

SUMMARY OF POLICIES, PROCEDURES, & GENERAL INFORMATION

Faculty-Led Group Study Abroad Programs

Kansas State University

- **Budget and Money Matters: Faculty Leader Handbook**
<http://www.k-state.edu/studyabroad/facultyled/faculty/handbooks.html>
 - Program budgets, student payments, explanation of fees, FERPA, student financial assistance, student refund and cancellation policies, faculty leader compensation, program cancellation policy, conflict of interest, methods of group payments, and handling financial transactions.
- **Information on Teaching a Faculty-Led Group Study Abroad Program: Faculty Leader Handbook**
<http://www.k-state.edu/studyabroad/facultyled/faculty/handbooks.html>
 - Getting started, timeline for course development, scheduling faculty-led programs strategically, third party program providers, academics, responsibilities of study abroad program and faculty leader, leading and mentoring students, hallmarks of a successful faculty-led program, recruiting students, participation policy for faculty-led programs, and thinking through everything: the logistics checklist.
- **Conducting a Safe and Healthy Program: Faculty Leader Handbook**
<http://www.k-state.edu/studyabroad/facultyled/faculty/handbooks.html>
 - Safety basics, student behavior, K-State Code of Conduct, on-site orientation, general recommendations for participant safety, health basics, what constitutes an emergency, ten steps to prepare for an emergency, ten steps to respond to an emergency, K-State crisis protocols, international health insurance, and cell phones.
- **Program Proposal Process & Materials**
<http://www.k-state.edu/studyabroad/facultyled/faculty/proposalmaterials.html>
 - Call for Proposals
 - Deadlines for submission of proposals, instructions, program information, instructor information, course information, course syllabus, daily itinerary, implementation plan, program budget, other information, compensation information, compensation contract, and study abroad course proposal checklist.
 - Excel budget worksheets for faculty-leader expenses and student expenses.
- **Examples of Faculty-Led Group Study Abroad Programs**
<http://www.k-state.edu/studyabroad/facultyled/programs/past.htm>
 - Current and Upcoming Programs
 - Examples of Past Programs
- **Student Application Materials**
<http://www.k-state.edu/studyabroad/facultyled/students/applicationmaterials.html>
 - Application Instructions, Application Form, 4 Steps to Financial Aid for Study Abroad, Explanation of Fees, Financial Aid Frequently Asked Questions for Study Abroad, Financial Responsibility, FERPA, Refund and Cancellation Policies, Conditions of Participation, Independent Travel Release, and Additional Preparations.
- **Scholarships for Study Abroad**
<http://www.k-state.edu/oip/scholarships/studyabroad.html>
 - Information and application for student scholarships.