

Summer Study Abroad Program Development Policy

At the mandate of the CLA Dean, faculty-led summer study away/abroad programs (also known in some cases as post sessions) have been added to the tasks administered by the Office of International Education (OIE). In an effort to encourage students to think about summer study abroad as seriously as they do semester and year, and so that the OIE can provide the same level of pre-departure orientation to all students going abroad, all programs will use a Common Application with a common application deadline (end of November/start of December). For example, the deadline is typically early in December of the current year for all programs the following year in summer, fall, and spring terms.

The OIE administers the following policy with respect to summer study abroad programs. The policy:

1. Includes components that must be included in program development; and
2. Defines the responsibilities of OIE staff and the program-related faculty.

Necessary Program Components

All programs are overseen by the OIE in collaboration with WU faculty. Programs should follow industry best practice guidelines. In an effort to meet these goals, programs should include the following components.

- Affiliation with known, reputable sources for instruction (when not delivered by the accompanying faculty), housing, meals, and transportation.
- An academic program/course approved by the WU Academic Programs Committee and an overall study abroad program approved by the Off-Campus Studies Committee (OCSC) and, if necessary, the University's Risk Management team
- Insurance for faculty and students that provides coverage in the eventual need of medical care, medical evacuation, or repatriation of remains. If the program includes any activities that add to increased physical risk (swimming, exposure to elements, etc.), then insurance coverage must cover program related activities as stipulated by the University risk management officers.
- Vetting of students prior to approval for: good academic and conduct standing. Students will submit a Willamette Common Application for Study Abroad and applications will be vetted by the Off-Campus Studies Committee and faculty program leader.
- Budget neutrality so that all costs of the program are covered by the costs charged to the students. This includes faculty stipend, faculty expenses and airfare, and the summer tuition fee (currently \$600 per credit).
- Compliance with university obligations related to stipends, financial advances, and timely post-program receipting in accordance with Financial Affairs and IRS rules.

Faculty Tasks

Faculty who lead summer study abroad programs are responsible for the following duties in cooperation with the Office of International Education:

- Coordinate all arrangements for instruction, housing, meals, and transportation for the program including arranging for invoices from all program service providers (program fees to be paid to a third party, lodging/meals, local transportation) be sent to OIE as soon as reservations are finalized.
- Produce, in collaboration with OIE, the budget for the program no later than September 15th so that program cost can be advertised to students.

- Take the lead on promotion of the program (email notices, information sessions, posters and other PR,) Faculty are welcome to produce their own websites to promote programs as long as they direct students back to the OIE program page for information and application.
- Provide OIE with copies of promotional materials including posters, flyers, and (in the case of electronic materials) copy OIE on any promotional materials/information sent out electronically.
- Direct interested students to the Common Application process and materials through the OIE website.
- Work with the Off-Campus Studies Committee to review applicants and select participants.
- Participate in pre-departure sessions.
- Communicate actively with OIE staff before departure and while on-site about student and program concerns.
- Submit emergency contact details which list all destinations and contact information for all lodging prior to departure including ways to reach the faculty leader in the event of an emergency.
- Describe in detail all activities in order to assess safety and risk issues associated with the program and, when necessary, collaborate with the WU risk management officers to outline safety procedures to minimize the chance of injury and establish emergency protocols that will be used in the case of injury.
- The university requires that all faculty leading students on programs (plus any accompanying adults over 18 years old) participate in a “Risk Mitigation Workshop/Meeting” which will be conducted yearly, typically in the fall semester. This session includes information and strategies related to Title IX (sexual misconduct of any kind) while students are abroad, and will help faculty understand how their role as mandatory reporters extends beyond the WU campus.
- In addition to this OIE-administered session, it is the responsibility of each faculty program leader and any other WU faculty or staff members who might also be connected to the program to make sure they are in compliance with all university mandated trainings. If you are not sure, please consult with Human Resources.
- Read and be aware of the current version of the OIE *Crisis Management and Emergency Procedures Manual for Study Abroad*.
- Work with OIE staff to process program payments to service providers in advance of departure as much as possible and submit post-program receipts with a University Expense Reimbursement form and/or Excel listing of all expenses. As per IRS regulations, Financial Affairs requires receipts 30 days after a program completes.

OIE Staff Tasks

OIE staff is responsible for the following duties in cooperation with the faculty leading the summer programs:

- Review and finalize the program budget prior to promotion (after receiving by September 15th).
- Create, update and maintain the OIE websites for the summer programs. Provide links to faculty maintained pages if applicable.
- Promote summer study abroad at the general study abroad information sessions and produce program-specific information sessions in collaboration with faculty when requested.
- Update the Common Application as needed to accommodate summer study abroad programs.
- Manage the processing of the Common Application: receive materials, create files for review, communicate with faculty once review is possible, conduct academic and conduct checks, and notify students of acceptance or rejection for programs via an official notification letter by the published deadline.
- Manage the acceptance process which includes providing students with necessary acceptance documents including: official Accept or Decline offer and terms thereof, Financial Agreements,

standards of conduct abroad, waiver of liability, terms of withdrawal, and any supplementary, program specific application materials (e.g. certificate of ability for Scotland, ACLAS application for Ecuador).

- Track student deposits and payments.
- Take the lead on pre-departure programming and include faculty as appropriate.
- Work in conjunction with faculty and WU offices (Administrative Services, Bishop Health, Financial Affairs) on yearly “Risk Mitigation Workshop/Meeting.”
- Produce emergency packet for faculty (including, but not limited to, student emergency contact info and health self-assessment forms).
- Process program payments to service providers and in advance of departure as much as possible.. Submit stipend request, authorize purchase of air tickets via the University Travel Center, and verify/reconcile post-program receipts/expenditures.

Proposing New Summer Programs

Faculty interested in creating a new summer program should know that the development process can take more than a year. Here is a sample timeline.

No later than Spring Semester: Develop program with OIE and seek committee approvals

Late Spring/Summer: Set plan for promotion for fall semester

Fall Semester: Promote program, and application deadline for following summer

Spring Semester: Applicant approval and orientation sessions for program

SUMMER: PROGRAM IS RUN FOR THE FIRST TIME

Fall: OIE is contacted about intent to run program again in following summer, program is evaluated and refined, promotion and application cycle starts again

As demonstrated by this timeline, program development must begin more than one year prior to running a program for the first time. It is sometimes possible to produce programs quickly, but generally speaking, a program must be ready by the start of classes fall semester so that it can be promoted during the period prior to the study abroad application deadline. Please see the accompanying Checklist for a more detailed timeline you should expect to follow for a successful program.

Factors to Consider When Developing a Study Abroad Program

The OIE welcomes new proposals from faculty that meet the criteria listed here. We look forward to partnering with faculty to ensure that students have access to high quality programs that meet student needs, as well as both OIE and University strategic goals.

A successful program proposal will:

- show that the prospective faculty leader and his/her academic unit has strong ties to and familiarity with the program site,
- include a complete and accurate preliminary program budget-
 - preliminary budget is based on solid, accurate estimates from vendor(s), including costs for housing, group meals, on-site transportation, classroom space, any educational excursion, and all faculty expenses (airfare, lodging, meals) related to travel to/from the site as well as during

the program; final prices ready to be submitted by September 15th of the fall prior to the summer program,

- program cost is as low as possible while including necessary expenses to promote greater accessibility and participation,
- demonstrate that there is student interest in this program and course(s),
- offer a rigorous academic experience which is enhanced and enriched by the host location (coursework is closely associated with location or host university's strengths; program ties location to coursework),
- have written letter of strong support from the prospective faculty leader's department,
- have program goals that fit with university and departmental goals and priorities,
- include coursework that has been approved by the APC prior to submission to the OCSC,
- have a clearly articulated marketing and recruitment plan,
- consider the risks involved in and associated with the program including special required physical activity, proximity to or location in a politically or environmentally volatile area, and special transportation needs. Use of public transportation or professionally delivered transportation services is strongly recommended.

Program selection criteria

The OCSC will use the following criteria when reviewing and approving new program proposals.

- Application is complete by the proposal deadline.
- Faculty leader is willing to collaborate with the OIE on the development and management of the summer study abroad program.
 - has met with the appropriate OIE staff to discuss the program
 - actively engages in the program budgeting process
 - responds to requests for more information in a timely manner
 - reads materials and information provided by the OIE
 - is willing to attend workshops and trainings for students
 - demonstrates understanding of and adherence to University policies regarding safety, health, and fiscal responsibility.
- Program contributes to the diversity of summer study away opportunities for WU students, including a diversity of academic discipline and locations.
- New programs should complement, rather than compete with, existing WU summer study abroad programs.

Criteria for Canceling or Not Renewing a Program

The Office of International Education will complete ongoing assessment of all programs with the goal of enhancing their success, and ensuring that programs support strategic goals. We will be happy to work with faculty leaders and corresponding academic departments to make program improvements and address any issues; however, the OCSC and the OIE reserve the right to cancel programs should it determine that high quality programming cannot be maintained, or that strategic goals for program delivery are either not being met, or could be met more effectively by a different program.

The OIE, as well as the appropriate department, reserves the right to cancel or not approve an application to renew a summer study abroad program if any of the following occur:

- events at the study abroad site(s) indicate that the security and health of students cannot be reasonably protected
- the faculty member does not fulfill his/her responsibilities as defined in this policy or as per other University policy
- faculty leader has been unwilling to collaborate with the OIE on the management of the study abroad program. Examples include, but are not limited to the following situations:
 - faculty leader does not pursue obtaining solid, accurate estimates from vendors for on-site program expenses and/or does not actively engage in the program budgeting process
 - faculty leader does not submit program receipts with a University Expense Reimbursement form and/or Excel listing of all expenses within the 30 day period upon return from the program
 - faculty leader is not responsive to requests and communications from the OIE, or communication from faculty director detracts from collaboration and ability to provide effective program management
- the minimum number of students has not been met (after several years, if program cannot meet minimum enrollment, program may not be recommended for renewal)
- program evaluations contain consistent negative feedback from students and changes to program have not led to improved feedback
- programs will be evaluated regularly by participants, program administrators, instructors, and when appropriate the Off-Campus Studies Committee to determine the extent to which program objectives are being met. If necessary, changes or adjustments will be made in light of the findings. If after changes have been implemented and program evaluations have not shown improvement, program may be recommended for cancellation.
- the status of the faculty member in the department/university changes
- in the case of on-going and annual summer programs, indication to provide the program is not received by the OIE by September 15th
- the OIE & OCSC determine that the program is no longer feasible for financial, organizational, or other reasons

Checklist: How to Propose a New Summer Study Abroad Program

Please note: The deadline for submitting new program proposals to the OIE is spring semester of the year prior to first offering a program. Here is an abbreviated timeline.

No later than Spring Semester: Develop program with OIE and seek committee approvals

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If you are proposing a program with less lead time than this, it is important to consult the OIE regarding the viability of your plan.

1. Contact the Office of International Education to arrange a meeting to discuss your program idea.

During this meeting, you and OIE staff will discuss your preliminary program ideas. OIE staff will answer any questions you have about program development application program development process and will review your responsibilities as a study abroad Faculty Leader as well as the OIE resources and support services that are available to assist you in your role. OIE staff can also help leaders begin to construct program budgets and advise about health/safety/liability concerns associated with leading a program abroad.

Timeline: ideally, contact with the OIE should be made at least 18-24 months prior to the intended start date.

2. Meet with Department Chair - As part of the program proposal process you will need to request a letter of support from your Department Chair. Therefore we encourage you to meet with your Department Chair to discuss preliminary ideas for the program, including the course(s) you plan to teach and/or offer on the program (courses taught by others), any course related field trips, as well as program location, dates and year the program will be offered, and anticipated budget/cost. Early discussions about your program will help to determine whether the program is well integrated into departmental goals and enrollment strategies and whether the program's academic content meets departmental standards.

Timeline: ideally, at least 18 to 24 months prior to the intended start date.

3. Determine preliminary logistics - Gather detailed information on matters such as on-site travel arrangements, housing options, meals, and program events (admission to museums, cultural events, etc.). These steps are necessary to determine accurate preliminary costs and budgets. Preliminary logistical arrangements can be made by the faculty leader independently, obtaining the direct assistance of on-site vendors or agencies, or working in conjunction with the OIE.

Timeline: at least 18 months prior to the intended start date.

4. Submit program materials to the OIE – Faculty leaders should provide an explanation of the program, a tentative schedule and budget, course information, a statement of program intent/purpose, and a plan for

submitting the program to the Academic Programs and Off-Campus Studies Committees. Note that many details will still be in the preliminary state at this time, but the intended structure should be clear.

Timeline: at least 18 months prior to the intended start date.

5. Committee review – All faculty-led programs must go through a dual approval process. Academic Programs will approve the course and credit for new or revised program offerings. The APC will alert faculty of approval or changes that need to be made to course content or program length (contact hours) to secure credit. After securing APC approval, the program must also be approved by the Off-Campus Studies Committee before the program can be advertised to students. Please consult OIE staff for the OCSC meeting schedule.

Timeline: 12 to 18 month prior to the intended start date – these committees do not meet during academic breaks (summer, winter break, spring break); therefore, it must happen DURING the academic semester.

6. Program Administration – Once your program has been approved by the OIE, the Academic Programs Committee, and the Off-Campus Studies Committee, you can begin the program administration process. OIE staff will lead you through the next steps in developing your program.

Willamette University utilizes one Common Application and a single application deadline in late fall semester for all programs the following summer, fall, and spring. Faculty must observe this deadline and reinforce it as they are consulting with students. In addition to faculty and OIE staff review, student applications will also be vetted by members of the Off-Campus Studies Committee and will be assessed based on academic and conduct standing.

Faculty leading programs are required to attend a yearly “Risk Mitigation Workshop/Meeting” each fall before applications for that program can be reviewed.

To allow promotion to begin during fall semester, faculty will produce the final budget to the OIE by September 15th.