

**METROPOLITAN STATE UNIVERSITY OF DENVER**



**STUDY ABROAD  
GUIDE FOR FACULTY**



**FOR FACULTY INTERESTED IN DIRECTING  
STUDY ABROAD COURSES**

**Updated July 2021**

<b>I.</b>	<b>Introduction .....</b>	<b>3</b>
<b>II.</b>	<b>National Standards.....</b>	<b>3</b>
<b>III.</b>	<b>Consultation with the Office of International Studies..</b>	<b>3</b>
<b>IV.</b>	<b>Preparation of Proposal.....</b>	<b>3</b>
<b>V.</b>	<b>Course Account.....</b>	<b>4</b>
<b>VI.</b>	<b>Visas and immunizations.....</b>	<b>5</b>
<b>VII.</b>	<b>Travel Authorization.....</b>	<b>5</b>
<b>VIII.</b>	<b>Health and Travel insurance.....</b>	<b>5</b>
<b>IX.</b>	<b>Faculty Role and Responsibilities.....</b>	<b>6</b>
<b>X.</b>	<b>Student Registration.....</b>	<b>7</b>
<b>XI.</b>	<b>Recruitment and Publicity.....</b>	<b>8</b>
<b>XII.</b>	<b>Financial Aid.....</b>	<b>8</b>
<b>XIII.</b>	<b>Contracts and Invoices.....</b>	<b>8</b>
<b>XIV.</b>	<b>Contacts in Host Country.....</b>	<b>8</b>

## I. INTRODUCTION

This document lays out the procedures governing the development and offering of short-term faculty-led study abroad courses. This guide should be reviewed in conjunction with the University's Policies for Faculty-led and Faculty-chaperoned Study Abroad Programs, available at the OIS website: <https://msudenver.edu/internationalstudies/facultystaff/>

MSU Denver strives to provide students with high quality international educational experiences and faculty members are encouraged to create programs that expose students to the international dimensions of their disciplines as well as offer rewarding cultural experiences.

## II. NATIONAL STANDARDS

In order to ensure that institutions of higher education offer academically credible and effectively managed study abroad courses, there are national and international standards and expectations that have been established by professional organizations. The Forum on Education Abroad's **Standards of Good Practice For Short-Term Education Abroad Programs** are among the most widely recognized standards. Please consult the Forum's website [www.forumea.org](http://www.forumea.org). Other valuable study abroad materials can be found on [www.nafsa.org](http://www.nafsa.org) and [www.studyabroad.state.gov](http://www.studyabroad.state.gov) websites.

## III. CONSULTATION WITH THE OFFICE OF INTERNATIONAL STUDIES STAFF

Faculty members wishing to offer a new course or a repeat course must consult in advance with the staff of the Office of International Studies. The OIS will provide guidance regarding travel logistics, budget, host country visa requirements, itinerary, completion of required forms, emergency procedures, program promotion, pre-departure orientation and related matters.

In order to ensure that the course proposal is reviewed and approved at all levels in good time, the planning process should begin at least 18 months in advance of the proposed program.

## IV. PREPARATION OF PROPOSAL

A proposal consists of a Study Abroad Application Form (available at the OIS website) together with various attachments.

The application form asks for:

- A statement about the relevant *qualifications and experiences* of the proposed faculty tour leader.
- A detailed statement on the *international learning outcomes* of the proposed course.

- A detailed *daily academic schedule* showing departure and return dates, as well as specific daily academic activities. The daily itinerary should clearly show scheduled lecture hours and field excursion hours. The proposal should clearly describe who is giving the lectures in the field – the faculty member or another person. If a collaborating host country institution or agency (Museum, Tourism Board, and Tour Company) is supplying the lecturer, this should be specified.
- Specific *written evidence that arrangements* have been made with travel or sponsoring agencies to handle arrangements such as airfare, visas, lodging, meals, ground transportation, admissions, health and travel insurance, etc.
- A *detailed budget outlining* per student costs for airfare, lodging, MSU Denver tuition and fees, any host country instructional fees, visa/s, local transportation, books, health insurance, estimated personal expenses, administrative fee to cover faculty expenses.
- A *detailed group budget* for the total funds to be collected for the course and a *specific disbursement* schedule for payment of expenses.
- A *payment schedule* for all travelers and *refund policy* for the return of collected money.
- An *evaluation instrument* that provides students with an opportunity to rate the quality of the learning activities and logistical arrangements
- Information regarding any *alerts, advisories or warnings* issued by the U.S. Department of State involving the proposed destination.

**To the application form, the faculty member should attach an official approved course syllabus and a copy of the course evaluation for participants. Submit this form and attachments to your department and then to your Dean. The department is responsible for assuring that the academic content of the course meets academic standards of the department and university. Some MSU Denver Colleges/Schools have an International Studies Committee to review study abroad applications and advise the Dean. Consult with your Dean's office to determine if this is the case for your College/School.**

## V. COURSE ACCOUNT

Most study abroad courses are cash-funded and all costs such as faculty salary, benefits, and expenses must be generated from the tuition paid by the participants.

Upon final approval of a proposed study abroad course, the OIS immediately will request the establishment of an account for the course. The faculty director of the course will be designated as the signatory authority.

All funds, **excluding tuition and fees**, collected and expended in connection with the course must be processed through this account according to established University policies. The tuition will be processed through the Office of Innovative & Lifelong Learning and BANNER. The students will pay the tuition through their BANNER account. I&LL will register the students and pay the faculty salary.

The faculty member is responsible for collecting travel fees from the participants. When making deposits to the account, a deposit transmittal form must be used (available on the

Accounting Services web page). Copies of the processed deposit forms and receipts must be saved.

Check request forms and invoices and must be submitted when requesting disbursements from the Accounting Services and must allow that office a minimum of ONE WEEK to process check requests. Faculty member must keep copies of all such transactions.

The Accounting Services Office generally does not favor giving large sums of money to faculty to carry with them to pay for expenses while abroad. As much as possible, the costs must be paid directly to the service providers through the Accounting Services Office. The need for cash travel advances must be adequately justified (contingency funds, honoraria for host county lectures, local public transportation costs) and expenditures must be fully documented upon return. Currency exchange receipts must be saved to document exchange rates that are current during the visit.

## **VI. VISAS AND IMMUNIZATIONS**

Certain countries require that visas be obtained prior to departure from the United States. Please check with embassy of the country(ies) that you are planning to visit. Also, if any of the participants plan to extend their stay abroad by visiting any other country upon the completion of your study abroad course, have them determine the visa requirements of these countries and the logistics of changing airline tickets.

Certain countries also require that travelers to those countries carry records of immunizations. Even if proposed destination country does not require any immunizations, advise your students to consult their personal physicians for medical advice related to what immunizations should be taken as safeguards.

The U.S. Department of State and the Centers for Disease Control and Prevention website contain valuable information on these matters.

## **VII. TRAVEL AUTHORIZATION**

Prior to departure, the faculty member must complete the regular MSU Denver's Travel Authorization (TA) form and obtain all the required signatures. The form is required to provide official approvals for your travel and for insurance purposes. If you are requesting any cash advances, you must use the account number that is designated for your study abroad course. Allow sixty days for the approval of the TA form by the president.

## **VIII. HEALTH AND TRAVEL INSURANCE FOR PARTICIPANTS**

It is mandatory that each participant be enrolled in an insurance plan that provides medical coverage abroad. Participants who are regular students at MSU Denver and are enrolled full time while participating in a study abroad course and subscribe to the campus insurance plan

are covered while traveling. This health insurance plan includes medical evacuation and repatriation of remains.

Students with their own insurance will most likely require a supplemental insurance for their time abroad. OIS recommends students using the Department of State to learn about options <https://travel.state.gov/content/travel/en/international-travel/before-you-go/your-health-abroad.html>

All students must provide evidence concerning their private insurance coverage through required MSU Denver paperwork. This must include, at a minimum, **the name of the company, policy number and documentation that coverage includes emergency medical evacuation and repatriation of remains.**

The Faculty director should inform the students that in the event of emergency medical evacuation, the participant is responsible for any costs incurred and then file claims with insurance provider. If MSU Denver incurs any expenses related to the participant's emergency evacuation (such as airline fees, hotel or local transportation costs) the participant must reimburse MSU Denver.

Participants may also want to consider taking out trip cancellation coverage as well.

## **IX. FACULTY ROLE AND RESPONSIBILITIES**

The faculty leading the study abroad course is responsible for following all appropriate University policies. Study abroad courses are quite demanding with respect to time and effort. In addition to the normal curricular responsibilities, the faculty director must be prepared to invest time in preparing a suitable proposal, recruiting participants, bookkeeping, making the necessary travel and host country arrangements, and managing emergencies and crises while abroad. Quality of leadership is critical to the degree of success of a study abroad course. The faculty is literally "on call" for the entire duration of the study abroad. Following are some of the most important expectations of the faculty:

### Before the study abroad course takes place:

- If directing a study abroad program for the first time, Faculty leader(s) must meet with the Executive Director of the Office of International Studies 18 months prior to the semester in which the course will be offered.
- Submit the Study Abroad Application Form to the Department Chair and the Dean for their approval prior to submitting it to OIS.
- Develop a recruitment plan and create a Course Enrollment Application Form. Note: all study abroad students are required to complete a set of documents for OIS in regards to health, safety, and liability
- Become familiar with MSU Denver's accounting procedures.
- Ensure that the participants meet any necessary course prerequisites and enrollment criteria as s/he would do with an on-campus course.

- Provide prospective participants with complete and current information regarding the program content and travel arrangements.
- Provide the latest U.S. Department of State travel advisories on the country(ies) to be visited. If the areas to be visited are described to be unsafe and pose undue risk to American nationals, approval may be denied. The advisories are available on the web at <http://www.state.gov/travel/> Advise participants, in writing, on any risks involved in travel to the destination involved in the specific course.
- Ensure that each participant has health insurance that includes emergency medical evacuation which will apply en route as well as in the host country and repatriation of remains.
- Advise participants:
  - on additional optional insurance for trip cancellation
  - on passport, visa, and vaccination requirements
- Provide to the participants in writing the requirements, expectations, and all other information related to the specific course including a detailed daily itinerary
- Provide participants with telephone numbers, fax numbers and e-mail addresses of several MSU Denver personnel (Office of International Studies staff, Department Chair, Dean) to contact in case the faculty member becomes involved in emergency situations (illness, accident) and the group needs additional assistance.
- Be knowledgeable about the availability of emergency medical services in the host country.
- Be familiar with the MSU Denver's *Emergency Communication Plan*.
- Work with OIS to ensure that all students complete required documents (Authorization Form, Health Release, Release of Liability, Code of Conduct, Emergency Contact, Participant Information, Health Insurance and Passport information). Currently OIS is transitioning to a new management system, and OIS staff will best advise faculty and students for collecting these documents.
- Conduct pre-departure orientation meetings.
- Review guidance provided by the Department of State for International travel and ensure that all participants register on the [Department of State's Smart Travel Enrollment Program \(STEP\)](#), which can be accessed at [www.travel.state.gov](http://www.travel.state.gov)

While abroad:

- Maintain in your possession the telephone numbers of the participants' emergency contacts (family members and insurance agents), and the copies of the participants' passports. (Copies of these are also on file in the International Studies Office.)
- Give immediate attention to complaints, issues raised by any participant (illness, problems with accommodations, inter-group conflicts, harassment, etc.) with a view to remedy the situation. Complete an Incident Report if appropriate.
- Carry US Embassy/Consulate 24/7 phone number in case of emergency.
- Remind students that MSU Denver's academic and behavioral standards are fully applicable while abroad.
- Review emergency procedures (where to meet, who to contact).

- Advise participants not to leave their passports, money, or other valuables in their rooms if they are staying in hotels. Advise them to carry at least one piece of photo identification at all times while they are abroad.
- Distribute a participant roster with local contact information and encourage participants to develop a “buddy system.”
- Remind them that the possession and use of drugs can result in very serious consequences.

## X. STUDENT REGISTRATION

University policy mandates that all participants in the study abroad course(s) must be admitted to MSU Denver and be officially enrolled in the specific course.

If the course is offered as a cash-funded course, then request a Registration Roster from the Office of I&LL. All participating students must sign this roster.

If the course is offered as transfer credit, students will be registered for a placeholder course by Jennifer Provizer, 303-615-1071, [jprovize@msudenver.edu](mailto:jprovize@msudenver.edu)

## XI. RECRUITMENT AND PUBLICITY

The faculty member must plan on investing time to promote the study abroad course and to recruit participants. The promotion may be started before all the approvals have been obtained **provided that the promotion materials state that the University approval is pending**. OIS staff is available to assist.

## XII. FINANCIAL AID (Participants’ responsibility)

Students may use their financial aid award to participate in a study abroad course. , The Office of Financial Aid requires students to individually submit a budget and budget adjustment form for the study abroad course. Faculty will need to fill in the details on the budget form and provide it to the students. **It is the responsibility of the student to go to the Office of Financial Aid and complete his/her financial aid application packet in a timely fashion. Also, please note that Financial Aid awards are distributed only 10 days prior to the beginning of the semester and will not be accessible to pay for course/travel deposits which are usually due much sooner. Participants will have to make other arrangements.**

## XIII. CONTRACTS AND INVOICES



Contracts for any services provided by a private company for the academic and logistical arrangements for the course must be reviewed and approved by the Office of the Provost and the Manager of Contracts and Business Services.

Invoices, accompanied by signed check requests and approved TA, need to be submitted to the Accounting Services for payments.

#### **XIV. CONTACTS IN HOST COUNTRY**

Prior to departure, please provide to OIS the telephone and e mail contact information of the host country personnel who will be assisting with the arrangements in case emergency communications are warranted.

#### **XV. The following forms are available online at**

<https://msudenver.edu/internationalstudies/facultystaff/>  
Study Abroad Course Approval form (cover sheet and sample template)

Student documents - OIS staff will reach out to the faculty to inform them of the required documents and if they need to be completed online or by paper during this transition period.