EDUCATION ABROAD INTERNATIONAL PROGRAMS

DEVELOPMENT GUIDE

Seattle University
Education Abroad Office
Pavilion 124
206.296.2226
educationabroad@seattleu.edu

Table of Contents

Dear Program Leader:

We feel very fortunate at Seattle University to have dedicated educators willing to invest time, resources, and care necessary to develop and conduct education abroad programs for our students. These types of programs make a deep impact on students' academic, persona, and professional development.

Our role in the Education Abroad Office (EAO) is to guide you in the phases of consideration, planning, and leading short-term international programs with advice, policy guidance, budgeting tools, and curricular and logistical considerations. In this guide we provide four different sections which outline important sequential steps to consider as you design and develop you international program. These sections include, (1) Program Proposal, (2) Recruitment & Student Applications, (3) Preparing to Depart, and (4) Program Wrap-up. While this guide gives an overview of the process of creating and executing a program, all leaders of approved programs should review the Program Leader's Handbook for more detailed and comprehensive information about the role and responsibilities of the Program Leader.

If you have any questions throughout your planning process do not hesitate to contact our office for assistance.

Our best,
The Education Abroad Office
www.seattleu.edu/abroad/faculty-and-staff

PART I: PROGRAM PROPOSAL

Part I. Program Proposal

↓

Part II. Recruitment & Student Applications

↓

Part III. Preparing to Depart

↓

Part IV. Program Wrap-Up
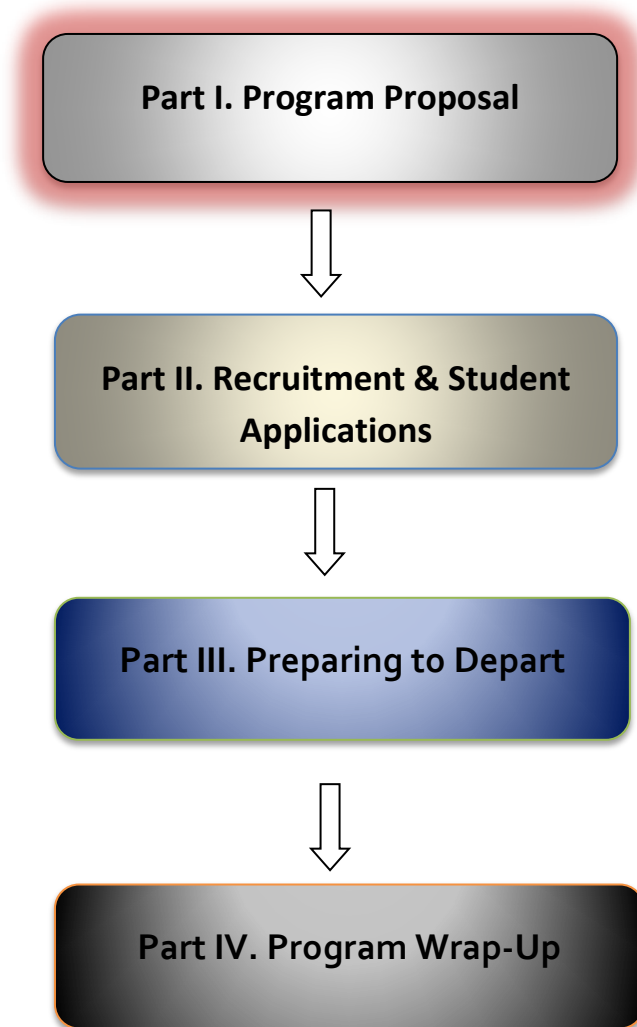
PART I: PROGRAM PROPOSAL

Education Abroad Approval Process

1. **College/School Approval:** Each SU College and School has its own requirements for the program proposal and academic approval process; please consult with your Dean to find out the appropriate deadline for your program proposal.

   - Albers School of Business & Economics: Executive Committee
   - College of Arts & Sciences: Curriculum Approval Committee
   - College of Education: Dean's Approval
   - College of Science & Engineering: Dean's Approval
   - School of Law: Dean's Approval
   - School of Theology & Ministry
   - Non-Credit Programs (immersions, service work abroad, etc.): Departmental Approval

2. **EAO Approval:** New programs require a great deal of planning and preparation. All new programs must complete an **International Program Safety & Risk Proposal** that will be reviewed and approved by EAO. This should be sent as an attached file by email to the Education Abroad Office Specialist by the posted deadline in the Program Leader Timeline. Contact the EAO to begin EAO International Program Safety & Risk Proposal. Note: deadlines are set by program departure date.

Program Approval Criteria

We know that completing program proposals requires a great deal of work for Program Leaders and we want to support you in making your proposal the best it can be. We seek to be transparent about our approval criteria and have listed below some features of a strong proposal. In addition to this, we encourage you to meet with us to discuss your proposal in the early draft phase. Given advanced notice, we can review a draft of your proposal with you to hone and troubleshoot.

EAO Approval Criteria

- ❖ An assessment of the risks involved in and associated with study abroad, the specific program and location and a detailed plan of how these risks will be mitigated during the program.

- ❖ Program leaders with strong ties to and familiarity with the program site, at least one of whom speaks the language of the host country fluently.

- ❖ Program activities and excursions that take advantage of the program location and are integral to the academic goals of the curriculum.

- ❖ A detailed program budget that covers the estimated costs of the program including: housing, classroom spaces, academic activities, local transportation, meals, insurance, and additional out of pocket expenses for program participants.

- ❖ A thorough itinerary that details class activities, course-related excursions, organization visits, etc.

- ❖ A thorough and comprehensive pre-departure orientation plan that will prepare students for the in-country experience and covers topics including: cultural engagement, health and safety, emergency planning, and practical preparation (ex. packing list).

Once a Program Leader has received approval from EAO for their proposal, it will need to be updated from year to year to reflect any changes for future offerings of the program. Regardless of whether the course is new or recurring, all international course proposals will require a preliminary program budget and approval by the sponsoring Department and College.

Building a Program Budget

Every program must have a budget and program account. The budget determines the program cost and the program account allows program related monies to be credited and debited.

Budget Development

The Education Abroad Office can provide guidance with program budget development to determine program costs and fees. Program Leaders are responsible for researching all program costs. Education Abroad will provide an interactive Excel spreadsheet that guides the user in identifying different expenses such as housing, local transportation, guest lecturers, administrative costs, event tickets, entrance fees, etc. The item expenses are entered on the appropriate lines of the spreadsheet and the amounts are automatically calculated. The spreadsheet can be used to experiment with different money amounts and/or participant numbers so that cost comparisons can easily be made. This budget spreadsheet is located on the SU website under the "Financial Planning":
https://www.seattleu.edu/abroad/faculty-and-staff/

Note: The program fee, paid by participants, is determined through budget development. It is important to use dollar amounts that are as precise as possible to derive the most accurate program fee. For assistance with budget development, contact the EAO Specialist.

Cost Center Setup

In order to ensure that program finances (ex. participant payments and program expenses) are applied to the appropriate program account, it is important to set up a program cost center in advance of any financial activity. Program Leaders should work with their school/college budget manager for this process. In order to setup a new operating activity, a New Activity String Request Form must be completed and submitted to the Controller's Office.

Billing Students for the Program Fee

Credit-bearing programs require a **Billing Request Form** so participants can be billed the program fee. Program Leaders need to complete a Billing Request Form with their college/school budget manager. Once complete, submit it to EAO for review and final submission to Student Financial Services. Before a Billing Request Form can be completed, Program Directors must work with their college budget manager to develop a *"11 account" to manage program expenses*. Refer to the Program Leader Timeline for Billing Request Form deadlines. Forms received after this date will be subject to a significant processing delay. EAO will provide the Billing Request Form when your program development has reached this step.

Travel Advisory Policy: SU Risk and Safety Committee

Seattle University is committed to providing international travel opportunities for study, research, service, training, immersions, internships and other activities that fulfill the University's educational mission. There is, however, inherent risk in international travel and in light of heightened health and safety risks in certain locations Seattle University prohibits University-related activities and programs involving students to occur in locations under any of the following travel advisories or restrictions:

- U.S. Department of State Bureau of Consular Affairs: Travel Advisory Levels 3 and 4
- World Health Organization: Travel Restriction
- U.S. Centers for Disease Control and Prevention: Travel Advisory Level 3
- U.S. Department of Treasury Office of Foreign Assets Control: Travel Restriction

Link to Policy & Petition: Travel Advisory Policy | Health and Safety | Resources | Education Abroad | Seattle University

In compliance with Seattle University's policy, program leaders who wish to travel to regions identified as having a high level of risk to health and safety according to the organizations listed above, may petition for an exception to this policy. A petition must be submitted for review to the Director of Education Abroad by the deadlines listed below:

- **July 15** (Travel September - November)
- **January 15** (Travel March - May)
- **October 15** (Travel December - February)
- **April 15** (Travel June - August)

Program Development: Feasibility Considerations

When planning an SU International Program, it is important to think through the academic theme, location, marketability, timing, credits, and leadership of your program. The following is a review of factors to consider:

Academic Theme

During the program's development stage, reflect on ways that it can connect Seattle University's mission to **"empower leaders for a just and humane world."** Are there ways that the program's content can lend to this? Are students given the opportunity to engage with nationals to gain an in-depth perspective of the country's people, customs, traditions, complexities and richness? Is it possible to offer an opportunity for service learning while abroad that can immerse students in a way that can touch upon these?

To further integrate your program with SU's mission and to expand the pool of potential participants, consider applying to cross list your course with the University Core. The third module of the Core focuses on global perspectives and contexts and includes the following courses: UCOR 3100 Religion in a Global Context, UCOR 3400 Humanities and Global Challenges, UCOR 3600 Social Sciences and Global Challenges, and UCORE 3800 Natural Sciences and Global Challenges. To learn more about the Core curriculum and the applications process and timeline visit the University Core [website](#).

Location

You should choose a program location with which you are quite familiar. Participants will expect you to have a high level of expertise and local knowledge of the program location. Being familiar with your destination's terrain, language, and customs is essential in keeping your group organized and affords you the ability to offer a quality academic experience. Knowledge of the host country and language is also a crucial component of emergency planning and responding to potential crises.

Marketability

Programs should be developed to enhance on-campus curricular or co-curricular offerings, not to duplicate them. Programs should have the same rigor and viability as on-campus courses and offer content that is appealing and interesting enough to students to get them to consider investing their time and financial resources.

Program dates

Faculty-led short-term programs add an international field-study component to undergraduate courses taught during fall, winter or spring quarters. At the graduate level, the entire course may be compressed into an intensive short-term format that is primarily conducted overseas except for pre-departure meetings and out-of-class assignments. When determining the length of your program, it is important to determine how you can realistically complete all in-country activities as well as complete all contact hours for the program course(s).

Program Leadership

All programs must have two responsible leaders, both of whom are SU employees whose role requires direct student interaction. The Program Leader is the primary lead and contact for the program. The second leader can be an SU faculty, staff or graduate student with an SU appointment. When there are two SU faculty leaders, roles should be clearly defined as either Program Leader or Co-Leader. Exception: if you are working with an Education Abroad organization to help plan and manage your program in-country, you do not need a second leader.

Credits

Typically, undergraduate courses are designed for five credits and graduate courses are designed for three credits. Final allotments for the number of credits will be determined and approved by the sponsoring academic department and college.

Working with an Education Abroad Organization

As program planning can be daunting, you may want to consider working with an education abroad organization. What is this? It is an organization with on-site staff that can offer a range of site-specific services such as: securing accommodations, office and classroom space, internship or service placements, orientation, adjunct faculty, organizing excursions and entrance fees, coordination of cultural activities, trained staff for on-site 24/7 crisis management and response, and international liability insurance. Although most education abroad organizations offer all these advantages, you have the liberty to pick and choose among their offerings to suite your program's needs.

Typically, the cost of working with an education abroad organization is outweighed by the services and assumption of risk they can provide. The Education Abroad Office can identify quality organizations for you to consider and assist you in creating a Request for Proposals (RPF) detailing what services your program requires. Education abroad organizations will submit proposals detailing their offerings and price points for you to choose from based on your programs needs. Once an organization is chosen, they will produce a written contract which clarifies each party's responsibilities and outlines the finances. Contracts cannot be signed until they have been vetted through the Education Abroad Office and university legal counsel and signed by the Provost.

If you do not want to work with an education abroad organization, you still have options! There are other agencies that can assist in program planning. Travel arrangers usually work in a specific country and/or territory with specific travel themes. Travel operators will manage travel logistics and can be based in or out of country. On-site program service agents can provide specific services in a specific part of the world. Their services are not as comprehensive as those of an education abroad organization and they do not assume risk.

Partner Agreements

If you choose to partner with an organization abroad (ex. host university) that will provide services for your program, an agreement must be created to set the parameters of the relationship and outline the responsibilities of both entities. EAO can work with you and university legal counsel to determine what type of agreement is most appropriate for your program. Once the conditions are agreed upon by both entities, two

copies of the final agreement must be signed by the Provost and then sent to the partner organization to obtain its appropriate signature. The partner organization keeps one copy with two original signatures and the second is sent to EAO. This process is mandatory and lack of a signed agreement will jeopardize your program's approval. EAO recommends starting this process as early as possible as it often takes several months to complete. Contact EAO to for agreement templates and guidance.

Lawful Presence

SU does not have stand-alone, lawful presence to operate a program in host countries. Therefore, program leaders are expected to reasonably investigate and follow local host-country law regarding employing the services of licensed, bonded, and insured partners, entities, tour guides, businesses, non-governmental organizations, educational organizations, or government agencies, etc.

All services should be outlined in an agreement, contract, or detailed invoice which is to be reviewed by the Director of Education Abroad. Considerations regarding hiring of local service providers must include the following:

- Lawfully hire locals ensuring that workers compensation, social security, income tax equivalents are provided according to host country law.
- Adhere to local laws, regulations, and standards, including local tax laws.
- Secure liability insurance as the local law requires.
- Sponsorship of SU faculty, staff, and student for lawful faculty/student visas during the entire duration of the program.

The Education Abroad Office can assist you in determining what agreements are necessary for your program. Contact them early on in the planning process to avoid disruptions in your program's approval.

Program Leader Responsibilities

The responsibility of a program director is multifaceted, demanding, and highly rewarding. It is not for everyone, but most directors cite the job as one that provides unique opportunities to teach outside the classroom, to interact with and understand students on a new level and to grow personally and professionally. When leading a program abroad you are entrusted with the care of our students. This requires not only the responsibility of teaching your course, but also caring the for the physical, mental, and emotional needs of our students. To learn more about your responsibilities, see the "Program Leader Responsibilities" section of the Program Leader's Handbook, which can be found on the EAO website.

Next Steps

EAO will review your International Risk & Safety Approval proposal and follow up with any questions and/or concerns. Your college will notify you of the approval of your program based on academic fit. EAO will notify you of approval based on risk and safety mitigation. A program requires both approvals before marketing and other next steps can begin. EAO will follow up with Program Leaders regarding next steps for your program which include course billing (credit-bearing programs only), student recruitment, and pre-departure requirements.

PART II: Recruitment & Student Applications

Part I. Program Proposal

↓

Part II. Recruitment & Student Applications

↓

Part III. Preparing to Depart

↓

Part IV. Program Wrap-Up
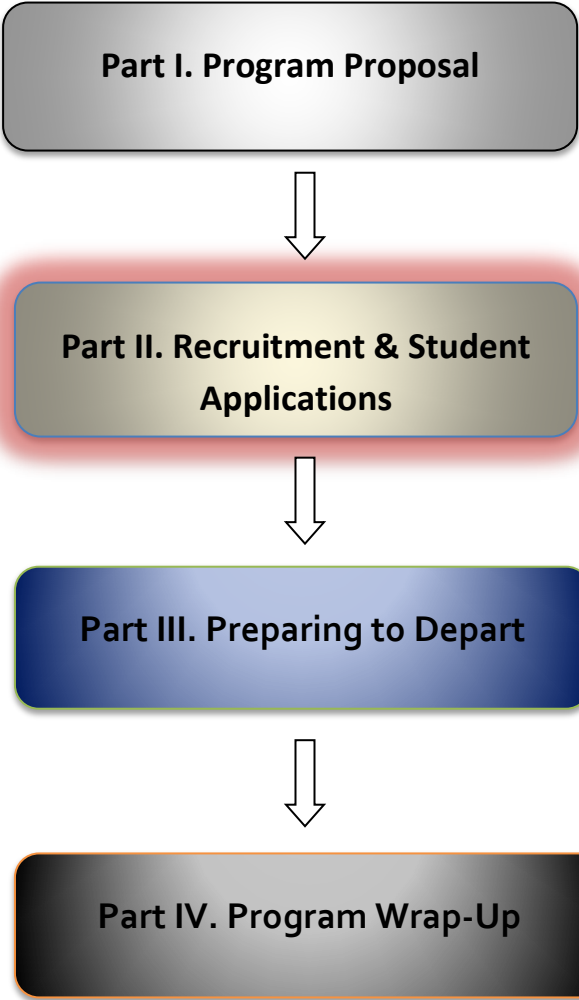
PART II: RECRUITMENT & STUDENT APPLICATIONS

Marketing & Recruitment

Once a short-term program has been approved by EAO and the sponsoring school/college/department, you will move on to marketing and selecting students for your program.

- Develop program marketing materials, including a brochure, poster and/or post on your college website to connect with students and share your program with the SU community. The Education Abroad Office will post on its website as well. Marketing materials should include a program and site description, summary of the academic content of the program (including course numbers and sections), prerequisites, program dates, and estimated program fee.
- Actively recruit applicants for your program using posters, flyers, info sessions, classroom visits, former participants, student organizations, social media, etc.

There are many ways to promote and market your study abroad program to potential participants. We have a created a Program Marketing Toolkit with information and resources about best ways to use various marketing strategies including: branding, websites, flyers, information sessions, and more. We are happy to help you with marketing your program to potential participants. Contact EAO for more information.

Program Applications

The Education Abroad Office's can work with you to develop an online application for your program. This will allows you to gather important student information such as class, major/minor, ID number, language background, personal statements, resumes. You can also add essay prompts as part of the application. As program leader, you are encouraged to develop an online application for your program. Once students complete the application, you will have access to review them and accept or decline participants into your program.

Application Considerations:

- Review your selection criteria. It can be helpful to create a rubric to determine if an applicant is a good fit for your program.
- You may want to interview applicants to get to know them, answer their questions, and assess their fit for the program.
- Establish a deadline for students to apply to your program.
- Review your applications using the Horizons online application system.
- Inform accepted, waitlisted, and denied students of their status.
- Inform accepted participants of deadlines to pay the program deposit, which confirms their participation in the program.
- Each college has an enrollment minimum for programs, consult with our Dean for the number of participants needed.

Provide EAO with the final roster of program participants by deadline established in the Program Leader's Timeline. EAO will then reach out to all students detailing the required next steps including waivers and releases, required disclosures, and online Pre-Departure Orientation.

Interview Resources

During the application screening process, program leaders may conduct individual interviews to determine applicants' qualifications for a program. This is a great way to learn more about students you are unfamiliar with and to see if they will be a good fit for your program. Remember to follow up with <u>all</u> applicants to inform them of their acceptance or denial into the program.

Sample Interview Questions

General

- Why are you interested in this particular program and destination?
- What are your personal, academic, and cultural goals for this program?
- What do you know about the program location? What do you hope to learn about it through participation in this program?

Personal

- Describe a time when you experienced discomfort in an unfamiliar or new situation. What was that like for you, how did you manage it, and what did you learn from the experience?
- What are your experiences living in a group setting?
- What kind of challenges do you expect to encounter, and how do you intend to manage those challenges and/or concerns?
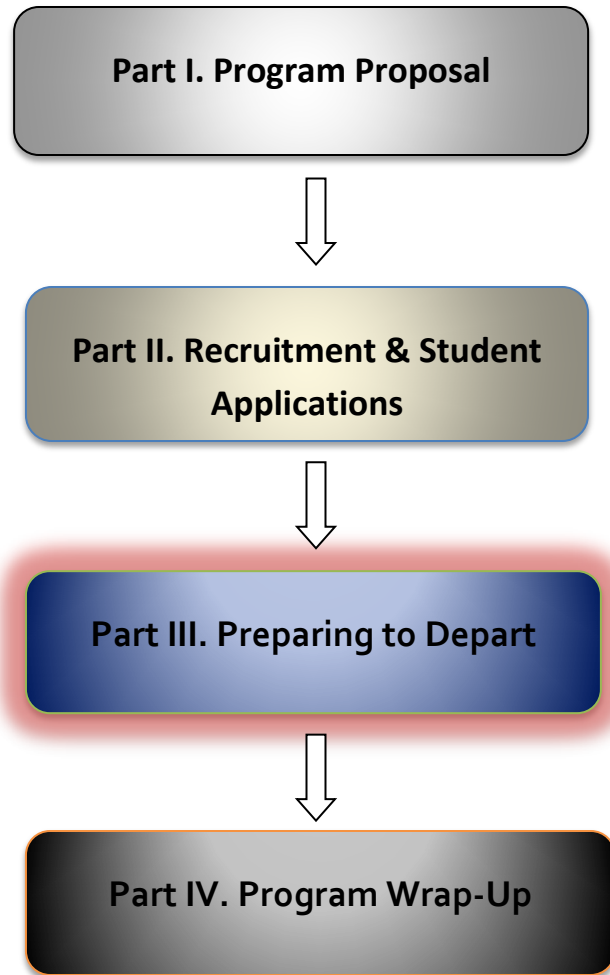- Have you traveled outside the U.S.? If so, where and for how long?

Academic

- What interests you about this course and how does the program relate to your overall academic goals?

To Conclude

- What kinds of questions do you have for me, as program director, concerning the program, the curriculum, the location, etc.?

PART III. Preparing to Depart

PART III: PREPARING TO DEPART

Once your participants have paid their deposits to Student Financial Services they will submit a receipt to the Program Leader. You will then enroll them in the program course(s) and they will be billed the remaining program fee. At that point, you can begin program pre-departure orientation. This page outlines the pre-departure requirements. A detailed description of your responsibilities can be found in the "Preparing Students" section of the Program Leader's Handbook.

Pre-Departure Orientations

Orientation is a critical component of any study abroad program that helps students to prepare for their experience and stay safe and healthy abroad. Below are some resources and reminders for program leaders to help prepare students adequately during the orientation phases of the program. Participant orientation happens in several ways for SU programs, including:

- The mandatory online Education Abroad Health & Safety Orientation via Canvas
- Program-specific orientations and classes (led by Program Leader)
- On-site orientation

Education Abroad Pre-Departure Orientation

All students are required to complete an online pre-departure orientation facilitated by the Education Abroad Office through Canvas. This mandatory orientation covers topics common to short-term study abroad programs and essentials for students including: cultural engagement, health and safety information, and practical preparation. Each module of the orientation has a quiz that must be completed before moving on to the next section. Program Leaders can be added to the Canvas course so that you can review what information is given to students and compliment it in program-specific orientations. EAO relies on Program Leaders to help students prepare for the local experience by discussing location-specific information in pre-departure sessions.

Program Specific Pre-departure Orientations

Having a robust series of pre-departure meetings will better prepare your students to go abroad. Your role in leading site-specific orientation sessions is crucial to ensure that you and your students are well organized prior to departure and know important country-specific information and emergency plans in the event of a crises . This is also an opportunity to discuss expectations of participation and behavior during the program. See the "Preparing Students" section of the Program Leader's Handbook for more information on what is required for Program Leaders during this phase.

Orientation summary for program directors:

1. Schedule mandatory pre-departure orientation sessions with your students.

2. Cover the necessary logistic, academic and cultural pre-departure information with your students at these meetings.

3. Prepare students for potential crises by sharing and practicing emergency procedures during pre-departure session.

4. Credit-bearing programs: be sure that you are completing the required number of contact hours during this phase of your course.

Mandatory Program Leader Health & Safety Workshops

All Program Leaders are required to attend a mandatory health and safety workshop at least once every twelve months. This workshop will cover resources, including support available at SU to assist you when faced with challenging situations overseas and updated emergency procedures. These workshops are scheduled each quarter; contact EAO for dates and locations.

Required Pre-departure Leader Forms

As the Program Leader, you are responsible for turning in all forms to Education Abroad (EAO). The forms must be returned to EAO by **May 1** for programs departing in June and July. All other program paperwork is due to EAO at least one month prior to program departure. Forms will be provided by the EAO when your program has reached that point in the process. These include:

A. Program Leader Form
C. Co-Leader Form
D. Guest Form

Note: consult with your Dean to see if Guests are allowed to participate in your program.

PART IV. Program Wrap-Up

Part I. Program Proposal

⬇

Part II. Recruitment & Student Applications

⬇

Part III. Preparing to Depart

⬇

Part IV. Program Wrap-Up

PART IV: PROGRAM WRAP-UP

Program Evaluation

Students will be given the opportunity to evaluate your program using Qualtrics. Please inform your students near the end of the program that they will need to complete the evaluation. Once the evaluation is completed EAO will email the results to the Program Director for their review.

Reentry

Reentry, which can be referred to as "reverse culture shock" can occur when students transition home after an education abroad experience. Reentry programming is an important component to the education abroad experience. A few goals and objectives for creating a reentry program may include the following:

- To assist students in their readjustment to the home culture and to college life after studying abroad.
- To help students learn to reflect on and articulate what they learned from their education abroad experience.
- To facilitate opportunities for students to incorporate their international experiences into their lives at home, both academically and personally.
- To help students identify ways they may use and market their international experience in the future.

The Education Abroad Office regularly offers reentry programs and workshops for returning students. Please consult with EAO for upcoming reentry opportunities.