

**EDUCATION ABROAD:  
INTERNATIONAL COURSES**

**DEVELOPMENT  
HANDBOOK**

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Dear Faculty Member:

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

We know that program development takes a lot of time and hard work. We hope that this manual will serve you as you contemplate and plan. The first thing to keep in mind is that program development takes time. A one year (at least!) lead time is strongly recommended. Each SU college and school has variable requirements for the program proposal and approval process, so you should consult with your dean to find out what deadlines you need to meet.

My role is to support faculty who are in the phases of consideration, planning and/or directing short-term overseas programs with advice, policy guidance, and curricular and logistical considerations. Another way I can help is by assisting you in identifying potential in-country resources.

My best,

Gina Lopardo  
Director, Education Abroad

## **OUTLINING OUR PARTNERSHIP: Education Abroad and Program Directors**

The first step towards planning an education abroad program is to understand the roles of the Education Abroad Office (EAO) and the Program Director so that we can work together in the most productive way.

### **EAO Responsibilities:**

- Adhere to the highest standards of program development as consistent with the SU mission, the SU Program Director Handbook and the Education Abroad Office practices.
- Ensure that SU legal counsel has reviewed all partner organization contracts before they are agreed upon.
- Verify compliance with SU's responsibilities according to partner organization contract requirements.
- Keep partner organizations contracts on file in EAO.
- Provide templates for program applications, pre-departure preparation, program budget, etc.
- Maintain a record of student participation through the EA on-line system.
- Review students' discipline history.
- Report students with significant discipline histories to the Program Director.
- Provide Program Director with list of participants' emergency contact information.
- Assist with accommodations for participants with disabilities.
- Conduct pre-departure and reentry programming if requested.
- Facilitate Faculty Director Workshop (crisis management, etc.).
- Enroll all eligible program participants into university global travel insurance and facilitate the process to bill student accounts.
- Register all program participants, including program director and other faculty with the US Department of State.
- Monitor US State Department Travel Advisories, health conditions, etc.
- Respond to student affairs issues and crises reported by faculty directors while in the field.
- Assist with student refund policy, if necessary.
- Provide a program evaluation form.

### **PROGRAM DIRECTOR Responsibilities:**

#### **Program planning and design:**

- Adhere to the highest standards of program development and operation as consistent with the SU mission, the SU Program Director Handbook and the Education Abroad Office practices.
- Obtain department and college support and approval.
- Prepare program proposal and gather budget planning information.
- Inform EAO of interest in exploring in-country partners, if applicable.

- Negotiate, in partnership with EAO, in-country partner contracts, if applicable.
- Establish program requirements (prerequisites, language, GPA, student status, etc.).
- Establish program itinerary.
- Identify and coordinate with overseas support system, agents and vendors re: teaching facilities, host institutions, guest speakers, local transportation, medical facilities, hotels, travel agency, housing/hotel reservations, etc.).
- Organize and plan all group trips and events (tour guides, excursions, farewell dinner, etc.).
- Design the academic aspects of the program and plan academic, professional and cultural tours and lectures as well as on-site transportation, faculty and participant housing, etc.
- Set up the program budget account – “45” account – if not already established.
- Per College/School policy, establish preliminary and final program budgets in consultation with the EAO.
- Work with EAO and college/school budget manager to set up appropriate participant charges through Student Financial Services via the Student Billing Request form.
- Complete a Student Financial Aid Budget and submit to Education Abroad.
- Honor both College/School and EAO deadlines for the completion of paperwork.
- Attend mandatory EAO faculty training programs.

**Student recruitment and preparation:**

- Promote program (class visits, e-mail, word of mouth, interest meetings, etc.) with accurate (free from exaggerated claims) information to actively recruit students.
- Publish program course information in the course schedule and the department website.
- Create a program application that includes information such as full name, SU ID #, contact numbers and email address.
- Select applicants.
- Advise interested participants of the application, program payment and deposit process.
- Organize at least two pre-departure orientation meetings which should include (minimally) the following information: course content, textbooks, country information, health and safety, expectations, visas, passports and emergency contacts.
- Disseminate accurate, clear and defensible site-specific orientation materials to students, including faculty pre-departure and on-site contact information and student housing information (with copies to EAO).
- Be informed about student pre-departure materials required by EAO.
- Manually enroll all students into the course.
- Ensure that all participants complete EAO on-line forms by **MAY 1** at: (<http://www.seattleu.edu/abroad/Inner.aspx?id=68156> )

- Conduct an audit of participants at least two weeks prior to departure to be sure that all are registered for the program (which triggers the billing cycle).
- Provide EAO with your on-site contact information including addresses and phone numbers.

**Academic responsibilities:**

- Distribute course syllabus to students, with copy to EAO.
- Teach course(s) as approved on program proposal with the appropriate number of contact hours.
- Select and arrange for local guest lecturers to enrich course(s).
- Oversee drop/add procedure where applicable.
- Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process as appropriate.
- Encourage all students to complete a post-course program assessment (different than the course evaluation).

**On-site responsibilities:**

- Adhere to all Seattle University policies as delineated in the Faculty Handbook.
- Model appropriate conduct and hold students accountable for SU Code of Conduct.
- Notify EAO of arrival at program site.
- Participate in group excursions and events.
- Provide students and EAO with contact information during program free periods; attempt to collect such information from students.
- Proactively assist students as needed with logistical challenges (how to ride public transportation, change money, use a telephone, etc.).
- Respond in a timely manner to students in crisis (accident, illness, family problems at home, etc.): contact EAO about serious cases and follow the “no student left behind” rule.
- Monitor group dynamics and activities as is feasible and intervene as needed.
- Promptly report to EAO and document inappropriate student behavior.
- Monitor spending against program budget.

**Post-program responsibilities:**

- As required by the SU Controller and College/School budget officer, reconcile cash advances with original receipts within 30 days of end of program.
- Program expenses paid as budgeted for the duration of the program (airfare, U.S. and international ground transportation, per diem, lodging, group excursions and events).
- Submit program report to EAO within 30 days of end of program.
- Submit grades to Registrars Office according to schedule posted by Registrars Office (e.g. convert N grades to letter grades, etc.).
- Compensation (assuming that the program meets the minimal enrollment goal): consult with College/School policy.

# PROGRAM PLANNING

## I. Program Development

Programs should be developed to enhance on-campus curricular offerings, not to duplicate them. It is not worth the trouble of planning and leading a program if it is the same as a course offered here on-campus while using greater resources and creating greater risks. 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 participating in it.

SU does not recommend that you choose a program location to a place you are not familiar with yourself. Students will expect you to have a high level of expertise and integrity of the places you visit. Being familiar with your destination's terrain and customs is essential in keeping your group organized and affords you the ability to offer a quality academic experience.

Emergencies and illnesses unfortunately happen during study abroad programs. As program director, it is your responsibility to identify appropriate on-site resources in advance to share with students: physicians, healthcare clinics, hospitals, mental health providers, (all preferably offering services in English), pharmacies and ambulance services. If you are unfamiliar with the location, it may be difficult to identify these. Without knowing the location, it will be difficult to know if these types of services are even available where you will be.

If you have not led a group overseas before, give serious consideration to whether you are up to this great challenge. Are you OK with the fact that your role as program director stretches beyond that of professor - to recruiter, administrator, financial manager, institutional representative, adviser, facilitator and crisis manager? These are all realistic roles that each program director must fulfill, so if you cannot answer "Yes" to these questions, you should reconsider whether you wish to direct a program overseas.

If you are sure this is something you wish to take on, here are additional considerations. The goal of global education is to help participants engage in their learning within the context of the culture they will be in while abroad. Program activities should relate to your discipline as well as to the program's course content. Purely "fun" activities that have no connection to program and course content should be kept to a minimum. In the same spirit, participants should not spend excessive time on buses, planes and trains with the majority of their experience used up trying to get to "the next place." Venture beyond the touristy activities to give your students the ability to absorb their new surroundings and relate them to what they are studying. The more you can help your students buy in to the fact that your program is not a "tour" or "vacation" the better it will be for you in terms of how they may be inclined to behave.

The excursions you plan will have an impact on the overall cost of the program, as well. So ask yourself if the cost of getting to a particular site and all other expenses that go along with it are worth it because of its connection to the course's content. If it does not seem to be worth the expense, it may be something you can forgo to either keep the program costs lower or to apply to another, more relevant, excursion.

*Content ideas courtesy of University of Delaware, Center for International Studies website and NAFSA's Guide to Successful Short-Term Programs Abroad.*

## **II. Make a Connection to the SU Mission**

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 while abroad that can immerse students in a way that can touch upon these?

Faculty who include reflection in their course design have found that it heightens students' opportunity to process their cultural observations and engagement and it provides another way to assess students' learning and development. In addition, reflection coursework will also assist students who may feel overwhelmed by their new experiences and unsure of how to process them. Reflection can be accomplished in many mediums: group discussions, journaling, media, fine and performing art, scrapbooks, reports, papers, etc.

How can you and your students bring these experiences back to our campus as part of the University's strategic plan of globalization to share with and enrich the campus community? This will also assist you in building a new pool of prospective students for future programs.

## **III. Seattle University International Travel Policy**

International travel by students, in particular, travel to developing countries, contributes to our Jesuit and Catholic vision and our mission of educating leaders for a just and humane world. International educational experiences can provide invaluable learning and should be available to our students. The University recognizes that all travel involves risks which may or may not be present in the United States and therefore employs the following international travel policies:

- I. Written approval of the Provost is required to begin or continue travel involving students to countries where any of the following conditions exist:

- a) The [U.S. Department of State Bureau of Consular Affairs](#) has issued a Travel Warning
  - b) The [World Health Organization](#) or [U.S. Centers for Disease Control](#) have issued a Travel Advisory
  - c) The [Department of Treasury Office of Foreign Assets Control](#) has imposed Travel Restrictions.
2. The faculty member or relevant university administrator coordinating student travel outside the U.S. as part of an academic course or University sponsored co-curricular experience must work with the dean and education abroad director to ensure that conditions at the host site are conducive to maintaining the health and safety of participants and to achieving the academic goals of the program.
  3. The faculty member, dean or relevant University administrator must ensure that all required documents and procedures for student travel have been completed prior to the trip. These include, but may not be limited to:
    - appropriate waiver and liability release forms are signed by each student and returned to the relevant University office;
    - any other documents required by the Education Abroad Office as posted on the education abroad website or Provost's Office website.

#### **IV. Developing an On-site Infrastructure**

As program planning can be daunting, you may want to consider working with a program provider. What is a program provider? It is an organization that can offer a range of services, typically because it has established on-site infrastructure for accommodations, office and classroom space, internship or service placements, orientation, travel arrangements (both in the U.S. and abroad), adjunct faculty, organizing excursions and entrance fees, coordination of cultural activities, and liability insurance. Although most program providers 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 a program provider is outweighed by the services and assumption of risk they are able to provide. The Education Abroad Office can aid you in identifying quality providers to investigate. Program providers will produce a written contract which clarifies each party's responsibilities and outlines the finances. Contracts should not be signed until they have been vetted through the Education Abroad Office and university legal counsel.

If you do not want to work with a program provider, 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 a program provider and they do not assume risk.

## V. Lawful Presence and Practices

Seattle University seeks to ensure that all education abroad practices are lawful and compliant by host country law and SU standards including employment, visa, registration, tax, insurance and contract issues. Faculty program directors are expected to reasonably investigate and follow local host country law when engaging and employing the services of legitimate, licensed, insured, and bonded agents, entities, tour guides, etc. as US independent contractor laws do not apply overseas.

Seattle University partners abroad will:

- Lawfully hire locals ensuring that workers compensation, social security, and income tax equivalents are provided as appropriate according to host country law. (SU will make every effort to utilize lawfully constituted businesses, as well as non-governmental and educational organizations),
- Abide local tax laws.
- Secure liability insurance as local law requires.
- Adhere to local educational laws, regulations, and standards.
- Sponsor SU faculty and students for lawful student/faculty visas during the entire duration of the program.

Contact the Education Abroad Office for the names of organizations known to adhere to these principles.

## VI. Program Criteria, Applicant Screening and Selection Process

A formal program application sends the message to students that the program is to be taken seriously. A template can be provided from EAO.

Program applications can assist you with applicant evaluation. It serves as a clearing house of pertinent student information which will assist you with communication, discipline reviews, roommate assignments and academic programs. The following items should be requested on applications:

- **Student's full name (first, middle, last) as it appears on the passport**
- **SU student ID**
- **Home, school and email addresses**
- **Cell, school and home phone numbers**
- **Gender**
- **Date of birth**
- **Current student status**
- **Anticipated year of graduation**
- **Major/s and minor/s**
- **Previous travel (optional)**

Decide on the criteria you will require for participation to assist you with applicant screening such as:

- **Course prerequisites**
- **Grade point average**
- **Academic standing**

All interested students must be informed (in writing via letter or email), in clear and direct terms, from the start of program promotion, of the program's participation criteria. The criteria should also be included in all marketing materials.

In addition to the criteria you establish, each student's conduct history is a factor in participation assessment. The Education Abroad Office works with the Director of Judicial Affairs to review the conduct history of each participant. The outcome of these reviews will be communicated to you by Gina Lopardo, EAO Interim Director.

### **Follow-up with All Applicants**

If your program has an application process, it is important to inform students of their acceptance status. Students need to know when they will find out their status and you will need to stick to the time-frame you established.

- Establish a deadline to inform of acceptance status
- Communicate acceptance status (positive or negative) by email or letter by the deadline
- Inform accepted participants of their next steps
  - Course enrollment
  - Payments for program
  - Required SU paperwork
  - Flight arrangements
  - Visa requirements

## PROGRAM PROMOTION

Getting the word out about your program is crucial to enrollment and should be done well in advance and that responsibility falls to you as program director. Here are suggestions to market your program:

- Create a **course description** that can be distributed to students which includes faculty director/s names and contacts, prerequisites, cost (both the program fee and expenses that will not be included in the program fee), maximum enrollment, requirements that the course fulfills, program dates, program structure)
- **Information meetings** (invite former participants to help out with the presentation)
- **Classroom visits**
- **Posters, flyers and brochures** (be sure to distribute these on campus – residence halls, appropriate academic departments, academic advising, campus bulletin boards, Student Services, Collegiums, Education Abroad Office)
- Create a program **website** (which can also be linked to the EAO website) or provide materials to EAO and a webpage will be created for your program as part of the EAO website.
- Participate in on-campus **Study Abroad Fair** (Typically held in January/February of each academic year)
- Inform **colleagues** of your program and ask that they help promote it in their classes and with their advisees
- The **Spectator**: maybe they can run a story on your program or you can place an advertisement
- Keep a **sign-up list** outside your office door for interested students (be sure to ask for contact information so you can follow-up with them)
- Encourage interested students to email you so you can stay in contact with them
- Include program information in **college/school** and/or **department newsletters**
- The **Education Abroad Office**: provide relevant program information for student advisement and inclusion of a webpage dedicated to your program on our website

If time permits, the Education Abroad Office can assist you in creating poster and flyer designs. Contact EAO (x2226 or [suabroad@seattleu.edu](mailto:suabroad@seattleu.edu)) if interested.

## TIME-LINE: Short-Term International Programs

TIME FRAME	ACTION
<p style="text-align: center;"><b><u>Winter &amp; Spring Quarter</u></b>            During the <b>academic year</b> PRIOR to program</p> <p style="text-align: center; margin-top: 20px;"><b>18 months</b></p>	<ul style="list-style-type: none"> <li>Meet with Education Abroad Director</li> <li>Research &amp; Development: secure quotes from agents/educational providers</li> <li>Secure course approval</li> <li>Secure chair and dean approval</li> </ul>
<p style="text-align: center;"><b><u>Fall Quarter PRIOR to program</u></b></p> <p style="text-align: center; margin-top: 10px;"><b>9 months</b></p> <p style="text-align: right; margin-right: 20px;">October</p> <p style="text-align: right; margin-right: 20px;">October</p> <p style="text-align: right; margin-right: 20px;">December</p>	<ul style="list-style-type: none"> <li>Submit program proposals to your school's designated committee and to Education Abroad Office (EAO) *</li> <li>Submit program details to EAO in order to add the program to the EAO website*</li> <li>Create publicity materials including dates, itinerary, price estimates, etc.</li> <li>Provide the finalized program fee amount to EAO*</li> </ul>
<p style="text-align: center;"><b><u>Winter Quarter PRIOR to program</u></b>  <i>These suggested dates depend on the deadlines you have with travel agents, providers, hotels, etc.</i></p> <p style="text-align: center; margin-top: 20px;"><b>6 months</b></p> <p style="text-align: right; margin-right: 20px;">January</p> <p style="text-align: right; margin-right: 20px;">February</p> <p style="text-align: right; margin-right: 20px;">February &amp; March</p> <p style="text-align: right; margin-right: 20px;">March</p>	<ul style="list-style-type: none"> <li>Market program: class visits, information sessions, Education Abroad Fair</li> <li>Director Completes STUDENT BILLING REQUEST form and submits it to EAO*</li> <li>Student applications and sign ups due to faculty director</li> <li>Students can <b>BEGIN</b> deposit payments to SFS after February 15<sup>th</sup></li> <li>Interview students who applied to program</li> <li>Instruct ACCEPTED students to complete EAO on-line forms*  <a href="http://www.seattleu.edu/abroad/Inner.aspx?id=68156" style="color: purple;">http://www.seattleu.edu/abroad/Inner.aspx?id=68156</a></li> <li>Manually enroll students into course to trigger billing of the deposit/program fee</li> <li>Deposits are due upon acceptance notification</li> </ul>
<p style="text-align: center;"><b><u>Spring Quarter PRIOR to program</u></b></p> <p style="text-align: center; margin-top: 20px;"><b>6 months</b></p> <p style="text-align: right; margin-right: 20px;">30-March</p> <p style="text-align: right; margin-right: 20px;">15-April</p> <p style="text-align: right; margin-right: 20px;">April/May</p> <p style="text-align: right; margin-right: 20px;">1-May</p> <p style="text-align: right; margin-right: 20px;">May</p>	<ul style="list-style-type: none"> <li>Program fees due to SU (an earlier deadline is recommended)</li> <li>Final deadline for minimum enrollment which determines if program will run*</li> <li>Program Directors attend a mandatory faculty workshop</li> <li>Faculty paperwork due to EAO*</li> <li>Student EAO on-line forms due *</li> <li>50-100% of payment is customarily due to providers</li> </ul>

*\*These actions are non-negotiable in terms of their due dates. All other actions listed above are based on suggested due dates.*

## IMPORTANT DEADLINES

Although each college/school has its own process for approving faculty-led short-term programs, on behalf of the whole University, the Education Abroad Office (EAO) has a series of due dates for required administrative procedures that need to be adhered to. These are:

Required Administrative Procedures	IMPORTANT DATES	
	Spring Enroll/Summer Travel Programs	Interession, Law, EWB, and All Others
Notify EAO of School's program approval and Submit copy of proposal to EAO	October 31	December 1
Submit program details to EAO for inclusion/updates in EAO website	November 1	N/A
Participate in EAO Study Abroad Fairs (Optional, recommended, invitations forthcoming)	Mid-January to February	Mid-January to February
Verify student enrollment to determine if program will run	Per College/School policy	Per College/School policy
Director/teaching faculty Orientation* <i>Includes crisis management protocol, insurance information, policy updates, marketing support, etc.</i>	Spring Quarter/TBA	Spring Quarter/TBA
Director/Teaching Faculty Forms DUE (Faculty <u>Program Director</u> Information, Study Abroad Emergency/Crisis Outline, & Co-Director/Additional Faculty Information Form)	May 1	One month prior to departure date
Student Forms DUE (EAO on-line form: <a href="http://www.seattleu.edu/abroad/Inner.aspx?id=68156">http://www.seattleu.edu/abroad/Inner.aspx?id=68156</a> )	May 1	One month prior to departure date
Guest Forms DUE (Guest Waiver)	May 1	One month prior to departure date

# PROGRAM BUDGET

Every program must have a budget as well as a cost center. These determine the program cost and also provide an account from which program related monies are credited and debited.

## I. Budget Development

The Education Abroad Office can provide guidance with the design of budgets to determine program costs. Program directors are responsible for researching all program costs prior to setting up a meeting with the Education Abroad. The Education Abroad website offers an interactive Excel spreadsheet that guides the user in identifying different expenses such as student 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 student numbers so that cost comparisons can easily be made.

This budget spreadsheet is located on the SU website under the faculty tab at: <http://www.seattleu.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=26866>

**Note:** The program fee is determined through budget development. It is important to use dollar amounts that are as precise as possible in order to derive the most accurate program fee. For assistance with budget development, contact Gina Lopardo, Interim Director, Education Abroad.

## II. Cost Center Setup

In order to ensure that program finances are applied to the appropriate program account, including student payments and program expenses, it is important to set up a program cost center **in advance** of any financial activity. Program directors should work with their school/college budget manager for this process.

In order to setup a program cost center, a **Request for New Agency Fund** form.

## III. Billing Students for the Program Fee

A program billing fee needs to be requested so that Student Financial Services can properly bill students for the cost of the program. Therefore, directors are expected to complete a **Study Abroad Student Program Fee Billing Request** with their college/school budget manager. Once the form is complete, it is returned to Education Abroad and it will be reviewed before being submitted to Student Financial Services. The form is due to EAO no later than **January 15**. Forms received after this date will be subject to a significant processing delay.

## REQUIRED SU PRE-DEPARTURE PAPERWORK

Required SU pre-departure forms are needed from you, your students, participating faculty and guests\*. As the program director, you are responsible for turning in all these required forms to the Education Abroad Office (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.

### **A. Student Forms**

1. [Online Horizon's Form](#)

### **B. Program Director Forms (obtained through EAO)**

1. [Faculty Director Information](#)
2. [Crisis Planning](#)

### **C. Participating Faculty Form (obtained through EAO)**

1. [Co-Director and/or Additional Participating Faculty Information](#)

### **D. Guest\* Form (obtained through EAO)**

1. [Assumption of Risk and Release](#)

*\*Not all colleges/schools allow guests to participate on field-study programs. Check with your dean to find out what your college's/school's policy is on guest participation.*

## SU REQUIRED INSURANCE

### I. Program Director/Co-Director/Participating Faculty

As an employee of Seattle University, you are automatically enrolled in the MEDEX Travel Assist program (no application necessary) as part of your benefit package. You can contact EAO (x2226 or [suabroad@seattleu.edu](mailto:suabroad@seattleu.edu)) if you would like a brochure.

### II. Students

Students participating in Seattle University study abroad programs are **required** to have global travel emergency insurance in addition to their existing medical health insurance. As a program director, you should inform them of this as early in the recruiting process as possible since it represents an additional cost that is **not** included in the program fee. The total approximate cost for this insurance is based on the length of the overseas program.

EAO is responsible for enrolling all participating students in this insurance program and automatically bills them for it through their SU student account. Students traveling independently before or after program dates may elect to add coverage and need to contact EAO at least one month prior to the program departure to make arrangements.

Students who can demonstrate current coverage that **meets** or **exceeds** all of the insurance program's services and coverage elements may be exempted with permission of the Education Abroad staff. Requests to waive the insurance are due no later than **May 1** for June and July departures or **one month prior** to departure for August and September programs. Late requests cannot be considered due to the amount of time needed to process insurance enrollments. Requests must include a full description of the current insurance program (brochure, etc.).

### III. Guests\*

Guests who participate in Seattle University field-study programs cannot receive insurance through the University unless they are the legal partner or child of the SU student participating in the program.

*\* Not all colleges/schools allow guests to participate on field-study programs. Check with your dean to find out what your college's/school's policy is on guest participation.*

## WHAT'S NEXT?

You have planned a program that has been<sup>14</sup> approved to run, set up a budget for it, publicized it, selected participants, and distributed and collected back all the necessary pre-departure forms, and yet there is still more to do!

Prior to the program's departure, you will need to conduct several preparation meetings with your students to cover all aspects of the program: academics, university policies, logistics, culture/country awareness, site specific information, safety, and health.

You are required to attend a program director workshop presented by the Education Abroad Office. The date, time and location of this meeting are disseminated to all program directors during the winter quarter.

This handbook was designed to assist you through program development and implementation. It also outlines the required deadlines, paperwork and university processes (budget and cost center set-up) that are the responsibilities of all program directors. There is a second handbook for program directors that provides information on program finances, student preparation, student conduct, crisis management and program evaluation.

Let us be the first to **thank you** for your dedication and willingness to add to the richness of a Seattle University education!

