BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

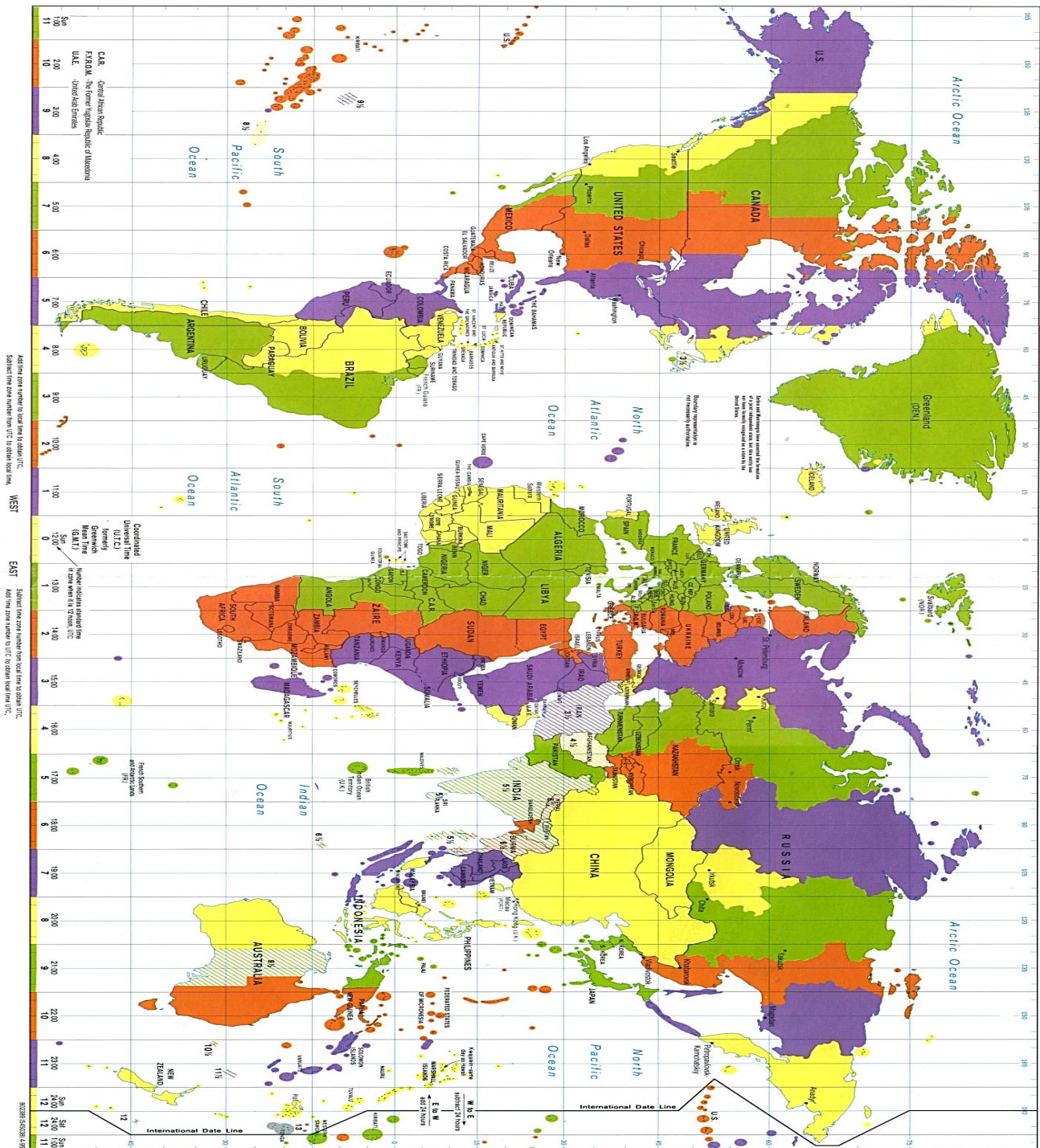## OFFICE OF GLOBAL EDUCATION

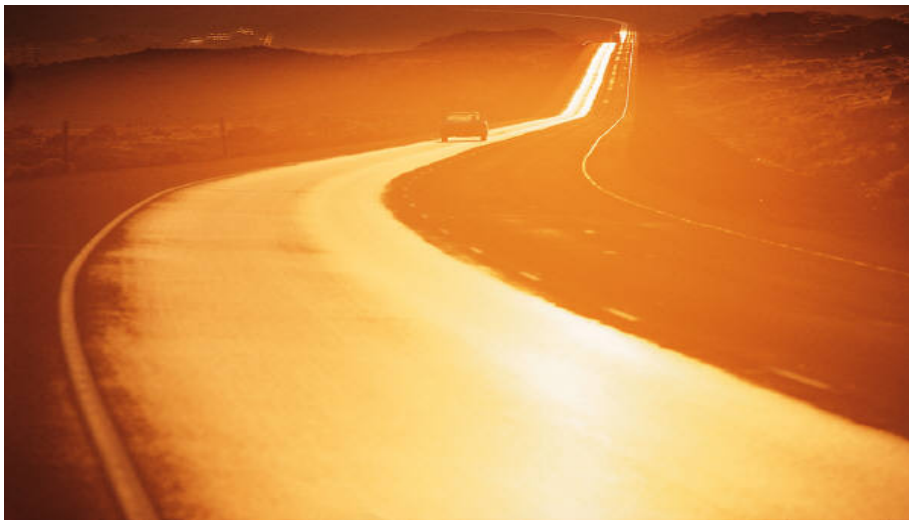# GLOBAL EDUCATION POLICY AND GUIDELINES HANDBOOK

FOR STUDY ABROAD PROGRAMS

CHECK YOUR DESTINATION'S LOCAL TIME BEFORE YOU LEAVE BLOOMSBURG, USA

Standard Time Zones of the World

YOUR WORLD, YOUR TIME!

GLOBAL EDUCATION POLICY AND GUIDELINES HANDBOOK

FOR STUDY ABROAD PROGRAMS

Published by

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Acknowledgements

This Handbook is about aligning Bloomsburg University of Pennsylvania's Strategic Plan with its identity, image, and reputation, in providing its most valuable stakeholders-The Students, with first class global education. Therefore, the author thanks the following visionaries for their leadership and forward thinking in striving to make Bloomsburg University a model institution of Global Education for the Pennsylvania State System of Higher Education (PASSHE), the Middle States Commission on Higher Education (MSCHE), and to our affiliate partners around the world.

Dr. Ira K. Blake, Provost and Senior Vice President of Academic Affairs, Bloomsburg University of Pennsylvania

Dr. Jonathan M. Lincoln, Vice Provost, Dean of Undergraduate Education, and Interim Dean of the College of Science and Technology, Bloomsburg University of Pennsylvania

Mr. Thomas D. Fletcher, Associate Vice President and Dean of Extended Programs, Bloomsburg University of Pennsylvania

Dr. Sheila Dove Jones, Director of Planning and Assessment, Bloomsburg University of Pennsylvania

PROLOGUE

This Handbook provides faculty and staff with guidelines to follow when developing short-term faculty led trips abroad. Global education has become increasingly populated with undergraduate students in the United States with varied destinations around the world. Bloomsburg University students are not exempted from the surge. To provide students with the best global academic programs, and cultural immersion experiences, Bloomsburg University has initiated standards of good practice for global education for faculty, staff, and students. These standards include the delivery of approved cost effective programs, student learning outcomes and assessment plans (SLOs), and study abroad code of ethics. Therefore, all global and domestic education programs are requested to abide by the policy and guidelines of the handbook in order to provide appropriate educational and cultural immersion programs to our students.

All continuing programs and newly developed programs must undergo a review process and be approved. To accomplish this in a timely manner, faculty and staff coordinators in charge of established and new programs are expected to submit their proposals with detailed deliverables by the deadline date. The whole proposal is treated as one document and should be submitted in a Spiral Binder.

The program proposal must be completed and signed by the Program Coordinators, Department Chairpersons whose faculty and staff are involved in the program, Director of Planning and Assessment, Associate Vice President and Dean of Extended Programs, Deans of the Colleges whose faculty and staff are involved in the program, Director of Global and Multicultural Education, and Provost and Senior Vice President of Academic Affairs prior to ADVERTISING the established program or the newly developed program.

An Ideal Communication Process Framework is illustrated with various figures to help faculty and staff with navigating the Organizational Communication with different constituencies at the Home University and Host University. The Figures demonstrate the Directions of Communication Flow within the process. If followed appropriately, the Communication Processes should be simple, easy, and quick. The Communication Framework is intended to eliminate the usual unnecessary delays that usually end up in misunderstandings and communication breakdown.

PROLOGUE

T he models of our academic expectations for global education programs are three folds:

- Pedagogy
- Scholarship
- Service to the University

W e are a student-centered institution and therefore, the contents of this handbook are

meant to provide a mechanism of serving the academic global education needs and cross-cultural competencies of our students above everything else at home and beyond our borders!

*"THE TIMES HAVE CHANGED
AND SO MUST WE, BOHO, 2013"*

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Middle States Commission on Higher Education

As an accredited institution, our product (global education) branding is governed by our identity, image, and reputation, as reflected in our vision, mission, core values, mandates, and objectives. According to our accrediting body the MSCHE, all global education programs must be at par or supersede the policy and guidelines set forth for International Programs as explained below.

All International Programs Should:

- "meet all accreditation standards.
- meet standards for quality of instruction, academic rigor, educational effectiveness, and student achievement comparable to those of other institutional offerings. Resources such as student services should be appropriate to the culture and mores of the international setting.
- be rooted in the institution's mission and have clear educational goals.
- reflect the educational emphasis of the U.S. institution, including commitment to general education, with appropriate adaptation to the culture of the location abroad.
- be included in its regular budgeting and auditing processes, and be offered without diminishing its financial support for its US operations.
- provide the Commission on request accurate financial records for the program, including accounting for funds designated for third parties within any contractual relationship.
- meet all internal and external approval requirements, such as that of the governing body, system administration, government bodies, and accrediting associations, both in the U.S. and abroad, including consultation with national quality assurance agencies in countries where programs are offered.
- share with prospective and enrolled students, the following types of information:
  - the learning goals of the program
  - the relationship, if any, to a foreign institution
  - grading practices and policies for assigning credit, especially if several institutions are involved with a single overseas institution or consortium
  - significant differences between the home campus experience and what can be expected abroad
  - the extent of responsibility assumed by the program for housing participants
  - what services will and will not be provided.
- maintain official records of academic credit earned in its international program if   academic credits earned in the program abroad are applicable to degree programs in the accredited member institution, and the official transcript should follow the institution's practices in identifying every site or through course numbering the credits earned in its off campus programs.
- inform students in advance that they will ordinarily not receive credit for foreign study undertaken without prior planning or approval by the students' home campus administrators.
- assure fair reimbursement to participants if the program is not delivered as promised for reasons within the institution's control, or because of international exigencies" (MSCHE: International Programs, p. 5.1, 2004).
-

PART I
THE OFFICE OF GLOBAL EDUCATION

OUR COMMITMENT TO GLOBAL EDUCATION

Our commitment to Global Education is a strategic initiative of Bloomsburg University of

Pennsylvania's IMPACT 2015. The office therefore draws its mandate from Strategic Plan IMPACT 2015 of the University's Strategic Issues I through IV and other statutory and governing stipulations of Pennsylvania State System of Higher Education's (PASSHE) International Education Council (IEC). The office is responsible for managing on-campus, community-based, and other domestic, global and multicultural educational programming and events. We coordinate Global Exchange Programs, Study Abroad Programs, Fulbright Scholar Exchange Programs, Short-Term Faculty Led Trips, and Cultural Immersion Experiences.

We are committed to providing quality global education programs that create opportunities for learning outside the country, which also enhance cross-cultural communication competence, personal growth, and global citizenry.

OUR VISION

To be a leading global education entity that enhances Bloomsburg University's global

initiative in quality global academic programs, research, cross-cultural communication competence, and cultural immersion programs.

OUR MISSION

To foster, initiate, and maintain high quality global educational programs in collaboration

with our affiliate partners across the globe to our stakeholders that are consistent with global standards and governing guidelines with similar interests.

PART I
THE OFFICE OF GLOBAL EDUCATION

OUR CORE VALUES

Our core values are derived from Bloomsburg University's values. The Office of Global and Multicultural Education shall adhere to the following core values:

- ◙   Student-Centered

- ◙   Academic Excellence

- ◙   Quality Global Exchange Programs

- ◙   Globalism

- ◙   Teamwork

- ◙   Integrity

- ◙   Openness and Transparency

- ◙   Professionalism

- ◙   Collegiality

- ◙   Corporate Social Responsibility

- ◙   Responsible Stewardship

- ◙   Organizational Development and Change

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PART I
THE OFFICE OF GLOBAL EDUCATION

OUR OBJECTIVES

The objectives of our office are as follows:

- ◎ Provide appropriate and relevant support services to Inbound and Outbound Global Exchange, and Study Abroad Students

- ◎ Provide educational advisory services to Bloomsburg University students seeking global education programs

- ◎ Provide appropriate and relevant support services to faculty and staff study abroad programs

- ◎ Facilitate the processing of Global Exchange Students' applications for admission to Bloomsburg University academic programs

- ◎ Facilitate the processing of Bloomsburg University Students' applications to partner universities around the world

- ◎ Coordinate visits of global scholars and affiliate partners in liaison with relevant colleges and departments

- ◎ Promote and market Bloomsburg University's short-term faculty led trips that have undergone through the review process and have been approved

- ◎ Provide Inbound and Outbound students with pertinent information related to specific academic and cultural immersion programs

- ◎ Provide weekly conferences to Bloomsburg University students who are interested in global education. The weekly meetings enable us to recruit students to various academic programs

- ◎ Assist students in selecting programs that complement and add value to their curricula

- ◎ Promote excellence in global academic program designs

- ◎ Spearhead program data collection and analysis

PART I
THE OFFICE OF GLOBAL EDUCATION

OUR OBJECTIVES

◉   promote "Standards of Good Practice"

◉   Advocate for Programs Outcomes Assessment Plans and Evaluation

◉   Function as a Resource Center for all Bloomsburg University global and multicultural education programming for students, faculty, staff, and the community at large

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PART I
THE OFFICE OF GLOBAL EDUCATION

STAKEHOLDER COMMUNICATION NETWORKS

Figure 1: External Stakeholder Communication

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PART I
THE OFFICE OF GLOBAL EDUCATION

STAKEHOLDER COMMUNICATION NETWORKS

Figure 2: Internal Stakeholder Communication
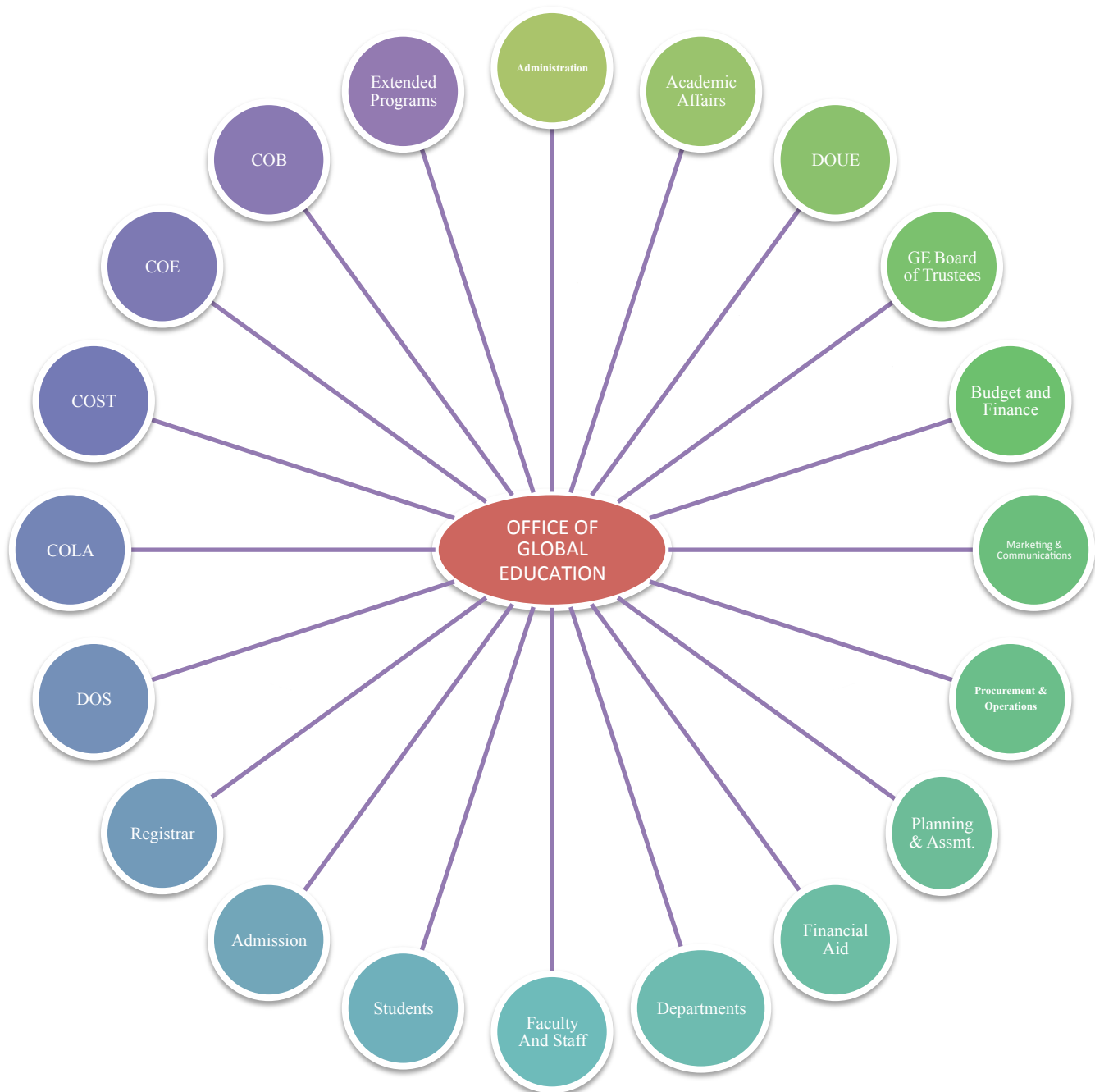
PART II

IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

Figure 3: Direction of Communication Flow

The figure below illustrates the Quick, Simple, and Easy Communication Process to follow for Study Abroad Program Approval.

- Faculty and Staff conducts On-Site Research on an Institution of interest
- Faculty and Staff interested in developing study abroad program first consults his or her Department Chair for

Department Chair Approves

College Dean Approve the Preliminary Study Abroad Proposal

- Faculty and Staff consults his or her College Dean

- Faculty and Staff provide the College Dean with a Preliminary Study Abroad Proposal

- Faculty and Staff submitts the Preliminary Proposal to the Office of Global Education
- Faculty and Staff meet with the Personnel of Global Education Office

Director of Global Education

Ass. VP & Dean of Extend Programs

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PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

Figure 4: Direction of Communication Flow

The figure below illustrates the Quick, Simple, and Easy Communication Process to follow for Study Abroad Program Approval.

- Faculty and Staff meet with the Director of Planning & Assessment to discuss Student Learning Outcomes Assessment and Plans

Director of Planning & Assessment Approve

- Faculty and Staff meet with the Director of Global & Multicultural Education to discuss Affiliation Agreement

Director of Global & Multicultural Education

- Director of Global & Multicultural Education submit the standardized draft of the Affiliation Agreement to Associate VP & Dean of Extended Programs for review

Associate VP & Dean of Extended Programs

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PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

Figure 5: Direction of Communication Flow

The figure below illustrates the Quick, Simple, and Easy Communication Process to follow for Study Abroad Program Approval.

- •Ass. VP & Dean of Extended Programs
- •submitts draft of the Affiliation Agreement to Provost & Senior VP of Academic Affairs for review

Associate VP & Dean of Extended Programs

Provost & Senior VP for Academic Affairs

- •Provost reviews the draft Affiliation Agreement in consultation with Office of Global Education and faculty/staff

- •Office of Global Education submit the draft Affiliation Agreement to Legal Counsel for review

PASSHE LEGAL COUNSEL

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PART II
AN IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

Figure 6: Direction of Communication Flow

The figure below illustrates the Quick, Simple, and Easy Communication Process to follow for Study Abroad Program Approval.

- Office of Global Education send Affiliation Agreement to Host University for review and signature

- Office of Global Education receive signed Affiliation Agreements and send to the President's Office

Office of Global Education

Bloomsburg University President's Office

- The President review the signed Affiliation Agreement

- The President sign and Seal the Affiliation Agreement

- Office of Global Education send the Affiliation Agreement to PASSHE Legal Counsel for Final Signature and Date
- The Affiliation Agreement is now **EXECUTED**

PASSHE LEGAL COUNSEL

☐   *CONGRATULATIONS*! You have just completed the first step in developing study Abroad Program

☐   After the Affiliation Agreement has been **EXECUTED**, now you are ready to submit your Fully-Fledged Study Abroad Proposal that follows Bloomsburg University's Policy and Procedures on Global Education Study Abroad Programs.

☐   The Second Part of the Communication Process is delineated in the next following pages

PART II
AN IDEAL COMMUNICATION FAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

☐   The approval process in this section also requires several meetings and consultations with various offices that perform duties that affect the successful delivery of the program to Bloomsburg University and PASSHE students.

☐   The figure below illustrates the Quick, Simple, and Easy Communication Process to follow for Study Abroad Program Approval.

Figure 7: Direction of Communication Flow

1
- Faculty and Staff submit budgeting information to Office of Global Education
- Office of Global Education Build the Program Budget

2
- Office of Global Education submit the Program Budget to Associate VP and Dean of Extended Programs for review
- Director of Global Education submit the Program Budget to the Budget Office for review

3
- Faculty and Staff meet with Personnel of the Office of Global Education, Associate VP and Dean of Extended Programs, Office of Budget and Finance, and Office of Procurement and Operations to discuss the Program Budget
- The Budget and Finance Office approves the Program Budget

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PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT
AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

Figure 7: Direction of Communication Flow

4
- Faculty and Staff meet with the Director of Purchasing, Operations and Procurement to write the Contract for Accommodation and Remittances
- The Contract is approved by the Director of Procurement and Operations

5
- The Contract is submitted to PASSHE Legal Counsel for review
- The Contract is sent to Host University for review and signature
- Faculty and Staff request Invitation Letter from Host University for VISA Applications

6
- The Contract is submitted to Bloomsburg University President for review and signature
- The Contract is submitted to PASSHE Legal Counsel for further review, signature, and **EXECUTION**

7
- Faculty and Staff submit program promotional material to the Office of Global Education
- Office of Global Education submit the promotional material to the Office of Marketing and Communications

8
- Program marketing brochures are designed by the Senior Publications Designer in the Office of Marketing and Communications
- Brochures are sent to the Office of Global Education and Faculty and Staff for review and approval

9
- The Office of Global Education send the Brochures to the Duplicating Services Office for printing
- **FACULTY AND STAFF ARE NOW READY TO ADVERTISE AND START RECRUITING QUALIFIED INTERESTED STUDENTS TO SUBMIT APPLICATIONS!**

PART II
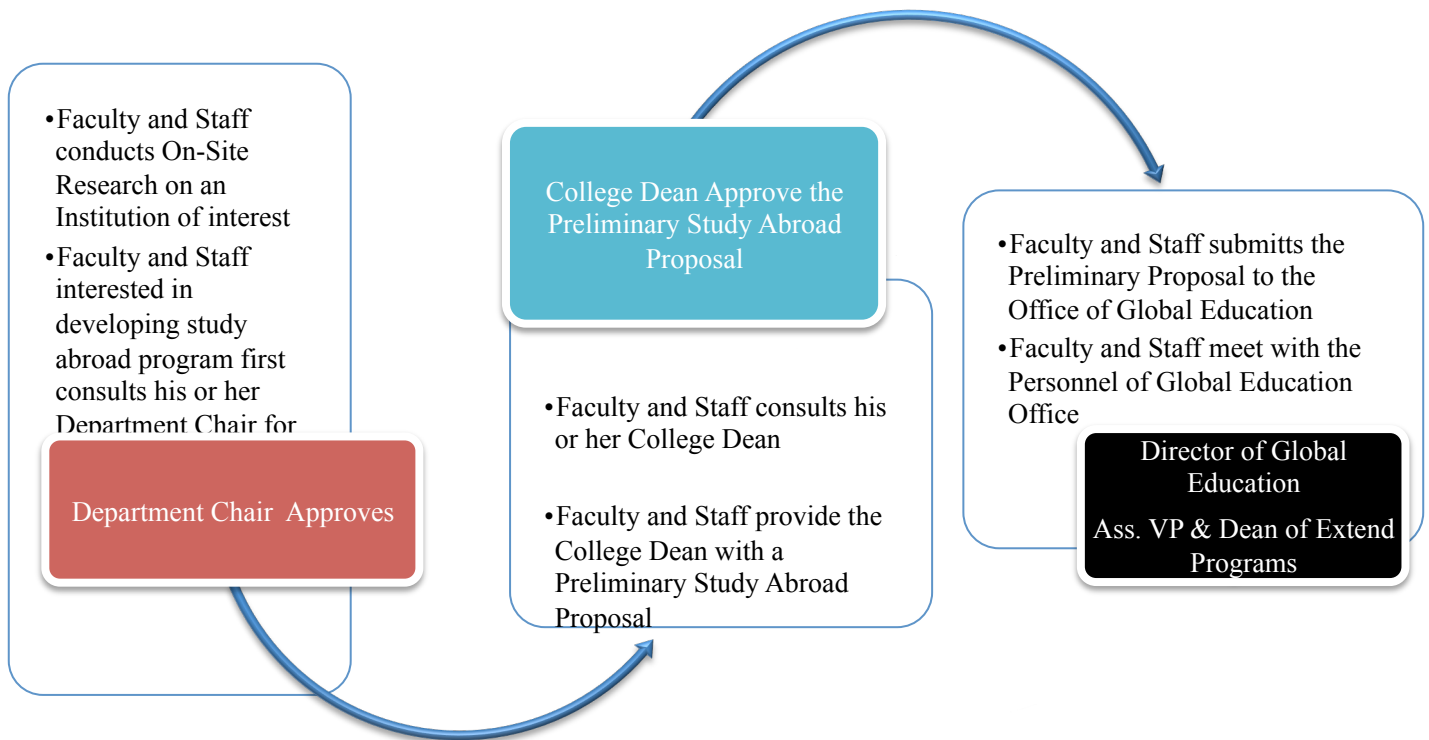## IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

ADVERTISING STUDY ABROAD PROGRAMS

☐   The Advertisement of the Study Abroad Programs cannot occur before the Approval Process is completed

☐   The simple procedure that is demonstrated in Figure 6 is required to avoid providing students with conflicting, incorrect, and misleading information, which may damage the program's credibility in the larger stakeholder environment

Figure 8: Program Advertising Procedures

☐   A major part of successful program advertising is to develop a coherent program identity, image, and reputation for your study abroad program

☐   Advertising is a method of communicating your product to your clients. The more the product is appealing, the more the customers will be enticed to buy into it
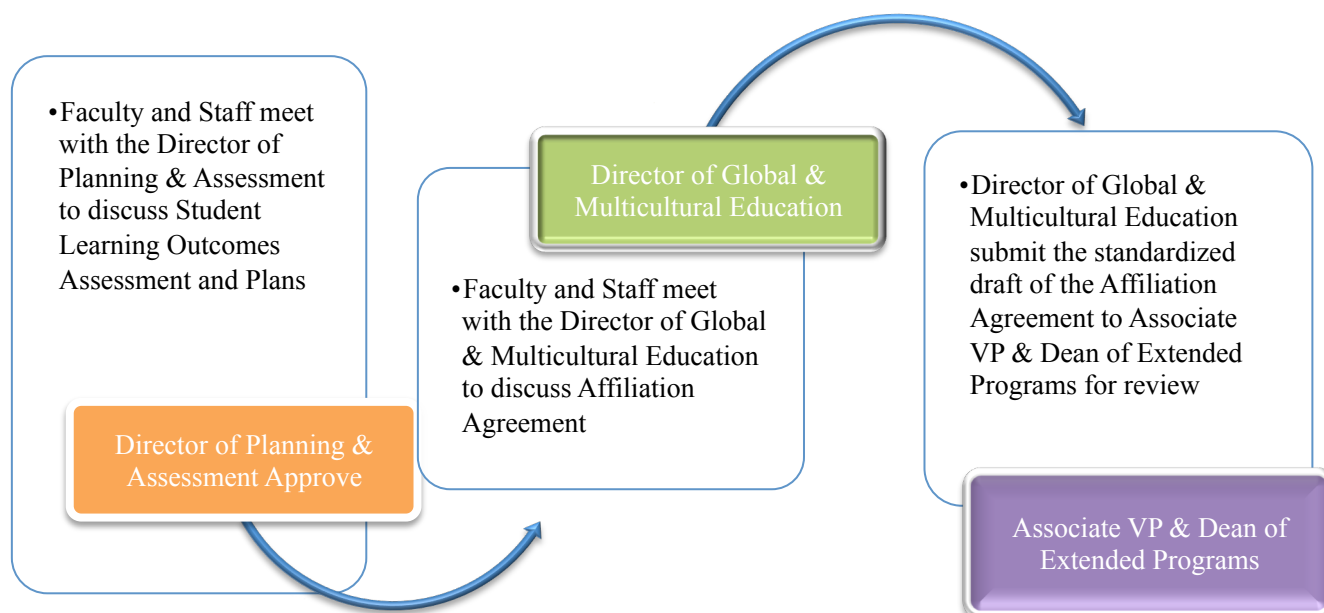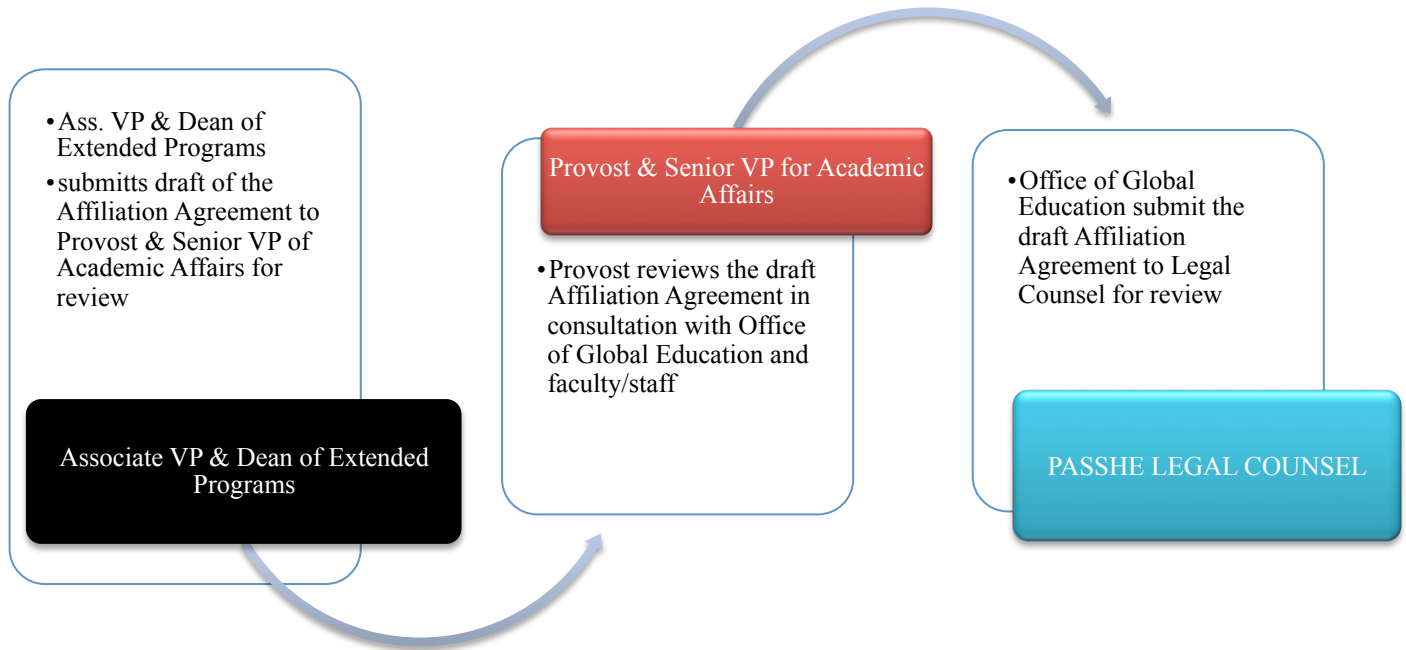
PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

ADVERTISING STUDY ABROAD PROGRAMS

☐ The materials that are utilized for advertising should be clear, honest, and consistently reflect the overall content of the study abroad program

☐ The advertisement should accurately reveal the additional or out of pocket expenses to students

☐ There are several types of advertising different academic programs or even products such as books, clothing, motor vehicles, etc., however, the basic principles of honest advertising apply to all products advertising such as:

  ☐ Being Strategic: You want your program to have longevity

  ☐ Being Consistent: The advertisement must be consistent with the program objectives and goals.

  ☐ Being Truthful: Only promise what the study abroad program is designed to deliver. False advertising can damage not only the image and reputation of program but also the identity, image, and the reputation of Bloomsburg University

See Figure 9 on the following page!
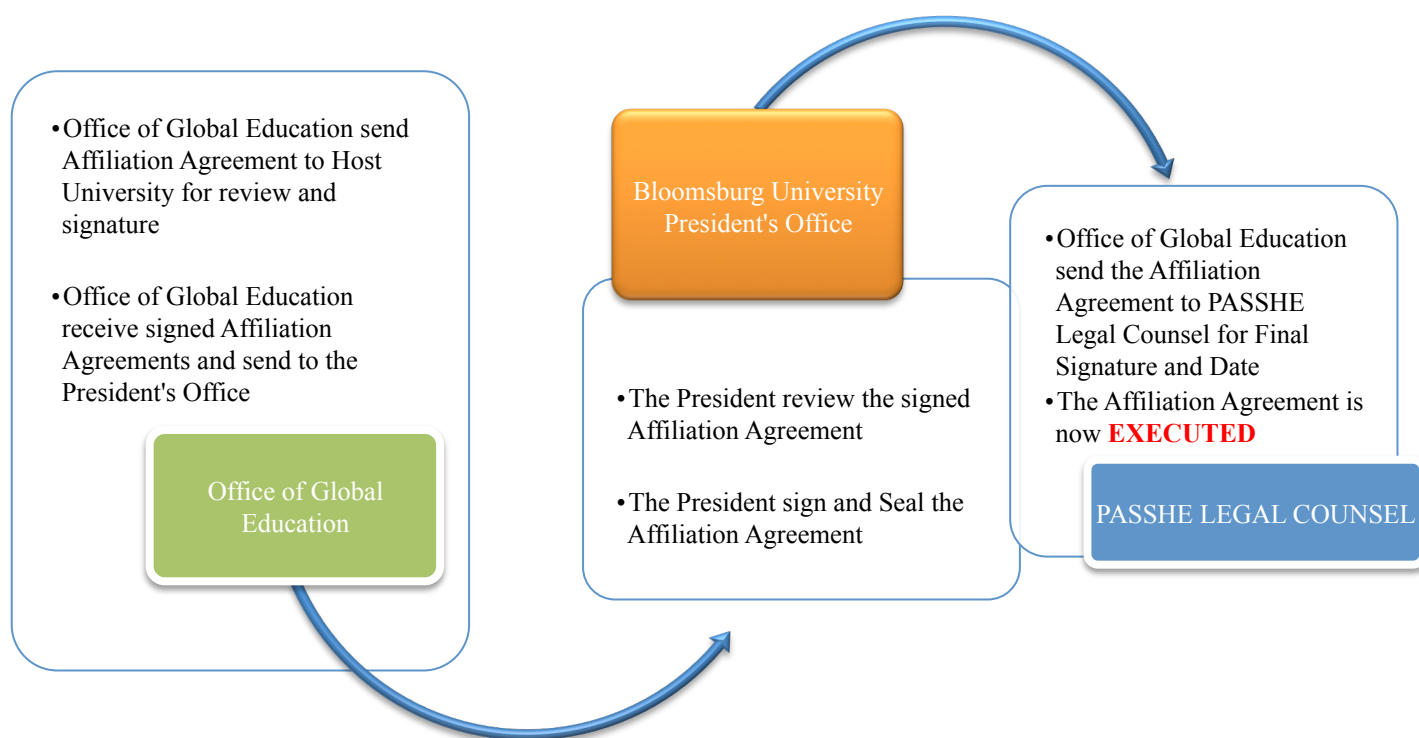
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PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

ADVERTISING STUDY ABROAD PROGRAMS

Figure 9: Successful Study Abroad Program Advertising
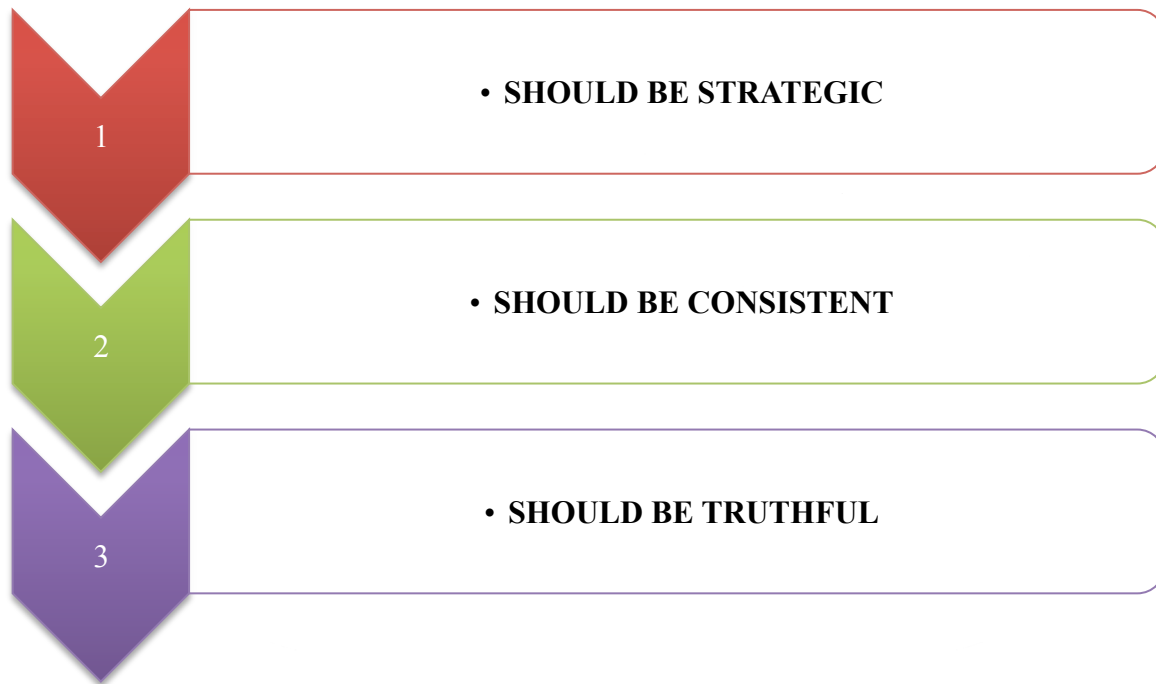
1 • **SHOULD BE STRATEGIC**

2 • **SHOULD BE CONSISTENT**

3 • **SHOULD BE TRUTHFUL**
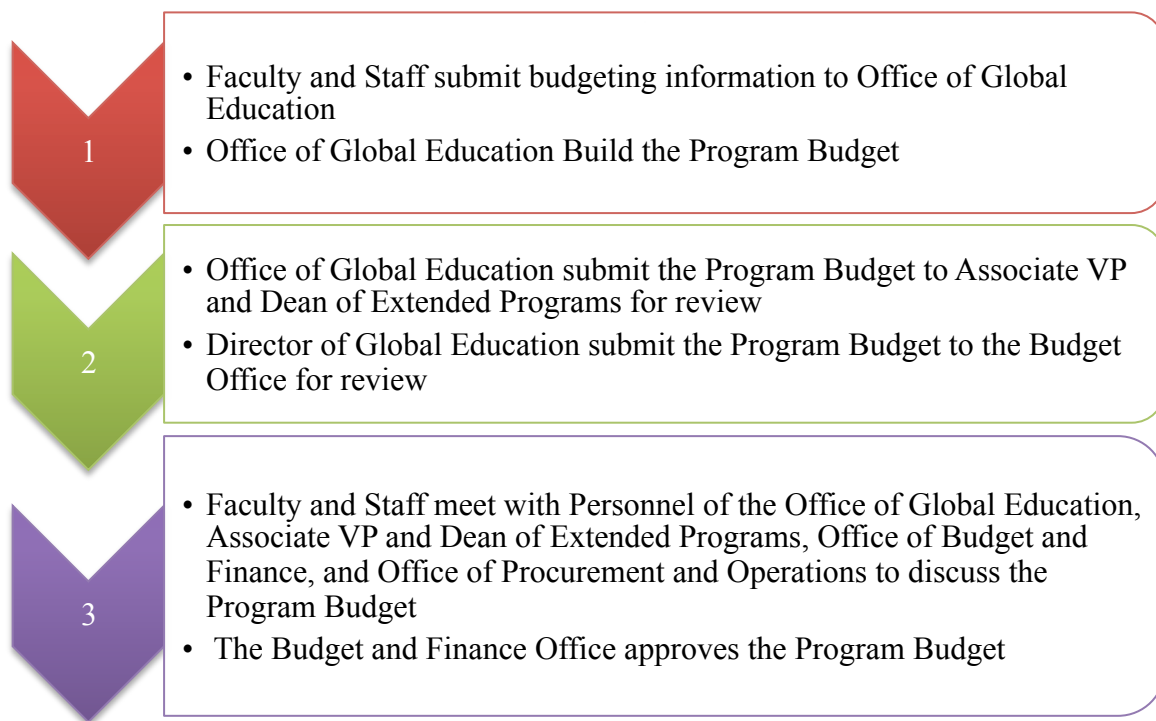
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PART II
IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

ADVERTISING STUDY ABROAD PROGRAMS

Figure 10: Publication of Advertising Study Abroad Program Material Process
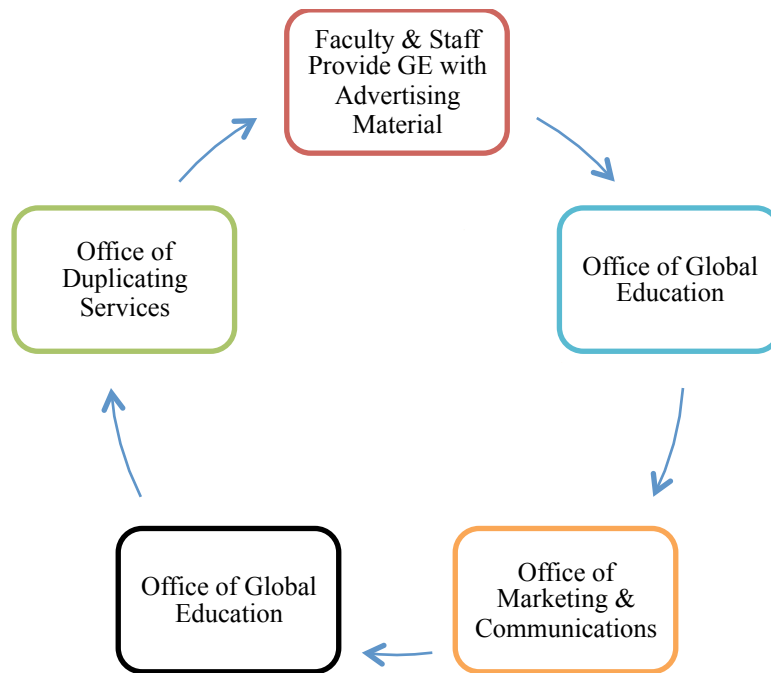
☐   The above process of getting your program advertised is quick, easy, and simple if followed

☐   If you decide to take short cuts by not following the process, you will experience delays, communication misunderstandings, and your program will not be advertised on time for you to be able to recruit students

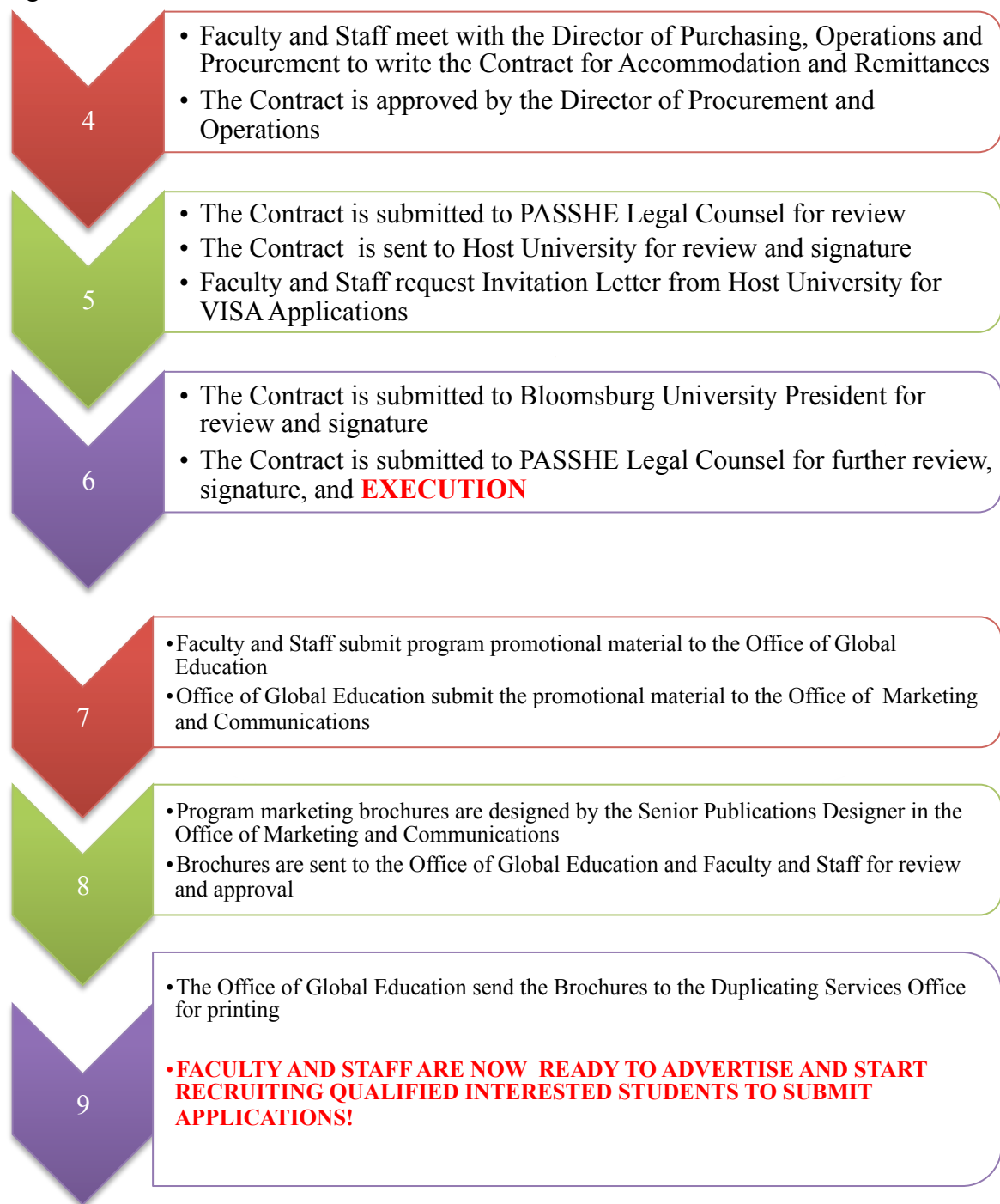☐   Therefore, the success of your program advertising depends on your full corporation of following the Arrows in Figure 10 above
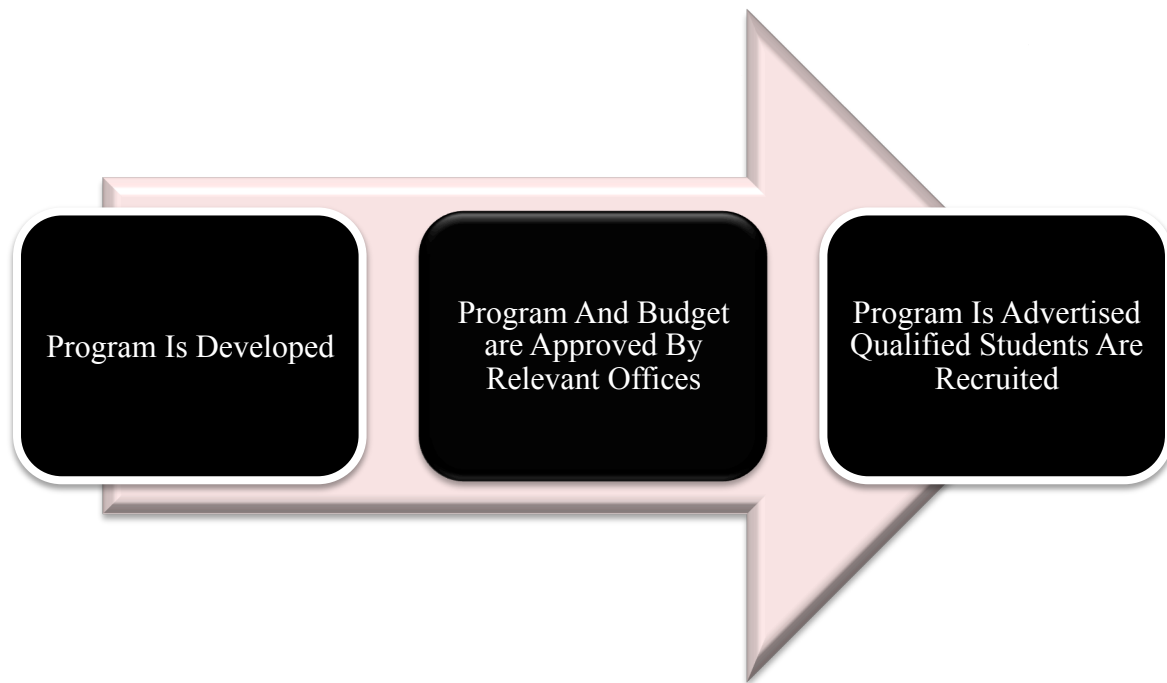
PART II
AN IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

DEPARTMENTS AND COLLEGES PROGRAMS DEVELOPMENT

☐   Departments and Colleges planning to develop academic study abroad programs should follow the same basic communication framework illustrated in previous pages

☐   Departments should first consult with the Office of Global Education, Associate Vice President and Dean of Extended Programs, College Dean, and Provost and Senior Vice President of Academic Affairs

☐   Colleges should consult with the Office of Global Education, Office of Global Education, Associate Vice President and Dean of Extended Programs, and Provost and Senior Vice President of Academic Affairs

Figure 11: Preliminary Departments Consultation Process

DEPARTMENT → Office of Global Edication → College Dean → Associate Vice President and Dean of Extended Programs → Provost and Vice President of Academic Affairs

Have preliminary discussions with the Office of Global Education

- Provide the Office of Global Education with descriptions of possible affiliates and rationale
- Provide information as early as possible

- Present the preliminary rationale to the College Dean
- College Dean consults with Dean of Extended Programs
- Dean of Extended Program together with College Dean Consult with the Provost

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PART II
AN IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM DEVELOPMENT AND APPROVAL PROCESS

COMMUNICATION FRAMEWORK

DEPARTMENTS AND COLLEGES PROGRAMS DEVELOPMENT

Figure 12: Preliminary Colleges Consultation Process

COLLEGE

Have preliminary discussions with the Office of Global Education

Office of Global Education

- Provide the Office of Global Education with descriptions of possible affiliates and rationale
- Provide information on Institutionalization of the Programs

Associate Vice President and Dean of Extended Programs

- College Dean consults with Dean of Extended Programs
- Dean of Extended Programs reviews the proposal
- Dean of Extended Program together with College Dean Consult with the Provost

Provost and Vice President of Academic Affairs

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PART II
AN IDEAL COMMUNICATION FRAMEWORK FOR STUDY ABROAD PROGRAM
DEVELOPMENT AND APPROVAL PROCESS

CIVILITY IN ORGANIZATIONAL COMMUNICATION

As an organizational Communication scholar who has studied and is familiar with the works of Organizational Theorist Karl Weick (developed decades past), forward his sentiments in this handbook of how communication behaviors that occurs among employees forms the organization's culture. Work organizations exist due to the exchanges of ideas and information through persuasion, decision making, and critical evaluation and analysis of information during various interactions within and among organizational constituencies. Because organizations are constructed, constituted and maintained through interactions, civility in organizational communication becomes key and center stage in sustaining civil communication and or avoiding organizational entropy (Troester & Mester, 2007).

Figure 13: Civility In Organizational Communication Model
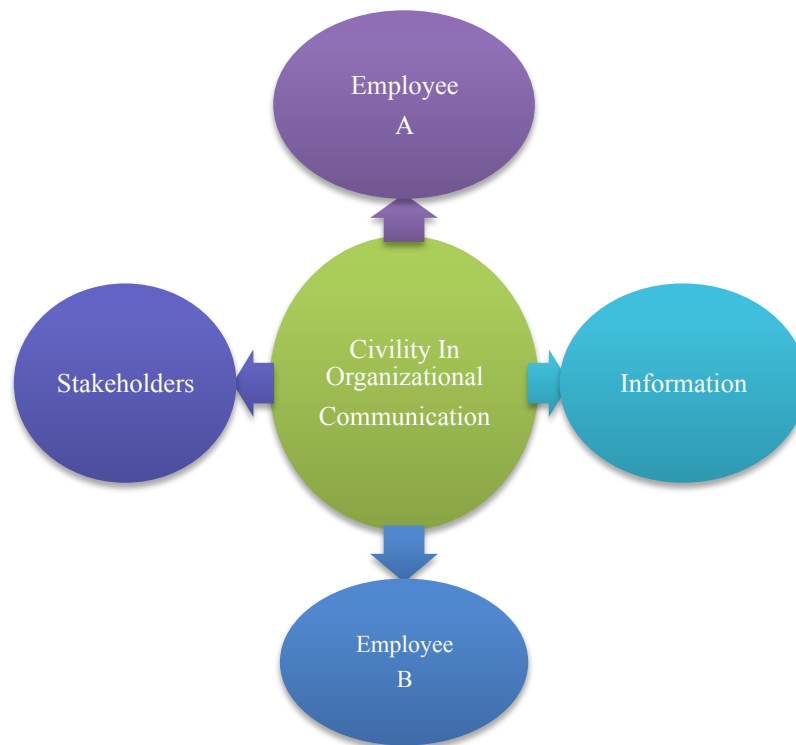
Communication competence and civility are the most important aspects of team collaboration in global education program development, delivery, evaluation, and success.

| PART III |
| FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS |

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

PROGRAM NAME: _____

PROGRAM LOCATION: _____

PROGRAM DATES: _____

FACULTY/STAFF WITH TITLE: _____

_____

CAMPUS ADDRESS: _____

CAMPUS TELEPHONE: _____

CAMPUS E-MAIL: _____

FACULTY/STAFF WITH TITLE: _____

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CAMPUS TELEPHONE: _____

CAMPUS E-MAIL: _____

PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

FACULTY/STAFF WITH TITLE: _____

_____

CAMPUS ADDRESS: _____

CAMPUS TELEPHONE: _____

CAMPUS E-MAIL: _____

PREFERRED PROGRAM TERM: □ FALL   □ WINTER   □ SPRING

□ SUMMER I   □ SUMER II

PROGRAM DURATION: _____

□ Please note that scholarships such as PASSHE Study Abroad Scholarship and Gilman International Scholarship Program require a minimum of 4 consecutive weeks of study in One Single Country

□ In addition, for a 3 Credits' Course, students should have 12 Hours of Instructions per Week

□ The maximum number of credits for Summer and Winter Short-Term FLT Programs for 4 Weeks trips is 6 credits which is consisted with the University and PASSHE Academic Policies

□ Any Short-Term FLT Programs planning to offer more than 6 credits must provide justification and deliverables of the additional credits and time frame of the instructional design

PROGRAM SCOPE: (state all the other countries that the program will visit) _____

_____

COURSE OFFERINGS

□ Provide the names of all the faculty and staff who will be teaching in the program

□ Provide Curriculum Vitae for all the faculty and staff who will be teaching in the program.

PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

Table 1: Bloomsburg University Course Offering

	Course Title	Course Number	Number of Credits
1			
2			
3			
4			
5			

Table 2: Host University Course Offering

	Course Title	Course Number	Number of Credits
1			
2			
3			
4			
5			

In this section, you are required to a write a detailed program proposal that includes the items that are delineated as follows:

☐　Describe your rationale for the development or continuation of the program. The rationale should describe the following:

　　☐　Program Goals

　　☐　Program Objectives

　　☐　Program Benefits Students

　　☐　Program Benefits to the University

　　☐　Program's connections to the University and College's Missions and Strategic Initiatives (IMPACT 2015)

PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

☐   Provide a detailed description of the departments and colleges that support or sponsor the program and their rations. In addition, state if their support is part of their department of college's initiative for global education.

☐   Provide a list of all the courses and their titles, course numbers, and the numbers of credits per course that are to be offered by Bloomsburg University and Host University.

☐   In addition, provide the names of faculty, methods of instructions that will be utilized for each course, and relevant course activities

☐   Please use Tables 3 through 8 on the following pages to enter All Course Details from Bloomsburg University and Host University.

☐   Only include courses that will be taught at one point in time

☐   Program "Future Courses" should not be included

Table 3: Course Details

Course Title: _____Number: _____Credits: ____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

_____

Course Related Activities: _____

_____

| PART III |
| FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS |

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

Table 4: Course Details

Course Title: _____Number: _____Credits: _____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

_____

Course Related Activities: _____

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Table 5: Course Details

Course Title: _____Number: _____Credits: _____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

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Course Related Activities: _____

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PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

Table 6: Course Details

Course Title: _____Number: _____Credits: ____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

_____

Course Related Activities: _____

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Table 7: Course Details

Course Title: _____Number: _____Credits: ____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

_____

Course Related Activities: _____

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PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM STATISTICS

Table 8: Course Details

Course Title: _____Number: _____Credits: _____

Taught By: BU _____   HOST _____ Faculty Name: _____

Method of Instruction: _____

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Course Related Activities: _____

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PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

☐   Describe the role of each faculty and staff member who is traveling with program abroad.

☐   Describe the intended target population for the program. The participants of the program must be in "good academic standing" as per the requirements of the Department Major and College.

☐   Provide a detailed Program timeline of events and dates (daily program activities such as Trips: local tours, excursions, workshops, service learning activities, etc.)

☐   Provide a detailed explanation of how the trips and excursions will contribute to the overall mission and goals of the program and the courses

☐   Describe the Direct and Indirect Measurable Student Learning Outcomes and means of the assessment and evaluation

☐   Provide a description of departments and colleges that support or sponsor the program

☐   All names of the Faculty who will be teaching in the program including their Curriculum Vitae

☐   Provide rationale why and how the visits to additional countries add value to course material, students learning outcomes, and cost effectiveness to students

☐   Provide rationale how the visits to additional countries are cost effective to the students

☐   Provide a detailed description of and health or safety risks at the program locations including what you intend to do to prevent the risks

☐   Provide a description of the Host University facilities for accommodation, meal services, and instruction are deemed safe, clean, in good repair according to local (country) standards and international standards

☐   Provide a detailed description of a plan of action in the event of an emergency or crisis at the Host Institution and while on trips and excursions

☐   Provide a detailed explanations of how and when the Faculty Course Evaluations will be administered and by whom

Official Master Course Syllabi

Bloomsburg University

☐   The detailed program proposal must be accompanied by detailed Official Master Course Syllabi following Bloomsburg University's PRP 3233 policy. The syllabi must include Student Learning Outcomes and Assessment Plan

<div style="border:1px solid black;">

PART II
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

</div>

PROGRAM DESCRIPTION AND RATIONALE

Official Master Course Syllabi
Bloomsburg University

☐ The syllabi should include all Course Materials, Co-Curricular Information, and related Course Activities

Official Master Course Syllabi
Host University

☐ The detailed program proposal must be accompanied by detailed Official Master Course Syllabi from the Host University that award course credits to Bloomsburg University Students. The detailed Official Master Course Syllabi must follow Bloomsburg University's PRP 3233 policy. The Syllabi must include Student Learning Outcomes and Assessment Plan

☐ The syllabi should include all Course Materials, Co-Curricular Information, and related Course Activities

Program Enrollment Management

Minimum Program Enrollment

☐ The minimum program enrollment requirement is 15 students per 1 Faculty or Staff

Maximum Program Enrollment

☐ Maximum Program Enrollment: _____

Actual Program Enrollment By Deadline Date

☐ Provide Actual Program Enrollment by the Enrollment Deadline Date: _____

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PART II
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

The Complete Program Budget

☐   The program proposal must be accompanied by a detailed program budget. The budget must include Faculty and Staff, and Student Expenses.

☐   Additional information with a breakdown of all other student expenses that are not part of the program fee must accompany the detailed budget. For example: (The Cost of 3 Bloomsburg University Credits Tuition and Fees, VISA Application and Fees, Immunizations, Physician Fees, Health Insurance, Transportation to and from the Airport, Text Books, Supplies, etc.)

☐   The program budget must be approved by the Office of Global Education, Associate Vice President and Dean of Extended Programs, and the Budget and Finance Office prior to advertising and recruiting potential students.

☐   Budget revenue and expenses must be itemized

☐   The proposed program budget must be balanced. That is, the program MUST pay for itself.

☐   If the proposed budget is not balanced, the program coordinator must provide detailed explanation how the shortfall would be covered

☐   The students who are recruited to participate in the program should be financially capable of paying for all their expenses

See the attached Sample of Study Abroad Budget Template

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PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

TRAVEL LOCATION: **REPUBLIC OF SEYCHELLES**
FISCAL YEAR: **FALL SEMESTER 2013**
FUNDS CENTER #:   **FC 2854960007**

REVENUE BUDGET

Commitment Item

		Fee Per Student	# of Students	Total Students & Faculty
	Program Fee	0.00	15	0.00
	Current Airfare Estimate	0.00	15	0.00
469224	**Total Estimated Cost Per Student**	0.00	15	0.00
	Use of Available Carry forward Funds	0.00	15	0.00
813000	**Transfer In: Provide Funds Center #**	0.00	15	0.00
			15	0.00
	GRAND TOTAL REVENUE BUDGET	0.00	15	0.00

EXPENSE BUDGET

Commitment Item

	Student Expenses	Fee Per Student	# of Students	Total Students & Faculty
615175		0.00	15	0.00
615175		0.00	15	0.00
615175		0.00	15	0.00
615175		0.00	15	0.00
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615175		0.00	15	0.00
615175		0.00	15	0.00
	TOTAL	0.00	15	0.00

Commitment Item

	Faculty Expenses	Fee Per Faculty	# of Faculty	Total Students & Faculty
615130		0.00	1	0.00
615130		0.00	1	0.00
615130		0.00	1	0.00
615130		0.00	1	0.00
615130		0.00	1	0.00
615130		0.00	1	0.00
615130		0.00	1	0.00
	TOTAL	0.00	1	0.00
	Administrative Expenses	0.00	1	0.00
	Total	0.00	1	0.00
	GRAND TOTAL EXPENSE BUDGET	0.00	1	0.00
	REVENUE MINUS EXPENSE (MUST = $0)	0.00		**0.00**

PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

The Complete Program Budget (continued)

Table 9: Sample Bloomsburg University Tuition And Fees

	Number of Credits	UG In-State	UG Out-State	Grad In-State	Grad Out-State
Bloomsburg University Tuition (Charged Per Credit)	3	$804.00	$2,010.00	$1,287.00	$1,932.00
Bloomsburg University Mandatory Fees (Charged Per Credit)					
Academic Enhancement Fee	3	$84.75	$84.75	$170.25	$170.25
Technology Tuition Fee	3	$45.00	$69.00	$63.00	$93.00
Registration/Transcript Fee	3	$5.00	$5.00	$5.00	$5.00
Faculty/Staff Led Travel Program Fee		$5,847.00	$5,847.00	$5,847.00	$5,847.00
SUB-TOTAL		**$6,785.75**	**$8,015.75**	**$7,372.25**	**$8,047.25**

Table 10: Additional Sample Student Expenses

Medical Travel Insurance		$00.00?	$00.00?	$00.00?	$00.00?
Immunization Fees (Estimate)		$500.00	$500.00	$500.00	$500.00
Geisinger Doctor's Fees		$75.00	$75.00	$75.00	$75.00
SUB-TOTAL		**$575.00**	**$575.00**	**$575.00**	**$575.00**
GRAND TOTAL PROGRAM COST		**7,360.75**	**8,590.75**	**7,947.25**	**8,622.25**

Table 11: Sample Student Expenses Breakdown

	STUDENT EXPENSES	$ USD AMOUNT	15 STUDENTS
1	Airfare	XXX	XXXX
2	VISA Application and Acquisition	XXX	XXX
3	Local Transportation	XXX	XXXX
4	Text Books	XXX	XXXX
5	Accommodation	XXX	XXXX
6	Meals	XXX	XXXX
7	Tourism And Excursions	XXX	XXXX
	GRAND TOTAL PROGRAM COST	**$5,847.00**	**$87,705.00**

PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

Recruitment Of Faculty And Staff

Faculty and Staff wishing to participate in an established study abroad program should follow the simple process illustrated in Figure 14 below

Figure 14: Faculty And Staff Approval Process
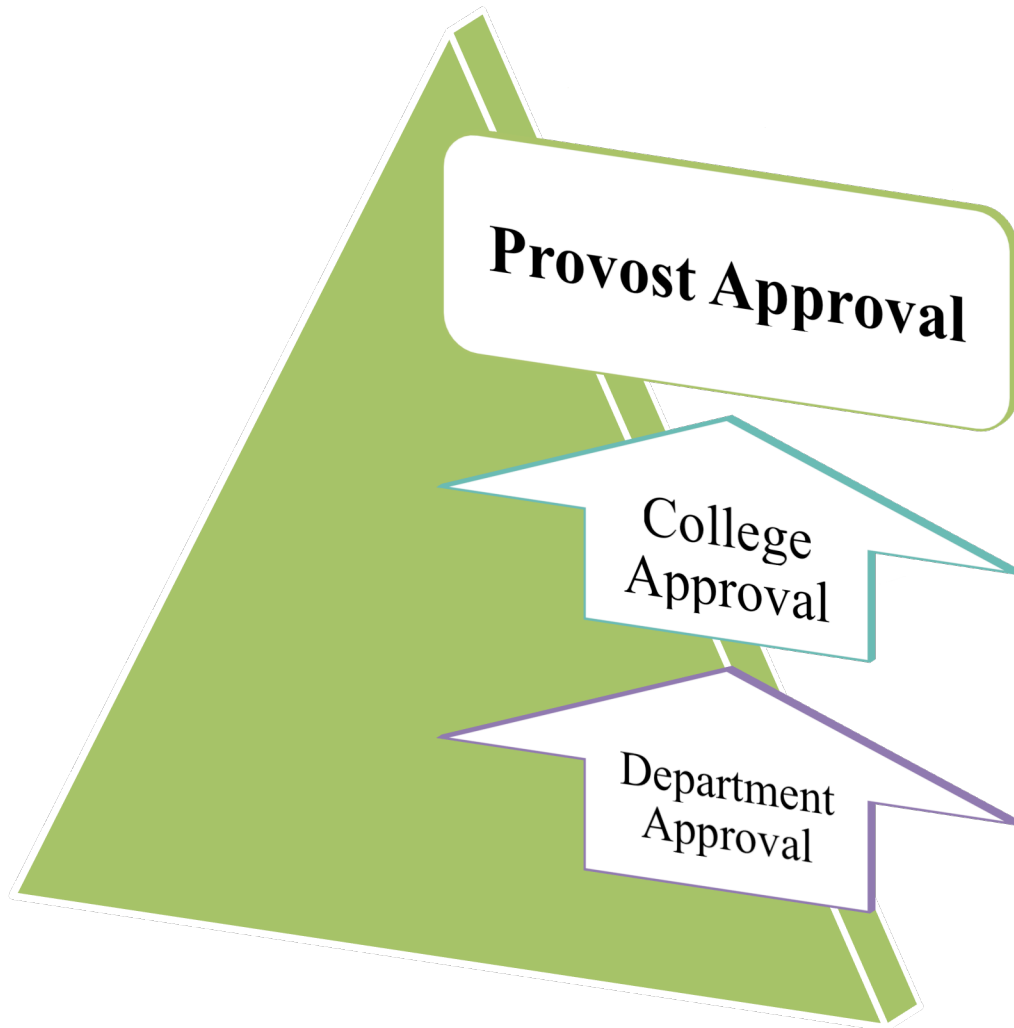
PART III
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

Recruitment Of Qualified Students

Figure 15: Recruited Students Responsibilities
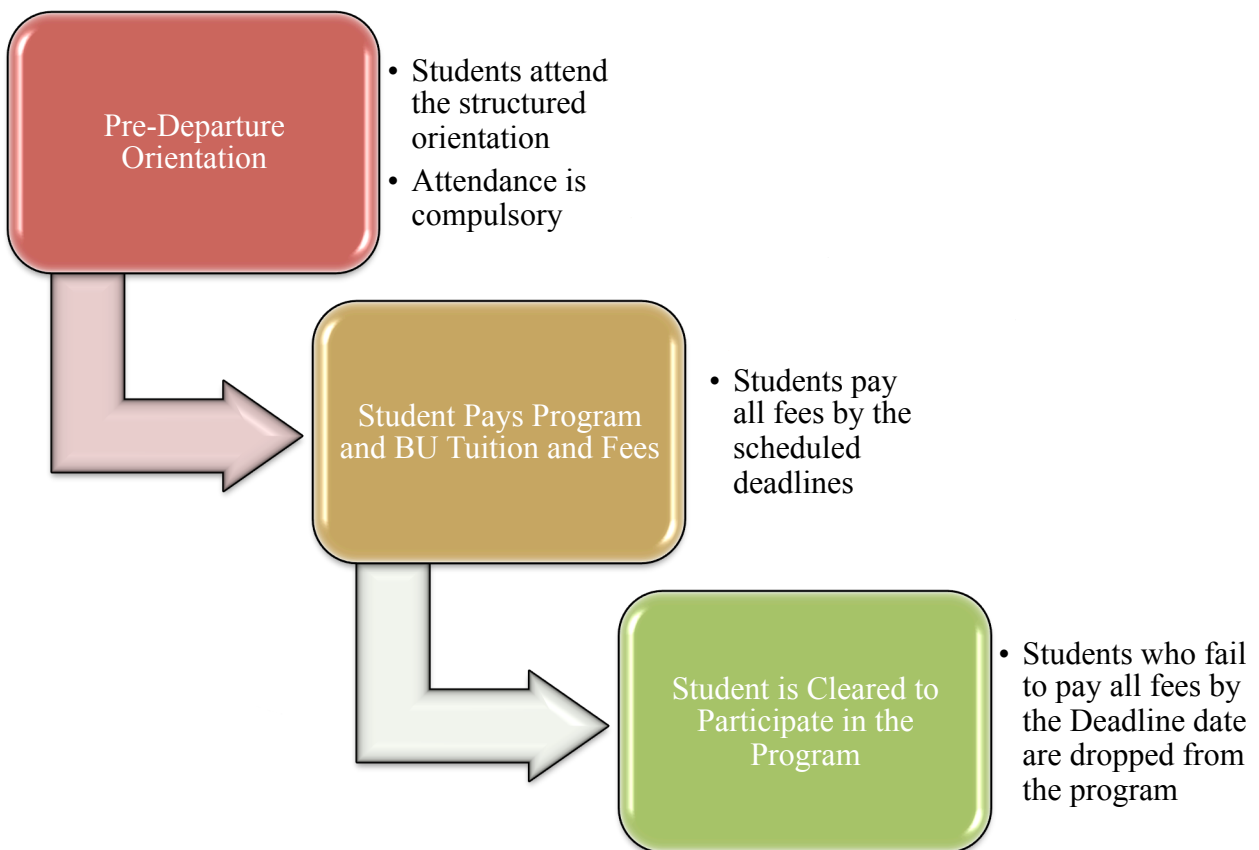
□   Qualified students recruited to participate in the program should be able to pay the required total program cost by the scheduled deadline

□   Airline Tickets will only be given to students whose accounts are zero after the scheduled payment deadline has elapsed.

PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

AFFILIATION AGREEMENT

☐ An Affiliation Agreement must be executed and received by the Office of Global Education before the proposal is submitted for approval.

☐ The Affiliation Agreement must adhere to Bloomsburg University Academic Standards and Ethical Practices

☐ Programs that are designed to tour several countries without any attachment to a Host University do not require an Affiliation Agreement

INVITATION LETTER

☐ Invitation Letter from participating Host University must be included in the proposal

☐ The Invitation Letter must be written on official Host University Letterhead and signed by the head of the Host University

☐ The Invitation Letter must bear the Seal of the Host University

☐ Programs that are designed to tour several countries without any attachment to a Host University do not require an Invitation Letter

HOST UNIVERSITY ACCOMMODATION AND REMITTANCE CONTRACT

☐ The Accommodation and Remittance Contract will be written by the Office of Procurement with consultation from Faculty and Staff, Office of Global Education, and Office of Budget and Finance.

☐ The Contract will be sent to Host University after approval for review, approval, and signature

☐ The Contract will be reviewed and signed by the Heads of Both Universities

☐ The Final Signatures and approval Dates of Execution of the Contract with be of the Legal Representatives of the two Universities

☐ Programs that are designed to tour several countries without any attachment to a Host University do not require Accommodation Contract from a Host University but may require a Contract from a hotel if needed

PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

ACADEMIC INTEGRITY

Students Course Grades

☐   Student grades for academic credits should be based solely on their performance

☐   Student grades should range from A through F according to PRP 3522

☐   Grade negotiations with Host University Personnel for students who fail to earn passing grades is not recommended

Study Abroad Student Research Requirements

☐   All students (undergraduate and graduate students) who plan on conducting research abroad must follow Bloomsburg University's **PRP 3990 Institutional Review Board for Human Subjects Research** which states in part that:

> Bloomsburg University recognizes its ethical and legal responsibilities to provide a mechanism to protect individuals involved as subjects in research conducted under the auspices of the University. Research, as defined by the Bloomsburg University Graduate Council Research Committee, is the systematic inquiry/investigation of a specified problem or set of problems with the goal of advancing the discipline. Therefore, all research involving human subjects will be reviewed, prior to the initiation of the research, through the procedures set forth by the University and directed by the Institutional Review Board (IRB). Failure to submit research for review and approval is a violation of Bloomsburg University policy.

> The University assumes responsibility for encouraging research activities to benefit advancement of knowledge of human conditions and, at the same time, protecting the rights and welfare of human subjects, the investigators, and the University. This includes assuring the scientific validity of the research methodology as it relates to the protection of human subjects. University faculty, staff, and students conducting human subject research are responsible to comply with this policy and all federal regulations. The IRB reserves the authority to suspend or terminate approval of research that is not being conducted in accordance with the Bloomsburg University IRB Policy #3990.

PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

Study Abroad Student Research Requirements

☐ An approved and signed IRB Proposal must be appended in the Master Course Syllabi if the faculty and staff, and or students are conducting Human Subjects Research.

Field Research Projects And Internships

Field research and Internship experiences are some of the global academic endeavors that students like to engage in while studying abroad. Before a student gets involved in any of the two activities, the faculty or staff coordinators accompanying students on the field experiences should ensure that proper protocols are followed prior to leaving the country.

☐ Programs that include Internship experiences must have executed Affiliation Agreements with Host Country Organizations through Bloomsburg University's Internship Office

☐ The field research projects or Internships should be related to the program courses and be relevant to the overall aim of the study abroad program

☐ The program coordinator and faculty advisors should ascertain that the student has met prerequisites to participate in the Internship program or has taken relevant method courses in order to conduct research overseas

☐ The field research projects or Internships should be supervised closely to establish appropriate work evaluation and award of credits towards the student's degree

☐ All field research projects and Internships should adhere to Bloomsburg University's requirements and academic standards even though the host country may have slipshod education policies

☐ PASSHE students and external students enrolled in Bloomsburg University's global education programs are required to abide by Bloomsburg University's academic policies and guidelines

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PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

OFFICIAL STUDENTS TRANSCRIPTS

Host University

☐   The detailed program proposal should delineate how Official Students Transcripts will be obtained from the host institutions that offer college credits.

☐   The detailed program proposal should provide a timeline when the Official Students Transcripts would be mailed to Bloomsburg University Registrar

OFFICIAL STUDENTS TRANSCRIPTS

Host University

☐   The Official Students Transcripts must bear the Seal of the Host University and must be signed by the appropriate Host University official

☐   Hand delivery of Official Students Transcripts will not be accepted

HOST UNIVERSITY FACULTY AND STAFF BACKGROUNDS

☐   Provide the names of all the Host University faculty and staff involved in the program

☐   Provide an updated Curriculum Vitae for each of the faculty and staff that you have named above

☐   Describe the roles of each faculty and staff in relation to the program and their credentials, including the extent of their roles

☐   Describe any payments to Host University faculty and staff while stating the exact amounts with justifications

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PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

HOST UNIVERSITY ACCOMMODATION

- ☐ Bloomsburg University strongly recommends and suggests that the Host University provide clean, and suitable University Accommodation that meets International Standards to Bloomsburg University students
- ☐ However, in situations where Bloomsburg University students do not agree with the available University Accommodation, the Host University will be responsible for providing an alternative solution
- ☐ Bloomsburg University will then wire remittances to the Host University directly for On-Campus Housing or Accommodation and Registration Fees
- ☐ Program Coordinators should understand that if they decide not to secure On-Campus housing for some reasons for Bloomsburg University students, they take full responsibility for the wellbeing which include the students' safety and security while living in an off-Campus Housing.

SAFETY AND SECURITY

- ☐ Provide detailed current information that is based on US State Department's Country-Specific Information on Travel Alerts, Travel Warnings, and Travel Bans where relevant. See (www.state.gov)
- ☐ Describe how the above information will be relayed to students
- ☐ Describe the safety and security measures that you have put in place for students
- ☐ Describe the level of safety and security of your destination as described by the US Department of State
- ☐ Describe the safety and security measures that the Host University have in place to ensure that Bloomsburg University students will be safe

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PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

EMERGENCY COMMUNICATION

- ☐ Describe your emergency communication plans while abroad
- ☐ Describe the faculty and staff who are involved in the emergency communication plans. Include Bloomsburg University and Host University faculty and staff
- ☐ Describe the role of each faculty and staff and how they will take action when needed
- ☐ Describe the strategies that you will utilize when communicating with students during the emergency
- ☐ Describe how and if students are involved in the emergency communication plans
- ☐ Describe the personnel that you will contact first in case of an emergency

HEALTH AND MEDICAL FACILITIES

- ☐ Provide detailed current information based on the Centers for Disease Control and Prevention's (CDC & P) Country-Specific Health Information. and Inoculation Requirements for your country of destination. See (www.cdc.gov)
- ☐ Proved detailed current information based on the CDC & P's Inoculation Requirements for your specific country of destination. See (www.cdc.gov)
- ☐ Describe the requirement if any, of International Medical or Health Insurance Coverage for your destination
- ☐ Describe emergency evacuation plan(s) that you have in place in case of medical evacuation
- ☐ Describe a plan of action that you have instituted in the event of an emergency emanating at the Host University such as a strike or injury incurred while on tourism and excursions
- ☐ Describe the types of medical facilities and adequate availability of quality medical facilities in your destination
- ☐ Refer to the World Health Organizations (WHO) website at: (www.who.org) to acquire more information on the health issues of the Host Country

PART IV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

SPECIFIC LOCATION INFORMATION

IMMIGRATION TRAVEL REQUIREMENTS

☐ Faculty is responsible for applying and obtaining a valid Passport in a timely manner

☐ Faculty is responsible of obtaining appropriate VISA in a timely manner

☐ The cost of acquiring the VISA shall be covered by the Program Fee

☐ Faculty may request the help of obtaining immigration documents from the Office of International Education Services

☐ Refer to the U. S. department of State's website at (www.state.gov) for more information and immigration documents requirement

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PART V
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

RELEVANT PROGRAM INFORMATION

PROGRAM PAYMENT SCHEDULE AND DEADLINE

☐   The Budget and Finance Office shall set forth payment installments in collaboration with the Office of Global Education

☐   Extension of the deadline date for payment installments shall be determined by the Budget and Finance Office in collaboration with the Office of Global Education

☐   The Budget and Finance Office shall determine whether the program will go in collaboration with the Office of Global Education based on enrollment and set payment installments of the program fee.

☐   None Bloomsburg University students must adhere to program payment and deadline, and Budget and Finance Office program payment installments

☐   The students who fail to clear their tuition and fees balances by the scheduled deadline dates will not be permitted to participate in the program

STUDENT RECRUITMENT AND DEADLINE

☐   All appropriate Bloomsburg University Administrators must approve the proposed program of study before any recruitment of potential qualified students

☐   Recruitment deadline set forth by the Office of Global Education and Budget Office must be adhered to

☐   Extension of the deadline date shall be determined by the Office of Global Education and the Budget and Finance Office

☐   None Bloomsburg University students must adhere to program deadline and Bloomsburg University Academic and Study Abroad Policies

☐   Students deemed to be in "good academic standing" should be recruited to participate in the program

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PART V
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

RELEVANT PROGRAM INFORMATION

FACULTY AND STAFF RECRUITMENT AND DEADLINE

- ☐ The recruitment of faculty and staff to participate in existing programs shall be determined by the faculty and staff's Department, College Dean, and Provost and Senior Vice President of Academic Affairs
- ☐ Funding for the faculty and staff joining the program shall be partially covered by the program fee and the faculty and staff's Department and College, depending on the nature of involvement and value added to the program, department, and college
- ☐ The faculty and staff recruited must provide his or her College Dean with a detailed proposal that illustrate the rationale to participate in the program before any funding is committed
- ☐ At the conclusion of the program, the faculty and staff must provide his or her College Dean with a detailed report of the program activities and accomplishments within three weeks upon return
- ☐ The recruitment deadline is the same as the Program Planning Meeting. Recruitment should not be conducted after the meeting

TEACHING FACULTY COMPENSATION

- ☐ Teaching Faculty will be compensated according to CBA's Summer Contract
- ☐ Bloomsburg University will not compensate faculty and staff for coordinating study abroad programs. The faculty and staff should discuss the issue of payment with the faculty and staff's Department Chairperson and College Dean
- ☐ None-Teaching Faculty accompanying a study abroad program will not be compensated. These Faculty and Staff should have a discussion with their Departments and College Deans about their rationale to go on the trip
- ☐ The Office of Global Education does not have a budget that is designated to provide any sort of compensation to faculty and staff who coordinate study abroad programs

PART V
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

RELEVANT PROGRAM INFORMATION

REIMBURSEMENT BASED ON RECEIPTS

☐ Teaching Faculty and Staff must be approved for travel within the State, out of State, and out of the country by the Provost and Senior Vice President of Academic Affairs before leaving Bloomsburg in order to be reimbursed for expenses incurred

☐ It is the Policy of Bloomsburg University that only approved actual expenses incurred while traveling on university business will be reimbursed based on the receipts provided. Receipts for meals and other necessary expenses such as tips, taxes, VAT, etc., are required for reimbursement

☐ Reimbursements are note based on flat rates nor per diem but on actual incurred expenses supported by receipts

☐ It is highly recommended that all relevant receipts be organized and that all expenditure are tracked

☐ It is imperative that all receipts be legible and if they are not written in the English Language, the traveler is responsible for translating the receipts to Bloomsburg University Personnel.

☐ All legible receipts should be submitted with proper documentation within 2 weeks after the completion of the program to the Office of Global Education to avoid delays in processing.

☐ Internal Review Services (IRS) Regulations relating to travel reimbursement requires that employees submit their claims within 60 days of the date of return. If this date is not met, the employee must provide a written justification to the Vice President of Finance and Business Services as to the reason for the delay

☐ If you are unable to submit receipts on time due to factors beyond your control, please inform the Office of Global Education

☐ Reimbursement here means that expenditure related to the program activities only

☐ Personal Expenditures are not reimbursed which include:

> ☐ Family members accompanying the program are not reimbursed
> ☐ Personal Travel while overseas are not reimbursed
> ☐ Personal Tokens given to friends and relatives are not reimbursed
> ☐ Personal Telephone Communications are not reimbursed

PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

COMMUNICATION MANAGEMENT

STRATEGIC COMMUNICATIONS PLAN

☐ The major part of a successful study abroad program delivery is efficient communication with stakeholders at all points of the program duration. It is therefore vital to institute a Communication Network that is effective in structure and functional that reaches all the participating members at the same time.

☐ Two types of communication networks are illustrated in the following page. The networks demonstrate how communication design is different for every setting depending on the nature of the content.

☐ There are a number of methods that program coordinators can implement to keep the lines of communications open while abroad through the utilization of new channels such as:

    ☐ Weblogs
    ☐ Computer-Mediated Communication
    ☐ Web Conferencing
    ☐ Video Conferencing
    ☐ Fax
    ☐ External Web Sites
    ☐ Intranets

☐ It is imperative to note that every program design is unique and therefore, the choice of channel should be one that suits the needs of the program.

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

COMMUNICATION MANAGEMENT

Figure 16: The Wheel Pattern of Communication

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE
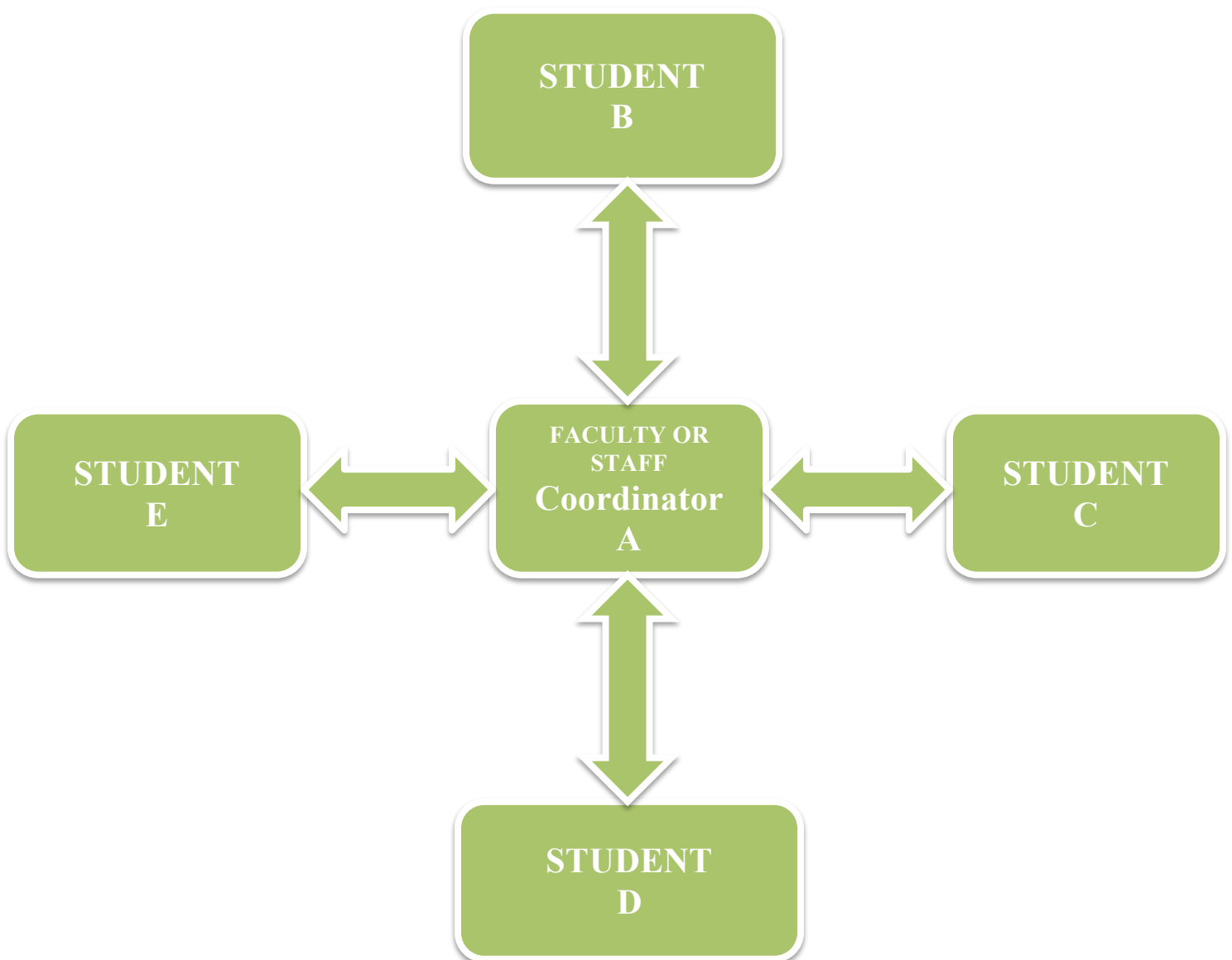
COMMUNICATION MANAGEMENT

Figure 16: The Wheel Pattern of Communication

☐　　The Wheel Pattern of communication network is centralized and it is the most effective pattern of communication for FLT.

☐　　The program coordinators are the center and hold the power of communication. Information in this network is transmitted to all the students at the same time.

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

COMMUNICATION MANAGEMENT

Figure 17: The Circle Pattern of Communication

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

COMMUNICATION MANAGEMENT

Figure 17: The Circle Pattern of Communication

☐ The Circle Pattern of Communication provides all members of the group with equal opportunity to communication

☐ This pattern provides the most satisfaction to all members but it is slow and time consuming due to the number of linkages in the network. Although satisfying, this approach is not suitable for FLT programs given that it is prone to misunderstandings, vineyard shenanigans, misinformation, rumors, and information overload.

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

COMMUNICATION MANAGEMENT

Figure 18: The Managerial Pattern of Communication

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PART VI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE
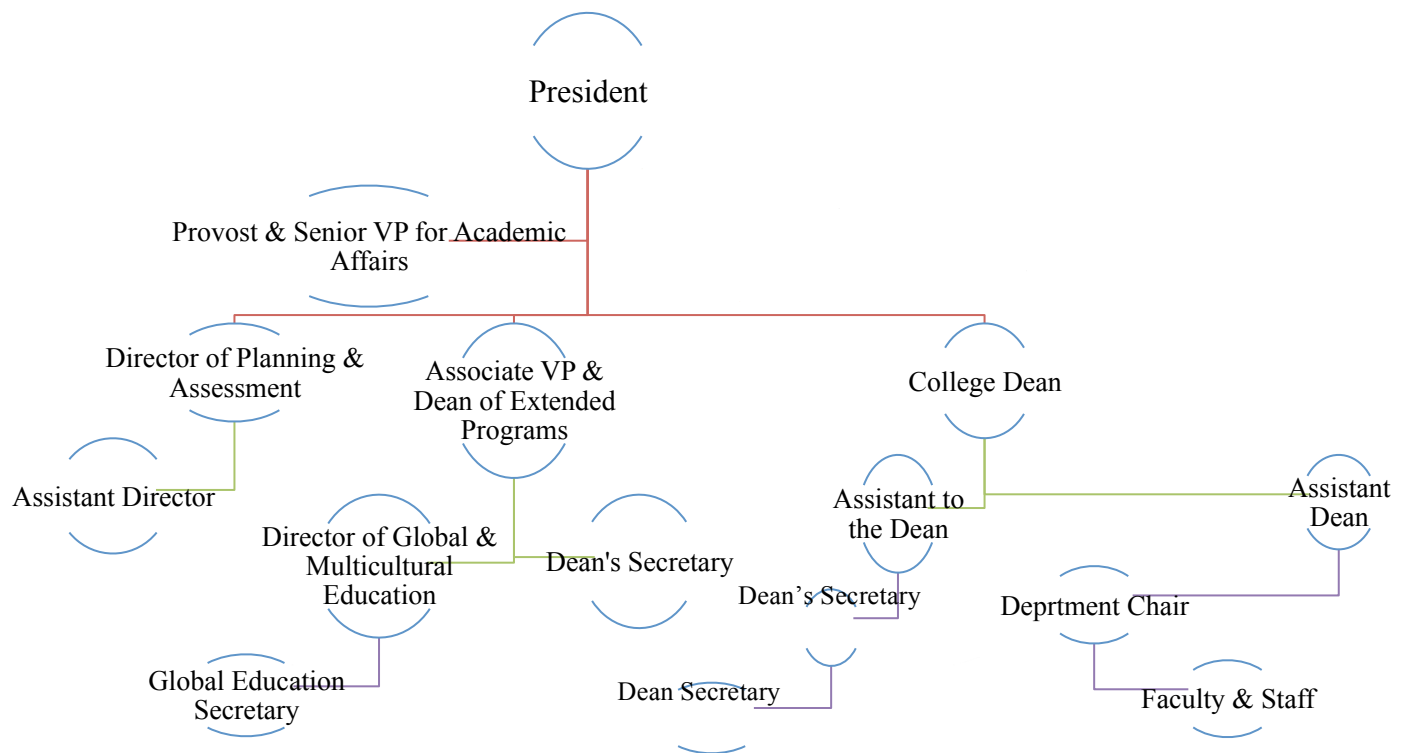
COMMUNICATION MANAGEMENT

Figure 18: The Managerial Pattern of Communication

☐   Although the direction of communication flow is based on the Modern Classical
         Perspective, Human Relations and Human Resources Perspectives are
         incorporated in the direction of the Communication Networks as well.

☐   This pattern of communication is most effective in formal work organizations
         including institutions of higher learning.

☐   In simple logic, the direction of communication is multidirectional in nature and
         is most efficient and effective in team-based interactions which in a sense, reflects
         the mandates of the Office of Global Education at Bloomsburg University of
         Pennsylvania

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PART VII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

CRISIS COMMUNICATION AND MANAGEMENT

DEFINE THE CRISIS

☐ The Office of Global Education are committed to open and accurate communication with our stakeholders, and expect to do the same at times of crises as well

☐ A crisis is something to all human beings can relate to. It can be as simple as falling down and breaking your patella on a icy pavement after a "Ice Storm," being mugged in broad daylight while walking in the streets of X City; drinking water and eating unsanitary food, being left at the airport, breaking the local laws and being arrested while studying overseas; contracting Malaria, medical evacuation, etc.

☐ The following list contain some of the major crises that are prone to occur on study abroad trips that can cause shockwaves across international borders:

  ☐ A study abroad student goes missing in Ireland because the student got intoxicated and was left on a train passed out. The program coordinator will therefore be exposed to:

    ☐ Media Attention and Scrutiny
    ☐ Panicking Parents
    ☐ Home University Personnel requesting immediate actions and results
    ☐ Dealing with local authorities

  ☐ A study abroad student gets arrested in The Kingdom of Mali for not observing prayer time

  ☐ A study abroad student at the University of Nairobi is stranded after the university is shut down due to the rigged presidential election and the subsequent human carnage and chaos that ensued in the whole country. In this scenario,

PART VII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

CRISIS COMMUNICATION AND MANAGEMENT

DEFINE THE CRISIS

- ☐ There is potential for food and water shortage
- ☐ There is potential for local resources to be overwhelmed
- ☐ There is potential for lack of public transportation and communications

- ☐ A study abroad student is arrested in the Republic of Kenya for joining the Taliban and protesting against the Kenyan Government for cracking down on the Al-Shabab in Somali Land.

- ☐ Program Coordinators can therefore anticipate some sort of crisis especially when traveling and studying abroad. Although all the examples above are different, they all share some characteristics on most levels

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CASE IN POINT

Faculty, Staff, and Bloomsburg University Students have just arrived in the Republic of Good Hope only to find out that the University of Good Hope is closed due to political unrest. The University of Good Hope Personnel did not communicate with Bloomsburg University personnel about the crisis. Consequently, Bloomsburg University Study Abroad Group is stranded in Hotel Smiley and the Group has no way of tracing the University of Good Hope Personnel. Now, how is this crisis similar in characteristics with a study abroad student being arrested, losing the checked-in luggage, or losing a passport? Here is why:

- ☐ There is a presence of surprise and shock
- ☐ Program Coordinators lack sufficient information to make informed decisions
- ☐ The events are happening so fast on the ground and the media is not able to report actual details of the unrest
- ☐ Intense Scrutiny from Bloomsburg University Stakeholders

PART VII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

CRISIS COMMUNICATION AND MANAGEMENT

MANAGE THE CRISIS

☐ The best method of dealing with crises is to anticipate a crisis and prepare for the worst

☐ Lack of preparation can actually make a crisis worst

☐ Managing a crisis involves understanding and defining the crisis

☐ It is important to have protocols and communication strategies in place to manage crises when they arise

☐ Avoid the strategy of denial that a crisis exists

☐ Avoid the strategy of downplaying a crisis. Trying to convince the stakeholders that the crisis is not that bad does not provide any possible solutions

☐ Accommodative strategy would be the best approach to preventing crisis from recurring

☐ Know the University's Key Spokespersons to contact

☐ Bloomsburg University and Program Coordinators do not have the capabilities of knowing and preventing all the crises in the larger environment but being vigilant, prepared, and aware that crises can befall a group of Bloomsburg University students, faculty and staff at any time is the first step in the crises management.

☐ Protect and preserve students lives

☐ Maintain and preserve Bloomsburg University's Identity, Image, and Reputation

☐ Sometimes common sense can be the only strategy in crises prevention, management, and communication

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PART VII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

RECOMMENDATIONS FOR CRISIS MANAGEMENT

☐ Respond immediately to a crisis. Buying time will not make the crisis go away

☐ Develop a plan action

☐ Plan for contingencies just the same way when you are planning for the program budget. Always anticipate that something will go wrong

☐ Communicate and consult with the Host University and Home University Personnel

☐ After the crisis has passed, you should do the following:

> ☐ Evaluate the results of the crisis
> ☐ Review the Plan of Action that was utilized in an effort to control the crisis
> ☐ Make changes for future study abroad program delivery

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PART VIII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM ASSESSMENT AND EVALUATION

☐ The success of a study abroad program depends on the yearly review of its design, financial stability, management, effective delivery, and assessment and evaluation

☐ Programs will be reviewed and approved based on their financial sustainability, program objectives, and goals

☐ Students should be given the opportunity to evaluate each course including the overall program delivery

☐ The collected assessment data will be analyzed and used as program evaluation and improvement tool

PRE-GLOBAL PERSPECTIVE INVENTORY SURVEY

☐ The Office of Planning and Assessment will administer the above survey before departure

☐ Program Coordinators should inform the students who have been admitted in the program to get information about the survey from the Office of Global Education

☐ The survey will be administered Online

FACULTY AND STAFF COURSE EVALUATIONS

☐ Faculty and Staff are required to make arrangements and ask a responsible student to administer the end of semester Course Evaluations for both Bloomsburg University Faculty and staff, and Host University Faculty and Staff

☐ The student should then be directed to submit the evaluations to the Office of Institutional Research immediately upon return

☐ It is more convenient to select a student who resides around Bloomsburg University surrounding

| PART VIII |
| FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS |

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM ASSESSMENT AND EVALUATION

POST-GLOBAL PERSPECTIVE INVENTORY SURVEY

☐   Upon return, the students will complete the Post-Program Survey

☐   The survey will be administered by the Office of Planning and Assessment

☐   The survey will be administered Online

ASSESSMENT AND EVALUATION OF THE STUDY ABROAD PROGRAM

☐   This section of the assessment examines the overall program delivery

☐   The items that are included in the assessment are not limited to the following list:

  ☐   Program Objectives and Goals

  ☐   Program Resources

  ☐   Program Cost Effectiveness

  ☐   Time Frame

  ☐   Financial Stability

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PART IX
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

END OF PROGRAM REPORT

☐   All Faculty Coordinators are required to submit a Formal Written End of the Program Report

☐   The report must be submit within 4 weeks after the program ends

☐   The written formal report should be submitted to the Director of Global Education who will oversee its circulation to appropriate Administrative Personnel and in-coming coordinators of the program

☐   The report should include pros and cons, and recommendations for future program delivery, etc.

☐   The written report should also include all the roles for faculty and staff from Host University and Home University who were involved with the program

☐   Please keep in mind that there is not such a thing as a "perfect" program delivery. There is always room for improvement. Therefore, reports that are only sterling and synodic in form will not be taken seriously

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PART X
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

DOCUMENT SUBMISSION FORMAT AND DELIVERY

☐ The completed program proposal, which contains all the required program details, documentations, and a balanced program budget should be submitted to the Office of Global Education

☐ The proposal must be spiral bound with front and back clear hard plastic cover

☐ Unbound document will not be accepted

☐ Plan wisely and if you need help with organizing your document, please contact the office of Global Education Personnel

☐ Only ONE program proposal for the "Current Period" should be submitted for approval

☐ Programs that are presumed to be occurring in the future will not be approved until the "current" program is completed and program reports and assessments have been received for evaluation and recommendations for future programs

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PART XI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM PROPOSAL SUBMISSION DEADLINE

☐   Please submit your completed proposal, which includes all syllabi (Bloomsburg University and Host University), curriculum vitae, and all other supporting documents such as Host University Invitation Letter, with approval signatures (your signature and that of your Department Chair) to the Office of Global Education, Suite 234 WSSC NO LATER than **MARCH 15** (**ONE YEAR** prior to program start date).

☐   The deadline for existing study abroad programs is **SEPTEMBER 1ST OF EVERY YEAR**

☐   Proposals will be reviewed and approved by the University Administration, Dean of Colleges involved, and Offices charged with global education programming and finance. Faculty and Staff will be notified about the status of their submitted proposals within four weeks

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PART XII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM PROPOSAL APPROVAL PROCESS

☐ Submit your program proposal with a Program Budget to the Office of Global Education

☐ Faculty and Staff Coordinator(s) of the trip must sign the approval form

☐ Faculty and Staff's Department Chairperson(s) must approve all courses and sign the approval form

☐ Director of Planning and Assessment must sign off on Master Syllabi illustrating Student Learning Outcomes and Assessment Plan

☐ Associate Vice President and Dean of Extended Programs must sign the approval form

☐ Faculty and Staff's College Dean(s) must approve the program and sign the form approval form

☐ Director of Global and Multicultural Education must thoroughly review the entire proposal before forwarding to the Provost's Office

☐ Provost and Senior Vice President of Academic Affairs must review and approve the Program before all the participants can leave the country or state

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PART XIII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM AUTHORIZATION SIGNATURES

Signatures must follow the order sequence provided above and below:

Figure 19: Signatures By All Authorizing University Personnel

1
- **Appendix A: Signature**
- Faculty and Staff Coordinator and those Travelling with the Program

2
- **Appendix B: Signa**ture
- Faculty and Staff 's Department Chairperson(s)

3
- **Appendix C: Signature**
- Director of Planning and Assessment
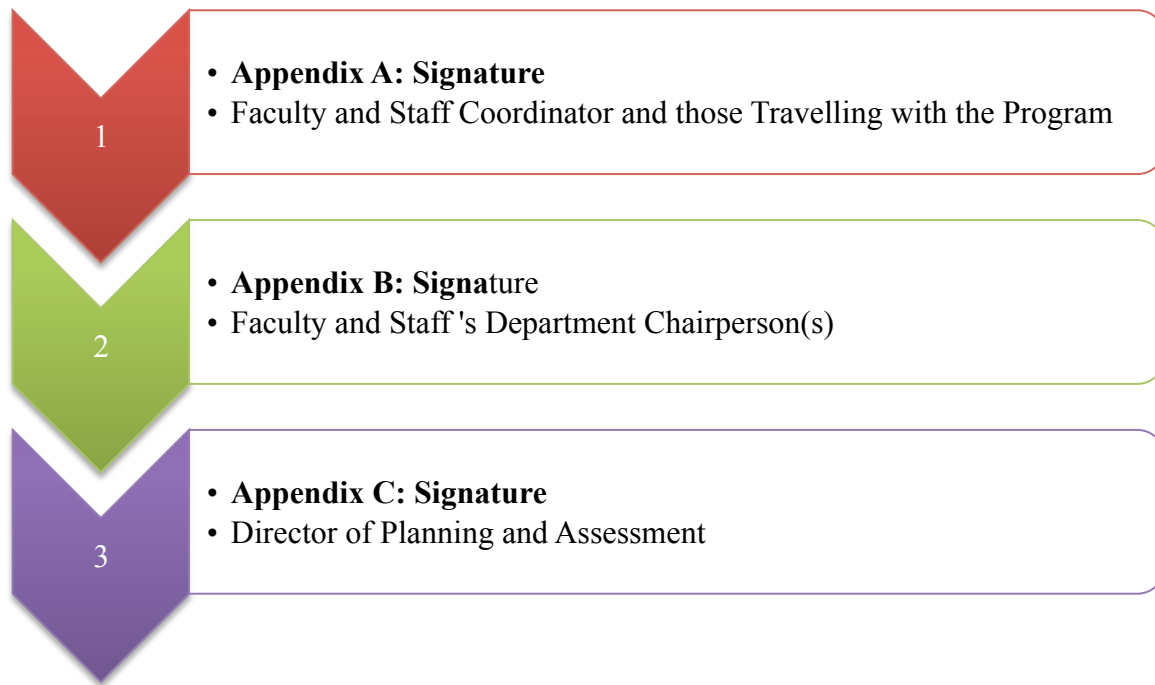
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PART XIII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
PROGRAM DESCRIPTION AND RATIONALE

PROGRAM AUTHORIZATION SIGNATURES

Figure 19: Signatures By All Authorizing University Personnel

4
- **Appendix D: Signature**
- Associate Vice President and Dean of Extended Programs

5
- **Appendix E: Signature**
- Faculty and Staff's Dean(s) of College

6
- **Appendix F: Signature**
- Director of Global and Multicultural Education

7
- **Appendix G: Signature**
- Provost and Senior Vice President of Academic Affairs

8
- **CONGRATULATIONS ON YOUR STUDY ABROAD PROGRAM APPROVAL**

9
- *NENDA SALAMA, RUDI SALAMA*
- *BON VOYAGE*
- *BUEN VIAJE*
- *SAFE TRAVELS*

PART XIV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

FAILURE TO COMPLY

☐ It is imperative to note that our number one concern is our students' wellbeing and academic success

☐ We have to be mindful that whatever we are doing, it is for the benefit of the students and the University and not for personal gain

☐ The students are indeed the University and our true employers. Therefore, let us all serve the needs of our students by abiding with the policy and procedures on study abroad programs!

☐ Failure to comply with the guidelines set forth of Bloomsburg University Global Education Policy and Procedures will result in delays to your program

☐ Gross negligence or refusal to comply with the requirements will disqualify you from coordinating the program

☐ All documents must be submitted through the Office of Global Education for circulation to the appropriate University Administrators

☐ Office of Global Education will be unable to process the TRAVEL APPROVAL REPORT (TAR) for Program Coordinators and other Faculty and Staff who have been approved to travel with the program.

☐ Therefore, the Office of Global Education is kindly requesting your corporation with this important process.

The signature pages are on the following pages.

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PART XV
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

PROGRAM CONTINUATION

☐ The continuation of the program will depend to a larger extent on the abilities of faculty and staff's willingness to abide by the Bloomsburg University's Global Education Policy on Study Abroad Programs

☐ The sustainability of the program by being Financially Independent

☐ The Value Added (VA) to the student's curricula

☐ The support of various departments and colleges

☐ The Institutionalization of the program

☐ The Transparency of the program

☐ The overall Quality of the program

☐ Expected Program Outcomes (EPO) are clearly defined and are measurable

☐ Faculty and staff endeavors to establish professional working relationships with the Offices of Global Education; Planning and Assessment; Budget and Finance; Procurement and Operations; Registrar; Colleges; and Academic Affairs as demarcated in the Communication Networks

☐ Faculty and staff consistently abide by the U. S. and Host Country laws, regulations, and guidelines of education abroad that may jeopardize the program, tarnish Bloomsburg University image and reputation, or at best, put Bloomsburg University and U. S. at odds with the Host Country

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PART XVI
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

PROGRAM DESCRIPTION AND RATIONALE

FACULTY AND STAFF EXCHANGES AND FULBRIGHT SCHOLAR PROGRAMS

☐ Faculty and staff who wish to participate in the Faculty Exchanges and Fulbright Programs should consult their Department Chairpersons and College Deans for such initiatives. The decision rests with the latter whom then, consults with the Provost and Senior Vice President of Academic Affairs.

☐ The same process applies when faculty and staff wish to bring overseas scholars as exchange and Fulbright Faculty.

☐ Please read Bloomsburg University's Policy on Faculty Exchanges below, which illustrates the responsibilities of the Home and Host Universities. Although the policy does not delineate the preliminary process, ideally the decision to bring a faculty, staff, for exchange or Fulbright Scholar rest with the departments and colleges initiating the invitation, and the Office of the Provost and Senior Vice President of Academic Affairs

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BLOOMSBURG UNIVERSITY FACULTY EXCHANGE STATEMENT: PRP 7650

Faculty members engaged in any exchange program will remain the employees of their own institution as if their employment were continuous. They will be responsible to their own president, who may, however, delegate the appropriate authority regarding day-to-day matter to the president of the host institution. Salaries and fringe benefits will be the responsibility of the employing institution and will apply as though the employees had continuous employment. Nothing in this arrangement shall affect superannuation payments, medical benefits, or any other contractual rights of the employees. In academic matters, however, faculty will be governed by practices, policies, and procedures of the host institution, modified by any specific arrangements which may be established. In all personnel matters, the faculty will be treated as visitors to the host institution and not as employees. The cost of the faculty members' transportation to the host institution and return may be paid by the employing institution, provided funds are available for that purpose. All costs of accompanying family members shall be assumed by the faculty members. Visiting faculty will normally pay for their own board and accommodations. Any exchange of houses and vehicles will be a private matter between faculty members.

INTERNATIONAL GRADUATE STUDENTS

☐ The Bloomsburg University's Global Exchange Programs are designed for Undergraduate Students and not for Graduate Students.

☐ International Graduate students from Affiliate Partner Universities wishing to study at Bloomsburg University should apply as regular International Students. As regular students, they must meet all admission requirements and pay full Bloomsburg University Tuition and Fees

PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX A: FACULTY AND STAFF SIGNATURE

PLEASE PRINT NAME: Faculty/Staff

PLEASE PRINT NAME: Faculty/Staff

SIGNATURE: Faculty/Staff

SIGNATURE: Faculty/Staff

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX B: FACULTY AND STAFF DEPARTMENT CHAIR(S) SIGNATURE(S)

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PLEASE PRINT NAME: Department Chairperson

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX C: DIRECTOR OF PLANNING AND ASSESSMENT SIGNATURE

PLEASE PRINT NAME: Director of Planning and Assessment

SIGNATURE: Director of Planning and Assessment

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX D: ASSOCIATE VICE PRESIDENT AND DEAN OF EXTENDED PROGRAMS'S SIGNATURE

PLEASE PRINT NAME: Associate Vice President and Dean of Extended Programs

SIGNATURE: Associate Vice President and Dean of Extended Programs

DATE: (MM/DD/YYYY)

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX E: FACULTY AND STAFF'S COLLEGE DEAN(S) SIGNATURE(S)

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PLEASE PRINT NAME: College Dean

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX F: DIRECTOR OF GLOBAL AND MULTICULTURAL EDUCATION'S SIGNATURE

PLEASE PRINT NAME: Director of Global and Multicultural Education

SIGNATURE: Director of Global and Multicultural Education

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PART XVII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
AND APPROVAL PROCESS
APPENDICES

APPENDIX G: PROVOST AND SENIOR VICE PRESIDENT OF ACADEMIC AFFAIRS'S SIGNATURE

PLEASE PRINT NAME: Provost and Senior Vice President of Academic Affairs

SIGNATURE: Provost and Senior Vice President of Academic Affairs

DATE: (MM/DD/YYYY)

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PART XVIII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

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FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
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PART XVIII
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL
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PART XIX
FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

GLOSSARY

PEDAGOGY
The science and theory of teaching.

DUAL DEGREE
Is a dual degree arrangement, two degrees are awarded to one student by the two contracting institutions.

GLOBAL EXCHANGE STUDENT
Is a non-degree seeking student who is enrolled at a Host Institution for one academic semester or one academic year, and who transfers earned credits back to the Home Institution.

HOME UNIVERSIY
A student's institution of enrollment, which grants the degree after the matriculation period.

HOST UNIVERSITY
The institution overseas where a student attends with the aim of only transferring credits to the Home Institution.

SHORT-TERM FACULTY LED TRIPS
These are study abroad programs that are coordinated by faculty and staff and accompany students abroad. The programs may last for three to four weeks.

AFFILIATION AGRREMENT
Is a contractual document shared by two institutions of higher learning for the purpose of providing global education programs to their own students.

AFFILIATION AGREEMENT
A legal document between a Host University and a Home University which has been executed to expire after a certain period of time.

JOINT DEGREE PROGRAM
The affiliated institutions that offer joint degree programs award one joint degree to a student.

GLOBAL EXCHANGE PROGRAM
Study abroad program whose design is based on the reciprocal of students.

STUDY ABROAD
Taking courses overseas that are taught by Host University Faculty and the student transfers the earned credits towards the award of a degree at the student's Home University.

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FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

GLOSSARY

APPROVED PROGRAM
A study abroad program that has gone under review through the departments, colleges, and relevant university offices, and is allowed to recruit qualified students to participate in the program.

ACADEMIC YEAR
Refers to both Fall and Spring semesters

ACADEMIC SEMESTER
This refers to Fall Semester or Spring Semester.

ACADEMIC TRANSCRIPT
An official record of student's academic work history.

CONTACT HOURS
Hours of scheduled class instructions for students enrolled in a course.

FULL COURSE LOAD
A student taking the maximum course credits required to be considered a full time student

PROGRAM COORDINATOR
A faculty or staff who organizes and leads a study abroad program at a given time.

FEDERAL STUDENT AIDS
Are various State and federal Government student loans that certain students qualify for that can be utilized to study abroad

PROGRAM DESIGN
The basic structure of the study abroad program which includes: The number of participants required, time frame, travel, pedagogy, cost, etc.

PROGRAM FEE
A designated structured payment that a student pays in order to participate in a study abroad program.

PROGRAM BUDGET
The total cost of the study abroad program which includes faculty and staff, and student expenses.

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FULL-FLEDGED STUDY ABROAD PROGRAM PROPOSAL AND APPROVAL PROCESS

GLOSSARY

HEALTH INSURANCE (MEDICAL INSURANCE)

PROGRAM ELIGIBILITY

STUDENT ELIGIBILITY

SCHOLARSHIP

HOMESTAY

RESIDENTIAL UNIVERSITY

RESIDENCE HALL

INTERNATIONAL HEALTH INSURANCE

MEDICAID

COUNTRY-SPECIFIC INFORMATION

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC & P)

UNITED STATES DEPARTMENT OF STATE

CRISIS

CRISIS MANAGEMENT PLAN

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

EMERGENCY EVACUATION

HEALTH AND SAFETY

MEDICAL EVACUATION

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INSTITUTIONAL REVIEW BOARD (IRB)

LIABILITY

RISK MANAGEMENT

REPATRIATION

WORLD HEALTH ORGANIZATION (WHO)

TRAVEL ADVISORY

TRAVEL WARNING

TRAVEL BAN

VISA

PASSPORT

CITIZENSHIP

DISABILITY

EMBASSY

CONSULATE

IMMUNIZATION

INNOCULATION

RECOMMENDED IMMUNIZATIONS

NATIONALITY

PROGRAM SUSTAINABILITY

BEST PRACTICES

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GLOSSARY

CIVILITY IN ORGANIZATIONAL COMMUNICATION

STUDENTS LEARNING OUTCOMES

PROGRAM ASSESSMENT AND EVALUATION

HOST COUNTRY CULTURE

CROSS-CULTURAL COMMUNICATION

CULTURE SPECIFIC

CUSTOMS

CULTURE SHOCK

CULTURAL ADAPTATION

GLOBAL

INTERNATIONAL

STEREOTYPE

ETHNOCENTRISM

CULTURAL IMMERSION

HIGH-CONTEXT CULTURE

LOW-CONTEXT CULTURE

NONVERBAL COMMUNICATION

ACCULTURATION

MEMORANDUM OF UNDERSTANDING

STAKEHOLDER

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GLOSSARY

THIRD-PARTY PROGRAM

FINANCIAL STABILITY

PROGRAM COST EFFECTIVENESS

FIELD RESEARCH PROJECT

ADVERTISING

STUDENT-CENTERED

GLOBAL EDUCATION

EMERGENCY COMMUNICATION

SAFETY AND SECURITY

HOST UNIVERSITY ACCOMMODATION

IMMIGRATION TRAVEL REQUIREMENT

MEDICAL FACILITIES

TEACHING FACULTY AND STAFF COMPENSATION

INVITATION LETTER

STRATEGIC COMMUNICATION PLAN

REIMBURSEMENT BASED ON RECEIPTS

CRISIS COMMUNICATION

CRISIS COMMUNICATION MANAGEMENT

COMMUNICATION FRAMEWORK

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STAKEHOLDER COMMUNICATION NETWORKS

MANDATE

COMMUNICATION MANAGEMENT

APPLICATION FEE

PROGRAM ASSISTANT

PARTICIPANT

NATIONALITY

U. S. PERMANENT RESIDENT (GREEN CARD HOLDER)

U. S. DEPARTMENT OF STATE

CULTURAL IDENTITY

NEED-BASED SCHOLARSHIP

TRANSPORTATION

APPROVED

PROGRAM REVIEW

PROGRAM SITE

PROGRAM EVALUATION

PROGRAM SITE VISIT

STUDY ABROAD ADVISOR

PARTNER

GLOBAL PERSPECTIVE INVENTORY SURVEY

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PROGRAM SPONSOR

MEMORANDUM OF AGREEMENT

ON-SITE ORIENTATION

PROGRAM ORIENTATION

DEPARTMENTAL PROGRAM

FACULTY-LED PROGRAM

PROGRAM OF STUDY

CREDIT TRANSFER

COURSE DESCRIPTION

BOARD OF TRUSTEES

BLOCK COURSES

MULTICULTURAL EDUCATION

MANAGERIAL PATTERN OF COMMUNICATION

END OF PROGRAM REPORT

TRAVEL APPROVAL REPORT (TAR)

TRAVEL EXPENSE REPORT (TER)

PROGRAM SPONSOR

FACULTY OR STAFF PROGRAM COORDINATOR

UNIVERSITY ACCOMMODATION

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STUDENT EXPENSES BREAKDOWN

PROGRAM ENROLLMENT MANAGEMENT

PROGRAM STATISTICS

PROGRAM RATIONALE

CONSORTIUM AGREEMENT

CONTRACTUAL AGREEMENT

ON-CAMPUS HOUSING

OVERHEAD

CENTERS FOR DISEASS CONTROL AND PREVENTION

EMERGENCY EVACUATION

LIABILITY

COUNTRY-SPECIFIC INFORMATION

MEDICAL EVACUATION

SAFETY OVERSEAS

STUDENT VISA

TOURIST VISA

CULTURE

ETHICS

GUIDELINES

POLICY

PART XX
FIGURE OUT THE MATH
$$\sum_{0 \le i \le m\, 0 < j < n} P(i,j)$$
YOUR WORLD, YOUR TIME!

FIND ROONGOS IN THE WORLD

STANDARD TIME ZONES OF THE WORLD

Scale 1:85,000,000 at 0°
Miller Cylindrical Projection

Coordinated Universal Time (UTC)
formerly
Greenwich Mean Time (GMT)