

# **Faculty-led Study Abroad Program Development Guide**

Including Procedures for International Education  
Washburn Transformational Experience



Office of International Programs  
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## Why take students abroad?

It is becoming increasingly apparent among educators that a good understanding of the world is a critical component of a quality education. Study abroad is one means of providing this knowledge. Most students prefer to study abroad in group programs sponsored by their own university. Students enjoy traveling and studying with friends and faculty they know and trust.

Washburn University's Faculty-led Study Abroad Program allows students and faculty to travel in an educational setting at the lowest possible cost by traveling during times when classes are not in session, by securing group rates and by arranging student accommodation.

## How to Start?

Early planning ensures the success of a Faculty-led Study Abroad Program. The Office of International Programs (OIP) calendar begins seven months before the start of a new program.

Deciding that you would like to lead a Study Abroad Program may come easily; deciding where and when to go is not always quite as simple. The following guidelines will help you create a study abroad program that works best for you and for your audience.

Since study tours are designed for students - this will be reflected in the pacing, educational content, and other aspects of the program.

## The Process

The Faculty-led Study Abroad process consists of three main phases:

### 1. Planning & Implementation Process

The Development Guide includes a **7 month time line** with tasks to be completed. The OIP will assist in program implementation and student recruitment.

### 2. Approval Process

Submit a complete proposal to the OIP for review by the International Education Committee **6 months in advance** of the program starting date.

### 3. Post- Program Process

Submit a written report to the OIP within one month of the program's conclusion and assist WTE participants with post program requirements.

## Identify your needs and those of your students

- Who will your travelers be?
- How will your tour be tied to your academic curriculum? How many credits will be offered?
- Will any of your students need any special arrangements?
- Is there a time of the year in which your students are more available for traveling?
- Is proficiency in another language required?
- Are there prerequisite courses?
- May non-WU students and/or community members participate?

### **Other considerations might include...**

- The countries to visit
- Length and pace of tour
- Price
- Sightseeing and excursions that complement the academic program

Keep in mind that Faculty-led Study Abroad Programs are academic when designing your itinerary - allow for enough "class" / "discussion" time in your schedule.

Discuss your plans with the OIP, your colleagues and prospective students. The OIP can supply you with the specific information you need to make your final choice of itinerary and time.

### **Other strategies might include**

- Review travel brochures and other materials.
- Search other universities' websites international opportunities and review their programs abroad.
- Secure approval from your department and your host institution.

### **Decide on ...**

- Your program's academic value and itinerary
- Whether this is WTE program eligible, visit with the International WTE Director
- Your departure and arrival gateways
- Approximate dates
- Support services abroad. Will there be a US faculty director onsite? If not, is there an office or personnel overseas who will address student's logistical, academic, personal, medical and emergency concerns?

### **Faculty-Led Travel Course**

A faculty-led travel course is a credit-bearing course in which the majority of the academic work is accomplished through group study and travel external to the Washburn University campus. Normally, short-term programs are arranged for 1 to 3 credit hours. Typical activities included in determining the credit hours awarded for faculty-led travel courses are: pre-trip academic and cultural awareness sessions; on-site formal/structured learning; immersion activities; cultural interactions; group and individual reflection activities; student presentations; and service learning projects. Determination of the number of credit hours granted is based on the standard definition of a student credit hour espoused by the university (completion of approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time).

## **Financial Information**

Most program costs typically include the following items and are billed to students' accounts. The total amount can be separated into payments.

- Airfare from Kansas City International airport.
- Ground transportation in the destination country
- Lodging and some meals
- Entrance fees for museums, plays, and other planned activities

The following fees are billed as separate items on the student's account.

- WU tuition fees (if applicable)
- Study Abroad & Scholarship Application fee. All participants on WU Study Abroad Programs are required to submit an online application through the [WU Study Abroad Application system](#).

The fee will vary depending on the application type:

- Washburn Student = \$75
- Non-Washburn Participant = \$200
- Washburn Faculty/Staff = \$0

*\*Note: faculty leader's cost is expected to be shared by participants after the initial year of program.*

Program costs typically do not include:

- Personal expenses and travel not mentioned in itinerary
- Passport and visa fees. Students can [obtain a passport application form online](#).

## **Student Financial Aid & Scholarships:**

- In many cases, student's financial aid may be applied towards Study Abroad. Check with Financial Aid Office.
- International Programs and IE-WTE Scholarships are available. Please inquire about eligibility requirements in the OIP.

## **Priority Dates for Study Abroad Admissions & Scholarship Applications:**

- October 15 – Spring Semester and Winter Break Programs
- Feb 1- Spring Break Programs
- March 1 – Summer & Fall Programs

## **Payment Schedule (deadlines may vary depending on the needs of your program)**

Establishing a rigorous payment schedule based on installment facilitates planning for the travel logistics and helps students meet payment deadlines. When designing a brochure, follow the payment schedule guidelines given below.

- First payment (Down Payment) sufficient to cover airfare (non-refundable)
- Approximately 2 months before departure half of remaining balance
- One month before departure, balance is due

## Methods of Payment

All payments will be collected in the WU Business Office, Contact the Bursar to set up a program account and payment deadlines for your program. Each participant will sign a program “Statement of Commitment” which includes the payment schedule. All program fees will be placed on students accounts. *Note: Study Abroad Scholarship Awards are placed on student accounts and applied to study abroad fees, any remaining amount is refunded to the student.*

- Cash, major credit cards (Visa or Master Card)
- Checks - Payable to Washburn University

## Suggested Timeline for Program Development

Programs that have been previously approved by the IEC and are being repeated will submit the following forms a minimum of five months prior to departing:

- [Faculty-led Study Abroad Program Proposal](#): This document can be found on the Washburn website under International Programs, Faculty Resources, Taking Students Abroad.

A complete Study Abroad Program Proposal includes the following documents:

- Estimated Student Budget
- Anticipated Funding Source
- Statement of Commitment
- FERPA Release Form

If the location or academic focus of the program has changed, please use the suggested 7-month timeline.

### 7 months before program

The Faculty-Leader discusses proposed international program with Departmental Chairperson, appropriate Academic Dean, Bursar, Grants Accountant, Purchasing Director, and OIP Director to obtain tentative approval of proposed program and information regarding the procedures to be followed prior to submitting the program proposal for approval.

### 6 months before program

- The Faculty-Leader works with the academic department and/or school and OIP to obtain approval for a new group study abroad program, (if applicable) determines course number, schedules course, determines content of course and how many credits will be offered.
- The Faculty-Leader identifies the tour operator or travel agency he/she wants to handle the international program. If the tour operator or travel agency is not currently on the university-sanctioned list, the Program Coordinator will provide information to the Purchasing Office for approval to add this operator/agency to the university-sanctioned list. *Note: Any complimentary tickets provided by the tour operator/travel agency are the property of the University and may only be issued to Washburn University faculty/staff.*
- Consider working the cost of Travelers Insurance into the overall cost of the program so that each participant will have some coverage for delayed flights lost baggage and trip cancellation.
- The Faculty-Leader meets with the OIP Director/International WTE Director to determine WTE eligibility.

- The Faculty-Leader meets with the Financial Aid Office and the Bursar to finalize financial aid status for the program and financial transfer logistics.
- The Faculty-Leader submits a Program Proposal to the OIP Director.
- The International Education Committee reviews the proposal, if applicable.
- The OIP sends notification of program proposal for review and approval signatures the supporting offices including: Bursar, Finance, Purchasing, and WTE Budget Director (if applicable).

### **5 months before program**

- Itinerary revision: The Faculty-Leader revises itinerary, dates, and submits revision to the OIP.
- Course Numbers: The Faculty-Leader works with department to see that course numbers exist for courses to be offered.
- Application & WTE Procedures: The Faculty-Leader and SA Coordinator meet and discuss the application procedure/deadline and WTE procedures/deadlines (if applicable).
- Promotion/recruiting strategy: The Faculty-Leader meets with the OIP Director to discuss marketing strategies.
- Create a brochure. Visit UMAPS for assistance if needed. Submit copies of the brochure to the OIP Director for approval.
- Update budget: The Faculty-Leader and Bursar update budget and agree on program price and payment schedule.
- The Faculty-leader sends the updated budget and payment schedule along with the tour operator/travel agency contract(s) to the Purchasing Director, who signs the contract(s) with the tour operator or travel agency.

### **4 months before program**

- Promotion: The Faculty-Leader and OIP distribute brochures, post flyers. The Faculty-Leader visits classes and schedules Information Meetings.
- Update Budget: Updated budget based on number of interested students.
- Advance Payments: **The Faculty-Leader is responsible for requesting required advance payments at least two weeks before payment is due**, requesting funds for on-site expenses, accounting for expenditures of funds, and submitting the receipts to OIP.

### **3 months before program**

- Promotion: The Faculty-Leader continues in collaboration with OIP.
- Study Abroad Admissions & Scholarship Applications: Students apply, Deadlines: Oct. 15 for Spring & Winter Break, Feb. 1 for Spring Break, Mar.1 for Summer & Fall
- Finalize Budget: The Faculty-Leader and OIP Director review and discuss final budget.
- Program logistics: The Faculty-Leader finalizes travel arrangements.
- Program Meeting: The Faculty-Leader holds meetings with applicants. Discuss itinerary, activities, academic requirements, passport/visa and medical insurance, final program cost, and payment schedule.
- Course Enrollment: (If applicable) Students complete [Study Abroad Credit Transfer form](#) available on the Study Abroad website.

- Signed Statement of Commitment Forms due to the OIP prior to the first payment deadline. The form outlines the student's financial obligation and consequences of nonpayment. The form is available inside the [Study Abroad Faculty-led Program Proposal Packet](#).
- Down Payment (Unless required earlier - payment deadlines may vary) Students submit down payments to the Business Office.
- Complete the Alert Traveler Registration process. This will facilitate the Faculty leader's international health insurance coverage through WU. [More information is available on the Study Abroad website](#).

## **2 months before program**

- Second Payment (Unless required earlier - payment deadlines may vary): Students submit second payment to the Business (payment deadlines may vary).
- Cancellation if student enrollment is insufficient and notify appropriate supporting WU offices.

## **1 month before program**

- Final Payment (Unless required earlier - payment deadlines may vary): Students submit final payment to the Business Office.
- Program logistics: Confirm all program arrangements, reservations.
- Final meetings with participants to handle last minute details.

## **Immediately Prior to International Travel**

- Final list of participants confirmed with OIP and Bursar.
- Final program and flight itinerary sent to OIP.

## **Recruiting students**

Recruiting participants can be extremely stressful and it is not always simple. As a Professor, you have a wide sphere of influence. Additionally, the enthusiasm that spreads among students will be an advantage for you.

## **Some Proven Methods**

- Begin Early - planning early gives students maximum time to save money and time to pass the word around to fellow students.
- Your program will be promoted through the [WU Study Abroad Application System](#).
- Add your program link to your departmental website and promote through Facebook.
- Discuss your Group Study Abroad Program in your classes.
- Ask your colleagues to publicize your Study Abroad Program in their classes.
- Participate in the Study Abroad Fairs (Aug./Sept. and Jan.).

## **Informational Meeting 1 (About 4 to 5 months before program)**

*Some suggestions for the meeting:*

- Invite potential travelers.
- Go over any questions that students might have.

- Describe the itinerary, the curriculum, the cost (what it includes and does not include.) At this point you might still not have the exact program cost or a definite itinerary. Give a bracket for the program cost and as specific as an itinerary as you can.
- Give students copies of the itinerary, program cost and payment deadlines (even if tentative) and a description of curriculum goals.
- Organize a power point slide / photo / movie show. If you or a colleague has already taken a group to the country of your destination, show any relevant material.
- If you do not have movies / photos / slides, you can also pass around travel brochures obtained by foreign government's tourist offices.
- Present a brief overview of the country, its culture, its people, its history, its climate, etc...
- All program leaders should be present. Visual contact is very important.
- Hand out Study Abroad Admission and Scholarship Application instructions.
- Review Initial WTE requirements for those students completing the International WTE. (See attached Faculty Handbook: Procedures for International WTE)

### **Informational Meeting 2 (About 3 to 4 months before program)**

It's a very good idea to schedule a second informational meeting, especially if enrollment is sluggish. Students might just need to be reminded of the existence of your program. Nothing is better than an informational meeting.

### **Pre-departure Meeting (About 2 months before program)**

Once most of your participants have enrolled in your program, you will want to schedule a meeting to:

- Discuss living arrangements, clothing, packing tips, academic supplies (if necessary), medication, etc...
- Discuss cultural differences, safety issues, conduct while abroad and any relevant issues. It might be a good idea to present and discuss cultural differences.
- Verify that each student has a passport, and a credit/debit card.
- Give students copies of the itinerary and travel information (if you already have your flight itinerary). Go over all the information and make sure it is understood by everyone.
- Establish a tentative time for meeting at the airport if the group travels together. If participants have made their own travel arrangements, set up a meeting time and place abroad.
- Students should also be advised of the following:
  - The **Mandatory OIP Pre-Departure Orientation**
  - The WTE Post Program Requirements: Final Written Assessment Report and Public Presentation

### **Pre-departure Orientation (Nov. - Spring programs / April - Summer programs)**

The OIP requires all students to attend a mandatory 1 ½ hour pre-departure orientation which covers general travel safety and related issues. This is a good time for you to meet with your group immediately following the orientation to discuss more specific issues related to the country you will be traveling to. Contact the OIP to find out the date, time and location of the event.

### **During the Program**

Stay in touch and inform OIP if there is any emergency, especially when accidents / injuries occur.



## **Immediately before returning from program**

Conduct student evaluations.

## **Immediately after return from program**

File a Program Report (form enclosed) within one month after returning and debrief the OIP staff. Attach copies of student evaluations. Assist WTE participants with post program requirements. (Final Assessment and Public Presentation)

## **Faculty-leader Responsibilities**

The Faculty-leader works with the academic department and/or school and OIP to obtain approval for a new group study abroad program, determines course numbers, schedules courses, determines content of courses and how many credits will be offered.

The OIP, host universities and third-party providers will assist the Faculty-leader in preparing the itinerary of the program; making arrangements for housing; meals; classroom facilities; excursions; native instructors (when applicable); submitting a budget in International Programs format; recruiting students; organizing promotion of the program; organizing payment schedule; contacting students and preparing content of courses.

The faculty-leader will plan informational meetings, make final selection of participants, program meetings with students, provide credit transfer information and award grades. Copies of all information given to students: itinerary and payment schedules must be sent to the OIP.

*The Faculty-leader is responsible for requesting checks for payment advances at least two weeks before payment is due, making on-site payments, accounting for expenditures of funds and submitting the receipts. Be aware airfare deposits will be required several months in advance.*

Faculty-Leaders are encouraged to contact multiple vendors to obtain proposals for their program. Proposals should include, at a minimum, dates of the trip, air travel dates and times, ground transportation, lodging, meals, fees for planned activities, and travel insurance options. The proposal needs to include deposits, payments, and cancellation policies with any mandatory dates or schedules for each. The final proposal should be submitted in the form of a contract in English to Purchasing. University funds will not be issued until the contract has been approved and signed by Purchasing.

**The following is a list of travel agencies that have provided services for the University. You are welcome to work with other agencies provided the Purchasing Office approves.**

<u>Travel Agency</u>	<u>Telephone Number</u>
Travel Leaders (Topeka)	(785) 273-1226
Travel Leaders (Lawrence)	(785) 842-4000
Five Star Travel	(785) 478-2000
Short's Travel Management	(785) 272-7511

When contacting an agency, identify yourself as a Washburn University Faculty-Leader and request the agency representative for the University.

Contact the Purchasing Office regarding other agencies or tour operators the Faculty-Leader is interested in using.

Any agreements with travel agencies or tour operators which require a University signature must be reviewed and signed by the Director of Purchasing. If the agreement will be for \$50,000 or more, it must be approved by the Washburn Board of Regents before the Director of Publishing can sign so make certain sufficient time is built in to allow for that approval process to occur.

Please contact the Purchasing Office with any questions regarding study abroad travel procedures.

### **The Responsibilities of the Office of International Programs (OIP)**

The OIP responsibilities include assistance with budgeting and promotional materials; supplying and assisting with the processing of admissions and scholarship applications, release waivers, study abroad credit transfer and other forms/procedures (e.g. study abroad program student evaluations, etc. as requested by program coordinator). The OIP will oversee enrollment and WTE process, provide a general travel safety orientation, scholarship awards ceremony, coordinate a photo essay contest and feature student articles in the Bods Abroad Newsletter.

At the conclusion of the program, OIP will collect student evaluations of the program. The evaluations will be held at the OIP unless otherwise notified by the faculty leader. The evaluations will be reviewed by the Faculty-leader and OIP and will be used for future programs.

### **Study Abroad & Faculty-led Program Policies**

#### **1. Scholarship Policies: IE-WTE and IP**

- Students that participate in programs that occur after graduation or after completing a certificate program (programs having no bearing on graduation or completion of a certificate program) are not eligible for funding.
- Students participating in programs not approved by the OIP/IEC are not eligible for funding.
- Students must be currently enrolled, have a “C” average and have earned at least 12 credit hours from Washburn by the time of applying and with the intent to continue studying at WU after the trip.

#### **2. Credit Transfer**

During their final semester at WU, students are advised not to study abroad in a foreign credit bearing program. Foreign credit transfer will delay a student’s graduation date.

#### **3. Application Fee and Insurance Fee**

All WU students participants and guest students from other US colleges, whether they participate in a WTE program or not and whether they receive funding or not, must complete an online application for risk management purposes and pay the application fee. All WU student participants and guest students from other US colleges must be covered by The WU Study Abroad Insurance plan.

**4. Participation by children, family, and community individuals**

Adult family members and other non-Washburn individuals must be approved by the program leader(s).

**5. Faculty Airfare for leading a WTE Program**

The Faculty leader(s) of a WTE program will be eligible to receive funding for one airfare for every 8 full-fee paying student participants. The airfare assistance described above is for first year of the program only. Starting the second year, participants are expected to contribute to the leader's expenses.

**Criteria for a successful WTE Program Proposal** (questions IEC committee members usually ask)

1. Is the location (site) of the program relevant and safe? Does it have any special concern?
2. Does the faculty leader(s) have expertise in the area of proposed program?
3. What is the "theme" of the program? Is it unique?
4. Is the program sustainable? (Can it be repeated in the same place or elsewhere next time?)
5. Does it have a rigorous academic component?
6. Does it have a strong cultural component? Does it have strong local interaction?
7. Is it financially feasible and realistic for students?

# **Procedures for International Education Washburn Transformational Experience**

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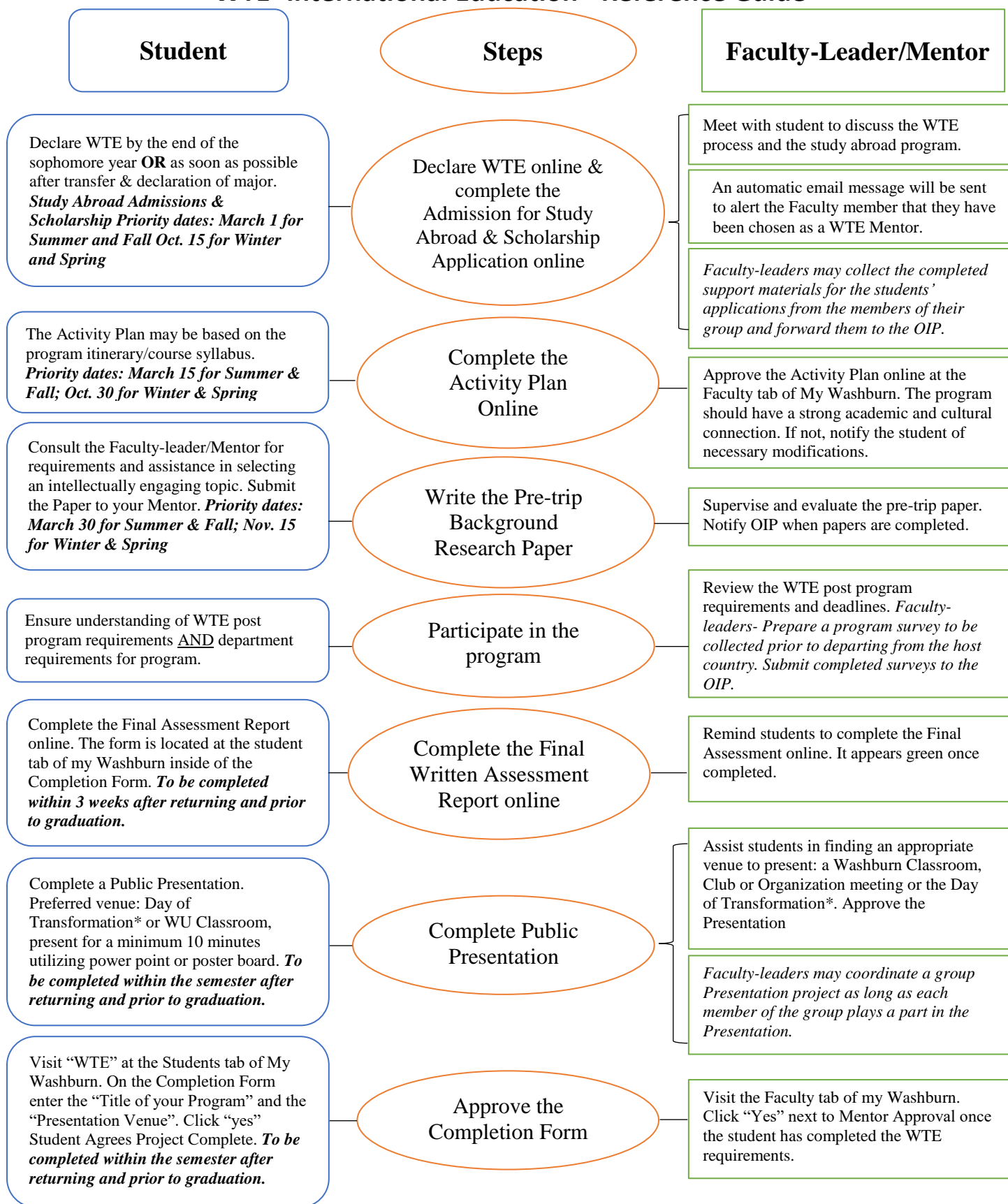
This handbook was created to provide instructions and assistance for faculty who are coordinating a “Faculty-led” study abroad program and/or Faculty who are mentoring students who are completing an International WTE. This handbook provides steps, deadlines, draft copies of the necessary forms, and faculty/mentor responsibilities.

**Office of International Programs  
Washburn University**

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## WTE- International Education - Reference Guide



Online WTE database available at the Student Tab/Faculty tab of My Washburn

\*[Register for the Day of Transformation](#)

## Faculty Requirements

Program Approval: Prior to advertising a study abroad program, faculty-leaders must:

- Complete the process outlined in the Faculty-led Program Development Guide and receive approval for the WTE from the International Education Committee.
- Once approval is received, students may be recruited through appropriate Washburn communications.
- The Office of International Programs will provide assistance to the faculty to publicize their programs.

### Initial - WTE STEPS

- **WTE Declaration:** Advise students to complete the online Declaration Form on the “Student Tab” of My Washburn. Students will designate a Faculty Mentor on the Declaration Form. If students are participating in a Faculty-led program the Faculty-leader should be the designated Mentor. If students are participating on an individual program without a faculty leader they should designate their Academic Advisor (*see Attachment A: Sample of Approved WTE Online Declaration Form*).

*Priority Dates: Mar. 1 for Summer & Fall, Oct. 15 for Winter & Spring*

- **Study Abroad Admissions and Scholarship Application:** Advise students to complete the online application at the OIP website: [www.washburn.edu/iip](http://www.washburn.edu/iip). Complete applications must be submitted to the OIP by the appropriate deadlines:

*Priority Dates: Mar. 1 for Summer & Fall, Oct. 15 for Winter & Spring*

- **WTE Activity Plan:** Faculty-leaders may provide a program itinerary for students so they can complete the Activity Plan online. (*See Attachment B: Sample of Approved online Activity Plan form*). If the student is participating in an individual program (without a faculty leading the trip), the student should be encouraged to list their own goals and objectives with the purpose to help ensure the student is focused and well prepared to complete the WTE program.

*Priority Dates: Mar. 15 for Summer & Fall, Oct. 30 for Winter and Spring*

- **WTE Pre-trip Background Research Paper:** The Faculty Mentor advises students on an appropriate topic and will assess and maintain the pre-trip research paper once completed. Faculty Mentors will notify the Study Abroad Coordinator, Tina Williams at [tina.williams1@washburn.edu](mailto:tina.williams1@washburn.edu) when the student’s paper is completed. (*See Attachment C: Guidelines for Research Paper*)

*Priority Dates: March 30 for Summer & Fall, Nov. 15 for Winter & Spring; or a date determined appropriate by the respective Faculty Leader. Please note scholarship checks will not be issued until the background research paper is completed.*

- **Pre-program meetings:** Faculty-Leaders /Mentors should encourage students to attend the Pre-Departure Orientation and the Scholarship Awards Ceremony in the semester prior to the program.

### Post Program –WTE Steps:

- **WTE Final Written Assessment Report:** Advise students to complete the Final assessment report available online in the Completion Form. (*See Attachment D: WTE Final Assessment Form*)

*Priority Information: Students should be strongly encouraged to complete this WTE requirement shortly after their return or no later than three weeks after returning and prior to graduation.*

- **WTE Public Presentation:** An essential component of every Transformational Experience is a report presented to a public audience in a manner appropriate to the project. The presentation will address the significance of the project, the impact the experience has had on the student, and the extent to which the project has fit into the student's overall educational goals at Washburn. Class project presentation style is preferred with visual aids (power point w/photos or poster board) strongly recommended. The Faculty Mentor will assist students in scheduling class presentations, ensuring appropriate information is presented and in an appropriate venue/date. *The Faculty Mentor will approve the Presentation venue and date on the online WTE Completion Form. (See Attachment E: Sample of Approved Online WTE Completion Form)*

***Priority Information: To be completed within the semester after returning and prior to graduation.***

- **Completion Form:** Once the student has successfully completed all of the WTE steps *the Faculty Mentor will approve the Completion Form online at the Faculty tab of MyWashburn under "WTE Declaration and Activity Plan Submissions". (See attachment E)*

***Priority Information: This should be completed within the semester after returning, as soon as the student has successfully completed all WTE requirements, and prior to graduation.***

## Attachment A: Sample of Approved WTE Online Declaration Form

Student Declaration

[New](#) [Edit](#) [Delete](#) [Activity Plan](#) [Print version](#) [Exit](#)

Student WIN:	W12345678
Student Name:	Joe College
Major(s):	Education
Class/Year:	Junior

Please specify the following...

**WTE Area Preference:**International Education TE

**Mentor E-mail:** Judy McConnell-Farmer  
@washburn.edu only

Do you have any questions that you would like to ask at this point?

***Note: If the student is participating in a faculty-led study abroad program they should list their Faculty leader as their WTE Mentor. If the student is participating in an individual program they should list their Academic Advisor as their WTE Mentor.***



## Attachment B: Sample of Approved Online Activity Plan Form

Activity Plan Detail -- Mentor Approved International Education TE		<a href="#">Edit</a> <a href="#">Print version</a> <a href="#">Exit</a>
<b>Joe College</b>		<b>English</b>
Title of Plan/Position Title		
Transformational Experience in Jamaica		
Activity Description		
This program is a two week supervised student study abroad program teaching experience in Jamaican schools. It includes seminars, lesson planning, teaching, and assessing developmentally appropriate activities for students. There will also be interaction with children who are placed in hospitals and a boys home.		
Plan Goals		
I plan not only on touching the lives of the local children, but also developing a deeper understanding of teaching and learning for my future career as a teacher. This will provide an opportunity for me to experience another culture and form a deeper appreciation and understanding of how they provide educational experiences for their children.		
Objectives: This section should include a timeline with specific activities which will be accomplished to meet the goals and objectives.		
<p>Friday, Jan 4th- Spend the night at Days Inn Airport Motel, MCI Airport, Kansas City, Mo.</p> <p>Saturday, Jan. 5th- Depart 7:15am from Kansas City, Mo to Atlanta and then to Montego Bay, Jamaica, arriving at 3:10pm.</p> <p>Sunday, Jan 6th- Revise lesson plans and attend evening seminar</p> <p>Monday Jan 7th-Jan 12th- Teach at Sandy Bank Basic School (preschool-and kindergarten) or Sandy Bank Primary School during the days and attend evening reflective seminars</p> <p>Sunday Jan 13th- Treasure Beach, attend evening seminar</p> <p>Monday Jan 14th-Jan 18th- Daily teaching duty and evening reflective seminar. Provide assistance at a the Mandeville Public Library, Mandeville Regional Hospital, Saint Bosco Home for Bays, and local teachers' in-service training session.</p> <p>Friday Jan 18th- depart for Montego Bay</p> <p>Saturday Jan. 19th- Day of reflection, continue journaling, writing a reflection paper, and attend evening pre-departure seminar.</p> <p>Sunday Jan. 20th- Return to US</p>		
Budget: Include supplies, equipment, travel, etc.		
\$2,000.00 (Airfare, Lodging, Local Transportation, Two meals a day) \$300.00 (Tuition, 3 credit hours) \$110.00 (Passport and photo) \$20.00 (Transcript) \$25.00 (Teaching supplies) \$50.00 (Study Abroad Admissions & Scholarship Application Fee) \$50.00 -(Inoculations) \$55.00 (Transportation to and from airport) \$50.00 (Luggage surcharge)		
Estimated Start Semester:Spring		Estimated Start Year:2008
Est. Completion Semester:Spring		Est. Completion Year:2008
Mentor E-mail:     judy.mcconnell-farmer@washburn.edu		
Student Agrees that the Plan is ready for Mentor Approval? Choose Yes to notify your mentor that plan is ready Mentor Approves this Plan? Administrator Approves this Plan?		

## **Attachment C: WTE Pre-Trip Background Research Paper Guidelines**

**Excerpt from the Washburn Transformational Experience Information Packet (1/31/07) VIII. WTE International Education Pre-trip Background Research Paper Guidelines**

The research paper subjects will be selected in consultation with the faculty mentor or the WTE Director and will focus on topic which will prepare the student for the WTE-IE experience. The research paper should analyze some aspect of the country or culture to be experienced during the study abroad component of the WTE. The paper should be about five double spaced word-processed pages, excluding footnotes. Select an intellectually engaging topic which will contribute to your overall preparation to travel. As in any other paper, acknowledge all sources using an approved citation style.

The paper should include the following:

1. An introductory section that summarizes topic, including your reason for selecting the topic, and previews what you intend to cover in the remainder of the paper;
2. A description of the main points including your analysis; and
3. A conclusion that ties ideas together and discusses the impact of the research on your preparation for travel.

The organization and style of the paper should be appropriate for a Washburn University course, following the MLA format. If you have questions, consult your faculty sponsor. The paper must be completed and accepted before the beginning of the trip. Faculty sponsors or the WTE Director will establish the specific submission deadline.

**Attachment D: WTE Final Assessment Form**  
**(available online through a link inside of the Completion Form)**

Please complete the following, then press the Submit button below. *Thank you!*

**WASHBURN TRANSFORMATIONAL EXPERIENCE FINAL ASSESSMENT**

Please complete this final assessment of your WTE. Your responses will be added to a growing pool of responses by other students who have completed the Washburn Transformational Experiences. It is our intent to use this data to better understand and assess the impact of WTE experiences on our students.

Please indicate, by checking the appropriate box, which Washburn Transformational Experience you completed?

- Community Service
- International Education
- Leadership
- Scholarly or Creative

As a result of my WTE I have increased my culture/multicultural understanding and knowledge.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have grown as a professional.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have made a difference in the lives of others.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have greater appreciation of world around me.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I had an opportunity to showcase talent, knowledge or skills.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have enhanced ability to communicate in writing.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have enhanced ability to problem solve.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

As a result of my WTE, I have improved my understanding of self.

- (1) Strongly disagree
- (2) Disagree
- (3) Uncertain
- (4) Agree
- (5) Strongly Agree

I feel I have been positively **transformed** by my WTE.

- (1) Not transformed
- (2) Marginally transformed
- (3) Somewhat transformed
- (4) Quite transformed
- (5) Very transformed

Overall the **importance** of the WTE to my educational experiences at Washburn was:

- (1) not important.
- (2) marginally important.
- (3) somewhat important.
- (4) quite important.
- (5) very important.

What did you get out of the transformational experience at Washburn University?

Please provide any additional comments.

## Attachment E: Sample of Approved online WTE Completion Form

WTE Project Completion Form		<a href="#">Save</a> <a href="#">Exit</a>
<a href="#">Click here for WTE Final Assessment</a>		
Student WIN:	W12345678	
Student Name:	Joe College	
Major(s):	Education	
Class/Year:	Junior	
WTE Area:	International Education	
Title of Plan/Position Title:	<input type="text" value="Transformational Experience in Jamaica"/>	
Presentation Venue:	<input type="text" value="Dr. Pownell, Education Tech"/>	
Student Agrees Project Complete:	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Mentor Approval:	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Dean/Dept. Chair Approval:	Yes <input checked="" type="radio"/>	No <input type="radio"/>
WTE Director Approval:	Yes <input checked="" type="radio"/>	No <input type="radio"/>
Mentor E-mail:	<a href="mailto:judy.mcconnell-farmer@washburn.edu">judy.mcconnell-farmer@washburn.edu</a>	

*Approval entered once the student has successfully completed all WTE requirements.*

## Faculty-led Development Guide Checklist:

### 7 months before program:

- [Complete the Faculty-Led Study Abroad Program Proposal](#)
- Visit the following individuals and obtain tentative approval and information regarding the procedures:
  - Departmental Chairperson (initial program approval)
  - Academic Dean (program verification)
  - Director of the Office of International Programs/International Ed. WTE, IEC program approval
  - Bursar, (Student accounts, setting up payment plan through students accts.)
  - Purchasing Director, (procedures for contracts and requesting funds for payments)

### 6 months before program:

- Determine Course number, schedule course, determine course content and credit hours (if applicable)
- Identify Tour Operator or travel agency, confirm with Purchasing Director
- Consider working the cost of Travelers Insurance into the program fees
- Determine WTE eligibility, meet with Director of International Programs/International Ed. WTE
- Finalize financial status with FAO
- Finalize financial transfer logistics with Bursar
- Submit Program Proposal to the Office of International Programs (OIP) for approval by the Intl. Ed. Committee (IEC)

### 5 months before program:

- Update/Revise Budget/Payment Schedule & Itinerary/Travel dates, submit revisions to the OIP & Purchasing Office
- Review Course Number with Department
- Meet with Study Abroad Coordinator, to review the student Study Abroad Admissions and Scholarship Application & student/faculty WTE deadlines/processes
- Promote program and recruit students (meet with UMAPS to create program posters/brochure)
- Update budget, confirm program price and payment schedule with Director of International Programs
- Send Budget and Payment schedule with Tour Operator/Travel Agency Contract/s to the Purchasing Director

### 4 months before program:

- Visit Classrooms and schedule informational meetings
- Update budget based on number of interested students and confirm with OIP
- Request Advanced payments for on-site expenses

### 3 months before program:

- Review and discuss the Final Budget and the Final Travel Arrangements with the Director of International Programs
- Hold Program Orientation for students, review itinerary, activates, academic requirements, passport/visa, insurance, program cost and payment schedule
- Secure [Study Abroad Credit Transfer Forms](#) for students (if applicable)
- Down Payment due (unless required earlier-payment deadlines may vary)
- Collect signed Commitment Forms and submit to the OIP
- Collect signed FERPA Release Forms and submit to the Bursar
- Complete the Alert Traveler Registration process. [More information is available on the Study Abroad website.](#)
- Submit final contracts to Purchasing Director for authorizing signature

### 2 months before program:

- 2<sup>nd</sup> payment due (unless required earlier-payment deadlines may vary)
- Cancel program if student enrollment is insufficient

### 1 month before program:

- Final payment due (unless required earlier-payment deadlines may vary)
- Confirm all program arrangements/reservations
- Final meeting with participants

### Immediately Prior to International Travel

- Send Final List of Participants to the Study Abroad Coordinator
- Send Final Program and Flight Itinerary to the Study Abroad Coordinator

# WU Study Abroad - Faculty-led Program Support



## Faculty Leader, Department / School

### **Faculty Leader**

- Develop & Lead Program

### **Dean/Department Chair**

- Program/Course Approval
- Assign six-digit Fund # 202\_\_\_\_\_

## Academic Scheduling:

### **Scheduling Coordinator**

- Course Schedule Approval
- HLC compressed Course Compliance

## International Education Committee:

- New Program Approval

## Office of International Programs:

### **Director**

- Program Approval
- Faculty travel reimbursement for a NEW program

### **Study Abroad Coordinator** [studyabroad@washburn.edu](mailto:studyabroad@washburn.edu)

- Program Development
- Program & Scholarship Application Process

### **Administrative Assistant**

- Application Inquiries
- IE-WTE Inquiries

## Business Office: [Faculty Resources](#) see Additional Forms & Info Busn Office Instructions

### **Bursar**

- Program Budget Review
- Post Billable Fees on WU Students' / Participants' Accounts
- Program Account Balance

## Finance Office:

### **Director**

- Intl. Wire Transfers
- Banner Finance Access
- 3<sup>rd</sup> Party Payments
- Reimbursements (exception: One card)

## Purchasing Office:

### **Director** [purchasing@washburn.edu](mailto:purchasing@washburn.edu)

- One Card (Departmental & Individual cards)
- Cash Advance
- Purchase Orders

## International Education WTE (Scholarship Awards):

### **WTE Budget Director**

- IE - WTE Scholarship Award Approval