



## **Angelo State University** **Operating Policy and Procedure**

### **OP 10.18: Faculty-Led Study Abroad Programs**

**DATE:** April 18, 2012

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to enable more students to participate in ASU faculty-led study abroad programs by ensuring that those programs are:

- Student-centered;
- In conformity with standards of safety and responsibility in study abroad programs as established by recognized academic consortia (e.g., NAFSA: Association for International Educators), the Texas Higher Education Coordinating Board, the Texas Tech University System, the Texas Administrative Code, and ASU operating policies and procedures; and
- Operated by all ASU academic units in a manner that meets certain operation and program standards

**REVIEW:** This OP will be reviewed in April of even-numbered years. The director of the Center for International Studies will coordinate revisions within the Center for International Studies (CIS). Recommended revisions will be forwarded through the provost and vice president for academic affairs to the president by May 15.

### **POLICY/PROCEDURE**

This OP is an outline of procedures for faculty-led programs at ASU.

#### **1. Establishment of Departmental Faculty-led Study Abroad Programs**

- a. Faculty desiring to establish a new program must review the Study Abroad website ([www.angelo.edu/dept/interedu/](http://www.angelo.edu/dept/interedu/)), read the *Program Development Manual* and meet with the Study Abroad coordinator no later than two academic years prior to leading a study abroad program. Responsibilities are further outlined in the Program Development Manual.
- b. Study Abroad Directors are limited to participating in only one study abroad program per calendar year.
- c. CIS responsibilities include, but are not limited to, meeting with faculty to ensure compliance with all procedures required by Angelo State University and the state of Texas.

## **2. Responsibilities Prior to Departure**

- a. Faculty responsibilities prior to departure include, but are not limited to, working with CIS to establish a budget, submission of forms, attendance at colloquia and workshops, preparing for emergency situations, and maintaining an appropriate student/faculty ratio. Faculty responsibilities are further outlined in the *Program Development Manual*.
- b. CIS responsibilities prior to departure include, but are not limited to, providing students with information on emergency and liability forms and insurance, conducting pre-departure orientation sessions, and notifying on-campus offices of students' intent to study abroad.
- c. Travel to countries listed as high risk by the U.S. State Department is not permitted without approval. U.S. Department of State travel warnings can be found at [http://www.travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html). For more details about pre-departure risk assessment refer to OP 10.14.6.

## **3. Responsibilities during the Program**

- a. Faculty responsibilities during the program include, but are not limited to, arriving with the students or being on location in advance of their arrival, being accessible to students for the duration of the program, and behaving in a manner that conforms with ASU guidelines and is consistent with local law and customs. Faculty responsibilities are further outlined in the *Program Development Manual*.
- b. The CIS is the point of initial contact for any emergency that occurs during a program. CIS and faculty responsibilities regarding emergencies are outlined in the emergency procedures guidelines.
- c. Faculty are responsible for establishing acceptable behavior norms consistent with the ASU Student Handbook and local law and customs. Discipline procedures are outlined in the *Program Development Manual*.

## **4. Responsibilities upon Return**

Faculty are responsible for reconciling their travel accounts in the CIS. The faculty directors should meet with CIS personnel to evaluate the program.

## **5. Faculty Accompanied by Spouse/Family**

Faculty wishing to have family members accompany them on a program must be responsible for all costs incurred as part of the program.

## **6. Insurance**

- a. Faculty - ASU will require faculty to purchase supplemental health insurance. All other university benefits will remain active.
- b. Students - ASU students will have health and accident and emergency evacuation and repatriation insurance coverage through HTH Worldwide. Study Abroad staff will enroll

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the students with HTH Worldwide, and students will be billed for the charge of coverage. This coverage will be for the duration of the faculty-led program.

## **7. Alcohol**

In accordance with Angelo State University policy, ASU funds may not be used to purchase alcohol. Students of legal age in the study abroad location and faculty may purchase and consume alcohol with their own funds.

## **8. Per Diem**

Per diem for meals and incidental expenses for faculty taking students abroad is based on the U.S. Department of State per diem rates. Details about the per diem rate may be found in the handbook.

## **9. Safety and Security**

- a. The decision to cancel an ASU program for any period of time can have serious consequences, and should be considered carefully in view of how the cancellation will affect other ASU programs. The Study Abroad coordinator and the director of the Center for International Studies must be consulted in the decision to cancel the program. Procedures for program cancellation are detailed in the handbook.
- b. When any type of emergency occurs, it is the responsibility of the faculty leader to notify the CIS immediately. ASU has procedures in place to respond to emergencies, and the CIS is responsible for coordinating the response.

## **10. Evaluations**

- a. To better serve Angelo State University students, each program should provide an opportunity for students to evaluate the program in terms of content, location, excursions, value for money spent, etc.
- b. Faculty will be given the opportunity to evaluate the support provided by the Center for International Studies and offer suggestions for future changes.