Faculty-Led Study Abroad Planning Guide

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FACULTY-LED STUDY ABROAD PROGRAMS

Why Lead a Study Abroad Program?

The advantages of a study abroad experience for participants are easy to enumerate: increased self-confidence, an awareness of and sensitivity to people and places outside the home society and an introduction to alternative ways of living and learning. The community and the country benefit as well from students going abroad to study. With increasing global interdependence, knowledge, and adeptness at dealing with non-Americans is crucial to business, politics and society. The United States is part of the world and must deal with global questions and concerns on a daily basis. Although there are disputes about the direction of these interactions, it is undisputable that successful negotiations between countries depend on knowledge of other cultures, customs, politics and society. Study abroad can be an inaugural step in obtaining this knowledge.

In the past decade study abroad programs have enabled increasing numbers of students to experience the challenges and opportunities of meeting and living in another culture. Once the domain of a select few students, the present-day study abroad scene encompasses diversity both in student population and locations visited. To a great extent the increase in study abroad participation results from an increasing variety of types of study abroad opportunities. No longer is the semester or academic “junior year” abroad the only option for a student wishing to study abroad.

Short-term, faculty-led programs are the fastest growing segment of the study abroad explosion. Usually lasting two to three weeks, these programs are well-suited for introducing participants to a world outside their own. This is especially important at a university such as UMSL where a large majority of students have time and/or financial constraints because of work and family responsibilities coupled with a limited background of travel. A faculty-led program may be the starting point for a student’s awareness and appreciation of the complexity and diversity of our world.

A primary goal of faculty-led study abroad programs is to provide a meaningful academic experience utilizing the resources of a foreign city or country to maximize intercultural growth for each participant. The information in this booklet will assist faculty in planning and implementing a short-term program to realize this goal.

Overview

Faculty-led study abroad programs at UMSL generally take place over the summer term or winter break; however, semester programs are encouraged as well. Providing and leading a study abroad program includes the following general responsibilities for the faculty member:

1. Planning. The faculty member determines the details of the program: course descriptions, dates, accommodation, transportation and other arrangements, and, importantly, budget considerations.

2. Adherence to University processes and regulations. The University of Missouri-St. Louis and International Studies and Programs provide an institutional framework for implementing a study abroad program. This framework includes registration and financial aid procedures, insurance enrollment, fee payment requirements, scholarship determination, granting of credit, grading and faculty stipends.

3. Coordination and leadership. Once the program is in place the faculty has the responsibility of overseeing a group of university students in an unfamiliar locale. The faculty member may or may not be the primary instructor during the study abroad program but the faculty member is always the person responsible for the safety and well-being of each individual and the group as a whole.

The following pages include detailed descriptions of these various responsibilities.
The Office of International Studies and Programs (ISP) is the lead unit in designing and implementing the campus’ international education agenda. ISP supports academic and other programs designed to internationalize the campus and ensure that students graduate with the international competence they will need to function in a world that is increasingly globalized.

ISP is the home of UMSL Study Abroad which manages exchange partnerships with 80+ institutions worldwide and is responsible for faculty-led and non-UMSL study abroad programs. ISP also houses the Office of International Student and Scholar Services to assist international students and scholars in admissions, orientation and guidance in academic, visa and tax matters.

Dr. Joel Glassman, Associate Provost for Academic Affairs, is the Director of International Studies and Programs. His office is located in 366 SSB. The offices of Study Abroad and International Student and Scholar Services are located in 261 MSC.

UMSL Study Abroad assists both faculty and participants to ensure a successful study abroad program. To achieve that goal, UMSL Study Abroad:

1. Manages the relationships and incoming and outgoing participants in 80+ partnerships with foreign institutions.
2. Assists faculty in planning and implementing short-term study abroad opportunities.
3. Has a comprehensive, updated website with program and practical information for all study abroad programs: studyabroad.umsl.edu.
4. Advises potential participants on program details, eligibility requirements, selection and procedures.
5. Maintains a database that includes applicants’ personal information and emergency contacts, scholarship and fee payment information and individual files for each participant.
6. Publicizes programs through classroom visits, study abroad fairs, contacts with other institutions, etc.
7. Maintains financial information including receiving deposit and program fee payments, transferring payments to the correct account, and sending receipts and invoices to participants.
8. Provides a mandatory general orientation for all participants emphasizing health and safety, cultural issues and paperwork procedures.
9. Enrolls participants in the mandatory health insurance plan or informs participants on enrollment procedures.
10. Prepares an emergency protocol, emergency contact information and insurance information packet for each participant.
11. Serves as a liaison between Professional and Continuing Studies (PCS), ISP and programs to ensure that registration procedures are correctly followed, accurate grades are recorded, etc.
12. Assists with credit transfer and correct recording of grades and credit.
13. Provides a budget report following the program and other statistics as required.
PLANNING

Faculty-led programs are run by International Studies and Programs with registration assistance by the School of Professional and Continuing Studies. The Study Abroad staff assist at all stages. Following is a suggested process for planning the program:

**PRE-APPROVAL PLANNING**

*Determine the basics of the program using the Basic Program Questions Form, found on page 19 of this booklet.*

What class will you teach and how long will the session be? What makes your program unique? How many students will participate? How will you market your program? These questions and more can found on the Basic Program Questions Form and faculty should consider them all in planning. Faculty should begin planning a minimum of six months in advance of the program. It is good to plan at least two semesters ahead. This allows you to promote your program to two semesters worth of students, making it more likely to be “a go.” The initial step is to determine the academic course and goals for the program. Following that, planning should concentrate on the details of itinerary, e.g., housing, transportation, supplemental activities, etc. Faculty may contract with an outside agency or travel agent for itinerary details (see page 18 for a list of some third party providers). No financial commitments may be made to any third party without specific approval of the University and its legal department.

*Formulate a Program Proposal using the Preliminary Planning Form, found on page 20 of this booklet.*

In the initial stages not all the information will be available. However, the form is a good place to keep track of planning progress. The program should be clearly related to departmental and student academic interests. The program should be devised primarily with undergraduate or graduate students in mind. Non-UMSL students can certainly be included, but should not be the core of participants or the focus of the program. Consider course content, requirements, evaluation information, itinerary and housing information, and health and visa requirements.

**Budget**

Faculty should set a maximum number of participants for the program. However, the budget should encompass differing numbers of participants: for example, costs for 5, 10 and 15 students should be included in the budget. Budget results will determine the program fee and the minimum number of participants needed to make the program a “go.” Currently, our typical program enrolls 12-15 participants, but some are designed to be smaller (5-8 participants) and some led by two faculty members may be designed for more than 20 participants. See the section on budget on page 8 below.

**Reminder:** Study Abroad staff will assist faculty in developing the program. The staff has extensive experience planning programs and developing budgets. They will help faculty through the process. Programs must be designed to cover all costs. ISP does not have funds to subsidize programs.

**Appointment with ISP Director, Dr. Joel Glassman for discussion and approval**

The budget and most essential questions of the Faculty Preliminary Planning Form (page 20) should be completed. The meeting will include the Study Abroad staff. Early submission of proposals is critical due to the complex nature of developing a new program, including:

1. Marketing and determining target audience
2. Course Development
3. Student recruitment
4. Pre-departure preparation
5. Coordination of host country logistics

The further in advance you plan the more time you have to work out the logistics, publicize your program, develop a course of action, and in general, plan with less stress!
Declaration of Intent form

Declaration of Intent Form (page 21) is the official request to offer a course for credit. Faculty should discuss the proposed program with appropriate academic department personnel. The department will assign a course number and determine the number of credits. Complete the form with course number and date, attach a syllabus to the form and request the department chair to sign the form. Return the signed form and attached syllabus to UMSL Study Abroad. The Study Abroad staff will obtain the other necessary signatures and send it to Professional and Continuing Studies and the Registrar for the class number used in student registration. (The class number is not the same as the course number: in the CICS system, the class number was called the reference number).

If a course is to be given for both graduate and undergraduate credit, two Declaration of Intent forms must be completed. If a course is cross-listed with another department, the second (or third) department must also complete a Declaration of Intent form.

If the course has been offered in the past only a Schedule of Courses form will be completed by the study abroad coordinator. The exception is that if the course was previously offered on Dean’s Approval (meaning that the department wanted to offer it but it had not yet gone through the C&I approval process) the registrar will add it to the schedule for one term only, until the course has been formally approved by the Senate.

For more information on course approvals, please see the UMSL website: http://www.umsl.edu/services/academic/curriculum/course_approval.html.

Acceptance requirements

The required GPA for most study abroad programs is 2.75, however, faculty-led programs typically will accept students with a GPA of 2.5 or above. You may make exceptions but it is your responsibility to determine the suitability of any participant. Students who have a GPA below 2.5 must complete a Study Abroad appeal form, submit supplementary materials, and interview with the study abroad office. It is for the benefit of the all the students on the program that only qualified and prepared students participate on the program.

For faculty-led programs, UMSL Study Abroad does not require applicants to submit faculty recommendation letters. Please communicate to Study Abroad any additional application or eligibility requirements that your program may have.

Deadlines: application and financial.

Application deadlines

UMSL Study Abroad sets the following deadlines for program and scholarship applications:
- September 23: for winter and winter intersession programs
- February 16: for summer, fall and academic year programs

You may determine different deadlines but in all cases the deadlines should be far enough in advance of the program to enable timely payment of invoices and notification of vendors. Importantly, deadlines for scholarship applications will remain the regular Study Abroad application established deadlines, not your program deadline.

Financial deadlines

The usual procedure is to require a substantial deposit ($500 is typical) with the application and set a timeline for payment of the balance of the program fee. (The deposit is non-refundable unless the applicant is not accepted into the program, or if the program is cancelled.) Final payments of program fees should be at least one month prior to the start of the program.
ONCE THE DATE, BUDGET, REQUIREMENTS AND DEADLINES ARE DETERMINED

Publicity and promotion
The Study Abroad staff will design and have flyers and other materials printed to publicize the program. The faculty member is responsible for obtaining graphics and visuals that best illustrate the program. The cost of printing should be included in the budget. You should meet with the study abroad coordinator to discuss particular points that should be included on the promotional materials, as well as formats.

UMSL Study Abroad will mail and/or email the promotional materials to a faculty-supplied mailing list. Study Abroad will also list the program on the study abroad website, through UMSL media, promote the program at class visits and information sessions, and through the study abroad listserv and advise students interested in the program.

The most successful study abroad programs are those that the faculty leader promotes to their own and colleagues’ classes. Faculty should consider class visits to appropriate classes. Social media networks such as Facebook are a popular form of program promotion as well as a great place to post information such as deadlines and coursework for students. If you create your own poster, always remember to include the UMSL Study Abroad contact information. Also, remember to mention that fees are subject to change per fluctuations in the exchange rate and that tuition is not included in the program fee. All such advertisements shall contain UMSL’s standard, uniform language regarding tuition, programs cost, ISP logo, refunds, etc. An example of a program flyer can be found on page 26.

Applicant acceptance/denial
The study abroad coordinator will send you copies of submitted applications. You may determine acceptance/denial and notify the coordinator of your decision. The coordinator will notify the participants and, in case of denial, request a refund of the deposit.

Orientation
In addition to a general pre-departure orientation that UMSL Study Abroad conducts for accepted students, faculty leaders must hold a separate site-specific orientation before or after the general pre-departure orientation. The faculty orientation should include details about itinerary, money, course requirements, materials, and evaluation criteria, contact information, packing, independent travel, differences in educational systems, budget travel tips and program rules. Students must also complete an online orientation for the faculty-led program and receive a 100% before they can register for their course. The online orientation contains information on health and travel safety, culture shock and reverse culture shock, and the International Student Identity Card, obtaining a visa, and the role of US Consuls in your trip. This information should be reiterated in your orientation as well.

The faculty leader is also encouraged to discuss their program in more depth. A good orientation/packet would answer many questions that students may have before they travel overseas. If you create your own orientation packet specific to your program, please supply a copy to your study abroad coordinator. If the site-specific orientation involves refreshments or printed materials, those expenditures must be included in the budget.

Faculty Salary Compensation (PCS Faculty Information)
If you are instructing a course in addition to your regular salary your compensation is considered extra compensation. In this case, you will be paid $3,500.00 per class plus benefits (if benefits-eligible). If you are receiving compensation, the study abroad coordinator will complete the Faculty Information Form and forward it to the appropriate offices.

Please note, if not enough participants are recruited for the program to be viable at its proposed and approved budget, ISP may consider a reduction in faculty salary on a per student basis as an alternative to cancelling the program. The amount will be based on the final number of enrollees and the difference required for the budget to balance. Other expenses for faculty program leaders, such as airfare and meals, will remain as budgeted. If a salary reduction is proposed to keep the program viable, both ISP and the faculty leader have to agree on the reduction or the program will be cancelled.

Grades and their Effect on Financial Aid/Academic Standing
It is your responsibility as the faculty leader to submit grades in MyView. Grades for intersession may not be recorded until after the winter semester and grades for summer programs may not be recorded until all summer sessions are completed. It is a good idea to inform participants of unofficial grades as soon as possible following the program.
At UMSL, grades are always due 48 hours after the last day of the term, (or for summer, the session). Of course there are many exceptions to this “rule” and we do have a grace period, so if the instructor can’t get the grades in immediately upon return, they have a little time. Postponing the posting of grades can affect many students’ financial aid and scholarships as well as academic standing. If a student is not an UMSL student, he/she must request a transcript. Transcripts are not automatically sent to non-UMSL participants.

Federal regulations require financial aid offices to monitor the progress of all students toward the completion of a degree. This monitoring process is called **Satisfactory Academic Progress**, or **SAP**. The Department of Education requires that a school monitor SAP both quantitatively and qualitatively. Satisfactory academic progress is essential to remain eligible to receive funds from any Federal Title IV, state, or university aid programs. Please note that some scholarships may have a higher renewal GPA requirement. At the end of each academic year the Student Financial Aid office will monitor each undergraduate student's academic progress to determine financial aid eligibility.

At UMSL’s pre-departure orientation, the study abroad coordinators and Financial Aid representatives warn students that through no misstep of their own, they may receive an email notifying the students of failed SAP. This can happen to any student who studies abroad and relies on aid. Even with the forewarning, it is always shocking and stressful when a student first receives the e-mail. The UMSL Student Financial Aid Office has confirmed that as long as the student goes through the required processes, they should not have any issues obtaining the aid they need for future semesters. At UMSL, the Financial Aid Office can flag a study abroad student so that they will not fail the SAP if their grades have not yet been recorded. Non-UMSL students should check with their Financial Aid Office to see if they can do the same.

**FINANCES AND CREATING A BUDGET**

Many students find the cost of overseas studies to be a barrier to their participation. If program costs can be kept close to the cost of similar experience on campus (excluding airfare), more students are likely to participate. The faculty leader (with the assistance of the study abroad coordinator) must develop a program budget as well as consider additional costs that may or may not be included (such as airfare, books, etc.) for each aspect of the program. Preparing an accurate budget is one of the most important parts of successful implementation of a program. Study Abroad staff can assist with general questions about estimating costs.

Faculty may determine costs in several different ways. For example:

1. Contracting with a local agent to arrange housing, transportation etc.
2. Contracting with a local university for services, e.g.; housing, board, classrooms.
3. Contracting with a planning service or travel agent.
4. Conducting a pre-program planning trip to research resources. The program leader should remember that expenses of a planning trip would be borne by the program participants; frugal is definitely better. No expenses will be reimbursed for anyone other than the faculty coordinator on a planning trip.

In all cases, all contracts must be approved by the UM System prior to any payment being promised or made. All contracts should be submitted to UMSL Study Abroad in a timely manner. Study Abroad will forward the contract to the legal department for signature. Only after this signature is obtained may faculty request funds for payment of the contract.

Most summer and intersession study abroad programs are run by International Studies and Programs with registration assistance from Professional and Continuing Studies (PCS). There are two separate financial accounts for faculty-led study abroad programs conducted through PCS: International Studies and Programs PCS Account and the Agency Account.

**Overview of Budget Accounts**

**Income**

- **PCS Account**: all tuition fees that are retained by UMSL minus university fees and PCS fees
- **Agency Account**: all program deposits, final payments, and supplementary program fees for non-credit participants
**Expenses**

PCS Account: faculty salary, benefits, other educational expenses  
Agency Account: Insurance premiums, other student program expenses

**EXPLANATION OF THE SAMPLE BUDGET**

Below is a sample program budget. After your initial meeting with Dr. Glassman you will need to create a budget and submit it to the study abroad coordinator for your program before the program can be approved and promoted. Estimations cannot be used. The program and application materials will not be produced until a budget based on vendor quotations has been developed and approved.

The sample budget is for an inexpensive trip. Expenses covered by the program fee in this sample include housing in double rooms, breakfasts, admissions to two museums, a public transportation pass, a farewell dinner, and health insurance. Expenses not included are other meals, airfare, passport cost, personal expenses, private travel and airport transfer.

**TITLE**

The top fields indicate country and program the faculty is running along with the faculty name. The lines immediately below are for the name of the faculty leader and the program dates.

**INCOME**

*International Studies and Programs Professional and Continuing Studies Account (PCS)*

All faculty-led study abroad programs receive their credit through Professional and Continuing Studies. Course approvals, student registration and course evaluations are handled by the PCS staff. All tuition monies are deposited in the PCS account. The University Fee is not usable for the study abroad program; it must be paid by all for-credit participants but is retained by UMSL. All faculty salaries, benefits and expenses must be paid out of the PCS account.

PCS charges two fees on expenses charged to the account. One fee, administrative offset (listed as PCS Fee below), is charged on income (6%) and the other (Overhead) on expenditures (5.92%). The first line under “income” should be the applicable tuition fee for the current cost of course credit. The University Fee is on the line provided beneath. The line below calculates the 6.00% C.E. fee on income. The remaining balance is the usable income available to cover PCS expenses. So, in the budget below, an undergraduate pays $947.40 for three credits but Study Abroad only has access to $763.94 of that tuition to cover the appropriate expenses.

*Agency*

The Agency account is a “pass-through” account. What goes in must match what goes out. This account is maintained for income that will be passed along to a vendor; for example, program fees that will be used to pay hotel invoices for participant lodging, classroom rental, or health insurance. The program fees and non-credit fees, paid by program participants, are deposited in this account.

The program fee is determined after income and expenses are computed. The program fee is for expenses not covered by PCS (i.e.; student expenses). Supplemental program fees for non-credit participants ($840 per 3 credits) are entered into the agency account but there is no way of predicting how many, if any, people will sign up for the non-credit option. It is, therefore, impossible to accurately project any income from the supplemental program fee.

**EXPENSES**

*PCS*

Usually it will take several attempts to determine where particular expenses should go (PCS or Agency); don't be discouraged! However, all salaries and benefits are deducted from the PCS account. What are most commonly deducted from the PCS account are any fees related to faculty expenses or costs that are needed to run the program (printing and promotion, honorariums, class materials, etc.).

*Agency*

The Agency account primarily covers student expenses: museum visits, housing, classroom rental, etc. Student insurance is a required fee at a monthly rate. It is also wise to include a 2.5% of expenses contingency amount for unexpected fees for emergencies or other occurrences that may arise upon your arrival. Generally, airfare, passport fees, visa fees, vaccinations, airport exit fees, gifts for hosts, and excursions outside of those planned by the program are not included in the program budget, and participants pay for these things on their own.
<table>
<thead>
<tr>
<th>INCOME</th>
<th>Undergraduate</th>
<th>Example</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>PCS</td>
<td>Per Student</td>
<td></td>
<td></td>
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<tr>
<td>Tuition (3 cr.) (2013/14 rate)</td>
<td>$ 947.40</td>
<td>$ 1,272.30</td>
<td>$ 9,474.00</td>
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<tr>
<td>University Fee ($44.90/cr)</td>
<td>$ 134.70</td>
<td>$ 134.70</td>
<td>$ 1,347.00</td>
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<tr>
<td>PCS Fee (6%)</td>
<td>$ 48.76</td>
<td>$ 65.56</td>
<td>$ 487.62</td>
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<tr>
<td>USABLE INCOME</td>
<td>$ 763.94</td>
<td>$ 1,027.04</td>
<td>$ 7,639.38</td>
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<table>
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<th>AGENCY (pass through)</th>
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<tr>
<td>Program Fee</td>
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<tr>
<td>Non Credit Auditors</td>
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<tr>
<td>Program Fee</td>
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<tr>
<td>Non Credit Fee</td>
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<td>Subtotal for Auditors</td>
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<th>Program Fees &amp; Non Credit Fees</th>
<th>Total Students</th>
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<tr>
<td>PCS</td>
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<tr>
<td>Professor Salary</td>
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<tr>
<td>Professor Benefits</td>
<td>$ 300.00</td>
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<td>Professor Airfare</td>
<td>$ 1,200.00</td>
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<tr>
<td>Professor Housing ($40*14 days)</td>
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<tr>
<td>Professor Per Diem ($42*14 days)</td>
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<tr>
<td>Professor In-country Travel</td>
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<tr>
<td>Professor Excursions</td>
<td>$ 500.00</td>
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<tr>
<td>Printing &amp; Marketing</td>
<td>$ 100.00</td>
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<tr>
<td>Overhead (5.92%)</td>
<td>$ 411.32</td>
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<tr>
<td>SUBTOTAL</td>
<td>$ 7,359.32</td>
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<td>PER STUDENT</td>
<td>$ 613.28</td>
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<tr>
<td>HTH Insurance ($32.25/mo)</td>
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<td>Student Housing ($30*14 days)</td>
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<td>In-country Travel</td>
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<td>Excursions</td>
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<td>2.5% Contingency Fee</td>
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<td>SUBTOTAL</td>
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<td>PER STUDENT</td>
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<th>SUMMARY</th>
<th>Participants</th>
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<td>PCS</td>
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<tr>
<td>Income</td>
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<td>TOTAL</td>
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<table>
<thead>
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<tr>
<td>Income</td>
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<tr>
<td>Expenses</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
<tr>
<td>Net Balance</td>
</tr>
</tbody>
</table>
In the example:
- The “Example” column shows a program with 10 undergraduates, 0 graduates, and 2 non-credit participants. The “Proposed” column shows what the program would look like with 12 undergraduates, 0 graduates, and 0 non-credit participants. Notice how the non-credit participants affect the income from the PCS and Agency accounts. If a program has too many non-credit participants, there is not enough money in the PCS account to cover faculty expenses.
- If there are fewer than the minimum number of necessary participants, Dr. Glassman must approve going forward with the program.
- We are looking at the most reasonable match of income and expenses to determine the program fee. In this example, both the “Example” and “Proposed” columns show a positive Net Balance in the last row. In this case, you could consider lowering the program fee if doing so keeps the program in the positive. While faculty-led programs are not meant to be profit-makers, neither can they operate with a negative balance.
- If there are more applicants and a large surplus is anticipated there are several options:
  1. Provide additional outings, meals, or activities while on the program.
  2. Reduce the balance due. This option is only available after the deposit is paid and it is certain that all applicants will participate.
  3. Provide a reduced program fee to a particular participant to serve as a student assistant. A reduced program fee for a student assistant may not be offered until all participants are confirmed and paid. At that point a refund of part of the program fee for the designated student assistant should be requested from UMSL Study Abroad.
  4. Refund part of the program fee to participants. This is the most unwieldy option and consumes the most time and paperwork and will only be done as a last resort. We would rather use the money to enhance the students’ experience abroad.

Each of these accounts and categories (tuition income and expenses, agency income and expenses) has a specific and separate UMSL accounting code, known as the "MOCODE". MOCODES are determined by the ISP fiscal officer, Renae Smith. The MOCODE is necessary for deposits, refunds, and payment of invoices into or from the correct accounts. You will need to have the correct MOCODE for your travel & expense report to receive your payment. Please contact Study Abroad for this information.

**NECESSARY NUMBERS FOR A BUDGET**

1. Faculty benefits: 7.65% benefits rate on all extra compensation and overtime wages for benefit-eligible employees (12 month faculty) or 30.38% for those on 9-month contracts.
3. For PCS programs: 6% fee on income, 5.92% fee on expenses

*Note: The income and expenses for both the PCS and Agency accounts must balance!*
OTHER FINANCIAL AND MONEY MATTERS

Reimbursement and Payment of Invoices
Faculty should save all receipts for expenses incurred on behalf of the University in connection with the program. If personal funds or credit cards were used for purchases, reimbursement should be requested by submitting an Expense Report (ER) created online by the traveler or his/her delegate at http://myhr.umsystem.edu, and must include appropriate receipts and MOCODE. The ER should be saved and forwarded for review by your program’s study abroad coordinator prior to submitting for approval by the traveler’s fiscal approver. For help with submitting your ER, contact your department’s office coordinator.

Note: An itinerary/invoice showing the flight information and form of payment (i.e., credit card number or credit card statement) is required for reimbursement of airline tickets. A boarding pass or copy of the ticket is not sufficient documentation.

When requesting payment of an invoice, it is advisable to submit the invoice at least two weeks prior to the due date to allow Accounting Services sufficient time to process payment in a timely manner. All invoices should include the program name and the account (Agency or PCS) from which the invoice is to be paid.

Wire Transfer
Often international vendors will request a bank wire transfer of funds as payment for an invoice. Requests for wire transfers must include the name of the financial institution, address, routing numbers, SWIFT code, and mandatory other information requested on the Wire Transfer Authorization Form that can be obtained from the Office of Finance website: http://www.umsl.edu/~finance/forms.html.

In addition to the invoice, the request for a wire transfer should include the name of the program, participants’ names, and a detailed description of goods or services supplied. Faculty should bear in mind that wire transfer fees may range between $22 and $65 per transfer. Any fees associated with wire transfers must be added to the budget. Please work with your program’s study abroad coordinator to complete any wire transfers.

Note: International wire transfers may take two to three weeks for funds to be received at the foreign financial institution due to the various stages of processing and approval in Accounting Services at UMSL, the Treasurer’s Office in Columbia, and the foreign financial institution.

Cash Advances
An UMSL employee traveling on University business outside the United States for a period of one to six months may obtain a long-term cash advance for anticipated expenditures such as gratuities, taxis, bus fares and other incidental expenses. This form must be submitted online in the Travel & Expenses Center found at http://myhr.umsystem.edu. The funds will be distributed to the traveler via direct deposit approximately 30 days before the indicated departure date. A minimum of ten working days in needed to process this request.

The UMSL employee must agree to the following before an advance is made:
- The cash advance is requested ONLY for University-related travel expenses that will be submitted for reimbursement.
- Repayment will be made by cash or check (payable to the University of Missouri) at the Office of Finance within 21 calendar days after the completion of the trip. The amount can also be deducted from your reimbursement via your Expense Report.
- After 21 calendar days the employee’s home department will be charged for the cash advance.

Exchange Rates
Faculty should take into consideration the exchange rate and fees associated with exchanging currency when calculating the budget. It is usually less complicated to request overseas vendors to give bids and accept payments in U.S dollars. When creating your budget, you should factor for a higher exchange rate in case of fluctuations in currency occur from the time you create the budget until the time fees are due.
ISP AND UNIVERSITY PROCEDURES

International Studies and Programs and the University of Missouri-St. Louis have policies and procedures governing the granting of credit, financial obligations, grading and other requirements for study abroad programs. UMSL Study Abroad advises potential participants and explains the application process and all other ISP and University requirements. This information is a major part of the pre-departure orientation and is again presented in the orientation handbook given to each participant. Following are expanded descriptions of some of the processes.

APPLICATION AND REGISTRATION

Application materials
Application materials are available at http://studyabroad.umsl.edu and are available only online. The application packet includes the following: application form, scholarship application form with instructions for a required essay. The transcript form is only for any non-UMSL participants. A sample application packet is included in this booklet on page 22.

Generally no letters of reference are required for short-term programs. However, if the faculty member leading a program wishes to require a reference letter, a recommendation form will be added to the materials. In some cases, the faculty leader asks for names of academic references to contact in case of questions.

Non-UMSL students are required to submit a transcript from their current institutions. A transcript is necessary to verify a student’s GPA and standing. They should have the transcript sent directly to UMSL Study Abroad. Non-UMSL student are also required to pay a $100 non-UMSL fee when they apply.

Requirements
The required GPA for most semester study abroad programs is 2.75; however, faculty-led programs typically will accept students with a GPA of 2.5 or above. You may make exceptions but it is your responsibility to determine the suitability of any participant. Students who have a GPA below 2.5 must complete a Study Abroad Appeal Form, submit supplementary materials, and interview with the study abroad coordinator. It is for the benefit of the all the students on the program that only qualified and prepared students participate on the program.

UMSL Study Abroad will send copies of submitted applications to the faculty leader for recommendations of acceptance/denial, as well as input on suitable applicants or applicants for which they may have concern. Study Abroad will then send letters to participants indicating acceptance or denial. Faculty directors should not notify students of acceptance, in particular students in the appeal process, without first consulting with the study abroad coordinator.

Deadlines and Deposits
The general application deadlines fall on September 23 for spring semester and winter intersession programs and February 16 for summer programs, fall and academic year programs.

Faculty-led programs require a non-refundable deposit with the application. The deposit should be large enough to indicate a strong commitment to participate. It has typically been set at $500. (The deposit is non-refundable unless the applicant is not accepted into the program, or if the program is cancelled.) In the case of programs providing airline tickets, a large deposit is necessary to pay the airline invoice, which is usually due 3 or 4 months prior to departure. Faculty and the study abroad staff will decide on dates for refunds in case of participant withdrawal. The refund policy and dates must be clearly stated on publicity materials and all participants should understand that the initial deposit is non-refundable.

Deposits and program fees must be made payable to UMSL by check, cashier’s check, or money order. Credit cards are not accepted. Program fees must be sent or brought to the Study Abroad office in 261 MSC. Students should not submit payments directly to the faculty director.
Following acceptance
UMSL Study Abroad will send additional forms and materials to accepted students, which must be returned to the Study Abroad office. This packet, along with the remaining program fee and the online orientation, is usually due about two weeks after students are notified of acceptance. An example of the acceptance packet is on pages 23-25.

Registration and tuition payment
All study abroad students participating for credit must register with UMSL for the correct number of credits. Registration follows the Professional and Continuing Studies procedure using a special registration form provided in the student’s acceptance packet. Students should not register for the program until they have received the acceptance packet. Once registered through PCS, the tuition charges will be entered on each student’s student account by the Cashiers’ Office and may be accessed by the student on MyView.

If a student has a “hold” on his/her student account, he/she will not be permitted to register for the study abroad program or for subsequent semesters. UMSL Study Abroad will notify students who fall into this category and will notify the Registrar when the hold is released.

UMSL Study Abroad will not register students who have not paid the program fees in full. No scholarship or financial aid money will be disbursed until the student is registered.

Following registration, students should check their MyView financial report for their tuition charges. Instructions for payment are included on the MyView site. Payment of tuition is made to the Cashiers Office. Late fees are charged when payments are overdue and a hold may be placed on the student account when the account is overdue.

Non-UMSL participants enrolling for credit will receive registration and payment information by email.

FACULTY COORDINATION AND LEADERSHIP

Faculty members planning and implementing a study abroad program have complete responsibility for the well-being of the student participants. Health and safety issues in their broadest sense are perhaps the number one cause of worry, especially for parents, spouses and partners. Travel anywhere is not risk-free but the thought of an illness or accident in a distant country sometimes overwhelms the calmest individuals. In addition to concerns about sickness, crime and accidents, the faculty leader must be attuned to issues of student behavior and non-academic activities. UMSL and the Study Abroad staff consider a safe and healthy trip to be the highest priority.

As part of the application and orientation process each study abroad participant receives the following:
☐ Mandatory HTH insurance, a limited health and accident coverage policy. Each student has an insurance ID card that contains the individual ID number and a toll free number to contact in case of emergency. English-speaking operators are available 24-7 at the number 1.888.243.2358. Calls to this number may be made collect. Insurance coverage is only for overseas: it cannot be used in the United States and students are advised not to drop any other health insurance they may have. The HTH website, http://www.hthstudents.com, contains valuable information about English-speaking doctors, prescription medicines and general health and safety advice. The individual policyholder may log onto his/her account using the assigned ID number. The study abroad coordinator registers the student and faculty leader for this coverage.
☐ MEDEX - 24-hour security-related emergency assistance services while traveling 100 miles or more away from home or outside of the home country. The students must register on the site before the program, free of charge.
☐ An emergency card to be carried with the student listing contact information for the local residence(s) (to be provided by the faculty leader)
☐ Country-specific reports from the US Department of State and Center for Disease Control outlining the health and safety profile of the destination (Online Orientation)
☐ A video presentation on health and safety matters (Online Orientation)
☐ The website for registering with the US Department of State. Registration assists with location of participants in case of an emergency abroad or at home. (Online Orientation)
UMSL Study Abroad gives the faculty leader the following:

☐ Copies of the health information form completed by participants. These forms are presented in a sealed envelope and should be accessed only in case of emergency. In some rare cases, a student’s medical needs may be given to the program leader, e.g., a diabetic student’s need for refrigeration of medicine.
☐ Copies of the emergency contact information for each student.
☐ Copies of the HTH Insurance ID number for each student.
☐ A protocol to follow in case of emergency (included in this booklet).

LEGAL ISSUES

Institutional
The University requires each participant to sign an Assumption of Risk and Release Form that acknowledges the personal responsibility of the individual to conduct him/herself in a manner to prevent harm to self and to others. Additionally, both federal and state statutes and University System regulations govern issues such as confidentiality, airline liability, customs and legal limitations on US citizens abroad.

Personal
Participants are instructed during pre-departure orientation about the legal status of US citizens abroad and cautioned that US citizenship does not excuse ignorance of or non-compliance with local law. All participants must adhere to the legal regulations of the country visited. Participants are also cautioned that, if arrested, the role of the US Department of State is restricted to visits and insuring that the participant is treated humanely. The US government cannot get US citizens out of prison.

WHILE ABROAD

Emergency protocol and student behavior
As soon as possible following arrival at the program locale, the faculty leader should present the group with important safety information including establishing a meeting place in case of emergency, contact information (the faculty’s cell phone number and/or phone at the residence), instructions on independent travel, the emergency phone number, and other rules, regulations or advice suitable for the locale. The faculty leader should address issues such as visitors to the accommodations, male/female room sharing, independent travel, and policies regarding attendance at lectures, activities or field trips, if a curfew is required, and, especially for those with host family situations, courteous behavior during a homestay. The faculty should give participants a clear idea of the consequences of improper behavior and/or violation of the rules which may extend from warnings to expulsion from the program.

The faculty leader should exercise common sense and should not permit or condone overtly dangerous activity, i.e., jogging at midnight in an unknown part of town, bungee jumping, or participation in political rallies or protests, etc. Renting of cars and motorbikes is strongly discouraged. The faculty leader should watch for signs of alcohol abuse and/or drug use. The faculty leader has the responsibility and authority to exclude from the program any participant who demonstrates continued problems with alcohol and/or drugs or one who behaves dangerously or recklessly. If a student is dismissed from the program, it is the student’s responsibility to arrange and pay for transportation back to the US. UMSL Study Abroad should be notified immediately of any dismissals from the program.

In case of a serious emergency, illness, accident or legal situation, the faculty should follow the protocol given on page 27. The leader should be aware of confidentiality issues; if the participant is able to make decisions, he/she should be asked if the emergency contact listed should be contacted. It is very important that Study Abroad be advised immediately of any serious emergency.

Cultural Stress
Some participants may experience cultural stress (formerly “culture shock,”) i.e.; an inability to adjust to a changed physical and psychological situation. Symptoms of culture shock may include lethargy, confusion, physical symptoms such as headaches or stomach aches, withdrawal from activities, restlessness, over dependence on alcohol and/or increased anxiety or
antagonism. Culture shock is usually self-limiting and requires patience and encouragement from the faculty leader. A proper diet and level of activity assists with a transition from the lows of culture shock to a full participation in the program. If a participant continues to experience severe reactions to the foreign culture, it may be necessary to call for assistance from a mental health professional.

**Physical and Mental Challenges**

No student may be denied acceptance into a program because of physical disabilities. The faculty leader should check with venues about access for physically disabled students and these students should be made aware of potential problems. Obviously, if a venue is not accessible, it would be impossible for a student to participate in the program but efforts should be made to provide accommodation.

Many students take prescription medicines for mental health issues. The medications should be listed on the confidential student health form provided to the faculty leader. During orientation students are encouraged to talk with their doctor or mental health professional about the proposed trip and potential resources for help while overseas. In no case should a student alter their medication protocol while abroad without prior approval from his/her physician.

**HEALTH INSURANCE**

The UM system requires ALL study abroad participants—credit and non-credit, UMSL students, visiting students and community members, US residents and non US residents—to have medical, emergency evacuation and repatriation insurance. The system’s mandated carrier is HTH Insurance. In most cases, the study abroad coordinator will enroll your participants and ensure that they receive their membership cards. There are no exceptions to the insurance requirement. See page 14.

Faculty leaders are covered by their regular UMSL health insurance program and do not require any additional coverage. Please carry your insurance information with you while you are abroad. You will also want to print and bring a copy of the information provided by MEDEX, available on the UMSL study abroad website. While MEDEX is not medical insurance, MEDEX provides 24-hour travel, medical and security-related assistance services to you while traveling. See page 14.

**OTHER ISSUES**

During pre-departure orientation students are advised about differing values and traditions regarding personal relationships and dating and are cautioned about applying US standards to situations overseas. They are advised to bring with them their own contraceptive medicines and condoms and are reminded of the risks of STDs and pregnancy. Gay, lesbian and transgendered students should also be aware of differing attitudes and legal standings throughout the world.

In recent years UMSL has sent approximately 180 students to study abroad each year, mostly in faculty-led programs. There have been comparatively few emergencies and all have been successfully resolved. This satisfactory outcome is in large part due to adequate preparation by the study abroad staff and, most especially, by the faculty leader. Presenting and reiterating reasonable expectations coupled with a consistent enforcement of rules by the faculty leader are the best protection against undesirable or risky behavior.

**Third Party Providers**

Many Third Party Providers customize itineraries based on the needs and objectives of the course or program. They tend to be all-inclusive, which comes with a higher cost to students, but many plan the logistics and tours as well as provide a faculty assistant while abroad. Some examples of third-party providers:

- Center for Academic Programs Abroad (CAPA): www.capaprograms.org
- Education First: www.efcollegestudytours.com
- CIS Abroad: www.cisabroad.com/customizedprograms
- International Education of Students (IES): www.iesabroad.org/homepage
- Intrax: www.ayusa.org/schools/faculty-led-study-abroad-programs
- Institute for Study Abroad (ISA): www.studiesabroad.com/advisorsAndFaculty/document/customPrograms
SCHOLARSHIPS AND FINANCIAL AID

Scholarships

One of the largest concerns of study abroad participants is funding. Faculty should always keep in mind the limited financial state of most students and plan accordingly. When planning and promoting, participants should be told exactly what is included in the cost. Faculty should also make a reasonable attempt to tell participants about additional expenses that they will be expected to pay out-of-pocket while on the program (i.e.; meals, independent travel, spending money, etc.).

In most cases scholarships and financial aid may be used for study abroad programs.

There are different sources of scholarship funds:

1. International Studies and Programs Scholarships. ISP awards are merit-based and restricted to UMSL students participating for credit with a minimum 2.75 GPA. ISP scholarship applications are available online and are due at the same time as the program application. Applicants must write a brief (one page) essay explaining why they would like a scholarship award. This brief essay should demonstrate the student’s financial planning. Scholarship decisions are made by Dr. Glassman and study abroad staff and are typically announced in April (for summer, fall, and academic year) and November (for winter and spring).

2. Endowed Professorship Scholarships. Please indicate if your professorship/department has money available for scholarships. Awards may be determined by study abroad staff, the professor, the department or jointly.

3. Honors College or Department. Some departments have scholarship money available (e.g.; business, anthropology) for students in that major. The Honors College also has scholarship money available. Application and awards are made through the Student Financial Aid office webpage: http://www.umsl.edu/services/finaid/.

4. Faculty leaders may want to meet with their department to determine whether or not scholarships could be made available for their program.

4. Outside funding. It is very rare to find outside sources for summer and short-term scholarships. However, students should check the UMSL Study Abroad website for a list of search engines and resources for external scholarships.

Financial Aid

Many students are dependent on financial aid. It is especially important for students planning on a summer or intersession program to contact the Student Financial Aid office well in advance of the proposed program so that sufficient funds are available. Kristin Brown-Bass is the Student Financial Aid liaison for study abroad students. Students should contact her for information about basic financial aid, additional funding and other financial aid questions.

Students awarded scholarship money and/or financial aid will have it deposited in their student account no sooner than 10 days prior to the start of the appropriate summer session or semester. If a student has a negative balance on their account (owes UMSL), the financial aid and scholarships will reduce that amount first. For example, a student owes tuition of $800 and a $300 scholarship is awarded, the student will owe the University $500. If the amount of scholarship and/or aid is greater than the educational and other fees, the student will receive a refund from the Cashier’s Office. Participants anticipating a refund should contact the Cashier’s Office to arrange for direct deposit.

Because financial aid and scholarships are disbursed only ten days prior to the start of the semester, students often do not have the money for the final payment of the program fee or other expenses related to the program. In this case, students may apply for an emergency loan. Details are available in the Student Financial Aid office.

SCHOLARSHIPS AND FINANCIAL AID ARE NOT USED TO REDUCE THE AMOUNT OF THE PROGRAM FEE: They are deposited in the student account toward tuition. Depending on the total amount of aid available, student may receive a refund to assist in the program fee expenses.
NON-UMSL AND NON-CREDIT PARTICIPANTS

Depending on the program and faculty plans, participants who are not students at UMSL may be included in faculty-led programs. If a participant is a student at another university and wants to earn credit, he/she must complete a program application, a Professional and Continuing Studies application and the other paperwork requirements supplied by Study Abroad at pre-departure orientation. These students are considered visiting students. It is the responsibility of visiting students to get approval for credit transfer from their home institution.

If the faculty leader approves non-credit participation, i.e. students and community members who do not want to earn UMSL credit for the program, those participants must complete a program application. Non-credit participants do not pay tuition, but are required to pay a supplemental program fee in addition to the program fee. This fee is usually less than tuition but substantial enough to indicate a willingness to participate fully in the program although no assignments or tests are required. The supplemental program fee is determined by ISP and is used to offset the costs of the program that would have normally been covered by tuition. Supplemental program fees are deposited in the Agency account.

Non-UMSL and non-credit participants are not eligible for scholarships or financial aid through UMSL. However, non-UMSL students participating for credit may request a consortium agreement between their home institution and UMSL to transfer financial aid to UMSL. In this case, the non-UMSL student should consult with their home university’s financial aid office and contact Kristin Brown-Bass in the UMSL Student Financial Aid office for details and procedures. UMSL Study Abroad does not handle financial aid transactions.

The faculty leader should make the requirements and responsibilities of non-credit participants very clear regarding attendance at lectures and excursions. Non-credit participants are generally expected to attend all group meetings, activities, etc. and to participate in all parts of the program except the academic assignments/evaluations. It is important for the academic goal of the program to remind non-credit participants that the trip is not a vacation.

Non-UMSL students and other participants who reside a distance from St. Louis are not required to attend pre-departure orientation. Orientation materials will be emailed to them. It is strongly recommended that non-credit participants and non-UMSL students who live in the St. Louis area participate in the orientation. The faculty leader may set minimum age requirements for participation, remembering that waivers and special legal considerations are necessary for minors.

SUMMARY

A faculty-led program may be the source of great pride and accomplishment for the faculty leader. Although preparation may be onerous and paperwork seemingly neverending, the results of those efforts are readily apparent during and following the program. While abroad, the faculty leader has the opportunity to engage students on a level not available during an on-campus course, introducing them to places and peoples that cannot be experienced through books, lectures or online. Students may say that the best part of the program was a visit to this site or that museum or a great meal in a great locale. However, it is most likely that the best part of the program is the lasting effects on a student who has confronted a different culture and way of life and, as a result, understands more about other peoples and more about their own personal beliefs and culture. Congratulations are in order for the faculty leader who facilitates that transformation.

“A journey, after all, neither begins in the instant we set out, nor ends when we have reached our doorstep once again. It starts much earlier and is really never over, because the film of memory continues running on inside of us long after we have come to a physical standstill. Indeed, there exists something like a contagion of travel, and the disease is essentially incurable.”

~Ryszard Kapuscinski Travels with Herodotus
The purpose of these guidelines is to provide information to faculty who wish to devise and direct a study abroad program at UMSL. It is critical to examine all facets of the program from the beginning to determine whether or not the program will be successful. Please use this to assist in completing the “Faculty Preliminary Planning Form” to be returned to UMSL Study Abroad. Faculty should determine the following:

1. When and where and for how long?
2. What course(s) will be offered and how much credit will be given?
3. What would make your program unique and why would UMSL students be interested in studying on the program?
4. For whom is the program designed? Undergraduates, graduates, community members, etc.? Will high school students be accepted? Spouses? Children? Non-UMSL students?
5. What will be acceptance criteria? Minimum GPA? Letters of reference? Prerequisites?
6. How will the program be publicized and how might you develop interest in your program?
7. How much will the program cost? (See budget instructions on pages 8-10).
8. Where will students live? Dorm? Homestay? Hotel? Are there facilities for married participants?
10. Will the program include airline tickets, airport pickup, meals, excursions, visiting lecturers, in-country transportation, etc.?
11. Will the group travel together from the US or meet up in the host country?
12. May participants extend their time before or beyond the program dates?
13. Will textbooks be required? If so, where and when will the textbooks be available for sale? Are textbooks or other academic materials included in the program fee?
14. What are plans for pre-departure orientation?
15. Does UMSL currently offer study abroad programs in the same location or with the same academic offerings?
16. How might you assess the potential interest in your program?
17. How will your program help students fulfill major, minor or general degree requirements?
18. What are evaluation criteria: texts, papers, oral reports? Are papers, presentations, etc. due during the program or after return to U.S?
19. If needed, will you be able to identify a colleague who may be able to serve as an emergency replacement should a situation arise?
Please use the “Basic Questions Form” to assist in preliminary planning. This form should be returned to the UMSL Study Abroad Faculty Led Coordinator to better assist them in advising, guidance, and program planning.

Faculty Member Name

Location of Program

Goals

Have you led a study program abroad before?

Have you ever been to this country or visited sites of interest for this program?

Do you have any contacts or resources in this region?

Have you discussed the possibility of leading a program with your department?

Course title, course number, credit hours

When (i.e.; May 2014)

How long (1 week, 1 month, other)

Maximum and minimum number of participants

Fields of study to which this program may apply

Ideal Program Fee

Other Expenses

Tuition

Ideal Site Visits/Itinerary

Housing

Will there be any on-campus requirements prior to departure or upon return?
UNIVERSITY OF MISSOURI-ST. LOUIS  
Professional and Continuing Studies  
Undergraduate Credit Course  
Declaration of Intent

Date: 

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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Course Description: See attached

Location: ___ On campus  ____ Off campus

Dates:  

Times: TBA  Days: TBA  Hours: TBA

Target Audience: Undergraduate  
Anticipated Enrollment:

Planned in cooperation with International Studies and Programs

Approvals:

Department Chair ___________________________ Date ______

Director, Center for International Studies _______________ Date ______

Dean of College or School _________________________ Date ______

Dean, Continuing Education _________________________ Date ______
PARIS

Art History: 3391: Midevil Art in Paris

JUNE 8-22, 2015

This course will introduce students to the rich heritage of Paris in the age of St. Louis the king and his descendants. Students will learn not only of the visual culture of late medieval French kings, but also discover the vocabulary to discuss contemporary practices of displaying wealth and political power. Excursions include Versailles, the

Deadline to apply: FEBRUARY 16, 2015
Scholarships Available!
Apply online at: studyabroad.umsl.edu

studyabroad@umsl.edu
314.516.5229
261 Millennium Student Center

UMSL International Studies & Programs

Need a passport? Make an appointment at UMSL’s Passport office umsl.edu/passport | 314. 516.7297
UMSL STUDY ABROAD EMERGENCY CONTACTS AND PROCEDURES

1. During normal working hours (8am-5pm, Mon-Fri CST), please call UMSL Study Abroad at 314-516-5229 and an office staff member will put you in contact with an appropriate study abroad coordinator.

2. If the call is made after hours, please call the UMSL Campus Police at 314-516-5155. They will put you in contact with one of the two study abroad office staff members--either Nate Daugherty or Liz Shabani.

3. If all else fails and you are unable to get in contact with a study abroad coordinator, please contact Joel Glassman, Director of International Studies and Programs (work 314-516-5753; home 314-389-2371; fax 314-516-6757).

First Point of Contact in Case of Emergency:
Nate Daugherty
Faculty-led Study Abroad Coordinator
Work: 314-516-6497
Fax: 314-516-5636

Second Point of Contact in Case of Emergency:
Liz Shabani
Exchange Program Coordinator
Work: 314-516-6983
Fax: 314-516-5636

MEDICAL EMERGENCIES: HTH INSURANCE COVERAGE
All students have HTH Insurance coverage for the duration of the program. In addition to providing comprehensive health insurance, HTH provides emergency travel medical insurance, including medical evacuation. HTH also has identified a network of doctors worldwide who will provide treatment and file claims on the student’s behalf without requiring payment at the time of treatment. Prior to departure for study abroad, HTH assists students in establishing treatment for on-going medical conditions while abroad (including doctor visits and continuing medications). Detailed information is provided online at www.hthstudents.com. The HTH policy information and brochure is posted on the Study Abroad website at http://studyabroad.umsl.edu/abroad/docs/HTH/HTHUMSLPamphlet1415.pdf

If a student needs immediate international medical assistance, you can call +1-610-254-8771 for HTH direct Assistance. HTH accepts collect calls.

SECURITY AND EVACUATION RELATED EMERGENCIES: MEDEX

MEDEX provides 24-hour security-related assistance services to you and your students while traveling 100 miles or more away from home or outside of your home country. Please note this is not medical insurance. HTH worldwide provides your medical insurance; MEDEX provides emergency security services as described on the Study Abroad website at http://studyabroad.umsl.edu/accepted/index.html#medex (the student’s MEDEX card and registration details are also outlined on the site).

Always carry the MEDEX ID card with you while traveling. If you have a security travel problem, call MEDEX by using the phone numbers listed on the back of your ID card. Call the toll-free number for the country where you are traveling. If you are in a country not listed, call the Baltimore, Maryland, Emergency Response Center collect (1-410-453-6330). A coordinator will ask your name, your University name, MEDEX ID number (330321) and a description of the situation. A multilingual coordinator will immediately render whatever assistance is necessary and will monitor your case until the situation is resolved.

SAFE TRAVELS!
PROGRAM SUCCESS CHECKLIST

At UMSL (Pre-Departure)

☐ Appointment with ISP director for discussion and approval
☐ Develop and create budget
☐ Complete all necessary forms for course approval and return to the appropriate department
☐ Promote your program (class visits, Facebook, flyers, information sessions)
☐ Applicant Acceptance/Denial
☐ Make and confirm reservations for program sites, visits, classroom rental, housing, etc.
☐ Adjust budget to reflect final student enrollment and submit to UMSL Study Abroad
☐ Schedule a pre-departure orientation with students in conjunction with the Study Abroad orientation
☐ Apply for visa or travel documents (if applicable) and pack Emergency Contact Info, Course and Program Information, Faculty Planning Guide, Student Health Forms, HTH Insurance Cards, copies of passports, travel plans, program evaluations, and Personal Travel Insurance Information

Upon Arrival at Site (First Week of the Program)

☐ Register with the US Embassy (can be done online before departure)
☐ Ensure students have arrived safely and notify UMSL Study Abroad of the students’ safe arrival
☐ Conduct an On-Site Orientation (how to get around, change money, etc.) and provide students with your contact information, office hours and other relevant country contact information. Request the students’ contact information.
☐ Arrange a “Welcome” meal where all participants will have a meal together (optional)
☐ Ensure student health and safety

While On-Site (On-going for the duration of the Program)

☐ Keep in contact with all students to ensure safety and satisfaction during the program
☐ Conduct program activities (academic and extracurricular)
☐ Maintain a detailed receipt log of all program expenses (receipts must be kept for all transactions)
☐ Monitor program spending within approved budget for accounting purposes
☐ Visit courses taught by any non-UMSL organizations and provide academic oversight (if applicable)
☐ Notify UMSL Study Abroad of all incidents involving health, safety, or conduct of students

Before Departing Site (Last Week of the Program)

☐ Ensure students have completed all in-country course requirements and explain expectations for future assignments, including contact, format, and due dates to all students
☐ Obtain information regarding grade submission from host institution (if applicable), and explain the grade submission timeline to students
☐ Conduct a debriefing session with students to discuss program highlights and suggestions for improvement and issue program evaluations
☐ Arrange a farewell dinner for all participants (optional)
☐ Verify that you have collected/created receipts for all purchases
☐ Collect helpful materials from the host country for future students (maps, brochures, city info, etc.)

At UMSL (Upon Return to the US)

☐ Submit grades before UMSL deadlines; inform students and Study Abroad when grades are reported
☐ Complete a Travel & Expenses report online for reimbursements
☐ Return the students’ program evaluations, Health Forms, and HTH Insurance Cards to the Study Abroad Office (if applicable). Shred passport copies.
☐ Discuss the future of the program with the study abroad coordinator and ISP Director (if applicable)
☐ Hold a program alumni reunion where students can share photos and experiences (optional)