Study Abroad: Faculty Leader Handbook
Dear Faculty Leader,

We are glad you are interested in offering a faculty-led study abroad program (“program”)! These opportunities can be a very rewarding experience not only for the students, but for the faculty leader as well. The following steps and the study abroad website, k-state.edu/studyabroad/faculty-advisors/lead/, provide information to be used as you move forward in developing a program. Please contact your department head, college dean and the study abroad advisor for your college (“advisor”), as soon as you begin thinking about developing a program.

According to the Office of the Provost and Senior Vice President, all study tours which operate under the auspices of Kansas State University, whether offered for credit or not, must be coordinated with the Office of International Programs (OIP). Liability and potential risk, responsibility for handling of funds, and other important issues require central coordination and oversight. At the same time, the Study Abroad Office can offer valuable services in program planning, publicity, and recruitment of participants. No Kansas State University study tour should be publicized until it has been approved by the Director of Study Abroad in the Study Abroad Office.

The Study Abroad Office employs study abroad advisors, who report to the director of study abroad. The advisors facilitate programs from their inception to their evaluation upon return. The OIP also has an accountant, who facilitates the accounting procedures for the faculty-led programs. The Study Abroad Office staff can be contacted 785.532.5990 or abroad@ksu.edu.

The Faculty Leader Handbook is to provide prospective and returning faculty leaders a central location for information regarding the various aspects of the programs. The following pages are organized by main topics related to the proposal process.

If you have questions, please contact the Study Abroad Office, as we would are happy to address your questions and to work with you as you develop a faculty-led program!

Best wishes,

The Study Abroad Office
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A good understanding of the world is a critical component of a quality education. As a land-grant institution, Kansas State University’s mission includes preparing its students for personal and professional life in a global context. Many students greatly benefit from studying abroad during college, and a feasible way to do this is to go abroad with faculty who they know and trust.

Faculty-led programs are as rewarding as they are involved. The faculty leader is the instructor, logistical coordinator, and at times, counselor (both academic and personal). Before going further, please consider the following:

Are you comfortable with filling the position of a faculty leader? Faculty leader(s) need:

- First-hand, relevant experience in the country and have appropriate knowledge of the country involved to achieve the goals of the program.
- Academic expertise in the content areas covered by courses for which credit will be awarded.
- Organizing and planning skills, and the ability to keep track of a number of details simultaneously.
- Enthusiasm and recruitment techniques to promote the program to students.
- Good health to handle the physical and emotional demands of the program overseas.
- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
- Appreciation for increased contact with students, which is inevitable in an overseas setting.
- Commitment to set a good example for participants and to follow the policies, procedures, and code of conduct for Kansas State University, host institution policy, U.S. law, and host country law.
- Ability to adequately ensure the safety and security of a group of students.

The responsibilities of a faculty leader on a study abroad program differ from the duties of an on-campus faculty member. While on campus, professors do not frequently have to concern themselves with the welfare of their students outside of the classroom. On a program, the faculty leader should consider student safety in planning group activities and take responsibility for aiding students with health needs and any emergencies which may arise. Of course, the students are legal adults and faculty leaders are not expected to behave as parental monitors or to anticipate all possible challenges.

While most programs run smoothly, emergencies occasionally do arise. For example, students may experience minor or serious medical emergencies or become victims of crime. For more information about preparing for and dealing with an emergency, go to the Emergency Information section of the handbook.

**Faculty as a Student Mentor**

Faculty leaders must often provide more “handholding” and personal attention than is called for in the on-campus classroom. It is likely that some students have never traveled outside of the U.S. and perhaps a few may never have been on an airplane. You may be asked to be the cultural interpreter and analyst, helping students to understand the host culture. Students may turn to you with a variety of questions about the local culture and customs, perhaps asking about restaurant etiquette or how to work the machines at the Laundromat. The faculty leader should be cheerful and supportive of their students at all times, not simply be authority figures. Be aware of your students’ attitudes and watch for any drastic changes in their...
behavior. Encourage your students to report any problem – physical, emotional, or financial – to you directly.

Program Models

The term “program” is referring to the entire program, which includes the dates for the pre-tour meetings, study tour, and post-tour meetings.

In addition to the study tour dates, programs often include pre and post-tour meetings. Pre-tour meetings are strongly encouraged for information regarding the program and host country to be shared with or researched by the students. Post-tour meetings are also strongly encouraged to collect final reports or assignments and lead structured reflection or to debrief the students on their experience.

Even though programs are unique, they can generally be classified into one of the following program models.

- **Customized Program through Third Party Program Provider:** The faculty leader works with a third party program provider, which organizes the program based on the faculty leader’s specifications. The Study Abroad Office maintains a sample list of third party program providers for faculty to reference.
- **Faculty Directed/Organized Program:** The faculty leader organizes the program in its entirety.
- **Direct Enrollment in Pre-Designed Programs:** Students enroll in a course taught by the faculty leader, who is contracted on a short-term basis at a foreign institution.
- **Hybrid Model: Pre-Designed and Customized Programs:** A hybrid model combines a pre-designed program with the opportunity for the home institution to influence the program content, course offerings, and curriculum.
- **Exchange Agreement:** The faculty leader creates a program based on an existing exchange agreement held by the home institution.

Program Terms

Program terms are based on when courses are offered for the program.

- Fall Semester Class with Fall Break Study Tour
- Fall Semester Class with Winter Break Study Tour
- Spring Semester Class with Winter Break Study Tour
- Spring Semester Class with Spring Break Study Tour
- Spring Semester Class with Summer Study Tour
- Summer Course and Summer Study Tour

Average Length of the Study Tour

The study tour is defined as the actual time the participants and faculty leader are travel to, within and from the host country. There is not a policy for how long or short a study tour can be. The average length of a study tour may range from 1-4 weeks. Study tours typically travel over school breaks. Past programs have been abroad for as few as 7 days or as long as a semester.

Average Cost of the Program
Program cost depends largely on program length, location, and faculty leader salary requirements. For example, program costs may range from $2,000-$5,000 (not including K-State tuition/fees or student out-of-pocket expenses). Some academic colleges, departments, and/or faculty leaders subsidize the program or provide scholarships in order to reduce student costs, making the program more affordable and attractive to students. As to be expected, programs with lower costs tend to attract more students.

**Program Size**

It is recommended that the student/faculty ratio be smaller than the ratio for on-campus courses. The faculty leader beyond the classroom due to the additional duties the faculty leader will have during the study tour. Those duties may include instruction and evaluation of the program, organizing the logistics, travel advising, and counseling students as they adjust to the host culture.

A couple of factors to consider when determining the number of participants are the program budget, the minimum number of students is required to make the program fiscally feasible, and the facilities available at the program site (i.e. housing, transportation, access to cultural sites, excursions arrangements, etc.). The faculty leader may also have a preferred maximum number that he/she is willing to take, based on activities planned, coursework required, and evaluation methods.

It is generally recommended that a lower minimum number of participants, such as 5-10 participants, is used for programs being offered for the first time or previously canceled programs. Typically, a program with one faculty leader should have no more than 12 participants. Previous faculty leaders have recommended that two faculty leaders should not take more than 25 students.

**Program Assistants**

It is recommended that you consider including a program assistant, regardless of the number of participants. Program assistants are a valuable asset to the faculty leader as the number of program participants increases. The program assistant should be another K-State faculty, staff, graduate assistant or student assistant. While an assistant can be of tremendous help to the faculty leader, additional costs will be incurred by the program participants. The program assistant’s expenses should be included within the faculty leader column of the Program Expenses Budget Sheet.

The faculty leader should clearly define the role of the program assistant within the program proposal. The faculty leader and assistant are encouraged to discuss amongst themselves about their interaction with students, such as the use of titles and interactions with students, and the expectations each have for one another and the program.

**Interdisciplinary Collaboration**

Faculty leaders are encouraged to collaborate with other K-State colleges and academic departments whenever possible. These partnerships can produce many benefits, such as increasing academic course offerings, which appeal to a broader range of students, program resources, and additional support staff.

Faculty leaders are also encouraged to explore the option of collaborating with colleagues at other universities and colleges on the basis of participant recruitment or program design. When completing the proposal, the faculty leader can decide whether to accept non-K-State students to the program. By doing so, this may help the program reach the minimum number of students needed to make the program run.
Some programs have been developed with colleagues at other colleges or universities to co-lead the program, or to develop a rotation system between the universities (i.e. university x would offer the program on even years and university y would offer the program on odd years.)

Getting Started

Faculty, who are interested in leading a program, should contact their department head and college dean before developing a program. Prospective faculty leaders are also encouraged to contact the study abroad advisor for their college for more information regarding the proposal materials and process. The contact information for the study abroad advisors can be found at [http://www.k-state.edu/studyabroad/about/](http://www.k-state.edu/studyabroad/about/). The following sections will provide suggestions for discussion and responsibilities of the parties involved.

Contact your Department Head and College Dean

The faculty leader should meet with the department head to find out if there are any departmental policies or procedures when proposing a program. Faculty and departments should also consider the following a program should not duplicate opportunities that already exist; the likelihood of success of the program; and the target audience and interest for such a program.

Proposals require signatures from the college dean and department head. Some colleges and departments require specific procedures to be followed when proposing a program. Like all curricula at K-State, these programs should meet the same academic standards as other offerings from the academic college, department, and individual professor. Approval of the program proposal indicates comprehensive support from the college and department for the program. This would include, but not limited to, assisting the faculty leader in recruitment efforts and providing a replacement faculty leader, if the original faculty leader is unable to lead the program for any reason.

Meet with a Study Abroad Advisor

After receiving approval from the department head and college dean, it is strongly encouraged that you contact the Study Abroad Office to meet with an advisor at your earliest convenience. The contact details for advisors can be viewed at [k-state.edu/studyabroad/about/](http://k-state.edu/studyabroad/about/). The Study Abroad Office will provide departments and faculty with assistance and support during all phases of program development, while abroad and upon return.

Attend the Workshops

Each semester the Study Abroad Office will host workshops for all faculty, who are interested in developing a program, who will be a program assistant, or who has led a program in the past. The workshops offered are: Developing a Program Proposal and Health, Safety and Policies.

Faculty leaders are encouraged to attend the proposal workshop prior to developing a program proposal. Proposal materials will be provided and reviewed during the workshop. Attendees are encouraged to ask questions regarding the program they plan to develop.

Attendance at the Health, Safety and Policies workshop is a one-time requirement. However yearly attendance is strongly encouraged, in case there are changes to the policies and procedures. Presenters for this workshop will be staff from the offices of General Counsel, Student Life, Counseling Services and
Student Access Center, who will speak on topics related to leading a group of students abroad. All faculty leaders and program assistants are required to attend a workshop prior to the program’s departure.

To find out when these workshops are offered visit http://www.k-state.edu/studyabroad/faculty-advisors/fac_led/workshops.html. RSVPs are encouraged by completing the online form available on the website or emailing abroad@ksu.edu.

**Request a Repeat Faculty Leader Mentor**

The term “repeat faculty leader” is used to identify a faculty leader, who has led more than one program. Over the years, there have been repeat faculty leaders, who have agreed to mentor prospective faculty leaders. They may be able to provide insight, such as what worked well for their program, topics for you to consider when planning a program, and much more. If you are interested in being paired with a repeat faculty leader, please contact the Study Abroad Office.

**Collaborating with a K-State Partner Institution Abroad**

Kansas State University has agreements with many universities worldwide. Several of our partner universities are able to provide support to programs by leasing classroom space, guest lecturer, accommodations, etc. A list of our current partners can be found at http://www.k-state.edu/studyabroad/about/partners.html. The Study Abroad Office would be happy to put you in contact with the appropriate partner institution.

If you plan to collaborate with a partner institution, include this information in the proposal materials. The Study Abroad Office may contact international program office at the exchange partner university on details regarding the exchange agreement and how it relates to the faculty-led program.

**Collaborating with Third Party Program Providers**

Alternatively there are many third party program providers that can help with local arrangements.

**What is a Third Party Program Provider?**

In the field of study abroad, the term “third party program provider” refers to an entity which administers programs open to students from many various post-secondary institutions. These entities may be for-profit or not-for-profit companies, consortium comprised of several universities, or universities that market their programs nationally. More and more study abroad companies are collaborating with universities on the design of customized faculty-led programs. These third party program providers draw on their experience and in-country staff, business contacts, and facilities (classrooms, residence halls, etc.) to assist with program design, logistics, and marketing as well as health and safety risk management.

These organizations allow the faculty leader to focus on the academic components of the program, while they organize housing, classroom space, and any excursions or activities you may request. Working with such providers simplifies the program development and implementation process immensely. This does come at a higher cost, and may require larger group sizes.

**What Types Services Do Third Party Program Providers Offer?**

Examples of services third party program providers may offer include:
• Assist with marketing and recruitment
• Arrange program logistics such as renting classroom space, securing housing, arranging in-country travel, organizing field trips, excursions, etc.
• Conduct pre-departure, on-site orientation, and/or re-entry services for students.
• Provide an on-site support staff
• Implement health and safety measures on-site and operate 24-hour emergency call service
• Provide risk management services related to currency fluctuation, safety risks, emergency protocols and resources, etc.
• Visa advising service

When is the Assistance of a Third Party Program Provider Needed?
When faculty are not familiar with the host country in which they plan to develop a program, third party program providers can do more than just help with logistics; they can assist with program development and curriculum planning and provide local knowledge and resources.

Third party program providers generally offer assistance in the cities and countries where they already have study abroad programs in place. This allows them to use their existing infrastructure to support a university’s faculty-led program. They also can provide many U.S. based services including program and budget development, publicity materials, web marketing, group airfare, and pre-departure orientations.

Advantages of Working with a Third Party Program Provider
There are several very important advantages of working with a third party program provider:

• One comprehensive contract with a single third party program provider can cover all aspects of the program, as opposed to needing multiple contracts, each with a different entity, to deal with various aspects of a program.
• Comprehensive logistical support for the program

Does Working with a Third Party Program Provider Cost More?
The cost will vary depending on what services are negotiated and how important the faculty leader considers additional support to be in the planning process and on-site. Assistance does not come for free, but working with a provider may relieve the faculty member from devoting excessive time and office expenses to the program.

Where do I begin looking for a Third Party Program Provider?
Occasionally there are providers, who specialize in a certain academic field, will advertise or present at professional conferences. Contacting the Study Abroad Office or networking with colleagues at other universities also is a good way to learn about the reputation and success of providers.

I Know Which Third Party Program Provider I Would Like To Work With, What Should I Do Next?
The faculty leader may negotiate with the provider on matters relating to the contract and pricing, payment dates and refund policy, marketing of the program, on-site orientation, etc. However it is recommended that the faculty leader and the Study Abroad Office work together to negotiate the terms of the contract.

When screening providers, it is encouraged that the faculty leader consider the available insurance coverage. All agencies that contract with K-State to provide student services must have liability insurance in case K-State and the third party program provider are involved in a lawsuit initiated by a student. In order to work with K-State, companies that provide overseas programming should carry at least $1,000,000 of
liability insurance. If you already have established a third party program provider, who can help you with the logistics of your program, make sure that they carry liability insurance, and inform the study abroad advisor of the contract.

For details regarding the third party program provider contract review process, refer to the Program Proposal Review and Approval Processes section of the handbook.

### Program Development

#### Stages of Program Development

The suggested timeline for development is 12-18 months in advance of departure. It takes time and dedication to develop a faculty-led program. The items within the stages of development can also serve a checklist of the many steps that are completed through the process as it is organized by who completes the tasks during the various stages of a program. The timeline can be found on the website at [http://www.k-state.edu/studyabroad/faculty-advisors/fac-led/resources/timeline.html](http://www.k-state.edu/studyabroad/faculty-advisors/fac-led/resources/timeline.html)

#### Prior to Developing a Program:
- **Faculty Leader**
  - Review the faculty leader handbook and resources available on the website
  - Meet with the college dean and department head to assess the need for a program and the potential for sufficient enrollments
  - Attend the workshops
  - Research the intended site for the study tour and potential contacts. Visit the host location, if possible.
  - Meet with study abroad advisor
- **Study Abroad Office**
  - Meet with faculty leader to review policies and procedures, address questions and provide resources
  - Facilitate workshops

#### Development Process:
- **Faculty Leader**
  - Gauge interest from prospective students
  - Submit the final program provider contract to the study abroad advisor
  - Develop drafts of the proposal materials
  - Final updates are made to the proposal materials
- **Faculty Leader and Study Abroad Office**
• Negotiate any necessary contracts with providers
• Review the proposal materials before submission of final proposal materials
• Develop a marketing plan

• Study Abroad Office
  • Meet with the faculty leader
  • Provide the faculty leader or third party program provider with the University required
documents for the third party program provider contract process
  • Review proposal materials and provide feedback to the faculty leader
  • Facilitate the Office of General Counsel review process of the third party program provider
contract. Serve as the liaison for the negotiation process.

Submit a Proposal and Review Process:
Completed proposals should be submitted by the appropriate deadlines. Late submissions will be
considered on a case-by-case basis. The OIP cannot guarantee on-time processing nor approval for
proposals that are received after the established deadlines.
  • Faculty Leader
    • Submit the final version of the proposal materials by the appropriate deadline
    • Submit the provider contract to the study abroad advisor to facilitate the General Counsel
review process
  • Study Abroad Office
    • Review proposal material and provide feedback to the faculty leader
    • Request additional supporting materials, as needed
    • Notify the faculty leader of the final decision for the proposal materials

After Approval and Prior to Departure:
  • Faculty Leader
    • Work with K-State Room Services or academic department to schedule classroom space for
on-campus pre-tour and post-tour class meetings.
    • Submit invoices to the Study Abroad Office for payments to be made on behalf of the
program
    • Confirm payments and travel arrangements with the Study Abroad Office
    • Review and confirm all participants for the program with the Study Abroad Office
    • Complete an online program application for insurance
    • Host program pre-departure classes and orientations
    • Meet with the OIP accountant to review accounting information for the program and receive
the cash advance
    • Register with the U.S. Department of State and encourage students to do the same
    • Identify emergency locations and telephone numbers that may be needed (i.e. U.S. Embassy,
police, hospitals, doctor offices, pharmacies, etc.)
    • Submit all final program details to the Study Abroad Office. This includes, but is not limited to,
the flight schedule, program itinerary, emergency contact information for the faculty leader,
contact information for host country accommodation, etc.
  • Faculty Leader and Study Abroad Office
    • Actively recruit students. Advise students about program information, application process,
payment plan, financial aid process, scholarships, etc.
    • Review and process applications
    • Secure necessary reservations on behalf of the program
    • Collaborate to monitor and process the applications, student payments, etc.
- Collaborate to create and approve the promotional materials
- Host the student pre-departure orientation, including information on health and safety, emergency contact information, international health insurance information, etc.

**Study Abroad Office and OIP**
- Notify the faculty leader when the program is approved
- Create the promotional materials, as requested, and share with the faculty leader
- Create the program online brochure and application on the Study Abroad website
- Share the program brochure web address with the faculty leader
- Provide the faculty leader with reviewer access to view the students’ study abroad applications, emergency contacts information, and passport copies to have in the case of an emergency abroad.
- Collect and process the student program payments
- Notify students with outstanding balances and copy the faculty leader on the emails
- Develop course(s) through Global Campus system and start the course approval process
- Monitor the approval process for the course and notify the faculty leader when the course is set up in iSIS
- Create cost sheets for students as their applications are processed
- Grant enrollment permission to committed applicants
- Email students to enroll by the course start date and monitor enrollment
- Enroll students in the Modern Languages Placeholder Course, if the program is transferring credit to K-State from a host university
- Make vendor payments on behalf of the program
- Provide the faculty leader a cash advance of the program funds
- Orders international health insurance for the program and emails the insurance cards with the faculty leader to distribute to the program participants

**Students**
- Complete online application materials, signature documents, questionnaires and assessments
- Designate an emergency contact within the online application
- Submit the program payments to the Study Abroad Office by the scheduled deadlines
- Apply and obtain a passport
- Check validity of passport and renew as needed
- Meet with the Office of Student Financial Assistance to discuss financial aid options
- Research funding options, such as scholarships and federal financial aid
- Contact the Lafene Travel Clinic or their personal doctor to share health concerns and to request information on immunizations
- Register with the U.S. Department of State
- Apply for country-specific visa, if applicable

**While Abroad**
- **Faculty Leader**
  - Conduct extensive on-site student orientation within the first two days in the host country.
  - Track expenses appropriately, ensure that budgets are being followed
  - Meet regularly with the group to help participants process and monitor their experience
  - Document any complaints or incidents involving the participants. Ensures that complaints are investigated and resolved in a timely manner. Reports any incidents to the Study Abroad Office or appropriate authorities.

- **Study Abroad Office**
  - Remains available to the program
Student
- Participate in all program meetings and activities
- Complete and submit all required coursework

Study Tour Concludes
- Faculty Leader
  - Host post-tour classes
  - Post grades on iSIS within 5 days of the end of the last official day of the course.
  - Administer post-tour program evaluation
  - If applicable, upon completion of the study tour, the faculty leader and students should request transcripts from the host university. Official, hard-copy transcripts must be sent to the Study Abroad Office within 30 days of the program end date. The transcripts should be translated into English.
  - If applicable, validate academic credit upon return for any transfer credits awarded by the host university.
  - Submit copies of the transcripts/certificates from the host university to the Study Abroad Office for the credit transfer process to begin.
  - Submit receipts and travel expense log to the OIP accountant
  - Complete the program evaluation administered by the Study Abroad Office

- Study Abroad Office
  - Assist the Registrar’s Office, academic colleges and departments to facilitate the transfer of credit as appropriate.
  - Administer the program evaluation to students and faculty leader
  - Share the results from the student survey with faculty leader
  - Review results from the student and faculty leader program surveys
  - Encourage students to go abroad again or get involved with international groups and events
  - Reconcile receipts for the program.
  - Process student refunds after program is complete, if not all estimated expenses were incurred.

- Students
  - Complete post-program available on the online program application
  - Attend post-tour meetings and completed required coursework
  - Complete the program evaluation administered by the Study Abroad Office
  - If credit is being transferred to K-State, then check to make sure a copy of the transcript was received by the Study Abroad Office.
  - Run a DARS report to make sure the transfer credit has been processed

Logistics and Travel Planning Considerations

Travel arrangements (i.e. flights, hotels, site visits, group meals, in-country travel, etc.) make implementing a faculty-led study abroad course completely different than teaching on campus. The following questions or suggestions to help you think through and plan the logistics of a program.

Transportation
- Carefully consider the number of sites to be visited, the geographical proximity to each other, and the anticipated time traveling between them. Visiting a large number of sites and/or countries does not necessarily make the best program.
• Consider modes of travel and utilize the opportunities they present for pedagogy. Transit makes for good opportunities for the faculty leader to check in with students; to find out how they are doing; to learn their progress on journals and readings; to discover more about their interests; and to stay connected with the group.
• Programs can be exhausting, both to the faculty leader and to students. Take into account jet lag and long bus trips, both of which can add to fatigue.
• How is the group traveling from the point of departure to the destination? Will you utilize a group flight or allow the students to make individual arrangements? Will all students be required to fly on the same day? Will participants meet at a pre-assigned location before proceeding to the first night’s accommodations?
• Faculty leaders generally fly to the destination on the same flight as the students. If the faculty leader’s arrival precedes the students’ arrival, the faculty leader must meet all of the students at the airport. How will this be communicated with students and organized?
• How is the group traveling within the host country? Plane, train, subway, ferry, taxi, bus, or other transportation? What size are vans/buses in the country, and will the group need more than one? Are there any country-specific regulations regarding how long coach drivers can drive in a day? Does the faculty leader plan to rent and drive abroad? If so, review the Policies section of the handbook for more information.
• Request vehicle (car, bus, boat, etc.) insurance policies for transportation that will be used in the host country. Submit this information with the proposal form to the Study Abroad Office.

Housing
• Where will the group be staying? Hotel, hostel, home stay, university residence halls, conference facilities, self-catering flats, guest farm, bed and breakfast, or other accommodations?
• How will roommates or host families be selected? Will students be able to voice preferences such as requesting non-smoking accommodations or a vegetarian host family?
• Are housing deposits required? Will damage deposits be required? Will a wire transfer be necessary? If so, make sure to put those fees in the program budget.
• Accommodation varies widely among faculty-led programs. In the past these have included, homestays, dormitories, hotels, hostels, or apartment-style housing. Double-occupancy rooms are the norm for faculty-led programs.
• It is strongly encouraged that faculty leaders stay in the same accommodations provided for participants for risk management purposes. Faculty should not share a room with a student participant.
• Accommodation information should be shared with program participants early in the pre-tour meetings to set expectations. A request for a separate room can be considered, but in some instances it may require the program participant to pay an additional amount to cover the cost difference.

Meals
• Are meals provided as part of the cost of accommodations?
• Will there be group meals? How many? A welcome and/or departure party?
• Where will the students have independent meals?
• Are there vegetarians or vegans in the group, or students requiring special diets?
• Group meals are a great way to build cohesiveness among the participants in your program.

Classroom, Office Space and Equipment
• When will classrooms be needed? Every day? For how long?
• Do the accommodations have meeting space? If not, where will the group meet?
• If renting a classroom, what is the charge? Make sure the charge is included in the program budget.
• Will the faculty leader need office space and equipment? Phone, Fax machine? Blackboard, projector screen? Overhead projector, laptop, or other media devices?

Excursions
• What relevant academic, professional, and/or cultural site visits, tours, guest lectures, or interviews might be planned in order that the location of the program informs the course content?
• Who will make all of the arrangements for these excursions? What contacts do you have that might be of assistance?
• Will excursions be mandatory or voluntary? Be sure to include all fees for mandatory excursions in the program budget for both the faculty leader and the students. Are there any accessibility challenges in excursion locations? Will students with disabilities be able to participate in excursions?
• Balance the different models of site visits. For example, scheduling visits to three museums in one day will probably produce tuned-out students by the afternoon.
• Attempt to balance course lectures, site visits, group reflection, and unstructured time.

Passports and Visas
• Do participants have passports? If not, it is important to encourage participants to apply for their passports immediately. Do not assume that students know the process for applying for a passport. The Study Abroad Office can advise students in this process. The Director’s Office in the Kansas State University Student Union provides passport services.
• Will a country-specific student or tourist visa(s) be needed? If yes, students must be given detailed information about what a visa is and how to apply for one. The Study Abroad Office can assist with this process.

Health and Safety
• Have you checked the U.S. Department of State’s Travel Warnings, Alerts, and Advisories? Does the U.S. Department of State recommend that U.S. citizens defer travel to this country? Are there political disturbances or areas of instability in the countries you intend to visit that should be considered? If yes, how will you minimize risk for the group? If the country you are planning to host the program in is currently under a U.S. Department of State Travel Warning (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), you must submit a formal written statement addressing the issues outlined in the travel warning and what specific precautions you will take to ensure students’ safety for the duration of the program. This statement will be reviewed by the Associate Provost for International Programs for approval.
• Have you checked the U.S. Department of State’s Consular Information Sheets for each country to which you will take students? These sheets provide information so that travelers can make well-informed decisions. The sheets describe entry requirements, currency regulations, health conditions and risks, the crime and security situation, political disturbances or areas of instability, information about driving and road conditions, drug penalties, and more. The information sheets also provide addresses and emergency telephone numbers for U.S. embassies and consulates. To view the Consular Information Sheets, please visit: http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html
• Have you checked the U.S. Center for Disease Control’s Website? What does the U.S. Center for Disease Control report about health risks in the countries you intend to visit? Are specific
immunizations or medications required or recommended? How will you minimize health risks for the group? For more information, visit: http://www.cdc.gov/

- Do you understand the Study Abroad Office and Kansas State University’s procedures for dealing with emergencies or crises? For detailed information, please review Emergency Information section within the handbook, or visit the Study Abroad website at k-state.edu/studyabroad/faculty-advisors/emergency.html. Also, please visit the Kansas State University Office of Student Life website at: k-state.edu/studentlife/crisisassistance/

- Do you have a cell phone to use while on the program? If not, do you understand how to purchase a cell phone and SIM card in country? Does your current cell phone have an international plan? Check with the Study Abroad Office for recommended providers.

**Driving Students While Abroad**

Kansas State University strongly discourages faculty, staff, and students from driving vehicles outside of the United States while participating in any Kansas State University sponsored study abroad program. Instead, participants should utilize public transportation when possible, and local drivers should be secured in the host country for all non-public transportation needs. However, it is recognized that in some situations or locations of the world, rental of a vehicle and/or a faculty or staff member driving students while abroad may be an appropriate (and sometimes safer) option. Faculty or staff who wish to obtain a vehicle and drive students abroad should provide the following information (in English), with their program proposal, to the K-State Study Abroad Office:

- Justification of why rental of a vehicle is the best and safest option in the host countries;
- Proof of sufficient insurance coverage for claims against the University in the host countries arising from accidents or other claims related to such travel;
- General information on driving in the host countries;
- Information about the features and safety of the vehicles available through the rental agency or other third parties; AND
- Any additional pertinent information, including but not limited to, the faculty leader’s experience driving in the host country.

The Study Abroad Office will consider the information provided and determine whether the requested transportation modes are permissible. In no case should a student drive other students while participating on a K-State faculty-led program abroad. Students are allowed to participate in a program where faculty leaders are driving students, however, they may be required to sign the supplemental waiver addressing the additional risks of a faculty member driving while abroad.

**Group travel to a country under a US Department of State Travel Warning**

The OIP at Kansas State University does not support group travel to a country which has been issued a U.S. Department of State Travel Warning. Exceptions may be granted by the Associate Provost for International Programs on a case-by-case basis. Please contact the advisor for more information on how to request an exception.

**Facilitating the Cross-Cultural Encounter**

An important feature of any program is the cultural encounter between U.S. students and native speakers, guest faculty, and/or host nationals. Because faculty-led programs allow less time for cultural immersion, such encounters should be proactively incorporated into the course.
**Unstructured Time**

Unstructured or “free” time is a complex issue for program design. Too much unscheduled time questions the academic integrity regarding the amount of credit granted, and too little free time compromises students’ ability to learn due to exhaustion and information overload.

Students need breaks to complete readings and journals; to explore; to rest; and to process. The amount of free time should be built into the program depends on the program model. Faculty may factor in designed or guided free time into the itinerary. For example, students may be required to choose and attend two to three cultural activities during the week, on their own time, and then report back to the group. The faculty leader is encouraged to provide a list of suggested activities or sites for the students to do or explore during their free time. This allows students to build confidence by traveling on their own; doing their own research; and being held accountable for that time.

**Independent Student Travel**

Some faculty leaders design a program where at least one weekend is free, encouraging students to undertake independent travel. This approach builds confidence, can provide a spontaneous educational occasion, and gives members of the group a break from each other. If the faculty leader schedules more than one day off, proactive steps need to be taken to ensure the students' safety. Students should travel in pairs or larger groups and should submit information such as their destinations, length of stay, and contact numbers to the faculty leader prior to departure. Also, the faculty leader should clearly identify his/her expectations for students, such as being prepared for Monday morning classes, reviewing safety guidelines (especially for travel on overnight trains), etc.

Participants are expected to provide their itinerary to the faculty leader each time they travel independently of the group during the program dates. The itinerary should include where the participant plans to stay overnight and how to contact him/her. If the participant has a cell phone, he/she is expected to provide the faculty leader with the cell phone number. Kansas State University urges program participants to provide this same information to their emergency contacts each time they travel independently of the group.

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**Program Proposal Materials and Instructions**

**Proposal Materials**

When submitting a faculty-led program proposal, it is important to use the most updated forms. The forms and additional information are available on the website, [http://www.k-state.edu/studyabroad/faculty-advisors/lead/proposal.html](http://www.k-state.edu/studyabroad/faculty-advisors/lead/proposal.html).

First time programs should be proposed by using the **New Program Proposal Form** and be accompanied by the all of the supporting documents listed below. In order to submit a **Repeat Program Proposal Form**, the program must have traveled in the last three years to the same location and have the same academic content as the previously proposed program. Any materials, such as a compensation contract, itinerary, program expenses budget and cost documentation that have been updated should be submitted with the
Repeat Program Proposal Form. If you submit a Repeat Program Proposal, please keep in mind some policies and procedures may have changed since the last time your program was offered.

A complete program proposal consists of:

- Program Proposal Form
- Cost Estimate Documentation
- Course Syllabus
- Detailed Daily Itinerary
- Implementation Plan
- Signed Compensation Contract(s)
- Supplemental Information
- Approval Signatures *(department head and college dean)*
- Faculty-Led Program Expenses Budget
- Approval Signatures *(department head and college dean)*
- Faculty-Led Program Expenses Budget
- Attendance at the workshop

Please submit completed and signed hard-copy proposal materials to the Study Abroad Office in 304 Fairchild Hall, on or before the appropriate deadlines. The electronic document should be emailed to the study abroad advisor when the proposal is submitted. The deadlines can be found on the following pages within this section of the handbook.

Proposal Instructions

Once you have decided to develop a program, it's time to begin filling out the paperwork! Proposal instructions are posted to assist you while completing the proposal materials, [http://www.k-state.edu/studyabroad/faculty-advisors/lead/proposal.html](http://www.k-state.edu/studyabroad/faculty-advisors/lead/proposal.html).

The following outlines the program proposal and provides suggestions on things to consider when designing a program. Meet with the advisor to discuss how the following may affect your program.

Faculty Leader Information

List the name and email address for the faculty leader and program assistants

Program Information

- **Academic Term**
  - Select the correct combination of academic term and tour term
  - Consider the following:
    - When financial aid will be dispersed
    - Minimum number of credit hours for summer requirement
    - Dates of the pre-tour meetings
- **Deadline for students to apply for the program**
  - Consider the following:
    - When you need to know a final number of participants?
    - When are payments due to vendors for the program? Student program payments should be paid 2 months prior to departure.
    - What is the course start date, and when the pre-tour meetings will be hosted?
- **Are you willing to accept non-credit participants?**
  - Consider the following:
    - What will be the number of non-credit participants vs. credit participants?
    - How this will affect the group dynamic?
    - How will the non-credit participants contribute to the group?
- **Are you willing to accept non-K-State students?**
Consider the following:
- How will the student be involved in pre-tour meetings, projects and assignments?
- What are the logistics to consider when purchasing airfare, etc.?

- **On-Campus Course Dates**
  - Note: This information can be tentative, but it can be finalized later in the review proposal process. It will need to be finalized before the course can be created in the Global Campus system by the Study Abroad Office.
  - List the dates the course will meet before and after departure.
  - **Time**
    - Start and end time of meetings (ex. 4:30pm – 5:20pm)
  - **Location**
    - On-campus location, building and room number
  - **Delivery Method**
    - Face-to-face, online, etc.
    - If non-K-State students are able to join the program, consider how they will be able to participate in class meetings without having to travel to campus.

- **Travel Dates**
  - List the dates of travel in a range (ex. January 21 – June 16, 2014)

- **Comprehensive course dates**
  - List the dates in a range (ex. January 21 – June 16, 2014)
  - Dates should include the pre-tour meetings, tour and post-tour meetings

- **Who will be making travel the travel arrangements?**
  - Include a copy of the provider’s contract or agreement
  - If you are working with a third party program provider or exchange partner, contact the advisor for more information.
  - List your department contact, assistant leader or tour agent, etc. and their contact information, if they will be making any travel arrangements.

**Course Information**

- **Title**
  - This can be different than, but similar to, the title of the program.
  - The course title might be abbreviated by Global Campus to fit within the parameters for the transcript.

- **Department Code(s) and Course Number(s)**
  - A faculty-led program can offer more than one course with approval from the college and/or department. (ex. MLANG 398, GRMN 529)
  - List department codes and course numbers for all courses being offered (ex. GENAG 505)

- **Is the faculty leader, who will be listed as an instructor of record, approved to teach graduate level courses?**
  - If a course is being offered at the 600-level or above, the faculty leader must have graduate faculty approval.
  - If a faculty leader needs graduate faculty approval, but does not currently possess it, then the faculty leader should work with their department and the Graduate School to apply for temporary approval.
  - If there are multiple faculty leaders, only the faculty leaders with graduate approval can be listed as the instructor of record for the courses that are 600-level or above.
Below is the explanation of the course-levels. The below chart and additional information can be found on the About the Catalog, Course Descriptions webpage at http://catalog.k-state.edu/content.php?catoid=2&navoid=82#cour_desc

100 - 299  An undergraduate lower-division course, designated as a freshman- or sophomore-level course.

300 - 499  An undergraduate upper-division course, designated as a junior- or senior-level course.

500 - 699  An undergraduate upper-division course, primarily designated as a junior- or senior-level course. Courses numbered 500 - 599 may be taken for graduate credit only in a graduate student’s minor field. Courses numbered 600 - 699 may be taken for graduate credit in a graduate student’s major field.

700 - 799  An undergraduate upper-division or graduate course, primarily a graduate-level course.

800 - 899  A graduate course, primarily for a master’s level course or a professional-level course.

900 - 999  A graduate course, primarily for a doctoral-level course.

- Credit hours
  - The number of credit hours for the course is determined on the number of contact hours (12.5 contact hours per credit hour). These hours can include pre-tour meetings, academic contact hours during the study tour, and post-tour meetings. Keep in mind the number of credit hours offered can affect Financial Aid eligibility.
  - Detail contact hours within the syllabus.

- Program Pre-Requisites
  - Select the pre-requisites that are required for the course or are appropriate for the program.

Promotional Materials

The Study Abroad Office is able to design and print faculty-led cards and to design color posters for your program. Cards are in color, approximately 5” x 8” and are two-sided. The Study Abroad Office can provide a PDF file to the faculty leader so they can print additional color copies as they wish at their expense.

On the proposal there are three options offered for requesting promotional materials: 1.) Request Advertising Cards, 2.) Request Poster Design and Printing, 3.) No Promotional Designs or Materials Requested.

For the second option, please keep in mind that if you led the program previously and funds are currently available in your OIP program account, then you may factor the cost for color posters into the marketing allocation on the Program Expenses Budget Sheet. If this is a repeat program and no funds remain in your account, or if this is a new program, then cards and posters cannot be included in the budget and must be paid for by your academic department or another entity.

If no advertising materials are requested, the Study Abroad Office will print a small amount of the program’s cards for advertising purposes within the Study Abroad Office.
Course Syllabus

For information on course syllabi, visit the Teaching Resource page on the website of the Office of the Provost and Senior Vice President [http://www.k-state.edu/provost/resources/teaching/course.html](http://www.k-state.edu/provost/resources/teaching/course.html). Consider incorporating some academic content relating to the host country, culture, economy, and history. For additional suggestions on items to include in the syllabi, contact the advisor.

Detailed Daily Itinerary

On a separate page attached to the proposal, provide details for the daily activities scheduled for the program while abroad. The itinerary should include an element that allows students to become culturally immersed in the host country and be more than tourists. It should provide the students the opportunity to develop a better understanding of the host culture’s traditions, values, laws, money, etc. The academic content and number of course-related contact hours should be clearly reflected in the itinerary for the study tour. The itinerary should also disclose details regarding transportation, accommodations, etc.

Within the itinerary, faculty leaders must include the events and meals that will include alcohol. The alcohol policy is as follows:

Kansas State University does not permit the use, possession, or distribution of alcohol during any University-sponsored study abroad program time, unless it is pre-approved by the Study Abroad Office based upon demonstrated educational and cultural benefits to the student(s). Participants shall be allowed to opt out of participation in any such event. Other than these pre-approved events, use, possession, or distribution of alcohol is not permitted during program time and is not a reimbursable expense for the faculty leader. Participants should also inform themselves and abide by the host country’s laws and customs related to alcohol consumption.

Program Expenses Budget

The Excel document of the Program Expenses Budget is a template for faculty leaders to use when developing the budget. All costs associated with the program and study tour should listed within the appropriate sections of the document. Mathematical formulas are built into the spreadsheet to in calculating the costs. The items listed may not apply to all programs, and additional items can be added as needed. The budget should be printed and included in the proposal packet. The electronic document should be emailed to the study abroad advisor at the time of the proposal deadline.

For the expenses listed on the budget sheet, cost documentation or quotes should also be included in the program proposal. For additional details to consider when developing a program expenses budget, visit the Program Finances section of the handbook.

Implementation Plan

On a separate page attached to the proposal, please provide information regarding to:

- Strategies on marketing and recruiting
- Who will be the target audience for the program
- Material that will be addressed during the pre-departure, on-site and post-travel meetings
- Brief faculty leader biography for advertising purposes
Preferred contact information

Supplemental Information

On a separate page attached to the proposal, provide details to the following, if applicable for the program.

If participants, such as family, other K-State staff, etc., will be joining the program, they may be asked to complete the student program application and to submit a copy of their passport for risk management purposes. Please discuss with the OIP accountant on the details of how their expenses will be covered and what fees may be collected. These participants might have additional fees, such as single room supplement, that will cause the amount of their program fee to be different than the advertised cost.

If other organizations, schools or government institutions are involved, share the name of the contact person, their contact information and their involvement with the program. If working with a partner university, the Study Abroad Office may follow up with the partners regarding the program and agreement details.

Prior to departure, for risk management purposes, please provide the contact information for the faculty leader while in the host country. This is to include the address and phone number of the accommodations, cell phone number, host country contact person/travel agent/tour guide and company, etc.

If there are any outside scholarships, grant funding or related information, it is important for that information to be included with the proposal and shared with the OIP accountant for accounting purposes.

Compensation Contract for Faculty-Led Courses Abroad

The compensation contract was developed by Faculty Senate to determine the use of the tuition dollars generated from the program. When completing the compensation contract, please review the contract and discuss the compensation options with the department head or dean of the college. If there are multiple faculty leaders for one program, each faculty leader must complete a compensation contract.

To complete the contract, provide the faculty leader name, rank, department, the course code(s) being taught for the program and term the course will be taught. Select the type of compensation – salary, DRA, or receive only travel expenses, housing and per diem. If a combination of the compensation options is selected, please write additional instructions on the compensation form prior to obtaining the approval signatures. For a complete explanation of compensation options, please refer to the compensation contract. If salary or DRA is selected, provide the department account #, amount for academic year contract and minimum acceptable salary, and check the box for either “9 month” or “12 month”. Note: If salary or DRA are selected, then the faculty leader program cost will be dispersed among the students, based on the minimum number of students needed to make the program successful.

A final salary worksheet will be created once the budget and proposal is approved. Information determined by the worksheet can be, but is not limited to, the minimum number of students needed to cover expenses or the amount of compensation that may be generated from the tuition dollars. Please contact the advisor or the OIP accountant if you are interested in receiving this information.

If changes are made to the Compensation Contract after the approval signatures are obtained, the faculty leader must work with the department head and college dean to complete a new contract and secure the appropriate approval signatures before submitting the revised form to the Study Abroad Office.
Proposal Deadlines

The proposal deadlines are based on the term the course credit is awarded for the program. Proposals are due the year before the program will run.

<table>
<thead>
<tr>
<th>Programs proposed with a:</th>
<th>Proposal is due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Course</td>
<td>December 1</td>
</tr>
<tr>
<td>Spring Semester Course</td>
<td>May 1</td>
</tr>
<tr>
<td>Summer Course</td>
<td>August 15</td>
</tr>
</tbody>
</table>

Program proposals that are turned in after the established deadlines will be considered on a case-by-case basis. The OIP cannot guarantee on-time processing nor approval for proposals that are received after the established deadlines.

Program Finances

Program Budget

As previously mentioned in the Proposal Instructions section of the handbook, the Program Expenses Budget is designed to be a comprehensive document of the program expenses. Faculty leaders should strive to keep the program cost reasonable while considering the exchange rate, location, length of program and itinerary when developing the budget. The average cost of programs can be found within the General Information on Faculty-Led Programs section.

When developing the budget it is important to allow for price fluctuation and to budget for unforeseen expenses. The funds collected by the student program fees are what is available to program. The Study Abroad Office and OIP do not have additional funds to support programs that under-budget or in the event of emergencies.

The budget is an Excel spreadsheet, which can be found at [http://www.k-state.edu/studyabroad/faculty-advisors/fac_led/proposal.html](http://www.k-state.edu/studyabroad/faculty-advisors/fac_led/proposal.html). Mathematical formulas are built into the spreadsheet to calculate the costs. The items listed may not apply to all programs, and additional items can be added as needed. The budget should be printed and included in the proposal packet. The electronic document should be emailed to the study abroad advisor at the time of the proposal deadline.

The program budget must be final before the program can be advertised. Only programs with final budgets will be approved. If you have questions when completing the program budget, contact the advisor.

Cost Documentation

Documentation for the expenses (*i.e.* airfare, host country transportation, accommodations, events/tours/admissions, etc.) listed on the budget sheet should also be included in the program proposal packet. The cost documentation can be in the form of email correspondence, printed pages from websites, price quotes from vendors, etc. This documentation provides the Study Abroad Advisor a better understanding of how the costs were calculated for the program.
Exchange Rate

When calculating exchange rates for the program budgets, incorporate a 5-10% cushion to account for exchange rate fluctuations.

Explanation of Fees

The Student Program Expense column should only include costs that will be collected by the Study Abroad Office. These fees collected will be used to make payments on behalf of the program prior to departure or in a cash advance to the faculty leader to pay for expenses during the program. More information about the Student Program Fee can be found in the Student Finances section on the following pages.

Study Abroad Administrative Fee

The Kansas State University Study Abroad Administrative Fee ($150 per student) must be included in the Student Program Expense column.

Global Campus fee

Kansas State University Tuition/Fees and the Division of Continuing Education Fee are billed to student iSIS accounts.

Bank wire and ATM fees

Bank wire fees cost approximately $30 per transaction. Consider the number of payments that will need to be made in advance, and budget accordingly. Other fees to consider when estimating a number for bank wire fees are ATM and bank fees.

Cell phone or SIM card

Include an estimated cost for purchasing a cell phone or SIM card for the host country. If you plan to use your personal cell phone, consider estimating a cost to be reimbursed.

Audit Fee

The Study Abroad Office strongly encourages faculty to require that any active students participating on a program enroll for academic credit. The faculty leader may decide to allow a participant to audit a course and may determine if the auditing fee will or will not be charged. The audit fee is equivalent to the cost of in-state tuition. Faculty should keep in mind if the audit fee is waived then the tuition dollars are not generated from that participant and less tuition revenue will be available for use toward the faculty leader salary, DRA, travel expenses and program expenses.

Non-credit participants are required to pay an audit fee, which is equivalent to the cost of in-state tuition; however, the fee can be waived at the discretion of the faculty leader. This fee is collected by the Study Abroad Office in the form of cash, check, or credit card. Please speak with an advisor about the implications of waiving the audit fee for non-credit.
The program fee for non-credit participants, who are required to pay the audit fee, will be increased by the in-state tuition amount. These funds are paid to the Study Abroad Office.

Emergency Fee

A 5% mandatory emergency fee per person must be included in both the faculty leader and the student program expenses columns of the budget sheet.

Since the emergency fee is included the student program fees prior to the program’s departure, the funds are included in the faculty leader’s travel advance. Emergency funds will be reserved for use of emergencies during the program. Emergencies may include, but are not limited to the following, airline or transportation strikes, natural or political disasters, inclement weather delays or up-front payment of medical costs for a student (although the student will ultimately be responsible for covering those costs on his or her own). If an emergency occurs, receipts should be obtained for expenses made on behalf of the group.

The emergency funds should not be used for items such as tips for guides, additional entrance fees, or group meals that were not originally built into the budget. The faculty leader should understand that should the emergency fund be spent on non-emergencies before the study tour is complete, and then if an emergency does occur, the OIP and Study Abroad Office will not have any additional funding available to help cover the costs incurred by those emergencies.

Any unused emergency funds will refunded to participants according to the Payment and Refund Policy.

Economy Accommodations and Travel Arrangements

Faculty leaders should make every effort possible to keep student program costs low by utilizing economy accommodations and travel arrangements whenever possible.

Meal Expenses

As a general principle, group meals are covered in the budget for the faculty leader and for students. Individual meals for the faculty leader should also be included in the faculty leader expenses. Individual student meals should be listed in the students out-of-pocket.

Advertising Material Expenses

Faculty leaders who do not currently have funds in their program accounts in the OIP, should request financial assistance from their academic departments to cover flyers, posters, and any other program advertising. Once faculty leaders have funds in their OIP program accounts, they can include the costs of marketing materials in the Student Expense Budget.

Minimum Number of Students

The program budget is developed based on the minimum number of students needed for the program to run. By using this number, the cost per student will be calculated.

If the minimum number of students that are needed to make the program run, has not been met by the program application deadline, and the faculty leader would still like to try to make the program run, he/she
must submit a revised itinerary and budgets to the Study Abroad Office for review and approval. Itinerary and program budget changes must not increase student program costs nor out-of-pocket expenses and must not reduce the quality of the program for students. If those are necessary, committed students must be offered the opportunity to withdraw without penalty. The faculty leader should meet with the advisor to discuss desired itinerary and budget changes before announcing them to students.

**Budgeting for Airfare**

Estimate a higher cost for airfare for all participants in order to account for increased flight costs at time of purchasing.

**Non-credit participants**

If a family member of the faculty leader accompanies him/her during travel, the family member’s expenses cannot be covered by any type of student payments. The presence of a family member must not result in an increase to the cost of the program due to changes in transportation, lodging, etc., from what would be provided if they were not accompanying the faculty leader.

**Faculty Leader and Program Assistant Expenses**

Faculty leader’s travel expenses are generally covered by student program fees. Expenses covered may include airfare, in-country travel, country-specific visa (if needed), single-room accommodations, transportation to/from U.S. point of departure, meals, gratuities/tips, international medical insurance, admission to events/tours/excursions, and emergency fee. The faculty leader can also request reimbursement for other program-related expenses as long as a cost estimate was included on the budget sheet or if there are sufficient funds in the course account.

It is recommended that you consider taking a program assistant with you during your program, especially as the number of program participants increases. The program assistant’s travel expenses can be factored into the faculty leader expenses in the Program Expenses Budget Sheet.

**Advertising the Program Costs**

As previously mentioned, once the program costs are final and advertised, any changes to the advertised cost is highly discouraged.

Requests from faculty leaders to change the program fee prior to departure will be considered on a case-by-case basis. The faculty leader will be required to submit a revised budget and supporting documents, such as confirmed reservations, receipts, etc., to the Study Abroad Office. The request to change the program fee should be made to allow for sufficient time to review the materials and a final decision to be made prior to the final scheduled student program payment. Additional approval from the college dean and department head may be requested prior to the final decision and prior to announcing changes to the program participants. In most cases the Study Abroad Office will recommend that any overestimation of fees be refunded to participants after the return from travel.

If students have questions regarding the program fees, please direct them to the Study Abroad Office.
Program Proposal Review and Approval Processes

Program proposals that are turned in after the established deadlines will be considered on a case-by-case basis. The Study Abroad Office cannot guarantee on-time processing nor approval for proposals that are received after the established deadlines.

Prior to the deadline, the faculty leader is welcome to meet with the study abroad advisor to review the proposal materials. The study abroad advisor and OIP accountant will work closely with faculty to ensure proposals are completed at the time of submission. They can provide insight and guidance based on their experience regarding feasibility, cost, etc.

Proposal Materials

Review of the proposal materials and approval signatures from the academic department head and college dean must be obtained prior to officially submitting the proposal materials to the Study Abroad Office. No student will be registered for a program or its course, no deposits or other payments will be collected from students, and no payments will be made on behalf of the program to secure services until all approval signatures have been obtained and the program has been fully approved by the Study Abroad Office. In order to receive approval for a program, the proposal must thoroughly address each question outlined in the program proposal and supporting materials have been submitted.

After submitting your proposal materials by the appropriate deadline, the study abroad advisor will facilitate the review process within the Study Abroad Office. The study abroad advisor or the OIP accountant for Faculty-Led Programs will contact the faculty leader, generally via email, with the review feedback of the proposal materials. Additional emails or meetings may be required to finalize the proposal details. The study abroad advisor and OIP accountant will work closely with the faculty leader to finalize details before submitting the proposal materials for final review. The final decision regarding the proposal will rest with the Director of Study Abroad, in consultation with the Associate and the Assistant Provost for International Programs.

Third Party Program Provider Contract

If you are working with a third party program provider that requires a signed contract, please read the following and notify the study abroad advisor immediately. The provider information, such as the contact information and copy of the contract, must be included the proposal materials at the time of the proposal deadline.

The faculty leader is responsible for soliciting the proposed contract from the third party program provider. The faculty leader may negotiate with the third party program provider on matters relating to the contract and pricing, payment dates and refund policy, marketing of the program, on-site orientation, etc. The study abroad advisor, OIP accountant, and the director of study abroad are available to review contracts and offer suggestions as needed. Additional negotiations may be requested after the review by the Office of General Counsel.

The Office of General Counsel must review any contracts that require a signature on behalf of Kansas State University. The OIP and the Study Abroad Office do not have signatory authority to sign contracts on the University’s behalf. The approved contract is signed by Vice President for Administration and Finance.
After the faculty leader has notified the study abroad advisor about the contract, the study abroad advisor will provide the DA-146a Contractual Provision Attachment, a required document from the Office of General Counsel, to the faculty leader and provider. The provider will need to review the Contractual Provision Attachment, initial the form and include the provision listed on this document within the revised contract. The initialed Contractual Provision Attachment and final contract should be returned to the study abroad advisor to facilitate the review of materials by the Office of General Counsel.

This review process is separate to the proposal review and can take 4-6 weeks to complete, but is dependent on how quickly negotiations are completed. If contract terms are not acceptable, the faculty leader will be asked to find another provider.

For details to consider when screening providers, refer to the Third Party Program Provider section.

**After Final Approval**

The timeline for the review and approval processes depends greatly on the condition of the submitted proposal materials. Generally, the proposal is approved in 4-6 weeks following the established deadlines. Incomplete proposals will delay the review and approval processes and may be deferred to future term(s). If a program has a third party program provider contract, then the program proposal may be approved pending the approval of the provider contract.

The final decision notice will be an email to your Kansas State University e-mail address. For additional details regarding the administrative processes that are completed after final approval has been obtained, please visit the Stages of Development – After Approval and Prior to Departure section of the handbook.

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**Student Processes**

After the program proposal and third party program provider contract, if applicable, have received final approval, the program and its details can be officially advertised. The following subsections address the student-related topics of faculty-led programs, such as finances, recruitment, participant selection, and application process.

**Student Finances**

Two of the most important factors students consider when choosing a program is the cost and what financial support may exist, such as federal financial aid and scholarships. Information about scholarships, federal financial aid and the GI Bill is also available on the website of the Study Abroad Office: Consider Scholarships and Financial Aid - [http://www.k-state.edu/studyabroad/funding/](http://www.k-state.edu/studyabroad/funding/)

**Scholarships**

The OIP offers several scholarship opportunities for students studying abroad. One scholarship in particular is the Faculty-Led Program Scholarship, which is awarded to undergraduates and graduates. Students can apply for the scholarships offered by the OIP through an online application. More information about the scholarships and application process visit [http://www.k-state.edu/studyabroad/funding/scholarships.html](http://www.k-state.edu/studyabroad/funding/scholarships.html)
For faculty-led programs, the deadlines for scholarships through the OIP are based on the term the study tour occurs. There are two deadlines – mid-October and mid-March.

Terms that are eligible for the October deadline are:
- Fall Semester Class with Winter Break Study Tour
- Spring Semester Class with Winter Break Study Tour
- Spring Semester Class with Spring Break Study Tour

Terms that are eligible for scholarships at the March deadline are:
- Fall Semester Class with Fall Break Study Tour
- Spring Semester Class with Summer Study Tour
- Summer Course and Summer Study Tour

In addition to the scholarships offered by the OIP, students are also encouraged to contact the college and department of their studies and to seek opportunities outside of university as well. A list of scholarships can be found at ksu.studioabroad.com/?go=Scholarships.

Federal Financial Aid

When planning a program, it is important to consider whether or not students will be able to apply for federal financial aid.

Terms that are eligible for financial aid are:
- Fall Semester Class with Fall Break Study Tour
- Fall Semester Class with Winter Break Study Tour
- Spring Semester Class with Winter Break Study Tour
- Spring Semester Class with Spring Break Study Tour
- Spring Semester Class with Summer Study Tour
- *Summer Course and Summer Study Tour

*According to U.S. federal guidelines, undergraduate students must be enrolled in at least 5 credit hours during the summer in order to qualify for federal financial aid. Graduate students must be enrolled in at least 3 credit hours during the summer in order to qualify for federal financial aid.

According to U.S. federal guidelines, intersession courses do not qualify for federal financial aid.

According to U.S. federal regulations, Kansas State University disburses financial assistance into student iSIS accounts 10 days before the course begins. This means that in most cases financial assistance will not be available for students to use when making the program payments. Therefore, students are responsible to make alternative arrangements to pay for ALL program fees due to the Study Abroad Office for their program.

For more information about federal financial aid, visit the Office of Student Financial Assistance’s website http://www.k-state.edu/sfa/
Students interested in using their GI Bill benefits should contact the Veterans Affairs Office (http://www.k-state.edu/veteran/benefits/) on campus early in the study abroad process. It is important for students to understand what their GI Bill will and will not cover before committing to the program. Additional information is available on the website at http://www.k-state.edu/studyabroad/funding/gi-bill.html

Estimated Cost Sheets

After students are committed to a program, the Study Abroad Office will create a student estimated cost sheet, which outlines the comprehensive costs of the program including study tour expenses, tuition/fees, and out-of-pocket expenses. The estimated cost sheet is uploaded to the student’s online program application. After reviewing the estimated cost sheet, the student will return a signed copy to the Study Abroad Office. The original will be sent to the Office of Student Financial Assistance and a copy of the signed cost sheet will be kept in the program file. Students may pick up a copy of the cost sheet for their personal records from the Study Abroad Office. Students, who are eligible for and wish to receive federal financial aid, should schedule an appointment to meet with a financial aid advisor in the Office of Student Financial Assistance.

Student Fees

The fees associated with the program are organized in the three following categories:

- **Program Fees**: Paid to the Study Abroad Office by check, cash, or credit card. Examples of program expenses may include transportation, accommodations, admissions to tourist sites, travel agent fees, tour guide fees, group meals, international medical insurance, gratuities/tips, Study Abroad Administrative Fee, international airfare, etc.

- **Kansas State University Tuition, Fees, and Surcharges**: Billed through iSIS and paid either online through iSIS or at the Kansas State University Cashiers office. Students register for the study abroad course through iSIS, which automatically generates a charge that is posted to the student’s account. All students (in-state and out-of-state) pay in-state Kansas State University tuition/fees/surcharges per credit hour; a $21.50 Global Campus fee per student per course; and any college-specific fees (tuition surcharges or equipment fees) as appropriate. Regular Kansas State University tuition surcharges for courses apply to faculty-led courses. Note that the College of Arts and Sciences’s Course Enhancement fee does not apply to off-campus courses, including study abroad courses.

- **Out-of-Pocket Expenses**: Expenses students incur before and during the program. These expenses are not paid to the Study Abroad Office nor billed on iSIS. Examples of out-of-pocket expenses may include passport fee, visa fees, text books, immunizations, spending money, individual meals, gratuities/tips, transportation to/from U.S. point of departure, optional excursions, etc.

Methods of Payment

The Study Abroad Office can receive payments in person by cash, check, and credit card; over the phone by credit card; and by mail in the form of a check. Payments made in cash must be made in the exact amount of the payment due as the Study Abroad Office does not carry change. Checks should be made out to Kansas State University and should list the following information: student name and program name (name of...
instructor who is leading it). The Study Abroad Office is able to accept card payments using American Express, Discover, Master Card, and Visa. Students will be issued a receipt for each payment.

**Participant Program Fee and Payment Schedule**

The Study Abroad Office will create and implement a student payment plan in consultation with the faculty leader. The faculty leader does have the option of advertising the program cost as a range or as a set cost. Once the payment plan and program fee have been established, they cannot be changed. The payment schedule will be shared with the students and posted on the online program brochure.

The program fee is generally split into three payments that are collected by the Study Abroad Office. Students are responsible for tracking the payment deadlines and for making the payments on time. It is crucial that students pay for their program fees by the deadlines issued per program, as the funds collected by the students are used to make payments to secure reservations for the program.

**Late or Lack of Participant Program Payment**

All program fees must be paid by the established deadlines. If a student makes a payment after the established deadline, then a hold will be issued to the student’s iSIS account. The hold will be removed after the payment has been made.

Participants must be paid in full no later than two months prior to departure. If a student is not paid in full two months prior to departure, then a hold will be issued to the student’s iSIS. The hold will be removed after the remaining program fees have been paid.

If the program fees are not paid by the established deadlines, then the student, who has not paid the program fees in full, will be considered for dismissal from the program and their placement may be offered to another participant. If a student is under consideration for dismissal, he/she will be notified by the Study Abroad Office and/or the faculty leader.

Although students may be receiving financial aid, the student and his/her family are ultimately responsible for all program payments by the established deadlines. It is the participant’s responsibility to track payment deadlines. This can be done by checking the Study Abroad Office website or by contacting the Study Abroad Office.

**Insufficient Funds Charge**

As specified by the Schedule of Charges maintained by the Division of Financial Services, a participant program payment that does not have sufficient funds will be assessed a charge of $30.00 per check or ACH.

**Payment and Refund Policy**

A full version of Payment and Refund Policy can be found on the website at k-state.edu/studyabroad/about/policies. Within the policy section of the handbook, issues, such as students making late payments, issuing refunds, program cancellation and participant withdrawals, are addressed.

**Recruitment**
The most effective recruiter for a faculty-led program is the faculty leader! With the assistance of the Study Abroad Office, recruitment is primarily the responsibility of the faculty leader and the academic college and department. As a professor, you have a wide sphere of influence and can generate a lot of interest in your classes. Students’ enthusiasm can spread among other students, working to your advantage. Also, the Study Abroad Office talks with hundreds of students through information tables, classroom presentations, and individual student advising. To ensure sufficient numbers, it is best to start recruiting efforts immediately following the program’s approval. Although the Study Abroad Office is heavily involved in the student recruitment process, without strong academic department and faculty support, recruitment for even the best program can fail.

If you are developing a program for the first time, please keep in mind that successful programs require a considerable amount of time and effort spent recruiting and marketing. Begin marketing your program immediately after receiving final approval from the Study Abroad Office. Become acquainted with the recruitment, publicity, curriculum and administrative practices of your department’s previous study abroad offerings, particularly with those of the previous year.

Suggestions for Recruitment

- Host information meetings for prospective students to attend to learn more of your program. Set a date/time/location for an information session well ahead of the application deadline. Meetings before holiday breaks are especially effective, so prospective participants can discuss plans with their family. Contact the study abroad advisor with information such as meeting date, time, and location at least two weeks before the desired meeting date, so the Study Abroad Office can assist with the publicity and announcements.
- Contact your colleagues at Kansas State University, as well as other universities. Ask if you can speak to their classes or if they will share program information with their students on your behalf.
- Promote the program in your classes and advising sessions
- Stress the benefits of studying abroad: academic/intellectual, professional, intercultural, and personal in your promotional efforts.
- Develop your own program Facebook page or website. Ensure that the wording on your site, particularly in regard to costs, deadlines, etc., is the same as that published on the Study Abroad Office website. As part of your site, you may wish to include continuously updated FAQs with items such as a program itinerary to answer questions from both students and parents.
- Photos can enhance the promotion of your program
- Create a display board to put up or post flyers in academic advising offices, outside your office, or on college/department bulletin boards.
- Make yourself available to meet with students and/or parents to answer questions.
- Attend special events on campus, especially events sponsored by your academic college or department and advertise your program. Get involved in your college/department orientation planning to be sure your program is highlighted to incoming freshmen.
- Host an information table at the semiannual Study Abroad Fair. Tips for recruiting at the fair:
  - Create an attractive table presentation with an informative display board, artifacts and photos from the host country.
Set-up a laptop with a power point slide show of photos. If you need access to a laptop, Hale Library checks out laptops to faculty, free of charge.

- Distribute program flyers with program information, upcoming information meetings or for the program’s Facebook page.
- Proactively interact with students as they pass by. Stand at the front of the table ready to greet students and distribute program brochures.
- Provide a sign-up sheet for students interested in learning more about the program.
- Ask students, who have participated in the program before or who are planning to participate this year, to join you in hosting the table and talking to students about the program.

- Ask your college and department to advertise the program on the websites.
- Target advertising and presentations to student organizations that may have a particular interest in your program.
- Contact the Collegian to see if they can write an article about your program. If given 2-3 weeks of advanced notice, the Study Abroad Office can assist in the design of the ad. The cost for the Collegian ad must be taken out of the marketing funds allocated by the faculty leader during the proposal process.
- Submit an article or announcement in the student K-Today.
- Advertise in Residence Halls – You can do this by sending promotional materials to the Housing and Dining Office, who will then approve and distribute the promotional materials in the Residence Halls.
- Sidewalk chalk and post flyers across campus.
- Run an announcement on Kansas State University radio station.
- Keep a running list of interested students, their e-mail addresses, and phone numbers.
- Stay in touch with these students to keep them aware of this opportunity and to check if they are still interested. Share this information with the Study Abroad Office.
- For programs that have previously ran, ask past participants from your program to visit classes with you and attend information sessions. Prospective students are very interested in hearing another student’s perspective; the testimony of past participants is one of the most effective marketing tools at your disposal.

Truth in advertising! When you speak with students or colleagues about your program, remember that they may have no idea about what the program site, the study facilities, additional activities, and the living arrangements will be like. You need to describe these in positive and accurate terms. The Study Abroad Office tries to be very clear in all written materials to present the program as it actually is, in order to minimize any issues later on. It should also be noted that study abroad is voluntary and ethical standards for recruiting require that there should be no implied obligation for students to participate.

Faculty leaders should communicate the following information to program participants after the program has been approved:

- The total program cost (program fees, Kansas State University tuition/fees, Global Campus fee, and anticipated out-of-pocket expenses)
- What is included and not in the cost
- Eligibility requirements
When the application and first payment are due
Payment plan

Promotional Materials

For details on the advertising materials and services the Study Abroad Office is able to provide, visit the Proposal Instructions section of the handout.

Participant Selection

During the development of the program proposal materials, the faculty leader should consider who the target audience is for the program, academic requirements and what physical requirements the program may demand of the participants. The eligibility requirements should be clearly outline on the program online brochure and communicated with the participants.

Participation Policy

Students participating in programs should have a minimum 2.5 cumulative GPA. The faculty leader can change the minimum GPA requirement if desired. Students are not permitted to study abroad if they are on academic or disciplinary probation. Students should also be in good financial standing with Kansas State University when applying for and participating on the program.

For a complete list of policies regarding student participation, please request a copy of the Conditions of Participation/Participant Consent, Release, and Assumption of Risk for Kansas State Faculty-Led Study Abroad Programs from the Study Abroad Office.

Non-Student Participants

Non-student participants, such as faculty, staff, and community members, are able to join at the discretion of the faculty leader. The participants will pay the program fee to the Study Abroad Office. The amount of this fee may be different than the advertised price. Please review the information regarding the Audit Fee.

Factors to consider when determining to allow non-student participants to join the program: the student to non-student ratio; the dynamic of the program; and what contributions can the non-student make to the program.

Non-K-State Student Participants

It is not uncommon for the Study Abroad Office to receive requests to allow non-K-State students to participate on a program. Often there are good reasons for allowing non-K-State students to participate on a program.

The intent of the participation policy is to enable the enrollment of non-K-State students on programs in a way that improves the overall quality and success of faculty-led programming at Kansas State University, while at the same time mitigating risk to the University.

If non-K-State students are permitted to participate on the program, then the students will need to apply as a non-degree seeking student at K-State and be accepted before applying to the program. The student will
also need to complete a disciplinary clearance check at their home university and provide documentation to the K-State Study Abroad Office. The details for these additional steps and application process can be found at k-state.edu/studyabroad/apply/non-ksu.html

Students with Disabilities

If a student with a disability applies for the program, their acceptance into the program cannot be denied based on their disability. Objective information about the program and activities during the study tour should be provided to the applicants, in order for them to make an informed decision about whether the site will suit his or her desires and abilities.

Additional information regarding study abroad and students with disabilities can be requested from the Student Access Center or the Study Abroad Office.

Pre-Application Process

To help facilitate the selection process, some faculty leaders have chosen to require a pre-application. Some faculty leaders include this application into the online system, while others require a paper submission of the pre-application. The faculty leader should work with the study abroad advisor to determine the processed used. After the faculty leader reviews the applications, the approved list of participants should be shared with the study abroad advisor. If you are interested in having a pre-application for your program, please contact the study abroad advisor for more information.

A sample rubric can be made available upon request.

Online Program and Application Management System - Studio Abroad

Once the program proposal is approved, an online program brochure will be created and activated on the Study Abroad Office’s program database called Studio Abroad. The online program brochure is where students will be directed for program information, including but not limited to, the dates, itinerary, and payment information. To view an online program brochure, visit the website at https://ksu.studioabroad.com/?go=FacultyLed and click on a program name.

Application Process

The online program brochure is the same location on the website students will visit to start their online program application. Instructions for applying to a program can be found on the website at http://www.k-state.edu/studyabroad/apply/

The faculty leader and the study abroad advisor will work together to determine when the applications will be reviewed. Some faculty leaders prefer to wait until the application deadline passes, while others prefer to process applications as they are completed. When applications are processed may depend on the eligibility requirements for the program and if there is a pre-application. (For more information about the pre-application, see the previous section, Participant Selection.)

Within the online program application, students will review and electronically sign documents, such as the Conditions of Participation/Participant Consent, Release, and Assumption of Risk for Kansas State Faculty-Led Study Abroad Programs. Within this document, the student agrees to authorize Kansas State University...
to communicate any relevant information to participants’ emergency contacts in the event of an emergency. For a complete list of the application materials,

An application is considered complete after the student has faculty leader approval to participate on the program and has submitted the signature documents, which are required attachments within the application that can be electronically signed, and the first payment has been made and processed by the Study Abroad Office.

**Review of Applications**

The study abroad advisor will grant the faculty leaders access within the Studio Abroad system to review the applications for their program. The information the faculty leader will be able to review a comprehensive list of applicants. For each individual applications, the faculty leader will be able to view the student’s GPA, class standing, copy of passport that is uploaded to the application, and much more. A user guide for the reviewer access will be provided to the faculty leader outlining the privileges.

**Enrollment Permission**

The study abroad office will grant permission to enroll in the course to the students with committed applications. Students will be notified they have permission to enroll by the study abroad advisor. Students are responsible for enrolling themselves into the course before the course start date. If a course is offered for variable credit, students will need to enroll in the correct number of credits.

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**Health and Safety**

“There are risks that are unique in overseas settings, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary source of consolation and support.” – Responsible Study Abroad: Good Practices for Health and Safety. NAFSA: The Association of International Educators

When designing and implementing programs, study abroad advisors and faculty leaders are tasked with most, if not all, of the same decisions and actions that fall upon university administrators on campus.

These responsibilities, however, are impacted by the complexities of international settings where programs are implemented, as well as the complex inter-relationships between Kansas State University, its Representatives, and third party program providers and hosts, both U.S. and international. All of these entities must work together effectively and ethically, as our decisions and actions are important to reducing program risk and what liability Kansas State University may potentially incur. It is important to recognize that a bad or unethical decision on our part not only could damage Kansas State University’s reputation, but also could expose us to risk and liability.

**Health Basics**

Health issues and care need to be addressed prior to any program – this applies even to programs which last only a few days. All participants, including the faculty leader, need to prepare for their physical and mental
health before and during an international experience. This should include a consultation with their health care providers.

Immunizations

The Study Abroad Office recommends that all participants – Students, faculty leaders, and program assistant – consult with the Lafene Travel Clinic or another medical professional to determine whether immunizations are recommended or required for the countries they will visit. It is recommended that the consultation take place at least two months prior to the program’s departure, in case a series of shots is required.

To schedule an appointment at Lafene Travel Clinic, call (785) 532-6544. The clinic is located at Kansas State University, 1105 Sunset Avenue, Manhattan, KS 66502. There is no charge for travel clinic appointments. Charges do apply for medications purchased through the Lafene Pharmacy, for immunizations, and for physical exams. For more information, please visit the following webpage: [http://www.k-state.edu/lafene/allertravel.htm](http://www.k-state.edu/lafene/allertravel.htm)

Region-Specific Health Issues

Faculty leaders and participants should familiarize themselves with region-specific health issues in the host country. Issues of concern may include: diarrhea, diphtheria/tetanus, Hepatitis A, Hepatitis B, HIV/AIDS, malaria, polio, rabies, SARS, typhoid, tuberculosis, yellow fever, etc. Even if you have traveled to your destination previously, be aware that prevailing conditions change rapidly. Notices, precautions, and warnings of region-specific health issues are routinely updated on the following websites:

- U.S. Center for Disease Control: [http://www.cdc.gov/travel](http://www.cdc.gov/travel)
- World Health Organization: [http://www.who.int](http://www.who.int)

Faculty leaders can arrange for a representative from the Lafene Travel Clinic to discuss any region-specific health issues or risks with students during a pre-departure meeting.

Medical Facilities

Medical treatment varies throughout the world due to cultural differences, as well as medical training, supplies, and facilities. Faculty leaders should familiarize themselves with healthcare practices in the country they will visit and acquaint students with these practices. For country specific information on medical facilities, emergency services, etc., a good resource is [http://www.cdc.gov/travel](http://www.cdc.gov/travel). Obtaining this information prior to program departure will save the Faculty leader valuable time in the event of an emergency.

For additional information on preparing for and responding to an emergency or crisis, review the Emergency Information section of the handbook.

Student Health Information and Special Needs Form

All students participating on a Kansas State University program are asked to complete a Voluntary Disclosure of Health Information and Special Needs Questionnaire as part of their online program application. The Study Abroad Office reviews these forms to determine if a staff member should discuss a disclosed health issue with a student.
The faculty leader will be granted reviewer’s permission within the application to review the applications for their program. This includes the information shared in the Voluntary Disclosure of Health Information and Special Needs Questionnaire. The study abroad advisor will provide a copy of each student participant’s questionnaire to the faculty leader prior to departure, if requested by the faculty leader.

First Aid Kit

The most common health problems that travelers encounter are traveler’s diarrhea, upper respiratory infections, and skin conditions. Faculty leaders should encourage all program participants to travel with a small first aid kit appropriate for the destination and length of stay of their trip. Unless the faculty leader is a physician, students should determine, on their own, what medications to take in their kits and how to administer these medications to themselves.

- Suggested Items to Include in a First Aid Kit for Traveling
  - Pain medicines such as aspirin, acetaminophen, naproxen and ibuprofen
  - Hand wipes and hand sanitizers
  - Scissors, tweezers, nail clippers, pocket knife, earplugs, and thermometer
  - Medicine for motion sickness. Acetazolamide may help prevent altitude sickness
  - Anti-diarrhea medication
  - Antibiotic ointment, adhesive bandages, hydrocortisone cream, moleskin for blisters, sunscreen with a sun protection factor (SPF) of at least 15 and lip balm
  - Decongestants and antihistamines for allergies.
  - Antacids
  - Rubbing alcohol and hydrogen peroxide
  - Cough and cold medicines

Prescription Medications

Faculty leaders should talk with student participants about planning for what kinds of prescription medications they will need while abroad. Faculty leaders should be aware of students who require regular meals with their medication.

If participants are currently on medication they should:

- Check with a physician before departure for advice on traveling with prescription medications and how to adjust taking prescription medications in order to reduce the risk of overdosing or underdosing (due to changes in multiple time zones).
- Check with the foreign embassy of the country you are visiting to make sure that none of the prescription medications are considered to be illegal narcotics in that country.
- All medications should be transported in their original, labeled container along with documentation of the prescription to avoid problems in Customs.
- Prescription medicines are not always the same abroad as in the U.S. Do not plan on having U.S. prescriptions filled while abroad. If carrying a prescription, make sure it is up-to-date and have the physician write the drug’s generic name, instructions, dosage, and reason for prescribing the drug.
- Fill prescriptions before leaving. Take double the amount of prescription medication to serve as an extra supply, if possible. Many insurance providers and prescription plans will allow the subscriber to refill his/her prescriptions for a greater than normal amount. For example, if your usual refill gives you a 30 day supply of medication, you may be able instead to fill it with a 60 or 90 day supply if you can prove that you will be traveling for that period of time.
• Always keep prescription medications in your carry-on bags while in transit. Once at your destination, it is a good idea to keep a few pills with you on your person and then the remainder in a secured location back at the hotel. Should you lose or have your purse or bag stolen, you will still have a backup supply readily available.

Glasses and Contact Lenses

Participants who wear glasses and/or contact lenses should take along an extra pair of contacts and glasses, and a lens prescription.

Medic Alert

Participants with serious conditions (e.g. allergies, diabetes, and epilepsy) should wear a Medic Alert emblem. For more information, visit the Medic Alert Foundation International website at: http://www.medicalert.org/home/Homegradient.aspx

Special Precautions

Is climbing Mt. Fuji part of the program? Conducting field research in hot weather? Hiking in an area with poisonous snakes? Driving in extremely hazardous traffic? If so, then the Faculty leader should outline these risks and appropriate precautions to participants.

Adjusting to Extreme Weather

If traveling in a hot climate, the faculty leader should urge participants to:
• Wear light-colored, loose fitting, lightweight clothing that covers as much skin as possible.
• Wear wide-brimmed hat to protect from the sun.
• Wear sunscreen (SPF 15 or better) every day to prevent skin damage.
• Reduce alcohol intake and drink plenty of fluids, especially water.
• Stay indoors during the hottest time of day.
• Wear mosquito repellent (DEET > 33%).
• Seek medical attention for heat rash, heat exhaustion, and heat stroke.

If traveling in an extremely cold climate, the faculty leader should urge participants to:
• Dress in layers of loose, soft clothing for warmth and wear warm hat, gloves, and shoes.
• Include an outer layer of windbreaker-type material.
• Wear moisture-resistant covering as the outermost and innermost layers.
• Watch for symptoms of hypothermia: slurred speech, decreased awareness, shivering, irritability, or stumbling.
• Watch for symptoms of frostbite: pain, numbness, swelling, itching, and white, hard skin. Do not thaw a frozen body part unless it can be kept thawed.
• If you suspect frostbite or hypothermia, find warm shelter and medical attention.

Jet Lag

“Jet lag” is basically a sleep disturbance. The most common symptoms include fatigue, irritability, and sometimes disorientation. The faculty leader should address how to adjust to the day/night pattern of the
host destination as quickly as possible with participants at a pre-departure orientation meeting. Some ways to limit the effects of jet lag include:

- Get a good night’s sleep the first night after you arrive; eat a high carbohydrate meal or snack before bedtime; exercise; and take a hot bath.
- Get up early the first morning and at the same time every morning thereafter.
- Always try to get to sleep at your usual time (e.g., 11 p.m.) at your new destination.
- Avoid naps until you are fully adjusted to your new time zone.
- Modify your diet until adjusted: avoid caffeine; eat high-protein breakfasts and lunches; and eat high carbohydrate dinners.

**Travelers’ Diarrhea**

Probably the most common illness when abroad is traveler’s diarrhea. Symptoms can range from mild to very severe and can come on quickly. The faculty leader should make sure that participants understand how to avoid and treat traveler’s diarrhea:

- Don’t trust tap water. Drink bottled or canned water or beverages.
- Avoid putting ice in beverages. Place unopened bottle/can on ice to chill.
- Avoid dairy products that are not pasteurized.
- Avoid raw food washed in tap water.
- Peel fresh fruits before eating.
- Avoid raw foods and street-side snacks.
- Eat steaming-hot foods, cooked foods right off the fire, and dry foods such as bread.

**Diarrhea Treatments**

- Replace fluids to avoid dehydration and correct the body’s fluid imbalances.
- Add salt to the diet.
- Avoid dairy products as they inhibit the body’s absorption of salt.
- After 1-2 days, use medications such as Imodium or Kaopectate for 2-3 days to relieve abdominal cramps.
- Consult a physician if symptoms persist for more than a few days.
- Consult a physician immediately if diarrhea is accompanied by a high fever, shaking, chills, and/or blood in the stool.

**Insect Bites**

Insect bites are of concern, not only due to the discomfort, but also because of infectious diseases such as malaria that may be transmitted by mosquitoes. To minimize exposure in countries where infectious diseases are transmitted by mosquitoes, the faculty leader should make sure that all participants:

- Stay in well-screened areas and sleep under mosquito netting.
- Wear long-sleeved shirts and pants.
- Use insect repellent containing 33% or more DEET (N-N diethyl-m-toulamide).
- Avoid using perfumes, scented soap, and after shave lotion.

**Alcohol**
• The drinking age may be lower in the country you are visiting, especially in European countries. If one should choose to drink, then they are expected to do so responsibly and according to the laws of the host country.

• Students are responsible for abiding by the Kansas State University Student Code of Conduct  www.k-state.edu/osas/code.html

• Some potential consequences of drinking too much include:
  o Increased risk of becoming a victim of a crime (i.e. theft, mugging, assault, etc.)
  o Sexual assault/rape
  o Unprotected sex
  o Accidents and injuries
  o Alcohol poisoning

• Remember that the faculty leader and students are representatives of Kansas State University and an ambassador of our country.

Illegal Drugs

• Students are prohibited from using, carrying, and trafficking illegal drugs during the program.

• Program participants are not be protected by American laws while traveling abroad. Program participants are expected to uphold the laws of the host country. For example, should the host country take legal action for illegal drug use or alcohol related criminal activity against a student, there is little the United States Embassy can do to intervene.

• More than 1/3 of U.S. citizens who are incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking, and many have mandatory sentences – even for possession of a small amount of drugs like marijuana or cocaine.

• A number of Americans have been arrested for possessing prescription drugs abroad, particularly tranquilizers and amphetamines that they purchased legally elsewhere. Other U.S. citizens have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, ask local authorities or the nearest U.S. embassy or consulate.

Sexually Transmitted Diseases and HIV/AIDS

Sexually transmitted diseases such as Chlamydia, gonorrhea, syphilis, Hepatitis B, and herpes pose health risks in every country, as does the HIV virus. The faculty leader should inform students of this reality and urge them to make wise decisions.

Emergency Surgery

Because HIV and Hepatitis B can spread through contaminated needles and blood, medical evacuation should be carefully considered if a student requires surgery. In this case the faculty leader should make every effort to put the student directly in contact with his/her emergency contact(s) and his/her U.S. health care provider. It is ideal if the student’s family and U.S. health care provider can discuss the situation directly with medical personnel in the host country to determine a treatment plan. The faculty leader should not, under any circumstances, give medical advice!

Safety Basics
Kansas State University faculty-led study abroad programs are directed by a faculty member, who travels with the program to teach and to manage program logistics. This faculty leader may appoint a program assistant to assist with day-to-day planning and execution. In addition, several programs work closely with a third party program provider, who is responsible for organizing on-site accommodations, classroom space, excursions, and in-country transportation. All parties must cooperate to ensure that the program runs smoothly and safely.

**Program Staff**

Most faculty leaders are familiar and knowledgeable about the country in which the program is located; however, the same is not necessarily true of the program assistant appointed by the faculty. The faculty leader therefore must delegate to the program assistant only those tasks that the program assistant is capable of understanding and executing. In cases where the services of a third party program provider are used, the faculty leader may rely on the third party program provider to provide important information in the event of an emergency of any type.

The faculty leader is the primary contact for the program participants at all times for the duration of the study tour. For this reason, if only one Kansas State University representative is accompanying the group, it is essential that he/she not travel independently of the group overnight and he/she should always be available to the participants.

At all times, either the faculty leader and/or the program assistant are encouraged to:

- Be available 24-7 to respond to the needs of the program participants.
- Carry a cell phone.
- Be prepared to communicate via e-mail, fax, or telephone with the Study Abroad Office in the event of an emergency.

If either the faculty leader or the program assistant travels independently from the group for a day or overnight, he/she should:

- Be certain that the other Kansas State University representative is prepared to take charge of the program and provide for the health and safety of all participants.
- Provide the other Kansas State University representative with his/her itinerary complete with telephone contact information and clear instructions as to how he/she may be reached.
- Carry a cell phone.

**Accommodation**

Student accommodations should be located in areas deemed safe in the opinion of the faculty leader, third party program provider or host university. The same attentiveness must be paid to accommodations utilized during program excursions. Hotels or hostels are to be selected based on their proximity to the sites to be visited as well as the security of the area in which the accommodations are located. To the extent possible, the faculty leader should utilize hotels/hostels with interior rather than exterior-entry doors. These safety considerations should take precedence over the cost of accommodation.

For more information about accommodations, review the Logistics and Travel Planning Considerations section of the handbook.
**Transportation**

Transportation (bus, rail, subway, taxi, plane, boat, etc.) deemed to be the safest and most reliable method, in the opinion of the faculty leader and/or third party program provider or host university, should be utilized for Kansas State University sponsored travel. Bus companies are to be selected based on their prior safety records, insurance coverage, and, as appropriate, a well-established relationship with the third party program provider. In selecting transportation the faculty leader and the study abroad advisor might consider recommendations from other universities offering similar programs, the administrative responsiveness of the transportation company, the availability of service and support, and the cost of the services. Safety considerations should take precedence over the cost of the transportation.

For information about world road travel reports, visit the Association for Safe International Road Travel (www.asirt.org).

Faculty leaders are strongly discouraged from driving abroad, especially with program participants. For a full statement about faculty leader driving abroad, go to the Policies section of the handbook.

**Cultural and Academic Excursions**

Cultural and academic excursions should be selected and organized so that all participants can participate. They should also be considered based on their positive contribution to the program, either academically or culturally. The program participants will have international health insurance during the program. The insurance does have exclusions, so the faculty leader is encouraged to be familiar with the coverage and exclusions when planning excursions for the program. For more information regarding the international health insurance, review the Emergency Information section of the handbook.

**Communications**

Throughout the study tour the health and safety of the students must be the faculty leader and logistic coordinator’s first priority. The faculty leader should provide the students with his/her cell phone number(s) and encourage students to call at any time, day or night, for assistance in the event of an emergency.

The program participants are encouraged to share their cell phone number or contact information for while in the host country with the faculty leader. In non-emergency circumstances, parents, emergency contacts, or friends should contact a student participant through the student’s phone or e-mail. In the event of an emergency, family and friends also may contact the Study Abroad Office. If necessary, the study abroad advisor will follow up with the faculty leader.

It is recommended that the faculty leader carry a cell phone for the duration of the program so that in the event of an emergency, the faculty leader can contact the study abroad advisor or the Study Abroad Office easily via phone and vice versa. Exceptions can be made for programs conducted in rural areas or countries where GSM or CDMA cell coverage is not available. The Study Abroad Office urges faculty who are interested in conducting programs in countries where cell coverage is not available, to carefully explore the possibility of obtaining a satellite phone or working with a third party program provider that can provide a satellite phone.

The Study Abroad Office is able to provide a discounted cell phone service to the Kansas State University faculty leaders and students through PicCell. For more information visit www.piccellwireless.com/k-state

**Duration of the Program**

Faculty leaders should keep a list of all students on the program, as this will aid in keeping track of students while on outings or traveling. The faculty leader is able to access the list of program participants and their emergency contact information by using their reviewer access to view the applications. Faculty leaders can print this information or request it from the Study Abroad Office prior to program departure.

Throughout the duration of the program, it is strongly recommended that the faculty leader develop an alternate plan or meeting place for the program should the group become separated due to an emergency, and to share these details with the participants and the Study Abroad Office.

**Completion of the Program**

Program materials will clearly state the last date of the program. After that date, Kansas State University and the faculty leader no longer bear any responsibility to the student, and students are free to travel independently. Students, who decide to travel independently after the completion of the program, are encouraged to work with the insurance provider to extend their international health insurance coverage. More information can be found at http://www.k-state.edu/studyabroad/before/healthandsafety.html

**On-Site Orientation**

The faculty leader and the program assistant must provide students with an on-site orientation that provides useful information on acclimating to the host culture, as well as instructions on utilizing local phones, contacting the police, visiting the doctor, etc. The faculty leader and/or third party program provider or the host university also must provide instructions regarding the protocol to follow in the rare event of a political crisis, terrorist event, natural disaster, or other emergency.

The faculty leader should also discuss with students relevant cultural issues that may impact their safety. For example: traffic patterns, drug laws, local dress code, sexual behavior, walking alone at night, etc. In general, faculty leaders should advise students to be cautious, careful, and to use common sense at all times.

Faculty leaders should review the proper rules of conduct with their students and make them aware of laws specific to the host country. One issue to address is student responsibility in terms of alcohol usage, as some students might abuse alcohol due to a lower drinking age or an increased sense of freedom due to being abroad. Participants should also be reminded that they are discouraged from congregating in groups of Americans and from spending time in restaurants and bars that are known to be frequented primarily by Americans and are discouraged from congregating in large groups or participating in any type of demonstration.

**Student Behavior and Kansas State University Code of Conduct**

All students to abide by Kansas State University's Student Code of Conduct found at http://www.k-state.edu/osas/code.html. Any violation or other disruption that a student causes to the program may result in disciplinary action being imposed on the student, up to and including dismissal from the program.
administered by an official University representative in residence with the program. Further disciplinary measures may be initiated by the Office of Student Life, or other applicable personnel, in accordance with prescribed procedures in the Code of Conduct and may be done when practical and feasible under the circumstances, including but not limited to upon the student’s return to the United States and/or a Kansas State University campus. Before the student is dismissed from the program, the faculty leader should consult with the Study Abroad Office, who may involve other offices on campus as needed.

More information about how the Student Code of Conduct applies to study abroad participants, please contact the Study Abroad Office.

**Emergency Information**

Kansas State University cannot guarantee or assure the safety of the faculty leader or participants or eliminate all risks from the study abroad environment. Nor can we monitor students’ choices and behaviors at all times, or prevent them from engaging in dangerous, unwise, or illegal activity. Emergencies can occur anywhere in the world. The faculty leader is the primary contact for the program participants while abroad, so it is important to plan accordingly.

Kansas State University considers an emergency to be any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants.

Emergencies can occur anywhere in the world. Each faculty leader should be aware of and follow the Study Abroad Office and Kansas State University’s Emergency Preparedness Protocols. For detailed information, please review the following pages and these pages: Study Abroad Office - In An Emergency (http://www.k-state.edu/studyabroad/faculty-advisors/emergency.html) and the Kansas State University Office of Student Life (http://www.k-state.edu/studentlife/crisisassistance/)

**What is a real emergency?**

A real emergency is a situation affecting the health, safety and/or security of a participant on a Kansas State University study abroad program.

A serious injury or illness can be defined as one requiring hospitalization of a participant or faculty member, or one that makes it impossible for the participant or faculty member to continue the program.

Additional potential emergencies are: a situation involving a violent criminal act against one or more participants in the program; an act of terrorism that poses a threat to the security of the program participants; a natural disaster; an act of war; or other event causing or threatening harm to one or more participants in the program.

**What is a perceived emergency?**

A perceived emergency is any occurrence that does not pose a serious threat to the health or safety of participants abroad, but may appear as one from the media, family, or friends back home.

Routine medical visits, treatment of minor injuries and theft of personal objects (without harm to the owner) are typically not real emergencies, but may be perceived emergencies.
Prepare for an Emergency - Faculty Leader and Program Assistant Preparation

Any faculty or assistant leader who proposes to take a group of students abroad must attend a faculty leader Health, Safety and Policies workshop before the departure of their program. During this orientation, information is provided by the Study Abroad Office, Student Life, University General Counsel, Counseling Services, and Student Access Center regarding University policies and procedures, and recommendations and advice is provided for taking a group of students abroad.

The faculty and assistant leader(s) are responsible for familiarizing themselves with health facilities in the host city (health services on campus, local doctors and/or hospitals). The company through which an injured or ill student has health insurance may provide recommendations of English speaking doctors or hospitals, and can assist with medical evacuation, if necessary.

It is the duty of the faculty and assistant leader(s) to advise students on how to seek care, if the student is injured or ill, and to document these interactions.

Faculty leaders should consider the following steps when preparing for an emergency:

- Register with the U.S. Department of State – STEP (Smart Traveler Enrollment Program) and request the program participants do the same - [https://step.state.gov/step/](https://step.state.gov/step/).
- Review the U.S. Department of State Consular Information Sheet for the host country and research the contact information for the local U.S. Embassy or Consulate in the host country - [travel.state.gov/travel](http://travel.state.gov/travel).
- Review the international health insurance summary of benefits to know what it will (or will not) cover - [k-state.edu/studyabroad/faculty-advisors/health](http://k-state.edu/studyabroad/faculty-advisors/health).
- Consult a medical professional regarding the health and safety concerns in the host country and request the program participants do the same.
- Research the local medical facilities and emergency resources in the host country for all locations the program will visit and share the medical contact information with the program participants.
- Develop an alternate plan or meeting place for the program should the group become separated due to an emergency. Share these details with the participants and the Study Abroad Office.
- Ask the students to not post information on social media until the appropriate authorities have been notified.
- Conduct pre-departure orientations to provide students with information on health, safety, etc., invite the Study Abroad Office to provide pre-departure materials, and request the program participants to complete the pre-departure assessment within the online program application.
- Share your host country contact information with the program participants and Study Abroad Office.
- Collect the host country contact information from the program participants (phone number, etc.).
- Conduct an on-site orientation to review the health, safety and general host country information.
- Review the KSU Crisis Management Protocols provided by the Office of Student Life - [k-state.edu/studentlife/crisisassistance/crisisprotocols](http://k-state.edu/studentlife/crisisassistance/crisisprotocols).

- Be available 24-7 to respond to the needs of the participants.
- Carry the contact information for the Study Abroad Office and other emergency contacts with you at all times. Share this information with the program participants and request they carry it with them at all times.
Prepare for an Emergency – Student Preparation

Within the online program application, each applicant is required to complete an online pre-departure assessment. Students will be quizzed on general health guidelines for studying abroad, including health insurance, immunizations, and tips for staying healthy.

In addition to the online assessment, faculty leaders may submit a request for a study abroad advisor to present pre-departure information to the program participants. This presentation would provide more in-depth information than the online assessment. During this session, they also receive an Emergency Card, and are provided emergency numbers for Kansas State University.

To be well informed, students are reminded at the orientation session that they should learn about the laws and cultural traditions of their host country in advance.

Respond to an Emergency – Faculty Leader or Program Assistant

- Evaluate the situation and attend to immediate needs. If necessary, contact local emergency services.
- If in danger, move to a safe location.
- Contact the local program coordinator, international office, authorities, embassy or consulate, if applicable. Follow the procedures they recommend or require.
- Locate and contact all program participants, as quickly as possible to ascertain their well-being, and to coordinate an immediate response plan.
- Contact the Emergency Response Center at 1-410-453-6330 or operations@frontiermedex.com for assistance and to file a claim with the international health insurance provider. Information to have ready: ID number on the insurance card, name of the individual, date of birth, current location, and medical issue. Additional basic information may be requested during the call.
- Contact the Study Abroad Office to alert them of the situation.
  - During office hours (Monday – Friday, 8:00am – 6:00pm, CST) call 1-785-532-5990
  - Outside of office hours call the 24 hour emergency line at 1-785-532-5494
- If applicable, take action to gather more information about the situation
  - U.S. Department of State - travel.state.gov
  - U.S. Center for Disease Control - cdc.gov/travel
  - Local U.S. Embassies & Consulates - usembassy.state.gov
  - World Health Organization - who.int
- If you receive new information or if the situation changes, report the information to the Study Abroad Office.
- Document the situation and the steps taken when responding to a situation. The Study Abroad Office Incident Report must be submitted upon return of the program. k-state.edu/studyabroad/faculty-advisors/emergency.
- Keep copies of receipts for expenses associated with the situation, such as medical expenses.

Respond to an Emergency – Student and Program Participant

- Students are encouraged to seek appropriate medical care and to inform the on-site director or faculty leader, if they become ill while abroad.
- Participants and their emergency contacts are encouraged to communicate regularly throughout the participants’ time outside of the United States.
• Participants should notify the faculty leader immediately in the event of any emergency, accident, health problem, serious mishap, or health condition. The faculty leader should notify the Study Abroad Office about the situation. The participant should also notify their emergency contacts. Depending on the severity of the situation, the Study Abroad Office will make all U.S. contacts as appropriate: the participants’ emergency contacts, Kansas State University offices and authorities, and so on.

• Participants are instructed, in the event of an emergency, to return to their accommodations or the re-grouping location and await contact from the faculty leader, program assistant, third party program provider, or the host university.

Emergency Contacts

In the event of an emergency or crisis situation, the faculty leader or student will need to be in contact with the Kansas State University Study Abroad Office and the appropriate on-site authorities.

UNITED HEALTHCARE GLOBAL - EMERGENCY RESPONSE CENTER
(International health insurance and emergency response provider for the KSU Study Abroad Office)
Toll-Free: 1-800-527-0218
Collect Call from Outside of the US: 1-410-453-6330
Additional country and international toll-free numbers can be found at k-state.edu/studyabroad/emergency

Kansas State University - Study Abroad Office
Office Number: +1 785-532-5990
(Monday-Friday, 8AM – 6PM CST)
24-Hour Emergency Line: +1 785-532-5494

International “911” and Emergency Numbers
http://www.sccfd.org/travel.html

Overseas Citizen Services - U.S. Department of State
In an emergency, contact the local embassy or consulate
From the U.S. & Canada 1-888-407-4747
From Overseas +1-202-501-4444

International Health Insurance

It is highly recommended that faculty or staff traveling abroad on Kansas State University business obtain international health insurance, since many health insurance plans (including most of those offered by the State of Kansas) do not cover important costs that could be incurred while traveling abroad. These include Emergency Medical Evacuation, Repatriation of Remains, a Family Assistance Benefit, a Bereavement Reunion Benefit, a Security Evacuation Benefit, and Worldwide Travel Assistance.

It is mandatory for all study abroad students to have international health insurance. For the faculty leaders and students participating on a faculty-led program, the Study Abroad Office will order insurance after the airfare is purchased and official study tour dates are set or within the month prior to departure. If the insurance is needed more than one month in advance of the program’s departure, then the participant or faculty leader will be responsible for notifying the Study Abroad Office.
If the faculty leader or students are planning to travel before or after the program and wish to purchase insurance for those additional days, please review the information available on our website – for students http://www.k-state.edu/studyabroad/before/healthandsafety.html and for faculty http://www.k-state.edu/oip/research/health.html.

After the Study Abroad Office orders the international medical insurance, the insurance cards will be shared via email with the faculty leader. The faculty leader will be responsible for distributing the cards among the program participants prior to departure. Participants enrolled in international medical insurance plans other than United Healthcare Global should contact the insurance provider to see if there is 24-hour assistance available in their coverage.

For a summary of benefits and additional insurance information visit k-state.edu/oip/research/health.html or contact the Study Abroad Office at abroad@ksu.edu or 785.532.5990.

In foreign countries, most doctors and hospitals do not recognize U.S. insurance for automatic billing. In most cases student participants will need to pay at the time of medical treatment and submit a claim for reimbursement. For this reason all students are instructed to carry emergency funding, preferably in the form of a credit or ATM card. Please remember to advise students to keep all medical receipts as these will be required for reimbursement from the insurance provider.

In the event of an emergency occurs during the study tour while abroad, the student or faculty leader will need to file a claim with the international health insurance provider by calling the Emergency Response Center at 1-800-527-0218 or at 1-410-453-6330 or by emailing operations@frontiermedex.com. The information the caller should have the following information ready when calling on behalf of the individual involved in the emergency: the ID number on the insurance card, first and last name, date of birth, current location, and medical issue. Additional basic information may be requested by the Response Center during the phone call.

Incident Report

Many student issues can be avoid by setting the expectations for the program early and repeating them as needed. If a medical, behavioral, natural disaster, legal, assault or a near-miss incident or a threat arises during the study tour, then the faculty leader should follow the emergency procedures outlined earlier in this section and submit a completed the Incident Report to the Study Abroad Office. The report is available on the Study Abroad website, k-state.edu/studyabroad/faculty-advisors/emergency.html

Clery Act

The federal law, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, requires colleges and universities to report crimes that occur on or around the campus. Some locations abroad where University students reside are considered “campus” locations for purposes of the Clery Act. To facilitate the University’s compliance, the faculty leader needs to disclose to the Study Abroad Office accommodation information and dates of arrival(s) and departure(s). As mentioned in the previous section, faculty leaders are required to report incidents, emergencies, near-misses, threats, etc. to the Study Abroad Office and appropriate authorities.
For more information regarding the Clery Act, please contact the Office of Student Life or the Study Abroad Office.

### Evaluations

#### Program

At the conclusion of the faculty-led program, the Study Abroad Office will administer an online program survey, which will be made available through the Qualtrics system. A survey will be sent to the faculty leader and a separate survey will be sent to the students. The student surveys request feedback regarding the student’s thoughts on the program’s itinerary and academic content, how they found out about the program, and their experience working with the Study Abroad Office. All results are anonymous. Faculty leaders will receive a copy of the student results from the Study Abroad Office.

The faculty leader is asked to review the results from the student survey and notify the study abroad advisor for their college if they have any concerns about the feedback received. The study abroad advisor will review the results from the student and faculty leader surveys and follow up with the faculty leader and/or students as needed.

#### Course

As is required with all on-campus courses, course evaluations must be completed for faculty-led program courses. Student evaluations of the faculty-led course must be completed at the conclusion of the course. There are two survey systems available at K-State, but the IDEA System is the system available for the distance education courses. For more information about the course evaluation process, refer to the K-State Teaching & Learning Center [http://www.k-state.edu/tlc/course-evaluation/](http://www.k-state.edu/tlc/course-evaluation/). The policy regarding course evaluations can also be found in the Faculty Handbook at [http://www.k-state.edu/tlc/course-evaluation/Faculty%20Handbook%20Evaluations.pdf](http://www.k-state.edu/tlc/course-evaluation/Faculty%20Handbook%20Evaluations.pdf)

### Additional Resources

#### INTL-FAC-Forum Listserv

The purpose of the INTL-FAC-FORUM Listserv is to disseminate pertinent information and to provide an avenue for K-State professors to collaborate regarding programs. If you are interested in joining the listserv, please contact the advisor or email abroad@ksu.edu.

#### Forum on Education Abroad

The Forum on Education Abroad is a non-profit organization, whose purpose is “to serve the field of education abroad.” The organization provides suggestions about good practices for the field on a variety of topics, including but not limited to, faculty-led short-term programs, ethics and risk management. For more information about the Forum, visit [http://www.forumea.org/about.cfm](http://www.forumea.org/about.cfm) The Forum on Education Abroad has developed Standards of Good Practice for short term Education Abroad Programs, more information can be found at [http://www.forumea.org/standards-standards.cfm](http://www.forumea.org/standards-standards.cfm).
NAFSA: Association of International Educators

NAFSA is a nonprofit association, whose purpose is “dedicated to international education and exchange”. The organization provides a variety of publications, professional development opportunities and much more for its members and non-members. More information about NAFSA can be found at http://www.nafsa.org/Learn_About_NAFSA/New_to_NAFSA/

OIP International Incentive Grant

The OIP offers an International Incentive Grant, which is designed to promote international at the University. The funds are provided by OIP, and the awards of the grants range between $1000 and $3000. They could be used for a prospective faculty leader to complete a site visit to develop a future faculty-led program. These awards cannot be used to cover the faculty leader costs for a faculty-led program. More information about the grant, its application process and deadlines can be found at http://www.k-state.edu/oip/grants/

Additional Funding Sources

In addition to the funding opportunities provided by the University, there are numerous off-campus sources. The source of the funds will designate their use. The purpose of these funds may include professional development, international research, or site visit. You may be able to find funding through industries or private donors through your academic field. Several sources are listed on the Office of International Programs website at http://www.k-state.edu/oip/research/

Partially adapted from the “Faculty-Led Programs Manual” from the Education Abroad Office at Washington State University, faculty-led materials from the University of Texas at Austin McCombs Business School; “Developing a Program” from Central Washington University; and The Guide to Successful Short-Term Programs Abroad, a NAFSA publication