



# *Study Abroad*

UNIVERSITY OF SOUTH CAROLINA

*International Programs for Students*

## STUDY ABROAD PROGRAM DEVELOPMENT HANDBOOK 2009 – 2010 ACADEMIC YEAR

STUDY ABROAD OFFICE  
INTERNATIONAL PROGRAMS  
LEGARE COLLEGE, SUITE 321  
PH: 803-777-7557  
WEB: [www.sa.sc.edu/sa](http://www.sa.sc.edu/sa)

# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>FACULTY LEADER ROLES &amp; RESPONSIBILITIES .....</b>	<b>4</b>
Teaching Responsibilities & Leader Eligibility .....	4
Faculty Leader Responsibilities .....	4
Program Assistant Responsibilities.....	5
<b>PROGRAM DEVELOPMENT.....</b>	<b>6</b>
Development Timeline .....	6
Program Proposal & Approval.....	7
Itinerary Planning & Logistics .....	9
Budgeting & Costing.....	11
Tuition Costs – USC Tuition & Fees	
Faculty Leader Costs	
Margins & Emergency Fees	
Payments & Withdrawal Policies .....	12
Financial Aid & Billing Considerations .....	13
Insurance Requirements.....	13
Contract Approval Requirements & Process.....	14
Academic Components .....	15
<b>PROGRAM IMPLEMENTATION.....</b>	<b>16</b>
Marketing & Recruitment .....	16
Application Procedures & Admissions.....	18
Application Materials	
Participant Rosters	
Guest Student Participation	
Financial Aid Matters .....	20
Pre-Departure Orientation .....	20
Health & Safety .....	21
<b>EMERGENCIES &amp; CRISIS MANAGEMENT .....</b>	<b>22</b>
Preparing for an Emergency.....	22
Documenting an Emergency .....	23
Emergency Contacts Abroad .....	23
<b>PROGRAM EVALUATION.....</b>	<b>25</b>
<b>APPENDICES.....</b>	<b>26</b>
A – Departmental Study Abroad Program Proposal form	
B – Deposit & Withdrawal Information form	
C – Departmental Program Participant Roster	
D – Contact Information Abroad form	
E – Pre-Departure Orientation Outline	
F – Incident Report form	
G – Incident Response Log	
H – Study Abroad Program Evaluation	

## INTRODUCTION

USC faculty members are essential to the internationalization of the campus and the curriculum. They challenge students to think beyond their immediate world and gather new experiences. One of the ways that faculty can facilitate such learning is by developing an overseas Maymester or Summer Departmental Program.

Both Maymester and Summer Departmental Programs are short-term, study abroad programs led by USC faculty. Each program is comprised of overseas travel in conjunction with a course(s) that covers material specific to the intended overseas destination. Students participating in a Maymester course go abroad with the faculty program leader, typically for one to two weeks, during the month of May. Summer Departmental Programs typically take place during Summer I or Summer II, but could extend over both summer sessions.

Overseas study can be an effective tool within any academic discipline. Faculty-led, short-term programs create valuable intercultural learning opportunities. The short duration and special group dynamics of such programs necessitate careful design and direction in order to maximize the students' academic and cultural learning.

This handbook has been designed by the Study Abroad Office, in conjunction with various members of the campus community, to guide faculty members who are planning and directing departmental programs. In assuming responsibility for developing and leading an overseas study program, a faculty program leader can expect to assume the roles of administrator, teacher, financial advisor, travel agent and counselor. We hope this handbook provides answers to program leaders' most frequently asked questions and outlines policies associated with various aspects of program development. It is not intended to be a compilation of everything that a faculty leader will need to know, but rather the basics of overseas program development at USC.

If there are questions unanswered by this handbook, please contact the Study Abroad Office at 777-7557. Our staff is readily available to answer questions, provide suggestions and resources, and facilitate your planning, development, and implementation of a Maymester or Summer Departmental program. Also, please be aware that amendments may be made to this handbook throughout the academic year. The Study Abroad Office will announce these changes on the Faculty section of our website, so please consult the website frequently. Lastly, thank you for creating these opportunities for USC students. It takes a lot of work to develop and implement these programs and your dedication is appreciated.

Patricia Willer  
Assistant Vice Provost  
for International Programs

Jennifer Engel  
Director  
Study Abroad Office

Elise Hammonds  
Assistant Director  
Manager

## **FACULTY LEADER ROLES & RESPONSIBILITIES**

### **TEACHING RESPONSIBILITIES & LEADER ELIGIBILITY**

Generally speaking, the faculty member proposing and leading the overseas program will be teaching in his/her recognized field of expertise. If a faculty member wishes to propose a program with a focus outside his/her recognized field of expertise (or if an administrator wishes to develop a program), he/she must partner with a faculty member capable of teaching within the proposed subject area. This faculty member will be responsible for the academic component of the program.

Adjunct faculty, part-time faculty or professors emeritus may lead programs abroad provided that they have obtained the support of their department chair and college dean prior to proposing a program. Please see the Program Proposal & Approval section of this handbook for further information on departmental approval of faculty-led programs.

### **FACULTY LEADER RESPONSIBILITIES**

Prior to submitting a program proposal, the faculty leader should:

- Know the geographic and academic area well and be prepared to handle both with the USC student group.
- Have sufficient expertise in travel to recognize/anticipate the pitfalls, routes, safety concerns, and advantages the proposed destination offers.
- Be academically qualified to offer the travel experience as a course: i.e. business, natural sciences, language, art, social sciences, etc.
- Present the course in a timely manner to his/her department and associated committee(s) for discussion and approval as necessary.
- Be emotionally and physically prepared to deal with the 24/7 presence of an assortment of students and their varied concerns and needs.
- Be prepared to deal in a timely and patient manner with the steps and issues involved with bringing about the faculty-led program from planning through final evaluation: academic issues, financial issues, personnel issues, etc.
- Be prepared to submit a complete program proposal to the Study Abroad Office by the posted deadline.

During the development and execution of the program, the faculty member also should:

- Identify a knowledgeable, reliable and compatible travel agent/service provider/host institution.
- Examine prices and alternatives in order to keep the program fee financially feasible for students.
- Develop a financially sound program budget, incorporating an emergency fee and enough of a margin to offset unforeseen expenses like currency fluctuations, airline surcharges, etc.
- Obtain an account number from his/her department and monitor the income and expenses associated with the program.
- Actively market the program on campus and potentially to other institutions including: participating in the USC Study Abroad Fair, conducting in-class

- presentations and informational sessions, posting flyers, developing program descriptions for the web, etc.
- Be prepared to submit itineraries, student application materials and participant rosters to the Study Abroad Office prior to departure.
  - Understand that at least one faculty member (or staff member) is required to escort the students to and from the overseas destination if the airfare is included in the program fee.
  - Designate a program assistant or on-site staff member to provide back-up assistance in the event of an emergency abroad.

#### **PROGRAM ASSISTANT RESPONSIBILITIES**

When one faculty member is leading an overseas program, he/she must designate a program assistant or local, on-site staff member to provide back-up assistance in the event of an emergency abroad. When two faculty members are running a program, they serve as each other's assistant. A staff member or graduate assistant could also serve as the program assistant. This program support person may be called on to, for example:

- Stay with a student who is ill while the rest of the group continues with the planned itinerary (or travels with the group while the program leader stays behind, depending on the situation and/or planned itinerary).
- Accompany a student to the doctor or hospital if a medical situation occurs, or to the consulate/embassy if a student loses a passport, etc.
- Assist with gathering students for departure, site visits, etc.
- Help the leader direct the group in the event of a crisis or unplanned event.
- Take over the direction of the program until further support becomes available in the event that the leader becomes unable to do so.
- Be "on-call" during the travel portion of the program.

## **PROGRAM DEVELOPMENT**

### **DEPARTMENTAL PROGRAM DEVELOPMENT TIMELINE**

The typical development timeline for a short-term, faculty-led program is 12 – 14 months from the time the program proposal is submitted for approval until the group departs. This will allow adequate time to develop the program concept, gain approval, put logistics in place, market the program to students, accept applications, and prepare the group for departure. Following is a general timeline for the development of a Maymester program, which can be adjusted accordingly for summer programs that depart in June or July.

#### **April/May of Preceding Year**

- Consult with department chair and college dean to gain support for the program concept.
- Submit Departmental Study Abroad Program Proposal form (Appendix A) to the Study Abroad Office.
- Proposal reviewed and approved.
- Receive notification of program approval.

#### **May/June/July**

- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs.
- Further develop the academic component of the program, including course number, course description, etc.

#### **July/August**

- Finalize program itinerary.
- Determine final program costs and set program fee.
- Establish payment and withdrawal policies and obtain an account number.
- Submit completed Payment and Withdrawal Policy form (Appendix B) to the Study Abroad Office.
- Establish application procedures and deadlines.
- Develop marketing materials for the program (flyers, brochures, web text).

#### **September**

- Work with logistics providers and the Study Abroad Office to finalize contract details.
- Submit contracts for processing through the Study Abroad Office, which will route them through the Provost's Office and the Office of General Counsel for signatures.
- Begin to promote the program and recruit students.
- Take part in annual Study Abroad Fair.
- Attend annual Faculty Workshop: Marketing, Recruitment, and Application Procedures

#### **October/November/December**

- Continue to market the program and recruit students.
- Begin accepting applications and deposits from students.

### **January**

- Accept applications and deposits from students until established deadline.
- Finalize academic components of the program.

### **February**

- Begin forwarding copies of application materials to the Study Abroad Office, or direct students to the Office to complete the application packet.
- Set pre-departure class meeting schedule and notify participants.
- Collect program fees from students according to payment deadlines.

### **March**

- **March 1:** Study Abroad Office student application deadline for all faculty-led Maymester and summer study abroad programs.
- Work with the Study Abroad Office to collect final materials and have students complete mandatory online orientation.
- Continue to collect fees according to payment deadlines.
- Make payments to logistics providers according to payment deadlines.

### **April**

- Submit final Departmental Program Participant Roster (Appendix C) to the Study Abroad Office.
- Conduct culture specific orientation for your group.
- Submit final itinerary and Contact Information Abroad form (Appendix D) to the Study Abroad Office.
- Make final preparations.
- Attend Faculty Workshop: Crisis Management Abroad

### **May/June/July**

- Depart.

### **June/July/August**

- Notify Study Abroad Office of program outcomes, incidents abroad, etc.

### **PROGRAM PROPOSAL & APPROVAL**

Because the safety and security of students and faculty while participating in USC study abroad programs are extremely important, all undergraduate and graduate study abroad programs sponsored by the University of South Carolina must be reviewed and approved by the Study Abroad Office and a faculty committee prior to being undertaken. This review includes monitoring the safety of the location of the program, as well as reviewing the procedures and protocols in place for managing the program in the event of a travel emergency.

Using the USC Departmental Study Abroad Program Proposal Form (Appendix A, available at: <http://www.sa.sc.edu/sa/faculty-dpd.htm>), proposals for USC study abroad must be submitted to the Study Abroad Office well in advance of initiating a program, allowing enough time for thorough review. Proposals will be reviewed based on the following criteria:

- **Academic merit** – Is there academic value to the combination of course content, on-site experiences, assessments, etc?
- **Departmental support** – Is there departmental support for offering this program, and would it likely be offered by the department in subsequent years?
- **Anticipated cost of the program** – in the faculty member’s estimation, would the travel costs for the program be feasible for a wide range of students?
- **Safety of the program destination** – are there any safety or health concerns associated with travel to this country? Is the intended destination deemed “safe” by the US State Department? Are there any warnings for Americans traveling to this area?
- **Language of host country** – if other than English, would students be able to manage fairly easily in-country with little or no background in the host country language?
- **Overall uniqueness of the program** – will it likely appeal to students? Would the program leader be able to recruit enough students to make the program financially viable?
- **Academic focus and destination “fit”** – does the academic focus of the course correspond with the proposed destination, e.g. Art History in Florence.
- **Faculty expertise and program subject matter “fit”** – is the program destination and/or subject matter in line with the faculty leader’s recognized field of expertise?
- **Program leader’s experience** – does the faculty member have prior experience (or a strong interest in) leading student groups? Has the program leader traveled to this destination previously? Is he/she familiar with the country, culture, language, etc.?

In addition to the departmental support for the program certain criteria, such as the safety of the intended destination and the faculty leader’s experience in-country and language skills, will be examined carefully. An addendum may be attached to the proposal form if additional space is required to further address these issues.

USC does not approve study abroad programs when a U.S. State Department Travel Warning is in effect for the program destination. In addition, other security considerations including the nature and conditions of the travel warning, the level of administrative support in country, the emergency resources in place, the expertise of the program leader(s), and financial viability for managing emergencies will be considered when reviewing programs.

An academic unit seeking exception to the ban on study abroad where Travel Warnings are in effect may request an exception, which will be considered by the Study Abroad Emergency Management Team. This team will normally be comprised of the Associate Vice Provost for International Programs and the Director of Study Abroad as well as representatives, as appropriate, from the Provost’s Office, General Counsel’s Office, Risk Management, and Business and Finance.

The academic unit requesting exception should be prepared to provide detailed information about the goals of the course; the necessity of the location and the academic importance of the proposed program design; what risks have been identified and how the program will handle necessary action related to emergencies;

the experience and training of program leaders and what the level of USC faculty/staff supervision will be; what local support is in place; and how potential evacuation would be handled.

The academic unit must also be prepared to get students' informed consent regarding participation, including full disclosure about the Travel Warning and safety issues and the University's study abroad refund policy (BUSF 4.07).

### **ITINERARY PLANNING & LOGISTICS**

Making arrangements for lodging, transportation, site visits, etc. in-country can consume a lot of a program leader's time and energy. However, there are various ways to approach this task that can reduce the time commitment involved and still develop a solid, engaging faculty-led program. The approach a program leader chooses depends on the number of in-country contacts he/she may have, the time he/she can commit to researching lodging choices, local transportation, etc. and the level of in-country support he/she will require once abroad.

For those that have few in-country contacts and maybe less experience with the local territory and/or language, having the assistance of an organization that specializes in travel to that destination would be extremely beneficial. A number of outside organizations, called travel or service providers, specialize in arranging educationally focused group travel. They can assist program leaders with tasks such as securing group flights, hiring local guides, making housing arrangements, locating classroom space abroad, arranging in-country transportation, and setting up excursions and site visits. Service providers generally take on the liability risks associated with the program and are more flexible with regard to payment deadlines. There may be additional costs associated with using a service provider, but depending on the services requested and the number of students involved, the per student cost can be quite reasonable, especially considering the time and effort involved in making some of the arrangements. Because these service providers always work with groups, they will likely be able to negotiate lower rates for airfare, hotels, etc.

In addition, arranging programs through a logistics provider may be the best option for faculty who are new to leading study abroad programs. These organizations generally provide more pre-departure and in-country support than the standard travel agency, as well as:

- Continual oversight of program details from program inception through completion of the program.
- Detailed, day by day itineraries with the contact numbers for the local guides, drivers, etc.
- Twenty-four hour emergency numbers both for the organization's main office and for in-country staff should an emergency arise.
- Knowledgeable, bilingual in-country guides who can also provide assistance.
- Suggestions on site visits and activities that are off the beaten path but may support the academic objectives of the program.

In addition, these organizations usually provide pre-departure packets for students that include their plane tickets and/or itinerary along with information on tipping, local customs, weather, safety and health, money, etc. They typically provide a more detailed "leader guide" for the faculty leader(s) involved as well.

Standard travel agents may be able to arrange group flights, secure hotel arrangements and possibly arrange for in-country transportation. However, they are often not capable of arranging everything that a faculty leader may need for the program. In this instance, the faculty leader takes on more responsibility for arranging site visits, local guides, etc.

The Study Abroad Office has compiled a list of reputable service providers who specialize in educationally focused group travel. These organizations are accustomed to working with faculty and students, and are sensitive to study abroad budgets. It is important to note that the University of South Carolina provides this listing only as a resource to its faculty and staff:

- Academic Programs International – Customized Program Options  
[http://www.academicintl.com/main\\_pages.php?section\\_id=34&content\\_id=954](http://www.academicintl.com/main_pages.php?section_id=34&content_id=954)
- American Institute for Foreign Study – Partnership Program  
<http://www.aifspartnerships.com/>
- American Intercontinental University – Academic Cooperation Program  
[http://studyabroad.aiuniv.edu/campus\\_relations/academic\\_cooperation.aspx](http://studyabroad.aiuniv.edu/campus_relations/academic_cooperation.aspx)
- AustraLearn (Australia, New Zealand and Fiji) – Custom Designed Short Courses Program  
[http://www.australearn.org/For\\_Advisors/Study\\_Abroad\\_Advisors/Working\\_With\\_Faculty/Custom\\_Designed\\_Short\\_Courses/](http://www.australearn.org/For_Advisors/Study_Abroad_Advisors/Working_With_Faculty/Custom_Designed_Short_Courses/)
- Cultural Experiences Abroad – Group and Custom Programs  
[http://www.gowithcea.com/advisors/custom\\_programs.html](http://www.gowithcea.com/advisors/custom_programs.html)
- Institute for the International Education of Students – IES Customized Programs  
[https://www.iesabroad.org/IES/Customized\\_Programs/customized.html](https://www.iesabroad.org/IES/Customized_Programs/customized.html)
- International Education Programs – Customized Programs  
[http://www.iepabroad.org/main/info/section/Customized\\_Programs](http://www.iepabroad.org/main/info/section/Customized_Programs)
- International Studies Abroad – Customized Faculty-Led Programs  
<http://www.studiesabroad.com/advisorsAndFaculty/document/customPrograms>
- Seminars International & Performing Arts International  
<http://www.semint.com/>

Particularly for new programs, it is recommended that program leaders obtain a couple of quotes from different travel operators/service providers in order to compare prices.

Some departments and/or faculty may already enjoy long-standing relationships with host institutions overseas. In these cases, it may be cheaper and relatively easy to contract directly with the host institution, and when possible have the host institution make all of the in-country logistical arrangements. In these instances, faculty leaders can choose to have students make their own flight reservations and

meet up in-country, or they may choose to arrange a separate (optional or obligatory) group flight. In these instances one of the service providers mentioned above, or a local travel agent, might be able to secure lower group rates.

### **BUDGETING AND COSTING**

One of the most detailed activities involved in developing a faculty-led study abroad program is the budgeting and costing process. Depending on how the faculty leader chooses to arrange the program (on his/her own, via a service provider, or by contracting with a foreign institution), there will be various costs to include when calculating the total program fee.

#### **Tuition Costs – USC Tuition & Fees**

In all cases, USC tuition costs for the course(s) associated with the study abroad program are not to be incorporated into the program fee. Students must register for the associated course(s) and pay for them through VIP. Faculty leaders are not responsible for collecting USC tuition and fees. In addition, students participating in Maymester or summer faculty-led study abroad programs will be required to pay the USC technology fees according to the number of credits they are registered for.

When working directly with a foreign institution to develop a six-credit study abroad program, there is the option of arranging for local faculty to teach one of the courses. This arrangement is referred to as a “3/3 Split” arrangement because the student pays three credits worth of tuition to USC (earning three USC credits) and three credits worth of tuition to the host institution (earning three foreign or transfer credits). This arrangement can be beneficial because:

1. host institution tuition charges may be cheaper than USC tuition;  
and
2. students are exposed to local faculty.

However, this arrangement does have its drawbacks because:

1. students taking part in this program will not generally be considered full time at one institution and therefore will not have access to any federal financial aid funds (e.g. loans, grants); and
2. there will be three less credits of revenue coming back to the department because faculty leaders will only be teaching three credits of the six credit program.

Faculty leaders should carefully consider the overall benefit of this option before deciding on this arrangement.

#### **Faculty Leader Costs**

In general, when figuring out the cost per student faculty leader costs should be divided among the total number of students and incorporated into the final per student program fee. Faculty costs should include all items listed on the itinerary (lodging, site visit entrance fees, tips, in-country transportation, etc.) as well as international airfare. Inclusion of faculty meal costs in the student program fee is at the leader’s discretion. In some cases, the faculty leader’s department will provide a meal stipend for the faculty leader.

If two faculty members (or one faculty member and one staff member) would like to work together to develop and lead a program, the costs for both leaders should be incorporated into the program fee.

Under **no** circumstances should the costs for spouses/partners be included in the student program fee unless that person is officially co-teaching for the program. Personal items purchased abroad by the faculty leader are **not** to be paid for out of program funds.

### **Margins & Emergency Fees**

It is important to incorporate a margin into the program fee in order to accommodate any unforeseen costs such as fuel surcharges, currency fluctuations, etc. This will help prevent the program from going over budget. A suggested margin might range from \$75 – \$125 per student.

Each program fee should also include an “emergency fee” of \$25 per student. The total funds generated by this fee each year would then be rolled over into an “emergency fund” that is accumulating from year to year. In this manner, a departmental study abroad emergency fund is created that can be used to offset any costs associated with unforeseen emergencies overseas in the future.

### **Sample Budgets**

Each faculty leader, along with the academic department, is responsible for the management of the study abroad program budget, including insuring that:

- the program operates in the black;
- that only appropriate costs are incorporated into the program fee; and
- that the program fee is not prohibitive to student participation.

The Study Abroad Office is available to assist with program costing and budget development, and has sample budgets available for each basic program model (self-designed, service provider, or foreign institution model).

### **PAYMENTS & WITHDRAWAL POLICIES**

One of the key issues to address with students before they submit deposits is the payment and withdrawal policy associated with the faculty-led program. Program leaders can expect a few students to sign up for a study abroad program then decide later that it is not possible for them to participate. Students need to know early on the financial ramifications associated with their withdrawal from a program so that they can make appropriate decisions. In the end, this will also help faculty leaders manage their program enrollments and budgets more efficiently.

To assist with this matter, the Study Abroad Office has developed a template Payment and Withdrawal Policy form (Appendix B). The intent of this form is three fold:

- 1) Inform students up front what they will be responsible for financially, and when payments are due;

- 2) Inform students what they will receive if they choose to withdrawal from the program at various points leading up to the start of the program; and
- 3) Protect each individual program leader/department should a student withdraw and desire a refund of payment.

The Payment and Withdrawal Policy form can be downloaded from the Study Abroad Website (<http://www.sa.sc.edu/sa/faculty-dpd.htm>). Program leaders can customize this document with the details of their programs, payment dates and amounts, and withdrawal policy. Students should be given a copy of the completed document to read and sign when they submit the first deposit, then receive a copy of the signed document for their records. Each program leader should retain the original copy (one per student) for their files, and send a master copy of the form to the Study Abroad Office.

It is strongly recommended that faculty leaders require a significant, non-refundable deposit with a student's application. The non-refundable deposit, usually \$200 to \$400 depending on the overall cost of the program, will help ensure that only students committed to taking part in the program apply. In general, the deposit should only be refunded in the event that a student is not admitted to the program. In this way, enrollments can be more easily managed.

#### **FINANCIAL AID & BILLING CONSIDERATIONS**

In terms of financial aid and billing, Maymester is considered part of Summer I. Students may be eligible for financial aid for the summer term (Summer I and II) and can apply it toward their Maymester/Summer study abroad program fees. However, students must be enrolled for at least six USC credits over the summer term in order to be eligible for financial aid. Students participating in the 3/3 Split programs that offer six credits – three awarded by USC and three awarded by a foreign institution – are **not** considered full time. They will only be able to achieve full time status (and therefore be considered financial aid eligible for the summer) if they take another three credit USC course during the summer.

All students taking part in USC departmental, faculty-led programs are eligible to receive resident tuition rates for all USC credits associated with the study abroad program provided that they complete the required documents (see Application Procedures section below) and the faculty leaders submit complete participant rosters to the Study Abroad Office by the stated deadline. If a student fails to complete the paperwork required by the Study Abroad Office, or if a faculty leader fails to provide a final participant roster, the student will be charged non-resident tuition rates if he/she is an out of state student (Those that receive resident tuition rates as part of their standard scholarship package will continue to be charged resident rates).

#### **INSURANCE REQUIREMENTS**

Students taking part in any USC sponsored faculty-led program are required to purchase an International Student ID Card (ISIC) and submit a photocopy of it (with picture) to the program leader and Study Abroad Office prior to departure. It is the faculty leader's responsibility to ensure that each student participating on his/her program has purchased this card and provides the required documentation.

The ISIC card will provide students with solid emergency medical coverage (including emergency evacuation and repatriation) as well as discounts on bus/train tickets, entrance fees to museums and other sites, lost passport assistance, etc. Requiring students to have this card will also mean that faculty leaders will have only one insurance provider to contact for assistance in the event of a student health emergency abroad. International Teacher ID Cards (ITIC) are also available for faculty and provide similar benefits. Students and faculty can purchase ISIC and ITIC cards which are very inexpensive online at [www.myisic.com](http://www.myisic.com).

Faculty and staff may also be eligible for travel assistance benefits through the standard University benefits package. To be eligible, the employee must:

- Be a full time, permanent employee and fit into one of the following categories:
  - Have chosen one of the USC health insurance plans, and by doing so automatically receives Basic Life Insurance coverage.
  - Have elected to purchase Optional Life Insurance coverage.

Employees are ineligible if they have chosen not to take on any of the USC health insurance plans and have not elected to have Optional Life Insurance coverage. Consult the State benefits website at [www.eip.sc.gov](http://www.eip.sc.gov) or the Worldwide Travel Assistance website at [www.worldwideassistance.com](http://www.worldwideassistance.com) for complete details, explanation of all benefits, the claims process, etc. The USC Human Resources department has brochures on hand as well as “contact cards” and will send them to you upon request. They are also distributed at New Employee Orientation.

In general, employees receive the following benefits when traveling more than 100 miles from their homes:

- **Medical Referrals** - Are available nationally and internationally and are provided to the member through the use of Worldwide Travel Assistance’s global network of providers.
- **Evacuation** - Medical transport to the closest adequate medical facility based on the member’s medical condition.
- **Monitoring of Medical Conditions** - Is available to any member worldwide; a Worldwide Travel Assistance physician will stay in close contact with the member’s attending physician(s) to follow the progress of recovery and intervene when necessary.
- **Medical Repatriation** - Medical transport from the place of hospitalization to the member’s home.
- **Return of Mortal Remains** - If the member passes away during a trip, Worldwide Travel Assistance will arrange and pay the return of the remains or ashes to the member’s home.
- **Visit by family member/friend** - Should the member be hospitalized (for a specified length of time) Worldwide Travel Assistance will arrange and pay for a family member or friend to visit the member by their bedside.

## **CONTRACT APPROVAL REQUIREMENTS & PROCESS**

### **Contract Requirements**

When organizing a faculty-led study abroad program, faculty leaders must make sure that there is a contract, statement of condition, agreement, etc.

(herein referred to as a “contract”) in place between any outside agency, service provider, host institution, etc. (herein referred to as the “provider”) and USC which clearly details:

- The goods and services rendered by the provider
- The costs associated with those goods and services
- All inclusions and exclusions
- The payment schedule
- Terms of cancellation should USC have to cancel the program for any reason
- A statement pertaining to liability provisions of the provider

There must be a contract in place between USC and any outside provider arranging any aspect of the study abroad program. Experienced providers typically have a standard contract that they use. All contracts between USC and providers must be approved and signed according to standard USC contract procedure **prior** to execution of the contract.

### **Contract Approval Process**

Once arrangements have been made for a faculty-led study abroad program, the faculty leader must obtain his/her department chair’s signature on a completed University of South Carolina Contract Approval Form (available from the Study Abroad Office). This Contract Approval Form is then forwarded to the Study Abroad Office along with **two copies** of the final contract.

Once the Study Abroad Office has received the appropriate documentation and reviewed it, it will be forwarded to the Provost’s Office and the University Legal Office for review and signatures. Only the University President and Secretary of the Board of Trustees are able to sign contracts on behalf of the University. The signed document will be returned to the Study Abroad Office, which will notify the faculty leader that the contract has been signed and will forward signed copies to him/her. The faculty leader is then responsible for obtaining the provider’s signature.

Once the faculty leader has obtained the provider’s signature, one copy with original signatures can be left with the provider. The other copy with original signatures must be returned to the Study Abroad Office. **Only after the contract has been signed by both parties can the contract be executed and funds released accordingly.**

### **ACADEMIC COMPONENTS**

Monitoring the academic requirements of the program is the responsibility of the faculty leader and his/her department. However, there are a few academic components that are standard across all faculty-led study abroad programs:

- All participants who enroll in these programs must be earning credit for the program
- Students are not allowed to take part in the program if they are not registered for the appropriate course(s) and earning credit

- Course registration must correspond with the program's travel dates, e.g. students must register for a Maymester course if the travel period for the program takes place in May.
- All participants who are not current USC students must apply to USC and register as transient students
- Contact hours for courses completed abroad should reflect the number of contact hours per credit normally earned on campus

Changes to the above academic components can affect a student's financial aid and scholarship eligibility. Please contact the Study Abroad Office with any questions concerning these requirements.

## **PROGRAM IMPLEMENTATION**

### **MARKETING & RECRUITMENT**

Once a program has been approved, the faculty leader's next primary responsibility is the promotion of the program and recruitment of participants. The Study Abroad Office staff actively markets USC Maymester and Summer Departmental programs to students who come into the office and who are present at various information sessions, classroom presentations and events. The staff also distributes program information via our office listservs and databases.

In planning for recruitment, faculty leaders should keep in mind that the Study Abroad Office begins receiving inquiries about summer programs as early as September of the preceding year. It is also important to note that students usually discuss summer plans with their parents, therefore you will see good results from publicity pushes just prior to fall break, Thanksgiving and winter break. It is very important to begin publicizing your program as early as possible and to continue marketing it in many different ways throughout the year until the application deadline has passed. Following are a number of ways that faculty leaders can actively market their programs to students.

### **Program Brochures**

The program brochure is a critical piece of publicity. Using an easily identifiable graphic or photo on the brochure that can be reproduced for flyers, posters, advertisements, etc. is important and will give your program visual recognition. In addition, brochures should include the following information:

- Program title and dates
- Program location, including a brief description of its distinguishing characteristics
- Courses to be offered via the program, including number of credits to be earned and graduation requirements that they could fulfill
- Pre-requisites or eligibility requirements for participation, if any
- Faculty who will teach the course(s)
- Program fee, including what is and what is not included in the fee.
- Excursions and/or site visits that are included
- Housing and any special meal arrangements
- Specific flight and/or travel arrangements, if any

- Faculty leader's name, telephone number, email address and office number
- Deadline for application, non-refundable deposit information, and payment due dates
- Disclaimers about possible program itinerary and fee changes, for example: "Details such as dates, costs, itinerary items, etc. are subject to change." **Please note:** in liability cases, program brochures are often viewed by courts as legally binding contracts.

Even if a program is targeted at a particular field of study, it's important to stress in the program materials other requirements (such as general education requirements, language requirements, etc.) that the course(s) associated with this program may fulfill **and** to target students from outside a particular degree field in your publicity efforts.

In order to ensure that the program receives a high level of exposure, the faculty leader should have program brochures available by the end of the summer.

### **Study Abroad Fair**

Each fall the Study Abroad Office organizes a study abroad fair to recruit students to study abroad and educate them about the range of program options that exist. Faculty leaders are encouraged to take part in the fair by having a display table, distributing literature and talking with prospective students. Information about the study abroad fair can be found on the Study Abroad Office website under the News-Upcoming Events section (<http://www.sa.sc.edu/sa/news.htm>).

### **Website Presence**

To help make students aware of these opportunities, the Study Abroad Office has created a section on the study abroad website specifically for departmental programs. On this page the location(s), number of credits earned, leader contact information and a one-paragraph description for each faculty-led program are listed. Links to any websites that faculty leaders may have created for their programs can also be included. Program leaders should email the Study Abroad Office ([scabroad@mailbox.sc.edu](mailto:scabroad@mailbox.sc.edu)) a one paragraph description of their programs to be posted on this webpage. For ideas on format and style, please follow the models currently on the site (<http://www.sa.sc.edu/sa/prospective-uscsun.htm>). Please forward this description to the Study Abroad Office no later than **November 1**.

### **In Person Marketing**

There is nothing more effective in recruiting than personally talking with students and making the program description come alive with stories, photos and vivid descriptions of what they could experience. Visiting classes for five to ten minutes is one of the most effective ways of informing students about the program. Faculty leaders are encouraged to speak not only to their own classes, but also to the classes of their colleagues both in and outside of their own departments. Making presentations to student organizations which have a tie to the course content or having a display table at on-campus cultural or academic events are other ways to reach students who may or may not have ever considered taking part in a study abroad program.

Once a faculty leader has generated a list of interested students, an information session can be a valuable tool to inform students of the program details. Faculty leaders can generate lists (including names, email addresses and phone numbers) of interested students at the study abroad fair, through in-class presentations, etc. The Study Abroad Office maintains lists of students who have shown interest in studying in particular countries that faculty can draw from as well. Generally, students who make the effort to attend a scheduled information session for a particular program are seriously interested. The format of the information session should reflect this and specific information should be available to students at this time. Following up with these interested students is critical, whether it be by mail, email or phone.

## **APPLICATION PROCEDURES & ADMISSIONS**

### **Application Materials**

There are a number of documents the Study Abroad Office requires of all study abroad participants. These forms help the Office assist in the event of an emergency or health crisis, mitigate the risk and liability assumed by USC as an institution, and track participation and demographics. In order to standardize and simplify the application process, departmental programs are required to use these forms. Supplemental forms for evaluating language ability, depth of background in a particular subject area, etc. could also be required by the program leader as needed.

Using standardized forms also simplifies the process for the program leaders, as the Study Abroad Office forms have already been created, reviewed by the Office of General Counsel, and gather necessary student data. The Study Abroad Office does not evaluate student applications for admission to specific departmental programs. Admission to the program is at the discretion of each faculty leader.

Students participating in a departmental program must **complete** these forms and **submit** them to the **Faculty Leader by March 1. The Faculty Leader should copy and submit the complete student applications to the Study Abroad Applications within five days of the deadline. Applications received after this point must be accompanied by a \$30 administrative fee (check only; made payable to U.S.C).** There will be no exceptions.

Application forms can be accessed via our website at:

<http://www.sa.sc.edu/sa/forms-summer.htm> under the Departmental Programs section. It is advisable that faculty leaders collect these documents, make copies for themselves, and then forward a complete set of documents for each student to the Study Abroad Office.

### **Participant Rosters**

Non-resident students taking part in USC faculty-led programs are eligible to receive resident tuition rates for the credits earned as part of their study abroad experience. The special billing process for these summer program students is administered by the Study Abroad Office. In order to complete this process, the Study Abroad Office requires **a complete participant roster** from each program leader. Using the Departmental Program Participant Roster form (Appendix C, available at: <http://www.sa.sc.edu/sa/faculty-dpd.htm>),

include participant names, ID numbers, e-mail addresses, and phone numbers. The Departmental Program Participant Roster must be submitted online to the Study Abroad Office by **April 15<sup>th</sup>**.

### **Non-Degree Student Participation**

At the program leader's discretion, students who do not attend USC are welcome to participate in USC faculty-led programs. These students first need to apply to USC. As long as they are currently enrolled at their home institution, these students would be able to apply to USC as a "transient student." To do so they must go to <http://www.sc.edu/admissions/appnondegree.php>, create an account, and apply online (choosing the "transient student" option within the "application for admission"). They can also request a paper copy of the Transient Student Application by contacting the USC Undergraduate Admissions Office at 803-777-7700 or toll-free at 800-868-5872. It is recommended that they also obtain a Letter of Permission from their home institution signed by their advisor or dean. Some USC departments will require this as part of the admissions process. Student will then receive a notice of receipt of application from the Admissions Office with general USC contact information and next steps. Once the student has been admitted to USC, he/she will be able to register for the course associated with the program they have chosen and register for it on VIP.

### **High School Student Participation**

On occasion, a high school student wishes to take part in a faculty-led program. As previously outlined, all participants including high school students must be registered for the associated study abroad course(s) for credit. To do so, high school students must first apply to USC as a non-degree student seeking "concurrent high school enrollment." Not all high school students will be eligible for concurrent high school enrollment status. They must meet the University admission requirements, including minimum SAT or ACT scores. Given this, high school students **must first apply to USC and be admitted** to the University **before** being accepted into a departmental program and submitting a deposit.

In addition, high school students are often minors. As a result, the faculty leader and the University take on a greater degree of responsibility, liability and risk by accepting them into a program. Because of this, and the admission factors outlined above, it is strongly recommended that high schools students not be admitted to a faculty-led program.

### **Judicial Record Review**

As a matter of policy, the Study Abroad Office submits the names of all students applying to study abroad to the Office of Student Judicial Programs (OSJP). The OSJP reviews all the names and alerts the Study Abroad Office of any students with serious judicial violations and/or who are currently on conduct probation. Students can be prohibited from studying abroad based on their past conduct on campus. Judicial checks are conducted on a rolling basis as final student rosters are submitted to the Study Abroad Office. The earlier judicial checks can be conducted, the earlier any problems can be identified and dealt with accordingly.

Should an applicant have a serious judicial offense(s) on his/her record, the Study Abroad Office will notify the program leader, discuss with him/her the nature of the offense and provide recommendations regarding handling of the situation. This may involve meeting with the student to discuss the situation, removing the student from the program, or other measures. Should the decision be made to remove a student, the faculty leader is responsible for notifying the student of this decision and of any financial ramifications.

## **FINANCIAL AID MATTERS**

### **Financial Aid Eligibility**

Students may or may not be eligible for financial aid for summer study, whether on or off campus. Each student's financial aid eligibility is distinct. Students with questions about the use of financial aid for summer study abroad should be directed to the Office of Student Financial Aid and Scholarships so that a counselor can go over their study abroad costs and aid eligibility.

Should a student be eligible for financial aid funds (including loans, grants, scholarships, etc.) for the summer term(s), any funds due to the student are disbursed at the start of Summer I or Summer II, dependent on which session corresponds to his/her study abroad program dates. It is important to note that Maymester is considered to be part of Summer I. Therefore, financial aid funds are not disbursed until the start of Summer I, which is often after the students have departed on (and sometimes returned from) Maymester programs.

### **Aid Disbursement**

In order to access their financial aid, students need to go to VIP and apply the aid to their student accounts as they normally would if they were taking a class on campus. For those taking part in a USC faculty-led program the funds are first applied toward tuition costs. Any remainder is issued to the student in the form of an overage check/direct deposit. Students are responsible for paying any program deposits or payments due before the disbursement of financial aid.

There is a special process in place to allow Passport Travel Grant and Summer Study Abroad Fellowship recipients to obtain their scholarship funds prior to departure if they are taking part in a Maymester program. Eligible students are notified of this process individually once they are formally awarded their travel grants or fellowships. Any questions regarding this process should be directed to the Study Abroad Office.

## **PRE-DEPARTURE ORIENTATION**

All study abroad students are required to participate in the pre-departure activities conducted by their faculty leader. Program leaders have specific knowledge of the host country(s) and can provide the most detailed pre-departure information specific to the program destination. In addition, the Study Abroad Office conducts an online pre-departure orientation session designed specifically for short-term study abroad

students. This general orientation session covers topics such as health, safety, student conduct abroad, and other administrative details (See Appendix E: Pre-Departure Orientation Outline).

The Study Abroad Office staff uses the information provided by the faculty leader via the program participant roster to contact all participants and notify them of the online orientation. To help facilitate student attendance, the Study Abroad Office staff asks that faculty leaders also inform their students that they must complete this requirement.

### **HEALTH & SAFETY**

As a faculty leader your responsibilities extend beyond the classroom. Students rely on you for all types of extra-curricular assistance as they adjust to a new, and sometimes stressful, environment. To help ensure the health and safety of the students participating on your program it is very important to take the following steps:

- Provide detailed information about the program and program site to participants so that they, and their parents/guardians/families, can make informed decisions concerning preparation, participation, and behavior requirements associated with the program. This includes information on the level of physical demands that will be placed on the students by the program activities, destination, etc.
- Have knowledge of students' pre-existing medical and/or psychological conditions.
- Provide students with Center for Disease Control recommendations for immunizations (<http://www.cdc.gov/travel/>). The USC Travel Clinic at the Thompson Student Health Center can provide recommendations and review the health risks for specific regions with students.
- Monitor the U.S. Department of State travel information for the country(s) the students will be visiting as part of the program. This can be done on-line at: [http://www.travel.state.gov/travel/travel\\_1744.html](http://www.travel.state.gov/travel/travel_1744.html)

As part of the application process, each student participating in study abroad is required to complete a Medical Self Assessment Form. It is strongly recommended that each faculty leader keep this information with him/her when abroad in the event of an emergency. The Study Abroad Office staff will conduct medical review meetings with students that indicate any serious medical concerns. Faculty leaders are encouraged to come to these meetings and a summary of the meeting notes will be provided to the appropriate faculty leader.

## **EMERGENCIES & CRISIS MANAGEMENT**

### **PREPARING FOR AN EMERGENCY**

Recognizing the value of international experiences for students, the University of South Carolina strives to provide students with opportunities for international study that are academically enriching and safe for student participation. However, there are times when world events, whether as a result of natural disaster, political instability, terrorist activity, etc., create challenges for safe operation of study abroad programs. The following general guidelines have been developed to assist the Study Abroad Office staff and faculty leaders during periods of instability.

#### **Prior to Departure**

- Provide a pre-departure, country-specific orientation program for all students participating on the program, including health and safety information.
- Review with students the Carolinian Creed and the USC student code of conduct (Carolina Community). Establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- Make sure overseas contact information (host institution phone numbers and email addresses, emergency cell phone numbers, hotel phone numbers and addresses, etc.) is provided to students and their family members prior to departure.
- Register your group members with the U.S. Department of State prior to departure. This can be done on-line at: <https://travelregistration.state.gov/ibrs/>
- Ensure that your students have purchased the required International Student ID Card (ISIC) and that you and the Study Abroad Office have copies of their ID card. Faculty members are also encouraged to obtain the teacher version of the card (ITIC).
- Keep a copy of the ISIC insurance contact numbers and copies of each student's passport data page with you abroad.
- Know who to contact at USC in the event of an emergency abroad.

#### **Study Abroad Office, International Programs**

Jennifer Engel, Director of Study Abroad  
803-777-7557  
[jengel@mailbox.sc.edu](mailto:jengel@mailbox.sc.edu)

Patricia Willer, Associate Vice Provost for International Programs  
803-777-7461  
[pwiller@sc.edu](mailto:pwiller@sc.edu)

Elise Hammonds  
Assistant Director of Study Abroad  
803-777-7557  
[hammonde@mailbox.sc.edu](mailto:hammonde@mailbox.sc.edu)

**USC Campus Police** (After normal business hours: between 5:00 p.m. and 8:30 a.m., Monday through Friday, weekends, and holidays)  
Emergency Number: 803-777-9111  
Campus Police Main Number: 803-777-4215

### **Additional Useful Contacts**

Counseling & Human Development Center: 803-777-5223

Thomson Student Health Center: 803-777-3175

Office of Student Judicial Programs: 803-777-4333

### **While Abroad**

- Keep up-to-date contact information for students in the group, for example if the program is longer in duration and students are living with host families.
- Establish a procedure for you to contact students in the event of an emergency, and a procedure for students to contact you and/or on-site personnel.
- Maintain regular contact with students, noticing any changes in behavior or physical condition.
- Notify the Study Abroad Office immediately should an emergency occur or change in behavior/physical state be observed.
- Complete the Incident Report Form (Appendix F, available on line at: <http://www.sa.sc.edu/sa/faculty-dpd.htm>) for any incident that occurs, keeping detailed records of what occurred and when, who was involved along with their contact information, and the result/consequences of the incident. The Incident Response Log (Appendix G, available at: <http://www.sa.sc.edu/sa/faculty-dpd.htm>) can assist in tracking the events of an ongoing incident abroad.
- Report any serious incidents to local authorities and on-site personnel. Obtain copies of any reports made by these individuals.

### **DOCUMENTING AN EMERGENCY**

With any incident, documentation is key in order to have an accurate, timely account of the incident should anything come into question. It is imperative that all incidents are documented and copies of this documentation provided to the Study Abroad Office immediately following the incident.

### **EMERGENCY CONTACTS ABROAD**

There are U.S. embassies in more than 160 capital cities of the world. Each embassy has a consular section. There are also consular officers at about 60 U.S. consulates general and 20 U.S. consulates around the world (consulates general and consulates are regional offices of embassies). Consular officers provide a range of services to Americans traveling abroad - some emergency, some non-emergency. For more information about services provided go to:

[http://www.travel.state.gov/travel/tips/brochures/brochures\\_1222.html](http://www.travel.state.gov/travel/tips/brochures/brochures_1222.html)

Before you go abroad, obtain the contact information for the embassy and/or consulate nearest to the area(s) you will be traveling to with your student group. Additionally, you can call the U.S. Overseas Citizens Services desk to obtain assistance in the event of an emergency.

### **Overseas Citizens Services**

Phone: 1-888-407-4747 (from overseas: 202 501-4444).

For further Information about what types of assistance the U.S. Department of State can provide please go to:

[http://www.travel.state.gov/travel/tips/emergencies/emergencies\\_1212.html](http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

Should you have any questions or concerns about emergency management and study abroad, please contact the International Programs for Students – Study Abroad Office.

## **PROGRAM EVALUATION**

### **STUDENT EVALUATIONS**

Students will have the opportunity to evaluate the program using the USC Study Abroad Program Evaluation form (Appendix H). This evaluation asks students to provide feedback on pre-departure and on-site services, program quality and program outcomes. The Study Abroad Office will send students an evaluation upon program completion. All completed evaluations will be returned to the Study Abroad Office and information shared with program leaders.

## **APPENDICES**

(Click on each appendix listed below to view the document. All forms can be accessed on the Study Abroad Office website at <http://www.sa.sc.edu/sa/faculty-dpd.htm>)

- A – Departmental Study Abroad Program Proposal form
- B – Deposit & Withdrawal Information form
- C – Departmental Program Participant Roster
- D – Contact Information Abroad form
- E – Pre-Departure Orientation Outline
- F – Incident Report form
- G – Incident Response Log
- H – Study Abroad Program Evaluation