



STUDY ABROAD PROGRAM HANDBOOK

The Study Abroad Program Handbook stands as a guideline of policy and procedures for those leading study abroad programs at Southeastern University. Study Abroad programming is an integral part of SEU's recruitment and retention methods. In addition, Study Abroad adds value to the high-impact practices we wish our students to participate in while studying at Southeastern University. For any study abroad program to be promoted within Southeastern University, the program must first be approved through the Study Abroad Advisory Committee and Global Health & Safety Committee, follow all procedures outlined in this handbook, and work in conjunction with the Study Abroad Office. No study abroad program is to be promoted or run outside the knowledge and approval of the Study Abroad Office and Provost's Office. For any further questions not addressed in this handbook, please contact the Study Abroad Office in Mod 10 at studyabroad@seu.edu or 863-667-5512.

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STUDY ABROAD

WHO MAY LEAD/PARTICIPATE IN A STUDY ABROAD

Who May Participate: Study abroad programs are coordinated and thoughtfully planned to enhance the learning experience of Southeastern students. While students are traveling overseas they are participating in lectures, engaging in group discussions, and working on assignments. To preserve the sanctity of the classroom, students taking the study abroad for credit will benefit from top priority placement on the program. Thereafter, students/faculty/staff desiring to travel on the program but not obtain credit may participate. It is discouraged that parents participate in study abroad programming. The chaperone/leader role will be kept to university faculty, adjuncts, and staff.

Who Qualifies to Lead a Program: In order to keep the fidelity of Study Abroad as an academic endeavor, program leaders must be faculty or adjunct professors for Southeastern University. Individuals leading study abroad programs must first have approval from their department Chair and dean. Program leaders must also collaborate with the Study Abroad Office to attain program approval and implement the program according to policies and procedures.

Spouses and Children on Programs: Spouses and children may attend a study abroad program as long as their presence does not impede the learning of the students on the program. Additionally, no spouses and children are to take the minimal spots on a program over a student's involvement. At no point, will a non-full-time SEU-employed individual receive a fully paid for or discounted program. Spouses and children may participate at their own expense pending available spots.

Students with Disabilities: A student with a disability is welcome to participate in a study abroad program. Each program varies in course requirements and many countries do not have the same ADA Accessibility Laws as does the United States. In order to determine an accessible study abroad program, the student will need to meet with the Coordinator of Study Abroad and the Director of Academic and Auxiliary Services to design a plan that will best meet the student's individual goals and needs.

STUDY ABROAD

PROGRAM APPROVAL

Building a Program: The Study Abroad Office is eager to assist professor's in the dreaming, creation, and finalization of a study abroad program. The Study Abroad Office will play the role of guide and mentor in the creation of global education program. However, the Study Abroad Office is not responsible for the itinerary creation of each faculty-led program. Each study abroad professor is responsible to lead as the primary contact for their program. After filling out the Study Abroad Program Proposal Form, the program professor is to first obtain a signature from their Department Chair and Dean. After the proposal has been approved by the sponsoring college, the proposal will then go to the Study Abroad Advisory Committee for final approval. No student recruitment is to take place until the program has been approved by the Committee.

Study Abroad Courses: The faculty/adjunct leading the study abroad program must take all new courses through their Chair, Dean, and curriculum committee for approval. The sponsoring college Dean/department Chair will determine which course substitutions will be pre-approved for all students participating in the program. The academic portion of all study abroad programs must start and finish in one semester to be in compliance with SACS and FAFSA regulations. Therefore, grade submissions must be entered by the deadlines provided by the Registrar. A course may be offered in the spring semester with summer travel as long as the grade is entered by the spring course deadline. All study abroad courses must be coded SA as the section number and the travel destination as the course location.

Study Abroad Program Approval: Before any study abroad program is promoted on campus, a Study Abroad Program Proposal Form must first be approved and signed by the respective Chair and Dean from the sponsoring college. Next, the proposal will be reviewed by the Study Abroad Advisory Committee and Global Health & Safety Committee for final approval. Once the proposal has been approved by all signing parties, the Study Abroad Office will work alongside the program professor for the fruition of the study abroad program.

Competing Programs: At no time will a study abroad program be permitted to operate if it is in conflict with another existing SEU study abroad program. Study abroad programs are not to cannibalize the competition of recruitment for other programs, rather programs should be complimentary and encourage student participation regardless of the program the student chooses. If a study abroad program, at any time, creates conflict with other programs, the Study Abroad Office and Provost's Office reserve the right to cancel the program.

STUDY ABROAD

PROGRAM BUDGET

Building a Budget: It is required that each study abroad professor meticulously builds the budget of their study abroad program. Program budgets will vary. A budget calculator is included in the Study Abroad Program Proposal Form. Each summer the Study Abroad Advisory Committee will review and approve the budget that each study abroad program professor submits. Once the budget is approved and the program cost is communicated to students through Via Traveler Relationship Management (Via), that cost must be honored.

Program Account Lines: The Study Abroad Office will work with the Business Office to create each program's account lines, then program professor will be notified of that information. Each study abroad program will be designated it's own 12 account to track all study abroad payments and expenses.

Student Payments: The Study Abroad Office will track all student payments made through budget transfers, cash, and online payments. Payment deadlines will be clearly posted on the Via page of each study abroad program. The Study Abroad Office will correspond with students in reminders of payments and also check in with students when they have fallen behind in payments.

Program Professor(s) Funding: Student study abroad program prices are built in such a way that the study abroad professor's participation is covered. This enables colleges to build study abroad programs at a minimal cost to the department. Depending on how many individuals are registered and the pre-determined student to SEU employee ratio, a possible "free" spot may open on a program. Should this occur on a study abroad program, the additional paid participation goes to the next SEU full-time employee that is involved in that program. All free participations must be approved by the Study Abroad Office. No exceptions may be made.

Carrying Cash Overseas: Professors will work with program providers/inland contacts to send invoices for inland expenses prior to departure. Minimizing the amount of cash that SEU employees carry overseas is preferred. If cash is needed overseas, professors must submit a request to the Study Abroad Office at least one month prior to program departure. At the end of the program, the program professor must submit receipts to the Business Office by the deadline provided from their office. Honoring this timeline is especially important around the beginning/end of the fiscal year.

Going Over Budget: Should a program go over budget, the program lead and their sponsoring college are responsible for the surplus charges that were not adequately accounted for in the budgeting stage of forming the program.

Pcard Allocations: It is the responsibility of the program professor to communicate with Wells Fargo and set a travel notice as needed for their pcard. If a pcard is used during the study abroad program, SEU employees must allocate program charges within the timeframe specified by the Business Office. Honoring this timeline is especially important around the beginning/end of the fiscal year. Please also take into consideration any international transaction fees that may be incurred, this should be accounted for in the program budget.

Emergencies: In the case of a medical emergency, first contact the travel insurance to determine next steps such as which hospital/services will be covered. After contacting the Study Abroad Office to outline the situation and plan of action, then immediately fill out an Incident Report that will be provided in the program binder. In the case of a logistics emergency, contact the Study Abroad Office should you need assistance to determine a plan of action.

Incidental Funds: Each program professor will be given \$500 cash for inland emergencies only. The full \$500 is expected to be returned to the Study Abroad Office upon completion of the program, unless an incident report and receipts are provided. Incident reports may not be approved by the Study Abroad Office, and the department would be required to cover the incidental expense.

STUDY ABROAD

PROGRAM PLANNING AND RECRUITMENT

Via Traveler Relationship Management (Via): Via is the online management system in which all study abroad programs will be housed. Once a program is approved by the Study Abroad Advisory Committee, the Study Abroad Office will build the new approved program page on Via and grant access to the program professor for their program only. The responsibility of the program professor is to ensure that the program details are correct (description, price, dates, etc.). In addition, as the primary program contact, it is the responsibility of the program professor to manage all student inquiries and applications related to their program, respond to student questions in a timely fashion, and approve participation of students applying to their program on Via. Once the professor has accepted a student into the program, the Study Abroad Office will then track the completion of each student's travel forms. Although the Study Abroad Office will follow-up with students on forms, it is encouraged that program professors remind students to be working on their forms in regular pre-departure meetings.

Promotion and Recruitment: The Study Abroad Office will spearhead promotion for all study abroad programs collectively throughout the year. Promotional efforts will endorse study abroad in general and when possible, highlight specific programs in classroom visits, SEU Preview Days, through social media channels, etc. The greatest promotion the Study Abroad Office will put together annually is the Study Abroad Launch Party. At this evening campus-wide event all approved study abroad programs will be asked to attend and actively participate in hosting a booth in promotion of their study abroad program. Promotion of each study abroad program is a joint effort between the Study Abroad Office and the professor leading the program.

Group Minimum: Each program will have a student to professor ratio, which will allow the professor's participation to be paid for by the students. Although the study abroad program may run with a less than 10 minimum as typically required in a traditional course, a larger student group will assist to reduce the cost overall.

Informational Meetings: Through much research, it has been found that individual program interest meetings are not effective in recruitment for Southeastern students. Small amounts of students attend the interest meetings and prefer to gather information through social media channels. However, if the professor so desires to host informational meetings, it is requested that they inform the Study Abroad Office of such meetings to keep clear communication should a student inquire about the meeting.

Communication with the Study Abroad Office: Faculty/Adjuncts leading study abroad programs must at all times keep clear communication with the Study Abroad Office. If at any time there is a major change made to the program the Study Abroad Office is to be informed. Keeping clear communication between the Study Abroad Office and the program professor will help to create a seamless program and maintain streamlined communication to students.

STUDY ABROAD

PROGRAM PRE-DEPARTURE

Meetings Before Program Departure: Program professors are required to host, at minimum, monthly meetings the semester prior to the study abroad program's departure. It is at the program professor's discretion if the group should meet weekly, bi-weekly, or monthly. During these meetings topics to cover include: overview of itinerary, syllabus, grading and evaluation criteria, student expectations abroad, travel ethics, country specific details, required vaccinations, etc. In addition, it is the responsibility of the program professor to cover country- and region-specific information in pre-departure. Students will be briefed and prepared through these regular meetings with their program professor. Please invite the Study Abroad Office to at least one of the meetings to attend and facilitate the notarizing of waiver of liability forms.

Study Abroad Pre-Departure Orientation: The Study Abroad Office will host a mandatory general Pre-Departure Meeting that will cover rules and information that pertains to all programs going abroad. Information that will be covered may include culture shock, emergency protocol, rules abroad that students must abide by, smart travel tips, etc. Students going abroad in spring will meet at the end of the fall semester. Students going abroad in the summer and the fall will meet at the end of the spring semester.

Passports and Visas: Students are responsible for applying and paying for their own passports and visas in a timely manner. The Study Abroad Office does not provide assistance with said travel documents, but can offer limited guidance and verification letters as needed. Be sure to check passport dates as some countries require the passport is valid for six months after the departure date from the country. Extra assistance will be needed for International Students as their documents may require an additional visa when traveling out of the United States.

Airport Transportation: The Study Abroad Office will arrange vans and drivers for transportation to/from the airports for both departure and arrival from the university. Airport transfer from SEU will be an additional \$50 per student for any group departing from MIA. This cost will be calculated into the overall airport cost.

Program Binder: Program professors will receive a binder and electronic documents from the Study Abroad Office prior to their program departure. Information in the binder will cover emergency contacts and protocol, student allergies and dietary restrictions, itinerary details, printed color passport copies, etc. It is the responsibility of the program professor to have this information on them at all times inland should there be an emergency inland or Stateside. Upon return, the program professor is to give the binder back to the Study Abroad Office.

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CPR & First Aid Certification: Each primary program professor is to obtain CPR and First Aid certification prior to their program's departure. This can be done online according to the availability of the program professor. The cost for the certification will be embedded into each student's program cost at a minimal rate.

Title IX Training: All individuals leading a study abroad program are required to complete the faculty/staff Title IX online training module each academic year. Collectively, all study abroad program professors will meet together with the SEU Director of Title IX Compliance to learn about travel specific Title IX information. Understanding how to properly handle Title IX cases overseas is critical to ensuring a safe and enjoyable program for students, staff, and faculty traveling abroad. This is a requirement for all individuals leading a study abroad program.

Students in Distress: When traveling with students for long periods of time, naturally professors will develop a deeper friendship with students. If you begin to pick up on signs that a student may be in distress and are worried about their health or safety, contact the Study Abroad Office immediately, who will then reach out to the Global Healthy & Safety Committee. Signs you may notice that indicate a student is in distress include; suicidal statements, concerning behaviors, deterioration in physical well-being, etc. If you are unsure whether you should intervene in the situation ask yourself: "Is this beyond my skill level?", "Is the behavior getting worse?", "Does this place other participants at risk?", "Do I feel like I need to talk to someone?" If you ever need to have a difficult conversation with a student, do it in a private setting but never alone in your quarters. Avoid verbal generalities and speak in concrete terms with the student. After any student interaction of this nature, fill out an incident report as provided by the Study Abroad Office.

Travel Insurance: The Study Abroad Office will coordinate the purchase of travel insurance for all students during the duration of their time abroad. This is to ensure that all students are under the same travel insurance benefits and receive the same coverage and emergency assistance. The price of travel insurance will be embedded into the program cost of each student as outlined in the budget.

Smart Travel Enrollment Program (STEP): The Study Abroad Office will enroll all program participants in the STEP program with the U.S. Embassy. This guarantees that the U.S. Embassy or Consulate(s) within the program country(ies) are aware of the travelers' presence in the country(ies) and assist in their safety in case of an emergency.

STUDY ABROAD

ON-SITE

Flights and Arrival: When traveling together as a group, students must be aware of meeting locations and times. If students are arranging their own flights for your program, ensure that they have explicit information on where to meet in the country and detailed instructions on how to get there from the airport. Individual student flight information will need to be collected and shared with the Study Abroad Office prior to departure.

On-Site Orientation: In addition to the meetings program professors will host the semester prior to the program and the pre-departure meeting hosted by the Study Abroad Office, an additional on-site orientation must be facilitated at the beginning of the program. This orientation is important to ensure that students are reminded of critical information and presented with new information that can only be understood now in country.

Housing: At no time is a staff or faculty member allowed to room with a student while abroad. To follow HR regulations and ensure a safe program for all involved, housing arrangements must be planned with staff/faculty and students housed separately.

Alcohol and Drug Use: In accordance with its regular code of conduct, SEU students, staff, and faculty are not to consume alcohol or use any tobacco or illicit substance throughout the duration of their study abroad program. Regardless of the lower legal drinking age that exists in many foreign countries, SEU students, staff, and faculty are to not possess, consume, or distribute alcohol per the Community Covenant, even while abroad.

Student Dismissal: Should the behavior of an individual on a study abroad program disrupt the group and impede the learning of the program participants, the University reserves the right to remove a student from the study abroad program with or without warning, at any time before or during the program. Any decision to remove a student from a study abroad program will usually be made in collaboration with on-site directors and University staff. If a removal occurs, the student will forfeit all fees, expenses, and charges paid to date and will be personally responsible for the costs associated with return travel.

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UPON RETURN

Student Feedback: Upon return from the program, the Study Abroad Office will reach out to students to solicit feedback as a follow-up to their program. Photos and quotes will be used for program-specific and general study abroad marketing. If program faculty receive any materials that would be beneficial for marketing, share these with the Study Abroad Office.

Re-Entry Retreat: At the beginning of each semester the Study Abroad Office will host a Re-Entry Retreat for students who studied abroad for over six weeks in the previous term. This retreat holds a strong emphasis on understanding reverse culture shock and integrating back into campus. Although the Re-Entry Retreat is hosted for students to return well after extended time abroad, the retreat is an optional event, and not mandatory for the participants.