

Faculty-Led Study Abroad Approval Process

The following timeline is a guide for Faculty seeking approval from WORLD to lead programs abroad. The timeline and associated procedures help Faculty and WORLD to:

- a. Execute internal and external logistics for programming and budgeting
 - b. Identify and forecast risk and risk management protocols, and responsibility associated with (group) travel in non-U.S. locations
 - c. Apply protocols and policies to ensure student safety and security
 - d. Integrate standards for high-impact engagement abroad using [Forum on Education Abroad's Standards of Good Practice for Education Abroad](#) and the [Code of Ethics for Education Abroad](#)
 - e. Align student learning outcomes and teaching learning outcomes with geographically/culturally-appropriate locations
 - e. Evaluate elements of global learning using best practice [frameworks](#); and
 - f. Market the course, program or activity to recruit students effectively.
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STETSON UNIVERSITY'S COMMITMENT TO STUDY ABROAD

Stetson University offers Faculty-Led Study Abroad over the course of the academic year, ranging from winter and spring break offerings to courses over multiple weeks during May-July. As a high-impact practice, Study Abroad promotes [global learning](#), the process of diverse people analyzing and addressing complex problems that transcend borders. In turn, global learning nurtures habits of mind of global citizens – global community engagement, diversity and inclusion, environmental responsibility, and social justice. Global Citizenship is a core value of Stetson University's mission to prepare students to be informed, active, and engaged citizens of both local communities and the world.

A GLOBAL CITIZEN

- Articulates their own values in the context of personal identities and recognizes diverse and potentially conflicting positions vis-à-vis complex social and civic problems [[AWARENESS](#)]
- Understands the interactions of multiple worldviews, experiences, histories, and power structures on an issue or set of issues [[UNDERSTANDING](#)]
- Gains and applies deep knowledge of the differential effects of human organizations and actions on global systems [[APPLICATION](#)]
- Applies knowledge and skills gained through general education, the major, and co-curricular experiences to address complex, contemporary global issues [[APPLICATION](#)]
- Initiates meaningful interaction with people from other cultures in the context of a complex problem or opportunity [[ACTION](#)]
- Takes informed and responsible action to address ethical, social, and environmental challenges [[ACTION](#)]

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The schedule below is for Faculty considering program offerings during Summer semesters/months. Faculty should initiate the planning process at least three academic terms prior to the course offering. For example, for a course offered in Summer 2021, planning should begin by Spring 2020. Planning for program offerings during Spring/Fall/Winter semesters/months should also begin at least three academic terms prior to the program offering. For example, for a course offered Spring 2022, planning should begin by Fall 2020.

Three Academic Terms (First Spring) Prior to Summer Program Offering:

- WORLD hosts a Lunch & Learn early in semester. Faculty is encouraged to participate in discussion with WORLD and other faculty who have study abroad experience in developing and implementing international courses and programs. See: [How to Plan and Fund a Study Abroad Program](#)
- Faculty and WORLD meet individually to discuss proposed course, location, dates, activities in proposed location to enhance/complement the academic content, budget, the marketing/recruitment plan, as well as the Faculty-Led Study Abroad Program Approval Process and its deadlines. Faculty completes WORLD's program questionnaire.
- Faculty submits program description and syllabus to Chair for approval. Any new courses progress through college/school's Spring semester curriculum review process: See a sample Taxonomy for assessing Study Abroad courses and learning experiences - http://abroad.iupui.edu/doc/develop-program/study_abroad_taxonomy.pdf
- **Pending** - Faculty submits course syllabus/syllabi to International Learning Committee which determines if courses(s) meet Stetson's Global Learning Requirements (GLRs)
- Faculty submits International Travel Risk Assessment and Emergency Planning Checklist if program will use faculty's personal contacts
- Faculty initiates online Study Abroad Application in [Terra Dotta](#) specifying
 - Program logistics (dates, location, number of students, etc.)
 - Proposed course description(s) and syllabus(i)
 - How does program location enhance academic content?
 - How does program align with Stetson's mission and core values?
 - Proposed budget
 - Chair and Dean's Office contact information for review and approval
- WORLD receives approval from College/School's Dean's Office to complete application process
- Deadline for online Faculty-Led Study Abroad Program Application submission:
 - **New programs: Last Friday in May**
 - **Recurring programs: First Friday in September**

Summer Prior to Program Offering:

- WORLD reviews online application to ensure consistency with guiding principles: *proposed program is safe, compliant, and financially sound*
- Faculty negotiates with personal contact(s) about program contract(s) with WORLD

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- WORLD sends program contract bids to at least 2-3 providers if applicable
- WORLD receives provider proposal bids (3 to 4-week timeframe) if applicable
- WORLD + Faculty conduct contract vetting/ approval process with Faculty's personal contact(s) (or with chosen provider proposal bid if applicable)
- WORLD vets all Faculty personal international contact(s), contract(s), (or chosen provider contract) with Stetson Risk Management and Legal
- Provost endorses all Faculty personal contact(s) or provider contract(s)
- WORLD provides written approval of overall proposed program to Faculty

Two Academic Terms (Fall) Prior to Summer Program Offering:

- WORLD finalizes contracts for recurring programs for Provost's endorsement
- WORLD develops marketing materials to promote program with support of Faculty including program page in Terra Dotta
- WORLD assists Faculty with marketing and recruitment strategies including information and classroom sessions
- WORLD creates customized online student application in Terra Dotta
- WORLD provides Faculty with access to student application submissions
- Faculty participates in Global Citizenship Fair on Values Day to promote program
- Students apply for study abroad [scholarships](#) (deadline October 15th)
- WORLD manages/revises program budget with support of Faculty (if applicable)
- Faculty actively promotes program and recruits, student participants. The recruitment process includes classroom presentations within the home department, information sessions, direct email, and social media.

One Academic Term (Second Spring) Prior to Summer Program Offering:

- WORLD completes Disciplinary Record Checks on all applicants
- Faculty reviews program applications and renders admission decisions
- Faculty provides communication support and reaches out to students with assistance from WORLD for students to complete application, submit deposit and final payments, complete post acceptance forms, etc.
- WORLD collects student deposits and payments
- WORLD pays program providers upon receipt of invoices (if applicable).
- WORLD requests cash advance and stipend payment for Faculty
- WORLD hosts pre-departure orientation for students; reviews Study Abroad Handbook
- WORLD hosts pre-departure orientation for faculty; reviews Faculty-Led Study Abroad Handbook

Post Program Offering:

- **Pending** - Faculty administers global learning/competency assessment
- Faculty submits original receipts for expenses paid during program to WORLD for reimbursement including tolls, parking, home address for mileage, etc.

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- WORLD submits final budget to Finance for reimbursement and budget reconciliation
- WORLD sends students post program evaluation
- Faculty completes program evaluation and debriefs WORLD.