

HOFSTRA UNIVERSITY
DEVELOPMENT OF NEW STUDY ABROAD PROGRAMS
(April 2006)

Interest in study abroad programs continues to grow among University faculty and students. The administration encourages the development of programs that will afford students a growing array of study abroad opportunities. In this spirit, the International Education Advisory Committee to the Provost has developed a set of program development guidelines. These guidelines and the accompanying timeline are presented as planning tools to encourage the development of new study abroad programs and to assist faculty in expediting the approval process.

There are essentially two documents presented here:

- Calendar of Important Dates: Proposal & Program Deadlines (pp. 2 - 3).
- Development and Administration of Faculty Directed Study Abroad Programs (pp. 4 - 6).

The guidelines were developed on the basis of the collective experience and wisdom of International Education Advisory Committee members, most of whom are past or present directors of Hofstra University study abroad programs. The primary goal is alert faculty to the intricacies involved in developing and managing a successful program and to make what seems to be a daunting challenge more manageable.

This document is the latest in a series of initiatives on the part of the Committee over the past few years. Working closely with other University offices, the Committee has developed a series of documents and forms for use in the development and management of study abroad programs. Found on the Provost Office's web site, these include:

- Study Abroad Programs Acknowledgment of Risks and Release
- Study Abroad Programs Emergency Medical Care Authorization
- Study Abroad Programs Medical Information Form
- Study Abroad Programs Publicity Release
- Disposition of Required Study Abroad Forms

If you wish to learn more about the Hofstra's current study abroad offerings please consult the University's Study Abroad web page. Current program directors may be a valuable source of guidance and advice. Jennifer A. Marsalis, Director, International Students and Study Abroad Programs, or the Dean of the appropriate unit, who can tell you who the current directors are.

The Committee welcomes feedback regarding this document and suggestions as to how it can be made more useful. Please send any comments to Susan Lukesh, Associate Provost, who will share them with the Committee.

CALENDAR OF IMPORTANT DATES PROPOSAL & PROGRAM DEADLINES

Program Development and Approval Process (Points 1 – 6 on page 3)

1 Year +

- Initiate contacts with directors of existing programs
- Faculty member develops and submits program proposal (as outlined in the next section) to the department chairperson
- If approved, chairperson submit program proposal to school dean (and CPC if necessary)
- If approved, the dean submits the program proposal to the university provost.

9—12 Months

- Work toward finalizing program details, budget and contracts
- Ensure that accommodations are safe, of sound quality and meet the needs of the students
- Develop marketing/promotion materials
- Develop a preliminary budget including anticipated student costs
- Travel arrangements: Reserve an initial block of airline tickets, housing accommodations, etc. Put down deposits as necessary.

ALL UNIVERSITY APPROVALS MUST BE IN HAND BEFORE THE NEXT STEP CAN BEGIN.

Advertising and Recruiting

7—9 Months

- Distribute program flyers, brochures, etc. advertising the program
- Schedule and hold the first “information” meeting
- Work on finalizing plans and budgets

5—7 Months

- Continue to promote the program
- Hold a second “information” meeting
- Begin accepting applications/deposits
- Be in contact with appropriate representatives in the host country
- Finalize budgets
- Set deadline to run or cancel the program
- Set deadline for completed forms and final payments
- Develop orientation materials for students include copies of all forms students are required to complete

3—5 Months

- Continue to promote the program
- Hold a third “information” meeting and distribute orientation materials
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- Continue to accept applications/deposits

Student Enrollment and Preparation

1—3 Months

- Continue marketing and accepting students until acceptance deadline or the program is full
- Schedule an orientation meeting for program participants
- Confirm group size with dean and provost
- Finalize numbers for group airline tickets
- Finalize contracts with overseas vendors where necessary. Arrange for any necessary prepayments. Make arrangements for any direct payments to be sent from Hofstra during or after the program.
- Finalize budget and submit requests for travel advances for expenses that cannot be pre- or post-paid.

Preparation for Departure

1 Month

- Hold a final orientation meeting

Departure

- Ensure faculty possesses copies of student applications, medical forms, emergency contact information, etc.
- Deposit required forms and itinerary with Public Safety

DEVELOPMENT AND ADMINISTRATION OF FACULTY DIRECTED STUDY ABROAD PROGRAMS

Critical Considerations and Steps for Formulating Program Proposals

1. The program should be clearly related to departmental and student academic interests, providing either pertinent international expansion of these, or a supplement to campus programs that helps to strengthen the overall Hofstra University programs. Program should have a clear connection with the host country.
2. The program should receive preliminary concurrence from the department chairperson since the program will relate to the department's total semester course offerings. Moreover, the appropriate academic department(s) must be willing to assign its faculty members to the program.
3. The proposal should include details related to travel and an estimate of cost as well as an academic overview. A program might be academically sound, but infeasible from a logistical or cost standpoint. By the same token, a proposed program might be affordable but not academically sound.
4. The faculty member's department chair and the dean of the school are the appropriate bodies for the assessment of academic quality and credit. The Office of the Provost will review proposals for academic quality, credit, logistics, program feasibility, and budget.
5. After the initial discussions and the subsequent development of supporting data, the actual program proposal must be worked out by the prospective faculty program director. The proposal should include information regarding course content, requirements, evaluation information; health and visa requirements; and itinerary, housing and classroom information as well as. The last group is critical to the budget.
6. The completed proposal with the preliminary budget should be routed to the appropriate curriculum committees (if the program includes a new course offering), the department chairperson, and the dean of the school. Each should indicate to the Provost approval of the program and set forth any additional special conditions (e.g., minimum or maximum number of participants required for the program to be implemented, funding and/or salary arrangements to be made, etc.).

Key elements of a study abroad program proposal

Program Structure Issues

- Indication of the academic merits of the program, including the concept of the program and the pedagogical goals and relationship to host country
- The dates (or semesters) of the program
- Travel, accommodation and classroom arrangements, including a detailed itinerary, when finalized, and description of additional excursions (where appropriate)
- An agreement to provide all required data regarding the program's financial accounting after the program's completion.

Student-related Issues

- The minimum number of students required for the program
- A statement of prerequisites for prospective students
- A plan and timetable for collecting forms, deposits and fees from students
- A process for student registration in courses that are an authorized part of the study abroad program.
- A plan for the development and distribution of orientation materials and orientation meetings.

Promotion-related Issues

- A plan to market and promote the program on and off campus (if appropriate) should be prepared and submitted for approval

Budget

- Expenses (labor and non-labor)
- Revenues (tuition and non-tuition)

Programs Offered Annually: Faculty who have offered programs in the past or who offer programs on an annual basis should revise the previous year's program description and tentative schedule. The following should be submitted to the Chair, Dean and Provost's Office, with indications of approval:

- A revised program description and schedule
- Travel information
- A revised program budget – program budget should be submitted as part of the annual budget process, unless there is no substantial change

Travel Arrangements

1. Faculty program director(s) – After a minimum number of participants have submitted program applications and deposits, the faculty member implements the travel arrangement activities as presented in the program proposal. Transportation and lodging arrangements should not be finalized prior to the approval of the Office of the Provost.
2. Students in the program – Where students are traveling on an individual basis in order to join the program group, it is the responsibility of the student to make their own travel arrangements.

Submission of Appropriate University Forms

1. Request for Travel Advance – At least one month prior to departure, each faculty member participating in the program will submit a form requesting a travel advance for expenses that cannot be pre- or post-paid.
2. Request for Reimbursement of Travel Expenses – This form must be completed by the faculty member and submitted no later than twenty-two (22) days after returning from the study abroad program. The form should be accompanied by supporting receipts.
3. All Study Abroad required forms

Cancellation

The appropriate department and/or school along with the Office of Provost reserve the right to cancel the program if any of the following occur:

1. The status of the faculty member in the department/school changes.
2. The minimum number of students needed for financial feasibility are not enrolled in the program
3. Events in the study abroad site(s) indicate that the security of program participants cannot be reasonably protected.
4. The U.S. Department of State issues a travel warning for the program country(ies). Travel warnings are issued when the State Department recommends that Americans avoid a certain country.
5. There is a substantial increase in the cost of travel due to a rise in prices and/or an unfavorable change in foreign exchange rates.
6. The faculty member does not fulfill his/her responsibilities as detailed in the program proposal.
7. The Office of the Provost, in consultation with the Dean, determines that the proposed program is no longer feasible for financial, organizational, academic or other reasons.