

## POLICIES, PROCEDURES, & GENERAL INFORMATION

### Faculty-Led Group Study Abroad Kansas State University

- **Budget and Money Matters**  
<http://www.k-state.edu/studyabroad/facultyled/faculty/handbooks.html>
  - Program budget, student payments, explanation of fees, Family Educational Right to Privacy Act, 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 Course**  
<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**  
<http://www.k-state.edu/studyabroad/facultyled/faculty/handbooks.html>
  - Safety basics on a faculty-led program, student behavior and K-State Code of Conduct, on-site orientation, general recommendations for participant safety, health basics on a faculty-led program, 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 phone.
- **Course Proposal for Faculty-Led Group Study Abroad**  
<http://www.k-state.edu/studyabroad/facultyled/faculty/proposalmaterials.html>
  - Deadlines for submission of proposals, instructor 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 program expenses (two spreadsheet tabs in one Excel document).
- **Examples Faculty-Led Study Abroad Courses**  
<http://www.k-state.edu/studyabroad/facultyled/faculty/information.html>
  - Current and Upcoming Programs
  - Examples of Past Programs
- **Student Application Materials**  
<http://www.k-state.edu/studyabroad/facultyled/students/index.html>
  - Student Application for Faculty-Led Programs, 4 Steps to Financial Aid, Explanation of Fees, Financial Aid Frequently Asked Questions for Faculty-Led Programs, Financial Responsibility, FERPA, Refund and Cancellation Policies, Conditions of Participation, Independent Travel Release, Drug and Alcohol Awareness Guidelines, Additional Preparations, and Notice of Photo Policy.
- **Study Abroad Program Scholarships**  
<http://www.k-state.edu/studyabroad/funding/scholarships.html>
  - Information and application for Study Abroad Program scholarships.

