

Creighton

UNIVERSITY



GUIDELINES FOR THE APPROVAL AND IMPLEMENTATION OF FACULTY-LED PROGRAMS ABROAD (FLPAs)

**Adopted by the Study Abroad Advisory Committee on May 8, 2003
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STUDY ABROAD ADVISORY COMMITTEE

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STATEMENT OF UNIVERSITY COMMITMENT TO INTERNATIONAL PROGRAMS

Creighton University is committed to preparing students for informed citizenship in an interdependent world. Toward that end, the University seeks to develop in its faculty and students the perspectives and values necessary to engage that world intelligently and rationally. The University endeavors to facilitate an understanding of the challenges faced by other peoples and a commitment to serving them.

DEFINITION OF A FACULTY-LED PROGRAM ABROAD

Faculty-Led Programs Abroad (FLPAs) are academic programs involving for-credit Creighton courses for which most of the contact hours take place outside the United States. The dean of the college or school awarding credit approves the courses but, because those courses are generally offered during the summer, University College and Summer Sessions market them as appropriate. Because the courses take place overseas, their delivery necessarily involves the Office of International Programs. A FLPA may involve a new course or an existing course that is adapted to delivery abroad.

Typically, FLPAs last 3 – 4 weeks; involve the extensive planning and involvement of a faculty leader; enroll 10 – 20 students, each of whom can earn 3 – 6 credits and pays \$2,000-\$3,000 in program fees. A specific FLPA may fail to display one or more of these characteristics, however, and still fall under the broad definition given above.

This document provides guidelines for instructors who wish to design and lead FLPAs. It also provides deans with a template for evaluating such programs.

IMPLEMENTATION

FLPAs will be implemented according to the following principles, which were adopted by the Study Abroad Advisory Committee on January 31, 2003. More detailed information will be found on following pages and relevant forms are included in this packet as appendices.

A. Faculty Leaders

Faculty members will be paid to teach FLPA courses and to accompany the students. Faculty must factor their salaries into the FLPA budget. Faculty members' salaries will be set at a percentage of their base salaries for the current or preceding academic year (e.g., 9% of salary for a three-credit course or 3% of salary per credit, up to a maximum of \$6200 or, in the alternative, \$450 per student up to a maximum of 9% of the faculty member's salary).

Faculty members may elect to contribute all or part of their salaries for leading a FLPA to the FLPA itself, but regardless of whether a faculty leader draws a salary, he or she will be under contract.

FLPA revenue also will cover faculty members' travel, local transportation, meals and lodging expenses.

B. Tuition and Fees

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. Every student will pay the same tuition per credit hour.

In addition to tuition, appropriate fees may be associated with specific programs.

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. 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). 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.

C. Proposal

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

After the dean has approved the preliminary proposal, the faculty member will send the proposal and the budget to the Executive Director of International Programs for approval and coordination with other university offices involved in its implementation. The Office of International Programs will circulate the proposal to other units within the University as appropriate. The budget, however, will be administered in the particular college or school that awards the academic credit.

Once the dean and the Executive Director of International Programs have approved the preliminary proposal, the faculty member should develop a more detailed final proposal and a complete budget and submit both through the same channels. (See Appendices C and D for forms.)

D. Administrative Requirements

Every student and Creighton faculty member participating in a FLPA **must** purchase Creighton's policy of international health insurance.

In addition, every student **must** sign and submit the prescribed liability waiver and medical release form.

Every student **must** supply a copy of his or her passport photograph/information to the Office of International Programs.

The insurance form, liability waiver, medical release form and passport information must remain on file with the Office of International Programs for each student in the program; copies also must remain with the faculty leader while the group is abroad.

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:

- participating in activities to market the FLPA
- cooperating with students, parents, and University offices in planning and executing travel details
- making local arrangements for guest lecturers and site visits
- conducting pre-travel and post-travel contact hours at Creighton
- ensuring that students participate in cross-cultural training (see below)
- submitting a final list of program participants to the Office of International Programs at least 14 days prior to departure
- carrying out all FLPA activities while abroad
- mediating language difficulties, cultural sensitivities and local community relations for students
- managing and accounting for all funds dispensed for the program at the FLPA location after returning to the United States, consistent with University policy, and
- creating a Final Report on the FLPA to be submitted to the dean and the Executive Director of International Programs.

COURSE SYLLABUS COMPONENTS

Every FLPA proposal must include a complete course syllabus containing goals appropriate for a course taught abroad, yet consistent with those articulated for other Creighton University courses. Integral to the syllabus are the following:

- a **course schedule**;
- a **travel itinerary**;
- **grading criteria**;
- **student eligibility criteria**, including requirements regarding **language ability**; and
- an **assessment plan** (see details under ASSESSMENT below).

CROSS-CULTURAL ASPECTS AND PREPARATION

FLPAs offer short-term, cultural learning experiences that differ from those available through semester-long programs. In a brief and often intensive period, students interact with local people and experience a different culture. They often will depend, to a large extent, on faculty leaders to define and interpret the experience for and with them. Therefore, **cross-cultural training** should be included in the pre-departure orientation and re-emphasized as needed during the program itself. This cross-cultural orientation may be provided by the faculty leader or by the Office of International Programs. It also may be accomplished by other means as approved by the dean.

CANCELLATION OF A FLPA

The 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 faculty member
- 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 his or her responsibilities by the faculty leader.

STUDENT CONDUCT RULES FOR FLPAs

Faculty leaders of FLPAs are responsible for enforcing all Creighton University standards and policies.

A. Rules

Students participating in Creighton-sponsored FLPAs are bound by all applicable rules of Creighton University, by the rules of any foreign academic institutions at which they may stay or study, and by the laws of all foreign countries they may visit. 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. Creighton University regulations in the *Student Handbook* and other University policies and regulations are fully applicable; violations will not be tolerated.

Prior to registering for a FLPA, students must be apprised of this policy in writing and must sign a document indicating that they accept these conditions.

B. Dismissal

If there is reason to believe that:

- 1) a student may have violated University regulations, rules outlined in the *Student Handbook*, the rules of a foreign academic institution, the laws of a foreign country, or expectations or regulations specified by the faculty leader; or that
- 2) a student's conduct poses a significant risk of harm to the health or safety of the student, to others, to the stability or continuance of the FLPA, or to property,

the faculty leader will meet with the student.

It is advisable that the faculty leader enlist the services of an additional person who will be present at the conference. A written and dated record of the conference must be kept. The faculty leader will advise the student, in advance of the actual conference, of the conduct that precipitated the meeting. If the faculty leader determines the incident is so serious that it could potentially warrant the student's dismissal from the FLPA, the faculty leader must confer with the Executive Director of International Programs, the Dean of Students and other appropriate Creighton administrators regarding appropriate action.

The desired outcome of the conference 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, the academic integrity of the program, 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. 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 sections of the *Student Handbook*. FLPA students are potentially subject to additional procedures and penalties under those provisions after they return from abroad.

ASSESSMENT

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 ensuring that all students complete evaluation forms, which should be submitted to the appropriate dean.

Course Assessment. Faculty leaders should articulate clear objectives for each course to be included as part of any FLPA that they propose. They must then explain how they will assess the success of each course in meeting its stated objectives. In doing so, they may utilize whatever assessment instruments are provided by the relevant College or School.

Appendix A

FACULTY-LED PROGRAMS ABROAD (FLPAs) 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

Component	Contact/Resource Person	Time Frame
<input type="checkbox"/> Begin discussion about course, site, & logistics	DC	10-12 mos. before
<input type="checkbox"/> Design course and activities with appropriate academic content	DC	10-12 mos. before
<input type="checkbox"/> Construct a reasonable budget	Dean, SS	10-12 mos. before
<input type="checkbox"/> Fill out a preliminary FLPA proposal form	DC, Dean	10-12 mos. before
<input type="checkbox"/> Secure preliminary approval of proposal	DC, Dean, ED/OIP	10-12 mos. before

FINAL PROPOSAL

Component	Contact/Resource Person	Time Frame
<input type="checkbox"/> Assign the department designation	Dean	6-10 mos. before
<input type="checkbox"/> Construct a final budget	Dean, SS	4-8 mos. before
<input type="checkbox"/> Develop an itinerary for the program		4-8 mos. before
<input type="checkbox"/> Fill out a final FLPA proposal form	DC, Dean	4-8 mos. before
<input type="checkbox"/> Obtain approval of final proposal	DC, Dean, ED/OIP	4-8 mos. before
<input type="checkbox"/> Develop advertising materials	SS	4-8 mos. before
<input type="checkbox"/> Propose mailing lists and appropriate venues for promotion		4-6 mos. before
<input type="checkbox"/> Answer academic inquiries		continuing
<input type="checkbox"/> Collect and review applications		3-6 mos. before
<input type="checkbox"/> Coordinate travel arrangements		3-6 mos. before
<input type="checkbox"/> Collect deposits/payments from students		2-4 mos. before
<input type="checkbox"/> Obtain and distribute necessary documents for student program participation:	OIP	1-2 mos. before
<input type="checkbox"/> Assumption of Risk and Release		
<input type="checkbox"/> Health Disclosure and Medical Approval Form		
<input type="checkbox"/> Health Insurance Form		
<input type="checkbox"/> Conduct pre-departure orientation	OIP	1 mo. before
<input type="checkbox"/> Negotiate payment to hotels, partner institutions and travel agents per program budget	Dean, DC	1 mo. before
<input type="checkbox"/> Collect necessary documents and photocopies of the picture page of students' passports	OIP	14 days before
<input type="checkbox"/> Create a post-report on the FLPA	Dean, ED/OIP	1-3 mos. after

Appendix B



FACULTY-LED PROGRAMS ABROAD (FLPAs)
PRELIMINARY PROPOSAL

Faculty Leader Information:

Name: _____ e-mail: _____

College: _____ Department _____

Campus Address: _____ 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: _____ Date: _____

Preliminary approval of the program:

Department Chair Date: _____

Dean of College/School Date: _____

Executive Director of International Programs Date: _____

Appendix C



**FACULTY-LED PROGRAMS ABROAD (FLPAs)
FINAL PROPOSAL**

Faculty Leader Information:

Name: _____ e-mail: _____

College: _____ Department _____

Campus Address: _____ 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: _____

Itinerary/Program Activities: *Excursions, cultural activities, social activities relating the course and local resources*

Attach copy of syllabus/itinerary

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

Pre- and Post-Travel activities: *Cross-cultural preparation*

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.*

Itinerary and budget proposal are attached.

Signature of Faculty Leader: _____ Date: _____

This program is approved by:

Department Chair Date: _____

Dean of College/School Date: _____

Executive Director of International Programs Date: _____

Appendix D

FACULTY-LED PROGRAMS ABROAD (FLPAs) Sample Budget Worksheet

A. Student costs

1. Local Transportation
Ex. buses, metro
Airfare is typically not included in program costs. _____
2. Facilities needed
For classes, workshops etc. _____
3. Lodging _____
4. Student and faculty insurance for international activity
Effective August 1, 2003, for 03-04 academic year:
\$33/30 days for those under age 36 and \$36/30 days for those over age 36. _____
5. Tuition
(See IMPLEMENTATION, Section B in Guidelines packet) _____
6. Group Activities
Excursions, Cultural Activities, Social Activities,
Transportation, tolls, admissions _____
7. Fees
Any additional fees associated with the program _____

B. Staff salaries & benefits (See IMPLEMENTATION, Section A, of Guidelines packet)

1. Salary _____
2. Faculty Travel
Round-trip Airfare _____
3. Local Transportation _____
4. Meals _____
5. Lodging _____
6. Faculty Insurance for International Activity
(See item A4 above for rates) _____

C. Advertisement

1. Fliers _____
2. Other _____

D. Grant Funds

Total _____

