POLICIES REGULATING
FACULTY-LED PROGRAMS ABROAD (FLPAs)
AND
THEIR RELATED STANDARDS AND PROCEDURES

*Adopted by the Office of the Provost on November 1st, 2013,*

*for 2014 Spring and Summer FLPAs.*
2013 FLPA POLICIES REVIEW COMMITTEE

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FACULTY-LED PROGRAMS ABROAD

I. MISSION AND PURPOSE OF INTERNATIONAL PROGRAMS

A. University Commitment to International Programs
Creighton University is committed to preparing students for informed citizenship in an interdependent world with the perspectives and values necessary to engage that world intelligently and rationally.

B. Purpose
The University endeavors to facilitate an understanding of the challenges faced by other peoples and a commitment to serving them through a variety of initiatives, especially study abroad. It is abroad that students will experience other cultures first hand. Aware of the fact that not many students are able to participate in long-term programs in other countries, the University is committed to creating more affordable, short-term, credit bearing opportunities abroad for its students led by its faculty.

II. DEFINITION OF FACULTY-LED PROGRAM ABROAD (FLPA)

Faculty-Led Programs Abroad (FLPAs) are short-term Creighton credit courses taught mostly outside the United States by Creighton faculty.

III. FLPA RATIONALE

The success of FLPAs is predicated upon the University’s ability to encourage and support the faculty in the creation and implementation of such programs while reducing the risks to students, faculty leaders and the University.

IV. FLPA OVERSIGHT

Because the program involves academic course credit, international/cultural experiences, and extraordinary health, safety, and security issues, the necessary oversight of FLPAs includes the deans of the academic units awarding credit, the Office of International Programs and the Office of the General Counsel.

V. POLICIES REGULATING FLPAs AND RELATED STANDARDS AND PROCEDURES

A. STUDENT LEARNING AND DEVELOPMENT

1. Student development: The FLPA provides opportunities that encourage student development and integration of new knowledge and experiences (e.g., leadership skills, maturity and growth in cultural awareness).

2. Learning outcomes: The FLPA fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, site and program goals.

3. Language and intercultural development: The FLPA provides language and intercultural development as appropriate to its curricular objectives.

4. Intrapersonal development: The FLPA provides opportunities for reflection during and after the experience.

5. Environmental and cultural responsibility: The FLPA takes into consideration the impact the program and its participants may have on the environment and the people of the country visited.

6. Assessment: The student learning outcomes and overall student experience are assessed at the conclusion of the program.

Program Assessment. All participants in a FLPA must evaluate their experience in writing. This evaluation should address both faculty performance and program satisfaction. The faculty leader is responsible for encouraging all students to complete evaluation forms, which should be submitted to the appropriate dean.

Student Learning Assessment. Faculty leaders will assess the performance of the students according to the objectives articulated for each course that is a part of the FLPA.
B. ACADEMIC FRAMEWORK

1. **Academic Credit**: The FLPA must be approved for academic credit according to the policies and procedures of the academic unit that is awarding the credit. A typical FLPA awards 3 to 6 hours of credit, depending on the objectives and length of the program and the number of contact hours before, during and after the experience.

2. **Length**: The typical duration outside the U.S. for a FLPA is 2 to 5 weeks; exceptions may be granted by the academic unit.

3. **Curriculum integration**: The sponsoring dean’s office determines whether the FLPA fulfills a general education, elective, or major/minor requirement.

4. **Academic guidelines**: The sponsoring dean’s office determines the guidelines for enrollment changes, withdrawal, and awarding of credit.

5. **Academic coursework**: The FLPA is academically rigorous and provides an interculturally enriching learning experience as evidenced in the approved syllabus for the course(s). In addition to the typical requirements of a syllabus in each academic unit/department, the course associated with a FLPA must include a course schedule, a travel itinerary, student eligibility criteria, cultural and mobility requirements for the areas to be visited, reasons for dismissal for the FLPA, and an assessment plan.

6. **Academic evaluation**: FLPA leaders will design appropriate methods to evaluate the academic content of the course, including the added dimension of the international sites and experiences as contributing to the learning.

C. FACULTY RESPONSIBILITIES

In addition to the common duties associated with faculty status, the responsibilities of a faculty leader of a FLPA include, but are not limited to:

- completing FLPA faculty leader orientation, including a review of relevant University policies
- participating in activities to market the FLPA
- having basic knowledge of first aid and CPR
- cooperating with students, parents, and University offices in planning and executing travel details
- making local arrangements for guest lecturers and site visits; contracts with third-party vendors must follow University guidelines for approval
- preparing a travel itinerary with accurate contact information for each place to be visited
- conducting pre-travel and, if so designed, post-travel contact hours at Creighton
- ensuring that students participate in cross-cultural orientation sessions
- complying with the deadlines for the submission of materials and documents (Appendix A)
- carrying out all FLPA activities while abroad, including accompanying students to all FLPA scheduled activities
- mediating language difficulties, cultural sensitivities and local community relations for students
- managing and accounting for all funds dispensed for the FLPA after returning to the United States, consistent with University policy, and
- submitting a Final Report on the FLPA to the office of the sponsoring dean
D. STUDENT SELECTION

1. **General Statement:** The prerequisites, recruitment, selection, and admission of FLPA participants are published and transparent, and consistent with Creighton’s policies and the course requirements and standards applicable to specific FLPA course(s).

2. **Compliance with Federal and State Laws:** In accordance with federal and state laws and regulations, all qualified students seeking admission to a FLPA program will receive equal consideration without unlawful regard to an applicant’s race, color, religion, national origin, gender, age, disability, marital status or veteran status.

FLPA faculty leaders, in collaboration with the Office of International Programs, will consider for admission any candidate who demonstrates the ability to perform the skills and abilities specified in the FLPA course requirements and standards with or without reasonable accommodation consistent with the Americans with Disability Act and Section 504 of the Rehabilitation Act, which allow for the provision of services and accommodations for qualified individuals with disabilities. Services and accommodations for qualified students with disabilities are provided to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students requesting accommodations must take the following steps:

   a. Submit to the Office of International Programs a request for accommodation and supporting current documentation from a licensed physician, psychiatrist, or psychologist.
   b. Submit the documentation at least six (6) weeks in advance (subject to change if more time is deemed necessary) of the FLPA course, program or activity.

Requests for accommodations are then reviewed by the FLPA leader, the Office of International Programs, and the Office of General Counsel. The Coordinator of Student Support Services and/or the Office of Disability Accomodations may also be consulted. Any student requesting accommodations must submit medical or other diagnostic documentation of the disability and any limitations, and may be required to participate in such additional evaluation of limitations as may appropriately be required by Creighton University prior to receiving requested accommodations. Creighton University reserves the right to provide services only to students who complete and provide written results of evaluations and service recommendations to appropriate University personnel.

3. **Affordability:** FLPA seeks to be affordable for the greatest number of students.

E. STUDENT ELIGIBILITY, APPLICATION PROCESS AND APPROVAL

1. **Eligibility:**
   FLPA participants must be students in good standing, and enrolled at Creighton with no holds on their records or accounts.

   a. **Undergraduate students:** Creighton undergraduate students are eligible for participation in a FLPA provided that they have:
      - The necessary prerequisites for the FLPA course
      - Sophomore standing before departure
      - A minimum GPA of 2.5
      - Good academic standing
      - Good disciplinary standing at the time of application

   b. **Graduate and professional students:** Creighton’s Graduate School and professional programs may have specific requirements for student eligibility.

   c. **Non-U.S. Citizens:** Students who are not U.S. citizens should check with an embassy or consulate of the FLPA country of destination regarding entry visa requirements.
d. **Students from other universities**: Degree-seeking students from other universities who are interested in participating in Creighton University’s FLPAs must meet the requirements under “Student Eligibility” and have their home institution’s international office send Creighton’s Office of International Programs information on processes needed for compliance and acceptance of credits.

2. **Application Process:**

Interested students may access the website of the Office of International Programs [http://www.creighton.edu/internationalprograms/studyabroad/flpaapplication/index.php](http://www.creighton.edu/internationalprograms/studyabroad/flpaapplication/index.php) to

a. Complete and submit a FLPA Application for Participation. The form is automatically sent to FLPA leaders, the Office of International Programs and the sponsoring dean’s office.

b. Download and complete the Student/Parent Acknowledgement Form for Application to Study Abroad. Students and parents must sign the Acknowledgement Form.

3. **Approval:**

a. **Pre-Approval**

(i) Upon receiving the online application, FLPA leaders may interview the student. If the leaders verify that the student meets the criteria for participation in their FLPA, the FLPA leaders complete the FLPA Leader Recommendation Form and e-mail it to the Office of International Programs.

(ii) On the basis of the:

1. Online application
2. Student/Parent acknowledgement Form
3. Confirmation of the GPA
4. Disciplinary check and
5. FLPA leader(s) letter of recommendation

eligible students are officially “pre-approved” for participation in the FLPA.

(iii) The Office of International Programs will then notify the student of his/her “pre-approval” status and copy the FLPA leaders and the Dean’s Office.

b. **Final Approval**

Final approval is granted by the Office of International Programs in the spring *when all FLPA-related documents and steps are completed.*

(i) **FLPA-related documents** are:

- Assumption of Risk and Release Waiver Form
- Health Disclosure and Medical Approval Form (Note that Creighton reserves the right to conduct additional behavioral or health assessments)
- Copy of Immunization Record
- Copy of photo page of passport
- University-approved insurance Application Form
- Flight Information Form and copy of flight itinerary

The documents listed above must remain on file with the Office of International Programs for each student in the program; copies also must remain with the FLPA leader while the group is abroad.

(ii) **FLPA-related steps** are:

- A final check of academic and disciplinary records is made
- Participation in the Pre-Departure Orientation(s) led by the FLPA leaders and the Office of International Programs
- Full FLPA payment is received by the sponsoring dean’s office

Only after meeting all eligibility requirements for participation and completing all documents and steps of the application process can students receive the final approval for FLPA participation from the Office of International Programs. Students who purchase transportation tickets and make other plans for participation prior to receiving their final approval assume the risk of self-incurred non-reimburseable expenses if they are denied final approval.
F. STUDENT CODE OF CONDUCT  
FLPA leaders are responsible for enforcing all Creighton University standards and policies.

1. Rules  
Students participating in FLPAs are bound by all applicable rules, regulations and policies of Creighton University, by the rules, regulations and policies of any foreign academic institutions at which they may stay or study, and by the laws of all foreign countries they may visit. Violations of any Creighton University rule or regulation set forth in the Student Handbook, and other relevant University policies and regulations will not be tolerated. In addition, students may be bound by expectations or regulations necessary for the proper functioning of the program, as specified in writing by the faculty leader.

2. Responsibilities  
In addition to meeting the eligibility requirements as set forth in Section D, the responsibilities of students participating in a FLPA include, but are not limited to:
• Notifying the FLPA leader and the Office of International Programs of any changes in forms previously submitted
• Completing all course assignments and activities before, during and after the FLPA
• Providing notification to and receiving approval from FLPA leaders regarding plans outside of scheduled events or activities
• Meeting any additional expectations as set by the FLPA leader

3. Enforcement of Discipline  
If there is reason to believe that:
 a. a student may have violated University rules, regulations or policies, the rules and regulations set forth in the Student Handbook, the rules, regulations or policies of a foreign academic institution, the laws of a foreign country, or expectations or regulations specified by the faculty leader; or that
 b. a student's conduct poses a significant risk or threat of harm to the health or safety of the student, to others, to the stability or continuance of the FLPA, to property, or adversely affects the academic integrity of the program and the reputation of Creighton University, the faculty leaders will meet with the student.

A written and dated record of the meeting must be prepared and maintained by the faculty leader. The faculty leader will advise the student, in advance of the meeting, of the conduct that necessitated the meeting. If the faculty leader determines that the student's conduct warrants dismissal from the FLPA, the faculty leader must confer with the Executive Director of International Programs, the University Dean of Students and the Dean’s office sponsoring the FLPA regarding appropriate action.

4. Dismissal  
The desired outcome of the meeting with a student is that the student will be permitted to complete the program. If the faculty leader determines, however, that the student's continued association with the program poses a significant risk of harm to the student or imperils the health or safety of other program participants, adversely affects the academic integrity of the program or the reputation of Creighton University, or the relationship with a foreign institution or country, then the student will be dismissed immediately from the program.

In the event of dismissal from the program, the student must immediately vacate the facilities provided by the program and withdraw from all course work associated with the program. The FLPA faculty leader will accompany the student to the nearest transportation facility for the journey home. Additionally, if dismissed, the student remains responsible for all costs associated with program enrollment, including expenses related to a return trip to the United States if that is necessary, without recourse to a refund.
Beyond these provisions, student conduct and discipline are governed by relevant provisions of the Student Handbook. As such, FLPA students may be subject to additional disciplinary procedures and penalties under those provisions upon their return from abroad.

5. Appraisal
   Prior to registering for a FLPA, students must review all relevant Creighton University policies, as well as the rules, regulations and responsibilities set forth in the Student Code of Conduct, and agree in writing to comply with any such rule, regulation or policy.

G. PREPARATION FOR THE LEARNING ENVIRONMENT ABROAD

1. Pre-Departure Orientations:
   Led by the Faculty Leaders and the Office of International Programs, the Pre-Departure Orientations are required of all FLPA participants. It includes
   a. a discussion of the academic program and information about the host location and culture for purposes of consistency in the delivery of specific knowledge and expectations (Faculty Leaders)
   b. health and safety issues and general cross-cultural training for purposes of consistency in the delivery of information related to risk management and foundational cultural knowledge (Office of International Programs)

2. On-Going Orientation:
   The Faculty Leaders will provide students with a continuous orientation to the host culture by providing them with information about the host location and culture to maximize their learning experience.

3. Returning Student Support:
   Depending on services needed, either the FLPA leaders or the Office of International Programs will arrange for support for students returning from abroad.

H. ORGANIZATIONAL AND PROGRAM RESOURCES

1. Personnel
   FLPA Leaders are Creighton faculty who have the qualifications, knowledge and an appropriate level of commitment and engagement to support the curriculum and the student learning environment both inside and outside the classroom. They hold U.S. citizenship in case circumstances abroad require that they seek the support of the local U.S. consulate or embassy for themselves and their students. They are also familiar with the local culture, having been there at least once prior to leading the FLPA.

   Every FLPA will have a minimum of two (2) faculty leaders approved by the sponsoring academic unit.

   Minor children, family members or others who are not approved FLPA leaders are not permitted to participate in, or accompany the group on the FLPA trip abroad.

2. Compensation of FLPA Leaders
   Faculty members will be paid to teach FLPA courses, accompany the students on all scheduled events and activities and assume responsibility for all aspects of the FLPA. Faculty must factor their salaries into the FLPA budget. Faculty members’ salaries will be determined by the sponsoring dean according to the length of the program and their roles as FLPA leaders.
Faculty leaders may elect to contribute all or part of their salaries to the FLPA itself, but regardless of whether a faculty leader draws a salary, he or she will be under contract by the sponsoring college.

FLPA revenue also will cover faculty members’ travel, required Creighton international insurance, local transportation, meals and lodging expenses.

3. Training of FLPA Leaders
   a. Orientation for New FLPA leaders:
      New FLPA leaders will participate in a training session organized by the sponsoring dean’s office and supported by the Office of International Programs, Student Affairs and the Student Health Center. Topics should include, but are not limited to:
      - FLPA leader responsibilities and timelines
      - Relevant academic, administrative and legal policies
      - Protocols for handling issues that may arise in the course of a FLPA (e.g., legal and health-related incidents).
      - Procedures regarding travel and communication
   b. Annual Information Sessions:
      Faculty who have completed the Orientation for New FLPA Leaders will complete an online annual information session.

4. Communication with the Creighton Campus
   Faculty leaders are required to have a cell phone that functions in the host country available throughout the duration of the FLPA. The cost of the call should be calculated into the program budget. There are many ways to communicate from abroad, such as (a) adding international service to a personal cell phone for the time abroad; (b) renting/purchasing a cell phone in the host country; (c) purchasing a plan through a provider in advance of departure; or (d) purchasing a SIM card for their personal phone and getting a local number. FLPA leaders will provide the sponsoring dean’s office and the Office of International Programs with the numbers for both their personal cell phone and the international phone(s).

5. Financial Resources
   Tuition charged for the course(s) involved in a FLPA will be consistent with the cost per credit hour for similar courses taken on campus during the same academic term. In addition to tuition, fees associated with specific programs may be assessed. The school or college awarding credit for the course(s) involved in a FLPA may exercise the right, consistent with its mission, to discount tuition and/or to grant scholarships to those students who cannot pay all costs for the particular program. The dean of each school or college may establish the cost of each program, and then add the costs of one or two scholarships to that total.

   Each college or school will establish a University Designated Fund (UDF) for all FLPA programs collectively run by the school or college, in order to accumulate scholarship monies. The FLPA programs will book tuition and other revenue and costs from the same fund (and organization).

6. International Facilities for Learning
   The FLPA will utilize facilities abroad that are appropriate to the goals of the program and the host environment and culture.

7. Student Housing
   Students will be housed in safe, clean and culturally appropriate lodgings and will be provided with an appropriate orientation to the facilities.

8. Contractual Arrangements
   FLPA leaders will follow University policy and protocols regulating contractual arrangements for housing, transportation and services.
I. HEALTH, SAFETY AND SECURITY

1. Safety and Security

   a. FLPAs will only be offered in countries with which the United States has official relations and where there are no existing U.S. State Department Travel Warnings. Exceptions may be considered in consultation with the General Counsel, the Executive Director of International Programs and the sponsoring Dean.

   b. Regardless of the location(s), leaders should be prepared to respond to health and safety problems, whether emergency or routine in nature.

   c. All FLPAs must comply with Creighton policies regulating rental and use of motor vehicles. All private carriers hired to provide required group transportation must provide certification of appropriate insurance coverage.

2. Safety Risks and Concerns

   If the program involves physically rigorous activities, students will be advised in advance of any necessary preparations that should be made or considered before departure or application. If there are any unusual activities or high risks involved as part of the program or the location, the faculty leader will include the information in the program description; prospective students are expected to review the program description before they apply. Examples include (but are not limited to) sports or physical activities, environmental concerns, and health issues. Environmental concerns include anything from poisonous snakes and insects, to air or water pollution, to extreme traffic hazards. There may be cultural expectations or practices that all students must abide by while on location.

3. Insurance

   a. Health Insurance
      All Creighton faculty, staff, and students traveling abroad under the auspices of Creighton University are required to purchase the supplemental travel insurance administered by the Office of International Programs for the duration of their time away from the United States. All travelers should maintain primary health insurance coverage while abroad. It is the responsibility of the FLP leader to check with the embassy/consulate of the host country to determine if travel insurance is required in order to obtain a visa to enter the host country. International students, scholars, and faculty are eligible to purchase the insurance if traveling outside the U.S. and outside their home country. The FLP leadership must be apprised of student health issues prior to departure so that they can be prepared to handle student and faculty health issues that may arise.

   b. Trip Insurance
      The insurance policy selected by Creighton University for its students, faculty and staff traveling abroad should include trip insurance to cover unforeseen circumstances such as trip cancellation, delays, etc.

4. Local resources

   The FLP must have contact information at the location to assist with emergencies and health and safety issues, including the nearest U.S. consulate, local hospitals and physicians. The FLP leader will enroll the group in the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows the FLP to enter information about its upcoming trip so that the Department of State can better assist the FLP leader in an emergency.
5. Liability

Approved FLPAs are covered under Creighton’s liability insurance.

6. Risk Management

Minimally,

a. In case a warning is issued by the U.S. Department of State while the FLPA is in progress, the FLPA leader will follow the directiveness of the warning and communicate with the Office of International Programs and the sponsoring dean’s office.

b. All participants will be covered by Creighton’s insurance for international travel.

c. The FLPA leader will have submitted copies of its detailed itinerary abroad and contact information of the leaders and the places where they can be reached to the sponsoring dean’s office and the Office of International Programs.

7. Emergencies

The University will have adequate and clearly defined emergency communications plans and contingency plans. The FLPA leaders will assure that their communication devices (e.g., cell phones) have been tested and assessed. FLPA participants need to be informed about what to do in the case of emergencies.

a. Student emergencies

The FLPA leaders, the office of the sponsoring dean and the Office of International Programs will have emergency contacts for individual students in case of emergencies.

b. Group emergencies

The FLPA leaders will have emergency contacts and contingency plans in case of an emergency that includes the entire group.

c. Emergency procedures

(See Appendix for Emergency Plan)

J. FLPA PROPOSAL AND APPROVAL

1. Preliminary Proposal and Approval

A faculty member who wishes to lead a FLPA will submit a preliminary proposal and accompanying budget to the sponsoring dean of the college/school that will award credit for the course(s) involved, through the relevant department chair. (See Appendix A for relevant form.)

The Dean (or his/her designee) and the Executive Director of International Programs will meet to review the proposal for approval. The budget will be administered in the particular college or school that awards the academic credit.

2. Final Proposal and Approval

Once the sponsoring dean and the Executive Director of International Programs have approved the preliminary proposal, the FLPA leader should develop a more detailed final proposal with a complete budget and submit both to the office of the sponsoring dean. (See Appendices B and C for forms.)

3. Continuing Approval

The office of the sponsoring dean will determine a process for annual continuing approval of FLPA trips.
K. CANCELLATION OF A FLPA

The sponsoring dean of the school or college awarding credit for courses involved in a FLPA may cancel the program for a variety of reasons including, but not limited to, the following:

- a change in contractual status of the principal FLPA leader
- the enrollment of fewer students than the budgeted minimum
- events in the international arena or at a planned residential site that suggest that the security of the participants cannot be reasonably assured
- changes in the cost of travel that occur between the time of initial FLPA approval and the time of the trip
- inadequate fulfillment of the responsibilities by the FLPA leaders.
APPENDICES
Appendix A

FLPA CHECKLIST/TIMETABLE

[Dean: Dean of College/School; DC: Department Chair; ED/OIP: Executive Director of International Programs; OIP: Office of International Programs; SS: Summer Sessions]

Preliminary Proposal

<table>
<thead>
<tr>
<th>Component</th>
<th>Contact/Resource</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Begin discussion about course, site, &amp; logistics</td>
<td>DC</td>
<td>12-14 mos. before</td>
</tr>
<tr>
<td>☐ Design course and activities with appropriate academic content</td>
<td>DC</td>
<td>12-14 mos. before</td>
</tr>
<tr>
<td>☐ Construct a reasonable budget</td>
<td>Dean</td>
<td>12-14 mos. before</td>
</tr>
<tr>
<td>☐ Fill out a preliminary FLPA proposal form (Due to Dean’s Office by June 15 of year prior to intended trip)</td>
<td>DC, Dean</td>
<td>12-14 mos. before</td>
</tr>
<tr>
<td>☐ Secure preliminary approval of proposal</td>
<td>DC, Dean, ED/OIP</td>
<td>12-14 mos. before</td>
</tr>
</tbody>
</table>

Final Proposal

<table>
<thead>
<tr>
<th>Component</th>
<th>Contact/Resource</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Assign the department designation</td>
<td>Dean</td>
<td>by August 15 year before</td>
</tr>
<tr>
<td>☐ Construct a final budget</td>
<td>Dean</td>
<td>by August 15 year before</td>
</tr>
<tr>
<td>☐ Develop an itinerary for the program</td>
<td></td>
<td>by August 15 year before</td>
</tr>
<tr>
<td>☐ Fill out a final FLPA proposal form</td>
<td>DC, Dean</td>
<td>by August 15 year before</td>
</tr>
<tr>
<td>☐ Obtain approval of final proposal</td>
<td>DC, Dean</td>
<td>by August 31 year before</td>
</tr>
<tr>
<td>☐ Develop advertising materials</td>
<td></td>
<td>by August 31 year before</td>
</tr>
<tr>
<td>☐ Propose mailing lists and appropriate venues for promotion</td>
<td></td>
<td>by August 31 year before</td>
</tr>
<tr>
<td>☐ Answer academic inquiries</td>
<td></td>
<td>continuing</td>
</tr>
<tr>
<td>☐ Collect and review applications</td>
<td></td>
<td>begin Sept year before</td>
</tr>
<tr>
<td>☐ Coordinate travel arrangements</td>
<td></td>
<td>4-10 mos. before</td>
</tr>
<tr>
<td>☐ Collect deposits/payments from students</td>
<td></td>
<td>4-10 mos. before</td>
</tr>
<tr>
<td>☐ Obtain and distribute necessary documents on student program participation: --Assumption of Risk and Release</td>
<td>OIP</td>
<td>4-10 mos. before</td>
</tr>
<tr>
<td>☐ --Health Disclosure and Medical Approval Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ --Flight Information Form</td>
<td></td>
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</tr>
<tr>
<td>☐ Conduct pre-departure orientation</td>
<td>OIP</td>
<td>1-3 mos. before</td>
</tr>
<tr>
<td>☐ Negotiate payment to hotels, institutions and travel agents per program budget</td>
<td>Dean, DC</td>
<td>1-4 mos. before</td>
</tr>
<tr>
<td>☐ Collect necessary documents and photocopies of the picture page of students’ passports</td>
<td>OIP</td>
<td>1-2 mos. before</td>
</tr>
<tr>
<td>☐ Create a post-report on the FLPA</td>
<td>Dean, ED/OIP</td>
<td>due by Sept 1 after trip</td>
</tr>
</tbody>
</table>
Appendix B

FLPA PRELIMINARY PROPOSAL

Principal Faculty Leader Information
Name: ____________________________
College: __________________________
Department: _______________________
e-mail: __________ Extension: ______

Faculty Leader 2 Information
Name: ____________________________
College: __________________________
Department: _______________________
e-mail: __________ Extension: ______

Program Description
Program Name: ___________________________________________________________
Program Site(s): _________________________________________________________
☐ Summer Only ☐ Other term (describe): _______________________________
Tentative Dates: From: ___________________________ To: ______________________
Course(s) Description: ___________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

A preliminary budget is attached.
Signature of Faculty Leader 1: ____________________________ Date: __________

Preliminary approval of the program
_________________________________________ Date: _______________________
Department Chair

Once approved, please forward to the Dean of your college/school
_________________________________________ Date: _______________________
Dean of the College or School

Once approved, please forward to the Office of International Programs
_________________________________________ Date: _______________________
Executive Director of International Programs
Principal Faculty Leader Information

Name: ______________________________
College: ____________________________
Department: _________________________
e-mail: ______________ Extension: _____

Faculty Leader 2 Information

Name: ______________________________
College: ____________________________
Department: _________________________
e-mail: ______________ Extension: _____

Program Description

Program Name: _____________________________________________

Program Site(s): ____________________________________________

☐ Summer Only  ☐ Other term (describe): __________________________

Tentative Dates: From __________________________ To __________________________

Course Description(s) and Call Number(s): __________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student eligibility/Language ability: __________________________

____________________________________________________________________________________

Grading criteria: ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Itinerary/Program Activities

Excursions, cultural activities, social activities relating the course and local resources

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Instructor’s Qualifications
Knowledge of the country, culture, resources; experience leading students abroad.

Pre- and Post-Travel Activities

Assessment Plan

On-Site Resources
Teaching facilities or proposed enrollment at foreign institutions, academic/cultural resources, accommodations, housing, transportation.

Feasibility/Logistics
Student pool, minimum/maximum participants, on-site support agencies or personnel.
Program Longevity
Will program be offered annually? Will faculty leader change from year to year?

______________________________________________

Special Considerations
Travel arrangements, safety concerns, terrorism or civil unrest, faculty supervision of students.

______________________________________________

______________________________________________

______________________________________________

Attach Syllabus, Itinerary and Budget Proposal.
Signature of Principal Faculty Leader: ____________________________ Date: __________

This program is approved by

______________________________________________ Date: ________________

Department Chair

______________________________________________ Date: ________________

Dean of College/School

Once completed and signed, please forward a copy to the Office of International Programs.

______________________________________________ Date: ________________

Executive Director of International Programs
Appendix D
FLPA PRELIMINARY BUDGET WORKSHEET

A. Student costs

1. Local Transportation
   e.g.: buses, metro
   Do not include airfare here!

2. Facilities needed
   For classes, workshops etc.

3. Lodging

4. Student Insurance for international activity
   $42 per person, 30-day coverage

5. Tuition

6. Group Activities
   Excursions, Cultural Activities, Social Activities.
   Transportation, tolls, admission fees.

7. Fees
   Any additional fees associated with the program.

B. Staff salaries & benefits

1. Salary

2. Faculty Travel RT Airfare

3. Local Transportation

4. Meals

5. Lodging Expenses

6. Faculty Insurance for International Activity
   $42 per person, 30-day coverage

C. Advertisement

1. Fliers

2. Other

D. Grant Funds

Total
Appendix E

FLPA
SAMPLE ITINERARY WORKSHEET

Title of Program: ____________________________

Dates of Program: ____________________________

Faculty-Leader Contact Information while abroad:

Phone: ____________________________ e-mail: ____________________________

Additional Contacts in Host Country (Ex. Partner institution, Hotel etc.)

Name: ____________________________ Phone: ____________________________

Name: ____________________________ Phone: ____________________________

Date | Event | Location/Time

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________