



Gallaudet University
Procedures for Study Abroad
A handbook for Faculty and Students
Fall 2008



A. Introduction:

Study-Abroad is an interesting part of college students' experience which has a lot of benefit not only to the students' academic performance but for a wider world view. As is the normal practice, Gallaudet University is responsible to provide faculty/staffs and students interested in studying abroad with the necessary information they need to make their study a smooth and successful one.

In order for the faculty/student involve to have a good and well develop study plan, it is important that Center for International Programs and Services (CIPS) and the Risk Management Office here at Gallaudet University to review the full Study Abroad program details, along with the program coordinator's well thought plans for managing the safety, security and emergency of the trip.

There are five 8 different types of Study Abroad experience options offered at Gallaudet University:

1. Long-term Study Abroad (semester or year long)
2. Short-term Study Abroad (3 weeks to 6 weeks)
3. Freshmen study tour (less than 2 weeks by Office of Enrollment Management)
4. Honors Study Abroad (organized by the Office of Honors Program)
5. Deaf-Cultural study tour (7 days to 20 days)
6. Internship abroad (degree requirement)
7. Service learning abroad (not required by degree)
8. Research abroad (thesis or dissertation or faculty's research)

To meet the goals of international education Gallaudet University like any other university in the US, faculty members who are interested in having a Study-Abroad with their students are encouraged to develop Study-Abroad programs to facilitate students to learn in an environment different from their own and to experience the cultures of other countries other than their own richly. In order to provide assistance to faculty in developing a well and smooth Study-Abroad programs, the following guidelines have been develop to guide faculty to design their Study-Abroad proposals.

To develop and design a proposal, the following must be considered:

1. Prepare proposal according to the guidelines (see below for guidelines)
2. Obtain endorsement of your department chair and dean of Gallaudet University
3. Submit new course proposals to the Academic Affairs Committee for review and approval (if applicable)
4. Submit the CIPS endorsed Study Abroad program proposal to the Provost for review and approval. The provost will review and determine approval of the program budget and financial agreement.

A **rationale** of why the proposal will benefit the faculty/students should also be included in the package.

- What is the rationale for conducting this program overseas?
- Is there any conflict or overlap with existing Gallaudet University programs overseas?

- Explain how the site was chosen and evaluated.

Faculty members should also consider developing an **implementation plan** (see New Study-Aboard Guidelines) that should be attached to the proposal such as follows:

- A marketing plan for the program
- Timetable for registration, schedule for payment of fees, refund dates for student withdrawal from course and cancellation of program
- Orientation Program
- A plan for student evaluation of the program

B. Proposal Guidelines:

Proposals should be submitted in the following format:

- 1. Nature and purpose of the program, including information on how the program supports the goals Gallaudet University**
- 2. Detailed description of the academic section as follows (if applicable):**
 - i) course title and number,
 - ii) undergraduate/graduate
 - iii) credit hours
 - iv) course description
 - v) academic eligibility and course prerequisites
 - vi) proposal dates, location and length of each section
 - vii) affiliated institution abroad including names and qualifications of instructors
- 3. Non-academic matters:**
 - i) proposed travel arrangement which includes air and ground transportation, to and from program sites
 - ii) housing arrangement including meals
 - iii) security arrangement and emergency procedures
 - iv) visa requirement (if applicable)
 - v) health and insurance requirement
- 4. Recruitment Plans:**
 - i) An account/description of the projected student constituency
 - ii) An outline of the recruitment plans
- 5. Projected Budget (see Budget Checklist):**
 - i) projected number of students and faculty
 - ii) list of expected expenditures
 - iii) projected cost to each student
 - iv) amount and source of faculty compensation
 - v) total budget
 - vi) breakdown on sources of funds (i.e. how much from student participants, department/school, VR, or financial aid etc)
- 6. Other:**
 - i) plans for pre-departure and in county orientation programs

- ii) copies of handouts or description of information to be provided to participants designed to make the most of their experience in the host county such as cultural and other information about the country
- iii) Explanation of how the program is to be evaluated; both the academic and non-academic components of the study. The Center for International Programs and Services has a standard evaluation form for Study-Abroad programs.

C. Pre-planning Trip-Site Visit:

For a better Study Abroad experience, it is encourage that the CIPS program director or faculty member coordinating the trip or offering the course have a site visit prior to taking students abroad. The site visit is very important because it provides useful information to the director/faculty coordinator about the weather, safety of the students, and also helps you become familiar with the program site and be able to provide useful information to the students prior to departure. Through the site visit, the director/faculty will be aware of the environment and ways of living within that culture to ensure that the students are send to the right place for their experience.

Important information to be gathered during the abroad site visit are as follows:

Travel and arrival arrangement:

- Transfer upon arrival
- Available local transportation and costs
- A meeting place for an arrival orientation

Program site including campus or other teaching location, city and general area:

- Services available at the teaching sites to students
- Currency exchange and banking arrangement
- Tourist information and local attractions including maps
- Location of post offices
- Using the telephones and contacting home, internet availability
- Location of train/bus station and travel arrangements for independent travel by students

Accommodation:

- Living arrangement for students and program coordinator
- Meal arrangements for students and program coordinator
- Location of grocery stores and other shops
- Location of laundry services

Academic program:

- Location and use of classrooms
- Availability of equipments
- Excursion sites, travel arrangement for excursions and cost
- Guest lectures and related arrangements

D. Health, Safety and Legal Issues:

Health and medical issues:

- Medical care facilities on site
- Health insurance coverage (Gallaudet requires students to purchase health and accident coverage insurance during their Study-Abroad)
- Country or site specific health concerns
- Policies on academic credit should a student be unable to complete program due to health problems.

Legal issues:

- Visa requirements of countries
- SEVIS implications for non U.S participants who wish to return to U.S (coordinator should ensure that applicants who are non-residents aliens are on good standing and advise them to look into how partaking in the Study-Abroad may affect their status)
- Use of property or facilities abroad
- Conflict between U.S law and local customs of host countries

Unforeseen situations and events:

- Strikes or labor unrest
- Political unrest

Enrollment Procedures:

A student who wishes to arrange an independent study must first contact a faculty member or members who would be willing to sponsor independent study credit for course work conducted off campus. As with other independent studies, the student must have a request for independent study approved by the supervising faculty member and the appropriate chair prior to the beginning the abroad study.

Any requests for more than 8 credits of off-campus independent study, tutorials, or practicum during one term must be approved by the Gallaudet registrar office or the faculty responsible for the course. Inform CIPS of your intent to study independently.

Eligibility for Study Abroad Students

- First year students cannot study off-campus except for the Freshmen Study-Tour and the Deaf-Cultural Study-Tour. Students must spend an academic year or more on campus prior to studying abroad.
- Transfer students must spend at least one term on campus prior to enrollment in an off-campus study experience
- Must maintain a GPA of 2.75
- Must be in academic good disciplinary standing

Finances

The fees will depend on the specific Study-Abroad program. This fee also gives students access to the services and programs that Gallaudet University offers. All payments will be paid in full by each program specified deadlines.

BUDGET WORKSHEET

Study-Abroad Program Title:		
Dates and Session:	Credit hours:	
Program (Fixed) Expenses:		
1. Faculty-coordinator's salary	\$	
2. Faculty-coordinator's living expenses (room, board, etc)	\$	
3. Faculty-coordinator's transportation (air and ground)	\$	
4. Faculty-coordinator's excursion expenses	\$	
5. Classroom or venue rental	\$	
6. Fees for guest lecturers	\$	
7. Stipend for local assistants	\$	
8. Group excursion expenses	\$	
9. Incidentals (copying, etc.)	\$	
10. Interpreters	\$	
11. Translators	\$	
Total (items 1-10)	\$	
Individual Student Expenses		
11. Tuition and Instructional Cost	\$	
12. Gallaudet University Tuition	\$	
13. Program expenses	\$	
15. Required excursions	\$	
16. Others		
Personal Expenses:		
17. Student's travel (air and ground)	\$	
18. Room and Board	\$	
19. Visa	\$	
20. Travel insurance		
Grand Total:	\$	

Checklist for Faculty Coordinator

Checklist

(Note: It helps to keep one copy of this checklist for your records and forward another copy, along with your application form to your Department Head and Dean.)

- ___ I have completed the Program Application Form.
- ___ My Course Description includes a syllabus, rationale for teaching the course at international location and a tentative itinerary.
- ___ I have included the Program Budget.
- ___ My program implementation includes a marketing plan, a registration and fees timetable, an outline for student orientation and a plan for student evaluation of the program.
- ___ I have delivered the original of the completed Application Packet to my Department Head for review and endorsement.
- ___ My Department Head reviewed and endorsed the Application Packet.
- ___ I followed-up with the Department Head to make sure that my Application Packet was delivered in a timely manner to my Dean for review and endorsement.
- ___ After my Dean reviewed and endorsed my application; I collected the completed application plus the endorsement page from my Dean.
- ___ Application has been submitted to CIPS electronically or physically. The original, signed endorsement page has been submitted to the CIPS via campus mail or by hand.
- ___ CIPS informed me the Application Packet has been reviewed and endorsed and delivered to the Provost.

Sample of Endorsement Letter

Endorsements (this page may be handwritten or typed):

Department Head _____ **Date:** _____

Please endorse and comment on original application. Send endorsed original to Dean.

Comment on the importance and position of the proposed Study Abroad course to the mission and goals of your department:

College Dean _____ **Date** _____

Please endorse and comment on original application. Return the completed application to the faculty applicant.

Comment on the importance and position of the proposed Study Abroad course to the mission and goals of your college and to the University.