

STUDY ABROAD HANDBOOK

For SHORT-TERM FACULTY-LED PROGRAMS

CENTER *for* GLOBAL ENGAGEMENT
BAYLOR UNIVERSITY



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*"Travel is fatal to prejudice,
bigotry, and narrow-
mindedness, and many of our
people need it sorely on these
accounts. Broad, wholesome,
charitable views of men and
things cannot be acquired by
vegetating in one little corner
of the earth all one's lifetime"*

- Mark
Twain

Dear Faculty and Staff,

Thank you for making the choice to commit your time and energy to providing high quality, innovative study abroad experiences for students. The decision to lead a Baylor University Study Abroad program provides an opportunity to engage students in a way that is not possible in a classroom on campus. In this role, you will take on more responsibilities than you traditionally have on-campus; you are accepting the challenge of serving as an administrator, an advisor, a facilitator, a first responder, and of course, an educator.

While leading a program, you get the privilege of observing and partnering with students as their perspectives broaden and their minds expand while engaging in this unique learning process. You will facilitate not only classroom-based learning, but also the development of cross-cultural competencies. One of the four pillars of Illuminate is to provide students with transformational educational experiences. The recent ACE Internationalization Lab affirmed that increasing international opportunities for students only enhances the strategic goals of Baylor to be a globally engaged R1/Tier 1 University with a Christian mission.

This handbook is meant to be your guide as you navigate the process of planning and leading a program abroad, and our office is always available to assist in the process. Thank you again for your commitment and contributions in providing this transformational experience to our students.

Center for Global Engagement
Study Abroad Team

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PHASE 1 | FACULTY-LED PROGRAM OVERVIEW

Benefit of Leading a Short-term Study Abroad Program

Leading a Baylor Study Abroad program gives faculty a rewarding opportunity to reach and connect with students outside their comfort zone. While abroad, faculty spend more time with students, engaging in the unique role of being both an instructor and guide. The results can mean a positive transformation for both the student and the faculty and staff, that is proven to influence their work, practice and even scholarship well beyond their time abroad.

Options and Student Choice: Faculty-led Study Abroad Programs

When considering a proposal for a faculty-led program, it is helpful to keep in mind why some students choose this type of program. Students who decide to participate in a faculty-led program are likely to do so for one or more of the following reasons:

- *The desire to go abroad with Baylor faculty members:* The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure and whom they view as a representative of Baylor.
- *Interest in a particular course:* The ability to receive credit for an exact course abroad that the student needs is a particularly attractive feature of Baylor faculty-led programs.
- *The appeal of Baylor-sponsored programs:* In uncertain times, some students prefer things that feel safe and familiar. Going on Baylor programs can be comforting for parents and students alike, as they are assured the same quality teaching experience the student would have received in Waco, along with the support of the Center for Global Engagement throughout the program cycle.
- *The appeal of a program that is pre-planned:* Many students want the independence of being abroad but may find an independent immersion experience daunting. The current U.S. student culture increasingly leads students to select highly structured programs.

Baylor Study Abroad Program Faculty Director

Classroom teaching and research alone do not prepare a Faculty Director for successfully directing a Study Abroad Program. The Faculty Director is not only instructing, but serves as an administrator, leader, interpreter, emergency responder, decision-maker, and diplomat. A Faculty Director's day does not end when class is over. A Faculty Director must be able to uphold and implement institutional policies from Baylor University while at the same time taking advantage of the differences present in an abroad setting. All Faculty Directors rely on the support systems present at Baylor, which will share the burden of these responsibilities. Below outlines the primary responsibilities of the Faculty Director, not only concerning student services and academics on-site, but also related to program planning, budgeting, administration, recruitment, and other program logistics.

Qualifications to be a Program Faculty Director

The Program Faculty Director must:

- Be a full-time Baylor Faculty member that has been employed at Baylor for three years or other relevant experience deemed appropriate by the Center for Global Engagement;
- Have academic credibility and appropriate credentials for leading an education abroad course;

- Be available to recruit and orient students throughout the course of the program planning process;
- Be able to provide country-specific information to students, unless the program is being administered by an approved host partner that is providing the orientation and other management logistics;
- And provide a complete syllabus for the proposed course that reflects an academic experience that meets Baylor standards

Scope of the Roles and Responsibilities

The Planning Stages

The Faculty Director submits a program proposal to the CGE to be reviewed by the Study Abroad Office for formal approval of a new or continuing program. The Faculty Director and their academic department are responsible for the academic content of the program. The main developer of the program is the Faculty Director, which makes him/her the best recruiter as well. The CGE assists in program development and marketing.

The Faculty Director retains responsibility for all the following:

- *Academics*
 - Develop an intentional academic experience that integrates the culture of the host country, clearly differentiating the study abroad experience from the on-campus experience.
 - Coordinate all academic aspects of the program, including recruitment and supervision of other instructors or lecturers.
 - Complete Course Offerings and Approvals (See Phase Two)
- *Communications*
 - Communicate intention to propose a new program or renew an existing program to the CGE as early as possible
 - Communicate regularly with the CGE year-round as needed regarding planning and preparation for future programs.
- *Extracurricular Activities*
 - Develop a student-centered study abroad experience.
 - Organize lodging, meals, transportation, guides, and entrance fees for excursions to be conducted in locations of cultural/historical interest (as indicated in program budget).
 - Begin researching social events and local cultural activities as the program warrants and the budget permits.
- *Budgets*
 - Establish program budget and exercise financial stewardship in the creation of budget, understanding that students bear the financial burden.
- *General*
 - Model and enforce the Baylor University Student Code of Conduct
 - Enforce and adhere to legal compliance, Baylor policy, and all local laws

Prior To Departure

The CGE will assign a primary Study Abroad Programs Advisor (SAPA) from their office to work with each specific program. The Faculty Director (FD) will work closely with their advisor to lay groundwork for program logistics and budget. The FD will be required to attend Director Development and other study abroad meetings, workshops, and trainings. The FD will make final selection of participants, cocreate a program budget, prepare informational material, letters of acceptance, and other required forms. The SAPA will process applications, register students into courses, handle the billing of participants, collection of application fees and deposits.

The CGE responsibilities include conducting orientation meetings with students, overseeing enrollment into study abroad courses and Baylor's travel insurance, processing applications, handling the billing of participants and collection of deposits. The CGE can produce flyers and schedule information tables and class visits if requested. If not requested, this responsibility falls on the Program Faculty Director.

The Faculty Director retains responsibility for all the following:

- *Academics*
 - Create a syllabus for the proposed course that reflects an academic experience that meets Baylor standards as an R-1 institution with a Christian mission.
 - Ensure that at least one participating faculty member is prepared to teach a section of the GBL 1102 course.
 - Convey expectations, learning outcomes, and Baylor policy to students interested in the program.
- *Communications*
 - Develop and execute a Marketing Plan (See Phase Four) to prepare materials for recruitment with the CGE's Assistant Director of Marketing and Communications
 - Prior to departure, provide the CGE with a list of all participants, including students, Director, Co-Directors, and other program staff, including their contact information
 - Provide the CGE with copies of all information given to students, including copying the advisor on all email communication
- *Student Orientation/Management*
 - Actively use BearsAbroad for recruiting and reviewing student applications
 - Organize and contribute to the pre-departure orientation, in cooperation with the CGE.
 - Ensure students are prepared for all entry requirements including passports, vaccines, and visas if applicable.
 - Report any student concerns to the Study Abroad Director and the Case Manager for Student Life prior to departure (behavioral, conduct, academic, etc.)
- *Extracurricular Activities*
 - Finalize lodging, meals, transportation, guides, and entrance fees for excursions
 - Plan and arrange social events and local cultural activities as the program warrants and the budget permits.
 - Make accommodations for students as is practical.
- *Budgets*
 - Make advance payments, submit travel requests, request cash advances, and make any adjustments in coordination with the CGE's Financial Manager.
- *General*
 - Model and enforce the Baylor University Student Code of Conduct
 - Enforce and adhere to legal compliance, Baylor policy, and all local laws

During The Program

While the program is in session, the Faculty Director serves as the facilitator for all communication between Baylor University via the Center for Global Engagement, the hosting institution or agency abroad (if applicable) and program participants. The Faculty Director is expected to carry out the responsibilities of the position set forth below, and to make decisions that are in the best interest of the program and its participants.

The Faculty Director must learn to balance a wide variety of responsibilities and roles including those of group leader, intermediary, advisor, administrator, and advocate. The Faculty Director

serves as a liaison for the different elements of the program: Study Abroad, participating students, host families or housing officers, local clinics, institutions, agencies and facilities, and the host culture in general. The Faculty Director holds the position of administrator and financial manager on-site, which includes such duties as making/confirming logistical arrangements, making payments, managing funds, and keeping financial records.

The Faculty Director is expected to be a trusted representative of Baylor University abroad and employ dignity, decorum, tact, and discretion in both public behavior and the private handling of student problems and concerns. Additionally, the Faculty Director must adhere to legal compliance and Baylor policy.

The Faculty Director retains responsibility for all the following:

- *Academics*
 - Teach courses, if applicable.
 - Communicate with department regarding academic issues (quality control of classes, students performing below expected level, etc.).
- *Communications*
 - Serve as liaison between the CGE and on-site institutions, agencies, staff, etc.
 - Maintain contact with students throughout the program, counseling as needed on issues of cultural adjustment, conduct, and other non-academic issues.
 - Utilize the [Incident Report](#) form to inform the CGE and consult with the CGE as needed concerning student problems and incidents throughout the program.
 - Inform the CGE immediately of any emergency or medical situation involving any program participant.
 - Provide the CGE with regular updates on program activities throughout program.
- *Student Orientation/Management*
 - Lead an in-country orientation immediately following arrival of students. The orientation should include all of the following topics: program rules/behavioral expectations, introduction to all faculty and staff, relevant facilities, public transportation, health/safety, group dynamics, the host country educational system, academic expectations, cross-cultural adaptation, cultural differences, and housing.
 - Depending upon the length and nature of the program, schedule and conduct on-site one-hour meetings at least every other week to provide further information on the local culture and issues of cultural adaptation.
 - Establish a leadership role and positive group dynamic, aid students as needed, serve as the intercultural facilitator for students (liaison between home and host cultures).
 - Ensure participant safety to the best of their ability and be a first responder (which may include accompanying students to the hospital, airport, etc.).
- *Extracurricular Activities*
 - Facilitate lodging, meals, transportation, guides, and entrance fees for excursions.
 - Attend social events and local cultural activities as the program warrants and the budget permits.
 - Make accommodations for students as is practical.
- *Budgets*
 - Obtain receipts for all expenditures based on Financial Matters, Phase Three.
- *General*
 - Model and enforce the Baylor University Student Code of Conduct
 - Enforce and adhere to legal compliance, Baylor policy, and all local laws

Upon Return

The Faculty Director retains responsibility for all the following upon return:

- *Academics*
 - Assign and/or collect grades at conclusion of program.
- *Extracurricular Activities*
 - Evaluate the lodging, meals, transportation, guides, and excursions to determine use for future programs.
- *Budgets*
 - Provide financial accounting reports at the conclusion of each program cycle, including original receipts for all expenditures, to the CGE Financial Manager within 30 days of program conclusion.

Baylor Support Staff

This is a secondary role supporting short-term, faculty-led study abroad programs in order to provide logistical support that allows the faculty director to focus on teaching, academic content, and learning outcomes. Support staff are hired as temporary, non-exempt Baylor staff for the duration of the program.

Policy:

Each short-term Baylor study abroad program may be allowed to hire support staff, observing the following parameters:

- Support staff will be hired directly by the Center for Global Engagement and the Director of Study Abroad will serve as the hiring agent and supervisor for HR purposes
- Support staff candidates must apply each term and each program is allowed to petition for one.
 - 25 students or fewer: 1 support staff may be hired:
 - 26-50 students: 2 support staff may be hired
 - 51 students or greater: 3 support staff may be hired
- Support staff candidates must apply and will be vetted by HR like any other Baylor staff member
- Program Faculty Directors may encourage men and women to apply, but faculty may not promise positions to friends, family members, or other Baylor staff. Support staff are hired to help the program be successful and therefore tied to the program and not necessarily the stated leader.
 - Family members, including spouses can serve in support staff roles, but only as consistent with BU PP 750, Family Accompanying Short-Term Study Abroad.
- The hiring committee for support staff will consist of: the faculty program leader (unless there's a conflict of interest), the Director of Study Abroad, and select CGE staff.
- All support staff must be hired by November 1 for winter terms and March 1 for summer terms. This should allow programs to know enrollment numbers and logistical needs.
- Due to the responsibilities of the role, support staff cannot serve as caretakers of their own children simultaneously. The unpredictability of international travel demands support staff to be freed to fulfill duties as outlined.

Qualifications:

Baylor study abroad support staff must meet the following qualifications:

- Organizational skills and experience in administration of events involving groups or students
- Calm under pressure, able to make clear, competent decisions under pressure and emergency situations

- Flexibility, adaptability, and cultural sensitivity indicative of international engagement
- Able to prioritize tasks amidst multiple competing demands
- Effective communicator who is able and willing to work with CGE, students, faculty, and international partners if needed
- Sound financial judgment
- Commitment to Baylor’s Christian mission in word and deed

Duties:

Pre-Departure

- Provide direct administrative support to the faculty Program Faculty Director
- Participate in marketing efforts if needed
- Serve as another contact for students as each prepares to participate in the program
- Collaborate with CGE on arranging and facilitating proper pre-departure meetings relevant to the program and location

While Abroad

- Provide direct logistical/administrative support to the faculty Program Faculty Director
- Serve as a ‘first responder’ for student emergencies such as illness, injury, lost documents, etc.
- Monitor student and group morale, providing feedback and support to the faculty director
- Document relevant budgetary receipts
- Represent Baylor University effectively in the event that the faculty member becomes ill or unable to be present

Upon Return

- Assist with reimbursements as necessary
- Provide feedback and incident reports to CGE for review and continuous improvement

Responsibilities of the College, School, and Department

The sponsoring college, school, and department are responsible for the following:

- Signature approval of the program proposal
- Academic advising and registration
- Making required adjustments to the registrar to get the approved course in the schedule of classes
- Assisting with program promotion, student recruitment, and application review

Responsibilities of the Center for Global Engagement

The Center for Global Engagement (CGE) is charged with the administration. Any faculty member who wishes to direct a program overseas that carries academic credit must work with the CGE. The Center for Global Engagement also provides pre-departure orientation workshops for students and Program Faculty Directors. The CGE’s administrative responsibilities will include:

- Program Faculty Director Pay
- Coordinating with Program Faculty Director on program development
- Establishing and adhering to timelines
- Coordinating with faculty on marketing and promotion
- Facilitating the application and approval process
- Working with billing office, disbursing of the Study Abroad Scholarships and Study Abroad Program invoices.
- Creating program pages within on-line database, BearsAbroad.
- Maintaining industry standards on best practices in the field
- Creating forms and procedures to maintain compliance with institutional and state policies

- Scheduling and organizing student selection process including application materials
- Registering all participants in travel insurance
- Organizing a general orientation session and providing orientation materials
- Disseminating and collecting evaluation and final report forms
- Providing faculty training and workshops
- Enrolling all students into proper GBL courses

Participant Types

Baylor Students

The Center for Global Engagement determines students are considered full-time with a minimum GPA of 2.5. Student participants must gain academic credit for participation. All student participants must be cleared by the Cashier's office before departure. All students must be financially settled before traveling abroad. Students with current disciplinary issues may not participate in study abroad programs. Participants must comply with all program requirements, including but not limited to execution of any acknowledgments and releases, in order to enroll and remain enrolled in the program.

Non-Baylor Students

The Center for Global Engagement makes a small number of programs available to students matriculated at other U.S. institutions. Most of these opportunities are geared towards students who are looking for a short-term faculty-led summer program. It is important to note that any non-Baylor student must also meet application requirements

including conduct and GPA. For the CGE to accept non-Baylor students, the program must:

- Have previously run at least once with the CGE support.
- Accept a sufficient number of Baylor students to meet minimum enrollment requirements. Non-Baylor students do not count toward minimum enrollment requirements.
- Discuss the academic, financial, and logistical impacts with the CGE.

Baylor Non-Affiliated Travelers or Family

According to the [Family Members Accompanying Short-Term Study Abroad Programs Policy](#) faculty may generally bring family members on summer and short-term programs as long as their presence and/or behavior does not in any way negatively affect the quality of the program. Family members are expected to abide by the same Baylor policies that apply to participants on the program. Given that all short-term program fees billed to the student are based on actual program expenses, only faculty expenses can be included in the budget. All family expenses are the responsibility of the faculty participating in the program. If appropriate, family members may join faculty leaders and the participants on program activities, but faculty leaders are responsible for any additional costs incurred as a result.

This Policy is subject to change in the sole discretion of the University, with or without notice. Nothing in this Policy is contractual, either expressly or impliedly. Where this Policy conflicts with another policy which is specific to the subject matter, the other more specific policy controls.

Upon confirmation on the part of the faculty member with the Center for Global Engagement that family members who will accompany them on international programs will do so at their own expense and will in no way interfere with the faculty member's duties of instruction and Baylor's duty of care, the faculty member may proceed with plans to bring family members on the trip. All budgets are subject to internal audit procedures and all program proposals will run through the Center for Global Engagement, who reviews, in collaboration with Procurement, Risk & Compliance, the Office of General Counsel, and Finance, for best practices according to the Forum

on Education Abroad.

The Forum on Education Abroad is recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad. As such, the Forum's responsibility is to monitor changes in our field of professional practice and maintain, update, and promulgate the Standards of Good Practice for Education Abroad according to the needs of our field. The Forum's process for developing and updating standards prioritizes the core principles of due process for standards development as identified by the American National Standards Institute (ANSI): Openness, Lack of Dominance, Balance, Coordination and Harmonization, Consideration of View and Objections, Consensus Vote and Appeals. Baylor University remains an active member of the Forum and therefore seeks to support and adhere to the Standards put forth.

PHASE 1 | APPENDIX

Program Development

- [Program Budget](#)
- [Program Proposal](#)

Policy

- [Family Members Accompanying Short-Term Study Abroad Programs Policy](#)

Reporting

- [Incident Report](#)

Additional Links

- [The Forum on Education Abroad](#)

PHASE 2 | DEVELOPING A PROGRAM

Program Development Timeline

New Program Faculty Directors will submit a Course Proposal for a Short-Term Faculty-Led Program, including a course description, syllabus integrating how site visits enhance learning objectives, previous site experience, role in the teaching load, and signature approval by the department chair. To start the proposal process, Program Faculty Directors can access the [Proposal for New Faculty-Led Program](#) on [BearsAbroad](#). All materials for the proposal are submitted online. Faculty interested in leading a program abroad will use [BearsAbroad](#) to create a proposal application and to submit all the pre-acceptance materials for the proposal. Additionally, on the [BearsAbroad](#) page, the Program Faculty Director will use this page as reference for things such as application process for students, how to use BearsAbroad, financial information, policies and safety information.

Returning Program Faculty Directors are responsible each year for submitting a [Faculty-Led Program Renewal Proposal](#) on [BearsAbroad](#). This is a requirement for every program, even if there are no notable changes occurring with the program. Directors are encouraged to take time every year reviewing their program, adjusting, and considering possible improvements for the student experiences and student cost.

Deadlines for submission of proposal and materials for review are as follows:

▶ SUMMER TERM

Faculty-Led New Program Proposal:

- Applications Open: Ongoing
- Applications Close: August 1
- Contract Deadline: December 1
- New Supplier Deadline: April 15

Faculty-Led Renewal Proposal:

- Renewals Open: May 31
- Renewals Close: August 15
- Contract Deadline: December 1
- New Supplier Deadline: April 15

▶ WINTER TERM

Faculty-Led New Program Proposal:

- Applications Open: Ongoing
- Applications Close: January 31
- Contract Deadline: October 1
- New Supplier Deadline: November 15

Faculty-Led Renewal Proposal:

- Renewals Open: January 1
- Renewals Close: February 1
- Contract Deadline: October 1
- New Supplier Deadline: November 15

Course Offerings and Approval

To receive approval to teach courses abroad, it is the responsibility of the Program Faculty Directors to facilitate the approval process through their respective departments. Approval from the department chair and the dean must be granted. Approval for courses must be submitted to the respective department chair by using the [Course Form](#) and submitted to the CGE along with their proposal via BearsAbroad. If a new course is to be created for a program, it is the responsibility of the Program Faculty Director to follow the standard procedure to request a new undergraduate course through their department. Courses should be posted in the department's catalog for the corresponding semester no later than 60 days prior to travel (or at the time of registration for the following semester). Study Abroad courses meet the same standards as other courses offered by the University and are subject to all standard policies and regulations.

Limitations

Courses associated with faculty-led programs should consider credits for participation. Upper-level credits may have prerequisites that need to be fulfilled which could limit participation on a Study Abroad program. If open to a variety of academic majors, Program Faculty Directors should also determine if freshmen can be enrolled in upper division credits if there are no prerequisites for the course.

Syllabus

Program Faculty Directors must submit a proposed syllabus with their program proposal to have their program considered. Upon approval of a proposal, Program Faculty Directors are responsible for communicating course specific information and the syllabi to students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus.

Registration

Only students who are official participants in the Study Abroad program may register for the program course(s); Official participants are those who apply online, are accepted to the program, and pay all program fees. Students who have not completed these steps may not register for the program course(s) or participate in program activities.

A senior graduating the Spring before departure may participate in a summer program, upon the below being met.

- Student must take the course(s) for program enrollment.
 - If the course credit is needed to fulfill outstanding degree requirements the student must complete the process for [absentia graduation](#) so that the degree can be conferred in the summer.
 - If the course credit is not needed to fulfill outstanding degree requirements the student must still enroll in course(s) for program enrollment.
 - CGE approval is granted via the [Studying Abroad During Final Semester](#)

Choosing the Right Location

Selection of On-Site Program Partners

The Study Abroad Office and Program Faculty Director work together to determine which partners are best for the location and academic needs of the program. Some programs contract with a third-party Study Abroad provider to handle the on-site logistics while others contract with a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the faculty's experience and professional network in the location, the difficulty of running a program in a particular location and the availability of local experts. The CGE will recommend on-site partners in all locations. The CGE will not rely on the Program Faculty Director's contacts in other locations but may propose their contact for formal partner approval.

Health and Safety

Health and safety abroad are a major concern and priority of Baylor University when assisting in planning faculty-led programs. Health and safety considered when selecting locations, solidifying accommodations, planning excursions, working with community organizations, etc. Program Faculty Directors should always keep in mind the health and safety of their participants while abroad and anticipate situations prior to departure.

For example, facilities that will host students, whether accommodations or for academic study,

should be healthy and safe places to live and study for the duration of the program. When considering accommodations, Program Faculty Directors should assess participants and make accommodations accordingly. This should be factored in when planning and budgeting for accommodations.

A Travel Health & Safety Plan will be created by the Director of Global Safety and Security. This plan will assist Program Faculty Directors in anticipating issues and creating an action plan in the event of a health and safety emergency. The CGE will look at the health and safety at the time of proposal with a critical lens to ensure the safety of Baylor students and faculty.

Contacts

Contacts at home and abroad are crucial to safety and well-being of Baylor students while abroad. Faculty working with third parties should forward main contacts and responsible parties to the CGE to facilitate contractual agreements and for documentation.

Program Considerations

To minimize the financial barriers for students, the CGE emphasizes the importance of containing student costs in the development of program budgets. Below are some factors to consider when developing a program.

Does the significance of the proposed program location justify the cost?

When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, and cost and ease of transportation, housing, etc.

Do the proposed excursions further the academic goals of the course of study?

“Tourist” excursions may be costly; if they are not strongly tied to academic goals, consider eliminating these and allowing free time for students to visit them as their personal resources allow.

Can the academic goals of the program be accomplished in one destination versus multiple locations?

Some programs truly require multiple sites, whereas in others, one destination of significance will serve the academic purposes of the course. Each site adds new transportation expenses and logistical arrangements, which can be very costly. The additional travel can also add to the potential safety risks associated with the program.

Does the anticipated number of students, location, and/or logistics justify the number of paid personnel?

A low student to faculty ratio often creates an undue cost burden on student participants, who must pay their own expenses plus those of Program Faculty Directors. A good practice for ratio is 10 students to every 1 paid person.

Does Baylor or the Program Faculty Director have a relationship with a university in the desired location?

The ability to connect faculty-led programs to existing university partnerships (usually exchange agreements) has multiple benefits. If the institution can provide logistical support, classroom, and/or housing, it helps control cost and gives potential access to local experts, and a population of students in the host country, thereby deepening the cultural experience of participants.

PHASE 2 | APPENDIX

Program Development

- [Course Form](#)
- [Faculty-Led Program Renewal Proposal](#)
- [Proposal for New Faculty-Led Program](#)

Reporting

- [Absentia Graduation](#)
- [Studying Abroad During Final Semester](#)

Additional Links

- [BearsAbroad](#)

PHASE 3 | FINANCIAL MATTERS

There are a variety of financial aspects and considerations for a study abroad program. These aspects are managed in partnership with the Center for Global Engagement and our Financial Manager in the Office of the Provost.

In depth financial information on all related aspects of Study Abroad can be found in the [Financial Matters Guide](#) provided by the Office of the Provost.

Program Budgets

Program Budgets are developed primarily by the Study Abroad Faculty-Led team, in conversation with the Faculty Director and providers. Faculty are required to provide a preliminary budget including proposed number of students, courses, faculty and staff. [link] This preliminary budget is used to create the final budget including tuition and all potential expenses. Final approval of the budget comes from the Financial Manager.

Any questions regarding the budgets should be directed to the Study Abroad Faculty-Led team at StudyAbroadFaculty-Led@baylor.edu or to your specific Program's advisor.

Contracts and Invoices

Faculty Directors often receive Contracts or Invoices directly from the international Providers they are working with. These should be sent immediately to the Study Abroad Office and the Financial Manager at StudyAbroadFaculty-Led@baylor.edu and CGEFinance@baylor.edu.

Reimbursements

Reimbursements for any expenses incurred during the duration of a Study Abroad program must be submitted to Ignite within 30 days of return to the country. Any questions regarding reimbursements or Ignite should be directed to the Financial Administrators and the Financial Manager.

PHASE 3 | APPENDIX

[Financial Matters Guide](#)

PHASE 4 | OBTAINING APPROVAL

Program Proposal Process (Step-by-step process in Appendix Part II)

Selection Criteria

The Faculty-led Study Abroad Working Group – a standing working group of faculty peers, appointed staff from various offices, and general council – will review new proposals as well as assess renewing programs. The working group’s purpose in reviewing proposals is to examine logistics, preparation of the faculty, and the viability of geographic areas, and how site visits enhance the learning objectives of the course. Curricular and academic issues, such as credit substitutions, prerequisites and CORE requirements must be resolved in the department. If a course is seen as not meeting standards or creates cause for concern, the working group will make a recommendation of changes to be made by the Program Faculty Director.

Submission Deadlines

To help keep all parties informed regarding the different tasks that must be completed, detailed timelines for faculty-led Study Abroad programs (See Appendix) and delegation of responsibilities for CGE, Program Faculty Director and the department/college role (See Appendix) are outline. Please refer also to the Roles and Responsibilities document to help define the specific tasks of each party throughout the program cycle. A program’s success depends on close adherence to these timelines. Please note that undue delay in the completion of any step in this process can jeopardize the execution of a program.

Notification of Approval

Within one month after the application deadline, Program Faculty Directors will be informed by the CGE whether their respective program proposals have met the minimum qualifications and can move forward in the program planning process. Programs that are not permitted to move forward for that year’s cycle will be given recommendations for strengthening the proposal and encouraged to resubmit or apply for the following year.

Program Cancellation/Low Enrollment

Baylor reserves the right to discontinue any Study Abroad program at any time before or after departure, at its sole discretion. Common reasons for discontinuation and cancellation are those indicated in the [Global Safety and Security Policy](#).

There are two points at which programs may be canceled for low enrollment: the application deadline and the deposit deadline. If a program drops below its minimum enrollment at either of these points, the CGE will determine if funds are available. If funds are not available, the program will be canceled.

As a rule, the CGE does not extend application or deposit deadlines. If the deposit deadline has passed and the minimum program enrollment has been maintained, the program will not be canceled due to withdrawals that may occur later in the semester. Students are responsible for any funds that are deposited on their behalf if they withdraw after the deposit deadline.

PHASE 4 | APPENDIX

Reporting

- Faculty-led Study Abroad Working Group – LINK COMING SOON
- [Baylor University Global Safety and Security Policy](#)

PHASE 5 | RECRUITING STUDENTS

Marketing and Recruitment

Promotion and recruitment are an essential part of any Study Abroad program. Active involvement in the recruitment process by the Program Faculty Director and sponsoring department can make all the difference in a program's success or failure. The Assistant Director of Marketing and Communications for Study Abroad will collaborate with the Program Faculty Directors on promotional materials and strategies, but brochures and website updates are no substitute for one-on-one faculty-to-student contact. In addition, there will be a Study Abroad Marketing workshop offered in the Fall and Spring semesters for Program Faculty Directors to attend if they wish. All contracts must be complete, and prices finalized with the Center for Global Engagement before any part of the University can begin advertising or marketing the program. Advertising must be truthful and emphasize both the benefits, cost of the program, relevant course information, and potential program restrictions.

Information Sessions/Promotional Events

Program Faculty Directors should plan to give presentations about their programs in a variety of venues during the promotional period.

Summer Faculty-led Programs:

- Applications Open: September 1
- Fall Study Abroad Fair: September
- Spring Study Abroad Fair: February
- Applications Close: March 1
- Deposit Deadline: March 15
- Withdrawal Deadline: April 15

Winter Faculty-led Programs:

- Applications Open: June 1
- Fall Study Abroad Fair: September
- Applications Close: October 1
- Deposit Deadline: October 15
- Withdrawal Deadline: November 15

The Program Faculty Director should focus on the following at promotional events:

- Inform students of the courses, requirements, and academic content of the program.
- Articulate connections between destination country and course content.
- Talk about the cultural experiences you will incorporate into the itinerary, including a tentative program schedule.
- Explain how instruction and grading works.
- Explain criteria for acceptance into course and/or program (course prerequisites, language level, writing experience, lab research, etc.).
- Encourage diversity among program participants.
- Share your enthusiasm for the program with prospective participants. This may include showing photos and describing the importance/relevance of the location and coursework.
- Inform students of the first step in the application process, and the program application deadline.

Alternative Promotion Means

The CGE and faculty may collaborate to recruit students for summer or winter programs. It is the responsibility of the Program Faculty Director to initiate marketing efforts or planning conversations with The Assistant Director of Marketing and Communications for Study Abroad. Program Faculty Directors can promote their program through the following promotional outlets:

- Information sessions
- Fall (Sep) Study Abroad fair, International Education Week (Nov), and/or Spring (Feb) Study Abroad fair

- Fliers, catalogs, posters, website, and social media
- Class visits and other promotional activities in relevant courses (to be arranged with appropriate courses by the Program Faculty Director)
- College/department newsletters or listservs
- Academic Advisors

Advertising

- Print materials (cards, flyers)
- Website
 - [CGE](#)
 - [Study Abroad](#)
 - [BearsAbroad](#)
 - [Global Baylor](#)
- Digital materials - digital signs, newsletters, etc.
- Social Media
 - Global Baylor – [Instagram](#) and [Facebook](#)
 - Bears Abroad – [Instagram](#) and [Facebook](#)
- Word of mouth (classroom presentation, on the syllabus, fairs, other student events)
- We will also support yard signs but only a minimal amount for the program to advertise near their college and only if it seems like the program needs the additional support.
- No billboards – study abroad will have some targeted billboards for each of the study abroad terms but not for specific programs otherwise we oversaturate the market and students stop paying attention.
- Marketing Budgets – no longer an individual budget line on the Program Budget but rather part of the Center for Global Engagements overall operational budget and are subject to approval from CGE Financial Manager.

Marketing and Language

How we uniformly describe Baylor University, the Center for Global Engagement, Study Abroad, our team, and our programs is very important. Please review and familiarize yourself with terminology that accurately describes our operations.

Language	
Incorrect	Correct
Education Abroad	Study Abroad
Study Away	
Missions	
Trip	Program
Vacation	
Trip Leader	Program Coordinator OR Faculty Director
Tour	Planned Cultural Activity or Excursion
Cruise	
Trip	

Group Gathering Definitions

These definitions align with the distinct purposes of each type of gathering within the context of Study Abroad Programs at Baylor University, contributing to the overall success and enrichment of students' international educational journeys.

- *Information Sessions (Hosted by the Study Abroad Office)*: Information sessions within BU's study abroad context are only to be hosted by the Study Abroad Office. These organized gatherings are where the Study Abroad Office shares essential details about the university's study abroad programs. These sessions are designed to convey accurate and comprehensive information to a receptive audience of prospective students, fostering understanding and awareness of the available study abroad opportunities. Information sessions serve as a valuable resource for students such as requirements, eligibility, program types, application procedures, deadlines, and financial considerations..
- *Meetings (Specific Study Abroad Program)*: Meetings within BU's study abroad context are hosted by students, faculty or staff are structured gatherings of individuals involved in that particular program. These meetings aim to facilitate detailed information on program-specific details, logistics, and developments.
- **Seminars (Hosted by Program Alumni)**: Seminars within BU's study abroad context are educational events where former participants of a specific study abroad program share their in-depth experiences and insights with an audience. These seminars provide firsthand knowledge dissemination. Seminars contribute to a deeper understanding of the program's academic, cultural, and personal aspects, enriching the perspectives of current and prospective participants.
- *Workshops (Practical Skill Development)*: Workshops within BU's study abroad context are interactive gatherings aimed at promoting practical skill development and hands-on experience for participants. Through engaging exercises, activities, or simulations, attendees enhance their understanding and application of specific study abroad-related subjects. Workshops offer a platform for experiential learning, encouraging active participation and equipping students with practical tools to navigate diverse cultural and academic environments.

PHASE 5 | APPENDIX

Webpages

- Bears Abroad – [Instagram](#) and [Facebook](#)
- [BearsAbroad Website](#)
- [Center for Global Engagement Website](#)
- Global Baylor – [Instagram](#) and [Facebook](#)
- [Global Baylor Website](#)
- [Office Study Abroad Website](#)

PHASE 6 | STUDENTS PRIOR TO DEPARTURE

BearsAbroad is the application portal used by all students who are interested in Study Abroad. When a student expresses interest in going abroad, their first step is to begin an application online. Every student is also required to meet with a member of the Study Abroad Office prior to being accepted into a program. This meeting allows a member of the Study Abroad office to get to know the student, and ensure the student understands all steps and requirements to study abroad.

Applications and Required Materials (Faculty Director Guide to Reviewing Applications)

Study Abroad Advising Application

The Study Abroad Office has a standard on-line application for all students wanting to go on any Study Abroad Program. Upon students selecting the ‘Apply Now’ button they will be redirected to a Study Abroad Advising Application. This complete Study Abroad Advising Application includes the first four steps of any Study Abroad Program and include:

- STEP A: Attend a Study Abroad Info Session
- STEP B: General Information Questionnaire
- STEP C: Meet with a Study Abroad Peer Advisor
- STEP D: Meet with Program Faculty Director

Pre-Decision: Pending

The Study Abroad Office has a standard on-line application for all students wanting to go on a Faculty-led Program. The complete on-line preselection application items for a Faculty-led Program includes:

- STEP E: Adult General Release
- STEP F: Faculty-Led Costs & Withdrawals – A (includes airfare) or B (no airfare)
- STEP G: Conduct & Eligibility
- STEP H: Medical
- STEP I: Baylor On-Campus Responsibility
- STEP J: Exchange & Affiliate Process
- STEP J: PROGRAM NAME Questionnaire (Faculty-Led)
- Pay Your Deposit

*** At this point, the Program Faculty Director reviews applications and, if applicable, meets with applicants before making a decision to accept the student (Faculty Director Guide to Reviewing Applications).

Post-Decision: Committed: Accepted

Post-acceptance materials to be collected through the same online application, which are subject to change or modification, include:

- Mandatory Study Abroad Pre-Departure Orientation Details – C (Faculty-led PDO & Breakout)
- Acceptance Information Questionnaire – A (with flight) or B (without flight)
- Course Registration Questionnaire – B (Faculty-led)
- Paid Baylor University E-Bill

If the Program Faculty Director needs to collect additional information specific to their program, they can do so at this point by asking the advisor to create an additional questionnaire for their students.

Post-Decision: Committed

- While Abroad Information Questionnaire
- Confirmation of Courses Questionnaire

Application Deadlines

The application deadline serves two important functions in upholding faculty-led programs. First, deadlines are permanent guides to planning marketing and recruitment efforts. They provide a benchmark for Program Faculty Directors and for the CGE in the planning process.

Deadlines also require student commitment to a program and create a base for the continuation of the budgeting process as logistics are solidified for a program. Applications to faculty-led programs will not be extended nor will late applications be considered. Deadlines also ensure the equity of a program. If a program does not have enough applicants at the time of deadline, the program is subject to cancellation. Amending deadlines or changing costs that are contrary to what programs are advertised for affects the credibility of a program. Once a deadline for applications has passed and enrollment drops to an insufficient number, the program will not be canceled. Program budgets, regardless of applicant enrollment, are not to exceed the advertised cost.

Student Screening and Selection

Assessing Suitability for Study Abroad

All students wishing to participate in a faculty-led program must be a full-time student at the time of application. Study Abroad policy states that students cleared for a Study Abroad program must be in good academic standing without disciplinary infractions. All students applying for an abroad program will be vetted for disciplinary or academic infractions by Student Conduct and the Office of the Registrar. Any concerns regarding student standing will be reported to the Program Faculty Director of the respective program and follow up actions will be agreed upon between the Center for Global Engagement and the Program Faculty Director.

Red Flags

Although some applicants may meet all the established eligibility criteria, certain “red flags” in their application materials and/or behavior may require special consideration. These “red flags” do not necessarily preclude a student’s acceptance into the program, but they are often indicators that further discussion with the student or other involved parties is necessary to make a participation decision. Some examples of these indicators include, but are not limited to, the following:

- Student’s essay indicates that their primary motivation to study abroad is questionable (desire to escape a situation or person, focus on travel or extended vacation, for others to visit or accompany them abroad, etc.).
- Recommendation mentions reservations or discloses information that could affect the student’s participation (concerns about maturity, behavior, recent events in student’s life, etc.).
- Student’s academic record or advisor notes show recent drastic decline in academic performance, breaks in attendance, or multiple absence/failing reports.
- Student demonstrates erratic or inappropriate behavior in his or her interactions with faculty or the CGE staff (before or after acceptance into the program).

Program Faculty Directors who identify “red flags” in a student’s application materials or in interactions with a student need to notify the CGE as soon as possible. The Program Faculty Director and the CGE will work together to determine the appropriate course of action, which may include a student interview, follow-up with faculty recommender, or discussion with the Faculty-led Study Abroad Review Committee.

Conditional Acceptance and Special Conditions

Applicants who are chosen to participate in a program are considered “conditionally accepted.” Following admission into a program, students must meet certain expectations and obligations. Therefore, a student’s acceptance into the program is on the condition that these are fulfilled. If the student does not fulfill these requirements, they may not be permitted to participate in the program. A student’s acceptance may be withdrawn for any of the below reasons:

- Student is below minimum academic standing.
- Student does not successfully complete all course prerequisites by the time of departure.
- Student does not complete all on-line portal forms by stated deadlines.
- Student has as not maintained behavior consistent with the University Code of Conduct and Study Abroad Assumption of Risk, Program Waiver, and Release Form
- Student does not meet additional requirements of the host university/program provider, if applicable (varies by program).
- Student is absent from required orientations

“Special conditions” is a classification most often used for freshmen or transfer students who do not have a Baylor GPA at the time of application. Once the first semester’s GPA is posted, the student is moved to the “conditionally accepted” status if his or her GPA is the program minimum requirement.

Special conditions may also apply to students who are enrolled in a course on campus that is a prerequisite for the course taught abroad. Similarly, if there is an applicant who the Program Faculty Director would like to see academic improvement before granting acceptance, a status of conditional admittance may be assigned. These situations may require students to turn in a mid-semester grade report or fulfill other stipulations as determined by the Program Faculty Director and/or the program coordinator. It is the Program Faculty Directors responsibility to ensure students “accepted with special conditions” understand the required actions for removing the conditions.

Disability Accommodations (OALA)

Sharing in the philosophy that all students should be assured equal access and opportunity, the CGE, the Program Faculty Director, the Office of Access and Learning Accommodation (OALA), and appropriate overseas personnel should work to identify and obtain reasonable accommodations and to assist a student with a documented disability in planning for a successful international experience.

Post Acceptance Requirements for Student Participation

After students have been accepted into the program, Program Faculty Directors must ensure that participants complete or are in possession of the following:

- Valid passport and visa (if applicable)
- Pre-departure orientation and on-site orientation
- Medical insurance that covers the student while abroad - students should review their health plan’s claim filing procedures for coverage abroad and make sure they carry their health plan ID cards with them.
- Paid Baylor University E-Bill
- Completed all items in the Post-Decision: Committed: Accepted phase of their BearsAbroad Application.

Late Applicants

Baylor does not allow late applications or deadline extensions. Throughout the recruitment phase it is important to keep in mind the target enrollment number and final application deadline.

Summer Faculty-led Programs:

- Applications Open: September 1
- Applications Close: March 1
- Deposit Deadline: March 15
- Withdrawal Deadline: April 15

Winter Faculty-led Programs:

- Applications Open: June 1
- Applications Close: October 1
- Deposit Deadline: October 15
- Withdrawal Deadline: November 15

Withdrawals / Refunds

Students who withdraws from a Baylor program are only refunded upon students submitting an [Appeal for Study Abroad Deposit Policy Exception](#) before April 15th for Summer/Fall programs and November 15th for Winter/Spring programs. There are circumstances under which Baylor University, or its agent, has the authority to require that a student withdraw from the Study Abroad program. These circumstances include but are not limited to the following:

- Students whose conduct while in the program is deemed undesirable and whose actions are in violation of the [Baylor's Student Code of Conduct](#)
- [Policy Statement on Alcohol and Other Drugs](#)
- Destruction or misuse of property
- Students whose conduct is in violation of the country's culture/civil and/or criminal statutes
- Situations in which the behavior of the student is deemed disrespectful to the culture
- Arguing or fighting is deemed as a serious occurrence and is not acceptable

Students dismissed from the program will receive no credit for work done, will be considered as not having completed the program, and will not be entitled to any refund. They will be responsible for all travel and other expenses incurred due to their dismissal.

Student Registration

Students accepted into Baylor Faculty-led Programs are to register for the program when the session course catalog becomes available. After registration, the student will be billed the tuition and fees for the courses they are registered for. The program fee will be charged by Baylor via their student E-bill. Payment schedules and deadlines are the same as Baylor University payment due dates.

Pre-departure Logistics

All international travel must be documented and submitted for approval no later than 60 days prior to travel. The required documents submitted to the CGE via BearsAbroad include the International Travel Itinerary, Emergency Communication Plan, and Emergency Contacts list.

Health and Safety

The health and well-being of Baylor students abroad is the responsibility of the Program Faculty Director. Therefore, it is important to plan for scenarios that could jeopardize a program abroad and establish a procedure for dealing with health and safety issues. Health and safety incidents are not discriminatory and can happen to anyone at any time. The Director of Global Safety and Security will develop a Travel Health & Safety Plan that will be emailed directly to Program Faculty Directors and added to BearsAbroad. The process of creating the plan will help Program Faculty Director's plan for incidents and responses. In preparation for their time abroad, students are required to sign up for and attend a mandatory Study Abroad Pre-Departure Orientation (PDO) provided on campus through the CGE that educates students on how to proceed in emergency situations. Students who fail to attend the PDO are subject to program withdrawal.

Passports and Visas

All students must obtain a passport, and some program locations may require a visa. Visa requirements vary depending on each student's citizenship and the country to which he or she is

traveling. Program Faculty Directors are responsible to know the visa requirements and guiding students, accordingly. However, obtaining a valid passport and securing the correct visa is ultimately the responsibility of the student.

Medical Insurance

International health care coverage is required for all participants in Baylor study abroad programs. International health care coverage will enable students to obtain medical care without the requirement of a possibly large financial outlay prior to treatment. The CGE will enroll all Baylor program participants in the mandatory international health care coverage.

Required Orientations

Pre-Departure

All short-term faculty-led programs abroad have a mandatory pre-departure student orientation, coordinated by the Center for Global Engagement. Students need to be oriented on the cultural and logistical aspects of the program before departure and upon arrival. Orientations are coordinated in conjunction with the CGE before departure for both summer and winter programs. Program Faculty Directors are encouraged to schedule additional sessions to support academic, cultural preparation, as well as group cohesion before or after the Study Abroad Pre-Departure Orientation (PDO). Attendance at PDO is mandatory and students who fail to attend the PDO are subject to program withdrawal.

On-Site Orientation

All programs are required to hold an on-site orientation. Attendance at the on-site orientation is mandatory. Students must plan their arrival in the host country to ensure participation in the on-site orientation. Special attention should be given to differences in world time zones when booking flights to ensure on-time arrival.

PHASE 6 | APPENDIX

Reporting

- [Travel Health & Safety Plan – LINK COMING SOON](#)

Policy

- [Appeal for Study Abroad Deposit Policy Exception](#)
- [Baylor's Student Code of Conduct](#)
- [Policy Statement on Alcohol and Other Drugs](#)

Additional Links

- [BearsAbroad](#)
- [Faculty Director Guide to Reviewing Applications](#)

PHASE 7 | ON-SITE PROGRAM MANAGEMENT

Supervision of the Group On-Site

The Program Faculty Director is expected to fulfill the following duties on-site:

- Provide an initial on-site orientation to introduce the students to the host site and culture (may be in conjunction with on-site program organizer)
- Contact the CGE within 24 hours after arrival to confirm all participants are safe and accounted for
- Notify the CGE immediately if any student leaves the program
- Act as liaison between the students and any individuals or entities providing services to the program
- Ensure the on-site cooperating institution/organization is delivering services according to the contract
- If problems arise, alert the CGE immediately so any discrepancies can be resolved quickly
- Communicate academic and disciplinary roles clearly to the students
- Respond to any emergency situations or serious incidents which may arise
- Complete the [Incident Report](#) to accurately document any problems
- Monitor the health and general welfare of all participants

Be aware of possible indicators of [culture shock](#). Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual. These can include but are not limited to: feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of the host culture, increase in physical ailments, eating problems, inability to concentrate, and uncontrollable crying.

Expectations for Student Participants

During Faculty-Led Study Abroad programs, students are required to attend all classes and all excursions that are part of the program itinerary. Program Faculty Directors should take attendance at all classes and excursions. Participants on a Study Abroad program are also expected to serve as ambassadors for both Baylor and the United States. It is often difficult for students to understand what is expected of them in this regard, so it is important to stress these issues in the pre-departure and onsite orientations. Students need to be aware that behaviors with minimal or no consequences in the U.S. may have major implications in their host country. This information should be presented repeatedly to students – not just at the pre-departure orientation. Topics to be included in these discussions include:

- Appropriate dress
- Local laws and mobility (which neighborhoods in the area are safe)
- Gender dynamics and youth/elder relationships
- Food and meal etiquette
- How to recognize signs of displeasure on the part of host country nationals

Disciplinary Problems

The Center for Global Engagement should be notified immediately via [Incident Report](#) form about any serious disciplinary problems with any student on the program. In less serious cases, mediation by the CGE may be required. In serious cases, the student may be dismissed from the program and sent home with no credit awarded and no refund. This will be determined through consultation

with the Program Faculty Director, the CGE, and Baylor legal counsel (see Dismissing Students below). In cases of arrest, Baylor assumes no financial responsibility for legal aid to students. However, it is appropriate for the Program Faculty Director, with CGE, to assist students in contacting their families and appropriate government offices. Students using or selling illegal substances will be immediately dismissed from the program, with no credit awarded and no refund.

Alcohol Use

The subject of alcohol policies is frequently debated in international education. Contention usually centers around “whose laws are in effect,” given that laws concerning alcoholic beverages vary greatly from country to country and that in many countries abroad it is perfectly legal for university students to purchase and consume alcohol. [Policy Statement on Alcohol and Other Drugs](#) is still in effect while abroad but can be complicated to interpret and enforce. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior. Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on Baylor Study Abroad programs.
- Violation of local laws and/or Baylor policy may result in dismissal from the program.

Dismissing Students

All students on faculty-led programs sign an agreement indicating that they understand the [terms of dismissal](#) from a Study Abroad program. The decision to send students home, even when made for the best reasons, may result in negative responses. It is essential when contemplating dismissal or an evacuation to consult immediately with the CGE who will, in turn, consult with other appropriate offices on the Baylor campus. Some instances of dismissal may include (but are not limited to):

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior that does not improve with advising and which endangers the program’s relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group’s morale.
- An emotional crisis that greatly affects the individual.
- Death of a program participant, or death or serious illness in the family.
- Serious illness, either physically or psychologically of a participant.

To dismiss a student abroad, the following procedures should be followed:

Document the Incident: If a student is subject to [dismissal](#), it is the responsibility of the Program Faculty Director to document the incident(s) by recording the details of the incident on the [Incident Report](#) form (see appendix). In the event the form is not available, Program Faculty Directors should collect the following information:

- Name of student and name of program Date/location of the incident
- Violation being cited in reference to the dismissal and justification for withdrawal Documentation of warnings (verbal or written) given to the student prior to the dismissal process

Report the Incident: The first receiver of pending dismissal incidents is the Center for Global Engagement. The CGE will assess the severity of the incident and forward the report to Legal Counsel and the Student Conduct for review.

Coordinate the Dismissal: Program Faculty Directors and the CGE will facilitate in the dismissal of the participant including arrangements for return to Baylor. Upon return, the CGE and Student Conduct will work together to reach a solution. The program fees or tuition paid will not be refunded to the student.

Student Withdrawal

If a student has arrived at the program site and decides to withdraw, he or she must begin by discussing the situation with the on-site Baylor Program Faculty Director. The Program Faculty Director should consult with the CGE to determine whether a solution exists for the situation. Financial implications and academic implications must be articulated to the student. If, after consultation, the student still plans to withdraw from the program, he or she must submit a statement via email to the Program Faculty Director's Baylor email. This statement must indicate that the student understands that effective as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc. The Program Faculty Director should send the email statement to the Center for Global Engagement and the CGE will contact the student's parents or legal guardian(s) if necessary.

Expectations for Program Faculty Directors

In addition to being responsible for serving as the academic and administrative representative of the program, Program Faculty Directors are also responsible for:

- Developing the program and coordinating on-site delivery of the course(s), including engaging teachers and guides, and arranging adequate transportation
- Maintaining contact with appropriate host country institutions and if required government offices
- Planning and organizing cultural orientation on-site, including organizing and participating in cultural visits and excursions during orientation and throughout the program
- Handling behavioral problems according to established procedures, outlined above
- Preparing for and responding to emergencies, as outlined in Emergency Procedures.
- Attend to the health and well-being of program participants
- Maintaining clear financial records, including keeping track of expenses and saving receipts
- Exercising caution with confidential information
- Keeping Baylor informed about developments concerning the program and participating students via [Incident Report](#) form
- Notifying the CGE of any changes in itinerary or contact information
- Documenting events and activities
- Submitting final grades, final report, and facilitating program evaluations to the CGE

Program Faculty Director Conduct

Faculty, staff, and other administrations of Baylor are responsible for assuring the highest ethical and professional standards and behavior when working with students. For more information regarding faculty and staff expectations in relation to working with students in a professional environment, consult the Baylor [Faculty Handbook](#) or Staff Policies. Faculty representing Baylor abroad are subject to the same set of standards for conduct as they are when on campus. Furthermore, Baylor adheres to the [Forum on Study Abroad Code of Ethics](#) and expects all programs to meet this standard, at minimum, following the ethical principles outlined below:

1. Truthfulness and Transparency: Study Abroad practices and decision-making processes should be appropriately disclosed, periodically reviewed and effectively revised as needed.
2. Responsibility to Students: Study Abroad should keep students' best interests foremost in mind, including their academic objectives, exposure to cross-cultural learning and experiences, professional goals, personal safety and security, individual growth and financial welfare.
3. Relationship with Host Societies: Institutions and organizations should endeavor to create sustainable, mutually beneficial local relationships that are respectful of economic, social, and environmental concerns.
4. Observance of Best Practices: Institutions and organizations should endeavor to identify and follow best professional practices, exhibit sensitivity and respect for cultural differences and ensure compliance with applicable home and host country law.
5. Conflicts of Interest: Institutions and organizations should identify and appropriately handle potential conflicts of interest, or the appearance thereof, based on the best interests of the students.

Title IX Compliance

All faculty, staff, other administrations, and students, as per Baylor policy, are to adhere to the [Title IX Policy](#) whether at Baylor or abroad. Title IX and its implementing regulation, covers nondiscrimination in employment and in access to educational opportunities. Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome, sexual or gender-based verbal, written, online and/or physical conduct. Any student, faculty, or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the [Office of Equity, Civil Rights, and Title IX](#) for assistance. The Office of Equity, Civil Rights, and Title IX is available to discuss options, explain university policies and procedures, and provide education on relevant issues.

HIPAA Privacy & Security Compliance

All faculty, staff, other administrations, and students, as per Baylor policy, are to adhere to the [HIPAA Privacy and Security](#) whether at Baylor or abroad. It is important that all faculty, staff, other administrations, and students' study abroad participants understand Baylor University's responsibilities regarding the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Baylor has privacy and confidentiality standards in place to ensure appropriate access or disclosure of protected health information. HIPAA provides safeguards for ensuring that your health information is adequately protected. Students' health information is not covered by HIPAA rules and regulations but is protected by the Family Educational Rights and Privacy Act (FERPA). HIPAA provides comprehensive guidance for patients including their privacy rights concerning the use or disclosure of their medical information. These rights are described in detail in the Notice of Privacy Practices (NPP) below.

- [Notice of Privacy Practices for Health Services & Clinics](#)
- [Acknowledgement of Receipt of Notice of Privacy Practices](#)
- [Notice of Privacy Practices for Benefit Plans \(employees\)](#)
- [Authorization to Use and Share Health Information for Non-Health Care Purposes](#)
- [Voluntary Communication Preference and Designation of Contact Information](#)

Baylor is a hybrid entity for HIPAA purposes, which means that only certain departments or divisions are subject to HIPAA rules and regulations. Baylor has self-designated certain operating units as Health Care Components. That self-designation may be viewed below:

- [HIPAA Hybrid Entity Self-Designation](#)

FERPA Compliance

All faculty, staff, other administrations, and students, as per Baylor policy, are to adhere to the Family Educational Rights and Privacy Act of 1974 (FERPA) whether at Baylor or abroad. It is important that all faculty, staff, other administrations, and students' study abroad participants understand Baylor University's responsibilities regarding FERPA. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for the privacy and confidentiality of education records.

- FERPA Policy: Information about the Family Educational Rights and Privacy Act
- FERPA Quick Guide for Faculty/Staff: Brief overview of the Family Educational Rights and Privacy Act
- FERPA Annual Notification for Students: The annual notification covering student rights related to educational records
- FERPA Disclosure Consent Form: Student's FERPA Disclosure Consent Form to release Academic Records (Grades, GPA, Registration, Transcripts, etc.) Please note: such information cannot be released over the phone.

The Office of the Registrar is available to discuss options, explain university policies and procedures, and provide education on relevant items pertaining to FERPA.

International Insurance Policy

All students participating in a Baylor study abroad program are automatically enrolled in a global assistance & insurance program. This coverage meets or exceeds the minimum coverage deemed necessary by Baylor University and all host countries. The coverage includes:

- Medical Evacuation and Repatriation - \$250,000
- Repatriation of Remains - \$50,000
- Security Evacuation - \$100,000 for evacuation
- Emergency Travel Expenses (Reunion) - \$12,500 when in hospital for more than 3 days
- Medical Expenses and Hospitalization - \$500,000
- Deductible: All Cause - 0
- Co-Insurance - 100%
- Pre-existing Condition Clause - Treated as any other medical condition
- Emergency Pain Relieving Dental Treatment - 100% of customary charges up to \$3,000 for accidental injury and \$500 for pain relief
- Prescribed Medicines by a Doctor or Specialist- Maximum of 60 days per subscription
- Maternity - Treated as any other medical condition
- New-born Nursery Care - \$2,000
- Therapeutic Termination of Pregnancy - \$500
- Outpatient Treatment by a Doctor or Specialist - 100 % of Customary Charges
- Alcoholism or substance abuse treatment - Up to \$10,000
- Treatment by Physiotherapists and Chiropractors as Prescribed by an Authorized Physician - 100% of customary charges if in connection with covered injury/illness
- Ambulance Transportation - 100% of customary charges if in connection with covered injury/illness
- Mental Health - \$50,000 Inpatient / \$5,000 Outpatient P
- Personal Accident - Accidental Death, Loss Of Sight, Loss Of Limb(S), Permanent Total Disablement Class 1/Class 2 & spouses \$50,000 /Children of Class 1 & Class 2 \$5,000 for Dependents
- Coma Benefit - 1% of a principal sum of \$50,000 per Month up to 11 Months and thereafter in a lump sum of 100% of the principal sum
- Personal Liability Physical injury and property damage - \$100,000

- Emergency Bail Bond - \$1,500
- Catastrophe Coverage - 100% of customary costs up to \$1,000
- Search and Rescue - 100% of customary costs up to \$10,000
- Loss Of Personal Belongings (including Theft and Loss or Damage by Fire or Natural Disaster) - Up to \$1,000, \$100 maximum per article
- Loss of Checked in Luggage - \$500
- Luggage Delay - \$200
- Lost Documents, Equipment or Money - \$200
- Trip Interruption - \$3,000
- Travel Delay - \$100 a day; Max 5 days

Enhanced Benefits:

- Bereavement Reunion - \$5,000
- Return Home due to Felonious Assault - \$5,000
- Emergency Travel Expenses due to Felonious Assault - \$5,000
- Return of Dependent Children - \$2,500
- Return of Traveling Companion - \$2,500
- Chaperone Replacement - \$2,500
- Maximum Medical Expenses for injury due to athletic sports participation- \$100,000
- Pre-Trip Cancellation - \$3,000
- Continuing Medical Charges - \$30,000 or 30 days
- Quarantine - Up to \$5,000 Combined Single Limit (CSL) annual aggregate per insured person/traveler o Return of Travel Companion: Up to \$1,500 included under the CSL o Hotel stay: Up to 14 days or \$2,500 included under the CSL o Food costs: Up to \$50 per day for 14 days included under the CSL o Change fee/airfare: Up to \$ 1,000 difference in airfare included under the CSL
- Incidental Travel - 14 days at beginning or end of the trip

Additional Medical, Travel, and Security Assistance:

- You also have access to the following assistance services; there are no monetary benefits associated with these services:
- Pre-Trip Planning - Pre-Trip Information & Active Travel Advice
- Medical, Dental and Pharmacy Referrals - Translator and Interpreter Assistance
- Medical Monitoring - Emergency Travel Funds Assistance
- 24 Hour Nurse Help Line - Legal Consultation and Referral
- Dispatch of Medicine - Lost/Stolen Document Replacement
- Coordination of Benefits - Emergency Message Forwarding

Full terms, conditions, and exclusions to coverage apply; review the full plan description carefully. It is advised to maintain the coverage you carry in the U.S. because double coverage will ensure that there is no lapse of coverage when one policy ends and the other begins.

[For an Example of OnCall ID and Program Summary Click Here!](#)

On-site Safety Procedures

The Program Faculty Director is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide caution, travel alerts or warnings, the CGE will be in contact with the Program Faculty Directors abroad. They will then relay any applicable information to group participants and, at times, their emergency contacts.

In the event of a local, regional, or global crisis, Program Faculty Directors should maintain contact

with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions

with participants so they can better secure their safety. In emergency situations, the Program Faculty Directors must contact the CGE as soon as possible to confirm the well-being and overall status of the group.

Program Faculty Directors must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups, restaurants, and locations where Americans are known to frequent. Students should keep up with local news through newspapers, radio, and television and, in the event of disturbances or protests, do not get involved. Students should be asked to use common sense and caution when divulging information to strangers about themselves, the program, and their fellow students. In cases of serious health problems, injury, or other significant health and safety circumstances, Program Faculty Directors must follow the Emergency Procedures.

Behavioral Problems and Response

In the event of a violation of the [Student Code of Conduct](#), it is the Program Faculty Director's duty to respond. Depending on the severity of the violation(s), the responses may include an [incident report](#)/verbal warning, an [incident report](#)/written warning, and/or an [incident report](#) representative of a request for dismissal. Students who are dismissed incur all the expenses of returning home and do not receive any refund from Baylor. The following behaviors are among those that may result in immediate dismissal from a program:

- Alcohol Abuse
- Physical or sexual assault
- Harassment
- Possession use or distribution of illegal drugs
- Possession of a weapon or explosives
- Theft

***Any violations of the Student Code of Conduct or program expectations must be documented using the [Incident Report](#) form.

Responding to Crises and Emergencies

The CGE is responsible for coordinating the University's management of emergencies affecting participants in Baylor Study Abroad Programs. It is the responsibility of the Program Faculty Directors of a Baylor program to follow the procedures outlined in the Emergency Procedures and to be sure to inform students about these procedures upon arrival on-site. In the case of an emergency, Program Faculty Directors should be prepared to be on-call 24 hours a day until the emergency is resolved.

The best advice for emergencies is to use your best judgment. If you are in a true emergency, your first step should be to dial the country's equivalent to 9-1-1 to get a local response. It is important that you understand the difference between emergency, urgent, and non-urgent.

- **Emergency Care** – You need immediate attention for a potentially life-threatening situation.
 - In an emergency, you should proceed directly to the closest hospital and you, or a companion can contact On Call when it is safe to do so.
 - Use the local equivalent to 9-1-1 if first responders are needed.
- **Urgent Care** - You need to seek care as soon as possible for a condition that needs prompt attention but is not life-threatening.

- Contact On Call via phone, text, or email, and an Assistance Coordinator will open a case for you to begin assistance
- On Call will provide you information for the closest preferred facility
- On Call will contact that facility to advise them you are coming and request to place a guarantee of payment for your visit.
- **Non-Urgent Care** - You would like a scheduled appointment with a physician or specialist and do not require treatment within the next 24 hours.
 - Contact On Call via phone, text, or email, and an Assistance Coordinator will open a case for you to begin assistance.
 - On Call will locate an appropriate provider that accepts a GOP and check your availability for a preferred appointment time.

It is always advisable that once you are safe you keep your onsite director informed of your situation so they can best assist you. It is your own discretion on if you feel that Baylor's Study Abroad Staff should be contacted. For instance, if your wallet gets stolen, you should IMMEDIATELY cancel your credit cards and file a report with the local police if possible. Then work on getting your documents replaced. For medical situations, you will have been informed of local clinics and doctors during orientation. You may also ask your host university personnel and staff for any suggestions as they may have dealt with a similar situation with a previous student.

PLEASE NOTE: On Call International remains available to you in an emergency 24 hours a day at 001.603.328.1748. While Baylor Study Abroad Staff can be reached Monday through Friday, 8:00am to 5:00pm Central Standard Time by calling 001.254.710.1461.

Incident Documentation and Reporting

All incidents or emergencies should be documented as completely and quickly as possible after they occur. The Center for Global Engagement should be provided with documentation within 24 hours of any incident if possible. Reasons to complete an Incident Report fall into three categories: informational, student care, and policy violations. Examples include but are not limited to:

Informational

- Conflict among students
- Homesickness
- Personal crisis that do not impact student's ability to participate in program
- Any information the faculty may believe may be relevant at a later time or in case of situation escalation

Student Care

- Personal crisis that impacts student's ability to participate in a program
- Injury, illness, or mental health concern or crisis
- Criminal activity (student is a victim of a crime)
- Student desires to withdraw from the program

Policy Violation

- Student breaks or expresses intent to break the Baylor Student Code of Conduct
- Violation of any rules or requirements of the program as laid out by the Program Faculty Director
- Arrest or engagement with local law enforcement
- Failure to meet academic requirements
- Use of illegal substances including drugs and alcohol

All incident reports will be reviewed by Study Abroad staff and other office units if necessary. Often, no action will be required, but in the event of needed action, Study Abroad staff will fully communicate with Program Faculty Directors. In documenting an incident, Program Faculty

Directors should use the [Incident Report](#) form. If access to this form is not available, group leaders should make note of the following:

- Date and time of incident.
- Location of incident.
- Names of all students involved.
- Names of all others present.
- How and when you learned of the incident if you were not present.
- Brief description of the incident.
- Brief description of your response to the incident.
- Names and contact information of any physicians, officials, or police involved.
- If a student was injured or ill and received medical attention, a description of the treatment and any recommended aftercare, including the names of medication.
- If a student was incapable of making decisions (about medical treatment, for instance), explain who made those decisions.
- Notes regarding contact with students' parents and any Baylor offices.

*All [incident reports](#) should be submitted as soon as possible to the CGE.

PHASE 7 | APPENDIX

Reporting

- [Emergency Procedures](#)
- [FERPA Disclosure Consent Form](#)
- [Incident Report](#)

Policy

- [Faculty Handbook](#)
- [FERPA Policy](#)
- [Notice of Privacy Practices for Health Services & Clinics](#)
- [Acknowledgement of Receipt of Notice of Privacy Practices](#)
- [Notice of Privacy Practices for Benefit Plans \(employees\)](#)
- [Authorization to Use and Share Health Information for Non-Health Care Purposes](#)
- [Voluntary Communication Preference and Designation of Contact Information](#)
- [Forum on Study Abroad Code of Ethics](#)
- [Policy Statement on Alcohol and Other Drugs](#)
- [Student Code of Conduct](#)
- [Title IX Policy](#)

Additional Links

- [Culture Shock](#)
- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- [FERPA Annual Notification for Students](#)
- [FERPA Quick Guide for Faculty/Staff](#)
- [Office of Civil Rights website](#)
- [Office of Equity, Civil Rights, and Title IX](#)
- [Office of the Registrar](#)

PHASE 8 | RETURNING TO CAMPUS

Reconciliation of Program Expenses

Baylor requires complete financial reporting for all expenses incurred by the program. Program Faculty Directors are required to submit all receipts and documentation for expenses incurred within 30 days of your return to Ignite.

Credits and Grades

The Program Faculty Directors are required to submit the course grades within two weeks of the program's conclusion. If a program is working with a third party and official transcripts will be sent later, an accurate timeline for grade evaluation must be articulated to all student participants.

Program Evaluation

Program Faculty Directors will ask students to evaluate the Study Abroad program by using the appropriate institutional or department forms. The Program Faculty Directors are encouraged to set up a meeting with the Study Abroad Programs Advisor upon their return to document travel, accommodations, unforeseen problems, and to provide a detailed overview of the program.

APPENDIX | ALL RESOURCES

Center for Global Engagement Webpages

- [Bears Abroad – Instagram and Facebook](#)
- [BearsAbroad Website](#)
- [Center for Global Engagement Website](#)
- [Global Baylor – Instagram and Facebook](#)
- [Global Baylor Website](#)
- [Office Study Abroad Website](#)

Program Development

- [Course Form](#)
- [Faculty-Led Program Renewal Proposal](#)
- [Program Budget](#)
- [Program Proposal](#)
- [Proposal for New Faculty-Led Program](#)

Reporting

- [Absentia Graduation](#)
- [Emergency Procedures](#)
- [FERPA Disclosure Consent Form](#)
- [Incident Report](#)
- [Studying Abroad During Final Semester](#)
- [Travel Health & Safety Plan](#)

Policy

- [Appeal for Study Abroad Deposit Policy Exception](#)
- [Baylor's Student Code of Conduct](#)
- [Faculty Handbook](#)
- [Family Members Accompanying Short-Term Study Abroad Programs Policy](#)
- [FERPA Policy](#)
- [Forum on Study Abroad Code of Ethics](#)
- [Global Safety and Security Policy](#)
- [HIPAA Hybrid Entity Self-Designation](#)
- [Notice of Privacy Practices for Benefit Plans \(employees\)](#)
- [Notice of Privacy Practices for Health Services & Clinics](#)
- [Policy Statement on Alcohol and Other Drugs](#)
- [Student Code of Conduct](#)
- [Title IX Policy](#)

Additional Links

- [BearsAbroad](#)
- [Center for Disease Control](#)
- [Code of Ethics for Study Abroad](#)
- [Culture Shock](#)
- [Currency Conversions](#)
- [Faculty Director Guide to Reviewing Applications](#)

- Faculty-led Study Abroad Working Group – LINK COMING SOON
- [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
- [FERPA Quick Guide for Faculty/Staff](#)
- [Mobility International](#)
- [Office of Civil Rights website](#)
- [Office of Equity, Civil Rights, and Title IX](#)
- [The Forum on Education Abroad](#)
- [U.S. Customs](#)
- [U.S. State Department](#)

Financial Matters

- [Financial Matters Guide](#)

PROGRAM DEVELOPMENT & ADMINISTRATION RESPONSIBILITIES

	PROGRAM FACULTY DIRECTOR	The CGE/ STUDY ABROAD	PROVIDERS
General Program Planning	<ul style="list-style-type: none"> Finalize Itinerary Provide the CGE with program dates, final course title, number of credits, notice of unaffiliated travelers will be participating. Identify program provider; if program provider is not selected, faculty take responsibility of all logistical and academic arrangements. Notify the CGE of links to your own website, department, etc. 	<ul style="list-style-type: none"> Advise on selection of program provider. Assist with Request for Proposal, if required. Create, review, and sign all contracts with third parties. Advise on special health considerations. Manage all website content 	<ul style="list-style-type: none"> Work with the CGE and Program Faculty Director to secure a contract for services. Identify special health considerations.
Budget & Expenses	<ul style="list-style-type: none"> Submit budget draft to the CGE Provide payment information, e.g. invoices. Provide receipts and the Employee Travel and Reimbursement form for any program expenses that must be reimbursed to Program Faculty Director. Provide budget information to Business Office for student account charges. Work with students in need of budgetary assistance. 	<ul style="list-style-type: none"> Manages internal Study Abroad Scholarship disbursements Review final budget and program cost. Work with students in need of budgetary assistance. 	<ul style="list-style-type: none"> Provide budget numbers to Program Faculty Director and the CGE. Provide payment information and timeline to the CGE and Program Faculty Director. Submit final payment invoice to Program Orientation and the CGE.
Airfare/ Passports	<ul style="list-style-type: none"> Identify airline departure and arrival dates and flight requests then notify the CGE. Obtain or renew personal passport. Notify Airfare provider of required airline tickets. Pay all deposits on travel. Submit full names to airline or program providers. Obtain visa information and request visa forms. Coordinate all visas. 	<ul style="list-style-type: none"> Advise on airfare and passports. Assist in airfare changes i.e. missed flights, delays, etc. 	<ul style="list-style-type: none"> Process flight deviations.
Meals	<ul style="list-style-type: none"> Include all provided meals in budget. Complete student Financial Service database with expenses and number of meals provided. 	<ul style="list-style-type: none"> Advise on meal and financial information. 	
Academic	<ul style="list-style-type: none"> Make syllabus, submit course for major/minor and/or CORE approval. Notify the CGE of status and/or approval. Submit course to departmental catalog for registration. 		<ul style="list-style-type: none"> Schedule on-site classrooms and class schedule, if required.
Recruiting	<ul style="list-style-type: none"> Recruit students for program through information sessions, presentations, etc. Attend the Study Abroad Fair. Create full Course Description. 	<ul style="list-style-type: none"> Marketing of curriculum through website, bulletin boards, and a printed list of all Faculty-led programs available. 	
Registration	<ul style="list-style-type: none"> Identify course number/section number and notify the CGE. 	<ul style="list-style-type: none"> Send student program fees to be posted to student accounts 	<ul style="list-style-type: none"> Continue to communicate details and planning with Program Faculty Director and the CGE.
Orientation	<ul style="list-style-type: none"> Hold additional individual group meetings. Provide airline and itinerary information and enough copies for student and their emergency contacts. Attend faculty trainings/events. 	<ul style="list-style-type: none"> Schedule Pre-Departure Orientation session and breakout sessions following. Distribute Study Abroad Student Handbook. Organize Program Faculty Director orientation. 	
Pre- Departure	<ul style="list-style-type: none"> Continue correspondence with students Provide OIA with insurance template Register students with the Travel Registry and the U.S. State Department program. 	<ul style="list-style-type: none"> Register all students in the University travel insurance policy. Distribute student evaluations to students and share results with faculty, deans, and department chairs. 	<ul style="list-style-type: none"> Continue to communicate details and planning with Program Faculty Director and the CGE.

PROGRAM TIMELINE CHECKLIST

This list is general and is subject to additional checklist items depending on the nature of the program. Please consult with the Study Abroad Programs Advisor to create a program-specific timeline.

1 Year Pre-departure

- Introduce yourself to the Study Abroad Programs Advisor
- Review Faculty-Led Study Abroad Handbook

10-11 Months Pre-departure

- Establish course approval list with applicable course numbers, credit value, the department(s) credits will be established through, and curriculum integration
- Identify a co-leader
- Seek approval for proposed course from Department Chair and College Dean
- Finish and submit the Faculty-Led Program Renewal or Proposal for New Faculty-Led Program online through BearsAbroad

8-9 Months Pre-departure

- Determine Visa requirements for the program.
- Finalize program budget, including all pre-departure and on-site costs - i.e. visa, passports, accommodations, transportation, group meals, field trips, tuition, student expenses and program provider fees.
- Create a Marketing Plan to prepare materials for recruitment with the CGE's Assistant Director of Marketing and Communications

6-7 Months Pre-departure

- Promote program intensively at Baylor:
 - Participate in Study Abroad Fair, if applicable
 - Update website, flyers, and posters
 - Market in appropriate departments; promotion emails conducted by department/faculty
 - Classroom presentations and information sessions

4-5 Months Pre-departure

- Review applications, conduct student interviews, and determine final acceptances
- Finalize travel details with agents, tour guides, and accommodations.
- Inform students of mandatory pre-departure orientation and schedule your Faculty-Led Program breakout session

2-3 Months Pre-departure

- Submit Communication Plan & International Travel Plan to BearsAbroad
- Attend Program Leader orientation
- Work with the Study Abroad Programs Advisor to finalize details
- Register all travelers with the U.S. Department of State Smart Traveler Enrollment Program (STEP)
- Ensure all students have submitted pre-departure items in BearsAbroad
- Assemble hard copies of important travel documents

Month of Departure

- Hold pre-departure meetings with students
- Final preparations



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Study Abroad Office**

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This handbook was written by Kodi Henderson and edited by Katie Klingstedt. This handbook has been created in part from materials adapted from the University of South Texas, Michigan State University, Iowa State University, Rice University, University of Montana, Towson University, Wake Forest University, and the University of North Alabama and was last revised in Fall 2022.