



Faculty-Led Study Abroad Program Process Overview

University of the Incarnate Word (UIW)

Outline



Phase I

- Time line
- Preliminary planning
- Create
- Ready, get set....start your budgets
- Research
- Required and recommended Vaccines
- Student Recruitment

Phase II

- Create course
- Advertise, Promote, Recruit
- Faculty-Led Study Abroad Agreement
- Academic and Program Deadlines
- Confirmation



Phase I

- Time line
- Preliminary planning
- Create
- Ready, get set....start your budgets
- Research
- Required and recommended Vaccines
- Student Recruitment

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](#)”

Preliminary Planning



- Research the country and city of interest
 - Key Questions:
 - Is there a current [U.S. Department of State](#) Travel Advisory or Warning? Is the location known to be relatively safe? Are there any visa requirements? What are the [CDC required and recommended vaccines](#)?
- Review the [UIW Study Abroad Policies](#)



Preliminary Planning, cont.

- Meet with your Dean
 - Discuss the course, intended semester to travel, and additional academic details, such as the process and deadlines for creating and offering the course.
 - Submit the “[Deans Approval Form](#)” to the Study Abroad Office
 - Key Questions:
 - Am I qualified to teach the course? What are the course objectives and projected outcomes as they relate to the travel portion of the course?

Example of Dean's Approval Form.

Form is available for download via the Study Abroad Website titled [Forms for Faculty-led Study Abroad](#)

Dean's Approval Form

All sponsored and/or official university international trips (i.e., faculty-led, int'l ambassador, int'l summer program, etc.) must be approved by your Dean **BEFORE** planning and coordinating the international trip.

1.	Title of Faculty-Led Trip or Destination	Today's Date	
2.	Title of Course(s) –(if applicable) NOTE: You must be <u>qualified</u> to teach the courses listed.		
2a.			
3.	Is this course part of your regular course load? () Yes () No		
Complete only if applicable			
4.	Dates of Travel		
5.	Name of Lead Faculty		
6.	UIW Office #	P.O. Box	Phone Email
Complete only if applicable			
7a.	Name of Co-Faculty	Phone	Email
7b.	Name of Co-Faculty	Phone	Email
7c.	Name of Co-Faculty	Phone	Email
Complete only if applicable			
8.	Have you applied for, or are you now receiving, support for this trip? If yes please complete 8a.		Yes No
8a.	Source of funds?		How much?
Complete only if applicable			
9.	Please check the materials accompanying this application. <input type="checkbox"/> Itinerary <input type="checkbox"/> Budget <input type="checkbox"/> Proposal (maximum 5 pages single-space) <input type="checkbox"/> Course Outline		
Complete only if applicable			
10.	Dean's Comments: Dean's Signature _____ *Dean's signature required to approve the international trip.		

NOTE: Please submit a copy of the approved form to the Study Abroad Office.

Create



Create a:

1. course outline

- Be sure that your outline details the "*Study Abroad Component*" associated with your class.

2. detailed itinerary

- when, where, who, how.....

3. “To Contact” list

- UIW’s air travel agent, UIW accountant, land transportation company, hotel accommodation, tour guide companies, etc.

Ready, Set...Start Your Budgets



- Air Travel
 - Obtain a air fare & int'l travel insurance quote from the UIW's travel agent , Ms. Gail Genthner, gail@ggenthner.com , phone number 1-972-292-1913 or research online to obtain estimates of possible airline ticket prices.
- Int'l Health Insurance
 - UIW Comptroller's Office – Ms. Amy DeAtley, 210-283-6339, amoczgye@uiwtx.edu
- Land Travel
 - Obtain a quote from a third party provider, if applicable.
- Accommodation & Meals



Research

- Safety
 - Confirm the safety status of the location(s) by visiting the U.S. [Department of State's website](#)
- Payment deadlines (i.e., air, land, accommodation)
- Visa requirements, if any.
 - Your students may not all have U.S. Passports
 - Different nationalities may affect visa requirements
- Weather
- Planned visitations, excursions, meetings, etc.



Required and Recommended Vaccines



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

- Visit the [Center for Diseases Control and Prevention](#) website titled [Traveler's Health](#) to obtain the required and recommended vaccines.
- Students should be make arrangements to obtain the necessary vaccines before departing.

Student Recruitment



- Prepare a short presentation to recruit students to register for your Faculty-led Study Abroad Program.
 - Note: The Study Abroad Office may also help you advertise your program. Please contact Alanna Taylor, Study Abroad Coordinator.
- Consider holding several meetings specifically designated to answer questions regarding the program.
 - Note: Faculty may consider offering a special informational session during the weekend and invite student's parents.

Phase II



- Create course
- Advertise, Promote, Recruit
- Faculty-Led Study Abroad Agreement
- Academic and Program Deadlines
- Confirmation



Create Course

- Submit your course request to your Dean or follow your department's process to create the course.



Advertise, Promote, Recruit

- Advertise and present your faculty-led program to students. Remember to present your answers to the 4W's & 1H.
 - What
 - Who
 - Where
 - Why
 - How
 - Added bonus question....**HOW MUCH?**



Faculty-Led Study Abroad Agreement

- Distribute the Faculty-led Study Abroad Agreement to interested students. Students are required to submit the completed agreement to the Study Abroad Office **before** pursuing further plans.
- Copies may be picked-up at the Study Abroad Office, forwarded to faculty's mail box upon request, and/or downloaded via the following Study Abroad Websites:
 - [Forms for Faculty-led Study Abroad](#)
 - [Downloadable Documents](#)



Academic and Program Deadlines

It is imperative that students adhere to the following deadlines you have set forth to be able to participate in your program.

- Academic Deadlines:
 - Registration
- Program Deadlines
 - Deposits
 - Final Confirmation with third parties
 - Air travel tickets
 - Land transportation



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.

Confirm...

Cross your t's, Dot your i's



Once the academic and administrative deadlines have been met, confirming with the airline(s), hotel or housing accommodation(s), and/or land transportation are always recommended.

Contact Information



Javier Lozano, Ph.D.
Director, Sister
School Partnerships
847 East Hildebrand
San Antonio, TX.
78212
210-805-3015
lozano@uiwtx.edu

Alanna Taylor
Study Abroad
Coordinator
847 East Hildebrand
210-829-5709
Avtaylor@uiwtx.edu