

An Office of International Affairs and
Education (OIAE) and Center for
Excellence in Teaching and Learning
co-sponsored event for faculty

*Creating Faculty-
Led Study Abroad
Programs*

Important Program Tips

- The less expensive the program, the more likely your program is to work
- The more you recruit, the more likely your program is to work
- The more excited you are about the program, the more likely it is to work

How to choose destination

- One destination is less expensive than multiple
- Europe is the most expensive continent, northern Europe is the most expensive part of Europe
- Major airport
- Local transportation available for daytrips
- Inexpensive lodging available
- Are other local costs prohibitive?
- Time of year

Application Process

- You submit complete application and required materials to OIAE
- You submit course for approval by Curriculum Committee (for new courses)
- OIAE reviews application for completeness and passes it on the Study Abroad Faculty Advisory Board

Application Process

- Study Abroad Faculty Advisory Board makes recommendation to move forward or not with program
- OIAE contacts you with results of Advisory Board decision
- You and OIAE begin planning your new program

Study Abroad Faculty Advisory Board

- Created in 2006 by Provost
- Three members are selected by Provost, three members are elected by Faculty Senate
- Dean of LAS serves as ex-officio member
- Assists OIAE with decisions related to study abroad

Application Parts

- C.V.
- Draft syllabus for course
- Draft itinerary for study abroad program
- Draft budget
- Two-three page narrative describing program, its purpose and activities

Application Deadlines

- February 1 for fall programs
- October 1 for spring programs
- November 1 for summer programs

Creating a Budget

- OIAE can provide sample budgets from earlier study abroad programs
- Please use Excel or other budget-friendly format
- Always err on the side of more expensive. Maximize the possible cost on the budget
- Divide all costs by ten students. Remember, the students must pay for your expenses. The OIAE will assist with determining final program cost

Role of the Faculty Member

- Recruitment, recruitment, recruitment
- Propose course to curriculum committee
- Get course on schedule
- Work with OIAE in year one to establish budget, itinerary, logistics
- Take on budget, itinerary, logistics in subsequent years

Role of Faculty Member

- Chaperone student group
- Required reflective activities
- Health & safety
- Risk Management

Risk Management

- Park University policies
- Insurance
- Crime/State Department policies

Role of the Office of International Affairs and Education

- Provide assistance creating original budget, itinerary, etc.
- Make original logistical arrangements
- Find program providers/travel agencies
- Hold first year orientations
- Marketing assistance

Role of the Office of International Affairs and Education

- The office is here to help you set up your study abroad program
- We offer in-depth assistance the first year.
- **We cannot make all arrangements for all faculty-led programs.**

Funding for students

- Office of International Education and Study Abroad Scholarships
- Honors Program Scholarships
- McAfee/Trustee study abroad funding
- Patton Scholarships
- Financial Aid

External Funding

- Fulbright
- Boren
- Gilman – Pell grant recipients only
- DAAD
- Others?

New study abroad course?

Q & A

Thanks

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For more information

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