

Faculty-led Study Abroad Program Development Guide

Including Procedures for International Education
Washburn Transformational Experience



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Why take students abroad?

A faculty-led study abroad program offers students the unique advantage of gaining a global educational experience while benefiting from the guidance and support of WU faculty members. These programs enhance academic learning through immersive experiences, foster personal growth by navigating new cultures, and provide cost-effective travel opportunities. Additionally, faculty-led study abroad programs strengthen the bond between students and faculty, creating a supportive and enriching educational environment.

How to Start?

Early planning ensures the success of a Faculty-led Study Abroad 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 students.

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

Considerations for a successful Faculty-led Study Abroad Program Proposal

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?

The Process

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

1. Planning & Implementation Process

This Development Guide includes an **18-month timeline** with tasks to be completed.

2. Approval Process

12-14 months in advance of the program starting date. Submit the [Study Abroad Faculty-led Program Proposal \(Dynamic Form\)](#) for review.

Proposal deadline by program/course term:

- Spring semester: May 1 of the prior year
- Summer semester: May 1 of the prior year
- Fall semester: November 1 of the prior year
- Winter break: November 1 of the prior year

3. Post-Program Process

Submit a Faculty-led Study Abroad Program Report to the Study Abroad Office (SAO) following the program's conclusion and assist IE-WTE participants with post program requirements.

Identify your needs and those of your students

- Who will your travelers be?
- Will there be a course associated with the program? Is the course required of all study abroad program participants? 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?

Key considerations include...

- The countries to visit
- Your departure and arrival gateways
- The safety in the destination. Refer to the US State Department Travel Advisories: <https://travel.state.gov/content/travel/en/international-travel.html>
- Dates, duration, and pace of the program
- Excursions that complement the academic program
- Your program's academic value and how that is reflected in your program itinerary
- 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?
- Cost

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

Faculty-Led Study Abroad Program Course

A faculty-led travel course is a credit-bearing course in which a portion of the academic work is accomplished through group study and travel external to the Washburn University campus. Normally, short-term programs are arranged for 3 credit hours. Typical activities included in determining the credit hours awarded for course include: pre-departure 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 Higher Learning Commission (HLC) Policy, 112.5 hours for a 3-credit hour course.

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

**Note: faculty leader's program cost is typically shared by participants*

Program costs do not include:

- Personal expenses and travel not mentioned in itinerary
- Passport and Country Specific Entry Requirements (Visas, Electronic Travel Authorizations etc.)

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

- WU tuition fee
- Study Abroad Application fee. All participants on WU Study Abroad Programs are required to submit an online application through [Bods Abroad](#).

The application fee will vary depending on the application type:

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

Program Budget

The program budget is completed on the WU Faculty-led Study Abroad Program Estimated Student Budget. The costs are divided into the following expense categories:

Billable Travel: These are the typical program fees. The payments for these fees are collected by the Business Office and put in a travel account. They include round trip airfare, in-country transportation, program administrative fee (shared cost of faculty leaders' expenses), accommodations, meals (provided as part of the program), study materials, excursions, and other (required insurance etc.)

WU Billable Fees: WU fees associated with the program are processed through the WU standard billing process. These fees include WU tuition. The tuition charge is assessed separately when the student enrolls in the course and is paid by students according to university payment deadlines. The study abroad application fee is applied to the participant's account by the SAO after an online application is created. The fee is typically non-refundable and can only be reversed by the SAO.

Non-billable Items: These are fees that students will pay directly to third-party vendors. They include: Passport and Country Specific Entry Requirements (Visas, Electronic Travel Authorizations etc)

Total Program Cost: The total of the above expenses makes up the total cost of the program.

Program Account

The Bursar will set up a program account once the program is approved. The faculty leader will use the funds in the account to pay for program expenses. Each department has a detail code that corresponds to a Study Abroad FOAPAL, and by entering that detail code and charge on the student account, the pool of funds becomes available to pay expenses. For example, if the detail code ATSA was entered for the Art Department with a charge of \$1,000 for the initial deposit, the Art Department program leader would then have \$1,000 to use to pay expenses. When the remaining \$3,200 in program charges are put on the student account, again with the ATSA detail code, the Art Department program leader would have a total of \$4,200 to use for expenses.

Statement of Commitment and Payment Schedule

The payment for the total billable travel cost of the program is established in the Statement of Commitment. The Bursar works with the faculty-Leader on the timing and their preference for recording the charges on student accounts. Usually a down payment (deposit) is recorded first. Later, the balance of the charges is applied and can be paid overtime. Participants must pay the program cost in full before leaving on the program. Establishing a payment schedule based on installment facilitates planning for the travel logistics and helps students meet payment deadlines.

When completing the Statement of Commitment, follow the pay schedule guidelines given below.

- First payment (Down Payment) sufficient to cover airfare (non-refundable) and any deposits required if a third-party vendor is involved with the program planning/booking.
- Approximately 2 months before departure half of remaining balance
- One month before departure, balance is due

The Statement of Commitment Payment Schedule is not a traditional Business Office payment plan. There is no fee to set it up and there are no late fees if the payments are not made according to the schedule.

Methods of Payment

All payments will be collected by the WU Business Office according to the payment schedule on the Statement of Commitment. The Business Office requires each participant to have a Washburn Identification Number (WIN) so payments can be accepted easily at the Cashier window or made online.

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

Student Financial Aid & Scholarships:

- In many cases, student's financial aid may be applied towards Study Abroad.
- Study Abroad and IE-WTE Scholarships are available.

Study Abroad Scholarships are placed on student's accounts and apply to study abroad fees as well as previous debt. Any remaining amount is refunded to the student.

General Priority Dates: (dates may vary depending on the needs of your program)

Statement of Commitment	Study Abroad Application	Study Abroad Travel Time
• September	October 15	Spring Semester & Winter Break Programs
• Oct. / Nov.	Feb 1	Spring Break Programs
• Nov. Dec.	March 1	Summer & Fall Programs

Timeline for Program Development

All Faculty-led Study Abroad Programs Proposals for New and Repeat programs are submitted online through Dynamic Forms.

To review the “Study Abroad Faculty-led Program Proposal Dynamic Forms Workflow” and the support documents. Visit “Taking Student Abroad”:

<https://www.washburn.edu/academics/international-programs/faculty-resouces.html>

18 months before program

The faculty-leader discusses proposed program with Departmental Chairperson, appropriate Academic Dean, and SAO to inform them of your interest and to review the process for submitting a program proposal.

- The faculty-leader works with the academic department to determine the content of the course and how many credits will be offered.
- The faculty-leader identifies the Program Provider or Travel Agency, if applicable. **If the Program Provider or Travel Agency is not a university approved vendor, the faculty will work with Purchasing to have the vendor approved.**
Note: Any complimentary tickets provided by the Program Provider/Travel Agency are the property of the University and may only be issued to Washburn University faculty/staff.
- The faculty-leader meets with the Faculty-led Study Abroad Fellow to review their program and the proposal process. **This is required for new programs and recommended for repeat programs.**

12-14 months before the program

- The faculty-leader submits the Faculty-led Study Abroad Program Proposal through Dynamic Forms.
- The proposal is reviewed by the appropriate Academic Dean(s) and Department Chair(s), the Registrar, the SAO, and the Bursar. If additional information is needed, the proposal will be returned to the submitter with an explanation. The submitter may edit the proposal and resubmit to continue the approval process.
- Once approved, the [Finance Office](#) and [Purchasing Office](#) are notified. The faculty may need to reach out to these offices for assistance with approving vendors, signing contracts and processing payments.

8-11 months before program

- Application & IE-WTE Procedures: The faculty-leader and SAO meet and discuss the student's application procedure/deadline and IE-WTE requirements (if applicable).
- Promotion/recruiting strategy: The faculty-leader meets with the SAO to discuss marketing strategies.
- Contracts: If the Faculty-leader is working with a Program Provider/Travel Agency, the faculty will send Program Provider/Travel Agency contract(s) to the Purchasing Director for approval. **Please note that no payments will be able to be made/processed until there is an approved contract.**

6-7 months before program

- Program Revisions (if necessary): The faculty-leader, reviews the budget, itinerary, and dates to determine if any revisions are needed. **Please note that once the program has been approved all revisions will need to be submitted directly to the SAO.**
- Promotion: The faculty-leader and SAO distribute brochures and post flyers. The faculty-leader visits classes and schedules information meetings.
- 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 SAO.

3-5 months before program

- Promotion: The faculty-leader continues program promotion in collaboration with SAO.
- Study Abroad Applications: Students apply. The general deadlines are Oct. 15 for Spring & Winter Break, Feb. 1 for Spring Break, and Mar.1 for Summer & Fall, however you are encouraged to have students apply ASAP to ensure all processes go smoothly.
- Program Meeting: The faculty-leader holds meetings with applicants to discuss itinerary, activities, academic requirements, passport/visa, program cost, and payment schedule.
- Course Enrollment: Students complete the normal process for registering for the course.
- Signed Statement of Commitment Forms: <http://www.washburn.edu/academics/international-programs/international-resources-faculty/SAStatementofCommitment-12.pdf> due to the SAO a minimum of 2 weeks prior to the first scheduled payment.
- Faculty complete the [International Travel Registry](#). This will facilitate the Faculty leader's international liability insurance coverage through Washburn.
- Cancel the program if student enrollment is insufficient. If it is determined that this is necessary, please notify the SAO.

1-2 months before program

- Process final payments (unless required earlier)
- Confirm all program arrangements, reservations.
- Meet with students to review the final itinerary and flight information.

Recruiting students

As a professor, you have a wide sphere of influence. Additionally, the enthusiasm that spreads among students will be an advantage for you. You are encouraged to meet with the Faculty-led Study Abroad Fellow to discuss ideas for promoting and recruiting students, and faculty have generally found the following to be helpful when recruiting students:

- 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 to your email signature.
- Email all your majors and minors.
- Visit with your Chair to find out if there are any departmental scholarships available.
- Discuss your 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 Feb.).

Preparing for Informational Meeting (About 6-7 months before program)

- Target potential students.
- Give an overview of the program.
- Describe the itinerary, course, and the cost (what it includes and does not include.), and give students copies of the itinerary, program cost and payment deadlines (even if tentative).
- Share the Study Abroad website where students can find the minimum requirements for participating in study abroad, the application process, and scholarship information
- Encourage students to apply for a passport. If they already have a passport, make sure it is valid for 6 months beyond the dates of travel. Scholarships may be available to assist students with obtaining the first adult passport.
- Study Abroad 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

Study Abroad (Participants) Application Phases

- All participants on approved WU study abroad programs must complete the application process through the Bods Abroad website. See [Applying](#) for more information.
- All participants must meet the [minimum requirements](#).
- Applications must be submitted within one month of collecting the Statement of Commitment.
- The application consists of four phases. During each phase of the application participants complete questionnaires, submit materials, and read and sign learning content relevant to the program.
- Degree-seeking WU Students may apply for a scholarship inside of the application by completing the “Scholarship Application Questionnaire”

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.
- Verify that each student has applied for or has a valid passport.
- Verify students have a payment method, a credit/debit card/apple pay. Check your destination for recommended payment methods.
- Give students copies of the itinerary and travel information (if you already have your flight itinerary).
- 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.
- Advise students of pre-departure requirements through the SAO.
 - Application Post-decision Phase requirements
 - The Mandatory SAO Pre-Departure Orientation
 - The IE-WTE Pre-Departure & Post Program requirements.

Mandatory Pre-departure Orientation

(Nov. - Winter Break & Spring programs / April - Summer & Fall programs)

The SAO requires all students to attend a mandatory pre-departure orientation which covers general travel safety and related issues. The event is generally held on a Friday afternoon from 3-4:30pm. Students receive an invitation in their Notification Letter following the application deadline. Students unable to attend will instead complete the “Orientation Assessment” inside of their application.

During the Program

- In case of an emergency or incident that has the potential to affect the success of the program, document the incident by completing a [Study Abroad Incident Report Form](#) and submit to the SAO.
- The WU police are available 24/7/365 and can reach the SAO 24/7/365.

After return from program

- Submit the [Faculty-led Study Abroad Program Report](#)
- Advise students on IE-WTE post program requirements (Final Assessment and Public Presentation).

Approved Vendors

The following is a list of approved program providers and travel agencies that provide services for the University.

Pending

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 program providers, agencies or vendors you may prefer to work with.

Any agreements with travel agencies or Program Providers which require a university signature must be reviewed and signed by the Director of Purchasing. If the agreement is for \$150,000 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 Study Abroad Office (SAO)

The SAO responsibilities include advising faculty and students on processes and procedures of study abroad and the International Education Washburn Transformation Experience. The SAO will coordinate the processing of study abroad applications, scholarships, and provide a general travel safety orientation.

Study Abroad & Faculty-led Program Policies

1. Scholarships:

- For students that participate in programs that occur after graduation or after completing a certificate program. The study abroad course must be associated with the student's program of studies to be eligible for funding.
- Students participating in programs not approved by the SAO are not eligible for funding.
- Students must meet the [minimum eligibility requirements](#) to participate in study abroad.

2. Application and Insurance Coverage

All WU students, participants and guests, whether they receive funding or not, must complete an online application for risk management purposes and pay the application fee. Completing the application will ensure their enrollment in the [WU International Liability Insurance coverage](#).

3. Participation by children, family, and community individuals

Adult family members and other non-Washburn individuals must be approved by the faculty-leader and the SAO. Participants with children must have another adult caregiver travel with them to care for the child during the program when the participant will be engaged in program activities. Contact the SAO for more information.

4. First time Program Airfare Reimbursement

The faculty leader(s) of a study abroad program will be eligible to receive funding for one airfare for every 12 paying student participants. The airfare reimbursement is for the first year of the program only.

5. Co-Leader Stipend

- Approved co-leaders for a faculty-led study abroad program, who are not compensated for their time in another way (e.g., part of their assigned faculty load), are eligible to receive a stipend for the support they provide for the travel component of an approved program. This stipend is provided by the Study Abroad Office and is separate from coverage of travel expenses that are assessed via the study abroad program administrative fee or paid for by another entity (e.g., departmental funds).

- Amount: \$100/day (travel days and days abroad)
- Eligibility: 1) Faculty leader of approved study abroad program requests a co-leader; AND 2) Approved study abroad program has 13 or more students enrolled to complete the travel component of the course; AND 3) A co-leader is required to provide a staff/faculty-to-student ratio of at least 1:12; AND 3) Co-leader is an active Washburn University employee.
- Procedure: Co-leaders meeting the above eligibility criteria will be notified in writing by the Study Abroad Office of their approval for a stipend, and the amount of the approved stipend. The Study Abroad Office will then pay out the stipend to the approved co-leader upon return from the travel portion of the study abroad program.