



**BROOKDALE**

# **Handbook for Faculty-Led Study Abroad Programs**

International Education Center

2022-2023

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Dear Colleague,

As the Director of the International Education Center, I am pleased that you are considering offering a faculty-led study abroad program.

You can be a catalyst in introducing our students to the marvels of study abroad by embedding a 7-14 day abroad or domestic trip into one of your classes, also known as a short-term program. This handbook gives you clear steps to follow in researching and developing your program, removing much of the mystery from the planning process. The Brookdale International Education Center will work with you to plan your budget and itinerary alleviating much of the burden associated with developing a faculty-led study abroad program.

We know that community college students find these programs an attractive option when faced with the demands of work, school, and family. The International Education Center has partnered with faculty in developing programs to Belgium, Bermuda, Brazil, Czech Republic, England, Egypt, France, Ghana, Germany, Greece, Hawaii, Ireland, Italy, Spain, Switzerland, and Rwanda. Over the course of running these programs, student and faculty feedback has been generally very positive. Many students are leaving the country for the first time, exploring sites where history was made, and learning about cultural values that contrast with their own.

In the global village of the 21<sup>st</sup> Century, is not the essence of education just this -- the ability to see and understand the world beyond one's borders? As you consider or begin planning a faculty-led study abroad program, we are here to help you every step of the way.

Janice M. Thomas, Director  
International Education Center

## Resources

As you consider developing a faculty-led study abroad program, please feel free to consult with any of the individuals below who are knowledgeable about Faculty-led program development and execution.

### Brookdale Colleagues:

Janice M. Thomas, Director, International Education Center  
Brazil; 224-2799, [jthomas@brookdalecc.edu](mailto:jthomas@brookdalecc.edu)

Anna Flood, Administrative Assistant, International Education Center  
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224-2975, [jlevine@brookdalecc.edu](mailto:jlevine@brookdalecc.edu)

Jack Ryan, Associate Professor, English Literature  
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Barbara Jones, Professor, Sociology  
Peru, Egypt, Greece, Mexico, Hawaii; 224-2837, [bjones@brookdalecc.edu](mailto:bjones@brookdalecc.edu)

**Reference Materials:** Books, articles, and websites on leading international study programs, intercultural resources, and culture-specific resources are available upon request from the IEC.

## Process Overview

1. Faculty member has idea for faculty-led program.
2. Faculty member has exploratory meeting with International Education Center staff (IEC) to discuss course viability.
3. Faculty member presents preliminary program concept to IEC (12-15 months prior).
4. Faculty member presents to the IEC a program proposal and summary of relevant experience for leading a course abroad. ***The proposal deadline is April 1 for Winterim courses and May 1 for Summer courses.*** The proposal should specify the objectives, content, and location of the program, who would teach the program, and approximate number of students expected to participate.
5. Preliminary concept and qualifications application is reviewed by IEC.
6. Proposal form is submitted to appropriate Department Chair and Dean for course and program approval.
7. IEC makes decision on proposal.
8. IEC solicits bids from travel agents/program providers.
9. IEC works with faculty leaders to select travel agent/program provider and set program cost and itinerary.
10. Program marketing is developed by IEC.
11. Faculty member and IEC conduct information sessions.
12. IEC processes student applications and monitors enrollment.
13. IEC decides by program deadline whether or not enrollment is sufficient to cover program costs and to run program.
14. If program runs, faculty member and IEC conduct program orientations.
15. Program delivery – see **Roles and Responsibilities: Faculty Member/Program Leader.**
16. Program debriefing by IEC, participants, and faculty member at conclusion of program.

## Program Development Guidelines

These guidelines have been developed to assist those faculty members interested in conducting faculty-led, short-term international programs. They may also be of use to someone interested in offering a program of greater length.

1. Faculty-led international programs may be taught by any Brookdale faculty member or administrator who has the academic qualifications to teach a course at Brookdale and who also demonstrates an ability to lead a study abroad program. The College requires two faculty and/or staff and/or administrators to accompany each group.
2. Most BCC faculty-led programs are short-term study abroad programs - those that are less than eight weeks in length. Programs should:
  - a. Offer BCC credits for the participants, or be non-credit service learning experiences.
  - b. Be academic in nature - not for the purpose of pleasure travel or entertainment.
  - c. Offer an existing course or a course developed for this experience.
  - d. Be appropriate in length and scope – before, during, and after – for the amount of credit granted.
  - e. Achieve the learning objectives of the same course taught without trip component.
3. The focus of the program should be connected to the site chosen.
4. Faculty should develop programs that compliment rather than compete with existing BCC international programs (Check with the IEC for more information).
5. The specific educational objectives of the program should be clearly stated in the program literature.
6. The programs should combine academic learning with cross-cultural experiences and be designed to make significant use of the cultural/historical/physical/human resources of the host environment.
7. Volunteer or service learning programs should be offered in collaboration with well-established, trusted, and known organizations in the host communities.
8. Course approval process:
  - a. Faculty members offering an existing course abroad must meet with the appropriate academic department and institute staff to obtain approval for teaching a course in an alternate format. Proposed course description and syllabus must be submitted as part of the approval process.

- b. Faculty members proposing new courses must complete a Special Project or Experimental Course Form and submit this to the appropriate academic department and institute for approval.
- 9. Complete and accurate information on the following should be made available to prospective students.
  - a. The academic nature and scope of the program.
  - b. Issues of cultural responsibility.
  - c. Health and safety issues of the host environment.
- 10. The academic rigor of the program should be comparable to other BCC course offerings, and the credits offered per instructional hour should be comparable to on-campus offerings.
- 11. The faculty/program leader should consider carefully the number of sites proposed to visit. The overseas component should provide full, in-depth experiences at each site rather than spending short amounts of time at many sites.
- 12. The programs are to be evaluated by the participants, program administrators, faculty/group leader(s), and the IEC to determine what, if any, changes may be required for future offerings.
- 13. Programs generally require a minimum of 15 participants and are administered by a faculty member(s) and in-country native guide(s). Although in-country native guides do not deliver the academic content of the program, they act as cultural and logistical resources throughout the program. Programs must have a faculty leader or in-country guide who is fluent and intimately familiar with the host culture to assist with any emergency situations.

All programs must be competitively priced by several travel agents/program providers. The International Education Center will contact various agencies and ensure objectives are met. The objectives include the agency's experience in developing and administering educational travel programs as opposed to vacation tours, reputation and professionalism, its ability to respond to student health and safety issues, use of reputable guides and in-country transportation, and the cost of the program costs.

## **Roles and Responsibilities: Faculty Member/Program Leader**

Typically, but not always, the faculty member and program leader will be the same person. Those in these roles have responsibilities related both to academic and program administration.

### Academic Responsibilities

1. The focus of the program should be appropriate for the site chosen.
2. The overseas experience must be integrated with the home component of the course.
3. The academic rigor of the program should be comparable to other BCC course offerings.
4. The economic, social, and environmental impact of the program on the local community should be actively discussed with students. Professors should endeavor to create a relationship that is mutually beneficial, and minimize any negative effects on the host society.
5. Meet with students who are interested in the program to discuss academic content.
6. Actively recruit students to fill the program.
7. Provide a syllabus, course overview, and program itinerary to the students.
8. Instructional hours.
  - a. Must include: pre-departure class meetings, visits to appropriate sites, and a debriefing session upon return.
  - b. Instructional hours may include, but are not limited to: interviews, lectures, cultural events, discussions, post-trip class meetings.
  - c. The course may be offered as a hybrid with on-line components.
9. Submit student grades.

### Program Responsibilities

1. Work closely with the IEC and/or approved travel agents and/or overseas institutional partners to develop a detailed itinerary and budget for the program. The travel agents will send this information to the faculty member and IEC for review (10-12 months prior).
2. Attend a mandatory session with IEC staff to review appropriate conduct for leading faculty-led programs, cultural differences, procedures for handling emergency situations, student disciplinary and health issues, communication protocol with the IEC throughout the trip, partnership with travel agent and in-country guide, expenses covered by the program, and reimbursement procedures for expenses incurred while abroad.
3. Complete a confidential medical form stating that you are fit to travel abroad and noting any medical conditions that the IEC needs to be aware of in case of a medical emergency.
4. Recruit students, with the assistance of the IEC's marketing efforts, to participate in the program through information sessions and classroom visits.
5. Assist in pre-departure orientation for students.
6. Enroll in emergency medical insurance coverage.
7. Keep an accurate record and receipts for all program expenses incurred while abroad. Submit all program receipts to the IEC within 10 days after returning to the US. (Note: Reimbursement cannot be made for costs that are not pre-approved or for which there are no receipts.)
8. Debrief the program within one month upon return to Brookdale.

## **Roles and Responsibilities: Students**

1. Generally, participants must take the course for credit or audit (tuition and fees are applied to credit and audit courses). Those who audit the course are expected to participate in all program related activities but are not required to complete assignments for the course. On occasion, with approval of the faculty member/program leader and/or the IEC, students can participate in the program as service learning or for non-credit continuing education. Such participation will be evaluated on a case-by-case basis.
2. All students must be at least 18 years of age.
3. All students are subject to the Brookdale Academic Integrity Code.
4. All students are subject to the Brookdale Student Conduct Code.
5. For persons with disabilities, the College offers individualized and reasonable accommodations and/or services necessary for ensuring complete access to and full participation in the educational process. Reasonable accommodations should not compromise academic standards when evaluating academic performance. To qualify for reasonable accommodations and/or services, students with a disability must identify themselves, provide documentation of their disability to the Disability Services Office, and request appropriate services at the beginning of the class.
6. Spouses, family members, or guests of the faculty member who would like to participate in the program must pay for the program in full and participate fully as a student in program courses and excursions. Rationale for this program requirement is to address matters of academic credibility, group cohesiveness, and College and travel agent liability. This is a requirement for spouses or guests of all student participants as well. All participants must be 18 years or older.

### **Roles and Responsibilities: International Education Center**

1. Act as an informational resource to faculty who are developing faculty-led programs.
2. Review and approve program proposals.
3. Contact travel agencies to obtain itinerary and price quotes.
4. Review itinerary and budget submitted by travel agent. Work closely with travel agent to renegotiate program costs due to change in enrollments.
5. Make deposits and payments to the travel agent.
6. Develop marketing materials for the program.
7. Assist faculty member in program recruitment.
8. Meet with students who are interested in the program to discuss registration, pricing, payments, and financial aid options.
9. Prepare non-academic program materials for orientations.
10. Review and accept program applications from participants.
11. Disseminate acceptance packets and orientation materials (cultural, health and safety, program itinerary, invoice, etc.).
12. Ensure that all participants submit necessary paperwork and payment prior to program departure (academic records, application, medical forms, proof of insurance, program waivers, etc.).
13. Work closely with Advisement & Counseling Services and Registrar to register students for the program.
14. Develop and conduct mandatory pre-departure session for participants including cultural/linguistic information and health and safety issues.
15. Review expectations and responsibilities with faculty member/program leader prior to group's departure. Includes handling disciplinary matters, communication, health and safety issues, student confidentiality, fiscal responsibilities, cultural responsibilities, and compliance with federal rules such as the Clery Act, FERPA, ADA, etc.
16. Be available to faculty member 24-hours/day throughout the program.
17. Meet with faculty member upon return to review program.
18. Disseminate program evaluations to students and review feedback.
19. Develop and submit a Travel Expense Report with faculty member for pre-approved expenses.

### **Roles and Responsibilities: Travel Agent/Tour Provider**

1. Develop program itinerary and costs with International Education Center and faculty leaders.
2. Purchase airfare, reserve in-country group leader, reserve accommodations and meals (optional), and make all other necessary program reservations.
3. Communicate with the IEC and faculty member throughout the process.
4. Respond to emergency situations.
5. Provide adequate administrative support for the program.

## **Program Finances**

- Faculty member(s) of record will be paid the applicable adjunct rate for teaching a course at Brookdale.
- The following program costs will be covered for all faculty program leaders: transportation to and from the airport; meals; accommodations; airfare, in-country transportation; excursion fees; program related phone calls, faxes and e-mail; and emergency medical insurance.
- The College will issue a cash advance to cover full-time faculty/administrator out-of-pocket expenses prior to the program departure.
- Faculty member will retain accurate records of program expenses and submit receipts within one week after conclusion of trip.

## **Health and Safety**

- Please refer to the Brookdale Study Abroad Emergency Protocol for emergency contact information, a list of conditions requiring crisis management, and instructions for group leaders in the event of an emergency.

## **Program Marketing**

- Posters and flyers (6-8 months prior).
- Press release to College Relations for submission in local newspapers.
- Announcements in appropriate Brookdale-related media outlets.
- Information sessions scheduled and conducted by faculty member.
- Student mailings via e-mail and postcard (6 months prior).
- Classroom visits (4-6 months prior).
- Brochures/flyers distributed on and off-campus.
- E-mails to Student Inquiry lists announcing programs, information sessions, and scholarship/financial aid opportunities.
- Update International Education Center faculty-led program webpage with downloadable flyers, itineraries, and application materials.
- Publicize on Brookdale Events Calendar.

## **Faculty-Led Study Abroad Program Timeline**

### **12-15 months prior to start of program:**

- Form plans for the scope, size, and nature of the faculty-led program.
- Determine the appropriate time to offer the program; i.e. Spring, Summer, Winterim.
- Schedule a meeting with the IEC to discuss and review the proposal.
- ***Proposal deadline is April 1 for Winterim courses and May 1 for Summer courses.***

### **10-months prior to start of program:**

- Receive appropriate approvals from Department Chair and Institute Dean.
- Submit program proposal to the IEC.
- Work closely with travel agents who will prepare program itinerary and budget.
- IEC and faculty leaders approve itinerary and budget.
- Marketing begins for approved programs and continues until program application deadline.

### **Within 1-3 months prior to start of program:**

- Course syllabus is finalized.
- IEC and faculty member conduct pre-departure orientations for participants.
- Faculty member conducts pre-departure classes for the course.
- Faculty member and IEC meet to review responsibilities during program (handling disciplinary matters, health and safety, communication, expenses, etc.).
- IEC submits registration forms to Registrar.

### **During the program:**

- Communicate with the IEC shortly after arrival.
- Contact the IEC Director immediately for participant or group leader health, disciplinary, or legal emergencies.
- Maintain accurate records and receipts for program expenses.

### **After the program:**

- Submit receipts.
- Debrief with IEC.
- Complete Program Evaluation.