EDUCATION ABROAD

FACULTY LEADER HANDBOOK

for

Faculty-Led Study Abroad Programs

2014-2015
Dear Faculty Member:

Faculty-led programs are unique in education abroad. They are targeted opportunities for students to learn from experts in a particular field, in a context relevant to that field. Faculty-led programs often allow students to get to know faculty better than they do in a domestic setting. Targeted learning in a relevant and personalized environment creates tremendous opportunities for growth in our students.

Education Abroad, as part of the Center for International Education, looks forward to working with you in developing international education opportunities for our students. Through collaboration with faculty we run high quality programs that meet the curricular needs of NAU. Whether you are starting a new program or have been running your program for years, we strive to give you the support that you need to have your program run successfully.

We support programs through the processing of applications, helping you develop your budget and reconcile your program upon completion, pre-payments for expenses, advising students, and in providing you with additional resources that will help you run a successful program. We have developed this handbook to help you manage your Faculty-Led program, we hope that it serves as a useful resource. While Education Abroad provides logistic assistance, many program responsibilities will be in your hands. It is critical for faculty to market their programs. Your regular interactions with students are the best way to promote a program. Your responsibility for budget development, program planning, instruction, risk management, and overall program management is also important.

We share your enthusiasm for international education and believe that a summer, semester, or winter session abroad can change a student’s life. An education abroad student recently wrote, “The opportunities given to me while studying abroad were exceptional and the stories and friends I made will be carried with me for the rest of my life. By far, the best decision of my life was to study in another country.” Thank you for giving NAU students the opportunity to become global citizens.

We look forward to working with you.

Sincerely,

Eric Deschamps, PhD
Director of Education Abroad
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# Creating a Successful Faculty-Led Program

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Congratulations on your decision to run a Faculty-Led international program!

Designing and running an international program with college students is an invigorating experience, full of opportunities for both you and your students to learn about yourselves and the world. As you can probably imagine, the initial development of these programs requires a great deal of time and attention. The Center for International Education (CIE) is excited to help you through the process, and to work closely with you to ensure the success of your program.

If you have run a Faculty-Led program in the past and hope to provide the same program again with only minor changes, it is not necessary to submit a new proposal. Modifications may be made to the existing proposal, syllabus, budget, and itinerary, which may or may not require re-approval.

If you plan to design a new program or make significant changes in an existing program, please review the guidelines below for submitting a successful proposal.

Let’s get started...

The first step in this process is to consider what type of program you want to run. There are a multitude of factors involved in this decision. Below is a list of some common questions about which you should think carefully:

- What do you want students to learn from this program?
- Does your subject area require study in a particular country or region?
- Is it necessary for students to have exposure to a specific foreign language, or do you prefer an English-speaking country?
- Will you need to coordinate with a university overseas? If so, does your department have any contacts there?
- Do you want to stay in one place or travel around during your program?
- How long would you like to stay abroad?
- How many students would you like to bring?
- Will you be accompanied by another faculty member or chaperone?

It is not necessary to know the answers to these questions at the beginning of the program development process. A successful program can be created based on only one or two of these building blocks. Please feel free to discuss your options with the Director of Education Abroad, Faculty-Led Programs Coordinator. You can also review samples of program proposals from previous years; these are available from the Education Abroad office.
Sample Timeline for summer Faculty-Led programs (please adjust accordingly for winter break or semester programs). This is assuming an application deadline date of March 15th and departure date of May 15th:

**June—August**
Develop an initial itinerary.
Meet with CIE staff to develop a preliminary budget.
Complete proposal and syllabus.

**September**
Submit proposal and syllabus to the CIE for review and approval along with signed Policies and Procedures document.
Finalize program budget.
Develop draft flyers, brochures, and posters for program (*cannot be distributed until approved!*).
Develop draft website for program (program will be placed on the CIE website).

**October**
Make any necessary changes to the proposal, if applicable.
Resubmit to the CIE for final approval, if applicable.
Finalize program marketing materials and website information.
Decide on application items and procedures with the CIE.
Begin marketing if proposal is approved and budget is finalized (flyers, website, email list, class visits, info sessions, etc.).

**November**
Marketing should be in full force.
Discuss with colleagues and schedule classroom visits and/or information sessions.
Hold classroom visits and information sessions.
Students begin applying and planning for summer finances.
This is a good time to start finalizing your itinerary and confirming any details or loose ends.

**December**
Marketing, classroom visits, information sessions.
Review any applications that have been completed; initial estimations of enrollment.
Students apply and plan for summer finances.

**January**
Students should make financial aid arrangements and financial plans for summer program.
Review any applications that have been completed; initial estimations of enrollment.
Students complete plans for summer finances.

**February**
Review all applications, determine enrollment.
Revise budget based on enrollment, if applicable.
Schedule Pre-departure Orientation and announce to students
Students apply for summer financial aid, if applicable.
Determine plan for communications:
Your summer class will be created and will appear when you log into PeopleSoft.

**March**
Final confirmations of all bookings for lodging, excursions, transportation, etc.
Make all advance payments possible for lodging, excursions, transportation, etc.
Coordinate air/ground transportation with students
Hold Pre-departure Orientation session.
Email students with all program details covered in Orientation session.
Determine plan for communications, request CIE international phone, if using
Maintain email contact with students to reiterate important details of trip preparation.
Final confirmations of all bookings for lodging, excursions, transportation, etc.
Make all advance payments possible for lodging, excursions, transportation, etc.
March Cont’d
Faculty PAR, Due 30 days prior to departure (meet with Sheila Anders)
Students’ program fees posted on LOUIE accounts.
Students enrolled in HTH international health insurance and receive confirmation via email from HTH.

April
Faculty meet with CIE (Sheila Anders) for travel advance processing, at least 2 weeks prior to departure.
Students are enrolled in Summer Study Abroad course (CIE 299/CIE 599)
Summer tuition appears on students’ account.
Students’ financial aid disburses 10 days before start of course.
Students’ program fees must be paid in LOUIE before departure.
Contact students frequently to remind about travel details.

May – During trip
Email your Study Abroad advisor regularly to report on progress and any concerns.
Save all receipts.
Complete daily spending log to track all expenses, which will be used to complete Exhibit J.

June – After trip
Submit all receipts and daily spending logs within five (5) days of return.
Return CIE international phone by due date, if applicable.
Draft of Exhibit J will be processed within 10 days of receipts turned in.
Students will complete a program evaluation.
Meet with CIE to de brief on program, discuss any problems, and plans for next year.
Submit grades to CIE for posting prior to the grade posting deadline for the term of your program.
WRITING THE PROPOSAL

Program proposals must follow a specific template, which will guide you through the necessary steps to creating a strong program. For proposal forms, please contact Eric.Deschamps@nau.edu.

Section I: Overview

Program Name: Choose something short, simple, and recognizable such as NAU History in Chile” or “NAU Summer Sciences in Japan”.

Program Location: Programs may be held anywhere in the world, with the exception of countries bearing a U.S. Department of State Travel Warning, or a CDC Travel Health Warning. The CIE can help you to choose your location and make contacts there. Find out well in advance whether your group will need visas—and, if so, what kind—to enter the host country.

Program Dates: Programs may be any length of time that you feel is appropriate to meet the educational goals of the course and contact hours.

Sponsoring Department(s): List the department through which NAU credit will be awarded. You will list multiple departments if your course will be cross-listed. The CIE can sponsor programs for general Study Abroad Elective credit for up to two years. More information on this may be found in the Academics section of this Handbook (see pages 15-20).

Leading Faculty or Staff Member: This is the name of the Program Director, the NAU faculty or staff member who will bear primary responsibility for the program, and contact information.

Additional NAU Staff or Faculty Members: List here any additional faculty members, staff, or chaperones who will also be physically present on the trip and contact information.

Section II: Program Information

Global learning offers opportunities for education and development that may be enhanced through study abroad experiences. Consider the ways in which students’ perspectives will be broadened, and their education enriched by this program.

Please be aware that all courses and academic requirements must be reviewed and approved by the sponsoring academic departments. The CIE does not make judgments on academic content or suitability. More information on these topics may be found in the Academics section of this Handbook.

Section III: Course Information

Please review the Academics section of this Handbook for specific information related to academic coursework for Faculty-Led programs.

If your course will be offered for both undergraduate and graduate credit, describe the ways in which these courses will differ and any additional requirements to earn the graduate credit. Remember to attach your complete syllabus, in the approved NAU format. Please indicate if this course is offered as a general elective, cultural understanding, or Liberal Studies, credit. A sample syllabus template is included in the Appendix of this handbook (see page 64).

Section IV: Instruction

Include all additional faculty and staff members who will contribute to students’ learning. Compensation and travel expenses for each faculty and staff will be included in the program Budget.
WRITING THE PROPOSAL

Section V: Program Itinerary
Initial itinerary can be general dates, locations, events, attractions, etc. Final itinerary should include a detailed schedule, which includes times.

Section VI: Activities Designed for Cross-Cultural Experiences
This is a fun section! Explain the ways in which students will be exposed to and benefit from your host culture. The benefits of international travel and education are nearly endless and this is your opportunity to illustrate the ways in which you will encourage students to reap these benefits during your program.

Section VII: Students and Staff
Remember that enrollment depends on effective marketing, and that programs may be cancelled due to low enrollment. More details on this may be found in the Recruitment section of this Handbook (see page 28-29).

Section VIII: Program Affiliations
Faculty members sometimes develop programs that are affiliated with other universities, institutes, businesses, travel agencies, or third-party providers. If you feel that working with one or more of these entities would be beneficial to your program, the CIE can help you to make those connections.

Section IX: Risk Management
This is a very important section of the proposal. All travel involves potential risks, and this is particularly true of international travel with a group of students. Be sure to think carefully about the potential health and safety hazards you will encounter during your program, and the steps you will take both before and during the program to minimize these risks.

Section X: Program Budget
Provide costs related to program expenses such as lodging, transportation, excursion, etc.

Section XI: Programming Upon Return to NAU
While not mandatory, it is strongly recommended that you provide some re-entry programming for your students after their return to the U.S. These meetings can be useful for students to process their experiences, and to share information about the program with other NAU students. The CIE is happy to help with the planning of these events.

Section XII: Application Deadlines
It is important to make sure that your application deadlines fall well before the planned program departure date so that students can be enrolled in the international health insurance plan, and so that you can meet with the group for pre-departure preparation.

Section XIII: Departmental Approval and Support
We must have the approval of your department (s) in writing. This provides the department with an opportunity to review your course proposal and ensure that it meets relevant academic standards. Proposals without written departmental approval will not be considered.
Initial Itinerary (submitted with the proposal):

The program itinerary submitted with your proposal should include information about locations, dates, and tentative times for activities and travel throughout the program’s duration. Please be as specific as possible, providing names and contact information for hotels, museums, and attractions when available. You may include notes indicating that plans are tentative. *It is not necessary to have actual bookings made when you submit the initial itinerary with your proposal.*

The Final Itinerary:

A completely updated and accurate itinerary, including all contact information, must be provided to the CIE as soon as it becomes available.

Developing the detailed itinerary will be one of the most time-consuming parts of your proposal process. You will have to make direct contacts with hotels, tour companies, transportation services, and others abroad in order to finalize reservations that can then be indicated in the itinerary. The Center for International Education can help you with your initial networking by recommending individuals or companies with whom we have worked in the past; however, the responsibility for planning the itinerary and making all required reservations lies with the faculty member(s) in charge of the program.

Payment for Deposits and Reservations:

During the process of making reservations, it is often necessary to either pay a deposit or the entire sum in advance. The Center for International Education will make all of these payments on behalf of your program, either by wire transfer, check, or credit card, upon receipt of an invoice, completed wire transfer and vendor forms from the vendor. Please allow sufficient time (at least four weeks) to process advance payments and deposits prior to departure.

Vendors who have never worked with NAU before will have to complete an NAU Vendor Registration Form in order to be paid. CIE is required by Federal law to maintain a list of all foreign vendors. Please provide all names and contact information to CIE Operations staff as soon as possible. CIE staff will work with all vendors to help them complete vendor paperwork and to complete any additional paperwork required if payment is to be made by wire transfer. The processing time for check and wire transfer payments may be up to four weeks. Credit card payments do not require additional paperwork and can usually be made immediately. Wire transfer and Vendor forms may be obtained from the CIE.

Please remember that ALL charges related to your itinerary must be included in the official program budget. Please see the Program Budgets and Finances section of this Handbook for further information.
Sample of a successful initial program itinerary:

Monday, June 6    Paris, France. Hotel TBD.
   Early morning: Group has breakfast at hotel. Discussion of the history of the Bastille immediately following breakfast (discussion locations TBD).
   Mid-morning: Group travels by Metro to the Bastille for a tour.
   Noon: Group goes to a café together for lunch
   Afternoon: Group returns via Metro to the hotel, meets for a lecture on the history and significance of Versailles
   Late afternoon: Students have free time, during which they can explore the city with a partner.
   Evening: Group meets for dinner together.
   Late evening: Students are free to explore the neighborhood with a partner.

Sample of a successful final program itinerary:

Monday, June 6    Paris, France
Hotel Odéon St-Germaine, 13 rue Saint Sulpice 75006 Paris. Phone: 01 43 25 70 11
7:00 am: Group meets for breakfast at hotel café.
8:00 am: Discussion of the history of the Bastille in hotel lounge.
10:30 am: Group walks to Odeon Metro station and travels by Metro to the Bastille for a 2-hour tour (tickets pre-booked).
1:00 pm: Group goes to a local café together for lunch: either Le Marsangy or Le Temps en Temps.
3:00 pm: Group returns via Metro to the hotel, convenes in hotel lounge for a lecture on the history and significance of Versailles.
5:00 pm: Students have free time, during which they can explore the city with a partner. Students are encouraged to look for examples of the history and architecture discussed today, so that we can discuss these examples as a group tomorrow.
8:00 pm: Group meets at a local restaurant for dinner together. We will choose a restaurant close to the hotel so that students can choose to depart from there or remain at the hotel for the evening.
   After dinner: Students are free to explore the neighborhood with a partner.
A program proposal form can be obtained from the CIE. Once you have completed your program proposal, please send it to the Eric.Deschamps@nau.edu. The proposal may be sent by email, mail, fax, or delivered in person. If you choose to email or fax your documents, please turn in an original hard copy of a signature form.

All new Faculty-Led programs are reviewed and must receive approval from the following entities in the order listed:

1. **Academic Department**

   The academic department through whom the class is being offered for credit must sign off on the proposal to indicate that the academic class meets department standards and regulations. The CIE will not make decisions regarding appropriateness of academic content: This is entirely the responsibility of the academic department. **Programs that do not obtain written approval from the appropriate academic department will not be advanced to the next stage for review.**

   Some Faculty-Led programs provide academic credit from multiple departments, either by offering more than one course during the program or by offering a course that is cross-listed between departments. In these cases, written approval is required from all related departments.

2. **Center for International Education**

   The CIE reviews all proposals carefully to ensure that they are complete, organized, adequately detailed, and reflect sufficient care and planning. We will address any issues of concern with faculty. The CIE commonly provides recommendations for alterations to proposals that should be completed before final approval.
OTHER HELPFUL PROPOSAL HINTS

DO....

♦ Ask the Faculty-Led Program Coordinator for help at all stages of the proposal process.

♦ Seek guidance from faculty members who have led programs abroad in the past (contact information is available on the CIE website: http://international.nau.edu/faculty_opportunities/index.html).

♦ Review past proposals, including syllabi and itineraries, for ideas and inspiration (available from the CIE).

♦ Research entry requirements for the country or countries you plan to visit. Determine well in advance whether students will need VISAS for the program, so that we can gather that information and the applications for them. Visa processing often takes several weeks.

♦ Encourage students to obtain their passports

DO NOT....

♦ Market your program to students until it has been approved by your department, and the CIE.

♦ Provide students with price estimates until you have received an official notification that you may do so. This is to avoid providing prices that may be misleading or inaccurate as itineraries and budgets change.

FAQ’s

I am doing orientation and pre-departure meetings in April, but we travel in May. Is this considered a spring or summer course?
If the actual dates of travel occur after the end of NAU classes, then your program will be considered a summer course. Even if you meet with the students for orientation sessions during the semester, the program registration is based upon the dates of the program. The only exception to this is full-term classes that offer a short trip at the end of the term. In this case, it is considered a semester program because it includes a full term of classes leading up to the travel.

If I have done this same program in the past, and only have some small changes (housing location, excursions) for this year, do I need to submit a new proposal?
No. If the course offered, general location, and overall purpose of the trip remains the same, you do not need to submit a new formal proposal for approval. Please submit your original proposal with changes noted and an updated itinerary that we can keep in your file.

Can I arrive in the host country before my students and/or stay later?
Yes, you may arrange your own travel dates. Please be aware that the CIE will only reimburse the price for tickets directly to and from your program on the program dates. Also, be aware that funds for the program must be processed according to the program dates, not your dates of personal travel, even if you are arriving early to get things set up for the program. You will not be able to receive travel advances early, even if you depart the U.S. early.
All NAU Faculty-Led programs abroad must include at least one unit of academic credit. NAU faculty must teach at least one course with a minimum of one (1) credit. Programs without academic credit will not be approved.

Credit for Faculty-Led programs may be either:

1. **Departmental credit**: offered through an academic department. For example, the class may show up as ART 399, HIS 240, or BIO100.

2. **Study Abroad credit**: offered through the CIE. These credits may count as general elective units or possibly towards Liberal Studies requirements.

All courses offered on Faculty-Led programs must provide the appropriate number of credits, based upon credit and contact hour requirements described in the Academic Catalog at [http://catalog.nau.edu/](http://catalog.nau.edu/)

Some things to consider when choosing what type of credit to offer:

- Is there a class in your department that closely fits the objectives of the program you want to lead? If so, you may want to use departmental credit and link your program to that class.

- How many units would you like to include in your program? Every program must have at least one unit of credit included. Study Abroad electives are a good way to provide only one unit of credit.

- Do you want the program to count towards Liberal Studies requirements? If so, you may have options in either the academic department or with Study Abroad credit, (i.e. SA250).

- Is it important that the program will count towards major or minor requirements in your department? If so, you may want to use a class in your department.

- Would you like this program to be a part of a semester-long course that students will be taking at NAU? For example, the students could be enrolled for a regular spring course during which the class participates on a spring break trip that is integrated into the spring course curriculum. This would be for credit within the academic department.

- Do you want to be able to run the program again in the future using the same course title? If so, be aware that there are limitations on how many times you can use Study Abroad elective credit or –99 courses (299, 399, etc.) in the academic departments.
Steps to designate departmental credit for your program:

1. Review current courses offered by your department to determine whether any existing courses fit the content and objectives of your proposed program.

2. Decide with your department chair whether you will teach this course as a semester-length class with travel built in, or whether credit for the entire class will be earned by participation in your program.

3. **YES**
   - Do you want to create a new class specifically for your program this year?

   **YES**
   - Revise or write the course syllabus to reflect your program design.
   - Include the course specifics in your program proposal.
   - Obtain appropriate departmental approval signatures on the signature page of your proposal.
   - Submit your signed proposal to the CIE.

   **NO**
   - Discuss with your department chair whether you will use a –99 section (299, 399, 499) or Topics Course for your program credit.*

* -99 courses can only be used **two times** for any given course before a new course must be created specifically for that program.

4. **NO**
   - A new course proposal should be created in coordination with your department. This requires approval by the NAU Curriculum Committee. Please find Curriculum Committee forms and schedules at [http://www2.nau.edu/academicadmin/UCCForms/UCCForms.html](http://www2.nau.edu/academicadmin/UCCForms/UCCForms.html)

   Discuss with your department chair whether you will use a –99 section (299, 399, 499) or Topics Course for your program credit.*
Some helpful tips on using departmental classes:

- You must offer the class for the appropriate number of units, as shown in the current course catalog, unless you have written department permission to change the number of units.

- The method of grading for the class during your program (letter grade or pass/fail) must be in keeping with what is shown for that class in the catalog, unless you have written departmental permission to change the method of grading.

- Any changes to an existing course syllabus must be reviewed and approved by your department. This approval is illustrated by the signatures on the program proposal form.

- If you are designing a new course for your program, be sure to start working on this process very early so that you can obtain the necessary University Curriculum Committee approval in time to market your program.

- If you are teaching a semester-long class that includes a travel component, your department will create that class in LOUIE so that students can enroll as usual.

- If the class associated with your program is not semester-long, your department should NOT create the class and students will NOT enroll themselves. **Grades must be submitted to the CIE for processing.** More information on this can be found in the Course Creation, Registration, and Grading section of this Handbook.
Steps to designate Study Abroad credit for your program:

Decide whether you want your course to count towards Liberal Studies requirements, or as general elective units.

Liberal Studies

Compose your detailed course syllabus including a section on how this course applies to a Liberal Studies designation. Include the appropriate SA course number to indicate Liberal Studies designation (can be found in the Course Catalog).

General Elective

Compose your course syllabus to indicate SA 250, 299, 350, or 399 designation.

Submit the syllabus to the Faculty-Led Program Coordinator at the CIE. The Coordinator will forward the syllabus to the Academic Provost for Liberal Studies approval. This usually takes a few days to process.

Include the course specifics in your program proposal.

Obtain appropriate approval signatures on the signature page of your proposal.

* Study Abroad (SA) courses can only be used two times for any given course before a new course must be created specifically for that program.
Some helpful tips on using Study Abroad (SA prefix) classes:

- You must offer the class for the appropriate number of units, as shown in the current course catalog.

- The method of grading for the class during your program (letter grade or pass/fail) must be in keeping with what is shown for that class in the Academic Catalog.

- Your department will NOT create the class and students will NOT enroll themselves.

- Study Abroad courses can only be offered for undergraduate credit. If you are interested in offering a graduate-level course during your program, you will have to do so through your academic department.

- Some SA classes can be used towards Liberal Studies areas. If you would like your course to count towards students’ Liberal Studies requirements, please discuss this with the Faculty Led Program Coordinator at the CIE. Your syllabus will be sent to the Vice-Provost for Undergraduate Studies for liberal studies approval.
Short-term programs (less than one semester):

Course creation and student registration for short-term Faculty-Led programs work differently than for regular NAU on-campus courses.

Your department will not be responsible for creating the course and students will not enroll themselves in the course. Instead, the CIE creates what is known as a “study abroad placeholder course,” which has the prefix CIE for Center for International Education.

CIE courses are not visible to students in LOUIE. The CIE will enroll students in CIE courses for the number of units corresponding to the course offered on your program. This lets the University know that students are actively enrolled in academic coursework, and that they are pursuing this coursework abroad.

The CIE course and full roster will be visible to you in PeopleSoft and Bblearn.

A Bblearn course shell is automatically created for your program. Please make a back-up copy of assignments and grades as the Bblearn shell will no longer be available to you at the end of the course.

When your program has ended, you will review students’ work and assign grades according to normal grading policy. Please indicate the number of credits, student status (undergraduate or graduate), and how the credits will be used (General Elective, Cultural Understanding, Liberal Studies, etc.). These grades should be promptly submitted to the Study Abroad Advisor for your program at the CIE, who can then report them directly to the Academic Information Office and Registrar. As soon as the grades have been submitted and processed, the CIE course will be removed from students’ transcripts, and the student’s academic record will be updated with the actual course code and title, and their earned credits and grade. The CIE course designation will remain on their transcripts until all grades have been submitted and processed. Please allow approximately 2-4 weeks for grades to appear on students’ academic record.

Faculty-Led programs lasting one semester:

Some faculty members design programs abroad that are part of a course taught on campus at NAU. For example, students may spend the entire Spring semester in a German language course and travel to Germany only over Spring break with the faculty member. This is considered to be a Faculty-Led program, though the bulk of the course is taught on campus.

If your program fits this design, then your department will create the course and students will enroll themselves in it as usual. Since the course itself is a full semester, its creation and enrollment are handled by the corresponding academic department. Students will not be enrolled in an CIE course.

When the course has ended, you will submit grades as usual to NAU.
As soon as you decide to develop a Faculty-Led program abroad, it is important to start working on your budget in collaboration with the Center for International Education. A detailed budget is what allows us to pay faculty and staff associated with the program, to provide payments to all vendors working with the program, and to determine the fees that will be charged to students. **Faculty are required to sign off on their final budget prior to departure. Budgets will not be altered, once finalized.**

In order to ensure accuracy and avoid problems, it is essential that every single payment and charge related to your program—no matter how minor it may seem—be reflected in the budget in advance.

Expenditures that are not written ahead of time in the official budget may not be covered by the CIE. These extra costs are typically forwarded to the academic department for payment; except in emergencies anticipated necessary expenses may be paid onsite with the approval of the Director of Education Abroad.

Budgets are maintained by the CIE as Excel spreadsheets. You are free to request an updated copy of your budget at any time, and we request that you review it carefully for errors. Any documents created by you or your department may be helpful for the creation of your program budget, but they will not be considered official and will not be used to issue payments or charge students. **Only the final budget from the CIE will be considered the official budget.**
Faculty-Led program budgets are Excel documents created on a standard format.

**The budget includes three main sections:**

1. All anticipated expenses, including faculty salary and NAU employee benefits;
2. Any anticipated sources of revenue (departmental scholarships, for example);
3. Tuition, health insurance, and standard NAU fees related to your course.

The expenses and revenues are tallied and, in combination with the tuition and fees, used to generate an official program fee that represents the point at which the program generates neither significant profits or losses. We typically include a currency fluctuation estimate of approximately 3-7% to account for changes in exchange rates while traveling abroad. The exact amount of this estimate depends upon the country you will be visiting and the dates of your travel.

The budget is constructed in such a way that it illustrates total costs, as well as the cost per student. You will work with the CIE to list every anticipated expenditure for your program, and any anticipated revenues, to determine a total cost for the program. This total cost is then divided by the number of students. All faculty and staff travel related expenses, tuition, fees, etc. are typically covered by the budget and student payments. In this way, the students cover the costs of the entire program.

All program fees are charged to the students’ LOUIE accounts. The more students you have on your program, the less expensive it will usually be per student. We recommend a minimum of 10-15 students per program. Any additional revenues (grants, donations, etc.) contributed to your program will also reduce the cost of your program.

**Finalizing your budget:**
As the date of your program approaches, it will no longer be possible to make changes to the budget. Please prepare for this in advance by finalizing your budget with specific amounts as early as possible. Failure to do so may result in students inadvertently being either over- or under-charged.

Your department will be billed for any overages or expenses not included in your finalized budget.

**Extra money in the budget:**
Due to the fact that the budgets are balanced very carefully and are not designed to include a significant cushion, it is essential to include all costs in the budget. For example, a budget may have a cushion of only about $50 overall. If you decide to take your students out for a dinner that was not listed in the budget and spend $200 at that dinner, then either you personally, or your academic department will pay the $150 difference. Please also be aware that any existing cushion is usually used up very quickly in the case of extreme currency fluctuation or an emergency.

You may not rely upon any existing budgetary cushion or consider it to be extra spending money.
The following is a list of some of the items that are included in Faculty-Led program budgets.

This is not a complete list. Additional expenses will be included related to the specifics of your program.

**FACULTY EXPENSES:**

Partial list of expenses on Faculty-Led programs:

- Salary for each faculty and staff member participating*
- Benefits (ERE) for each faculty member participating *
- Meals and Incidental Expenses (MIE) payments for each faculty member participating *
- Roundtrip airfare for each faculty member participating
- Roundtrip airport transportation (shuttle or mileage) for each faculty member participating
- Baggage allowance for each faculty member participating
- Roundtrip airfare for students may be included*
- Housing for each faculty and staff member participating
- Housing for all students
- Tuition or fees charged by universities or other service providers abroad
- Meals for all students may be included*
- International Health insurance for students
- In-country transportation (bus, train, etc.) for all faculty, staff, and students
- Visa processing fees or other fees required for entry into the host country or countries
- Museum or site entrance fees for all faculty, staff, and students
- Tickets for all planned excursions for all faculty, staff, and students
- Special expenses for planned activities or group meals not included above for all faculty, staff, and students
- Marketing expenses such as posters and flyers
- Pre-departure meeting budget, for the purchase of food or supplies at your meeting
- Course-related materials such as books or notebooks for all faculty, staff, and students
- Any program-specific supplies or materials that will be necessary for your course
- Communications expenses for using telephones or internet abroad
- Group departure (from host country) dinner
- International teacher identity card

* see Budget and Finances, page 24 for more information
You can see from the list on the preceding page that there are numerous individual expenses involved in the creation of a Faculty-Led program. Those on the previous page are included in all budgets, along with other expenses specific to that program.

**Faculty and Staff Compensation:**
The lead faculty member on each program receives his or her appropriate salary amount based upon annual salary and number of credits taught in the program. Salary figures for the primary instructor come directly from the Provost’s Office and are not open to negotiation. Benefits (ERE) are set at 16% of the salary and are not negotiable. Independent courses may be taught during a faculty-led program. Meals and Incidental Expenses (MIE) payments are pre-determined figures provided by the Comptroller’s Office. Daily amounts are published for cities in countries throughout the world, to reflect the best estimate of how much money is needed to function comfortably in that city for the day. Your MIE rate will be the sum of the daily rates for every city you will visit during your program. Faculty and staff may opt to receive a reduced amount for MIE, but it is not possible to receive more than the published figure.

All NAU Faculty-Led programs abroad must include at least one unit of academic credit. NAU faculty must teach at least one course with a minimum of one (1) credit. Programs without academic credit will not be approved. Faculty who do not plan to teach while abroad with students, may elect to do so without compensation. In order to receive compensation for teaching, faculty must have a minimum of six (6) students enrolled in their class, students must enroll in their class, and faculty must teach all of the students on their program. To ensure meeting this minimum enrollment, your class must be a mandatory component of your education abroad program, even if you are partnering with a Third party that also offers classes. Faculty who do not teach the minimum required six (6) students will have their compensation adjusted.

Additional faculty and staff participating on the program may also receive their regular salary amount relative to the credits on the program, from the Provost’s salary schedule. Alternatively, these additional faculty and staff may receive a stipend that is determined in coordination with the lead instructor. Benefits (ERE) will be given at 16% of the salary or stipend amount.

**Student Meals and Airfare:**
Some faculty members choose to pre-book group airfare and/or to include all meals in the program fee, while some faculty members opt for students to make travel arrangements and pay for meals on their own. There are pros and cons to each of these options and you may choose whichever makes the most sense to you.

**Some advantages of pre-booked group airfare:**
Group flights reduce the risk of students getting lost and ensures that everyone will arrive at your destination on time. Students are able to pay the airfare through LOUIE with the rest of their charges, and thus can usually apply their financial aid awards to help offset this cost.

**Some disadvantages of pre-booked group airfare:**
Students may be able to find cheaper flights through a discount travel provider. Students may prefer to use frequent flyer miles or other discounts to pay for their ticket, instead of having to do so through LOUIE. Some students may want to travel abroad before the program begins, and so will need different flight itineraries. Group airfares often require early booking. Cancellations or changes to itinerary will be charged a cancellation/change fee.
Program cost is, of course, one of the most important factors in determining whether your program will be successful. While it may be tempting to include many exciting activities in your program budget, keep in mind that students will often see the program price before they read the itinerary. A price that is too high will deter students, regardless of how wonderful your program may be.

**Some strategies you can use to reduce student costs are:**

- Carefully consider how many credits you want to offer. Tuition is often the single largest expense on Faculty-Led programs and including too many credits may make the program cost unmanageable for students. Balance this with the knowledge that, over the summer, students must be enrolled in at least six units in order to use financial aid funds (more details may be found in the Student Financial Procedures section of this Handbook, page 35).

- Limit the number of faculty and staff participating, if possible. Each faculty and staff member requires a salary or stipend, transportation, housing, meals, and more. All of these add up significantly in the price per student.

- Consider offering stipends to secondary faculty and staff in lieu of their full salary, especially if only one course is being taught and you have a small group of students.

- Consider reducing your MIE amount. The published rates are typically much higher than what people actually spend on meals and incidentals while abroad. Do remember, however, that you are legally entitled to the full amount and are under no obligation to reduce it.

- **Fundraise!** We have had several Faculty-Led programs that were able to significantly reduce their per-person program cost through successful fundraising. Funds can be raised by your department, by the students as a group, or by students individually. You can also apply to local businesses, academic organizations, or government agencies for funding for your trip. The funds can then be added to your budget revenues and divided equally among the students’ costs, or varying amounts can be applied to each student, depending upon how much they raised individually.

**Money Management:**

- All vendors providing services to faculty-led programs must be paid by NAU purchasing cards, wire transfer, or checks, whenever possible. If particular vendors do not accept these forms of payment, CIE will advance funds to faculty through their bank account.

- Withdrawal of CIE funds must be done in small portions in order to reduce the amount of cash that faculty carry with them. ATM’s are readily available all over the world, and are a very convenient way to regularly withdraw smaller sums of money. You must inform your bank and/or credit card company you will be traveling abroad.
You can see from the list on the preceding page that there are numerous individual expenses involved in the creation of a Faculty-Led program. Those on the previous page are included in all budgets, along with other expenses specific to that program.

### Projection of Financial Activity

<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Total</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students</td>
<td>10</td>
<td>Estimate</td>
<td>Professor:</td>
</tr>
<tr>
<td><strong>Cost to Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIE Administrative Fee</td>
<td>$150.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>CIE Insurance Fee</td>
<td>$36.00</td>
<td>$360.00</td>
<td></td>
</tr>
<tr>
<td>NAU Summer Tuition</td>
<td>$900.00</td>
<td>$9,000.00</td>
<td></td>
</tr>
<tr>
<td>NAU Summer Fees</td>
<td>$24.00</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td>Remaining Program Fee</td>
<td>$2,940.00</td>
<td>$29,400.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost to Student</strong></td>
<td><strong>$4,050.00</strong></td>
<td><strong>$40,500.00</strong></td>
<td>Derived from combination of all revenues and all expenses. Calculated so that the overall program surplus/deficit is minimized.</td>
</tr>
<tr>
<td><strong>DPT Billable</strong></td>
<td>$3,090.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues to Program</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Est. Tuition Per Student</td>
<td>$495.00</td>
<td>$4,950.00</td>
<td></td>
</tr>
<tr>
<td>Program Fee Balance</td>
<td>$2,940.00</td>
<td>$29,400.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$3,435.00</td>
<td>$34,350.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expenses Per Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Salary(s)</td>
<td>($326.40)</td>
<td>($3,264.00)</td>
<td></td>
</tr>
<tr>
<td>Faculty ERE</td>
<td>($52.22)</td>
<td>($522.24)</td>
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</tr>
<tr>
<td>Faculty Lodging</td>
<td>($150.00)</td>
<td>($1,500.00)</td>
<td></td>
</tr>
<tr>
<td>Faculty MIE</td>
<td>($260.00)</td>
<td>($2,600.00)</td>
<td></td>
</tr>
<tr>
<td>Faculty Airline</td>
<td>($150.00)</td>
<td>($1,500.00)</td>
<td></td>
</tr>
<tr>
<td>Faculty In-Country Travel</td>
<td>($20.00)</td>
<td>($200.00)</td>
<td></td>
</tr>
<tr>
<td>Faculty Airport Shuttle</td>
<td>($7.00)</td>
<td>($70.00)</td>
<td>FLG-PHX-FLG</td>
</tr>
<tr>
<td>Program Supplies</td>
<td>($10.00)</td>
<td>($100.00)</td>
<td></td>
</tr>
<tr>
<td>Student In-Country Excursions</td>
<td>($100.00)</td>
<td>($1,000.00)</td>
<td></td>
</tr>
<tr>
<td>Student In-Country Housing &amp; Meals</td>
<td>($1,000.00)</td>
<td>($10,000.00)</td>
<td>Host family. Includes breakfast &amp; dinner</td>
</tr>
<tr>
<td>Pre-Departure Orientation</td>
<td>($10.00)</td>
<td>($100.00)</td>
<td></td>
</tr>
<tr>
<td>Host University Tuition Fee</td>
<td>($1,110.00)</td>
<td>($11,100.00)</td>
<td>4 credit hours at host university abroad</td>
</tr>
<tr>
<td>Promotion and program development</td>
<td>($5.00)</td>
<td>($50.00)</td>
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</tr>
<tr>
<td><strong>Expense Sub-Total</strong></td>
<td>($3,200.62)</td>
<td>($32,006.24)</td>
<td></td>
</tr>
<tr>
<td>Currency Fluctuation (7%)</td>
<td>($224.04)</td>
<td>($2,240.44)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>($3,424.67)</td>
<td>($34,246.68)</td>
<td></td>
</tr>
<tr>
<td><strong>Program Surplus/(Deficit)</strong></td>
<td>$10.33</td>
<td>$103.32</td>
<td></td>
</tr>
</tbody>
</table>
As you can imagine, there are a multitude of reasons why successful recruitment is of the utmost importance for a successful Faculty-Led program. Enrolling too few students is likely to make the program prohibitively expensive, while too large a group can be difficult to manage. As you begin to design your program, consider carefully the optimal number of students for your program. Take into consideration the goal cost, the number of faculty and staff attending, the structure of the course, and the type of housing you intend to utilize. We recommend a minimum of 10-15 students.

As soon as your proposal has been approved by your department chair or dean, and the Center for International Education we will begin to work on developing marketing materials. Please note that you may not market your program or report any price estimates until you have been approved to do so by the CIE.

**Most popular recruitment methods:**

- Classroom presentations by faculty member in relevant classes
- Presentations to relevant student and community organizations by faculty member and/or CIE staff
- Hanging flyers and posters in high-traffic areas on campus and in the community
- Email messages to student lists of relevant majors and minors
- Program website
- Information sessions to provide information in-person to larger groups of interested students

**Other recruitment possibilities:**

- Ads with the NAU student newspaper or radio station
- Booth rental on campus to distribute flyers and information
- Post the program on the CIE Facebook page, along with links to the program website and application system
- Using past participant volunteers, or students who have studied in the host country you plan to visit, for classroom presentations and booths on campus
- Working with our on-campus international students who are from the country you plan to visit, for classroom presentations and booths on campus
- Networking with colleagues at other universities and community organizations and/or going to those locations for presentations and information sessions in person (non-NAU students and community members are welcome to participate on most of our programs; however, they must first be admitted to NAU!)
The Center for International Education will work closely with you to successfully market your program. As we proceed with program marketing, there are separate responsibilities and expectations of faculty and CIE staff to ensure effective recruitment.

**Faculty marketing responsibilities:**
- Ensure that all faculty in your department, and other relevant departments, are aware of the program and able to talk about it with students. If possible, provide handouts to colleagues that can be distributed during their classes.
- Give brief presentations in classes within your department and other relevant departments to provide students with basic program information.
- Identify colleagues at other universities who may have interested students, if you plan to enroll non-NAU students.
- Reply to student inquiries within a reasonable amount of time.
- Assist with appropriate wording for flyers, website, posters, etc.

**Center for International Education marketing responsibilities:**
- Design and print posters, flyers, brochures, and/or handouts.
- Assist with information sessions, and/or classroom presentations as requested.
- Create a program website containing important details about the program.
- List program on the CIE Facebook page.
- Create student lists and send emails as requested.
- Reply to student and faculty inquiries within a reasonable amount of time.
- Have regular availability to meet with interested students in person.
- Facilitate connections between faculty member and past study abroad students and/or international students who are willing to assist with marketing.
The Center for International Education at NAU has developed an online study abroad application system that is specific to the needs and processes of our university. This system is called Studio Abroad.

Students log in to Studio Abroad through the CIE website edabroad.nau.edu to apply to the Study Abroad program.

As a faculty member, you can be activated to log in to Studio Abroad, but you will have access only to the student view, as if you were applying to the program, or to provide departmental approval for the courses students will take while abroad.

**The following are some of the processes that take place via Studio Abroad:**

1. Students express a desire to apply for a particular program.

2. Students view the necessary application items, can either complete them online through Studio Abroad, or can download hard copies through Studio Abroad, and can track the status of their applications 24/7. Initiating an application triggers an application fee of $100, which will be charged to their LOUIE. After the student completes the application, a deposit of $500 will be billed to their LOUIE. The $500 deposit is non-refundable. If a student cancels after being admitted, they will forfeit the $500 deposit, if paid, plus any non-refundable prepaid expenses paid on the student’s behalf. This will be posted to their LOUIE.

3. Applications are reviewed for completeness and eligibility by the Study Abroad advisor.

4. Student billing, and health insurance enrollment are tracked.

5. Applications may be cancelled by the study abroad advisor.

6. Creation of a cohort for each program, which allows them to be emailed as a group.

7. Students list the number of credits they plan to earn in the “course equivalency”.

8. Faculty members and academic advisors may log in to approve students’ course choices (this mostly applies to full semester Study Abroad programs).

9. The Academic Advising Office can log in to Studio Abroad to view students’ credits and grades, and post them on student transcripts based on the information in Studio Abroad.
Applications for Faculty-Led programs may be tailored to fit the needs and preferences of the leading faculty member(s).

**The following documents are required for all programs:**
1. Confirmation of Enrollment (on-line)
2. Participation Agreement Form (on-line)
3. Risk & Release Form (on-line)
4. Financial Aid Understanding Form (on-line)
5. Passport-size photos (2-4 required)
6. Health Questionnaire
7. Copy of Passport, VISA, and Permanent Residency card (if applicable).

**The following documents are optional:**
1. Personal statement (1-2 pages) describing why the student wants to participate on this particular program and what he or she hopes to learn
2. Recommendation letter from an academic reference (using the CIE recommendation template form)
3. Documentation of number and type credit student plans to earn on the program

The personal statement and letter of recommendation may be modified to better serve the needs of your program. Additional items may also be added to this list, such as an art portfolio or vocal tape, writing sample, etc.

Please inform the Faculty-Led Programs Coordinator of any additional items you would like included in your program’s application packet, and these can also be included in Studio Abroad.

Students will obtain all of these application items via Studio Abroad, where they can log in any time to view what has been completed and what still needs to be done. Some of the forms (FERPA, Confirmation of Enrollment, Financial Understanding Form, and Risk & Release form) can be completed online.

**Students can only apply for a Faculty-Led program through Studio Abroad. For semester programs, students must apply both through Studio Abroad and through the regular NAU course enrollment process.**

Materials collected by faculty members should be submitted to the CIE immediately. Any items submitted to the faculty member and not turned in to the CIE will not be marked complete for the students.

**Application items must be turned all together,** to the Center for International Education. Instructions for the submission of each item is included in Studio Abroad (e.g., “Please bring hard copy to the CIE when complete”). As the items are turned in, a CIE staff member will mark them “Complete” in Studio Abroad, so that students know they have completed those items. Any items not yet submitted will be marked “Incomplete.” Items that were done incorrectly will be marked “Unsuccessful” in Studio Abroad.
Many of our Faculty-Led and semester-long programs include participants who are not current NAU students. They may include alumni, students of another university, or community members interested in travel or your subject area. We are more than happy to include these participants on our program, so feel free to market your program outside of the NAU community.

As for our NAU student participants, non-NAU students must meet certain eligibility criteria:
- A current or past university student (evidenced by an official transcript copy)
- 2.5 GPA during their current or past studies
- Must take the program for credit, like all other participants

Again, exceptions to these criteria may be made in some cases.

Any individual who is not an NAU student who wishes to participate on an NAU program abroad must be “quick-admitted” to NAU. This is a very simple process coordinated by the CIE, which allows the individual to be recognized as a temporary NAU student during the semester of the program, and to earn NAU credit.

**The quick-admit process works as follows:**
1. The potential participant completes an online interest form at edabroad.nau.edu.
2. The potential participant has a copy of his or her official transcript sent to the CIE. An unofficial copy may be sent by fax or email to expedite the process, but eventually an official transcript will also be required.
3. A CIE staff member enters the individual’s information into PeopleSoft as a non-degree-seeking temporary student.
4. The quick admit is processed within about 48 hours and the individual will receive an NAU username and password, with which they can log into STUDIO ABROAD and apply as a regular NAU student.

**There is no charge for undergraduate quick admits at NAU.**
If the individual would like to be quick admitted at the graduate level, he or she must complete the non-degree application with the Graduate College online at https://www.applyweb.com/apply/northazg/, which requires a payment of $35 (subject to change without notice). Students will receive an NAU email account and ID number.

**Transfer Credit:**

Upon completion of your program, Non-NAU students will receive regular NAU credit and grades, which they can then transfer back to their home university, if desired.

**Payments:**

All quick-admitted students are set up with a LOUIE account, and their tuition and program fees will be charged through LOUIE, just as for regular NAU students.
CIE Criteria:

In order to be eligible for our Study Abroad programs, students must meet the following minimum criteria:

- 2.0 cumulative minimum GPA
- Earned at least 15 NAU direct credits by the program departure date
- At least 18 years old and older

In some cases, exceptions to these requirements may be made, but generally students who do not meet these requirements will be not be able to participate in the program.

Program Criteria:

Depending on the nature of your program, you may want to specify your own eligibility criteria. Some examples of additional criteria used in the past are: course pre-requisites, foreign language ability, graduate status, or certain majors and/or minors.

We can design your application so that students not meeting all criteria will be unable to apply, or you may decide to let them apply and then review their applications once complete.

Acceptance Procedures and Paperwork:

Students who have completed their applications and who meet the eligibility criteria will be considered for acceptance into your program. You will decide ahead of time, with the CIE, how you would like this acceptance process to work. It may proceed in one of two ways:

1. All eligible students with complete applications will automatically be accepted.
2. All complete applications will be forwarded to the faculty leader(s) for review; the faculty leader(s) will then inform the CIE of accepted and rejected students.

**In either case, students will be notified of acceptance or rejection by the CIE.**

**The faculty member should not contact students directly.**

Accepted students will be required to complete additional “Acceptance” paperwork. This includes the following:

1. Copy of flight itinerary, if not on a group flight
2. Photocopy of passport, VISA, or Permanent Residency card
DEADLINES AND CANCELLATIONS

Before you begin marketing your program, we will determine an appropriate date by which all applications must be submitted. For summer programs, we typically recommend **March 15** as a standard due date for summer programs, though any deadline that works best for your program is acceptable. **Your application deadline should be at least eight (8) weeks prior to the program start date.**

**Late Applications:**

As the faculty leader, it will be your decision whether late applications are accepted for your program. In some cases, there are not enough applicants by the deadline to make the program successful and faculty may choose to extend their deadlines in hopes of attracting more applicants. This is typically okay to do, unless the program start date is near, or there would not be enough time to obtain VISAS or passports before departure.

**Student Cancellations:**

Unfortunately, almost every program has at least one student who cancels unexpectedly, sometimes very close to the program’s start date. Cancellations, and especially those made at the last minute, have the potential to significantly harm the program by unexpectedly raising the fee required of all other students.

Students are required to sign and submit a **Financial Agreement form**. This form is submitted online via Studio Abroad. It contains the following paragraph, to which students must agree:

> *I will participate in the Study Abroad program. I understand that if I decide to cancel my participation in the program after I submit this form, there will be a **$500 fee** charged to my student account. In addition, I understand I will be responsible for any expenses that may have already been incurred due to my intended participation. Finally, I understand that I will be billed for the mandatory NAU International Health Insurance Plan (unless my program falls under one of the approved exceptions) and that the cost of the insurance varies depending on the days of my program abroad.*

Thus, by submitting this form, students agree to pay not only a cancellation fee, but also whatever part of the program fee is non-refundable. This typically includes hotel rooms, shares of group airfare, transportation fees, and entrance fees. All of these non-refundable items will be charged to the student’s LOUIE account, thereby ensuring that the other enrolled students will not have to shoulder the financial burden of a late cancellation.

If a student cancels very late in the process, but they have not yet submitted the Financial Agreement form, we will recalculate the program fee based upon the new number of students, and then contact those still enrolled to see whether they are willing to pay the new amount. If the students are willing to pay it, the program will continue. If they are not willing to pay the increased cost, we can try to make some budgetary adjustments to lower the price, but it is possible the program will be cancelled.
Tuition and Program Fee Payments

All charges related to Faculty-Led programs will be added to the students’ LOUIE accounts. This allows students to use financial aid, if applicable. Students are encouraged to meet with Financial Aid prior to applying for the program. Students pay the tuition and program fees to the Bursar’s Office and may use check or credit card, following the exact same procedure used for all LOUIE payments.

**Students may not give payments to the faculty leaders or to the CIE. Payments must be made directly to the Bursar either in person or online.**

**Tuition:**

Students are charged tuition per credit offered in your program, according to standard NAU tuition and fee rates applicable to the term of the program. Students are still responsible for the Information Technology fee, the Financial Aid Trust fee, the AZ Student Association fee, and a tuition surcharge. The Health Center and Student Activity fees are waived.

**Program Fee:**

The program fee is made up of the cost for international health insurance (usually approximately $30 per month), the CIE administrative fee, plus the student’s portion of the total trip cost. Together with the tuition and NAU fees, these make up the total program cost.

On students’ accounts, the charges are divided into Department Charges (DPT) and Tuition charges (TUT).

Sample of Program fees that will appear on the students’ accounts as follows*:

<table>
<thead>
<tr>
<th>DPT charge: Application Fee</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT charge: Deposit</td>
<td>$500</td>
</tr>
<tr>
<td>DPT charge: International Health Insurance</td>
<td>$30.70</td>
</tr>
<tr>
<td>DPT charge: Summer Faculty-led Program Fee [includes CIE Administrative Fee]</td>
<td>$2500</td>
</tr>
<tr>
<td>TUT charge: Information Technology Fee and Financial Aid Trust Fee</td>
<td>$42 and $26</td>
</tr>
<tr>
<td>TUT charge: NAU Tuition</td>
<td>$385 (1 credit)</td>
</tr>
<tr>
<td>TUT charge: Tuition Surcharge</td>
<td>$175</td>
</tr>
<tr>
<td>TUT charge: AZ Student Association Fee</td>
<td>$5</td>
</tr>
</tbody>
</table>

* All figures are estimates, based upon one (1) unit of summer tuition in 2014 and a hypothetical program fee. These figures will fluctuate based upon term, number of units, the student’s residency, financial aid, and changes in NAU tuition and fee rates over time.
Charging all program fees through LOUIE allows students to use any applicable financial aid they may have towards your program. The vast majority of students on Faculty-Led programs do use some type of financial aid for their program cost.

All specific inquiries regarding financial aid awards and procedures should be addressed directly to the Financial Aid Office. The CIE is not able to determine student financial aid awards or to provide specific instructions regarding disbursement.

Norma Jean Brown
Financial Aid Advisor, Study Abroad programs
Email: studyabroadaid@nau.edu
Phone: 928-523-5820
Fax: 928–523-1551

Some general tips to keep in mind regarding the use of financial aid for Faculty-Led programs:

♦ Students must be enrolled in at least six (6) units to be eligible for summer financial aid. If your program offers fewer than six (6) units, they will have to enroll in at least one other NAU summer course. *Students enrolled in fewer than six (6) units will not receive summer aid.*

♦ Financial aid sometimes disburses after the deadline for the program fee payment. Students should be prepared for this and make arrangements to make the necessary payments on time. Late fees will be charged by the Bursar’s Office to overdue accounts.

♦ The amount of aid available, especially for summer programs, may be very limited. The available sum is calculated based upon students’ FAFSA and the amount of aid they have already used at NAU. *This can only be calculated by the Financial Aid Office.*

♦ **NAU financial aid is only available to NAU students.** Non-NAU students who have been quick-admitted must apply to their home universities for financial aid and are not eligible for the GO Scholarship.

♦ Payment plans are not usually available over the summer term. Students should discuss their payment options with Financial Aid and/or the Bursar’s Office.

**SCHOLARSHIPS:**
Many students on Faculty-Led programs apply for, and receive, scholarships that help to pay for their programs. The CIE offers scholarships such as the “Go Scholarship” and the “No Excuses” scholarship at [edabroad.nau.edu](http://edabroad.nau.edu).
HEALTH AND SAFETY

Your health and safety is our concern

The health and safety of you and your students are of prime importance to the NAU Center for International Education. We are aware of the heightened concerns Americans have for their safety while abroad and at home. We recognize the importance of establishing policies and procedures that are designed to ensure the safety and well-being of study abroad participants. We do, however, recognize and acknowledge that no single plan could address all contingencies that may arise.

Be informed about your place of study

It is essential that you become knowledgeable about the culture, history, politics, and customs of the country you are going to visit prior to your departure. This can be important in understanding subtleties that are inherently understood by citizens of a country, but often misinterpreted or ignored by visitors.

Your role as a Faculty leader:

As the leading faculty member, you bear responsibility for doing careful research before departure, being informed about your place of travel, maintaining a safe learning environment to the best of your ability, and for carrying contact information for local emergency services, the CIE contact info, and U.S. government resources at all times.

Be aware of all developing issues and warnings in your host country (travel, political, health and safety).

Notify the CIE immediately of all emergencies/risks during your program, or affecting it.

You should have a general understanding of your own and the students’ international health insurance and be aware of any allergies or medical issues that students disclose. This information will be provided to you by the CIE.

This section is designed to remind you about various matters and provide some helpful tips. Please review it carefully and take time to visit the resources listed on the following page.

Emergency 24 hr. Contact

Calling from within the U.S. and Canada: 800-285-3943
Calling from outside the U.S. and Canada: 602-234-9105
Dr. Eric Deschamps, Director of Education Abroad: 928-525-6852 (Cell)
PREPARING FOR A SAFE TRIP

The State Department has set up a special phone number for those concerned about travel abroad or about American citizen family or friends overseas.

State Department: 1-888-407-4747
Alternate number (when calling from overseas): 1-202-501-4444

You should read the State Department’s Consular Information Sheets, Public Announcements, and Travel Warnings for the country or countries in which you plan to study and/or travel during your study abroad. As a general rule, we do not run programs to counties with travel warnings.

Consular Information Sheets are issued as a matter of course, and are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. (Visit http://travel.state.gov for more information.)

Public Announcements are issued as required, and are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions positing significant risks to the security of American travelers. (Visit http://travel.state.gov for more information.)

Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country.

Some recommended resources:

Lonely Planet
http://www.lonelyplanet.com/worldguide/

World News
http://www.cnn.com/WORLD/

University of Texas Perry Castafieda Library Map Collection
http://www.lib.utexas.edu/maps/index.html

CIA The World Fact Book

U.S. Department of State—background notes
http://www.travel.state.gov

Center for Disease Control and Prevention
http://www.cdc.gov
PREPARING FOR A SAFE TRIP

The Pre-departure information below and on the following pages will also be provided directly to students at their CIE Orientation sessions and in their student Handbooks. Thus it is not your responsibility to provide all of this information to your students. However, it is important that you are aware of this information and can address student questions or concerns regarding this material should they arise.

Vaccinations:

A list of vaccinations required or recommended for travel in your host country is available from the Center for Disease Control website (www.cdc.gov).

All students and faculty should meet with their physicians to get necessary vaccinations and to discuss relevant travel precautions well in advance of departure.

Medications:

Many medications used in the United States, even those available over-the-counter, are not permitted in foreign countries and will be confiscated at Customs.

Faculty and students should:
• Check the Embassy or Consulate of your host country to see whether any medications are not allowed in the country.
• Meet with a doctor to obtain enough prescription medication to last the entire trip.
• Pack any necessary over-the-counter medications, if they are allowed in the host country.
• Leave all medications in their original, labeled containers and bring a copy of the prescription with the doctor’s contact information, if possible.

To do before departure:

♦ Read Consular Information Sheets, Travel Warnings, and Public Announcements for your host country at http://travel.state.gov
♦ Find health and safety considerations for your host country, including recommended vaccinations, at http://www.cdc.gov
♦ Find English-speaking doctors in your host country at http://www.hthstudents.com/doctor_search/docSearch.cfm
♦ Research the specifics about your own and the students’ health insurance. The students will be covered by HTH (http://www.hthstudents.com)
♦ Compile a complete list of emergency numbers, including local and U.S. contacts, and in-country student contacts
♦ Obtain from the CIE copies of students’ passports and medical information. Bring photocopies of your own passport as well, in case the original is lost or stolen abroad. It is a good idea to leave a copy with the CIE as a backup.
SAFE TRAVEL

Air Travel Security:

Especially if you have booked a group flight and will navigate the airport with a group of students, air travel can be stressful, overwhelming, and potentially pose health and safety risks. The following are some tips to keep the experience as safe as possible:

- Be aware of security measures at airports ahead of time, and remind students of these as well. Do not carry in your hand luggage anything that could be considered a weapon (knife, corkscrew, etc.). Matches and lighters also are not allowed. Limit liquids and gels to 3 ounces or less sealed in small, clear, zip lock plastic bags
- You can find up-to-date information on restrictions at http://www.tsa.gov
- Make sure all medications are properly labeled
- Put your name and address on each piece of luggage
- Check in with your airline as early as possible and proceed immediately through security checkpoints. Respond to all questions seriously and honestly; do not joke or use sarcasm with airport personnel
- NEVER carry packages or letters for strangers and be mindful of unattended luggage
- NEVER leave your bags unattended, even for a moment
- Create a buddy system so that no student will be alone at the airport or on the airplane

Train Travel:

The train is often a safe, inexpensive and convenient way to travel outside of the United States and is a popular transportation method on our Faculty-Led programs. Research the train system of the country where you will be traveling for country-specific details. Some general information:

- Most European countries offer railway passes for unlimited travel within their borders, for various amounts of time. Purchase these in advance if at all possible.
- Individual train cars may separate from each other at various points during the route with some proceeding to different destinations. Be sure that you are seated in the right section to reach your final destination
- If you are not all seated together, create a buddy system so that no student will be alone on the train. Advise students to stay with their buddies whenever they leave their seats

Road Travel:

Road accidents are the second leading cause of death for Americans abroad; illness is the first. We do not want to raise unnecessary fears about travel abroad. We do, however, want faculty and students to make appropriate choices when seeking road transportation in countries of study and travel. Consular information sheets contain reports on road safety in countries of the world. We ask that you review these comments. Additional resources may be obtained by reviewing the following internet resource: Association for Safe International Road Travel (ASIRT) - www.asirt.org.
HEALTHCARE ABROAD

American travelers may find that the Western model of health care is not prevalent in the countries they visit and should be prepared for different styles of treatment. Health care practitioners in the host country may not be accustomed to treating the range of problems raised by U.S. students, especially in areas related to sexuality and lifestyle choices.

Faculty Insurance:
Faculty who are on business for NAU are covered by the Arizona State Employee International Insurance program during the dates of their program, and while on authorized NAU business related to their program. (See appendix for more detailed information). Please also refer to your healthcare provider for medical coverage while you are out of the country.

Student Medical Insurance:
All students going abroad on NAU programs are required to have international health insurance. HTH International medical insurance cost will be posted in the students’ LOUIE account. The charge is $30.70/month, subject to change without notice.

HTH Enrollment:
All students enrolled in Faculty-Led programs will be enrolled in HTH automatically by the CIE. Students need only to pay the HTH fee, which is included in the program fee. No additional action is required on the part of the student for this to happen. They will receive a confirmation, their insurance card, and policy number via email directly from HTH. Students should print their HTH insurance card and keep it with them at all times. HTH provides extensive international health insurance. It is valid everywhere, except the United States.

All faculty, staff, and students on the program should maintain health coverage in the United States while abroad. Do not cancel this coverage. If there is a medical emergency that requires you to return to the U.S., you will need to have U.S. coverage.

The HTH Insurance website provides a listing of English-speaking medical professionals and facilities abroad. Please refer to this list to find practitioners in the country you will visit. Write down their contact information and bring it with you as you travel:

https://www.hthstudents.com/login/entry.cfm?script_name=/doctor_search/docSearch.cfm

Providers listed on the HTH website (www.HTHstudents.com) can be paid directly without the student coming out of pocket for medical care.

Please note: the following activities will not be covered by HTH:
♦ Voluntary use of non-prescribed drugs/narcotics
♦ Scuba diving
♦ Hand gliding
♦ Bungee jumping
♦ Sky diving

Students will receive a confirmation email from HTH with instructions to print their health card and coverage information prior to departure date.

City health profiles and security profiles are also available at www.HTHstudents.com.

Blood transfusions in developing countries should be refused unless to do so is life-threatening. Some countries do not screen blood for HIV or hepatitis. Sources of safe blood should be identified in advance in case of an emergency. These may include U.S. and western European embassies, private hospitals and clinics, and U.S. military bases.
THEFT

Simply being a foreigner will make you and your students susceptible to theft. You will stand out in your appearance, behavior, speech, and dress though you may not realize it. Be aware of this reality so that you are not an unsuspecting target.

BEFORE DEPARTURE

- Remove all superfluous credit cards and documents from your wallet or purse. Leave only things you will need while abroad
- Make photocopies of your passport, HTH card, credit cards, and other important documents that you will bring with you. Bring one copy in your luggage and leave copies with responsible individuals in the U.S.
- If possible, also scan these documents and email them to yourself so that you can access them from anywhere
- Prepare another way to safely and securely transport your money and documents
- Register with the U.S. Department of State as a tourist traveling abroad at travel.state.gov.

WHILE ABROAD

Remember that your American passport may be worth a great deal of money abroad and is the most important document you carry. Protect it at all times. Do not carry your passport with you unless you need it for a specific purpose; it is safer locked in your room, or in a safe box at your hotel.

If your passport is lost or stolen:
- Contact the nearest U.S. Embassy or Consulate
- Having a photocopy of your passport will make the passport replacement process much faster and easier

✓ Beggars may approach you with screaming children. Local children may offer to carry your bags, but be aware: some beggars are in genuine need, but others make as much as several hundred dollars a day. Most of the time it is a ploy. Giving money is a personal decision, but use common sense.
✓ Do not carry anything of value in a fanny pack, back pockets, or backpack, or back purse which could be snatched from behind.
✓ Anything that could distract your attention (someone asking the time, asking directions, spilling something on you, etc.) is an opportunity for a thief to steal a bag. Always have everything attached, or in direct contact with your body at all times.
In Case of Emergency

It is essential that you know exactly what to do in the event of an emergency abroad.

In case of an emergency:

1. Deal with acute health and safety issues immediately, with the assistance of local emergency services and health professionals. Students or faculty experiencing medical emergencies should be transported to the nearest hospital. For non-medical emergencies, contact the local law enforcement agency.

2. When the situation has been stabilized, contact the Center for International Education 24/7 emergency contact. The CIE will contact the family of any affected student(s) or faculty. PLEASE DO NOT DO SO ON YOUR OWN.

NAU Center for International Education
Blome Hall Building #2, Suite 200
523 Knoles Drive,
P. O. Box 5598
Flagstaff, AZ 86011-5598

Email: studyabroad@nau.edu
Main Office Phone: (001) 928-523-2409

24/7 Emergency Contact
Calling from within the U.S. and Canada: 800-285-3943
Calling from outside the U.S. and Canada: 602-234-9105
Eric Deschamps, Director/ Education Abroad: 928-525-6852 (Cell)

You can try to prepare for emergencies in the following ways:

1. Always carry contact information for someone in the country you will be visiting, such as a tour guide, hotel, or contact at a local university.

2. Memorize the emergency phone numbers in the country where you study.

3. Always carry change for the phone or a cab in your front pocket.

4. Know the location of the nearest U.S. Embassy or Consulate and register with them (you can do this online). Information regarding Embassies and Consulates can be found at:

   http://usembassy.state.gov
   http://embassyworld.com/embassy/directory.htm

6. Keep the phone number for your nearest Embassy or Consulate in your host country.

7. The Office of Overseas Citizens Services can assist U.S. students and faculty abroad in the case of an emergency. You can call 1 (202) 647-5225 at any time.
All students studying abroad are required to attend a General Pre-departure meeting, which is held by CIE once per semester. It is very strongly recommended that a pre-departure session be held for every Faculty-Led program. Ideally, these meetings should be done in person, though sometimes pre-departure information is sent via email if the majority of your students are located remotely.

**Purpose:**

The program-specific pre-departure session is an opportunity for you to meet the students in your program, and for them to meet you and each other. It is important that all members of your group are familiar and relatively comfortable with one another before departing on what may be a challenging experience together. This meeting is also your opportunity to share program details with students and for them to ask questions.

**Timing:**

Program-specific pre-departure orientations should be held at least six weeks prior to the departure date. They can be scheduled at any time after your group of students has been confirmed. Orientations may also be held on the same day as the required General Pre-Departure meeting. Contact your Faculty-led program coordinator to schedule.

**Planning:**

The Faculty-Led Program Coordinator will help you to organize your session. It can be held in any appropriate location and with any format you prefer. Some popular formats include: meeting over lunch or dinner at a restaurant or at your home; an evening meeting in a classroom or conference space on campus; a morning meeting over breakfast or coffee at a café near campus. The CIE will notify all students of the date, time, and location of your meeting, and you are encouraged to contact the students directly as well. Meetings usually last about one hour. It may be helpful to invite an NAU international student from your host country to share their insights. The CIE can also assist with this.

**What to cover:**

Some faculty members choose to prepare PowerPoint presentations or handouts for their meetings. This is fine and can be helpful, but is not mandatory. If your program or a similar one has run in the past, it can be extremely helpful to invite a past participant to the meeting, who can share their personal experiences with the new students.

**Some topics to cover are:**

- VISA processes, if applicable
- What to pack, including considerations for activities and weather
- What type of luggage to use (is a suitcase appropriate, or would a backpack be better?)
- Departure—where and when the group will meet up
- Academic expectations and assignments
- Special health or safety considerations relevant to the area you will visit
- Cultural notes, including eye contact, polite greetings, and differences to expect
You should absolutely include a discussion of cultural differences and preparedness during your program-specific orientation with your students. Every culture in the world has its own norms and values, and part of being a respectful visitor is being aware of these in advance.

Both you and your students should have a general knowledge of the following information about their host culture before departure:

- Type and organization of government
- Names of political leaders
- Names of political parties
- Recent conflicts and the U.S. role in those conflicts
- Major religions and/or spiritual beliefs
- A few hot topics of the day (e.g., government scandals)
- General economic conditions
- Biggest pop culture focal points of the day (one or two movies, celebrities, etc.)

During your pre-departure meeting or in the weeks leading up to your trip, introduce students to some key words and phrases in the host language. Some of the most useful are:

<table>
<thead>
<tr>
<th>WORD OR PHRASE</th>
<th>TRANSLATION</th>
<th>WORD OR PHRASE</th>
<th>TRANSLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>American</td>
<td>I (am/like/don’t like)</td>
<td>ATM</td>
<td>Metro</td>
</tr>
<tr>
<td>Bad</td>
<td>Money</td>
<td>Bathroom</td>
<td>My name is...</td>
</tr>
<tr>
<td>Doctor</td>
<td>Nice to meet you</td>
<td>Embassy</td>
<td>No</td>
</tr>
<tr>
<td>Food</td>
<td>Please</td>
<td>Good</td>
<td>Police</td>
</tr>
<tr>
<td>Goodbye</td>
<td>Restaurant</td>
<td>Hospital</td>
<td>Student</td>
</tr>
<tr>
<td>Hello</td>
<td>Telephone</td>
<td>Help</td>
<td>Thank you</td>
</tr>
<tr>
<td>Help</td>
<td>What is your name?</td>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>How are you?</td>
<td>Where is ...</td>
<td>How much?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Even if your program is very short in duration, it is possible that you and students will experience some degree of culture shock. Please do not think that participants on short-term programs, or those visiting cosmopolitan or English-speaking cultures, are immune to culture shock. It has even been suggested that culture shock can be more difficult to overcome in countries more similar to the United States, because the small differences come as more of a surprise to unprepared visitors.

Culture shock describes the psychological and physical reactions most people experience when they spend an extended period of time in a culture different from their own.

The anthropologist Kalervo Oberg coined the phrase “Culture Shock,” which he described in the following way:

“Culture shock is precipitated by the anxiety that results from losing all our familiar signs and symbols of social intercourse. These signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not. Now these cues which may be words, gestures, facial expressions, customs, or norms are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend, for our peace of mind, and our efficiency on hundreds of these cues, most of which we are not consciously aware...”

(Spofford, William K., Learning to Overcome Culture Shock)

**Characteristics of Culture Shock**

- Intense discomfort
- Irritability
- Bitterness
- Resentment
- Depression
- Boredom
- Withdrawal
- Avoiding contact with host nationals
- Ethnocentrism
- Helplessness
- Stereotyping
- Hostility
- Psychosomatic physical symptoms (e.g. headache)
- Compulsive eating, drinking and/or sleeping
CULTURE SHOCK:  
EASING THE ADJUSTMENT

The following information is presented to students during their general pre-departure session, but is helpful for you as the leading faculty member to consider as well, both for your own welfare and that of the students.

**Before leaving:**
1. **Learn as much as you can about the host culture**
   - Read books on the culture, history and customs of the country you will visit.
   - Talk with people who have visited or lived in this country to learn what you should expect.
   - Talking with people who have visited or lived in the country is also a great way to become familiar with what you may expect on your visit.
   - The Center for International Education coordinates a program, International Friends, for NAU students to meet International students who may be from the country you will visit. Inquire at the CIE to learn more about this program. It may be a good idea to include these students at your pre-departure orientation session.

2. **Make an effort to explore your own cultural identity and values and encourage students to do the same.**
   - Make a list of typical values that characterize your culture and family.
   - Make a list of customs, attitudes and behaviors that are common in your culture and family.
   - Think about which things on this list may be different while you are abroad.

**While abroad:**
1. **Relax your grip on your own culture so you can be open to learning and understanding**
   - Try not to succumb to the temptation to criticize your host culture.
   - Consciously seek logical reasons behind everything that seems strange, difficult, confusing or threatening.
   - Try to look at every aspect of your experience from the perspective of your hosts.
   - Realize that sometimes there are not always logical reasons for everything.
   - Resist making jokes or comments that are derogatory to the host culture and avoid people who do this.

2. **Find a Cultural Informant:** someone you can ask questions and confide in when you are looking for answers or confused. This may be a member of your host family, a peer, teacher, or friend.

The information in this section has been adapted from the following sources:
3. UNC Charlotte, Office of Education Abroad, Study Abroad Handbook.
As people encounter cultural differences, they tend to progress through specific stages in the adjustment process. Naturally, the severity and length of adjustment phases a person goes through depends upon the length of time that he or she will be away from home and the support that he or she receives.

No matter how much time you spend in a foreign country, you can be relatively certain that you will feel many of the emotions outlined in the intercultural adjustment cycle:

1. **APPLICATION ANXIETY**: Anxiety over chances of selection and one's ability to handle the new opportunity. Many students anticipate cultural differences but have only a superficial awareness of potential adjustment problems.

2. **SELECTION/ARRIVAL FASCINATION**: Elation typically results when the application is confirmed. This excitement generally continues until after arrival in the foreign country, though there may be some anxiety just before departure. During this stage, expectations for the trip are high and the pre-departure/arrival proceedings are overwhelming and blissful in attention and activity. The new arrival is shown respect and concern which she/he may seldom receive in the home community.

3. **INITIAL CULTURE SHOCK**: The initial fascination will fade for a visitor who remains in a community for a long period of time. The novelty of a foreign culture wears off after a few weeks and most people enter a decline known as initial culture shock. Characteristics of this period are possible changes in sleeping habits, disorientation about how to work with and relate to others, language difficulties and mental fatigue from speaking and listening to a foreign language all day.

4. **SURFACE ADJUSTMENT**: After this initial "down," which usually does not last for more than a few weeks, some adjustment takes place and the visitor begins to settle into the new situation. Language skills improve so that basic ideas can be expressed without fatigue and the visitor learns how to navigate within a small group of friends and associates. The visitor may feel like he or she is becoming a member of the community.

5. **MENTAL ISOLATION**: At some point, all novelty fades while the difficulties remain. Frustrations increase and a more pervasive sense of isolation can set in. This period is often accompanied by boredom and a lack of motivation as the individual feels little stimulus to overcome deeper and more troublesome difficulties. There may be unresolved conflicts with friends, hosts or peers, or basic language problems which continue to cause difficulty long after the initial language adjust-
6. **Integration/Acceptance:** When the visitor is finally at ease with academics as well as with the language and new friends, he or she is able to examine more carefully the new society in which he or she is living. Deeper differences between self and others become understandable and the visitor finds ways to handle them. The visitor may feel a lack of true friendships but learns not to take this personally. Acceptance of the situation and oneself as a member of it allows the visitor to relax and feel at home abroad.

7. **Return Anxieties:** Once a person is well settled in, the thought of leaving friends and the new community raises anxieties similar to those felt during Stage 1. The visitor begins to sense how much he or she has changed because of this experience and apprehension grows at the thought that people at home will not understand this “new” self. The visitor may feel guilty for wanting to stay abroad.

8. **Shock/Reintegration:** Once the former visitor is back home, the contrast of old and new may come as a shock. He or she probably will have changed a great deal while away and it may be difficult for family members and friends to accept the changes. Likewise, having been the center of attention in another country for a period of time, the returnee will soon realize that this glamour has been lost. He or she then faces the problem of adjusting to being one of the crowd again while longing for the friends left behind.

9. **Readjustment:** The returnee often finds that no one is as interested in the details of his or her stay abroad as it seems they should be. He or she experiences conflicts while readjusting to family members and old friends and is frustrated by the inability to describe adequately the depth and nature of life abroad. All of this may make the home environment more depressing.

10. **Final Resolution:** The individual experiences a shift in perspective and a new understanding of his or her own society and future development. The returnee must begin to become involved in new activities at home and to plan a life which is built upon the future rather than the past. Once this is achieved, he or she will be able to usefully integrate the experience and learning of the recent past and be productive in the "new" life.

(Reprinted from *Bring Home the World*, by Stephen H. Rhinesmith, pp. 54-57.)
TRAVELING BY AIRLINE

It is your decision whether your students will travel together with you on a group flight, or whether they will make independent travel arrangements and meet you in the host country.

**If you choose a group flight: Plan ahead and make sure everyone knows the plan**

- Provide students with very clear and detailed instructions about where and when the group will meet up. This information should be provided both during your pre-departure meeting and in follow-up email reminders. Clear and detailed instructions must include an exact time, a specific spot including landmarks if possible (e.g., outside the Phoenix airport, Departures area, on the sidewalk under the sign that says “United Airways”).
- Provide students with clear and detailed instructions about what will happen after your group meets at the location: Will students have buddies? Will the entire group stay together at the airport? Will everyone disperse and meet up again at the gate?
- Provide students with clear and detailed instructions about what will happen after your flight lands: Will students have buddies? Will the entire group stay together through customs? Will everyone disperse and meet up again at the baggage claim?
- Ensure that students have your cell phone number so that they can call you if they are late or lost. Assume that some students will be late or get lost. Be sure to obtain their cell phone numbers in advance.
- Designate a meeting time that is a few hours earlier than what you normally think you need. Plan ample time!
- Once the entire group has assembled, review the plan for the time prior to your flight and follow through with that plan.
- Before boarding, review with the students the plan for after the flight lands.
- After the flight has landed, follow through with your pre-determined plan through customs and baggage claim.

**If you choose individual flights: Be detailed**

- Provide students with very clear and detailed instructions about where and when the group will meet up. This information should be provided both during your pre-departure meeting and in follow-up email reminders. Clear and detailed instructions must include an exact time, a specific spot including landmarks if possible (e.g., at the Hotel Clarke, 123 Rue des Alpes in Paris, Metro station Rue des Alpes on the green line, turn left out of the exit. Meet in the main lobby in front of the check-in desk between 2:00pm and 4:00pm)
- Ensure that students have your cell phone number and/or the hotel phone number and the CIE emergency contact information (provided to them) so that they can call someone if they are late or lost. Assume that some students will be late or get lost.
- At your pre-departure meeting, review in detail the directions to the meeting spot. Show airport maps, subway maps, street maps, photos, landmarks, etc.
- Provide students with step-by-step written instructions for how to reach the destination.
- Obtain & review all of the students’ flight itineraries so that you know what time they are scheduled to arrive, and so that you can track any flight cancellations or delays.
1. In your checked luggage, carry-on luggage AND wallet put a list of emergency contact names, phone numbers and email addresses. Put more than one on this list and more than one phone number - include a work number, home number, friend number, etc.. Make sure it is written down not just on a laptop, cellphone, tablet, etc. Although it is good to have an In Case of Emergency (ICOE) contact list on your cellphone, remember what happens when the battery is without charge or access mechanism such as passwords, images, etc. are such that the systems cannot be readily accessed.

2. Include with the above a copy of your travel insurance contact phone numbers, policy and assistance details. Keep copies with your passport hand luggage, checked luggage and with family back home.

3. ALSO, this is more important than ever now. Before traveling abroad everyone should be sure to provide a list of their laptop, tablet, cellphone, or any other "technology" passwords or access mechanisms in case of a serious life emergency. Additionally, be sure to provide the same for Facebook, twitter, email, credit cards, etc... so that these can be appropriately accessed by family should some life emergency occur. Keep such listings secure but at the same time remember the need for 24-7 access. You can and should change these after you return home safely if you are worried about sharing your access.
It is very important that you are able to communicate both with your students and with contacts in the United States during your program abroad. Before you depart, think carefully about your plans for keeping in touch. **Inform both your students and the CIE of these plans prior to departure.**

**Email:**

Most international destinations today have internet that is relatively easy to access. You may be able to bring your own laptop or handheld device to use wireless connections in your lodging, or you may be reliant on internet cafes for email. In either case, you should include funding for internet fees in your budget and plan to check email at least once per day, if feasible for your location and program. Students should know your email address and be able to contact you via email if they will be away from you during part of the program.

Examples of free internet-based communications while abroad. Please visit each website for more information and instructions on how to download to your smartphone or computer.

- **Skype**: Skype.com
- **Viber**: Viber.com
- **What’s App!**: Whatsapp.com
- **MagicJack!**: Magicjack.com
- **Google Voice**: Google.com

**Telephones:**

In addition to email, you should have access to an international telephone throughout your program. There are several options for obtaining your international phone service:

- **Personal cell phone:** Some faculty members already own phones that have international activation; if this is the case, the CIE will reimburse all program-related calls when you receive your phone bill. No personal calls will be reimbursed, even if they occurred during the program. You must provide a copy of your detailed phone bill for reimbursement.

- **International phone cards:** NAU does not reimburse calling cards. You may purchase one for your own use, if you want to make personal calls while abroad, but please do not use this for your program calls as it cannot be reimbursed.

- **Pre-paid cell phone:** It is possible to purchase pre-paid phones in most countries that come with pre-loaded minutes. You can then buy additional minutes as needed. The CIE will reimburse purchases of pre-paid phones and minutes. You must save all receipts and documentation for reimbursement.
MANAGING STUDENTS ABROAD

Student Responsibility:
All students are expected to abide by the laws of the host country, and the NAU Student Code of Conduct while abroad and enrolled in an NAU course. Disciplinary actions will follow NAU disciplinary policy and procedures. For more information, visit Student Life at http://home.nau.edu/studentlife/rights.asp.

Faculty Responsibility:
As the faculty or staff person in charge of supervising the course or program you will have the full authority to adjudicate disciplinary violations of the Student Code of Conduct while in the host country. Additional disciplinary actions may be applied by the Office of Student Life. All incidences must be reported to the CIE, who will then report it to the Office of Student Life.

Faculty directors are urged to take a strong line on student behaviors during the course of program. Students may act in ways that may cause harm to themselves, the group, or be otherwise disruptive to group dynamics. We recommend that faculty directors have regular meetings with students during the course of the program. It may be every evening or twice a week, depending on what seems reasonable. Faculty directors should also feel empowered to send a student back to the United States if their behavior is incompatible with the successful progression of the program of study. If there is uncertainty about how to handle a particular situation, faculty directors should contact the Director of Education Abroad for consultations. Good note-taking is absolutely important for reliable accounting of events.

♦ Ensure the safety and protection of each student.
♦ Communicate Student Code Conduct and behavioral expectations in course syllabus.
♦ Have students to sign a behavioral contract.
♦ After students are enrolled in your program, students will be required to sign a Medical History form, which is kept in strictness confidence for the protection of the student.
♦ Register your group with the U.S. Embassy in the host-country as tourists (visit: www.embassyworld.com for a list of U.S. Embassies abroad). They will provide up-to-date travel warnings and public announcements to you via email.
♦ Collect emergency contacts for in-country assistance (hospital, police, etc.) prior to departure and provide this information to your students. Also collect in-country contact for students.
♦ In case of medical or mental health crisis, seek immediate medical care for the student.
♦ In case of physical abuse, assaults, thefts, kidnapping, etc., contact the local authorities, and report the occurrence to the CIE at the emergency pager number below.
♦ Provide students with your contact information so they can reach you in case of an emergency.
♦ Document and report all medical, sexual abuse, in-country arrests, and disciplinary incidences to the CIE (see appendix for Incident Report form).

To ensure the safety of our faculty and students, the CIE will report all incidences to the Office of Student Life. Medical, legal, and disciplinary occurrences will be handled in accordance with NAU policy and procedures.

24/7 Emergency Contact:
Center for International Education
Calling from within the U.S. and Canada: 800-285-3943
Calling from outside the U.S. and Canada: 011-602-234-9105
Eric Deschamps, Director of Education Abroad: 928-525-6852 (Cell)
AFTER YOUR PROGRAM: FINANCIAL PROCESSES

The following items must be submitted to CIE at the end of your program:

**Receipts:**
Within five (5) days of your return, you must submit all receipts and spending logs to the CIE.

**Exhibit J:**
NAU travel policy dictates that your Travel J must be processed within five (5) days of completion of your program. Please submit your receipts and your Exhibit J within this time period. If you will not be back in Flagstaff within this time frame, we can provide you with a self-addressed FedEx envelope to mail to the CIE, and incorporate this cost into your program budget. Receipts for expenses not included in the budget will be denied for reimbursement or charged to your department.

**Refunding CIE:**
*Excess advance monies must be repaid within 30 days of the trip return date. After 60 days, the amount may be deducted from an employees paycheck.*

**Program Reconciliation:**
As the CIE reviews your receipts and spending logs, it will become clear whether spending was beyond the limitations of the budget. Your department will be responsible for any expenditures not budgeted in advance, and/or in excess of the original program budget. Your department will receive an invoice from the CIE for these charges.

Please submit all required documents to: Sheila Anders, Director/Business Operations

Email: Sheila.Anders@nau.edu
Phone: 928-523-2438
Center for International Education
523 Knoles Drive, Blome Hall, Bldg. #2
Flagstaff, AZ 86011
All students on Faculty-Led programs complete a Program Evaluation upon their return. This survey addresses the following topics, among others:

- **Academics**: topics include whether academic objectives were met, whether learning and subject interest were stimulated, and whether course requirements were clear.

- **Excursions and activities**: topics include whether the excursions and activities were organized and interesting, and whether they contributed to learning.

- **Orientations**: topics include whether orientations were held, whether they were thorough, and what should have been included that was not.

- **Budget**: topics include whether students were aware of the program price in advance and whether they believed the program to be a good value.

- **Faculty**: topics include whether faculty made students feel safe and comfortable, whether faculty were engaged and involved with students, and whether there are suggestions for future improvement.
STATE OF ARIZONA INTERNATIONAL INSURANCE PROGRAM

OVERVIEW
The State covers their employees, officers and agents while stationed or traveling outside the United States in the course and scope of employment.

COVERAGE
All State employees are covered for General Liability and Workers Compensation for injuries while traveling or stationed outside of the United States. Students, chaperones, and volunteers are covered for Accidental Death / Dismemberment and Medical Costs.

Vehicle liability for operation of State owned vehicles, and rented or leased vehicles, is covered when vehicles are used in the course and scope of employment. To comply with local laws in some foreign countries, it may be necessary to purchase a non-owned liability insurance policy for a rental or leased vehicle. This policy, if purchased, should also include collision and comprehensive (fire and theft) coverage. The policy is often available from the rental company as an option within the agreement.

For MEXICO ALL DRIVERS MUST carry the state’s Mexican automobile identification card, available through your State agency, motor pool, or Risk Management. This ID card, along with the claims reporting instructions, MUST be placed in the vehicle prior to entering Mexico.

MEXICAN AUTHORITIES WILL NOT RECOGNIZE A UNITED STATES ISSUED INSURANCE POLICY!

ASSISTANCE
Prior to traveling outside the United States to any country, please review the services available to assist you. Whether or not you are involved in an accident, these services assist travelers in difficult or problem circumstances during a trip: https://staterisk.az.gov/insurance/foreign-travel. TRAVEL ASSISTANCE SERVICES

ACCIDENTS
If you have caused injury …If you have damaged property … Or you have been injured …

Contact your agency. They must then report a claim to Risk Management. In some cases it may be necessary to also contact the local authorities, and/or the local insurance company. For MEXICO vehicle accidents, follow instructions in the claims kit that accompanies the insurance ID card.

PLAN YOUR TRAVEL
If your destination is a trade sanctioned country such as Cuba, your agency will need to contact Sheri.Swain@azdoa.gov or (602) 542-1406 at Risk Management immediately.

Certain countries are excluded from coverage, and Risk Management will review the details of the trip with your agency to determine whether you meet coverage criteria.

For all other question, please call Sheri Swain at (602) 542-1406

Please also review TRAVEL WARNINGS for the country you are visiting: http://www.travel.state.gov/travel/warnings.html
State of Arizona

Foreign Travel Accident and Sickness Benefits

Benefits available to State of Arizona employees traveling outside of the U.S.

Accidental Death & Dismemberment

Principal Sum:
- Loss of Life or Two or more members: The Principal Sum
- Loss of Speech and Hearing: The Principal Sum
- Loss of One Member: One-half the Principal Sum
- Thumb and Index Finger From The Same Hand: One-fourth the Principal Sum

Aggregate Limit: $1,500,000

-AD&D benefits for persons over the age of 70 diminish
-24-hour door-to-door coverage from time insured leaves until they return

Benefits available to enrolled Students/Chaperones and Volunteers traveling outside of the U.S.

Accidental Death & Dismemberment

Principal Sum: $25,000 per person
- Loss of Life or Two or more members: The Principal Sum
- Loss of Speech and Hearing: The Principal Sum
- Loss of One Member: One-half the Principal Sum
- Thumb and Index Finger From The Same Hand: One-fourth the Principal Sum

-AD&D benefits for persons over the age of 70 diminish
-24-hour door-to-door coverage from time insured leaves until they return

Medical Expense

Principal Sum: $25,000 per person

- $50 deductible applies per occurrence
- Athletic participants are excluded
- Other excluded items: normal pregnancy, routine physical exams/dental care, eyeglasses, hearing aids, nervous or mental disorders

Executive Assistance

Medical Assistance Services: $50,000 per person

$2,000,000 limit per occurrence

This summary is a brief outline of the coverages afforded under the insurance policies. Since it is for informational purposes only, it should not be construed to constitute the entire insurance contract. As the policies may contain additional coverages and restrictions, the exact wording should be consulted.
Service Provider is staffed with trained multi-lingual personnel, including doctors on round-the-clock call for emergency medical consultation and assistance. Service providers handles request for referrals to English-speaking doctors, and specialists, as well as aspects of coordinating an emergency medical evacuation.

The information provided is a summary only and does not amend or alter the terms, conditions, exclusions and limitations of the policy delivered. Please consult the policy for exact terms and conditions.

To access the 24-Hour services call 1+202-659-7777 when outside the U.S. and Canada or 1+(800) 766-8206 when inside the U.S. or Canada
Refer to Plan # PHFD 37255920

General Travel Assistance Services: (Including Medical Assistance)
  Pre-trip Assistance
  Legal Referral Assistance
  Emergency Travel Agency Services
  Emergency Message Services
  Emergency Translation Services
  Lost Document Services
  Vehicle Repatriation Services
  Hospital Admission Deposit
  Medical Monitoring
  Dispatch of Dr. or Specialist
  Companion expenses for Emergency Evaluation
  Companion expenses for Repatriation of Remains
  Emergency Medication Services
  Embassy and Consular Information
  Emergency Cash Advance
  Benefits Verification & Claims Assistance
WEB RESOURCES

Program Development

CIE Faculty-Led Programs
Edabroad.nau.edu

NAU Academics: Syllabus Policy
http://www4.nau.edu/avpaa/policy1.html

Study Abroad Student Application Portal/Program Information

Study Abroad Programs and Applications (Studio Abroad)
edabroad.nau.edu

Finances

Scholarship and Fellowship Opportunities
Edabroad.nau.edu

NAU Financial Aid
http://www.nau.edu/finaid; studyabroadaid@nau.edu

NAU Faculty and Staff Travel Policies
http://nau.edu/Comptroller/Travel/_Forms/Policies/CompleteTravelPolicy/

NAU Bursar: tuition rates
http://www.nau.edu/bursar

Currency Converter
http://www.oanda.com/ converter/travel

Health and Safety

HTH Insurance, general
http://www.hthworldwide.com

HTH Doctor Look-up
https://www.hthstudents.com/login/entry.cfm?script_name=/doctor_search/docsearch.cfm

HTH Coverage Brochure
http://international.nau.edu/pdf/nau_international_insurance_plan.pdf

Dept. of State Travel Information
http://travel.state.gov/

Centers for Disease Control and Prevention (CDC)
http://www.cdc.gov

U.S. Embassies
http://usembassy.state.gov
http://embassyworld.com/embassy/directory.htm

CIA The World Fact Book

Association for Safe International Road Travel (ASIRT)
www.asirt.org
WEB RESOURCES

Applications

NAU Student Application (Studio Abroad)  Edabroad.nau.edu
Graduate College Applications, for non-NAU graduate students  https://www.applyweb.com/apply/northazg/

General Travel Tips

Study, Work, Travel Abroad Resources  http://www.transitionsabroad.com
U.S. Passport and Visa Information  http://travel.state.gov/passport/passport_1738.html
Voltage and Electrical Conversion Info  http://www.voltagevalet.com/idx.html

Free Communications (requires internet service—WIFI)

Skype  Skype.com
Viber  Viber.com
What’s App!  Whatsapp.com
MagicJack!  Magicjack.com
Google Voice  Google.com

Special Interest Groups

Travel Magazine for Women  http://www.journeywoman.com
Resources and Information for Gay, Lesbian and Bisexual Students  http://www.indiana.edu/~overseas/lesbigay
Resources for Travelers with Disabilities  http://www.miusa.org

Student Involvement at NAU

iFriends  http://nau.edu/CIE/International-Student-Scholar-Services/International-Friends-Program/
International Club  http://nau.edu/CIE/International-Student-Scholar-Services/International-Club/
Peer Advisors  Email: Rebecca.Deadmond@nau.edu
Flagstaff International Friendship Program  http://nau.edu/CIE/International-Student-Scholar-Services/Flagstaff-International-Friendship-Program/
RECOMMENDED READING LIST


Rabe, Monica. **Culture Shock.** Graphic Arts Publishing Co., 1997. **Culture Shock** is also a series of books written about individual cultures. Check to see if your country is in their series. We have many of these in the Resource Room of the International Office.


**Let’s Go** and **Lonely Planet** series of travel books. You can find these books for regions all over the world in bookstores and on line.

**Lonely Planet.** Another series of travel books, published by Lonely Planet Publications. Great for
The following is a summary of policies and procedures established to guide the administration of Faculty-led study abroad programs under the leadership of NAU faculty. More information on Faculty-led programs can be obtained from the Faculty-Led Program Handbook, available online at the CIE website. In order to maintain consistency and safety, the policies and procedures have been approved by the Office of the Provost as well as the Center for International Education (CIE). All faculty who agree to lead short-term study abroad programs must also agree to comply with the policies and procedures indicated below and also in the Faculty-Led Program Handbook. Policies, procedures, and guidelines are subject to change without prior notice.

Section I: Formal Approval
All proposed courses must be approved by the respective department. Please use the approved proposal format at the end of this document. Once the course is approved by the department, and a tentative syllabus is available, the faculty leader must apply for formal approval of the program by the Center for International Education.

Provided that the course doesn't change from year-to-year (i.e. course content, amount of credits, etc.) approval for the faculty-led program will only be required once.

The safety and security of NAU students and faculty is of paramount importance. It is therefore, the policy of NAU that programs proposed for countries that appear on the Travel Warning list published by the U.S. Department of State (http://travel.state.gov) will not be approved for safety reasons.

Please note that any programs that have not been formally approved will not be allowed to continue as part of the NAU system. Failure to comply with policy will result in the faculty member and department being reported to the Office of the Provost.

Section II: Program Management & Application Process
All faculty-led programs will be managed by CIE in conjunction with the faculty leader. CIE will manage the application process for the program. All students will be required to apply through the Online Study Abroad Management web-based program (Studio Abroad) whenever possible. Otherwise, CIE will create a paper-based application process. Students must submit all of their application documents at the same time. There is a mandatory deposit fee required by all students.
Once the student is approved by CIE to participate in the program, CIE will forward any program-related student information required by the faculty leader. Should the faculty leader deny a student’s application, CIE will notify the student.

A general pre-departure orientation, conducted by CIE, as well as a program-specific pre-departure orientation will be required for all participants in the program.

**Section III: Enrollment**
Due to general liabilities, all students attending any faculty-led programs must be enrolled at NAU. There are no exceptions. CIE reserves the right to cancel any faculty-led program due to low enrollment.

**Section IV: Program Budget, Cost & Salaries**
CIE will work with the faculty leader to create a budget for the program. This is a shared responsibility and must be carefully drafted since any items not included in the budget will not be reimbursed. CIE will include a 5% overhead fee as well as a $150 application fee per student in the program budget.

Please note that while the faculty leader can provide suggestions on budget items and proposed program costs, CIE has the sole authority to determine the final budget and program cost. In addition, the faculty leader is not authorized to promote the price of the program until the final budget is approved by CIE.

Salaries for faculty-led programs are strictly determined by the Summer Salary schedule approved by the Office of the Provost every year. **CIE does not alter in any way these salaries.** In the case that the faculty leader wishes to request extra compensation, he/she can submit a supplemental pay request to their department chair and/or dean. **Please note that supplemental pay is completely funded by the department and all arrangements are made solely between the department and the faculty leader. CIE does not get involved in the supplemental pay process.**

**Section V: Emergencies While Abroad & International Health Insurance**
Enrollment in the NAU international health insurance is **mandatory** for all students participating in the program. The cost of the insurance will be built into the budget and included in the program cost. For more information on student health insurance, please visit the HTH website at [www.hthstudents.com](http://www.hthstudents.com). **Please note: Employees of the state of Arizona are covered under the State of Arizona International Insurance Plan. (See page 93-94 for more information.)**
The faculty leader is responsible for the safety of the students. If an emergency occurs during the program, the faculty leader must assist the student in any way necessary to ensure the well-being of the student(s). In addition, the faculty leader must contact the CIE office immediately, during business hours, at (928) 523-2409. After business hours, please contact our emergency answering service at the phone numbers listed on the following page. and leave a number where you can be reached. Someone will return your call within minutes.

Faculty must complete an Incident Report Form and submit to the CIE.
Section VI: Advertising and Promotion

CIE will assist with the promotion of the faculty-led program by providing: (1) a web page; and (2) posters. In addition, study abroad advisors will promote the program whenever possible. The faculty leader is responsible for promoting the faculty-led program in: (1) their college/school; (2) other colleges/schools at NAU; and (3) other colleges and universities outside NAU. Information sessions are the sole responsibility of the faculty leader. Please note that the faculty leader is not authorized to promote the price of the program until the final budget is approved by CIE.

Section VII: After the Program Concludes

Upon return to NAU the faculty leader is required to make an appointment with CIE. At this meeting, the faculty leader must bring all receipts, travel documents, and any other required documents to complete a travel expense form. Receipts and Exhibit J forms are due within five (5) business days after the last day of the program.

Section VIII: Cancelling of the Program

CIE reserves the right to cancel any faculty-led program due to, but not limited to, low enrolment numbers, program not meeting revenues expectations, safety warnings, and political instability in host country.

Section IX: Acceptance of Policies and Procedures

I hereby agree to adhere to all policies and procedures listed above. I understand that if I don’t agree with any of the policies and procedures above, whether in whole or in part, my program will not be approved and formally cancelled.

Name: __________________________________________
Title: ___________________________________________
Signature: _______________________________________
Department: ____________________________________
Email: _________________________________________
Phone: _________________________________________
NAU EMPL#: _________________________________
Date: _________________________________________
COURSE SYLLABUS – APPROVED FORMAT

GENERAL INFORMATION

NAME OF FACULTY-LED PROGRAM
NAME OF COLLEGE AND DEPARTMENT
COURSE PREFIX, NUMBER, AND TITLE
SEMESTER IN WHICH COURSE WILL BE OFFERED
CLOCK HOURS, CREDIT HOURS
INSTRUCTOR’S NAME
INSTRUCTOR PHONE CONTACT
INSTRUCTOR EMAIL CONTACT
OFFICE ADDRESS
OFFICE HOURS

Course Pre-Requisites
Course Description
Student Learning Expectations/Outcomes for this Course
Course Structure/Approach
Textbook and Required Materials
Recommended Optional Materials/References (attach reading list)
Course Outline
Assessment of Student Learning Outcomes
Methods of assessment
Timeline for assessment

Grading System
Course Policy
Retests/Makeup Tests
Attendance
Statement of Plagiarism and Cheating

UNIVERSITY POLICIES: ATTACH THE SAFE WORKING AND LEARNING ENVIRONMENT, STUDENTS WITH DISABILITIES, INSTITUTIONAL REVIEW BOARD, AND ACADEMIC INTEGRITY POLICIES OR REFERENCE THEM ON THE SYLLABUS. SEE THE FOLLOWING DOCUMENT FOR POLICY STATEMENTS: HTTP://WWW4.NAU.EDU/AVPAA/POLICY1.HTML
INCIDENT REPORT FORM

Please fill out this form as completely as possible. In the event of any legal action, this form will serve as the basic official NAU record of what transpired, and what actions were taken by responsible university officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Fax a copy of your report to the NAU Center for International Education-Education Abroad (001) 928-523-9489 as soon as possible. Submit the complete original report and all supporting materials to the Director of Education Abroad, NAU Center for International Education upon your return to the United States.

**Emergency 24 hr. Contact**
Calling from within the U.S. and Canada: 800-285-3943
Calling from outside the U.S. and Canada: 602-234-9105
Eric Deschamps, Director of Education Abroad: 928-525-6852 (Cell)

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<table>
<thead>
<tr>
<th>NAME OF FACULTY-LED PROGRAM:</th>
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<th>DATES OF FACULTY-LED PROGRAM:</th>
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<thead>
<tr>
<th>NAME/CONTACT OF STUDENT(S) / FACULTY INVOLVED: (Please use a separate form for each student).</th>
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<th>NAMES OF OTHERS INVOLVED:</th>
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<tr>
<th>BRIEF DESCRIPTION OF WHAT HAPPENED:</th>
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<tr>
<th>WHO PROVIDED THIS DESCRIPTION IF YOU WERE NOT A WITNESS? (Please list all names)</th>
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</table>
IF YOU WERE NOT PRESENT, WHEN WERE YOU INFORMED?

WHAT ACTIONS DID YOU TAKE?

IF THE STUDENT/FACULTY WAS TRANSPORTED TO A HOSPITAL OR CLINIC, PLEASE PROVIDE THE COMPLETE NAME OF THE FACILITY, PHONE AND FAX NUMBERS, AND COMPLETE ADDRESS:

Name of Facility:

Telephone:  
Fax:  

Physical Address:  
City:  

Country:  
Zip Code:  

NAMES AND PHONE NUMBERS OF ALL PHYSICIANS WHO EXAMINED OR TREATED THE STUDENT OR FACULTY:

Physician:  
Telephone:  

Physician:  
Telephone:  

Physician:  
Telephone:  

EXACT NAMES OF ANY MEDICATIONS PRESCRIBED TO THE STUDENT *(Please keep all packaging/inserts)*

Rx:  

Rx:  

Rx:  

Rx:  

WAS THE STUDENT CONSCIOUS AND CAPABLE OF MAKING INFORMED JUDGEMENTS ABOUT HIS OR HER MEDICAL TREATMENT?
IF THE STUDENT WAS NOT CAPABLE OF MAKING MEDICAL DECISIONS, WHO MADE THE DECISIONS?

WHAT, IF ANY, FOLLOW-UP CARE WAS RECOMMENDED?

WERE THE POLICE OR LEGAL AUTHORITIES NOTIFIED OF THE INCIDENT OR PRESENT AT THE SCENE?

NAMES AND PHONE NUMBERS OF RESPONSIBLE LEGAL AUTHORITIES IN CHARGE OF THE CASE:

Name:  
Telephone:  

CASE NUMBER:

WAS THE U.S. OR RELEVANT EMBASSY NOTIFIED? NAME, ADDRESS, AND NUMBER OF RESPONSIBLE CONSULAR OFFICIALS INVOLVED IN THIS INCIDENT:

Name of Embassy/Consulate:

Name:  
Telephone:  

Name:  
Telephone:  

Name:  
Telephone:  

DATES/TIMES OF CONTACT WITH THE NAU CENTER FOR INTERNATIONAL EDUCATION AND/OR PARENTS:

CIE Contact Name  
Date:  
Time:  

Parent Name:  
Date:  
Time:  

Parent Name:  
Date:  
Time:  

SIGNATURE OF PERSON COMPLETING THIS FORM:

TITLE:  

DATE:  
TIME:  

INCIDENT REPORT FORM CONTINUED  PAGE 3 OF 3
Center for International Education
Faculty-Led Study Abroad Programs