



International Programs
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FACULTY-LED PROGRAM GUIDELINES

The purpose of this document is to outline the procedures and policies related to the organization and implementation of DSU Faculty-Led Programs. The International Programs Office will work closely with faculty in course scheduling, student registration, insurance matters, budgetary functions, and marketing for the program.

By the published guidelines, everyone involved in the Faculty-Led Program will be better informed about the program and, in turn, will be better able to serve the students by providing accurate information and support.

What is a DSU Faculty-Led Program?

- A faculty-led, credit-bearing experience where all or part of the program is conducted off-campus and in which all participants must be registered for academic credit at the Self-Support tuition rate;
- Typically 1-4 weeks, but may be longer with proper planning and approval;
- Courses completed are regular DSU courses and are transcribed on the student's transcript accordingly;
- DSU bills participants for the program in conjunction with their regular semester bills so financial aid may be applied to the cost;

Example of Faculty-Led Program Structure

ENGL 292: Special Topics (England Study Tour) 1-4 credits: This course took place as a normal spring 2010 course and included a fifteen-day tour through London, Canterbury, York, Edinburgh, and Paris after the semester was over. Students viewed the places where selected British authors lived and carried out their work. Students participated and reacted to the various reading selections, plays and poetry; students kept a daily journal of their experiences; both large and small group discussions; a final exam. Upon return, the faculty evaluated the students' learning outcomes from the program for the selected number of credits each registered for.

The Role of the Faculty Leader

The role of the program faculty leader, in addition to a considerable amount of administrative work, requires a wide variety of skill sets that are quite different from those of typical courses. The role of the faculty leader will include the following:

- Flexibility! Being able to handle a variety of logistical detail as it relates to students, travel, flight cancellations, detours, host cultures, hotel accommodations, etc.
- Commitment to intercultural learning, global understanding, and responsible citizenship in a global community.
- Ability to handle all student service matters and being familiar with all DSU and BOR policies regarding health, weather, personal safety, etc. among others, emergency procedures, discrimination and harassment, and The DSU Student Handbook, and BOR Student Conduct Code.
- Organizational and planning skills as well as the ability to keep track of a number of details simultaneously.
- Ability to create and manage budgets and account for any cash advances you may request, being mindful that you are operating in a public institution where fiscal matters must be handled transparently and in keeping with state policy. The tuition/fees and Study Tour fee should approximately equal or exceed the cost of the tour leadership.

- Ability to recruit with enthusiasm as students will enroll if they feel your passion for the topic and destination. You should spend time speaking with students to promote the program, including information sessions, classroom visits and other promotional strategies.
- Good health, to handle the physical and emotional demands of coordinating the details of the program. Many travel agendas impose physical demands on both the leaders and the participants.
- Leadership qualities and willingness to take charge in any situation where students need to be directed, rather than consulted.
- Appreciation of the increased contact with students that is inevitable during a faculty-led program.

Customized Program Providers

More and more third party study abroad companies are collaborating with universities on the design of customized faculty-led programs. These third party study abroad providers draw on their expertise and in-country staff, business contacts, and facilities (classrooms, residence halls, etc.) to assist with tour design, logistics, and marketing as well as health and safety risk management.

The program provider can typically provide the following support:

- Meets with faculty and International Programs Office during design process to develop understanding of tour goals and financial constraints of DSU and our students.
- Submits written bid with a copy to faculty leader and International Programs Office.
- Enters into written contract with DSU through the standard DSU administrative contracting process, facilitated by International Programs Office.
- Assists with determining location(s) that will reinforce the academic focus.
- Assists with developing a schedule that maximizes time overseas.
- Finds and reserves appropriate classroom and living spaces.
- May design and print brochures and other marketing materials.
- Conducts in-country student orientation and provides on-site information.
- May arrange flights and airport transfers upon arrival and departure.
- Arranges in-country travel and obtains transportation passes.
- Organizes and oversees home stays or other housing arrangements for both students and faculty.
- Rents classroom and office space and oversees educational equipment needed.
- Arranges logistics for field trips.
- Carries the necessary liability insurance.
- Analyzes health and safety risks and implements health and safety measures on-site.
- Evaluates program success, along with faculty leaders and International Programs Office.
- Other miscellaneous duties.

The International Programs office recommends that faculty with limited or no experience abroad consider working with one of the following study abroad program providers. All these providers are skilled in collaboration on university-level learning experiences to help develop and facilitate a Faculty-Led Program:

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| • ISA- International Studies Abroad | • GlobaLinks |
| • EF Study Tours | • CEA- Cultural Experiences Abroad |
| • CIS- Center for International Studies | |

Faculty-Led Program Guidelines

1. PROPOSAL SUBMISSION: A faculty-led program proposal must be completed and submitted to the International Programs Office by the appropriate deadline (see below).
2. PROPOSAL MEETING: All faculty leaders are required to attend an in-person meeting with the International Programs Coordinator. During this meeting, participants will review the faculty-led program requirements and forms and discuss issues such as program implementation, health and safety, orientation of participants, financial aid procedures, marketing and liability.
3. DEADLINES:
 - Spring Semester Programs: Proposals due to IPO by May 1
 - May/Summer Programs: Proposals due to IPO by July 1

*In cases where a proposal is submitted after the designated deadline, consideration of those programs will be on a case-by-case basis. It takes a minimum of 12 months to properly plan and execute a faculty-led program.

4. NOTIFICATION: Proposal approval or revisions will be sent to the faculty leader within three weeks of receipt of the complete proposal.
5. EMPLOYMENT STATUS: The faculty leader who will be designated instructor-of-record must be a full-time, DSU employee or approved for adjunct teaching status.
6. COMPENSATION: The tuition generated by the students enrolled in the study tour must be sufficient to cover the workload costs for the faculty member leading the study tour. If that is not the case, then the faculty member will not be paid workload for the tour. Compensation will always be overload at the Independent Study rate.
7. CO-LEADER COMPENSATION: The Study Tour enrollment must justify covering the expenses of a co-leader.
8. AGE REQUIREMENTS: Program participants must be 18 years of age or older.
9. TIME COMMITMENT: In addition to the meetings and administrative responsibilities required before and after the program, the faculty leader agrees that the on-site portion of the program will require constant oversight as part of the teaching/management requirements. Therefore, leaders are encouraged to carefully consider whether other family members should accompany them on the program.
10. TUITION RATE: The South Dakota Board of Regents requires that all Faculty-Led Programs are calculated at the self-support tuition rate that has been established by the Board. (For more information, see the BOR Policy 5:17)
11. LIABILITY INSURANCE: All third-party entities will be required to provide proof of liability insurance sufficient to meet the requirements of SDBOR Policy 5:3 and DSU policy.
12. INTERNATIONAL INSURANCE: The cost of international insurance will be included in the fee for all faculty-led programs. The cost is approximately \$36.90 per person and provides coverage for travel, medical, and security scenarios while abroad. This insurance is mandated by the South Dakota Board of Regents. Faculty leaders are required to purchase this insurance, as well.
13. PASSPORTS & VISAS: Faculty leaders will be required to purchase and hold a valid passport. Additionally, faculty leaders are expected to determine if a visa will be required for entry into the destination country or countries, how to obtain the visa, and the additional cost.
14. ENROLLMENT & REGISTRATION: All students must be registered for a minimum of one credit. Auditing the course is an option.
15. NON-STUDENT PARTICIPATION: The faculty leader may determine if non-student participation will be permitted. Non-student participants must pay the Program Fee, insurance fees, and a participation charge that shall be approximately 1/3 the minimum cost of tuition for the program. The participation charge will be used to off-set the salary and expenses of the faculty leader(s) in the same way as student tuition.

16. PROGRAM LEADERSHIP

- a. When a faculty member decides lead the tour without the aid of a program provider, they are strongly encouraged to take a co-leader or graduate “student assistant” on the program to provide additional administrative/logistical support. This will allow the faculty member to focus more on student learning objectives rather than on administrative detail.
- b. Faculty listed as instructors- of- record must be paid a workload according to COHE agreement standards. However, having more than one instructor-of- record on a program may make it cost-prohibitive for students. As an alternative, additional faculty or co-leaders may assist with the program in a non-academic context but enrollment must justify covering the expenses of a co-leader.

17. **ACADEMIC CREDIT & CONTACT HOURS:** The Board of Regents Policy 2:12 requires 15 contact hours per credit hour awarded (one contact hour equals 50 minutes). Time spent on field trips or academic excursions can count as “contact hours” on a 2-to-1 ratio (i.e., for every two hours spent on an excursion/guided tour, one hour may be counted as a contact hour toward academic credit). No more than 6 contact hours should be planned for any given day on the tour.

Criteria for Evaluating Faculty-Led Program Proposals

1. The proposal adheres to all requirements specified in the above mentioned guidelines.
2. The program is proposed for a location that will not pose unreasonable threats to participant health and safety as determined by U.S. State Department (http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and the Centers for Disease Control guidelines (<http://www.cdc.gov/trave/>), and the International Programs Office. DSU will not approve, fund, award credit for, or otherwise sponsor or support any international academic or extracurricular activity in any of the countries for which a travel warning (advising US citizens against all travel to that country) has been issued by the US State Department.
3. The program is academically rigorous (as demonstrated by the Dean’s signature) and represents learning opportunities that will expand upon the existing DSU curriculum.
4. The program provides ample opportunity for participants to engage with local cultures and gain an international or global perspective.
5. The design of the program (date, length, location, course offerings, cost, etc.) is conducive to DSU student interest, participation, and university-level learning.
6. The faculty member is qualified to provide instruction in the fields and topics covered by the coursework.
7. The proposal includes a brief description of the program environment and logistical arrangements and addresses issues of health, safety and security of students. Please note required and recommended vaccinations since these impact the tour’s budget. Additional topics to address are the security of housing (gates, guards, swipe keys, porter, etc.) and/or transportation risks (group and individual, public and private).

Please note:

- Duplication in curricular offerings, program locations, or recruitment appeal should be considered by faculty leaders when planning or proposing a program.
- Successful proposals will describe how students’ cross-cultural learning will be facilitated (e.g., interactions with locals, cultural “debriefing” sessions on site, reflective essays, etc.)
- Programs may not be marketed to students until all approvals are received.

Promotional Brochure Template:

Here is an example of what your program advertising information should look like:

Faculty-Led Program: From London to Rome

From Big Ben to the Colosseum, this journey brings together history, art and culture for a survey of Europe's wonders. Discover all that London and Paris have to offer, including Windsor Castle and the Eiffel Tower, before traveling to Lucerne. Continue to charming Florence before ending your trip in the Eternal City of Rome.

Course: ART 292, ART 492, HIST 491

Credit Hours: 1-3

Instructor: Vincent van Gough

Class Dates: January 12, 2012 – March 29, 2012

Program Dates: March 9-16, 2012

Registration Information: For more information and to register for this course, please attend a Faculty-Led Program information session at 12pm on December 6, 2010 in the TC.

Price: \$2,594/student (plus self-support tuition) (fee includes round trip airfare, eight overnight stays, complete European breakfast daily, three dinners, full-time bilingual on-site Program Director, and Eurostar high-speed train).

Special health/safety/environmental considerations: This program will require considerable amount of walking/traveling each day on uneven cobblestone streets and narrow paths. The group will also use considerable amount of public transportation (both buses and subways) that may not be handicap accessible.