

# **Study Abroad / *Away* Faculty-Led Orientation**

Office of Global Engagement

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What is Study Abroad / **Away**?

When do faculty / staff utilize  
OGE?

*Credit for  
the trip?*

1. Schedule a one-on-one meeting with the Study Abroad Coordinator
2. Review this presentation and the FLSA Manual for recommendations like whether to use a third-party provider to help plan your trip or plan the itinerary on your own.
3. Submit your [Proposal](#) nine months prior to your trip!

Planning a Study Abroad / **Away** Program requires faculty & staff to go far beyond the usual realm of planning a traditional academic course. You need to take on many roles...recruiter, coordinator, counselor, travel agent, crisis manager, etc.

## Faculty Responsibilities:

- Take the lead on the planning and recruiting efforts
- Organize information sessions and payment plans
- Be familiar with the proposed area of travel
- Have knowledge of travel warnings or concerns
- Stay in communication with the Study Abroad Coordinator at the Office of Global Engagement:
  - Each program is unique and faculty will need different things from the Office of International Programs
  - Well-run programs may need very little assistance, whereas other faculty-led programs may have or want more assistance from the SAC or Global Engagement
- Work well with your assistant lead. You are a partnership, so proper expectations and communication is key to your success!



The Study Abroad Coordinator  
is here to help!

# Things to Consider

- **Proposal Process:**
  - Talk with the Study Abroad Coordinator
  - Program Proposal
- **Program requirements:**
  - Contracts, Agreements, etc.
  - Academic correlation & expectations
  - Finances and Budget
  - Debrief and Re-entry
- **Keeping people informed:**
  - Department Chair (*get approval/support*)
  - Registrar's Office & Financial Aid
  - Accounts Payable
  - Global Engagement
- **Providers:**
  - Safe Harbors (for flights)
  - CIEE, EF Tours, etc. (customizable trips)
- **Risk Management**
  - Safety & Health
  - Emergency Plans

Who do you  
*actually* want  
to take with  
you?

**Anecdotes  
from  
faculty!**

- [Financial Aid](#): Short-term/Faculty Led programs
  - Connect the experience to a course, so students can use student loans to pay for the trip
  - In order to qualify for financial aid, students must be registered for a **minimum of 6 credit hours** (and receive grades of 'C' or higher). *Did you know that the aid you take during the fall/spring can affect your summer aid eligibility?* If students are planning to study abroad during Maymester or the summer, speak to your Financial Aid Counselor, so you can plan your aid distribution accordingly.
- Helpful information from the U.S. State Department about traveling abroad with specific country details listed [here](#).

**FLSA Proposal** due **9 months prior** to planned study abroad excursion. (*The finalized FLSA Plan is due later.*)

**I want to take students during...**

**FLSA Plan is due:**

**Winter Break -**

**September 1**

**Spring Break -**

**December 1**

**May -**

**January 15**

**Summer -**

**March 31**

Approved...Now what?

Obstacles?

**Advertise!**

Tricks of the trade?

**Advertise!**

Getting enough students?

**Advertise!**



“Nationally, the number of U.S. students studying abroad for credit during the 2016-2017 academic year grew 2.3 percent from 325,339 students to 332,727 students.

This represents about 1.6 percent of all U.S. students enrolled at institutions of higher education in the United States and about 10 percent of U.S. graduates.

[A recent survey](#) found that almost 40% of companies surveyed missed international business opportunities because of a lack of internationally competent personnel. When 95% of consumers live outside of the United States, we cannot afford to ignore this essential aspect of higher education.”

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