

**UNIVERSITY OF ARKANSAS
UA FACULTY LED SHORT TERM
STUDY ABROAD PROGRAMS**

FACULTY GUIDELINES

Every faculty member who wishes to lead students in a short term study abroad program outside of the U.S. must first obtain approval to do so, complete a Request to Offer Short-Term Study Abroad Program, and, no later than September 1 in the year in which the program is to be offered, submit required documentation to the Office of Study Abroad and International Exchange (OSAIE).

Any faculty leader planning to supervise students overseas for any educational purpose must have the approval of the departmental chair and academic dean **at least 90 days prior to the intended departure**. Examples of this would be student travel funded under a grant, or a cultural program.

All student participants should be required to sign a Release and Waiver of Liability and purchase study abroad health insurance available through the OSAIE.

Faculty leaders will have the cooperation of the Department of Credit Studies in the School for Continuing Education and Academic Outreach (SCEAO) and Office of Study Abroad and International Exchange (OSAIE). Should the program require administrative support through OSAIE, an administrative charge will be assessed by OSAIE as part of the participant program fee to cover anticipated services. These services may include:

- Assistance with promotion and recruitment;
- Determination of program fee with program leader;
- Participant application process and related student advising;
- Enrollment and proper registration of all participants through SCEAO;
- Preparation of payment schedules and collection of initial deposits;
- Collection of participant waivers, medical information, etc.
- Purchase of study abroad health insurance for students and faculty;
- Assistance with securing group travel;
- Assistance with all pre-departure information and orientation meetings;
- Faculty travel authorizations and group expenditures;
- Payments to all vendors for program services;
- Student program evaluations: collection and summary.

Faculty will take primary responsibility for:

Student recruitment (***Deposits for the minimum number of participants must be made 90 days prior to departure date or by the designated due date - whichever comes first - or program will be subject to cancellation***)

Program content and itinerary;

Preparation of course syllabi

Timely book orders to accommodate off-campus participants;

Distribution/collection of student evaluations;

Timely submission of grades, receipts and travel expenses immediately upon completion of program.