



University of the Incarnate Word Faculty led Study Abroad Best Practices



Outline



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Administrative





Time line

- **One year** is the average time frame required to implement a successful faculty-led study abroad program.
- **Courses** will need to be implemented in the course schedule about **8 months ahead of time**.
- For a detailed suggested time line please visit the Study Abroad Website titled “[Planning Faculty-led Study Abroad](#)”

Finance



Cost

is the #1 question by your students





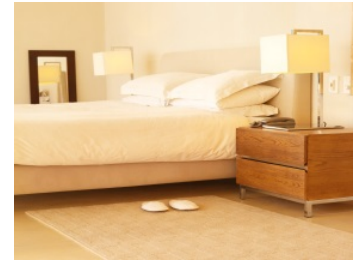
Budget Construction

- **Airfare**



- Dr. Lydia Andrade's Advice: “In order to get the best airfare you need to purchase tickets ahead of time – but you must have collected enough money from the students to pay for the tickets. For example, May travel means March purchase. If students do not begin to make payments until Jan this could be difficult”.

- **Housing accommodations**



- **Land transportation**

- **Scheduled and non-scheduled activities**

- **Passport & Visa Fees (if applicable)**



Budget Construction, cont.



Cost estimations should **include both scheduled and non-scheduled activities**

– Scheduled activities include:

- Entrance to museums
- Other required activities

– Optional activities include:

- Souvenirs
- Snacks (i.e. Gelato!)





Program Account Set-Up

- Faculty are encouraged to visit with the UIW Accountant, Ms. Amy DeAtley, to create an account allowing students to begin to make payments **PRIOR** to the semester of travel.



Contact:

Amy DeAtley
Administration Building 175
CPO #315
Accountant/Comptroller
210-283-6339
amoczyge@uiwtx.edu

Managing Funds



- Faculty are responsible for making sure students know the deadlines and managing student's deposits.

Dr. Lydia Andrade's Advice: “I suggest that info. is given out in the information sessions, making the payments for land and hotel costs, etc.”

Managing Funds, Cont.



- Faculty should build into their budget costs such as tips, etc. that they will need to make on behalf of the group. Faculty will need to carry these funds with them for the group.

Dr. Lydia Andrade's Advice: “If you put all the funds into an account and expect to use a debit card you will need to factor in int’l transaction fees.”

Visa



- Students need to be told – starting at the 1st information session – to get a passport.



- International students who wish to participate in faculty led study abroad programs must visit the UIW International Student and Scholar Services Office to verify current passport and visa travel arrangements.



If VISAs are required, UIW uses a visa service for which there is a fee. This should be included in the budget.



Visa, cont.

- To apply for the VISAs each traveler will need to fill out the application.

Dr. Lydia Andrade's Advice: “Some applications are counter-intuitive and I HIGHLY suggest that you have the class fill them out together as a group. Once they are sent to the visa service the entire group’s applications will be held up if even a single one has a mistake. You cannot purchase airfare until everyone has a visa. Each visa application requires a passport. So you must have students start very early”.



Insurance

- UIW requires all university sponsored international programs to purchase travel and health insurance.
- UIW travel agent, Gail Genther, will provide the quote and purchase international travel insurance on behalf of the faculty.
- UIW Accountant, Amy DeAtley, will provide pricing and purchase international health insurance on faculty's behalf through Cultural Insurance Services International (CISI).

Insurance, Cont.



Faculty who travel, within a 90 day period and under an official university capacity, are automatically covered under the UIW International Workers' Compensation Insurance policy.

Faculty may download the International Health Insurance Card and information via the Study Abroad Website titled Forms for “[Faculty-Led Study Abroad](#)” and/or “[Downloadable documents.](#)”

As with any medical issue or emergency experienced while performing official university duties, the [UIW Human Resource Department](#) must be notified of the incident. Please contact the [UIW Human Resource Department](#) for additional information.



Smart Traveler Enrollment Program
A SERVICE OF THE BUREAU OF CONSULAR AFFAIRS
U.S. Department of State



- What is STEP?

The [Smart Traveler Enrollment Program \(STEP\)](#) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

- Benefits of Enrolling in STEP

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

ACADEMIC



Course



- In order to implement the course in the academic schedule faculty will need to know the dates and costs about **8 months ahead of time.**
- Information required in the academic schedule includes:
 - signature required
 - study abroad course
 - dates of travel
 - course fee

NOTE: This information is key as it helps to prevent students accidentally registering for the course without realizing it is a travel course. It also means that each student has to see the faculty to register so you can keep track of who has registered, paid deposits etc.

Course Content



- It is required that the course content, objectives, and outcomes are directly related to the location, excursions, and activities of the faculty-led program. Student's projected outcomes shall have a direct link between course content and the travel portion of the academic program.

Student Expectations



- From the beginning, faculty should be openly discussing with students the academic and behavioral expectations.

Good Behaviors

Keep hands to yourself 🙅

🗣️ Use kind words

First time listening 🙄

Follow morning+night lists 📅

🗣️ Talk @ Walk! 🚶

Dr. Lydia Andrade's Advice: "In planning activities – do not give students too much down time. They will simply find things to do that you may not want to deal with".



Academic Based Excursions and Activities

- Excursions should be listed, detailed, and accessible to all students from the start of promoting the program.
 - State disclaimers related to rescheduling excursions due to weather, unexpected closures, etc.
- Before departure, confirm all excursions, making certain one considers host country holidays and special events.

Professor Support



It is highly encouraged to have multiple instructors and/or use a tour company that provides tour guides who stay with the group at all times. If one student has an issue which requires faculty attention, the other group leaders can continue with the remaining members of the group.



Contingency Plan



- It is required that faculty, in collaboration with their dean, designate an alternate faculty member or members to travel to the location for the purpose of supporting or relieving the faculty leader of their duties in case of an emergency.



Alternate faculty will need to be ready to travel (i.e., hold a current passport with at least one year before expiration, obtain the required visa, minimal family obligations, etc.).

Tip



- Mobile Phone:
 - Faculty will need to have a cell phone with them on the trip and available for families to contact in an emergency. The costs associated with this phone should be included in their budget.



Contact Information



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Contact Information, Cont.



UIW Travel Agent

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UIW Comptroller

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UIW Student & Scholar Services Office

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CPO 31
Main Office Phone: 210-805-5705

UIW Thanks



Dr. Sara Jackson

Associate Professor of International Business

Faculty-led Programs:

- Mexico City: Fall 2014
- Heidelberg, Germany: Spring 2014
- Calgary, Alberta, Canada: Fall 2013
- Shanghai, Wuxi, & Beijing, China: Spring 2013
- Mexico City, Mexico: Fall 2012
- Berlin, Dresden & Leipzig, Germany: Spring 2012
- Panama City, Panama (US Trade Mission): Fall 2011
- Zweibruecken, Germany: Spring 2011
- Madrid, Spain (San Antonio Export Leaders Trade Mission) : Fall 2010
- Zweibruecken, Germany: Spring 2010
- Mexico City, Mexico: Fall 2009
- Shanghai, Xian, & Beijing, China: Spring 2009
- Zweibruecken, Germany: Spring 2008
- Regensburg, Germany: Spring 2007
- Regensburg, Germany: Spring 2006
- European Union: Spring 2005
- Moscow & St. Petersburg, Russia & Berlin, Germany: Spring 2004
- London, England: Spring 2003
- Monterrey, Mexico: Fall 2002, 2003, 2004, 2005, 2006, 2007, 2008



UIW Thanks



- Dr. Lydia Andrade
Professor of Political Science

Faculty-led Programs:

- India: Spring 2014
- India: Spring 2013
- India: Spring 2011
- The Netherlands: Spring 2010
- Mexico, Monterrey: Fall 2009
- China, Guangzhou: Spring 2008





UIW Thanks

- Mr. JT Norris

Associate Professor of Accounting

Faculty-led Program:

– Korea, Gwangju: Summer 2011

Founder of the UIW Scuba Club



Reviewed and Endorsed by



- Dr. Lydia Andrade, Professor of Political Science
- Dr. Sara Jackson, Associate Professor of International Business
- Mr. JT Norris, Associate Professor of Accounting