

POLICIES AND PROCEDURES FOR FACULTY-LED STUDY ABROAD

I. MISSION AND PURPOSE OF INTERNATIONAL PROGRAMS

A. University Commitment to International Programs

The Internationalization Initiative will greatly expand the opportunities for faculty and students to move beyond the boundaries of local culture, to study abroad, and to make use of the resources of Global College. Global College itself will add new disciplinary curricula, strengthen its emphasis on global careers, build new programs in Europe, and align its global activities with LIU's faculty-led internationalization initiative.

B. Purpose

The University endeavors to facilitate an understanding of the challenges faced by other peoples and a commitment to serving them through a variety of initiatives, especially study abroad. It is abroad that students will experience other cultures first hand. Aware of the fact that not many students are able to participate in long-term programs in other countries, the University is committed to creating more affordable, short-term, credit bearing opportunities abroad for its students led by its faculty.

II. DEFINITION OF FACULTY-LED PROGRAM ABROAD (FLSA)

Faculty-led study abroad (FLSAs) are short-term LIU credit courses taught mostly outside the United States by LIU faculty.

If a short-term credit course is approved by the sponsoring academic unit's budget, one faculty leader will be assigned to teach the course consistent with the remuneration provisions of his/her CBA; and only *authorized* expenses will be reimbursed through the sponsoring academic unit's budget.

III. FLSA RATIONALE

The success of FLSAs is predicated upon LIU's ability to encourage and support the faculty in the creation and implementation of such programs while reducing the risks to students, faculty leaders and the University.

IV. FLSA OVERSIGHT

Because FLSAs involve the awarding of academic course credit, international/cultural experiences, and extraordinary health, safety and security issues, the necessary oversight of the FLSAs includes the deans of the sponsoring academic units, the University Dean for International Education and the Offices of Academic Affairs, Study-Abroad, and University Counsel.

V. POLICIES REGULATING FLSAs AND RELATED STANDARDS AND PROCEDURES

A. Student Learning and Development

1. **Student development:** The FLSA provides opportunities that encourage student development and integration of new knowledge and experiences (e.g., leadership skills, maturity and growth in cultural awareness).

2. **Learning outcomes:** The FLSA fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, site and program goals.
3. **Language and intercultural development:** The FLSA provides language and intercultural development as appropriate to its curricular objectives.
4. **Intrapersonal development:** The FLSA provides opportunities for reflection during and after the experience.
5. **Environmental and cultural responsibility:** The FLSA takes into consideration the impact the program and its participants may have on the environment and the people of the country visited.
6. **Assessment:** The overall student experience is assessed at the conclusion of the program. The faculty leader is responsible for encouraging all students to complete evaluation forms, which should be submitted to the appropriate dean. Forms can be found at http://www.washington.edu/oea/services/course_eval/about.html
Student Learning Assessment Faculty leaders will assess the performance of the students according to the objectives articulated in the syllabus.

B. Academic Framework

1. **Academic credit:** The FLSA must be approved for academic credit according to the policies and procedures of the academic unit that is awarding the credit. A typical FLSA awards 3 hours of credit, dependent on the objectives and length of the program and the number of contact hours before, during and after the experience. If a new course(s) must be developed for a FLSA, the new course(s) must be approved by the respective curriculum approval processes of the sponsoring academic unit(s). Ex-courses will be permitted with the approval of the Dean.
2. **Length:** The typical duration outside the U.S. for a FLSA is two weeks; exceptions may be granted with approval of the dean of the sponsoring academic unit, University Dean for International Education and Office of Academic Affairs.
3. **Curriculum integration:** The sponsoring's department determines whether the FLSA fulfills a general education, elective, or major/minor requirement. Cross-listing in other academic department(s) is encouraged in consultation with the relevant department chair(s).
4. **Academic guidelines:** The FLSA calendar will be used to determine the dates and procedures for enrollment changes, withdrawal, and liability.
5. **Academic coursework:** The FLSA is academically rigorous and provides an intercultural-enriching learning experience as evidenced in the approved syllabus for the course(s). In addition to the typical requirements of a syllabus in each academic unit/department, the course associated with a FLSA must include a course schedule, a travel itinerary, student eligibility criteria, cultural and mobility requirements for the areas to be visited, and reasons for dismissal for the FLSA.
6. **Academic evaluation:** FLSA leaders will use appropriate methods to evaluate the academic content of the course, including the added dimension of the international sites and experiences as contributing to the learning.

C. Faculty Responsibilities

In addition to the common duties associated with faculty status, the responsibilities of a faculty leader of a FLSA include, but are not limited to:

- completing FLSA faculty leader orientation, including a review of relevant University policies

- participating in activities to market the FLSA
- complete University Online Title IX orientation: <https://webapps.liu.edu/everfi/Login.aspx>
- cooperating with students, parents, and University offices in planning and executing travel details
- making local arrangements for guest lecturers and site visits; contracts with third-party vendors must follow University guidelines for approval
- preparing a travel itinerary with accurate contact information for each place to be visited
- conducting pre-travel and, if so designed, post-travel contact hours at LIU
- ensuring that students participate in cross-cultural orientation sessions
- complying with the deadlines for the submission of materials and documents
- carrying out all FLSA activities while abroad, including accompanying students to all FLSA scheduled activities
- mediating language difficulties, cultural sensitivities and local community relations for students
- preparing incident reports in all matters concerning students' health, safety, and security (see item below: 1e. Health, Safety)
- managing and accounting for all funds dispensed for the FLSA after returning to the United States, consistent with University policy, and
- submitting a Final Report on the FLSA to the office of the sponsoring dean which will include assessment

D. Student Selection

1. **General Statement:** The prerequisites, recruitment, selection, and admission of FLSA participants must be published and transparent, and consistent with LIU's policies and the course requirements and standards applicable to specific FLSA course(s).
2. **Compliance with Federal and State Laws:** In accordance with federal and state laws and regulations, all qualified students seeking admission to a FLSA program will receive equal consideration without unlawful regard to an applicant's race, color, religion, national origin, gender, age, disability, marital status or veteran status.

FLSA faculty leaders, in collaboration with the Study Abroad office will consider for admission any candidate who demonstrates the ability to perform the skills and abilities specified in the FLSA course requirements and standards with or without reasonable accommodation consistent with the Americans with Disability Act and Section 504 of the Rehabilitation Act, which allow for the provision of services and accommodations for qualified individuals with disabilities. Services and accommodations for qualified students with disabilities are provided to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students requesting accommodations must take the following steps:

- a. Submit to the Study Abroad office a request for accommodation and supporting current documentation from a licensed physician, psychiatrist, or psychologist.

- b. Submit the documentation at least six (6) weeks in advance (subject to change if more time is deemed necessary) of the FLSA course, program or activity.

Requests for accommodations are then reviewed by the FLSA leader, the Study Abroad office and the Office of Legal Counsel. The Learning Support Center will be consulted and provide a recommendation regarding the scope of the necessary accommodations. Any student requesting accommodations must submit medical or other diagnostic documentation of the disability and any limitations, and may be required to participate in such additional evaluation of limitations as may appropriately be required by LIU prior to receiving requested accommodations. LIU reserves the right to provide services only to students who complete and provide written results of evaluations and service recommendations to appropriate University personnel.

3. **Affordability:** FLSAs seek to be affordable for the greatest number of students. Faculty will be cognizant of minimizing student costs but will need to balance cost against student experience. The maximum program fee to be charged to students will be \$1500, in addition to tuition and airfare.

E. Student Eligibility, Application Process and Approval

1. **Eligibility:** FLSA participants must be students in good standing, and enrolled at LIU with no holds on their records or accounts.
 - a. **Undergraduate students:** LIU undergraduate students are eligible for participation in a FLSA provided that they have:
 - The necessary prerequisites for the FLSA course
 - Sophomore standing before departure
 - A minimum GPA of 2.50
 - Good academic standing
 - Good disciplinary standing at the time of application
 - b. **Graduate and professional students:** LIU graduate students are eligible for participation in a FLSA provided that they have:
 - The necessary prerequisites for the FLSA course
 - A minimum GPA of 3.00
 - Good academic standing
 - Good disciplinary standing at the time of application
 - c. **Non-U.S. Citizens:** Students who are not U.S. citizens should check with an embassy or consulate of the FLSA country of destination regarding entry visa requirements.
 - d. **Students from other universities:** Degree-seeking students from other universities who are interested in participating in LIU's FLSAs must be admitted to LIU as a visiting student, meet the requirements under "Student Eligibility" and provide documentation from their home institution's on processes needed for compliance and the approval for the acceptance of FLSA credits.
2. **Application Process:** Interested students may access the FLSA website for a listing of upcoming FLSAs.

To initiate the FLSA application process, the student must:

- Complete and submit an application to the Study Abroad office. The form will be sent to the respective FLSA leader for review and approval. Additional

reviews may be conducted by the Registrar's Office, the Academic Standing Committee and the office of Student Conduct.

3. **Approval:**

Pre-Approval

- (i) Upon receiving the FLSA application, FLSA leaders may interview the student. If the leaders verify that the student meets the criteria for participation in their FLSA, the FLSA leaders notify the Study Abroad office of the student's pre-approval.
- (ii) Pre-approval will be granted on the basis of the following:
 - FLSA Application for Participation
 - Interview with FLSA leader (if necessary)
 - Student/Parent Acknowledgement Form
 - Confirmation of the GPA, academic standing and account holds
 - Disciplinary check
- (iii) The Director of Study-Abroad will then notify the student of his/her "pre-approval" status and copy the FLSA leader and the sponsor dean's office.

Final Approval

Final approval is granted by the Office of Academic Affairs based on the FLSA calendar **when all FLSA-related documents and steps are completed.**

- (i) FLSA-related **documents** are:
 - Travel Waiver Form
 - Health Disclosure and Medical Approval Form (Note: LIU reserves the right to request additional behavioral or health assessments)
 - Confirmation and conditions form
 - Flight Information Form and copy of flight itinerary (if traveling individually)

The documents listed above must remain on file with the Study Abroad office for each student in the program; copies also must remain with the FLSA leader while the group is abroad.
- (ii) FLSA-related **steps** are:
 - A final check of academic and disciplinary records is made
 - Participation in the Pre-Departure Orientation(s) led by the FLSA leader and the Study Abroad office

Only after meeting all eligibility requirements for participation and completing all documents and steps of the application process can students receive the final approval for FLSA participation from the Study Abroad office. Students who purchase transportation tickets and make other plans for participation prior to receiving their final approval assume the risk of self-incurred non-reimbursable expenses if they are denied final approval.

F. **Student Code of Conduct**

FLSA leaders are responsible for enforcing all LIU standards and policies.

1. **Rules**

- a. Students participating in FLSAs are bound by all applicable rules, regulations and policies of LIU, by the rules, regulations and policies of any foreign academic institutions

at which they may stay or study, and by the laws of all foreign countries they may visit. Violations of any LIU rule or regulation set forth in the *Student Handbook*, and other relevant University policies and regulations will not be tolerated. This includes no consumption of drugs, no drinking by or with minors, no consumption of alcohol during an FLSA-sponsored program event, and no excessive consumption of alcohol in a way that interferes with the program function.

b. Under no circumstances shall any faculty member consume alcohol in the presence of students whether it's a scheduled or non-scheduled FLSA-sponsored event.

c. Each program may establish additional site-specific and cultural-specific program policies to which students must adhere. These may be driven by health, safety, security, or cultural factors. In addition, students are obligated to conform to all logistical and organizational requirements necessary for the proper functioning of the program, as specified in writing by the faculty leader.

2. **Responsibilities**

In addition to meeting the eligibility requirements as set forth in Section D, the responsibilities of students participating in a FLSA include, but are not limited to:

- Notifying the FLSA leader and the Study Abroad office of any changes in forms previously submitted
- Completing all course assignments and activities before, during and after the FLSA
- Providing notification to and receiving approval from FLSA leaders regarding plans outside of scheduled events or activities
- Meeting any additional expectations as set by the FLSA leader

3. **Enforcement of Discipline**

If there is reason to believe that:

- a. a student may have violated University rules, regulations or policies, the rules and regulations set forth in the *Student Handbook*, the rules, regulations or policies of a foreign academic institution, the laws of a foreign country, or expectations or regulations specified by the faculty leader; or that
- b. a student's conduct poses a significant risk or threat of harm to the health or safety of the student, to others, to the stability or continuance of the FLSA, to property, or adversely affects the academic integrity of the program and the reputation of LIU, the faculty leaders will meet with the student.
- c. An Incident of alleged sexual misconduct occurred, the faculty leader must respond and report according to Title IX requirements.

A written and dated record of the meeting must be prepared and maintained by the faculty leader. The faculty leader will advise the student, in advance of the meeting, of the conduct that necessitated the meeting. If the faculty leader determines that the student's conduct warrants dismissal from the FLSA, the faculty

leader must confer with the Dean of Students and the Dean's office sponsoring the FLSA regarding appropriate action.

4. **Dismissal**

The desired outcome of the meeting with a student is that the student will be permitted to complete the program. If the faculty leader determines, however, that the student's continued association with the program poses a significant risk of harm to the student or imperils the health or safety of other program participants, adversely affects the academic integrity of the program or the reputation of LIU, or the relationship with a foreign institution or country, then the student will be dismissed immediately from the program.

In the event of dismissal from the program, the student must immediately vacate the facilities provided by the program and withdraw from all course work associated with the program. The FLSA faculty leader will accompany the student to the nearest transportation facility for the journey home. Additionally, if dismissed, the student remains responsible for all costs associated with program enrollment, including expenses related to a return trip to the United States if that is necessary, without recourse to a refund. Beyond these provisions, student conduct and discipline are governed by relevant provisions of the *Student Handbook*. As such, FLSA students may be subject to additional disciplinary procedures and penalties under those provisions upon their return from abroad.

5. **Appraisal**

Prior to registering for a FLSA, students (including visiting students) must review all relevant LIU policies, as well as the rules, regulations and responsibilities set forth in the Student Code of Conduct as set forth in the *Student Handbook*.

G. Preparation for the Learning Environment Abroad

1. **Pre-Departure Orientations**

Led by the Faculty Leaders and the Study Abroad office, the Pre-Departure Orientations are required of all FLSA participants. It includes

- a. a discussion of the academic program and information about the host location and culture for purposes of consistency in the delivery of specific knowledge and expectations (conducted by the FLSA leader)
- b. health and safety issues and general cross-cultural training for purposes of consistency in the delivery of information related to risk management and foundational cultural knowledge.

2. **On-Going Orientation**

Upon arrival at the host location, the FLSA leader will provide students with a continuous orientation to the host culture by providing them with information about the host location and culture to maximize their learning experience.

H. Organizational and Program Resources

1. **Personnel**

FLSA Leaders are LIU faculty who have the qualifications, knowledge and an appropriate level of commitment and engagement to support the curriculum and the student learning environment both inside and outside the classroom. They hold U.S. citizenship in case circumstances abroad require that they seek the support of the local

U.S. consulate or embassy for themselves and their students. They are also familiar with the local culture, having been there at least once prior to leading the FLSA.

2. **Compensation of FLSA Leaders**

Faculty members will be paid to teach FLSA courses, accompany the students on all scheduled events and activities and assume responsibility for all aspects of the FLSA. Faculty must factor their salaries into the FLSA budget. Faculty members' salaries will be determined by current CBA based on rank.

FLSA revenue also will cover faculty members' travel, required LIU international insurance, local transportation, meals and lodging expenses. These expenses also need to be included in the FLSA budget.

3. **FLSA Annual Information Session and Workshop**

Faculty members who have completed FLSAs will be expected to participate in an annual information session for faculty members interested in proposing FLSAs.

4. **Communication with LIU while Abroad**

Faculty leaders are required to have a cell phone that functions in the host country available throughout the duration of the FLSA. The cost of the cell phone should be calculated into the program budget. There are many ways to communicate from abroad, such as (a) adding international service to a personal cell phone for the time abroad; (b) renting/purchasing a cell phone in the host country; (c) purchasing a plan through a provider in advance of departure; or (d) purchasing a SIM card for their personal phone and getting a local number.

FLSA leaders will provide the sponsoring dean's office and the Study Abroad office with the numbers for both their personal cell phone **and** the international phone(s).

5. **Financial Resources**

Tuition charged for the course(s) involved in a FLSA will be consistent with the cost per credit hour for similar courses taken on campus during the same academic term. In addition to tuition, fees associated with specific programs may be assessed.

6. **International Facilities for Learning**

The FLSA will utilize facilities abroad that are appropriate to the goals of the program and the host environment and culture.

7. **Student Housing**

Students will be housed in safe, clean and culturally appropriate lodgings and will be provided with an appropriate orientation to the facilities upon arrival by the FLSA leader and/or a representative from the facilities.

8. **Contractual Arrangements and/or In-Country Facilitator**

FLSA leaders will follow University policy and protocols regulating contractual arrangements for housing, transportation and services. FLSA leaders will need to secure all necessary third-party contracts. These contracts must adhere to LIU policies.

I. **Health, Safety and Security**

1. **Safety and Security**

- a. FLSAs will only be offered in countries with which the United States has official relations and where there are no existing U.S. State Department Travel Warnings.

Exceptions may be considered in consultation with the Office of University Counsel, University Dean of International Education, Vice-President for Academic Affairs and the sponsoring Dean.

- b. Regardless of the location(s), leaders should be prepared to respond to health and safety problems, whether emergency or routine in nature.
- c. Faculty will file incident reports regarding all the above health, safety, and emergency matters.
- d. An incident of alleged sexual misconduct occurred, the faculty leader must respond and report according to Title IX requirements (see item above item 6c, Faculty Responsibilities).
- e. All FLSA Programs must comply with LIU policies regulating rental and use of motor vehicles. All private carriers hired to provide required group transportation must provide certification of appropriate insurance coverage.

2. **Safety Risks and Concerns**

If the program involves physically rigorous activities, students will be advised in advance of any necessary preparations that should be made or considered before departure or application. If there are any unusual activities or high risks involved as part of the program or the location, the faculty leader will include the information in the program description; prospective students are expected to review the program description before they apply. Examples include (but are not limited to) sports or physical activities, environmental concerns, and health issues. Environmental concerns include anything from poisonous snakes and insects, to air or water pollution, to extreme traffic hazards. There may be cultural expectations or practices that all students must abide by while on location.

3. **Insurance**

a. **Health Insurance**

All LIU faculty, staff, and students traveling abroad under the auspices of LIU are required to purchase the supplemental travel insurance for the duration of their time away from the United States. All travelers should maintain primary health insurance coverage while abroad. International students, scholars, and faculty are eligible to purchase the insurance if traveling outside the U.S. and outside their home country.

The FLSA leadership must be apprised of student health issues prior to departure so that they can be prepared to handle student and faculty health issues that may arise.

b. **Trip Insurance**

The insurance policy selected by LIU for its students, faculty and staff traveling abroad should include trip insurance to cover unforeseen circumstances such as trip cancellation, delays, etc.

4. **Local Resources**

The FLSA must have contact information at the location to assist with emergencies and health and safety issues, including the nearest U.S. consulate, local hospitals and physicians. The Study Abroad office will enroll the group in the Smart Traveler Enrollment

Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows the Study Abroad office to enter information about its upcoming trip(s) so that the Department of State can better assist the FLSA leader in an emergency.

5. **Liability**

Approved FLSAs are covered under LIU's liability insurance.

6. **Risk Management**

Minimally,

- a. In case a warning is issued by the U.S. Department of State while the FLSA is in progress, the FLSA leader will follow the directives in the warning and communicate with the Study Abroad office and the sponsoring dean's office.
- b. All participants will be covered by LIU's insurance for international travel.
- c. The FLSA leader will have submitted copies of its detailed itinerary abroad and contact information of the leaders and the places where they can be reached to the sponsoring dean's office and the Study Abroad office.

7. **Emergencies**

Faculty-leaders should review emergency plans and enact it if need be. The FLSA leaders will assure that their communication devices (e.g., cell phones) have been tested and assessed. FLSA participants need to be informed about what to do in the case of emergencies.

a. **Student Emergencies**

The FLSA leaders, the office of the sponsoring dean and the Study Abroad office will have emergency contacts for individual students in case of emergencies.

b. **Group Emergencies**

The FLSA leaders will have emergency contacts and contingency plans in case of an emergency that includes the entire group.

J. FLSA Proposal and Approval

1. **Preliminary Proposal and Approval**

A faculty member who wishes to lead a FLSA will submit a preliminary proposal and accompanying budget to the sponsoring dean of the college/school that will award credit for the course(s) involved, through the relevant department chair.

The preliminary proposal will include a reasonable estimate(s) on the number of students that will participate in the FLSA. The preliminary proposal will include costs based on the estimated number of students. It is anticipated that some costs may change due to the number of students enrolling in the FLSA.

The sponsoring dean and the University Dean of International Education will evaluate the proposal and make a recommendation to the Vice-President for Academic Affairs. The Vice-President for Academic Affairs is responsible for approving FLSAs. The budget will be administered by the Academic Budget Officer in the Office of Academic Affairs.

2. Final Budget

Once the Vice-President for Academic Affairs approves the FLSA, the FLSA leader may begin recruiting students to enroll in the FLSA. The FLSA leader must adhere to the calendar date for commitment to the FLSA. Once the final headcount is determined a revised final budget should be submitted using the preliminary budget as its starting point. This final budget should be submitted to the Academic Budget Office with copies to the sponsoring dean and the University Dean for International Education. The final budget will be used to determine the travel fee attached to the FLSA and charged to students.

K. FLSA Cancellation

The sponsoring dean may cancel the program (in consultation with the Vice President for Academic Affairs) for a variety of reasons including, but not limited to, the following:

- a change in contractual status of the principal FLSA leader
- the enrollment of fewer students than the budgeted minimum
- events in the international arena or at a planned residential site that suggest that the security of the participants cannot be reasonably assured
- changes in the cost of travel that occur between the time of initial FLSA approval and the time of the trip
- inadequate fulfillment of the responsibilities by the FLSA leaders.