Faculty-led Study Abroad Program Development Guide

Including Procedures for International Education
Washburn Transformational Experience

Office of International Programs
Washburn University
1700 College Ave. • Topeka, KS 66621
Tel: 785-670-1051 • Fax: 785-670-1067
www.washburn.edu/iip

Revised 01/06/2011
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 OIP calendar begins 7 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 mo. time line with task 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 mo. 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?

Financial Information

Most program costs typically include:
* 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
* WU tuition fees
* Health Insurance. All students participating on WU Study Abroad Programs are required to enroll in the WU Study Abroad Insurance Plan. The cost is $1.00 a day. Please include this fee in your promotional materials.
Admissions to Study Abroad & Scholarship Application fee $50. All participants on WU Study Abroad Programs are required to submit an Admission Application. The application can be downloaded at www.washburn.edu/iip. Please include this information in your promotional materials.

*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 at http://travel.state.gov/passport/index.html/. They can process the application at most Post Office Branches. Call the Downtown Topeka Post Office (785) 295-9160 for more information.

Student Financial Aid & Scholarships:
* In many cases, student’s financial aid may be applied toward Group Study Abroad Programs depending on the travel time. Check with Financial Aid Office to make sure.
* International Programs and WTE Scholarships are also 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 pay 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, MO 205
* Contact Jeannette Luedke, Grants Accountant in the Business Office, to set up an account and payment deadlines for your program
* 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 5 mos. prior to departing:
- Faculty-led Study Abroad Program Proposal
- Estimated Student Budget
- Anticipated Funding Sources
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 and/or the 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 proposal to the OIP Director (Application form enclosed) for approval.
  * The International Education Committee reviews the proposal.
  * The OIP sends notification of program approval by e-mail to the Faculty-Leader, Chairperson, Dean, Financial Aid, Bursar, Purchasing, and WTE Director (if applicable) and sends a copy of the approved application to the Grants Accountant.

5 months before program
* Itinerary revision: The Faculty-Leader revises itinerary and 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 OIP Director 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, Mel Rager, who signs the contract(s) with the tour operator or travel agency.

4 months before program
* Promotion: The Faculty-Leader and OIP distribute brochures, write press releases, post flyers, and distribute applications. The Faculty-Leader visits classes and schedules Information Meetings.
* Update Budget: Updated budget based on number of interested students review with OIP Director.
* 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 and OIP Director finalize travel arrangements.
  * Orientation: 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 secure Study Abroad Credit Transfer forms available at www.washburn.edu/iip.

  * Signed Commitment & Release Forms Due:
    - Commitment Form (enclosed) detailing student financial obligation and consequences of nonpayment, pertinent details of program should be returned to the Bursar and
    - FERPA Release Form (enclosed) for The Faculty-Leader and OIP staff to obtain information regarding student payment information from Business Office should be returned to the OIP. Program Charges will not be placed on students accounts and program payments will not be made until the signed FERPA Release Forms are received in the OIP.
  * Down Payment (Unless required earlier - payment deadlines may vary) Students submit down payments to the Business Office.
  * Complete the Faculty Out of Town Travel Authorization Form available on line at: http://www.washburn.edu/admin/finance/forms/index.html

**2 months before program**
* 2nd Payment (Unless required earlier - payment deadlines may vary): Students submit 2nd payment to the Business (payment deadlines may vary).
* Cancellation if student enrollment is insufficient. SA Coordinator will notify appropriate units of the cancellation.

**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.
* Collect the Washburn University Faculty Insurance Policy Information from OIP. The policy includes Emergency Medical Evacuation and Repatriation Insurance and an Insurance ID sticker for your passport. Contact: Dorothy Hedman, Administrative Assistant in the Administration and Treasure Office, BTAC 200.

**Immediately Prior to International Travel**
* Final list of participants sent to OIP and Grants Accountant.
* Final program and flight itinerary sent to OIP.

**Recruiting students**
You probably will not know how many potential travelers you have until you begin publicizing your Group Study Abroad Program. 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.
* 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 (Sept. and Jan.).
* Use networking.
* Design a web page (if your department has a web page, ask to have a brief description of your Study Abroad Program included).

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

Some suggestions for the meeting:

* Invite potential travelers. (E-mail all Honors Students and use other Listservs)
* 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 tour leaders should be present. Visual contact is very important.
* Hand out Study Abroad Admission and Scholarship Application booklet.
* 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.

Some suggestions for the meeting:

* Contact all students present at the first meeting.
* Repeat the 1st informational meeting procedures. You should be able by that time to be more specific on the program cost and itinerary.

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, med. evacuation insurance, health insurance, an International Student I.D. card, if necessary, and a credit/debit card and has completed a Study Abroad Credit Transfer form.
* 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:
  o The Mandatory OIP Pre-Departure Orientation
  o The Scholarship Awards Ceremony
  o 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 two 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 IP if there is any emergency, especially when accidents / injuries occur.

**Immediatly 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, Public Presentation and Artifact)

**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 Program format; recruiting students; organizing promotion of the program; organizing payment schedule; contacting students and preparing content of courses.

The faculty-leader will plan information meetings, make final selection of participants, conduct orientation meetings with students, and 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 the Purchasing Officer, Mel Rager. University funds will not be issued until the contact has been approved and signed by the Purchasing Officer.
The following travel agencies have provided services for the University:

<table>
<thead>
<tr>
<th>Travel Agency</th>
<th>Telephone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Leaders</td>
<td>(800) 444-4248</td>
<td>4104 W. 6\textsuperscript{th} St., Ste. A, Lawrence</td>
</tr>
<tr>
<td>Five Star Travel</td>
<td>(785) 478-2000</td>
<td></td>
</tr>
<tr>
<td>Jade Travel</td>
<td>(785) 273-1226</td>
<td>2655 SW Wanamaker, Topeka</td>
</tr>
<tr>
<td>Short’s Travel Management</td>
<td>(785) 272-7511</td>
<td>1725 SW Gage Blvd, Topeka</td>
</tr>
</tbody>
</table>

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

The OIP may assist in developing a payment schedule together with the Faculty-leader and the Bursar. The Bursar will collect all student program fees. OIP will process all insurance fees.

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

Scholarship Policies –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 taking trips not approved by the OIP/IEC are not eligible for funding.
- Students must 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. Students must also be enrolled at Washburn either at the time of participating or the semester/session immediately before the trip occurs unless the program has been approved for outside/community participants.
Credit Transfer

During their final semester at WU, students are not allowed to study abroad if they intend to transfer credit from foreign institutions to graduate during that same semester.

Application Fee and insurance

All WU student 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 submit an application package and pay the application fee.

All WU student participants and guest students from other US colleges must be covered by a University approved health insurance plan.

Participation by children, family, and community individuals

Dependents of a participant, who are under the age of 18, are prohibited. Adult family members and other non-Washburn individuals must be approved by the program leader(s). The leader(s) must make sure they are covered by insurance.

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 since WU does not charge a head fee to study abroad.

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?

(Please note that many WTE proposals go through the process 2-3 revisions before they are approved.)
Washburn University
Faculty-led Study Abroad Program Proposal

Semester/Year: ______________________ Location (City, Country) ______________________

Program Title: ______________________ Dates of Program (MM/DD/YY) - (MM/DD/YY) __________

Faculty-Leader/Instructor(s) ______________________ WU Affiliated Department(s) ______________________

Coordinator(s)/Instructor(s) of the hosting institution (if any) ______________________

Hosting Institution (if any): ________________ Co-Sponsoring Institution (if any) ______________________

Family contact information in case of emergency (name, phone, fax, email, etc) ______________________

Host Country contact information in case of emergency (name, phone, email, etc) ______________________

For Credit Bearing Courses:

Course number and title _______________________________ Credit hours and type: UG __hrs G __hrs

Pre-requisites (if any) __________________________________________

University Cost (Faculty Salary): □ No Cost – In-Load □ Faculty Contractual Amt. $ __________________

Provide the following (incomplete applications may be returned and will cause delay):

1. A concise description of a) the program profile, b) its general goals and objectives, c) its educational values, and, d) how this program will be transformational to participants,
2. A course description and syllabus, if this is a course students will be enrolled in,
3. A daily itinerary,
4. Two written letters of reference from third parties for any travel agency or tour operator with which WU does not have an established relationship, and a written agreement/contract from the travel agent/tour operator outlining services and fees.

(Consult pg. 11 for “Criteria for a successful WTE Program Proposal”)

Estimated program cost per student (from attached budget):

Resident: $ _______ Non-resident (if different) $ _______

Estimated enrollment: _____ Min. number of students: _____ Max. number of students: _____

Total per student cost: $ __________________ (from estimated student budget)

Total program cost: $ __________________ (per student cost multiplied by the number of student participants)

Note: If the total university program cost is $50,000 or more, the written agreement with the travel agency/tour operator must be approved by the Washburn Board of Regents. Make certain you have obtained the contractual information early enough to meet the deadline for agenda items for the Washburn University Board of Regents meeting.

Washburn University recommends having one program chaperone for approximately 10-15 students. Please list any additional chaperones who will accompany the group:

Name Position Relation to University
__________________________________________________________ __________________ __________________
__________________________________________________________ __________________ ________________
__________________________________________________________ __________________ __________________

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 who serve as accompanying leaders.
### Estimated Student Budget
(Please attach any pertinent information)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees (specify Washburn or Host Institution)</td>
<td></td>
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<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Passport &amp; Visa</td>
<td></td>
</tr>
<tr>
<td>Study Abroad Admissions &amp; Scholarship Application fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Note: $30 covers enrollment in the WU Study Abroad Study Abroad Insurance Plan. Programs beyond 30 days will require an additional $1.00 a day fee for insurance coverage.</td>
<td></td>
</tr>
<tr>
<td>Local Transportation</td>
<td></td>
</tr>
<tr>
<td>Share of Faculty-leader/s’ expenses (if any)</td>
<td></td>
</tr>
<tr>
<td>Note: faculty leader/s’ cost is expected to be shared by participants after the initial year of program.</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
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<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Sightseeing Trips</td>
<td></td>
</tr>
<tr>
<td>Personal Expenses</td>
<td></td>
</tr>
<tr>
<td>Other Expenses (please specify, additional insurance expense over 30 days and/or traveler insurance etc.)</td>
<td></td>
</tr>
<tr>
<td>Total Cost Per Student</td>
<td></td>
</tr>
</tbody>
</table>
Anticipated Funding Sources
(List all possible sources)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Approximate Amount/Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>University (Specify Source):</td>
<td></td>
</tr>
<tr>
<td>Student’s Contribution</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>Other Sources (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

Approval of Washburn University Faculty-led Study Abroad Program Proposal

Dept. Head Name (if applicable): ____________________________ Signature: ____________________________
Department: _____________________________________________ Date: ________________

Dean Name: ____________________________ Signature: ____________________________
Academic Unit: ____________________________ Date: ________________

Finance Office: ____________________________ Signature: ____________________________
Date: ________________

Purchasing Director: ____________________________ Signature: ____________________________
Date: ________________

FOAPAL Assigned: ____________________________ Date: ________________

IEC: ____________________________ Date: ________________
Washburn University
Study Abroad Program
Statement of Commitment

Read carefully before signing this document.

I, ___________________________ accept the conditions of the WU program
Title: ___________________________, Country: ___________________________,
Dates of Program: MM/DD/YR – MM/DD/YR Faculty Leader: ___________________________ for the
20________ academic year, as well as financial responsibilities as outlined in the program materials.

In the event of illness or other unexpected catastrophic events which may lead a student to forego the program or to terminate that study prematurely, WU will not be required to provide a refund or any of the monies paid for the program. However, it may do so if WU determines that the circumstances merit a refund.

I understand that, while every precaution will be taken by WU, it cannot be held legally liable for any mishaps which may occur. In particular, I recognize that there are risks associated with air, rail, and automobile travel (whether public or private).

I understand that I must enroll in the WU Study Abroad Insurance Plan. I recognize if I allow the policy to lapse that no liability rests with WU, its agents, or servants.

I understand that by signing this commitment form I acknowledge and accept responsibility for the timely payment of all charges for which I am billed in connection with this program. I further acknowledge that my failure to pay these charges in full on a timely basis will incur penalties that may include, but are not limited to, holds on my student account, late fees and collection charges.

I promise to pay to Washburn University, 1700 SW College Avenue, Topeka KS 66621, the full or partial amount of the funds provided me by the University’s Office of International Programs to study abroad, plus reasonable attorney’s fees and other costs and charges necessary for the collection of this note, in the event I shall have failed to participate in or complete all the requirements of program of study abroad for which the funds were provided.

Payment Schedule:

Date: __________ Amount Due: $ __________ (Down Payment, Non Refundable)

Date: __________ Amount Due: $ __________

Date: __________ Amount Due: $ __________

Date: __________ Amount Due: $ __________

This promissory note shall be governed by and construed in accordance with, the laws of the state of Kansas

_________________________________ _________________________________ ____________
Name of applicant    Signature of applicant    Date

Rev. 08/10/2010
Washburn University
Faculty-led Study Abroad Program
FERPA Release Form

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

PERMISSION TO RELEASE EDUCATION RECORD INFORMATION

I, ________________________________________, WIN#_______________________________, do hereby authorize Washburn University and/or its employees to release student educational records and/or financial information related to my participation in the Washburn University study abroad program:

_________________________________________________________________________________

Print Title of Study Abroad Program
to the following individuals:

____________________________________,  _____________________________________________
Print Name of Faculty-Leader      Department
Baili Zhang, Director of International Programs, Office of International Programs and
Tina Williams, Study Abroad Coordinator, Office of International Programs

I acknowledge that I may revoke this “Permission to Release Education Record Information” in writing at any time by sending such authorization to the Washburn University Accounting Office, BTAC 12, Attn: Jeannette Luedke, 1700 SW College Avenue, Topeka, KS 66621.

This permission is valid until ___________________________ (expected date of graduation) Month/Year or until otherwise revoked.

_____________________________ _________________________________ ____________
Name of applicant    Signature of applicant    Date

THIS AUTHORIZATION PERTAINS ONLY TO STUDENT ACCOUNT INQUIRIES.
Requests for information maintained by other offices (i.e. University Registrar, Office of Financial Aid, Housing, etc., are not covered by this authorization.)

rev. 03/17/2010
Washburn University
Faculty-led Study Abroad Program Report
To be submitted to International Programs within one month of the program’s conclusion.

Semester/Year: ______________________ Location (City, Country) ____________________________
Program Title: ______________________ Duration of Program __________________________
Coordinator(s)/Instructor(s) ________________ Affiliated Department(s) ________________
Course number and title __________________________ Number of participants __________
Did the program proceed as planned? Yes___, No___ If no, please explain: _______________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Did the participants do an evaluation of the program? Yes____, No____
If yes, please attach summary or raw copies of evaluation.

Main strength of the program:

Areas of improvement (if any):

Incidents / concerns (if any) International Programs should be aware of:

Will the program continue? Yes___, No____ If yes, when? __________________________

Other recommendation for the program:
Contact Information:
Administration & Treasurer  Dorothy Hedman  ext. 1634
Bursar  Richard Selden  ext. 1156
Financial Aid Assistance  Jennifer Hill  ext. 1151
OR  Patricia Starlin  ext. 1151
Director of Finance  Chris Leach  ext. 1745
Grants Accountant  Jeannette Luedke  ext. 2040
OIP Director  Baili Zhang  ext. 1051
Purchasing Director  Mel Ragar  ext. 2312
Study Abroad Coordinator  Tina Williams  ext. 1051
WTE Directors:
  International  Baili Zhang  ext. 1051
  Community Service  Rick Ellis  ext. 2117
  Leadership  Jeff Mott  ext. 2000
  Scholarly/Creative  Donna LaLonde  ext. 2299

Veteran Faculty Leaders:
Joanne Altman  Psychology  ext. 1568  (Central America and Africa)
Gary Bayens  Criminal Justice  ext. 2217  (Scotland)
Alan Bearman  Mabee Library  ext. 1179  (Europe)
Bob Beatty  Political Science  ext. 1736  (Cuba and Vietnam)
Rick Ellis  LINC  ext. 2117  (Nicaragua)
Reinhild Janzen  Art  ext. 2242  (Europe)
Judy McConnell-Farmer  Education  ext. 1472  (Jamaica)
Brian Ogawa  Human Services  ext. 2215  (Japan)
Tom Prasch  History  ext. 1892  (Europe)
Michael Stoica  Business  ext. 1592  (China)
Georgina Tenny  Modern Languages  ext. 2094  (Dominican Republic)
Margaret Wood  Anthropology  ext. 1611  (Mexico)
Procedures for International Education
Washburn Transformational Experience

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
1700 College Ave. Topeka, KS 66621
Tel: 785-670-1051 Fax: 785-670-1067
www.washburn.edu/iip
WTE- International Education - Reference Guide

**Student**

- Declare WTE by the end of the sophomore year OR as soon as possible after transfer & declaration of major. *Study Abroad Admissions & Scholarship Priority dates: March 1 for Summer and Fall Oct. 15 for Winter and Spring*

- The Activity Plan may be based on the program itinerary/course syllabus. *Priority dates: March 15 for Summer & Fall; Oct. 30 for Winter & Spring*

- Consult the Faculty-leader/Mentor for requirements and assistance in selecting an intellectually engaging topic. Submit the Paper to your Mentor. *Priority dates: March 30 for Summer & Fall; Nov. 15 for Winter & Spring*

- Ensure understanding of WTE post program requirements AND department requirements for program.

- Complete the Final Assessment Report online. The form is located at the student tab of my Washburn inside of the Completion Form. *To be completed within 3 weeks after returning and prior to graduation.*

- Complete a Public Presentation. Preferred venue: Day of Transformation* or WU Classroom, present for a minimum 10 minutes utilizing power point or poster board. *To be completed within the semester after returning and prior to graduation.*

- Visit “WTE” at the Students tab of My Washburn. On the Completion Form enter the “Title of your Program” and the “Presentation Venue”. Click “yes” Student Agrees Project Complete. *To be completed within the semester after returning and prior to graduation.*

**Steps**

- Declare WTE online & complete the Admissions for Study Abroad & Scholarship Application online

- Complete the Activity Plan Online

- Write the Pre-trip Background Research Paper

- Participate in the program

- Complete the Final Written Assessment Report online

- Complete Public Presentation

- Approve the Completion Form..

**Faculty-Leader/Mentor**

- Meet with student to discuss the WTE process and the study abroad program.

- An automatic email message will be sent to alert the Faculty member that they have been chosen as a WTE Mentor.

- Faculty-leaders may collect the completed support materials for the students’ applications from the members of their group and forward them to the OIP.

- Approve the Activity Plan online at the Faculty tab of My Washburn. The program should have a strong academic and cultural connection. If not, notify the student of necessary modifications.

- Supervise and evaluate the pre-trip paper. Notify OIP when papers are completed.

- Review the WTE post program requirements and deadlines. *Faculty-leaders- Prepare a program survey to be collected prior to departing from the host country. Submit completed surveys to the OIP.*

- Remind students to complete the Final Assessment online. It appears green once completed.

- Assist students in finding an appropriate venue to present: a Washburn Classroom, Club or Organization meeting or the Day of Transformation*. Approve the Presentation

- Faculty-leaders may coordinate a group Presentation project as long as each member of the group plays a part in the Presentation.

- Visit the Faculty tab of my Washburn. Click “Yes” next to Mentor Approval once the student has completed the WTE requirements.

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

*Registration for the Day of Transformation available at: http://washburnserves.pbworks.com/Community+Service+Transformational+Experience*

Rev. 11/30/09
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. 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 leader 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 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: Faulty-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 From and forward directly to wte@washburn.edu. (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.

• **Project 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.)
### Student Declaration

<table>
<thead>
<tr>
<th>New</th>
<th>Edit</th>
<th>Delete</th>
<th>Activity Plan</th>
<th>Print version</th>
<th>Exit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student WIN:</th>
<th>W12345678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Joe College</td>
</tr>
<tr>
<td>Major(s):</td>
<td>Education</td>
</tr>
<tr>
<td>Class/Year:</td>
<td>Junior</td>
</tr>
</tbody>
</table>

Please specify the following...

**WTE Area Preference:** International Education TE

**Mentor E-mail:** Judy McConnell-Farmer

@washburn.edu only

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

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**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.
Joe College

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.

Friday, Jan 4th- Spend the night at Days Inn Airport Motel, MCI Airport, Kansas City, Mo.
Saturday, Jan. 5th- Depart 7:15am from Kansas City, Mo to Atlanta and then to Montego Bay, Jamaica, arriving at 3:10pm.
Sunday, Jan 6th- Revise lesson plans and attend evening seminar
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
Sunday Jan 13th- Treasure Beach, attend evening seminar
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.
Friday Jan 18th- depart for Montego Bay
Saturday Jan. 19th- Day of reflection, continue journaling, writing a reflection paper, and attend evening pre-departure seminar.
Sunday Jan. 20th- Return to US

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)

Mentor E-mail: judy.mcconnell-farmer@washburn.edu

Student Agrees that the Plan is ready for Mentor Approval? Y
Choose Yes to notify your mentor that plan is ready
Mentor Approves this Plan? Y
Administrator Approves this Plan? Y
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 sponsor or the WTE Director and will focus on topics 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 the 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.
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**

<table>
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<td>Junior</td>
</tr>
<tr>
<td>WTE Area:</td>
<td>International Education</td>
</tr>
</tbody>
</table>

**Title of Plan/Position Title:** Transformational Experience in Jamaica

**Presentation Venue:** Dr. Powell, Education Tech

**Student Agrees Project Complete:** Yes [ ] No [ ]

**Mentor Approval:** Yes [ ] No [ ]

**Dean/Dept. Chair Approval:** Yes [ ] No [ ]

**WTE Director Approval:** Yes [ ] No [ ]

**Mentor E-mail:** judy.mcconnell-farmer@washburn.edu

**Approval Notes:**
- **Final Assessment:** link turns from blue to green when completed
- **Student Record Approval:** entered in CUSP Office
- **Mentor/Dean Dept. Chair Approval:** Once the student has completed the Public Presentation the Mentor will enter Approval.
- **WTE Director Approval:** entered in OIP once the student has successfully completed all WTE requirements.
Faculty-led Development Guide Checklist:

7 months before program:
- Visit the following individuals and obtain tentative approval for proposed program and information regarding the procedures to be followed:
  - Departmental Chairperson (initial program approval)
  - Academic Dean (program verification)
  - Director of the Office of International Programs/International Ed. WTE, Baili Zhang (IEC program approval)
  - Bursar, Richard Sheldon (Student accounts)
  - Grants Accountant, Jeannette Luedke (setting up payment plan through students accts.)
  - Purchasing Director, Mel Rager (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, Mel Rager
- 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, Mel Rager

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) available at www.washburn.edu/iip
- 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 Grants Accountant
- Complete the Out of Town Travel Authorization Form available on line at: http://www.washburn.edu/admin/finance/forms/index.html
- Submit FINAL CONTRACT/S to Purchasing Director, Mel Rager for authorizing signature

2 months before program:
- 2nd 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
- Collect the Washburn University Faculty Insurance Policy Information from Administration & Treasurer, BTAC 200

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