slowly declines over time
- Sudden, extreme gaps in performance (missing a deadline, unexpected missing of exams)

#### **Unusual Interpersonal Interactions**

- Sudden emotional outburst including anger, tears, laughter, severe mood swings
- Overreactions to criticism
- Blaming others for poor performance
- Making inappropriate statements; rambling or incoherent speech

- Isolation from others or increasing social withdrawal
- Disinterest in teamwork

### **Declining Physical Appearance (sudden or gradual)**

- Poor personal hygiene (e.g., body odor or dirty hair, nails, and skin)
- Less interest in dress and appearance (or a noticeable)
- Glazed or red eyes
- Poor coordination, staggering; tremors, poor eye-hand coordination
- Deterioration of oral hygiene

### **OTHER SIGNS**

- Legal problems, such as arrest for being under the influence (DUI)
- Financial concerns, such as unusual spending patterns

**NOTE: The most common student disciplinary issue that arises on a study abroad program stems from alcohol misuse and abuse.** Therefore, it is particularly important that the faculty leader and others representing the program set a good example regarding alcohol consumption as well as adhere to the expectations outlined below.

#### **Expectations of Program Representatives (Directors, Faculty, and Staff)**

- Program representatives should not provide alcohol to or purchase alcohol for students participating in their study abroad program.
- When choosing facilities to provide meal services for students, representatives should seek to avoid facilities that allow unlimited self-service of alcoholic beverages included in the price for meals. In addition, to the extent possible, representatives should clarify to the facility and the students that pre-paid meals do not include alcohol.
- If students are individually purchasing alcohol at a group function in the presence of program representatives, it is the responsibility of the representative to monitor responsible alcohol consumption and discourage excessive consumption of alcohol.
- Program Representatives (you) are in a position of authority and responsibility and must be capable of addressing an emergency should it arise.

The following provides guidelines for responsible alcohol use. This message should be reinforced during both pre-departure and on-site orientations: (1) Students should be encouraged to use good judgment if legally consuming alcohol at private homes or other accommodations during nonprogram hours; (2) If members of the group are abusing alcohol, students should be encouraged to discuss these issues with the program director; (3) Encourage students to look out for each other and keep each other safe.

If a student becomes incapacitated due to alcohol overuse, or if a student needs medical attention, encourage students to contact the Program Director or faculty immediately to protect the health and well-being of the student concerned. The Program Director should immediately take the student to the nearest medical facility for treatment. As a program leader, you are in a position of responsibility and you must be capable of addressing an emergency should it arise. As a result, you are strongly encouraged to use moderation when consuming alcohol at group functions. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol implies that drunkenness is acceptable and sends an inappropriate message to students regarding responsible drinking.

### **Dismissals and Withdrawals**

If a student has committed a violation that requires immediate dismissal from the program, contact EA immediately to review the case and determine the course of action to be taken.

Occasionally, a student arrives at a program and decides they want to return home. Try to determine whether there is an issue or concern that led the student to want to go home and if a solution exists to correct the issue. If there is no solution contact EA for guidance. A student who voluntarily withdraws from a program once abroad is normally not eligible for a refund. Refunds will be evaluated on a case-by-case basis.

All faculty members and staff must behave in a manner that conforms to UA policies as outlined in the Faculty and/or Staff Handbook and other applicable policies and procedures and is consistent with local law. Should the situation warrant, a faculty or staff member may be removed from their role in a program after appropriate review by EA, HR, and the individual's supervisor.

### **UA Harassment Policy**

Harassment will not be tolerated. The UA Harassment Policy applies to and is in full force and effect during all study abroad programs. As on campus, the Policy applies to ALL members of the UA Community, including faculty, staff, and students. The Harassment policy can be found online at <http://eop.ua.edu/harassment.html>.

## **Responsibilities/Procedures at End of Program**

- Program Directors must ensure that students have vacated housing by the required time and date.
- Students are sent a program evaluation form via their Terra Dotta application. Faculty should stress to students the importance of completing a program evaluation. Student insights are critical for program evaluation and improvements for future years.

- Program Directors should meet with host institution coordinators to make tentative plans for the following year and discuss any issues that occurred during the program.
- Faculty are to submit grades via MyBama. Faculty are notified both prior to departure and while abroad of grade submission deadlines and procedures. Students are given letter grades for each course.
- Disputes regarding grades should follow established UA protocol for resolution.
- If course registration errors occur, contact EA immediately. EA will coordinate with the Office of University Registrar to make the needed correction.
- Program Directors are responsible for a detailed financial report of all advance funds, delivered in cash/check or P-card, and must submit a report according to guidelines established by the UA P-Card department. The procedures are given in detail to directors during the Faculty Financial Training.
- Program Directors must bring back any unused cash funds to UA. Any cash must be converted back to dollars before depositing to UA accounts. Cash must be brought back to the EA Accounting Assistant.
- Assistance and guidance can be sought from the EA accounting assistant at EA and the Accounts Payable office.
- Once all reports have been filed, and final expenses paid, the accounting assistant creates a report regarding the budget for the program.
- Submit Program Director report to EA.

## **Returning Home**

Once you have returned to the U.S., you will have many tasks to wrap up the program, as listed above. It is also a time for review and reflection regarding the program and to identify what components can be improved, need revision, or worked well for your program. The Directors report you submit at the end of the program can assist you with your review and enables EA to work with you and make the necessary improvements for future years.

It is also a good time to identify students who could recruit and promote for your program in the future. Seek out students who have good public speaking skills and a desire to share their experiences studying abroad. Ask students for any photos or other media that would be helpful for future recruitment and encourage them to submit those photos and videos to the EA photo and video contests.

Finally, take time to reflect upon how the experience of living and learning with students abroad has influenced you, your classroom, and your interactions with students. Do not be surprised if some of those students communicate with you for years to come! You have led some of these students on a “life changing” journey.