

Faculty-led Study Abroad Procedure at YSU



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Document History

In the Spring of 2017, an Ad Hoc Sub-Committee of the Academic Senate met to draft faculty-led study abroad procedure for YSU. Ann Gardner, Assistant Director, International Programs Office, chaired the ad hoc sub-committee. Dr. Max Grubb, Dr. Carl Johnston, Dr. Matt O'Mansky, Dr. Pamela Schuster, Dr. Ron Shaklee and Dr. Carla Simonini were the members of the committee. The Academic Senate voted to approve the proposed procedure on May 3, 2017. The procedure was updated in August 2017 and 2018 to reflect current best practices in the field. The procedure was again updated in July 2019.

Youngstown State University Mission Statement

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

Introduction

Study abroad courses and experiences serve the mission of YSU through fostering understanding of diversity, culture and global perspectives. Study abroad entails a deep level of cultural immersion not possible in traditional courses, and is designed to teach students the knowledge and skills of a discipline from a global perspective. Student experiences during study abroad are designed to impact their professional practices upon return to their home communities. To serve the core purposes of the University, faculty-led study abroad courses should:

- fit within departmental or school and college goals;
- incorporate the academic rigor expected in any Youngstown State University course;
- be developed in the context of existing study abroad programs;
- take place in locations that complement course content and enhance learning;
- incorporate activities that further understanding of subject matter as well as local culture; and
- provide opportunities for students to interact with and learn from local people.

Expected Learning Outcomes for Faculty-led Study Abroad Programs

In addition to any learning outcomes related to the specific subject matter of the course, the following are expected learning outcomes for faculty-led study abroad programs:

1. Students demonstrate knowledge of artistic, social, economic, political, historical life, physical environment or health of communities outside of the United States.
2. Students function effectively within host countries and prepare to become globally engaged citizens through collaboration with and/or service to people in diverse societies.
3. Students develop an appreciation of differences through an awareness of one's own values and culture.

Proposing a Faculty-Led Program

A faculty-led program contains three components:

1. For-Credit: This will be part of a course that participants will be enrolled in during their time abroad;
2. Costs: Costs related to participation will be billed to the student accounts;
3. Leaders: A YSU faculty or staff member will accompany the students abroad. Upon review of the Study Abroad Proposal (considering the location, itinerary, leader experience and risk profile of destination), the IPO may require a second faculty/staff/ approved YSU volunteer chaperone to accompany the trip.

Each study abroad experience containing these three components is considered a separate program.

Students from other universities who wish to enroll in the program may do so after applying as transient students at YSU.

Volunteers and/or chaperones who participate for the benefit of the program may attend the program without taking the field course. Volunteers/chaperones are required to pay all program fees and are subject to all university policies. They must complete all required forms for YSU volunteers and comply with all university policies and procedures governing volunteers.

Proposing a faculty-led program involves several stages:

Research

Faculty members are encouraged to reach out to the following individuals as they research proposed programs:

- Ann Gardner, Assistant Director, International Programs Office (X4713, amgardner01@ysu.edu).
- Dr. Nathan Myers, Associate Provost, International & Global Initiatives (X2336, nrmyers@ysu.edu).

- Faculty mentors from each college with experience in leading faculty-led study abroad programs. The International Programs Office will maintain a list of faculty mentors by college.

Site visits

Faculty or staff should be familiar with the foreign country they wish to visit with students on a faculty-led study abroad program. Faculty members are encouraged to visit the country prior to preparing a proposal to work on logistics and course content and to familiarize themselves with the culture, customs, security and environment of the country.

Timing and Planning of Faculty-led Programs

Generally speaking, travel for faculty-led study abroad programs should occur in the framework of the academic term in which the course is taught. Situations may arise in which it is necessary to travel after the official end-date of the academic term.

For a faculty-led program to be registered as an academic offering in the spring semester, the faculty member must meet regularly with the class during the spring semester and depart prior to the first day of the summer term.

For a faculty-led program to be registered as an academic offering in the summer term, the travel portion of the course must depart during the summer term and return before the first day of the fall semester.

For a faculty-led program to be registered as an academic offering in the fall semester, the faculty member must meet regularly with the class during the fall semester and return prior to the first day of the spring semester.

If a faculty member wishes to register a class outside of these rules, they may request an exception through the International Programs Office. The International Programs Office will evaluate the request in consultation with the University Registrar and Provost.

Any new faculty-led study abroad course must first be approved by Academic Senate.

Faculty should avoid scheduling programs that depart when classes are in session. If they do schedule programs that necessitate students being away during the semester, students must be informed of their obligation to make up missed work and finals for other courses in which they are enrolled. The faculty leader should include this information in the course syllabus and orally advise the students the first week of class. Faculty members are prohibited from

scheduling programs during finals week as it is disruptive to the students and their faculty colleagues. Appeal may be made to the Provost to grant permission in exceptional cases.

Leaders can be faculty or staff. A graduate assistant could act as a secondary leader.

All faculty-led programs must be registered in Concur. The faculty leader must complete a travel request and obtain approval prior to departure.

Proposal Process

The International Programs Office will hold annual workshops to guide faculty on the development of faculty-led study abroad programs and the proposal process.

An approval rubric will be provided to faculty and deans to guide them in the proposal process and alert them to the criteria for a successful proposal.

The International Programs Office will provide a proposal application form, a budget template and an itinerary template for faculty leaders to complete. The application form will ask faculty leaders to list the expected learning outcomes.

Program Approval Process

Faculty led study experiences are serious academic endeavors. Faculty leaders with successful proposals commonly submit syllabi that contain the following elements:

- An itinerary / activity schedule that is reflective of the academic content of the course;
- An assessment system that connects the overseas activities to final grades and ensures there are academic consequences for non-participation or tardiness during required activities;
- Physical activity requirements (including the amount of walking, hiking, swimming, canoeing, etc.) should be listed in the syllabus;
- Academic elements such as course readings and assignments that connect theory and practice.

The completed proposal consisting of the application form, budget and itinerary will first be reviewed by the faculty member's chair and dean of the college. The chair and dean will indicate their approval for the proposed program by signing the application form.

The signed proposal will then be forwarded to the International Programs Office where it will be reviewed and evaluated against the approval rubric, which will address safety and security concerns, budget, etc. The faculty, chairs and deans have control over curriculum

and academic content. The International Programs Office will not review curriculum and academic content.

If there are concerns, the faculty member will be invited to a meeting to discuss the concerns. If the proposal does not satisfy the criteria set forth in the approval rubric, the faculty member will be asked to revise the proposal and re-submit the revised proposal with the approval of his or her chair and dean.

If the revised proposal still does not satisfy the approval rubric, the proposal will be denied. Appeal may be made to the Provost in the case of denial.

When faculty leaders collaborate with other universities and seek to combine faculty-led programs, any conflict between the policies and procedures of the universities will be evaluated on a case-by-case basis; however, preference will be given to YSU policies or procedures whenever possible.

Timelines for the Application and Program Approval Process

Completed proposals for faculty-led study abroad programs registered in the **Summer or Fall** terms must be submitted to the International Programs Office 60 days prior to the opening of online student registration for those terms. This is usually in mid-February of the same year. Proposals which are submitted after this deadline will not be considered.

Completed proposals for faculty-led study abroad programs registered in the **Spring** term must be submitted to the International Programs Office 60 days prior to the opening of online student registration for the Spring term. This is usually in early September the year prior. Proposals which are submitted after this deadline will not be considered.

Adherence to these guidelines is necessary to ensure adequate time for a thorough review and vetting of the program. Proposals submitted outside of these timelines will be denied. A faculty member who wishes to submit a proposal outside of these timelines may submit an extension request to IPO in writing that is signed by the chair and dean of the college. Extension requests must be submitted in advance of the original submission deadline.

The International Programs Office will either approve a proposal or request additional information on a proposal within two weeks of submission. When a revised proposal is submitted, a final decision will be made within two weeks of submission of the revised proposal.

Faculty-led study abroad programs at YSU are subject to student travel policies adopted by the YSU Board of Trustees, the YSU Campus Emergency Management Plan and the International Emergency Response Plan.

No faculty member may proceed with a faculty-led study abroad program that has not been approved pursuant to the process outlined above.

Accounting Matters: Faculty-led Study Abroad Fund Setup Process

After a program has been approved, the International Programs Office will contact the Restricted Funds Coordinator in the Controller's Office, currently Deanna Parsons (X3384 djparsons@ysu.edu), to request setup of a new Faculty-led Study Abroad Fund.

The Bursar's Office will be notified of the approved program cost for a faculty-led study abroad program and will automatically bill the approved fee to the students' account when they register for the affiliated study abroad course. Faculty leaders should refer students to the Associate Director of Customer Service Special Programs, currently Gina McHenry (X1594, gcmchenry@ysu.edu), in the Office of Financial Aid and Scholarships for all questions regarding financial aid and how the faculty-led program will impact their financial aid.

The Restricted Funds Coordinator will email the faculty member, the Travel Office (currently Jennifer Moats, X3210 jemoats@ysu.edu) and the International Programs Office when the fund has been set up and instruct them to fill out the Banner Common and Banner Financial Forms in order to gain access to the fund as financial manager.

The approved budget will provide the Restricted Funds Coordinator with an approved cost per student and the estimated number of students for the field course trip. All approved departmental transfers will be made based on the approved estimated head count for faculty/students. All trip expenses must use the Study Abroad fund (2707xx) when inputting into the Concur system. No expenses should post to the general or departmental funds. The initial budget- including departmental support-is then advanced, making funds available immediately for use. Faculty should ensure that deposits for non-refundable items like plane tickets have been paid by the students before the faculty member purchases the items.

The Bursar, currently Susan Beiling, (X3142 sebeiling@ysu.edu), should be notified of nonrefundable deposit amounts and payment that must be made by the students before faculty can purchase non-refundable items. The Bursar will issue reports on student payments to the Financial Manager and his or her chair. The Financial Manager is responsible for confirming that all students have made their non-refundable payments prior to non-refundable disbursements by YSU.

Once the program has concluded and all expenditures have been entered into the Concur system, any difference in actual vs. estimated costs will be addressed and the banner fund zeroed out and closed. Any differences between budgeted and actual support per student or faculty head count will be transferred to or from the Study Abroad Fund. For example, if a student drops the course, the support originally transferred for that student will be returned to the department. Also, for example, if the dean supports \$1,000 per student and the budget calls for 15 students, therefore at set-up \$15,000 was transferred. The actual number of students that traveled was 16, an additional \$1,000 will be transferred from the dean's FOAP into the specific Study Abroad fund.

No funds will be returned to the students. Any excess funds will move to a contingency fund held by the International Programs Office for all faculty-led study abroad programs. If a deficit exists, the financial manager must seek resources from their department, dean, or other source to cover the deficit. If the financial manager feels this deficit is the result of an emergency or some other qualifying situation that would be covered by the contingency fund guidelines, they should contact the International Programs Office and copy the Restricted Funds Coordinator to keep them informed. Each faculty-led program is treated as its own and reconciled before incurring any new expenditures for a subsequent program.

Concur

After the Restricted Funds FOAP has been established and funded, a Concur request will need to be created and approved. You will receive an email notification when the request has been approved in Concur. When approval is received, any travel bookings can be completed through Direct Travel (Agent is Tracey Innocent x2391).

If the group is using a local travel agency and payment needs to be made for the group prior to departure, a requisition (Deposit/Pre-Payment Form) in the eCube system will need to be created and approved using the Restricted Funds FOAP. After the requisition is approved, payment will be sent to the vendor (local travel agency) directly from Accounts Payable.

Once the travel has concluded, all actual expenses must be entered into Concur for reconciliation/reimbursement. Expense reimbursement and reconciliation must adhere to YSU Travel Guidelines/Procedures.

Concur training can be arranged as needed for faculty leaders. Please contact Jennifer Moats, Manager of Accounts Payable and Travel Services X 3210 jemoats@ysu.edu.

Purchasing Guidelines

All YSU faculty members are required to follow [YSU Purchasing Policies & Procedures](#).

Safety and Security Abroad

Pre-departure Preparation

Pre-departure preparation procedures are mandatory and must be followed by all faculty and staff leaders, volunteers and student participants.

1. All student participants will register on the YSU study abroad site and complete: a study abroad application that contains emergency contact information, a medical disclosure form screening for medical and mental health concerns, a statement of responsibility/release of liability and a passport enrollment form with a copy of the student's passport and passport details. A medical clearance certification from a participant's doctor may also be required for certain programs and/or if the participant's medical screening form reveals a serious health concern.
2. Any student with a disability who requires accommodation must contact the Center for Student Progress (CSP) Disability Services for assistance in determining reasonable accommodation[s]. The CSP will consult with the faculty/sponsoring program regarding the program requirements and reasonable accommodation determinations.
3. Faculty leaders have final discretion over which students they approve to study abroad, subject to the student's completion of all required forms and in compliance with all university policies and procedures.
4. All students are subject to the YSU Code of Conduct during their overseas program. Students who violate the Code of Conduct may be required, at the discretion of the International Programs Office, in consultation with the Faculty/Staff leader, to terminate

their overseas program early. Students in violation of the Code of Conduct will be referred to the Student Conduct Board for possible disciplinary action.

5. All faculty/staff/volunteer leaders are subject to the YSU Study Away Leader Covenant. Faculty/staff/volunteer leaders who violate the Covenant may, at the discretion of the International Programs Office, be relieved of their leadership duties during the overseas program. Faculty/staff who violate the Covenant will be referred to Human Resources for possible disciplinary action in accordance with Board of Trustees policies and any applicable labor agreement.
6. All students, faculty, staff, students and volunteers participating in faculty-led study abroad programs must obtain international travel medical insurance and provide documentation of such.
7. All YSU faculty, staff, volunteers and students are required to follow the [YSU Campus Emergency Management Plan \(CEMP\)](#) and the International Emergency Response Plan.
8. All faculty, staff, student and volunteers must attend a pre-departure orientation coordinated with the faculty leader and the International Programs Office. Faculty/staff and students who do not attend the pre-departure orientation will not be permitted to travel.
9. All YSU faculty, staff and student participants must enroll in the free US State Department's Smart Traveler Enrollment Program (STEP).
10. The International Programs Office will re-evaluate risk and security concerns for each program prior to departure by reviewing updated US State Department Travel Warnings and Advisories and updated briefings from International SOS, a contracted medical and travel security assistance company working with YSU.

Requirements Abroad

1. All faculty leaders must carry contact details for the nearest US embassy or consulate.
2. All faculty leaders shall have a working international cell phone that can send and receive calls from the USA.

3. All faculty leaders must adhere to the most recent Study Abroad Trip Plan approved by the International Programs Office. Faculty leaders are not permitted to change the Study Abroad Trip Plan without approval from the International Programs Office. If safety or other issues arise during the trip which necessitate a deviation from the approved trip plan, Faculty leaders must contact the YSU Police and the International Programs Office via telephone as soon as possible.

4. In the event of a major incident, faculty leaders should first seek assistance from the nearest American embassy or consulate, local authorities and local medical facilities, as appropriate. Faculty leaders should take into consideration the sexual assault laws of the host country, which in some cases may penalize the victim, before reporting a sexual assault to the local police. Faculty leaders will be given information on this matter during the pre-departure orientation. The American embassy in the host country and International SOS can provide additional guidance. Faculty leaders should contact the YSU police and the International Programs Office via telephone as soon as possible.

Major incidents include, but are not limited to:

- Natural disaster (hurricane, earthquake, fire, flood, etc.)
- Major sickness or injury (car accident, epidemics, death, etc.)
- Assault or rape
- Missing person
- Student Arrest
- Hostage situation
- Socio-political (riot, military coup, terrorist attack)
- Behavior of any participant that causes or threatens harm to themselves or other

Effective Date

This procedure went into effect when the Fall 2017 semester began. This procedure was revised in August 2019 and will remain in effect as written unless modified in writing.

Appendix: Supplemental Pay

Article 4.13: Full-time faculty engaged in teaching regular for-credit YSU courses at international sites shall be subject to all applicable Agreement provisions (syllabus, office hours, returning graded work to students, etc.). Faculty shall be subject to University regulations regarding flexibly scheduled classes (if applicable). Faculty shall be free to accept or reject such teaching assignments without prejudice. Should the international field course trigger an administratively approved overload assignment, the faculty member shall receive overload compensation in accordance with Article 4.8. In addition to overload pay (if applicable), participating faculty members shall receive supplemental pay of up to a maximum of \$1,000 per course. The exact amount shall be determined jointly by the faculty member and the Administration. Factors that may be considered in determining the amount include duration of foreign travel, credit hours of the course, and number of students enrolled.

Category	Criteria	Maximum Dollar Amount
Primary Instructor	Serves as instructor of record and accompanies students throughout duration of study abroad	\$300
Number of days	Out of the country 3-7 days 8-14 days More than 15 days	\$100 \$200 \$300
Number of students	Based on enrollment census point	\$30 per student*

*Total is not to exceed \$1000.00