



This information is to assist faculty members who are planning any Travel Experiences (TREX). On December 11, 2015, the USF Educational Standards Committee voted unanimously to approve Experiential Learning Definitions, including TREX. According to these definitions, Travel Experiences can include **Short-term Faculty-Led Study Abroad** and **Long-Term Faculty-led Study Abroad**. Student participation in **Exchange Programs with USF Partner Institutions** are also considered TREX. These definitions are University Policy and will be published in the upcoming USF catalog. If you have any questions, concerns or need assistance, please contact the international programs office at internationalprograms@stfrancis.edu

There are three types of faculty-led international experiences that are supported by USF's International Programs Office: Short-Term Faculty-Led Study Abroad, Long-Term Faculty-Led Study Abroad, and Cultural Experiences Abroad. The International Programs Office's goal is to make USF students' international experience better, to help mitigate liability concerns, and to create meaningful international experiences by defining each type of international experience, explaining the steps necessary to faculty who wish to participate, and creating a comprehensive approval process. Definitions have been updated because it is extremely important that our students know precisely what type of program they are participating in so they can accurately articulate their experiences to future employers.

Other international opportunities available, i.e. mission-based trips, do not fall under the International Programs Office; rather, they are supported by their respective departments. Also, all of these definitions will continue to evolve over the years with the valuable input we receive from faculty members, administrators, and students. If you are interested in leading a program that does not fall exactly under one of these definitions, that does not mean your program will be canceled, but it does mean you must speak with the IPO to get your program approved and decide how to best move forward with the implementation of your program.

Each international experience is defined by length of program, number of participants necessary, who is allowed to participate, how/if the faculty member is compensated, learning outcomes, and responsibilities of International Programs Office, faculty members, and students. The International Programs Office strongly recommends working with specific third-party providers depending on the type of program being planned, but it is not a requirement. With the absence of the IPO's former Study Abroad Coordinator, the IPO role in the faculty-led experiential learning opportunities will be more limited, but the programs must still be approved and tracked for liability and reporting purposes.

2016-17 USF College/Department Contacts/IPO Liaisons:

Four USF faculty members have been identified to assist their respective Colleges with the Faculty-Led Study Abroad Process:

College of Arts & Sciences: Brian Moskalik

College of Nursing: Kate Weigel

College of Business & Health Administration: Rich Vaughan

College of Education: Donna Metlicka

1. Short-Term Faculty-Led Study Abroad (International)

Educational Standards Committee Definition: *The goal of these programs is to attract students who may not have the time or finances to participate in long-term study abroad/away programs, but are interested in experiencing more than a cultural tourism trip. Credit will be available for these*



courses. Actual course work can be completed prior to, during, or after the abroad experience. All course work shall meet contact hour requirements of the higher learning commission and applicable corollary federal regulations. Generally, One (1) hour of classroom or direct faculty instruction and at least two (2) hours of out of class student work for approximately fifteen (15) week semesters. For example, if there is a 10 day abroad student trip as part of a class, there should be approximately 45 hours of classroom or faculty instruction with approximately ninety (90) hours of student work time outside of the class or faculty instruction. Specific learning outcomes must be identified and assessed. These trips may last between 3-4 weeks, preferably during the May term.

Faculty Responsibilities: Any faculty member that leads a group on a short-term faculty-led study abroad program MUST attend an IPO training in the fall to go over emergency protocol, university standards and requirements, and specific faculty responsibilities. Faculty leaders are also responsible for planning and organizing their own informational sessions, e-mailing prospective participants and adhering to ALL IPO-imposed deadlines. IPO staff is available for consultation if needed. Faculty leaders are responsible for collaborating with the IPO and the chosen third-party provider. Faculty leaders who want their programs to be considered for approval by the International Advisory Council must turn in their applications by the publicized deadline. Faculty leaders are responsible for getting their course syllabus approved by their Department Chair and/or Dean. All academic aspects of short-term faculty-led programs are the responsibility of the faculty leader. Faculty leaders have the option to work with a third-party provider OR plan and organize the trip themselves with support from the IPO. The IPO can review benefits and difficulties of each option.

IPO Responsibilities: All short-term faculty-led study abroad programs MUST be submitted to their College's IPO Liaison by the publicized deadline and approved by the International Programs Office with input from the International Advisory Council. The IPO will also provide support for any faculty leaders who have questions throughout the planning phase of their study abroad trip. Also, the IPO will hold an annual study abroad fair during the fall and invite all potential short-term faculty-led trips to attend and promote their program. The IPO will be responsible for setting university-wide deadlines that must be adhered by ALL short-term study abroad programs. The USF Business Office will collect all deposits and payments for programs and will also be responsible for paying all invoices, with consultation from the IPO. The IPO collects study abroad applications and faculty recommendation forms from students, and publicizes all deadline dates in advance to allow for enough time to fill potential short-term faculty-led programs.

If the minimum number of participants is not met by IPO's deadline, then the trip will be cancelled and deposits will be returned.

Safety and Liability: All faculty leaders will be trained in proper emergency protocol and every participant must sign a hold harmless agreement. Insurance must be included in the program cost.

Eligible Participants: Only current USF students are eligible to participate in short-term faculty-led study abroad programs.

Faculty Compensation: Any faculty leaders of short-term faculty-led study abroad programs will be compensated for their instruction time through their academic departments based on the number of credits they will be teaching. The cost of their travel will be supplemented by student participants as long as the minimum number of participants sign up. Student study abroad fees will



cover standard/economy flights and standard lodging for faculty. Any upgrades to the standard rates can be paid at the personal expense of the faculty member.

Student Responsibilities: All students attending short-term faculty-led study abroad programs will be required to attend an IPO-sponsored half day pre-departure orientation. The date of the orientation will be scheduled in advance and any student unable to attend MUST schedule a time to meet with the International Programs Office to go over orientation materials. Students must complete a study abroad application and get faculty recommendations by publicized deadline. Students must complete course approval form prior to leaving on the short-term study abroad trip.

Recommended Third-Party Providers: [CAPA International](#), [AIFS](#), and [ISA](#). USF has affiliation agreements with these providers and would strongly encourage ALL short-term study abroad programs to work with one of these companies. The IPO will put you in contact with the provider that you would like to work with. Also, if you have any questions, the IPO would be happy to put you in touch with faculty members who have worked with these companies in the past.

Institutional Relationships: Another option for faculty leaders is to collaborate with one of the many institutions we have signed MoUs with. These institutions include, Universidad Catolica de Avila in Spain; Universidad St. Francis Xavier in Sucre, Bolivia; Universidad Catolica de Murcia in Spain; Kristianstad University in Sweden; École de Management de Normandie in France; Medical University of Graz in Austria; and Pontifical Catholic University in Curitiba, Brazil. Please contact the IPO if you are interested in working with one of our institutional partners.

2. **Long-Term Faculty-Led Study Abroad**

Educational Standards Committee Definition: *The goal of these programs is to attract students who want to study abroad for an entire semester, but do not want to study abroad independently. Students take a full course load (12-15 credits) while participating in a long-term faculty-led study abroad program. Depending on the specific program, faculty members will teach one-three courses while abroad for USF students. Then students will take classes taught by professors from the home institution to fill out the rest of their schedule. If the minimum number of participants is not met by IPO's deadline then the trip will be cancelled and deposits will be returned. Students participating in long-term faculty-led study abroad programs are eligible to apply for USF Study Abroad Scholarship. Specific learning outcomes must be identified and assessed.*

Faculty Responsibilities: Any faculty member that leads a group on a long-term faculty-led study abroad program MUST attend an IPO training in the fall to go over emergency protocol, university standards and requirements, and specific faculty responsibilities. Faculty leaders are also responsible for planning and organizing their own informational sessions, e-mailing prospective participants and adhering to ALL IPO-imposed deadlines. Faculty leaders are responsible for collaborating with the IPO and the chosen third-party provider. Faculty leaders who want their programs to be considered for approval by the International Advisory Council must turn in their applications by the publicized deadline, and are responsible for getting their course syllabus approved by their Department Chair and/or Dean. All academic aspects of long-term faculty-led programs are the responsibility of the faculty leader. It is highly recommended that faculty members work with third-party providers when planning long-term faculty-led programs.



IPO Responsibilities: All long-term faculty-led study abroad programs **MUST** be submitted by the publicized deadline and approved by the International Programs Office. The IPO will provide support for any faculty leaders who have questions throughout the planning phase of their study abroad trip. The IPO will hold an annual study abroad fair and invite all potential long-term faculty-led trips to attend and promote their program. The IPO will also be responsible for setting university-wide deadlines that must be adhered to by ALL long-term study abroad programs. The IPO will collect all deposits and payments for programs and will also be responsible for paying all invoices. The IPO collects study abroad applications and faculty recommendation forms from students, and publicizes all deadline dates in advance to allow for enough time to fill potential long-term faculty-led programs.

Safety and Liability: All faculty members will be trained in proper emergency protocol and every participant must sign a hold harmless agreement. Insurance must be included in the program cost.

Eligible Participants: Only current USF students are eligible to participate in long-term faculty-led study abroad programs.

Faculty Compensation: Any faculty leaders of short-term faculty-led study abroad programs will be compensated for their instruction time through their academic departments based on the number of credits they will be teaching. The cost of their travel will be supplemented by student participants as long as the minimum number of participants sign up. Student study abroad fees will cover standard/economy flights and standard lodging for faculty. Any upgrades to the standard rates can be paid at the personal expense of the faculty member.

Student Responsibilities: All students attending long-term faculty-led study abroad programs will be required to attend an IPO-sponsored half day pre-departure orientation. The date of the orientation will be scheduled in advance and any student unable to attend **MUST** schedule a time to meet with the International Programs Office to go over orientation materials. Students must complete a study abroad application and get faculty recommendations by the publicized deadline. If students want to be considered for a USF Study Abroad Scholarship they must turn in their application by the publicized deadline.

Recommended Third-Party Provider: For long-term faculty-led programs, the IPO recommends working with [CAPA International](#). USF has an affiliation agreement with this provider and would strongly encourage ALL long-term study abroad programs to work with CAPA. If CAPA does not offer a program in the country you are interested in, please meet with the IPO to find another USF-approved provider that meets the needs of your trip. Also, if you have any questions, the IPO would be happy to put you in touch with faculty members who have worked with these companies in the past.

3. Cultural Experiences Abroad

This type of program is not defined or approved by the Educational Standards Committee. Rather than being defined as a study abroad experience, these programs are considered to be cultural tourism and students will not receive academic credit.

Overview: The goal of these programs is to encourage students who may not have the time, finances or experience to have experiences in another country. This type of program does not offer any type of credit, and there do not need to be specific learning outcomes for Cultural Experiences



Abroad. If the minimum number of participants is not met by IPO's deadline, then the trip will be cancelled and deposits will be returned.

Length/Time: These types of trips last 7-14 days and run during spring break, winter break, or immediately after Spring graduation in May.

Faculty Responsibilities: Any faculty member that leads a group on a Cultural Experience Abroad MUST attend an IPO training in the fall to go over emergency protocol, university standards and requirements, and specific faculty responsibilities. Faculty members are also responsible for planning and organizing their own informational sessions, e-mailing prospective participants and adhering to all IPO-imposed deadlines. Faculty leaders are the main point of communication with the third-party provider. Any extras, i.e. t-shirts, currency exchange, etc. are also responsibilities of the faculty leaders. Faculty-leaders who want their programs to be considered for approval by the International Advisory Council must turn in their applications by the publicized deadline.

IPO Responsibilities: All Cultural Experiences Abroad applications MUST be submitted by the publicized deadline and approved by the International Programs Office. The IPO will also provide support for any faculty members who have questions throughout the planning phase of their trip. Also, the IPO will hold an annual study abroad fair and invite all potential Cultural Experience Abroad trips to attend and promote their trip. The IPO is responsible for setting university-wide deadlines that must be adhered to by ALL Cultural Experiences Abroad. The IPO will collect all deposits and payments for programs and will also be responsible for paying all invoices. The IPO will also assist with promotion and marketing of programs, and publicize all deadline dates in advance to allow for enough time to fill potential Cultural Experiences Abroad.

Safety and Liability: All faculty members will be trained in proper emergency protocol, and every participant must sign a hold harmless agreement. Insurance must be included in the program cost.

Eligible Participants: Students, alumni and community members can participate. ***Any participant that is not a current student or faculty member MUST pay to receive a background check*** to ensure the safety of our students.

Faculty Compensation: Any faculty leaders of Cultural Experiences Abroad will have their travel (Economy flights/housing) supplemented by other program participants, but no extra compensation will be paid by the university.

Student Responsibilities: All students attending Cultural Experiences Abroad will be required to attend a shortened versions of USF's pre-departure orientation. The date of the orientation will be scheduled in advance and any student unable to attend MUST schedule a time to meet with the International Programs Office to go over orientation materials. Students must understand that they are NOT participating in study abroad, but that they are taking a cultural tourism trip.

Recommended Third-Party Providers: [Seminars International](#) and [Culture Quest](#). In the past, USF has worked with these two providers and would strongly encourage ALL Cultural Experience Abroad programs to work with one of these two companies. The IPO will put you in contact with the provider that you would like to work with. Also, if you have any questions, the IPO would be happy to put you in touch with faculty members who have worked with these companies in the past.



Important Information: All participants must pay the same price whether they are USF students, faculty members (who are not leading the group), family or friends. There are no discounts for family and friends of the faculty leaders.

Proposal Deadlines for 2017-2018:

Cultural Experiences Abroad for winter break, spring break and summer break (2017-2018): **July 31, 2017*****

Short-Term Faculty-Led Programs for May 2018: **July 31, 2017*****

****We will accept program applications until October 23, 2017, but we cannot guarantee that approved programs that are submitted apply after the July 31 deadline will be promoted during freshman and transfer orientations.*

Long-Term Faculty-Led Programs for Fall 2018: **December 18, 2017**

Please contact amaffeo@stfrancis.edu or internationalprograms@stfrancis.edu with any questions.