

Listening Sessions Will Be Held In March to Receive Faculty Feedback

2018 Study Away Committee Guidelines

The Study Away Committee has the responsibility of adhering to priorities of The Furman Advantage in terms of ensuring all programs contain high impact practices, reducing and minimizing barriers to participation, and diversifying the portfolio of opportunities to encompass a wide range of topics, locations, and cultures.

High impact practices are defined as having all or most of the following elements:

ENGAGEMENT: Cultivate student commitment of time and effort, and encourage decisions that deepen the student's investment in the activity, learning, and college.

RELATIONSHIPS: Help students build substantive relationships with faculty, staff, and peers over a significant period of time.

DIVERSITY: Help students engage across differences and have contact with people different from themselves. Facilitate new ways of thinking about and responding to new circumstances.

FEEDBACK: Provide students with frequent formal and informal feedback.

REAL WORLD APPLICATION: Provide opportunities for students to apply and test what they are learning in real-world situations.

REFLECTION: Provide frequent opportunities for students to reflect on their own learning.

The Committee is responsible for working with the administration and academic departments to develop and maintain study away programs that further the above mentioned goals. It shall also review affiliated and student exchange programs. In addition, it shall report and make recommendations to the faculty on the availability, affordability, and academic quality of the University's study away programs.

In order to provide faculty with clearer guidance regarding a variety of issues relating to the creation, planning, and operation of study away programs, the Study Away Committee makes the following recommendations to be applied in its oversight of Furman's Study Away programs.

PROPOSALS

All Study Away program proposals should adhere to the following guidelines:

1. Program Development Timeline

Faculty considering running a travel study program will notify the Director for Study Away and International Education of their intentions by March of the academic year preceding the semester the faculty member will be away, and 14 months ahead of the May Experience. Directors and the Rinker center for Study Away require ample time to work together to develop programs and outline target budgets.

2. Role of the Rinker Center

The Rinker Center will take on a liaison role between faculty members and travel providers to handle the negotiations and program details on the front end or to develop programs in new sites or focusing on new topics. Ideally, faculty directors will initiate conversations in April one year in advance so that actual budgets can be in place by the time study away programs are advertised in the fall.

3. Faculty Program Directors

- Furman faculty-led programs must plan to have at least one faculty member on-site with the students at all times.
- MayX international programs require two faculty members; students will not pay for the costs of a third faculty member.
- Full-time, salaried staff members may participate on MayX programs with the permission of their department supervisor and the Rinker Center for Study Away and International Education

4. Risk Management Faculty Workshop

All faculty members must participate in a risk management workshop in the academic year of their program to hear updates and be refreshed on emergency protocols and to share experiences collectively with their colleagues and administrators who will provide support during the program.

5. Travel or Education Abroad Providers

Faculty are required to obtain quotes from more than one travel provider in order to weigh the benefits of each and choose the one that best suits the needs of the course. Rinker Center staff will help in this process. It is expected that faculty, or Rinker Center staff, will negotiate on cost, inclusions/exclusions, and other details to keep the cost of the program as affordable as possible. The main purpose of study away is the course, and activities must have a direct relationship to the course content. Programs are expected to build in some free time for students to do homework, rest, and see sites that are not on the itinerary.

6. Diversity of Location and Topic

Faculty should think about diversity of location and topic by considering less traditional sites and academic focus. The Rinker Center can provide recommendations for reputable on-site academic organizations that will design high impact programs for universities in virtually any country in the world.

7. Academic Content (High Impact Activities, Reflection, etc)

Major student learning objectives for this program must be identified and should demonstrate ample opportunity for immersion in the host community, authentic local experiences, student self-discovery, student-faculty interaction, active and collaborative learning, and reflection via various assignments undertaken as part of the program. Combinations of these characteristics consistently correlate with high-impact learning experiences for students. Yet these characteristics can be applied to a variety of contexts and activities—and in discipline-specific, discipline-appropriate ways. Proposed activities do not need to meet all features; instead, proposed activities likely may focus on the characteristics most appropriate for your program, location, students, courses, and so on.

Faculty will provide a rationale for the proposed program that explains how it contributes to the department or general university curriculum. The site(s) must relate to the academic content and education goals of the program and the associated course(s). Faculty must carefully consider how their study away program conforms to the characteristics of high impact practices.

8. Travel within MayX Stipulated Dates

MayX Study Away programs must be conducted within the stipulated MayX calendar dates. In rare cases, faculty directors may obtain permission from the Rinker Center for programs to be allowed to travel one day before or after the stipulated MayX dates. No coursework should however commence before or extend beyond the stipulated dates.

BUDGETING FOR STUDY AWAY

9. Cost of Programs

- MayX: Program costs for MayX should be kept as low as possible, to ensure greater accessibility and participation. The Study Away Committee strongly recommends MayX programs limit their expenses to \$6000 per student (about a fourth of the cost of a semester program). We strongly recommend that program directors work with the Study Away Office towards this figure. The committee reserves the right not to approve programs that unnecessarily exceed \$6000 and to make recommendations for trimming excessive excursions, activities, and travel.
- Semester: Semester programs typically range from \$16,000 - \$21,000, and should ideally not exceed \$21,000 per student. The committee reserves the right not to approve programs that unnecessarily exceed \$21,000 and to make recommendations for trimming excessive excursions, activities, and travel.

10. Formal Budget Submission

Budgets must be as accurate as possible and must take into consideration the minimum number of participants that must be recruited in order for the program to stay within the target budget. Budget worksheets are due at the time of application, but will not be approved until further negotiation with the Rinker Center for Study Away and International Education.

- **Costs of Travel to Departure Points**
Round trip airfare from a designated departure airport will be included in the cost of the program. Students are responsible for expenses associated with getting themselves to the designated departure airport.
- **Meals**
Students must be informed of the cost of required out-of-pocket expenses such as meals. For semester programs that do not provide food via a host family or a group meal, students will receive a credit on their bill which will be charged to the program budget.
- **Visas**
Programs that require a visa should calculate the amount of the visa into the budget and pay for their students to get the visa or reimburse them. When Americans do not need visa for travel, but non-residents or international students do, the program budget will pay for those visas.
- **Communication Protocol**
As an essential part of risk management, program directors should have a plan for communication with all participants to ensure communication during an emergency situation. Internet calling, calling cards and cell phones can be affordable or expensive depending on program destination. Faculty are responsible for researching their communication method and budgeting for it accordingly.
- **Alcohol Policy**
Alcohol for students is not an allowable expense. Depending on the laws in the host country, students may purchase alcohol on their own with a meal. Wine/beer tastings, when part of an activity related to the topic of the course/program, may be permitted on a limited basis. Prior approval must be sought from the Rinker Center to use program funds to pay for alcohol.

11. Adhere to Travel and Purchasing Guidelines

- All faculty directors must adhere to Travel and Purchasing Guidelines throughout the program

12. Travel Benefits on MayX

Faculty may not accept kickbacks or benefits for personal consumption. Financial reductions, for example, for a higher number of student participants, should be passed along to students in the form of scholarships or price reductions.

13. Reconciling Expenses

Faculty directors are required to reconcile all of their expenses within one month of the date they return to campus or the program ends, whichever is sooner. Faculty are required to comply with all monthly travel credit card requirements.

STUDENT RECRUITMENT

14. Number of Student Participants

The Study Away Committee recommends a course cap of 13 students per faculty member for MayX travel study programs. A total of 26 students is recommended as the maximum number for a two faculty members leading a study away program. This is the same average Furman maintains for on-campus courses, with a little rounding.

- All 2 faculty led programs must have a minimum of 8 students (or more students depending on how the number of participants impacts the budget).

15. Student Application Process

Furman is committed to providing individuals with access to all University programs, activities, and facilities. Students and employees with a diagnosed disability may be entitled to reasonable academic, housing and/or workplace accommodations under the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. A reasonable accommodation is a modification or change in the academic atmosphere, the work environment, or the way things are usually done that provides equal access to an educational program, allows someone to perform job functions, or otherwise provides equal access to benefits available to other individuals in the educational environment or workplace. Faculty may not discriminate against a student with perceived, visible or known disabilities during the study away application process. Faculty will be required to provide information about the study away destination and its demands for all students, and students can work with their health professionals to make appropriate decisions about participation and accommodations.

16. Diversity of Participants

Program directors should make an effort to recruit a diverse group of students and should consider a variety of factors outside of the student GPA, declared major, and age in order to assemble a group of participants who can lend their collective perspectives and experiences to the program.

17. Students on academic probation participating in Study Away

Program directors, in consultation with the Office of Academic Affairs and the Rinker Center, will determine whether students on academic probation can participate in their respective study away programs.

FACULTY COMPENSATION

18. Faculty-Led Semester Compensation

Faculty will receive compensation for the semester credits they teach. Faculty are asked to discuss their study away plans with the chair of their academic department to ensure that they are aware of potential staffing issues. Please note that the Dean of the Faculty must approve any overloads or adjuncts that are to be paid to cover courses in order to staff the study away program. Each semester program receives four teaching load credits for administrative responsibilities. (4 teaching load credits may be distributed among faculty directors as appropriate)

19. MayX Stipend

The MayX stipend is as follows:

- Faculty equally sharing the teaching load of the course: each receive a full teaching stipend of \$2,600; each program will receive a \$1,000 program administration stipend;
- Programs with unequal teaching load: the faculty member who does most of the teaching will receive a full teaching stipend of \$2,600 and the accompanying faculty member will receive a \$1,200 stipend; each program will receive a \$1,000 program administration stipend

20. Participation of Guests of (family, friends, etc.)

Faculty are permitted to take family members such as their spouse and/or children abroad with them. However, there must be an understanding that family members cannot disrupt the academic quality or momentum of the program. Family and guests over 18 years of age must complete all necessary paperwork and pass a background check, and program funds may not be used directly or indirectly to cover the associated costs of accompanying the faculty program director. Family and guests must pay separately for all added costs to the programs, including airfare, meals and participatory fees such as museum entrances, performances, etc. The travel agent must create packages that specifically cover the costs of family and guests that are separate from the program budget and is not paid using Furman funds. Furman University reserves the right to prohibit particular guests in situations it determines might be a distraction to the program. Furthermore, the University is in no way responsible for accompanying family members or guests while abroad. Note, however, that Furman's international travel insurance policy extends to spouses and dependents.