

**Mount St. Mary's
University**

Faculty Study Abroad Handbook

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Introduction

Dear Faculty Member,

We are thrilled that you have decided to embark on the rewarding journey of leading a study abroad program. The Office of International Programs at Mount Saint Mary's University is dedicated to supporting you through this enriching experience, from crafting the program to guiding your students during their international exploration.

Whether you have been selected to lead a full semester program or have chosen to curate your own customized faculty-led program, we recognize the immense effort and passion that goes into creating these transformative opportunities. Study abroad experiences not only provide students with invaluable academic and cultural exposure but also foster the development of essential skills that will shape their personal and professional growth.

This handbook serves as your introductory guide to navigating the intricacies of leading a study abroad program. Within these pages, you will find valuable information, practical tips, and helpful resources to assist you in designing an exceptional program, preparing for departure, facilitating academic integration, and supporting your students as they adapt to new cultural environments.

Throughout this endeavor, our dedicated team stands ready to collaborate with you, offer guidance, and address any concerns that may arise. We recognize the unique challenges and responsibilities that accompany leading a study abroad program, and we are committed to ensuring a seamless and rewarding experience for both you and your students.

We invite you to explore the diverse range of possibilities that study abroad programs offer, leveraging our expertise and resources to craft an unforgettable educational journey. Embrace the opportunity to foster global citizenship, cross-cultural understanding, and personal growth within your students, while also enriching your own academic and cultural perspectives.

The Office of International Programs is honored to accompany you on this adventure. We look forward to witnessing the profound impact your program will have on your students and the invaluable experiences they will gain through your leadership.

We wish you a successful and enriching study abroad experience.

Sincerely,

The Office of International Programs
Mount Saint Mary's University
goabroad@msmary.edu

Purpose

Study abroad programs offer invaluable opportunities for both students and faculty. For students, these experiences foster the development of critical thinking skills, a sense of global citizenship, and a deeper appreciation for diverse communities. Additionally, study abroad programs have been shown to contribute significantly to student satisfaction and retention. We at Mount Saint Mary's University recognize the profound impact these programs can have on our students' personal and academic growth.

Furthermore, we understand that leading a study abroad program can be an enriching experience for faculty members as well. It can enhance faculty morale, provide opportunities for professional development, and open doors to new areas of teaching and research. With this in mind, we offer two main types of faculty-led study abroad programs: customized faculty programs and full semester programs, which comprise the majority of our study abroad offerings.

This handbook serves as a basic guide for faculty members, providing essential definitions, guidelines, and support as you begin the process of leading a study abroad program at Mount Saint Mary's University. Our goal is to equip you with foundational resources and information to create transformative learning experiences for our students while also fostering your own professional growth.

Definitions and Terms

Full Semester Study Abroad Programs

Full semester study abroad programs are contractual partnerships with third party organizations. The Director of International Programs schedules these programs and asks faculty to apply to lead these programs. The Foreign Studies Advisory Committee (FSAC) then reviews these applications and selects the trip leader. These programs rotate and FSAC attempts to rotate the leaders of these programs as well. These programs are listed on the Mount St. Mary's University (MSMU) [Mount Sponsored Programs page](#) and in the admissions marketing materials on studying abroad.

For these programs, the Director or Associate Director of International Programs negotiates the contract with a third-party vendor, and that vendor organizes the residences, classroom space, excursions, day trips, and semester calendar. Faculty are responsible for reviewing the calendar and excursions to ensure that they contribute to the course offerings. The faculty trip leader is also responsible for participating in the excursions and trips, teaching two courses, and managing the assignments and grading for the Life and Culture course.

The Director or Associate Director will work with the Accounting and Finance Office for the budget and billing of these programs. Full time faculty trip leaders receive their standard salary for compensation and a \$250 per student stipend for work-related personal travel expenses. Faculty can find the list of non-taxable work-related travel expenses in the IRS tax publication 463. Faculty trip leaders will be expected to collect receipts for these expenditures and submit them within 30 days after the end of the study abroad program.

There is one exception to this full semester study abroad program description: the Ecuador Program. The full semester Ecuador Program is a customized faculty led program. The Office of International Programs no longer allows or manages full semester programs that are customized faculty led programs due to the difficulty of managing them, so the Ecuador program remains the exception to this categorization.

Customized Faculty Led Programs

Customized Faculty Led Programs are unique to specific faculty members. These programs can be planned by the faculty member in collaboration with a third-party partner, including but not limited to travel agencies, study abroad agencies, or in country universities.

Faculty Customized Programs are offered over the summers, fall breaks, winter terms, and spring breaks. These programs range from one week up to six weeks long and include at least one faculty trip leader. This faculty trip leader manages the program and may teach courses for the program as well. These programs need to be approved by the Director of International Programs and should be planned, including a budget, at least one year in advance of departure.

The faculty member proposing to lead the program is responsible for the planning, managing, and marketing of the program. The Director will go over the budget, application process, and mitigate risk for the University by ensuring clear and transparent expectations for all parties. If the faculty trip leader takes a stipend for work-related travel expenses, they will need to submit receipts within 30 days after the end of the study abroad program.

For compensation requirements and criteria, please see the Compensation and Tuition model description for customized faculty led programs under the section entitled, “Other Helpful Information for Faculty Trip Leaders.”

Third Party Partnerships

Almost all MSMU study abroad programs have a third-party partner. These third-party partners come in 3 main types. Faculty members who want to customize their own study abroad program over the summer, fall break, winter term, or spring break, will use one of these partnerships to do so.

1. Study Abroad Organizations.
 - a. MSMU prefers that the faculty use a third-party study abroad organization like AIFS, EF, Explorica, or CIEE to customize a study abroad program. These third-party organizations do a lot of the planning work, customizing the excursions; reserving classroom space; and taking on much of the liability and risk associated with traveling with students.
 - b. These organizations also take on some of the liability and risk, so that faculty have support structures on the ground in country should they need it. However, these programs often come with a higher cost to the student.
2. International Institutes of Learning or Universities.
 - a. Some faculty like to work with international institutions of learning or higher education institutions. Usually, these are in country institutions with their own facilities and representatives who will help you in the planning stages. They may even lead some of the customized trips or teach additional courses. If this

is the case, you may find yourself working with this institution and a travel agent. The combination of partnerships usually results in a lower cost to students, but additional planning by the faculty trip leader, and more reliance on the faculty trip leader should obstacles or challenges occur.

3. Travel Agencies.

- a. As you probably know, a travel agency is a business that specializes in arranging various aspects of travel for individuals or groups, such as transportation, accommodation, activities, and tours. Travel agencies have access to discounted rates and negotiated deals with airlines, hotels, and other travel service providers, which can potentially translate into lower costs for your students.
- b. For faculty members who want to lead a customized trip, using a travel agency can provide cost advantages for the students compared to booking everything individually or using a study abroad organization. However, it's important to note that by working directly with a travel agency, faculty members will take on additional responsibilities and potential liabilities. This includes tasks such as arranging transportation, booking accommodations, organizing activities and excursions, and managing the group's itinerary. While a travel agency can assist with these tasks, the faculty members will have a more hands-on role in the planning process compared to using a third-party study abroad partner.
- c. Additionally, faculty members will be accountable for addressing any obstacles or emergencies that may arise during the trip. This could include dealing with flight delays, accommodation issues, medical emergencies, or any other unforeseen circumstances. In the event of such situations, the faculty members leading the trip will be responsible for coordinating and managing the appropriate response, as opposed to relying on a dedicated study abroad provider.

University Insurance

All faculty-led programs are covered by the university's insurance policy while conducting official business. The Director of International Programs must submit the university insurance request by September of the preceding year, requiring at least one year of advance planning for trips. However, this coverage is limited to specific scenarios like property damage or liability claims. It does not cover personal losses, health emergencies, trip cancellations, etc. Therefore, securing separate travel health insurance is crucial for all participants.

Travel Health Insurance

All participants, including faculty, students, and non-student attendees, should purchase comprehensive travel health insurance for the trip. Purchasing personal travel health insurance can typically be done 1–2 months prior to departure.

Good international travel insurance should include: 1) Trip cancellation coverage for any reason, as well as coverage for trip delays. 2) Medical coverage and emergency medical evacuation. Check if your current medical plan can extend international coverage or add this to your travel insurance package. 3) Baggage and personal belongings coverage. 4) Covid-specific coverage. Most travel insurance requires paying out-of-pocket first and then submitting a claim for reimbursement, as foreign entities do not recognize U.S. insurance.

Pre-pandemic travel insurance typically cost around 6% of the total trip cost per person. Research and compare options, as Mount St. Mary's University is not responsible for the quality of coverage purchased. Reputable sources like NerdWallet and Forbes recommend the SquareMouth search engine to find the best coverage.

All faculty should purchase health insurance for their semester abroad. It is likely to cost approximately \$300. This cost is sometimes covered by the study abroad partner contract. Please check the contract to be sure. You may also purchase insurance and request reimbursement from your department. Please speak with the Chair of your department about that option.

Faculty Responsibilities

Faculty Trip Leader responsibilities vary, depending on whether it is a full semester program, or a customized faculty led program, and based on the third-party vendor involved in the program. In general, here is a list of responsibilities for the faculty trip leader.

Course Offerings

Faculty trip leaders will develop course offerings, readings, and assignments for the courses they will teach abroad. These courses should be determined in consultation with the Chair(s) of the relevant department(s) and/or the Director of the Core Curriculum. For example, if a faculty member would like the course to cross-count as a Global Encounters core course and a history course, both the Core Director and the Chair of the History department need to review and approve or deny this request. The Director or Associate Director of International Programs can assist in outlining likely core, major, and minor requirements that the proposed course might satisfy before submission to the respective Chair(s) or Core Director.

For full semester programs, faculty trip leaders will count their semester abroad as their four-course semester. They are responsible for crafting, teaching, and grading two of their own courses. Additionally, they are responsible for advising all student participants, mentoring those struggling with online courses, attending all excursions and day trips, crafting assignments based on those experiences, and grading those assignments. This latter set of responsibilities aligns with the "Life and Culture" course required for all students during a full semester study abroad program. Each full semester program includes a Life and Culture course.

For full semester courses, each course, including the Life and Culture course, will have a Canvas page. Students will also have opportunities to take some asynchronous courses online through MSMU. It is important to note that the use of Zoom for in-country courses is discouraged. Furthermore, it can be challenging to offer Learning Services Accommodations while leading a study abroad program. Therefore, the Office of International Programs encourages faculty trip leaders to offer their courses using the standards and recommendations for Universal Design.

For customized faculty-led programs, the course credit hours and offerings vary from 1 week and 1 credit hour to 4 weeks and 9 credit hours. The Director of International Programs is responsible for assessing the appropriate credit hours based on the proposed course content, workload, and the integration of the study abroad location into the course material and assignments.

All study abroad programs have a minimum of 1 credit hour to be deemed a Mount sponsored “study abroad” program.

Academic Concerns

Full semester courses offered abroad differ in minor ways from the traditional semester on the Emmitsburg campus. For example, shorter international semesters in Dublin last 12 weeks, or 84 days, while the Argentina semester is 10 weeks or 71 days. A semester abroad may share the same fall break as the Emmitsburg campus, or the break could be earlier or later.

Faculty members abroad will receive automated emails from MSMU reminding them to submit grades. However, submitting midterm grades might not be appropriate to every study abroad experience.

Asynchronous classes offered by Mount St. Mary’s University last 15 weeks. Students studying abroad may be enrolled in asynchronous classes at MSMU (15 weeks) and synchronous in-person courses abroad. The faculty trip leader may decide when final assignments will be due—at the conclusion of the abroad semester or the conclusion of the regular MSMU semester. Please note that students may be traveling or without access to computers during the period between the end of an international trip and the end of the MSMU semester. Therefore, due dates and other academic expectations should be clearly conveyed in a timely manner to the students.

Advising for Study Abroad

All faculty play an important role in supporting and guiding students who wish to study abroad. This involves being familiar with the university’s comprehensive study abroad resources, as well as collaborating with faculty trip leaders and advisors of study abroad students.

Recommendations for all faculty:

- Be familiar with the university’s [Study Abroad Course Catalog](#), which outlines policies, procedures, and course options for all study abroad programs.
- Familiarize yourself with the upcoming [Mount sponsored programs](#) through a review of the website.
- Refer students to these comprehensive resources when they have general questions about studying abroad.

As faculty trip leaders, you will serve as the primary academic advisor for students participating in your specific study abroad program. This important role requires close coordination with the Office of International Programs and ongoing support for your student advisees.

Faculty Trip Leaders

- Review the study abroad advising guide provided by the Office of International Programs each semester. This guide will outline the course options and any destination-specific requirements for your program.

- During advising week, meet with your study abroad students to help them select appropriate courses that fit their academic plan and degree requirements.
- Maintain contact with your advisees throughout their time abroad in case they need additional guidance or have questions.

Even if you are not the designated faculty trip leader, you may still have advisees who will be studying abroad. In these cases, it is crucial to work closely with the faculty leading those programs to ensure your students are appropriately enrolled and making progress toward their degrees.

Advisors of Study Abroad Students

- If one of your advisees is studying abroad, work with the faculty trip leader and the student to ensure the student is enrolling in the correct courses and fulfilling degree requirements, even though they are physically located abroad.
- Review the study abroad advising guides to understand the program offerings and requirements.
- Communicate with the student and with the faculty trip leader as needed to provide effective academic advising.

By being knowledgeable about study abroad opportunities and working collaboratively, all faculty can help ensure students have a successful and rewarding international experience.

MSMU Travel Blog

For full semester programs, students may write for the [Mount Travel Blog](#) and earn one credit for their efforts. Dr. Benjamin Firgens runs this course, COMM 301. A similar opportunity exists for students who write for *The Mountain Echo*, COMM 206. Dr. Pratibha Kumar supervises this course.

Promotion and Marketing of Study Abroad Programs

The Office of International Programs collaborates with the university's marketing and communications office to promote all MSMU-sponsored study abroad opportunities through website development and admissions events materials. The Office of International Programs maintains an updated listing for your program on the university's [Study Abroad website](#).

As a faculty trip leader, you are primarily responsible for promoting and marketing your specific study abroad program to students and reaching the necessary enrollment numbers.

The Office of International Programs can offer support services to assist with your promotional efforts, but the core responsibility lies with you as the faculty trip leader.

Consider the following strategies to effectively market your study abroad offering:

Digital Promotion

- Work with the Office of International Programs or your department's administrative assistant to upload digital flyers, posters, and announcements to the campus-wide [Carousel](#) display system. This will ensure your program is featured on monitors across campus.

- Partner with the [MSMU Travels Instagram account](#) to share photos, videos, and stories that showcase your program. This social media presence can be a powerful tool for sparking student interest.
- Encourage students to write for the [MSMU Travel Blog](#). These blog posts may promote your current program for the benefit of future enrollment numbers.

Direct Student Outreach

- Send announcement emails to relevant student groups, majors, and organizations to inform them about your study abroad opportunity. Be sure to include application deadlines and instructions.
- Reserve classroom or cafeteria spaces to hold informational sessions where you can directly engage with interested students and answer their questions.
- Coordinate with your department's academic advisors to ensure they are aware of your program and can refer applicable students.

Printed Materials

- If you work with a study abroad organization for your program, they will provide you with printed marketing materials.
- If you do not work with a study abroad organization, you can work with your administrative assistant or, if available, the Graduate Assistant for International Programs to create these printed materials.
- Requests for these printed materials should be made at least six months before the application due date if you hope to reach your enrollment numbers.
- Distribute these materials in high-traffic areas like the library and cafeteria to maximize visibility.

By taking an active role in promoting your study abroad program, you can effectively reach and engage students who may be interested in the opportunity. The Office of International Programs is available to provide support and guidance throughout this process.

Budgets and Financing for Study Abroad Programs

As a faculty trip leader, it's important to understand your responsibilities when it comes to the financial management of study abroad programs. There are some key differences between full semester programs planned by a study abroad organization and customized faculty-led programs:

Full Semester Study Abroad Programs

- These are contractual partnerships between MSMU and third-party providers, such as American Institute for Foreign Study (AIFS) or College Year in Athens (CYA). As previously mentioned, the only full semester program that does not fit this category description is the Ecuador Program. The Ecuador Program is a full semester program, and it is a customized faculty led program. There is no partnership with a study abroad organization.
- The Director or Associate Director of International Programs negotiates the contract and handles the overall program budget and billing with the university's Accounting and Finance Office for all full semester programs.
- Faculty trip leaders are responsible for reviewing the program calendar, excursions, and course offerings to ensure alignment with academic goals.

- Faculty also participate in the program excursions and teach two courses, including a required “Life and Culture” course.
- Full-time faculty trip leaders receive their standard salary plus a \$250 per student for work-related travel expenses. Receipts for these expenses must be submitted within 30 days of the program’s end.

Customized Faculty-Led Programs

- These are unique programs planned by individual faculty members in collaboration with third-party partners.
- Faculty are responsible for the overall program planning, management, and marketing.
- All expenses for the study abroad program must be covered by the participant fees, excluding tuition and faculty compensation for teaching. This means that faculty expenses for traveling with the students’ needs to be calculated in the budget and billed to the program participants.
- All customized faculty led programs have a minimum requirement of 1 credit hour and 8 participants. Faculty trip leaders must ensure that the applications and deposits happen at least one week prior to the last date for a full refund with your third-party partner.
- It is the responsibility of the faculty trip leader to be a good steward of the participants’ money. All due dates and refund options must be clearly discussed with participants and given to them in writing.
- The Director of International Programs must approve the program and budget at least one year in advance of departure. If the trip does not meet minimum enrolment within one week prior to the last date for a full refund, the Director of International Programs may cancel the trip.
- Faculty leaders may receive a stipend for work-related travel expenses, for which they must submit receipts within 30 days of the program’s end. They will need to include this in the program budget and have it billed to the participants.
- For specific compensation details and criteria, please refer to the “Other Helpful Information for Faculty Trip Leaders” section.

Regardless of program type, it’s critical that faculty trip leaders work with the Office of International Programs to ensure proper financial oversight and compliance with university policies. If you have any questions about budgets, billing, or allowable expenses, please do not hesitate to reach out.

Grades

For most study abroad programs, faculty members have approximately 30 days after the program’s conclusion to submit final grades. However, there may be rare situations where the MSMU faculty member is listed as the instructor but is submitting grades based on performance assessments provided by a professor in the host country. In such cases, the MSMU faculty member is responsible for ensuring the timely submission of the grades relayed by the in-country professor.

It is essential for faculty members to maintain clear communication with any in-country professors involved in the grading process and to ensure that performance assessments are received in a timely manner to meet grade submission deadlines. This is one of the reasons

that a full semester abroad is counted as the faculty member's four-course semester even though they are teaching two courses and grading one course. This faculty trip leader has the extra work of being the instructor of record for more than the two courses the professor teaches, and that comes with additional professorial responsibilities.

Travel Know-How and Preparedness

Faculty trip leaders are responsible for gaining fundamental knowledge of the following specific to their destination country(ies):

1. Passport and Visa requirements. Please note that faculty trip leaders cannot assume that all participants are U.S. citizens. For those who are U.S. citizens, consult the international travel information pages of the [Department of State](#).
2. Travel Advisories for your destination country are also available through the travel.state.gov website.
3. Enrollment in the [Smart Traveler Enrollment Program \(STEP\)](#) for your destination country in case of emergency.
4. [Center for Disease Control \(CDC\) health and vaccine requirements](#) and recommendations for your destination country.
5. Familiarize yourself with the airports, terminals, and layover locations.
6. If provided with a pre-departure handbook, familiarize yourself with it and ask questions of your third-party organization staff representative. If you are not provided with a pre-departure handbook, you will need to research travel recommendations like local currency and exchange rates, using credit cards abroad, using a cell phone abroad, whether you need outlet adapters, weather, and packing recommendations.
7. We also recommend that you familiarize yourself with the local language, emergency services, options for counseling services, and healthcare facilities as much as possible. Language fluency is not required to lead a study abroad program.

Student travel

For any program with a study abroad partner agency, students are required to notify the faculty trip leader and the third-party partner before traveling on their own. Please do your best to make informed recommendations to the students about possible travel locations.

Communication

MSMU asks that all study abroad participants download WhatsApp and share phone numbers before departure. WhatsApp is free and easy to use for phone calls and text messages. A group chat can be created with all the participants and faculty before departure. This allows for quick and easy communication should it be needed.

Emergency Response Preparedness

As faculty members leading study abroad programs, it is crucial that you are prepared to respond effectively in the event of an emergency. The safety and well-being of your students is of the utmost importance. To ensure you are ready to handle crisis situations, please review and implement the following emergency preparedness measures:

Emergency Action Plan

- Work with the Office of International Programs and your third party partners to develop a comprehensive Emergency Action Plan for your study abroad program. This plan should outline detailed protocols for various potential emergency scenarios, including natural disasters, civil unrest, medical emergencies, and more.
- Ensure you have access to all relevant emergency contact information, including local authorities, hospitals, U.S. embassy/consulate, and MSMU campus resources.
- Review the plan thoroughly with students prior to departure and make sure everyone understands their roles and responsibilities.

Communication Procedures

- Establish clear communication channels for reaching students, third party partner contacts, and the Office of International Programs in the event of an emergency.
- Collect and maintain up-to-date contact information for all program participants, and the Office of International Programs staff, including 24/7 emergency numbers.
- Ensure you have access to reliable means of communication, such as local cell phones, internet, or emergency notification systems.
- Carry a power bank to recharge your cell phone.
- Your participants should have designated an emergency contact in their application for the program. The Office of International Programs will manage the communication with emergency contacts. Faculty trip leaders should be focused on the needs on the ground and communicating with the Office of International Programs.

Student Health & Safety

- Confirm that all students have adequate health insurance coverage for the duration of the program. Some program partners require it and some do not.
- Locate and familiarize yourself with the nearest medical facilities that can provide appropriate care.
- Ask participants if they would like to disclose medical conditions or special needs that may require accommodation.
- Provide clear guidance to students on health, safety, and security protocols for the host country.

Training & Resources

- Participate in any emergency response training offered by the Office of International Programs or third-party providers.
- Review relevant emergency response materials, such as the U.S. State Department travel advisories.
- Familiarize yourself with local emergency numbers, legal requirements, and cultural norms in the host country.

By proactively preparing for potential emergencies, you can better safeguard the well-being of your students and ensure a smooth response if a crisis were to occur. The Office of International Programs is available to provide support and assistance throughout the planning process.

Student Eligibility and Approval Process

For students to be approved to participate in a study abroad program through Mount St. Mary's University, they must successfully complete the following requirements:

Conduct and Academic Standing

- Students cannot have any serious violations of the campus life code of conduct or academic integrity policies, including but not limited to being under investigation for Title IX violations.
- Participants must maintain a minimum cumulative GPA of 2.5.

Application and Registration

- Students must complete a study abroad application and pay the required deposit on or before the required due date.
- They must also register for the appropriate and required courses for their selected program.
- Prior to departure, students must submit a liability and risk waiver to the Office of International Programs at goabroad@msmary.edu.

Health and Vaccination Requirements

- All students must have received the regular and required vaccinations.
- Future study abroad opportunities are not available to students who have withdrawn or been withdrawn from previous programs.

Travel Documentation

- It is the student's responsibility to obtain a valid passport that meets the standards of their destination country's government.
- If necessary, students must also secure the appropriate visa for travel.

Financial Standing

- Students must be in good financial standing with the university in order to be approved for a study abroad program.

The Office of International Programs is responsible for reviewing student applications and ensuring all eligibility criteria are met before granting final approval for participation. If you have any questions about these requirements, please don't hesitate to reach out.

Recommended Timeline for Planning a Study Abroad Program

While this timeline outlines the minimum lead times required, best practices dictate that both full semester and customized faculty-led study abroad programs should ideally be planned at least one year in advance. Advance planning allows for thorough program development, vetting, marketing, and enrollment to ensure high-quality experiences.

If you have hopes for a CFL program and find that you have not completed the planning of the program and submitted these plans to the Director of International Programs at least 11 months in advance, you may be required to reschedule or cancel your plans. This is because prior planning allows the lead time to properly market the program, increasing the likelihood of enrollment success.

18-24 months prior:

- Faculty leaders identify interest in developing a new study abroad program or applying to lead an existing full semester study abroad program
- Consultation with department chairs, International Programs office, and Foreign Study Advisory Committee (FSAC) begins

12-18 months prior:

- Program concept is reviewed and approved or cancelled by Director
- Faculty leaders start scaffolding syllabi, identifying partners/vendors, projecting budgets

9-12 months prior:

- Program information is finalized for university approval
- Formal proposal submitted to FSAC and contracts/agreements initiated
- Marketing and recruitment activities start
- Go/No-Go Date, Enrollment Needed, and Timeline for refunds and reimbursements set and made known in marketing and recruitment materials

6-9 months prior:

- Application and enrollment period opens for students
- Pre-departure requirements (orientations, documents, etc.) outlined
- Course codes submitted according to Registrar's guidelines. These need Director and Chairs approval.

3-6 months prior:

- Application deadline and review of program enrollments.
- Go/No-Go decision made before the last date for a full refund.
- Final budget reconciliation and approval

The longer planning runway allows faculty leaders, FSAC, International Programs staff and others to collaborate effectively on developing robust, affordable and accessible study abroad opportunities that maximize the potential for student learning and growth.

On the next page, you can review a timeline for the full semester programs. This timeline goes through the minimum standard for best practices. If possible, the Director of International Programs will work ahead of schedule to determine the trip leader and give more lead time for marketing the programs.

Fall semester	
Request for proposals for faculty trip leader	At least one year prior to program start date (August)
Request for third party contract (by Director)	At least one year prior to program start date (August)
Applications due to IP Director	October
Foreign Studies Advisory Committee makes recommendation for trip leader	November
Meet with IP Director and department chair(s)	Late November

Email students announcing the trip. Include faculty on the email (for advising purposes)	December
Begin updating Canvas site with information	December/January
Promote the trip on digital monitors around campus (Carousel). Optional: make classroom visits; record brief video to email to students	December
Hold information meeting with students (in person or Zoom)	February
Second information meeting with students from previous trips (if available)	March
Student application & \$450 deposit deadline (Advising Week)	March
Last day to cancel with a full refund	April
Hold pre-departure meeting with students & partner program	August

Spring Semester	
Request for proposals for faculty trip leader	At least one year prior to program start date
Request for third party contract (by Director)	At least one year prior to program start date
Applications due to IP Director	February
Foreign Studies Advisory Committee makes recommendation for trip leader	Early March
Meet with IP Director and department chair(s)	Mid-March
Begin updating Canvas site with information	Mid-March
Email students announcing the trip. Include faculty on the email (for advising purposes)	Mid-March
Promote the trip on digital monitors around campus (Carousel). Optional: make classroom visits; record brief video to email to students	March
Hold information meeting with students (in person or Zoom)	Late March
Second information meeting with students from previous trips (if available)	April
Student application & \$450 deposit deadline (Advising Week)	Mid-October
Last day to cancel with a full refund	Early November
Hold pre-departure meeting with students & partner program	December

Other Helpful Information for Faculty Trip Leaders

Compensation and Tuition for CFL Programs (Summer and Winter Term)

For customized, faculty-led study abroad programs during summer and winter terms, there is a standardized compensation and tuition model. Students formally register and pay standard tuition, with a portion covering operating costs. Faculty are compensated for teaching credits based on the summer/winter pay model (e.g. \$1,166 for 1 credit, \$3,500 for 3 credits), paid from the tuition revenue if minimum enrollment is met.

50% of remaining tuition revenue after faculty compensation goes into a scholarship fund managed by the International Programs office and Foreign Study Advisory Committee. This

fund aims to increase affordability and access to study abroad opportunities through an open scholarship application process.

The other 50% of the remaining tuition helps cover operating costs of administering the programs. Faculty submit course codes/credits following set timelines, oversee marketing/planning for their programs, while the International Programs office handles administration, budgets, contracts, etc. This model supports fair faculty pay, funds scholarships, and covers operational expenses.

For more information on compensation and tuition, please see Appendix C: Compensation and Tuition Policy.

Student Scholarships, Loans, and the Cost of Studying Abroad

Students interested in studying abroad should be made aware of the costs involved and the various financing options available to them. Our university website has detailed information on program costs for each study abroad opportunity, as well as an list of scholarships students can apply for.

Faculty should encourage students to visit the Student Resources section of the website early in their planning process. This section outlines how students can use their existing financial aid package, including institutional scholarships, grants, and loans, to finance semester-long study abroad programs. It notes that some semester program costs are often comparable to studying on campus as a residential undergraduate student.

For summer/winter term programs, students may need to file a new FAFSA, apply for a Federal Pell Grant, seek private scholarships, or utilize VA education benefits, as they may have depleted annual aid during the fall and spring terms.

The website provides a comprehensive list of study abroad scholarships offered by external sources like the Gilman International Scholarship, and the Fund for Education Abroad Scholarships.

Faculty should advise students to meet with a financial aid counselor early in the process. Counselors can help students understand all available options, application requirements for using financial aid, and provide guidance on additional loans, payment plans, or other financing options the student may qualify for.

With proper planning and by taking advantage of the resources and funding opportunities listed on our website, studying abroad can be an affordable, invaluable experience that enhances students' global education.

Customs and Immigration

To facilitate a smooth process when passing through customs and immigration in your destination country, it is advisable to carry an official letter from Mount Human Resources or

the International Programs Director. This letter should clearly state the purpose and duration of your study abroad trip. Present this document to the customs and immigration officials upon arrival. It is equally important for all students participating in the program to possess similar letters explaining the nature of their travel. Customs officials may express skepticism or suspicion regarding the intentions behind your visit and its intended length. Providing these explanatory letters and reassuring the officials that you will not be engaging in any form of employment within the country can help alleviate potential concerns and ensure a hassle-free entry process.

By being prepared with proper documentation that outlines the academic objectives of your study abroad program, you can effectively address any queries or doubts raised by the authorities, thereby facilitating a smoother transition into the host country.

Report to the Director of International Programs

Upon returning from the study abroad trip, faculty trip leaders must provide a comprehensive report to the Director of International Programs. This report should include a detailed overview of the program, highlighting successes, challenges encountered, and any notable incidents that occurred. Faculty should be prepared to discuss areas for potential improvement in future iterations of the program. The report serves as a valuable resource for the International Programs office to evaluate the effectiveness of the study abroad experience and make informed decisions about future offerings. Timely submission of this report is crucial to maintaining open communication and accountability between trip leaders and the administrative oversight provided by the International Programs office.

Money

When traveling abroad, it's important to be mindful of potential fees associated with using your credit or debit cards. Many major U.S. credit cards charge Foreign Transaction Fees (FTF), which can add up quickly. Consider obtaining a card that doesn't charge FTF, or using a financial app like Venmo if it doesn't incur such fees. Additionally, major U.S. banks offer the convenience of purchasing foreign currency before your trip. They sell packs of local currencies for a reasonable fee and can ship the cash directly to you in the U.S. This ensures you have the necessary funds upon arrival, particularly during the initial days of your international semester. Bank of America is one institution that provides this service.

FSAC

Faculty members serving as trip leaders for study abroad programs may have an important role in working with the Foreign Studies Advisory Committee (FSAC). Trip leaders must collaborate closely with FSAC to ensure their programs align with the committee's principles of transparency, equity, clarity, geographic diversity, accessibility, and comprehensive training. This includes providing detailed information about program leadership, scheduling, curriculum, budgets, and credit registration. Trip leaders should expect their proposals to undergo careful review by FSAC to uphold high standards for foreign studies offerings. They must also be prepared to participate in FSAC training initiatives to develop effective skills for leading international student groups. By working cooperatively with FSAC's guidelines,

faculty can create high-quality study abroad experiences that expand global learning opportunities.

Appendix A

Sample Request for Proposals (RFP)

Dear Colleagues,

The Foreign Studies Advisory Committee announces a request for proposals to lead the Mount's Dublin program in Fall 2023 or Fall 2025. The Mount partners with AIFS in the Dublin program. The program is 12 weeks long. The deadline for submitting proposals is Monday, October 24, 2022.

Your proposal for Dublin 2023 and/or Dublin 2025 should meet the following specifications:

- Describe which semester(s) would work with your teaching schedule and your department's needs.
- Describe the two courses you would teach and discuss how the courses will appeal to a wide variety of Mount students.
- Describe the fit of the courses with Mount St. Mary's curriculum (Core, major, potential cross-listings).
- Describe how the courses will use the study-abroad locale (e.g., as a contemporary urban center).
- Include details about your qualifications, including teaching experience. Include a statement of your research interests and how you think the semester will contribute to later teaching/research.
- Include a statement from your department chair about your proposal, including how your courses will be covered during the foreign study semester.
- Present the proposal in a clearly written and well-organized fashion.

For more information, please see the full RFP attached to this email or contact any member of the Foreign Studies Advisory Committee. FSAC members would be glad to discuss a draft of your proposal in advance of the deadline. Current members of the committee include Marco Roman, Michael Miller, Elizabeth Strauss, Sean Lewis, Michael Barry, Garth Patterson, Abby Kula, Diana Rodriguez-Lozano, Amanda Krause, Michael Towle, Alejandro Canadas, Dana Ward, Nick Hutchings, Michelle Patterson, Elaini Tsoukatos, and Tom Bligh.

Please email your proposal to me by October 24, 2022.

Thank you,
 Amanda Louise Beal Krause, Ph.D.
 Director of International Programs
 Chair & Associate Professor, Political Science
 Mount St. Mary's University

Appendix B: Compensation and Tuition Policy

Compensation & Tuition Model for Customized Faculty Study Abroad Programs

Purpose:

The purpose of this policy is to establish a standardized teaching compensation and tuition model for customized, faculty-led study abroad programs (CFLP) offered during summer and winter terms at the university. This policy aims to:

1. Provide fair teaching compensation to faculty leading these programs
2. Generate revenue to support the administration and operations of these programs
3. Establish a scholarship fund to increase student access and affordability for study abroad opportunities

Scope:

1. This policy applies to all customized, faculty-led study abroad programs (CFLP) offered by the university during summer and winter terms.
2. This policy assumes that each faculty member who leads a study abroad program is a current, full-time faculty member.
3. This policy does not apply to fall semester, fall break, spring semester, or spring break study abroad programs. Faculty who lead study abroad programs during the regular academic year will be considered in load and compensated for teaching through their standard teaching contract. Faculty will need to discuss this with the Chair of their department.

Definitions:

- Customized Faculty-led Program (CFLP): A short-term study abroad program developed and led by university faculty during summer or winter terms.
- Operating Costs: Expenses related to the administration, marketing, logistics, and support of CFP programs.
- Compensation: Compensation refers to compensation faculty for their time teaching on study abroad programs. Compensation is not a stipend for travel expenses. It is pay for credit hours being taught while leading a study abroad program.
- Travel Expenses and Stipends: Travel expenses and stipends refer to the funds dispersed to faculty that cover their travel expenses for leading study abroad programs.

Policy Statements:

Student Registration and Fees:

1. Students participating in CFLP programs will formally register for academic credits and pay standard tuition and fees.
2. Non-student participants will not register course credits but will pay the 1 credit hour fee and this fee will be calculated in to the 50% revenue criteria described in this policy.

Enrollment Management

1. Enrollment in the program and enrollment in credit is not always the same as many programs include non-student participants. The minimum and maximum program enrollment numbers are negotiated with the third-party vendors and do not affect

faculty compensation for teaching. These numbers only affect the coverage for faculty travel expenses.

2. Minimum credit hour enrollment for a CFLP program is 6 students to cover faculty compensation.
3. Minimum credit hours required of CFLP programs is 1 credit hour.
4. Maximum credit hour enrollment of CFLP is 18 per faculty member. The preferred enrollment ratio is 15:1.
5. *Tuition Revenue and Account management:*
6. An administrative fee of \$45 per participant will be collected to cover operating costs.
7. An additional 50% of tuition revenue will be collected to cover operating costs.
8. The remaining 50% of tuition revenue will be transferred to the management account GIFT5037. As of spring 2023, this account is set up and maintained by the Director of International programs. It rolls over from year-to-year. The accrued funds will be used to support study abroad scholarships.

2. Faculty Compensation:

1. Assuming the course meets the minimum enrollment numbers, faculty members who are leading CFLP programs will receive standard pro-rated compensation based on the number of credits taught, following the university's summer/winter term pay models.
 - a. 1 credit hour is \$1,166
 - b. 3 credit hours is \$3,500
2. Faculty compensation is paid from the tuition revenue collected for the CFLP program; it is tracked through typical faculty compensation methods (the GL or General Ledger account).

3. Scholarship Fund:

1. 50% of the remaining tuition revenue, after faculty compensation, will be allocated to a scholarship fund.
2. This scholarship fund will be used to increase access and affordability of study abroad opportunities for students.
3. The scholarship fund is now owned or beholden to any individual CFL Program. The scholarship revenue goes into a fund and applications will be reviewed on a semester basis.
4. The scholarship fund rolls over from year to year in a management or gift account that is managed by the Director of International Programs (GIFT5037).
5. The Foreign Study Advisory Committee (FSAC) will design an open, online scholarship application and review process to determine scholarship recipients. We plan to do this in the 2024-2025 academic year.

4. Revenue Management:

1. This 50% of the remaining revenue will be transferred to a designated management account within 60 days of the CFLP program's completion. The Director of International Programs will ensure this transfer with the Finance Office.
2. This management account will roll over from year to year to support the scholarship fund and future CFLP program operations.

Roles and Responsibilities related to this Policy:

1. Faculty:

- a. Develop and lead CFLP programs.
 - b. Submit course codes and credit hours in consultation with Department Chairs and relevant Directors, including the Director of International Programs
 - c. Summer course codes and credit hours should be submitted for review with the Spring course information (September of the summer before the program)
 - d. Winter term course codes and credit hours should be submitted for review with the Fall course information (February of the summer before the program begins)
 - e. Oversee the marketing, event planning, and enrollment of their study abroad programs.
2. Director of International Programs:
 - a. Oversee the administration, budgets, and applications process for CFLP programs through MyMount.
 - b. Ensure prior planning in a manner that respects the student and university financial investment of CFLP programs.
 - c. Oversee contract development and agreement for the University.
3. Foreign Study Advisory Committee (FSAC):
 - a. Design and manage the scholarship application and review process.
 - b. Reviews all CFLP scheduling and planning, in consultation with the Director of International Programs, to ensure prior planning.
4. Finance Office:
 - a. Manage the revenue collection, faculty compensation, and scholarship fund allocations in collaboration with the Director of International Programs

Effective Date: August 15, 2024

Appendix C: Excerpt from the Faculty Handbook on the Foreign Studies Advisory Committee (FSAC)

3.6 Foreign Studies Advisory Committee (FSAC)

Purpose

The Foreign Studies Advisory Committee advises the Director of International Programs on foreign studies programming and full-semester domestic study away programming. For its various programs, the Committee attempts to promote transparency, equity, and clarity in who leads study abroad programs, when these programs are scheduled, and how faculty leaders would go about creating and leading a program. The Committee also serves as an Advisory Board regarding issues of financing and budgets, registration of course credits, and trip leader training. FSAC also seeks to increase the success of and access to foreign studies with regular program advice and evaluation.

Membership & Organization

The Foreign Studies Advisory Committee (FSAC) consists of the Director of International Programs, members of the faculty who have previously served as directors of a foreign studies program, and staff members who are directly involved in the administration of study abroad. The Director of International Programs is appointed by the Vice President of Academic Affairs and Provost of the University. The Director of International programs serves as the Chair of FSAC and serves as a member of the university-wide Travel Coordination Working Group. The Director of International Programs reports to the faculty via regular summaries of FSAC decisions and activities. FSAC will also regularly post meeting minutes. FSAC committee members are appointed by the Director of International Programs. Committee members regularly attend meetings and respond to time sensitive planning issues.

Committee Duties

1. FSAC supports transparency, clarity, and equity in the leadership of study abroad programs.
2. FSAC supports geographic diversity in program offerings.
3. FSAC supports collaboration and training for trip leadership.
4. FSAC supports accessibility and enrollment in foreign studies. Accessibility includes but is not limited to financial access, access for students with disabilities, access for students in all majors, and access for Frederick campus students.

Terms

Appointed members of FSAC serve two-year terms. These terms are eligible for re-appointment. In most cases, the Director of International programs appoints faculty program leaders for the two years following their study abroad trip.

Appendix D: Helpful Links for Study Abroad Planning

Helpful Links for Study Abroad Planning	
<i>Description</i>	<i>URL</i>
Department of State Travel Advisories	https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/
Department of State International Travel Information (Passports, Visas, and Learning about your Destination)	https://travel.state.gov/content/travel/en/international-travel.html
Center for Disease Control Health Information	https://wwwnc.cdc.gov/travel/destinations/list
Your Health Abroad Information	https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html
Smart Traveler Enrollment Program (STEP)	https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html
AIFS Abroad	https://www.aifs.com/
CIEE	https://www.ciee.org/about/we-are-ciee
IES Abroad	https://www.iesabroad.org/
Gilman Scholarship	https://www.gilmanscholarship.org/
EF Tours	https://www.ef tours.com/
Explorica by WorldStrides	https://www.explorica.com/
CYA	https://cyathens.org/