

University of Missouri -Kansas City

UMKC Faculty/Staff Handbook for Study Abroad



International Academic Programs

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AFTER HOURS EMERGENCY WHILE ABROAD

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Faculty-Led Program Proposal Submission Deadlines

Standard proposal deadline for programs departing in:

- October or November 2018: **July 1, 2018**
- December 2018 or January 2019: **August 1, 2018**
- March, May, June, July and August 2019: **Priority deadline: August 15, 2018**
 - *Proposals submitted by the priority deadline will guarantee the program director table space at the September 19th, 2018 Study Abroad Fair for student recruitment.*
- March, May, June, July and August 2019: **Standard deadline: September 22, 2018**

**Faculty Post-Program Report due by: 60
days after program end date**

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PLEASE NOTE: Current updated versions of this handbook will be available on the IAP Web site at <http://info.umkc.edu/international> Click on *Study Abroad* then scroll to bottom link *Faculty & Staff Resources*.

1 INTRODUCTION

Dear Faculty/Staff Program Director:

The International Academic Programs (IAP) at the University of Missouri-Kansas City has compiled this handbook for faculty and staff who are considering developing a study abroad program and need to know how to proceed, as well as for faculty and staff continuing established programs. Taking a group abroad means accepting extra administrative responsibilities, but you are not alone! The contents of this handbook will help you understand what is in store for the Faculty/Staff Program Director before, during, and after the trip abroad. The handbook will also give you instructions for making sure that all participants are safe and healthy while away from our campus.

Faculty members who lead study abroad programs make an invaluable contribution to internationalizing the UMKC experience. Participants who might not otherwise consider studying abroad are often willing to participate in a program led by a trusted faculty member. In addition to the fact that faculty-led programs are run by someone that participants know and trust, participants and their families are reassured by the fact that participants are registered in specific University of Missouri-Kansas City classes for these off campus programs.

Study Abroad programming at UMKC adheres to the professional standards and guidelines established by the Association of International Educators ([NAFSA](#)) and the [U-M system policies](#) that govern international education experiences. These standards identify best practices, ethics, and adherence to the highest level of commitment to furthering global understanding. In any UMKC-sponsored study abroad activity UMKC assumes a certain level of responsibility for advising and guiding the participants' assessment and selection of a study abroad program. If UMKC offers credit for the program, we should have confidence in the instruction and experience being provided. We must also play a role in the evaluation of participants' experiences upon their return to UMKC, and in the integration of those experiences into curricular and co-curricular activities.

Faculty/Staff Program Directors are expected to comply with the standards outlined in this handbook in order to maintain high quality programs. While IAP provides assistance, many of the responsibilities for promoting, advising, admitting, and orienting the participants will fall to the Faculty/Staff Program Director. In addition, the Faculty/Staff Program Director is responsible for maintaining the administrative flow and financial management for the program.

IAP's goal is to work with Faculty/Staff Program Directors to run quality study abroad programs that meet the curricular needs of the campus and comply with study abroad health and safety standards. Participants in faculty-led programs of this quality will return to the campus with a global perspective that will spread to the classroom and beyond.

We look forward to working with you on this exciting adventure.

Sincerely,



Linna Place, Ph.D.
Director

IAP's first and foremost responsibility as the designated office for study abroad is to work with Faculty/Staff Program Directors to ensure that participants have access to study abroad programs that are:

- Academically rigorous and meet UMKC curricular needs;
- Administered using sound procedures that make the study abroad process as smooth as possible;
- Located in countries that are considered reasonably safe and to assure that programs are as free of risk to participant health and safety as possible;
- Provide ample opportunities for personal and academic growth for participants.

Faculty/Staff Program Directors are the primary program developers who have control of course content and associated field trips and play a prominent role in all aspects of program development.

IAP Services

- Maintain the [Terra Dotta study abroad program database](#) and online application system for submission of application materials;
- Assist with development of new study abroad programming;
- Advise on study site locations and affiliations;
- Work with Faculty/Staff Program Directors to ensure that all participants in UMKC study abroad programs are covered by the required UM System [Study Abroad Insurance](#);
- Serve as 24-hour emergency contact along with the UMKC Police Department in case of an emergency affecting the health, safety or security of a participant, staff or faculty member on a study abroad program;
- Provide a common core of health, safety and security materials for all UMKC participants and Faculty/Staff Program Directors participating in study abroad programs;
- Organize and hold mandatory General Pre-Departure Orientation meetings in accordance with the UM System [Guidelines for University of Missouri Sponsored Study Abroad Programs](#);
- Provide all participants with a comprehensive [Study Abroad Participant Handbook](#);
- Organize an e-mail distribution list for participants abroad to which IAP sends updated U.S. Department of State travel advisories, information about maintaining health, safety and security while abroad, as well as updates about new UMKC administrative procedures to all participants abroad;
- Liaise with UMKC Emergency Response Team;
- Provide a template for an International Memorandum of Understanding (IMOU) and assistance in drafting new IMOUs;
- Provide printed resources such as: this Handbook, the Provide information on [UMKC Study Abroad Scholarships and other scholarship opportunities](#).
- Assist with promoting programs via the IAP [website](#), database, social media, fair, and flyers/brochures distributed by our office;
- Conduct semiweekly information sessions on study abroad;
- Assist with negotiating new agreements, attaining new program approval, continuing program approval and participant screening;
- Provide re-entry cultural adjustment information and programming for study abroad returnees to maximize benefits and facilitate reintegration into the UMKC community.

You are already experienced in the role of instructor and advisor, though you may find these roles changing markedly in the study abroad setting. Other key responsibilities include specific processes, requirements, and legal expectations which you need to understand.

Responsibilities for leading a group abroad include:

- Program Developer
- Instructor and Advisor
- Recruiter
- Financial Manager
- UMKC Representative
- Travel Manager and Tour Guide
- Risk and Crisis Management
- Mandated Reporter

Exercise of Reasonable Care

Reasonable care is the basic standard against which the operation of any study abroad program may be judged. It is the self-conscious exercise of good judgment and common sense on the part of the institution and the Faculty/Staff Program Director during the planning and implementation of a program. The program you are planning may take you to locations where health, safety and cultural norms are different from those in the U.S. and you must be aware of those differences and their implications. The concept of reasonable care must be exercised when making decisions affecting the program – a standard to which participants, faculty, and the institution should adhere during all phases of this activity. UMKC and our faculty/staff involved in faculty-led study abroad programs, or other sponsored programs overseas, cannot ensure the absolute safety of our participants in every eventuality. Participants are and must be responsible for their own actions and decisions.

It is the responsibility of the Faculty/Staff Program Director to develop a description and plan for each of the following most significant categories of reasonable care and emergency management:

- Academic Mission and Performance
- Program Administration
- Health, Safety, Security and Liability Concerns that assure Participants (and their families) that they will be:
 - Participating in a venture that is relatively free from predictable harm;
 - Informed of reasonable precautions, both prior to departure and during the course of a program;
 - Receiving necessary support and guidance should an unexpected medical condition or potentially threatening situation arise.
- Emergency response protocol that conforms to the [Study Abroad Faculty/Staff Program Director Field Guide](#)
- Travel, housing and other arrangements that are "relatively free from predictable or foreseeable harm."

Risk Management in Study Abroad Programming

Risk assessment is a vital part of program planning and is closely monitored at all levels of the process. Under no circumstances can UM System campuses send participants on a program where there is a U.S. Department of State Travel Warning.

- Check the following key Web sites for all countries you will be visiting to make sure your proposed site(s) are not under Travel Warnings or Health Advisories
 - [The U.S. Department of State](#)
 - [The Centers for Disease Control and Prevention](#) which issues health advisories
- Know the "standard of care" in the study abroad industry that provides a framework within which the institution must operate. Refer to the following:
 - The Interassociational Advisory Committee on Safety and Responsibility in Study Abroad statement on "[Responsible Study Abroad](#)"
 - The Center for Global Education, SAFETI Clearinghouse [Program Audit Checklist](#)
 - The Forum on Education Abroad: [Standards of Good Practice For Education Abroad](#)
- If you make program arrangements yourself and directly contract with providers (e.g. bus companies, hotels, etc.), every effort must be made to check on the reliability, reputation, and safety record of each service provider you are considering employing. When possible, transfer the bulk of this responsibility to a reputable professional in the field (such as a knowledgeable site guide or educational travel provider.)
- Anticipate what could go wrong at each step along the way and plan how to deal with those issues, e.g.:
 - Lost baggage
 - Missed flights
 - Illness of a participant or of the Faculty/Staff Program Director
 - Lack of transportation on arrival
- Get a cell phone that works in your destination(s) immediately upon arrival or before departure (preferred). There are many options. One resource is <https://www.piccellwireless.com/>.

Emergency Preparedness and Response Protocol

The Faculty/Staff Program Director should be as fully informed as possible about current conditions in the destination area(s), and must be prepared to serve as a resource to participants who may require medical care or who express concerns about their safety or security, seeking the assistance of qualified experts as soon as possible. The [UMKC Student Health Center](#) will be happy to help a faculty member prepare a basic travel health kit to help deal with minor ailments. Other helpful resources include [GeoBlue Health Insurance](#) and the [Department of State country specific information](#) (which includes information such as road conditions, medical facilities and safety and security).

Be prepared for the unexpected. Each faculty member should formulate a plan for how to respond to a medical or security problem. This plan will have two parts as outlined in the [Study Abroad Faculty/Staff Program Director On-Site Field Guide](#): a site specific resource plan based on a template, and a set of instructions on how to proceed in an emergency. In the event of an emergency, IAP will support you by following its own Study Abroad Emergency Response Plan.

The guiding principles of these plans are to:

- Attend to the immediate needs of the participant or colleague involved;
- Remove other participants from danger (if applicable);

- Contact (as appropriate) local medical emergency officials, law enforcement, the U.S. Embassy/Consulate and the UMKC International Academic Programs Office;
- Record all steps taken in response to the incident in a detailed, accurate log.

4 OVERVIEW OF THE APPROVAL PROCESS

The process for developing and receiving approval for a study abroad program entails seven steps that will be fully explained in this handbook. Steps 1 and 2 constitute the development of the program and are spelled out in detail in the next section (5). Once the program has been planned, a series of reviews will lead to the final decision to approve. Here is a brief overview of the process:

Step 1: Discuss the basic idea for your program with your Chair, Dean and IAP

Step 2: Complete the online [UMKC-Led International Program Proposal](#) application

Step 3: Submit to your Department Chair

Step 4: Upon approval, Department Chair submits to your Dean

Step 5: Upon approval, Dean notifies International Academic Programs

Step 6: IAP determines if the proposed program upholds standards of safety, feasibility, sustainability and rigor. IAP recommendation is forwarded to the Provost's Office

Step 7: Final approval from the [Office of the Provost](#)

Step 8: Program renewal is conducted annually and begins with your submission of the [post-program report](#) and updated UMKC-Led International Program Proposal application

5 DEVELOPMENT OF THE PROGRAM

Discuss your idea with IAP staff, your Dean and departmental colleagues. As a guide, refer to these questions which you'll want to eventually be able to answer fully.

- Is the proposed academic content a fit for your department's and UMKC's mission?
- Is the proposed topic of study sufficiently focused?
- Do similar programs already exist?
- Is your site an appropriate and safe venue for a study abroad program?
- How does the site enhance your program objectives?
- Is there sufficient interest in the program?
- Is the schedule and timeline feasible?

Meet with your Department Chair early in the process to determine the level of support that will be available to you in terms of program approval, salary and other funds, and clerical/administrative support. It is the Faculty/Staff Program Director's responsibility to navigate the department's approval process for the study abroad program, and to see that the program courses meet the department's stated goals.

Select a program site

Plan a site visit. A site visit provides you with the opportunity to confirm any arrangements you may have made with colleagues, vendors, or other contacts abroad; a chance to see what will be available to you and your participants for lodging, meals, and transportation; and a view of the relative safety of the location you have selected. If you are going to a less-developed part of the world, take photos of terrain, housing options, vehicles, etc., so that you can show prospective participants what to expect. IAP also has Guidelines for Preliminary Site Evaluations that we encourage Faculty/Staff Program Directors to utilize.

Use a reliable travel agent or educational provider to help you plan your site visit, requesting recommendations for in-country transportation and lodging as well as for the trip to and from your

destination. Negotiate group rates with the managers of the companies, as the published price typically does not apply to groups.

Determine the answers to the following:

- Is there a U.S. Department of State Travel Warning in the countries you plan to visit? Remember: the University of Missouri System will not support study abroad to a country for which the [U.S. Department of State has issued a Travel Warning](#), its highest level of alert. [U.S. Embassies overseas](#) often maintain their own websites that can serve as sources of useful information. Health guidelines created by the [Centers for Disease Control \(CDC\)](#) are also an excellent source of information regarding potential health concerns and steps that can be taken to avoid illness and injury. Please check these links often.
- Are there on-site contacts to ensure that appropriate administrative and logistical support for participants is in place?
- Will classroom space be available for the courses being taught?
- How will fieldwork and excursions be planned and executed?
- Will local faculty provide some of the instruction?
- Will the academic facilities that are available to the participants, such as libraries and computer labs, be adequate for their needs in the program?
- Who will make the housing arrangements for the participants and instructors?
- Are housing and classroom sites safe?
- Are there health facilities nearby? What is the quality of their services?
- What will local contacts and vendors charge for their services?
- Are accommodations available for participants with special needs?

In addition, you need to be familiar with requirements for working with international vendors and the possibility of needing to submit documents related to purchasing, as spelled out on the U-M System website: https://www.umsystem.edu/oei/sharedservices/apss/suppliers/w_8_and_w_9_instructions

The Faculty/Staff Program Director should consult with IAP staff after determining the answers to these questions to see if the support provided will meet [established standards for study abroad programs](#) and match UMKC participants' needs.

International Memorandum of Understanding (IMOU)

An IMOU is a document or contract describing a bilateral or multilateral agreement between parties. The [UMKC-Led International Program Proposal](#) application requires you to list who will make the overseas arrangements for your program. If you plan to work with an institution (e.g., an overseas university or a language or cultural institute), UMKC's IAP office will determine if drafting an International Memorandum of Understanding (IMOU) between UMKC and that institution is appropriate. If an IMOU is necessary, the Faculty/Staff Program Director should provide IAP a completed [Coversheet/Proposal: International Memorandum of Understanding](#), available from IAP which can be found under the Faculty and Staff heading on the [IAP website](#). IAP will create the IMOU which must be granted final approval by the appropriate Dean and the Office of the Provost, and must be reviewed and signed by the Provost.

Design your curriculum

The courses offered in the program must reflect the needs and standards of the department and/or academic unit as well as the commitment made by the University to see that the educational experience afforded by a study abroad program will adhere to the same basic principles that govern the rest of the UMKC curriculum.

Study abroad programs should always:

- Have a clear purpose;
- Assure an academic rigor similar to courses offered on campus for the same number of credits;
- Follow a syllabus and schedule appropriate to the credit hours offered;
- Offer a logical connection between the curriculum and the travel sites that provides a balance between academics and experience;
- Seek to maximize participants' exposure to and understanding of the host culture;
- Begin with an orientation; use assessment tools that will allow participants and the Faculty/Staff Program Director to measure progress and evaluate the course; and
- Conclude with a post-course debriefing.

Develop a budget

Many UMKC participants find the cost of overseas studies to be a barrier to their participation. If program costs can be kept close to the cost of similar experiences on the UMKC campus (excluding airfare and spending money), more participants are likely to sign up. The Faculty/Staff Program Director is responsible for developing a program budget by estimating costs for each aspect of the program. The UMKC-Led International Program Proposal and attached budget proposal contains a worksheet that will help you determine your participants' and your own daily expenses while overseas.

A. As you think about a budget that will cover expenses while remaining affordable to participants, refer to these questions as a guide:

- Where your program will be based;
- Activities you plan that will incur fees (tours, special access to certain sites, etc.);
- How many different sites you wish to include in your program;
- The feasibility of moving your group from one site to another (increased travel usually means increased cost);
- The time of year you will be traveling;
- How long the group will be gone;
- Host country weather;
- Celebrations or other special events in the host country (may affect availability of lodging, costs, etc.);
- Seasonal changes in airfare and accommodation rates.

B. Assess all costs:

- Faculty/Staff Program Director's salary, housing, airfare, meals and all program related and miscellaneous expenses (including passport renewal, visa, vaccinations, etc.);
- Startup costs (e.g. site visit);
- Promotional materials and marketing costs;
- Cost of housing and meals, airfare, books, supplies, entrance fees, local transportation, etc.;
- Out-of-pocket expenses incurred by participants either prior to the program or during the program (which are not included in the program fee): mandatory UM System insurance, meals, incidentals, airfare (if not booked together), passport, visa (if required), any possible travel not covered in the program fee, immunizations, limited personal entertainment, etc.;
- UMKC educational fees: tuition, ancillary course fees (student activity, IT, student health fees etc.); participants are charged UMKC tuition at the appropriate in-state or out-of-state rate for the number of UMKC credits that will be awarded by the program. This tuition is not included in the program fee and you should be explicit about this fact.
- [Non-resident participants](#) registered for six or fewer credits during a 16-week term, or three hours or less during an eight-week term may be assessed at the in-state rate.
- Host institution educational fees (if applicable);

- Departmental considerations such as administrative assistance;
- On-site coordination costs (airport pick up, administrative support, etc.);
- Excursions/activities required for the program;
- Finally, keep in mind that the number of participants enrolled will affect your estimates of costs.

NOTE: groups of more than 15-20 participants will probably necessitate having a second Faculty/Staff Program Director (either another UMKC faculty or staff member - perhaps one who would take over the program in future years - or a contact person in the host country).

C. Set Program Fees and cost estimates, based on amounts above, which should include:

- All costs; those that are not directly part of the fee such as out of pocket expenses must still be identified, so that participants understand the full costs of the program;
- A "contingency fund" of \$50-\$100 per participant for unexpected occurrences (emergencies, opportunities that arise after you're in the host country, etc.).

CI. Review the overall university policies for travel in the on-line [UM System Business Policy Manual](#).

CII. Develop a program accounting plan with your unit's fiscal officer:

- Establish what departmental or unit accounts you will use;
- Whenever possible, ask a service provider to send an original invoice directly to UMKC;
- Confer with your fiscal officer about whether your vendors need to submit [W-8 or W-9 tax forms](#);
- Create a record book/log in which you record all expenses associated with the program. Keep copies of original receipts to submit to your fiscal officer upon return to UMKC. If it is not possible to obtain original receipts for program-related expenses, the Faculty/Staff Program Director must keep a log listing all expenses and ask the person providing the service to sign this log. **The UM Business Policy Manual does not provide means for making payments directly to individuals who are not UMKC employees, who may provide educational services as a part of the UMKC study abroad program. UMKC will hold the Faculty/Staff Program Director financially responsible for all charges for which he/she does not have original receipts or log entries. The Faculty/Staff Program Director will also be responsible for all expenses that are not integrally related to the educational aspects of the UMKC program.**
- Obtain a UMKC Travel Card which may be used in lieu of personal funds or credit cards to pay business-related travel expenses, and to obtain travel cash advances. Fees for cash advances through your Travel Card are reimbursable as long as the cash advances are used for official University travel. The Faculty/Staff Program Director may also obtain a monthly cash advance of up to 10% of the credit limit of the UMKC Travel Card to cover emergency expenditures (i.e., \$450 per month with a \$4,500 credit limit). Review the [information and the application for the UMKC Travel Card](#) as well as the [UM System Business Policy Manual for Travel](#).
- Be prepared to request reimbursement for travel-related expenses through the [Travel and Expense Center](#). The Faculty/Staff Program Director must present this information within 60 days following the end of the study abroad program. See Accounting Services website for specific guidance regarding voucher preparation for travel-related expenses. NOTE: Vouchers that include foreign travel must be submitted in U.S. currency. Each receipt must be identified, translated, and converted to U.S. currency. All expense amounts must be converted to U.S. currency and the conversion rate used identified on the voucher or on the receipts. (Credit card

companies normally do this on the bill.) The conversion rate can be per day or an average during the period of foreign travel;

- Determine departmental policy on how to handle any surplus/deficits incurred by the program; Submit a Final Budget Report to your Academic Dean that provides a full analysis of both the income and the expenses for the program. Income is generated from the program fees collected from each participant. Expenses should include all of the direct costs associated with running the program that were paid out of the program fees.

E. Student selection criteria

- **Academic Eligibility:** Study abroad programs at UMKC require Undergraduate students to have at least a 2.75 GPA. Every student must be in good academic standing, as defined by his/her academic unit. For semester programs, full time, degree-seeking status is required. You need to consult the appropriate Dean if a student falls below the requirements by completing the [Faculty/Staff Program Director Eligibility Appeal](#) and turn it in to IAP within 2 weeks after the program application deadline.
- **Conduct Record:** Study Abroad applicants may be denied admission to a program if they have had violations of the [Student Code of Conduct](#). Decisions will be made on a case by case basis by the Faculty/Staff Program Director and Dean of Participants
- Faculty/Staff Program Directors may set criteria specific to their program such as affiliation with a certain group (e.g., Honors College), or enrollees in a particular program or major (e.g. EMPA program).
- If the student does not meet the eligibility criteria that have been set, the IAP application system will generate an email indicating their status has been changed from pending and to check their student portal. Once they log in they will see the denial letter.

Application process

UMKC group program participants apply through the [Terra Dotta](#) online enrollment system on the [IAP website](#). Participants will search for a program and then complete the application process which includes a brief budget ensuring they realize the true cost of the program, a short statement of purpose, and letter(s) of reference. You may also want to require an interview.

Prepare your Group Study Abroad Program Approval Form

All UMKC new study abroad programs must be approved by your Department Dean and Chair, IAP, and lastly, the Office of the Provost. Participants can only earn academic credit and receive financial aid on approved programs.

- Review your plan with your Chair and Dean, and receive their approval/endorsement before submitting your proposal to IAP.
- The [UMKC-Led International Program Proposal](#) and attached budget worksheet will always be on the faculty page of the IAP website.

Proposals must be submitted to IAP Director by the following deadlines:

-Short Term Fall: July 1

-Winter Intercession Programs: August 1

- Spring/Summer: August 15 Priority Deadline to guarantee table space at the September Study Abroad Fair

-Spring/Summer: September 22, Standard Deadline

Your application will be reviewed by IAP to determine if standards of safety, security and liability are adequately addressed. It will go then to the Office of the Provost for final approval. The Provost's Office will make one of the following decisions:

- Your program is approved
- Your program is denied approval, in which case you will receive a letter from IAP with recommendations and comments from the Director and Office of the Provost. If the Director feels your proposal has merit, you will also be invited to resubmit your proposal.

Add the program course(s) to the UMKC Class Schedule on Pathway

- To assign a course number for your program, use an existing UMKC course number from your department or a designated study abroad course number. If assigning a new course number, follow established unit procedures for submitting course offerings.
- Determine number of credit hours:
 - Travel time does not count toward contact time. Contact hours may include any time the participants are engaged in achieving course objectives: tours, classroom time, museum visits;
 - Readings and other work assigned should be comparable to that assigned for an on-campus course of similar credit value. Consider assigning pre-departure readings, presentations, and/or projects, as these will enhance participants' progress toward course objectives and their experience abroad.

Contact the [Registration and Records Office](#), which will:

- List the classes being offered in the UMKC schedule and assign class numbers for courses;
- Assist with registering participants, as needed;
- Set up the appropriate billing transaction codes for a study abroad course
- Notify the instructor at the end of the academic term to log on to Pathway to assign grades for participants;
- In some cases, your program will require participants to enroll both in UMKC credit courses and a course or two at the host institution. The Faculty/Staff Program Director will advise participants on what to enroll in at the host institution and will assist participants in the process.

Decide the method to use for students to register for your program:

- Post your course for Web registration and have participants register themselves for the section you have indicated to them, or;
- Use Add Slips, which you will sign for each student before he/she can register and each student will go to the Registrar's office to get registered or:
Faculty/Staff Program Directors should make sure that students properly enroll themselves in classes and through the study abroad application by the deadlines.

6 MY PROGRAM HAS BEEN APPROVED ... NOW WHAT?

Marketing and promotion

Marketing and promoting your program should accomplish two tasks: generate interest and enthusiasm for the program, and provide detailed information to all potential participants.

Plan your marketing strategy that may include the following:

- Brochures, fliers, and posters, which must contain course description, program features, Faculty/Staff Program Director's name and contact information, availability of aid, program dates, and the university-required Affirmative Action/Equal Opportunity statement (UMKC is an equal opportunity/affirmative action institution);
- Web sites: IAP's Web site will provide information and links to all UMKC study abroad programs including the application button;
- E-mail; IAP collects email from participants who attended our semiweekly information sessions;
- The UMKC Study Abroad Fair (usually in mid-September);
- Program Specific Information Sessions – you may request an announcement on [IAP's website](#);
- Faculty meetings, get the word out to your colleagues;
- Classroom announcements;
- Classified and/or display ads in the [U-News](#).

Prepare promotional materials which:

- Emphasize that your program is an academic course offered by UMKC that will give academic credit; avoid using terms like "tour" or "sightseeing";
- Describe the destination(s);
- Provide an accurate budget estimate on all fees and associated costs;
- Explain [financial aid and scholarship](#) options. Financial Aid Advisors will be able to tell participants how their financial aid will apply to study abroad and will be able to advise study abroad participants about available resources. Participants using aid will make online contact with a Financial Aid Advisor through the IAP online application process. Encourage participants to explore scholarship the many scholarship options available to them;
- Provide a complete and descriptive itinerary;
- Outline the academic content;
- Explain housing and transportation arrangements;
- Explain the online application process.

Participants submit their online application using Terra Dotta software on the IAP website and your program brochure page. The online participant file will include, at a minimum, an application, passport copy, proof of health insurance, emergency contact information, risk/release and a health forms. It may also include any other supporting materials you require, such as:

- Academic reference(s), preferably from UMKC faculty members who have taught the student;
- A personal statement including academic and personal goals for the program;
- Language proficiency certification for programs where the content is delivered in a foreign language;
- Résumé and cover letter for programs with an internship or work component;
- Receipts for payments (which participants would upload per your schedule);

- Interview to assess flexibility, language skills and/or openness to other cultures.

When the application file is complete, IAP will give you reviewer permissions to the site so you may submit your admission recommendation.

Participants with disabilities

The university is bound by the Americans with Disability Act; Faculty/Staff Program Directors are expected to make reasonable accommodations for all applicants. Additional information can be obtained from Mobility International USA, PO Box 10767, Eugene OR 97440 (541-343-1284), or by contacting the [UMKC Office of Services for Students with Disabilities](#) (816-235-5696).

- Studying abroad can be physically and emotionally demanding;
 - What are the physical demands of your program?
 - Will participants with disabilities or medical limitations be able to participate successfully?
 - Is it necessary to provide accommodations or modifications for a participant and can you do so? On a safari, for example, refrigeration for medications may not be available. A tour including the Great Wall of China may not be possible for someone with limited mobility.
- Consider recommending a visit to IAP to discuss needed accommodations or to seek other options;
- If you feel an applicant will not be able to successfully participate in the program, discuss with that applicant why you believe participation in the program may not be in his or her best interest. It can be helpful to invite a staff member from UMKC's disabilities services to join that conversation.

International students and traveling overseas

- International students may have special passport and visa issues;
- International students will need to take care of necessary research and paperwork as soon as possible after deciding to participate in the program;
- Refer them to an International Student Advisor at the [International Student Affairs Office](#) (Student Success Center, lower level: 816.235.1113);
- International students participating in a group study abroad program may have their mandatory study abroad health insurance waived with the permission of the International Student Advisor and Alternate Responsible Officer in the International Student Affairs Office (816.235.1200).

Non-UMKC students

- Non-UMKC students will apply online and they will eventually be directed to complete an online [UMKC Visiting Student Application](#). Non-UMKC students will need to complete this step in order to enroll in a UMKC course.
- Non-UMKC students must also comply with all pre-departure orientation guidelines and materials and purchase mandatory health insurance.

Letter of acceptance

Participants will receive a general letter of acceptance through the IAP online application. The Faculty/Staff Program Director should create a Letter of Acceptance that includes dates, times, and locations for the following:

- Payment amounts and due dates

- Mandatory IAP General Pre-Departure Orientation (PDO)
- Program-Specific Orientation Meetings, including the break out session following the IAP PDO
- The first meeting overseas (especially important if participants are arriving individually)
- Group flight arrangements, if applicable

Information packet that includes:

1. Program and course requirements

Be explicit about course requirements and methods for evaluation. Distribute a syllabus and itinerary showing the following information for each day of the program:

- Hotel address, phone, and other contact information for each day
- First day of program/course and last day of program/course
- Course expectations for each day
- Location of class for each day (if moving around)
- Final project deadlines

Clarify if you will or will not provide extensions for those unable to complete work on time and please encourage your participants to share a copy of this itinerary/syllabus with their families or significant others, in case participants should need to be reached during the program.

2. Registration information

Tell participants how to register for your class and inform them of key deadlines for registration and billing. Check the

[Registrar's current deadlines.](#)

3. A breakout and explanation of finalized costs including UMKC educational and program-specific fees (based on the budget worksheet found within the Group Study Abroad Program Approval Form).

Costs that are not covered in the program fee should be stated explicitly and estimates of these costs should be provided to the greatest extent possible and posted on the IAP program brochure page. (See notes on tuition and fees below).

4. Study Abroad Approval Form

Depending on the program, participants will complete the Program Budget and Foreign Course Approval Form (if some courses in your program will come from a foreign institution) or the Program Budget and Course Approval Form (if UMKC is administering all program credits). These forms have been approved by the Registrar's Office, Financial Aid, and Academic Affairs and ensures the program has been approved and credits will be applied to the UMKC academic record. In your letter, tell participants to download and complete the appropriate approval form (found in the Terra Dotta application portal) and provide instructions for getting it signed by an academic advisor.

- The participant must either scan and email or bring a hard copy of the signed Study Abroad Approval form to IAP;
- IAP will review and sign the form, submit it to Financial Aid (if the student has checked they will apply for financial aid) and upload it to their student portal.

5. Scholarships, billing and other student considerations

Inform students about study abroad funding options, including scholarships <http://info.umkc.edu/international/study-abroad/> (Scroll down to “Funding”)

6. Program withdrawal penalties

Participants should be informed of the penalties if they withdraw from the program after acceptance. Be sure to communicate your policies so that IAP may post them on the program brochure page to ensure fiscal transparency.

7 THE ORIENTATION PROCESS

Once the Faculty/Staff Program Director and IAP have admitted participants, the Faculty/Staff Program Director will issue an acceptance letter including next steps and he/she will begin the process of orienting participants for their upcoming experience abroad. Conducting a thorough program specific orientation is essential to minimizing possible risk to our participants and to the program.

IAP provides a 3 hour General Pre-Departure Orientation for Study Abroad; attendance is mandatory. Faculty/Staff Program Directors should attend at least one General Pre-Departure Orientation. Immediately following, there will be time for you to present a *program specific* break-out session for all of your participants. The summer orientation is usually on a Saturday morning in either late March or early April. Please contact IAP for current dates or see the IAP [website](#). As appropriate, in lieu of the general meeting, it is also possible for IAP to conduct a Pre-Departure Orientation specific to your program. If applicable to your program, please contact IAP to request a date.

Fiduciary duty of the Faculty/Staff Program Director

As the Faculty/Staff Program Director, you have a fiduciary duty to the participants. Your responsibility to your participants is to provide them with a stimulating academic experience in as safe an environment as is feasible given the nature of your program. The level of responsibility assumed by a faculty member who takes on the role of overseas Faculty/Staff Program Director does not, in most cases, extend to an expanded legal exposure for that Director or for other faculty involved. You are liable for participants' safety only insofar as you put them at unnecessary risk, have not informed them of potential risk, or are not acting in your capacity as Faculty/Staff Program Director (i.e., are away from the group or unavailable for contact during the program). UMKC itself accepts the burden of this liability and will provide [defense and protection](#) for employees sued in their individual capacities for activities performed while conducting UMKC business in furtherance of their University duties as long as their conduct was not criminal or willful misconduct.

Study abroad programs are subject to [Clery Act and Title IX](#) reporting policies. Your program is an extension of UMKC overseas and all campus regulations apply. As a UMKC Faculty/Staff Program Director, you should not be considered a “buddy.” Your important role is that of Faculty/Staff Program Director – ensuring a safe, quality, and academically challenging study abroad program. Before and during the program you should:

- Reinforce with participants that they are subject to the laws of the host country and that due process is not the "law of the land" in many parts of the world;
- Reiterate that U.S. citizenship does not give participants immunity from prosecution;
- Inform participants that regulations regarding drugs, alcohol, driving, and general public behavior may be far more severe than in the United States;
- Tell participants what the ramifications of alcohol abuse will be in relation to host country law, to their personal safety, and to continuation in your group program;
- Actively and strongly discourage participants from participating in dangerous or risky activities (hang-gliding, bungee jumping, motorcycle riding, etc.) that in many cases are not covered by the UM mandated study abroad health insurance;
- Tell participants that they remain subject to [UM System's student code of conduct regulations](#) even when they are off campus or out of the country and please direct attention to these specific issues:
 - **Alcohol and Drug Use**
UMKC participants who are not of legal age to drink in the U.S. often are old enough to drink in the host country. UMKC campus standards for alcohol use maintain the same during a study abroad program. UMKC employees must not be viewed as promoting the use of alcohol by participants. Finally, UMKC funds must never be used to purchase alcohol.
 - **Academic Dishonesty**
UMKC guidelines regarding dishonesty, defined as "cheating, plagiarism, or sabotage," also apply to the study abroad academic experience.
 - **Sexual Harassment**
Given the wide variety of countries in which UMKC participants will study, it is obviously not feasible to enforce UMKC official standards of sexual harassment upon the residents of another country. All employees of the University of Missouri-Kansas City, including the Faculty/Staff Program Director and any of his/her assistants, are subject to the [UM System's Sexual Harassment policies](#).
 - **Reporting Sexual Harassment including Sexual Misconduct**
Any employee of the University who becomes aware of sex discrimination as defined in this policy (including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation) is a Mandated Reporter, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the University. For more information, review section [E of this policy](#). Make yourself comfortable with [Title IX policy](#).

The Faculty/Staff Program Director must be clear about conduct that could lead to participants being terminated from the program and sent back to the U.S., at their own expense and with forfeit of tuition and program fees. Faculty/Staff Program Directors must inform participants of the disciplinary process that they will follow, including [verbal warning/incident report](#), [written warning](#), and [expulsion from the program](#).

IAP's mandatory General Pre-Departure Orientation

UMKC has an obligation to provide participants with specific types of information about programs abroad. Topics covered in the (General) Pre-Departure Orientation, as well as in the [Study Abroad Participant Handbook](#) provided in orientation packets include:

- Safety Issues in Study Abroad

- Health Issues in Study Abroad
- Participant Conduct
- Cross-Cultural Adjustment
- Administrative Issues such as registration for courses the semester that participants return to UMKC
- Travel Safety Tips (please see the enclosed “Study Abroad Participant Handbook”)
- Department of State information, country specific
- Centers for Disease Control, country specific

Program-specific information

IAP is always willing to assist Faculty/Staff Program Directors in designing program-specific orientation sessions. Uninformed participants are a tremendous risk to you and your program. If participants know in advance what they can expect and what they are agreeing to do, you will have fewer complaints about the conditions while on the program and fewer chances of damage claims after you've returned to campus.

The purpose of this more specific orientation (held near your departure time) is to accomplish four tasks: (1) to discuss program specific topics, (2) to provide a clear explanation of the fiduciary duties of the Faculty/Staff Program Director, (3) to discuss overall program expectations, and (4) to manage essential documents you may require.

The Faculty/Staff Program Director may consider inviting speakers to the program-specific sessions, i.e., study abroad returnees, exchange students, other faculty with expertise in the country where the program will be located, other local experts, travel agents, etc. The program specific break-out sessions should be used to discuss the following topics, which are an integral part of the program orientation process:

Program Expectations

- ✓ Academic requirements
- ✓ Behavioral expectations
- ✓ Safety and health
- ✓ Local culture
- ✓ Cross-cultural communication
- ✓ Cultural adjustment strategies

Health issues

- ✓ Basic information about medical services
- ✓ Pharmaceuticals
- ✓ Advice on obtaining personal health items before departure (e.g. over the counter medications)
- ✓ Precautionary medications and required immunizations for the program destination (see CDC site)
- ✓ Insects, drinking water, etc.
- ✓ Resources on health issues include the [GeoBlue](#) insurance, the [UMKC Student Health and Wellness Center](#) 816-235-1633 and the [Centers for Disease Control](#).

Daily life in the host country

- ✓ Arrival information
- ✓ Getting acquainted with the host country (health, safety and security issues)
- ✓ Registration information
- ✓ Places to study on site
- ✓ Housing
- ✓ Where to eat
- ✓ Entertainment
- ✓ Weather
- ✓ Shopping
- ✓ Financial information (including banking and the best way to bring money from home)
- ✓ Police registration (if applicable)
- ✓ Location of health services
- ✓ Phone and postal services
- ✓ Miscellaneous necessities and general impressions

Personal safety issues

- ✓ Basic tips on travel and personal security
- ✓ Transportation safety
- ✓ Local crime
- ✓ Areas to avoid
- ✓ Hazards or inconveniences inherent in your program

Emergency response information and procedures

- ✓ Basic instructions on how to respond to an emergency situation including a meeting place
- ✓ A secondary meeting place and a back-up plan; a backup person if FACULTY/STAFF PROGRAM DIRECTOR incapacitated
- ✓ How to contact the Faculty/Staff Program Director at all times
- ✓ How to obtain assistance in case of an emergency (phone number for medical, police, etc.)
- ✓ How to contact the U.S. Embassy or Consulate
- ✓ Who in the group has basic CPR/first aid training
- ✓ Medical conditions of participants that may require special attention or foreknowledge
- ✓ Confidential information about participant health conditions which they self-report are to be utilized only in case of extreme emergency. It is extremely important that FERPA guidelines regarding privacy are maintained.

Department of State Country Information and Travel Advisories

- ✓ Review [information](#) issued by the U.S. State Department and other agencies.

Management of documents: Checklist

Faculty/Staff Program Director must check that each participant has the following:

- Valid passport with an expiration date at least six months after program ends
- Valid visa (if required)
- A copy of the course syllabus
- A copy of the course itinerary (including each destination, hotel address, phone number, and schedule of events)

Faculty/Staff Program Directors must have the following:

- Valid passport with an expiration date at least six months after program ends
- Valid visa (if required)
- A completed Faculty/Staff Program Director Field Guide (contains UMKC emergency procedures and contact information) ... you will complete the sections specific to your destination
- Copies of in-country provider contracts
- A list of your in-country contacts (including medical, legal, local police)
- U.S. Consulate or Embassy telephone and fax numbers and e-mail address
- A copy of each participant's passport
- A copy of each participant's Emergency Contact Information as well as any necessary medical information forms
- Course Evaluation forms to distribute and collect before the group leaves the host country

Faculty/Staff Program Directors must also provide IAP the following information:

- Complete itinerary for the program
- 24/7 contact information for the program while abroad
- Faculty/Staff Program Director Emergency Contact Form
- A copy of in-country contacts list (including medical, legal, local police) for the program
- It is not generally recommended that Faculty/Staff Program Directors take non-participants on an academic program but if it has been approved by your Dean, please fill out the Non-Enrolled Companion Form.

Upon arrival

- Provide all participants with Faculty/Staff Program Director's contact information in the event of a serious illness, arrest or other emergency;
- Establish Faculty/Staff Program Director's office hours, which should be held regularly and in a public place;
- Arrange a predetermined gathering place to meet program participants in the event of fire, natural disaster, political unrest or other emergency;
- Distribute housing information and explanation of policies governing housing if this has not been done in the United States;
- Review process for accessing money, handling funds, and procedures for financial emergencies.
- Reiterate personal safety issues;
- Explain how to use local transportation and communication systems (mail, Internet, etc.).
- Arrange for a city tour and a campus tour when applicable;
- Review location of medical and health facilities and what to do in case of a medical emergency (see completed Faculty Field Guide);
- Review **appropriate conduct of program participants**, which should have been thoroughly discussed in program specific pre-departure orientation meetings. Remind participants of the commitments they made when they electronically signed the University of Missouri—Kansas City Assumption of Risk and Release”.

STANDARDS OF CONDUCT:

- a) I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
- b) I also will comply with the University's rules, standards and instructions for student behavior.
- c) I agree that the University has the right to enforce the standards of conducts described above, in its sole judgment, and that it will impose sanctions, up to and including termination from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am terminated from the Program, I consent to being sent home at my own expense with no refund of fees or program costs.
- d) I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.

Leading excursions and activities

When an excursion or activity is an official part of an UMKC study abroad program, it is important the Faculty/Staff Program Director understand the high degree of responsibility that he/she is taking on in terms of demonstrating "reasonable care" for participant health and safety. Participants, family members, and the administration of the University of Missouri will expect that the Faculty/Staff Program Director has thoroughly investigated the advisability of the activity/excursion in light of health, safety, and transportation concerns by consulting the U.S. Department of State and trusted colleagues on-site.

The Faculty/Staff Program Director should thoroughly vet all persons who will be involved in organizing an activity/excursion, and all modes of transportation that will be used during the course of the activity/excursion. Excursions and activities must be integrally related to the academic purpose of the program. Remember that some activities, such as water sports, may be excluded from insurance coverage.

10 FOLLOWING YOUR RETURN

Collecting and posting grades

Regardless of when your program ends, the Registrar's Office will make grade rosters available on Pathway at the end of UMKC's regular semester. [Instructions for posting Pathway grades](#) are available online.

If this program was a hybrid program in which participants enrolled in courses for credit at a host institution in addition to enrolling in a UMKC course, the Faculty/Staff Program Director's should ensure that participants

- obtain a transcript
- work with IAP and the Registrar's office to ensure credit appears on each student's academic record

Your final report

The Faculty/Staff Program Director will prepare a thorough evaluation of the program **within 60 days of return**, which describes what worked well and what did not. Final reports are particularly valuable to programs that rotate Faculty/Staff Program Directors from year to year, so that lessons learned can be put to good use by future Faculty/Staff Program Directors. Submit an electronic report to international@umkc.edu. Final reports will be distributed to the appropriate Department Chairs and Deans.

- a list of all participants
- a copy of your final itinerary

- a statement of the program's total income and expenses
- a general assessment of your program
- a syllabus

The re-entry process – helping participants make the most of their international experience

The study abroad experience does not end with the return flight to the United States. Upon return to United States, or perhaps on one of the last days of the program itself, Faculty/Staff Program Directors should conduct a “de-briefing” session to allow participants to reflect upon and evaluate the study abroad program. Although a group discussion could be one valuable component of such a session, it is also important to provide participants with the opportunity to express their opinions in writing, through anonymous evaluations.

While we will often take great pains to ensure that participants are fully prepared for the culture shock they will experience upon arriving in another country, they may be unprepared them for the reverse culture shock that they may feel when returning to the United States. It is therefore extremely important to organize and encourage participation in re-entry activities that will help participants process and apply their experiences abroad. Successful re-entry programming not only facilitates the participants' transition back into their lives at home, but also furthers the broader goal of internationalizing the UMKC campus and community.

And now... You've done it! You've provided a group with a life-changing learning experience, one that could never have been accomplished on the home campus. In the process, perhaps you've learned what you'd like to try next on another group study abroad program. And when you're ready, the staff at IAP will be waiting to help you do it again.