

**FACULTY
HANDBOOK**

for

**SHORT-TERM
STUDY ABROAD
PROGRAMS**

Dear Colleagues,

This Faculty Handbook for Short-term Study Abroad Programs has been written with the intent of assisting faculty and staff by providing resources and establishing guidelines for conducting studies abroad at Winthrop University.

As each short-term study abroad course has its own distinct characteristics, the information in this handbook may have to be somewhat modified to meet the needs of the program.

Please know that this is a work in progress. We welcome any remarks and corrections that would make this handbook better. As study abroad programs develop and evolve here at Winthrop, this manual will be modified accordingly.

As indicated throughout, The International Center of Winthrop University will be glad to assist you in preparing your studies abroad. Do not hesitate to contact us.

Sincerely,

The International Center of Winthrop University

803-323-2133

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INTRODUCTION

WHAT IS A SHORT-TERM STUDY ABROAD PROGRAM?

Within higher education, the definition of a study abroad program has changed dramatically over the last 50 years. Originally study abroad was conceived as a year-long language and cultural immersion program at a host university, then morphing into a broad curricular academic year or semester-long program. Study abroad has evolved to include short-term programs, referring to one- to eight-week (less than a term) experiences. Most short-term programs are sponsored by home institutions, faculty-led, and models of experiential learning.

Today's U.S. students primarily study abroad on short-term programs, either in summer, January or May terms, or via one-week international field components embedded in a course held during traditional semesters. Short-term study abroad programs are popular as they offer international opportunities to students who might not otherwise be able to participate in traditional length programs due to campus commitments, jobs or other factors. Such opportunities focus on academic study and increasingly include service and internship experiences.

FACULTY HANDBOOK FOR SHORT-TERM STUDY ABROAD PROGRAMS

This handbook has been developed to assist Winthrop University faculty/staff¹ in planning, implementing and directing new short-term faculty-led international programs and administering existing ones. The focus is on academic programs; however faculty leading non-academic trips overseas could also benefit from the tips in this handbook.

The content of the handbook addresses the engagement of faculty and logistical issues related to study abroad programs held during Winthrop's spring break, Maymester or summer semester.

For faculty interested in developing semester or academic year programs abroad, this handbook can be used as a guide but adaptations would be in order. For more information, please contact The International Center.

¹ The term *faculty* instead of *faculty/staff* is used from this point forward in this manual. It is meant to simplify the flow of the text, not exclude staff from leading student groups on education abroad experiences.

STUDY ABROAD BEST PRACTICES

ALL PROGRAMS

- Programs should combine academic learning with cross-cultural experience and make use of cultural, geographical, and human resources of the host environment.
- Complete information on the nature and scope of the program, including educational objectives, prerequisites, and physical or academic requirements should be provided to prospective students in the program marketing materials.
- If taught by a host academic institution, the academic rigor of the program should be of the same standard as that of Winthrop University.
- If collaborating with a host institution, Winthrop should engage the host institution in the setting of policies and establishing evaluation guidelines.
- Programs should be evaluated regularly by participants, faculty, academic departments, and The International Center of Winthrop University.
- The student-to-faculty/staff ratio should generally be 10:1 or smaller. Ideally, each group will have at least 2 group leaders in-country so that there is always someone to keep the program on schedule should one group leader become ill or need to attend to a sick student.

NEW STUDY ABROAD PROGRAMS

- New programs should complement rather than compete with existing Winthrop programs. For a list of current programs, contact The International Center.
- The majority of study abroad programs are in Europe (nearly 55%, according to the 2012 Open Doors report). Less traditional (exotic) sites may be especially attractive as short-term options.
- Programs in developing countries often cost less than developed countries but international travel to the site may be more expensive.
- Students participating in short-term study abroad programs are usually trying to fulfill degree requirements in order to justify, both to themselves and their parents, the additional expense of the program.
- Program fees should be kept as low as possible, to ensure greater participation.
- In general, students' financial aid packages cover tuition during fall and spring semesters, not summer. Loans may be available to cover summer program fees. Some students receive refund checks which, if the student plans ahead, could be saved to pay for short-term programs.
- It is the responsibility of faculty to recruit students into their programs.

PLANNING AND IMPLEMENTING A SHORT-TERM PROGRAM

Any faculty member may propose a short-term study abroad or international service-learning course. Such courses should be developed with travel in mind. It is a cooperative effort between the faculty member, academic department, college and The International Center.

WHAT DOES A FACULTY MEMBER DO?

Below are some of your roles and duties as you plan a new study abroad program. The International Center is available to provide assistance as needed.

Initial Planning

The first step in study abroad development is working out the general details with your academic Chair. Discussion should begin at least 18 months before the proposed semester. Factors to be considered are justification of the program, academic objectives, how the program fits into a student's degree requirements, and whether this will be a recurring course.

The International Center will be available to help you with the international component of your course. Logistical issues, such as when the program will be offered, who will be involved, how travel will be arranged and the costs, can seem overwhelming. This manual should help keep you on track.

Budget

You are the person who determines the budget to cover all expenses of the study abroad program, including the amount assessed to each participant, and, ultimately, how that money gets spent. Since programs must be self-supporting, your budget should indicate how this goal will be achieved. Again, this does not have to be a daunting task as you will use the expertise of the host institution (if any), travel professionals, and/or The International Center.

For more information, see the TIPS ON BUILDING A BUDGET section in this handbook.

Travel Arrangements

The faculty leader is responsible for coordinating travel and logistical arrangements. Faculty who are very familiar with the destination may wish to do this themselves. The International Center can assist with some basic arrangements, but more complex on-the-ground items may be better off outsourced to a tour operator or travel agent (the International Center has the names of some used in the past).

As state employees we must adhere to the ethics and procurement regulations of the State of South Carolina. Additionally, the International Center has adopted the Forum on Education Abroad's Code of Ethics. In the context of faculty led study abroad programs, these apply to our work with vendors and contractors (airlines, travel agencies, tour companies, etc.). Faculty and staff involved in study abroad programs are expected to follow these regulations, laws, and codes and avoid any real or perceived conflicts of interest at all times. Any rebate, commission, honoraria, gifts, gratuities, or discount provided by a vendor or contractor- including incentives

or rewards for student enrollment- should only be used to defray costs to students or the university and may never be accepted for personal gain. If you have any questions about this policy or a particular situation, please contact the Director of the International Center.

For more information, please see:

<http://ethics.sc.gov/RulesofConduct/Pages/index.aspx>

<https://www2.winthrop.edu/procurement/business.htm>

<http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>

Proposal

As your program reaches a more developed stage, you will begin to complete a proposal to submit to your Academic Chair, Dean and the International Center Advisory Committee. The proposal specifies both the course and the international experience.

Proposals with Chair and Dean approval are due to the International Center by April 1 the year prior for Spring courses traveling at Spring Break, Maymester, or Summer courses and November 1 the year prior for Fall courses. Late proposals cannot be considered.

See Appendix A: PROPOSAL FOR FACULTY TAKING GROUPS ABROAD

Course Registration Paperwork

Once the course is approved by The International Center Advisory Committee, you must work with your department chair to initiate a Special Course Registration Form (SCRF) online. A copy of the approved proposal form should be uploaded to the SCRF system. Please ensure you do this early so that your course will be visible in Wingspan and so that course fees are appropriately associated with the course Banner. Please note that the University cannot collect fees from students without having this form on file, so it must be completed before you select and enroll students. If you have any questions regarding information to include on the form, including budget codes, please contact the Study Abroad Coordinator.

Chairs access the password protected online system at: <http://www2.winthrop.edu/login/scrf>

Participant Recruitment and Selection

After the course has been approved, your primary responsibility for the next several months is creating marketing materials for your program, promoting it, and recruiting participants (see the next section for information regarding who can participate in Winthrop faculty-led study abroad programs).

For more information, see the TIPS ON PROMOTION section in this handbook

Participant Policy

Study abroad programs are, first and foremost, academic experiences. As such, they should be designed with the educational and personal best interests of Winthrop students in mind. To preserve the academic integrity of Winthrop faculty-led programs, to align with best practices in the field of international education, and to minimize risk for students and liability for the University, participation should be limited to faculty leaders, Winthrop employees serving in an official capacity, and enrolled students. Student participants must complete a program

application; be in good academic, disciplinary, and financial standing with the University; meet any academic prerequisites of the course; and have the consent of the instructor to enroll in any program. Participants are expected to attend all course meetings before and after the program, as well as to fully participate in all activities during the period abroad.

Some study abroad courses- particularly Maymester and summer courses- may be open to students enrolled at other institutions. This can be a great way to expand enrollment. If there is a non-Winthrop student who wishes to participate, he or she must be admitted to WU as a non-degree student, apply and be selected for the study abroad program, enroll in the course, pay requisite tuition and fees, and participate fully in all course activities and assignments. If you have a prospective participant from another institution who wishes to pursue the admission and enrollment process, please contact the International Center for guidance as early as possible.

If additional faculty or staff are accompanying the course, their official duties related to the course (e.g. co-leader, logistical support, delivering lectures, training to lead future courses, etc.) should be documented on a Travel Authorization filed with Accounts Payable with a copy forwarded to the International Center. In certain instances and at the discretion of the faculty leader, other Winthrop employees may be allowed to participate at their own expense, provided their participation does not limit the number of student participants.

In the rare instance that a non-Winthrop-affiliated individual's participation is requested, in order to ensure the safety of our faculty, staff, and students, these participants must undergo a background check at their expense before their participation can be confirmed. The cost of the background check is \$100. Recent alumni (graduated within the last year) and immediate family members of Winthrop faculty and staff will be exempted from the background check requirement, but still need to complete course-related paperwork and agree to behavioral and participation guidelines before their participation can be confirmed. Again, participation of these individuals must not limit the number of student participants. Please contact the International Center for assistance with the process of involving non-Winthrop travelers as early as possible.

Selection/Applications

The International Center has developed a generic application for all study abroad participants. The application covers issues related to contact information, health, insurance, risk, and liability. You will have to modify the application to include program-specific information including prerequisites, location-specific conditions, and any physical requirements for participation, if any. ***Once you have customized the application form, the Study Abroad Coordinator must review and approve it before it is distributed to students.***

See Appendix B: STUDY ABROAD APPLICATION PACKET

When students are ready to apply to your program, have them complete the application and submit it to you. We recommend you set your application deadline to be AT LEAST two weeks prior to the start of the registration period. Once a student applies, they will be charged a \$250 non-refundable deposit*, which will be charged directly to their Winthrop student account, and can be paid directly to the Cashier's Office, or online via credit card. Failure to pay the deposit

may result in a registration hold on the student's account. Students are also able to enroll in the payment plan if necessary. (*The deposit will be refunded if the course does not "make" or the student is not selected to participate in the course. It will not be refunded if the student simply chooses to withdraw at a later date, as the opportunity to fill that spot with another student will have likely already passed.)

All students will need to be vetted by the faculty leader and also go through a conduct record check with the Dean of Students Office prior to enrollment (send a list of applicants to the International Center and they will facilitate this process). ***Because we need certain commitments from students in writing prior to enrollment, it is imperative that all participants complete the application packet PRIOR to enrollment!*** In addition to completing the application form, some faculty choose to meet with or interview all applicants prior to selecting participants. This can be a good way to get a feel for a student's suitability (maturity, motivation, expectations, etc.).

Course Enrollment

Enrollment is done along with the regular course registration process, but as instructor-approved overrides. If the course is a Winthrop course and the Special Course Registration Form is completed in a timely manner, the course will appear in the Schedule of Courses for the appropriate semester and registration for the course will automatically generate the program fee on the student's account.

Travel Authorization Form

All employee off-campus travel for Winthrop business requires a Travel Authorization form on file in the accounts payable office.

The form should indicate your name and personal information. In the justification section, you will include the name of the study abroad program, course designator, names of all participants, dates and places of travel, form of travel and costs. This form must be on file before any expenses or deposits can be paid for travel.

The form can be downloaded from

<http://www.winthrop.edu/controllersoffice/default.aspx?id=4761>

Program Orientation

If you haven't already done so, your next responsibility is to put together program-specific pre-departure booklets or hand-outs. This information should include:

- Course content and expectations
- Country information incl. practical information such as currency and getting money
- Cultural adjustment issues
- Health and safety travel issues (the Winthrop Travel Clinic is a good resource)
- Contact information
- Itinerary including both international and on-site travel
- Packing recommendations

It is recommended that you organize two to three pre-departure sessions as a means to review the materials and give participants an opportunity to get to know each other. We also recommend that you contact Health Services to do a pre-departure health briefing for students. This will be tailored to your destination and should be done several months before departure to ensure that students have adequate time to get any immunizations or medications that may be required for travel.

For more information, see the TIPS ON PREPARING STUDENTS and TIPS ON HEALTH AND SAFETY sections in this handbook

See also Appendix C: PACKING LIST (modify as needed)

On-site Coordination

Once you arrive on-site, you will wear many hats! As program director, you are in charge of coordinating teaching and other course-related activity, e.g. special presentations by local experts. As faculty, you are teaching. As dean of students, you provide non-academic support to participants, such as assistance with cultural adjustment or with medical problems, and handle any incidents that arise. As treasurer, you are responsible for all monetary transactions, requiring careful organization of receipts for payments. As tour guide, you are in charge of program-related excursions (unless these services are contracted as part of the proposal).

For more information, see TIPS ON CULTURAL ADJUSTMENT, TIPS ON HEALTH AND SAFETY, and TIPS ON HANDLING MONEY sections in this handbook.

End-of-Program Activities

At the end of the program, the International Center will send all participants an online evaluation to complete (this is separate from the course evaluations that are required by the university and seek specifically to get feedback on the travel experience).

We strongly recommend that you hold a re-entry session to debrief and process the experience with students. Students often enjoy follow-up meetings as the experience overseas really brings them together as a group.

Your other responsibility is to complete the Travel Reimbursement form with all receipts organized and reconcile any cash advance. This is required for all Winthrop travel and forms can also be downloaded from <http://www.winthrop.edu/controllersoffice/default.aspx?id=4761>

What does the International Center do?

The International Center serves as a liaison between the faculty member and academic department, prospective participants, the Registrar, Controller and Financial Aid offices, and other agencies involved in the planning and implementation of study abroad programs. The IC is available to help organize travel, including passports and visas if required, and on-site logistics as needed and provide consultation, guidance, and advice to faculty throughout the planning and execution of study abroad programs. Please note that we cannot handle some functions in-house and may need to outsource things like visa applications to third parties. Any costs related to outsourced functions will be borne by the program and should be budgeted accordingly.

Assistance

Faculty members should request a meeting with The International Center as soon as they decide to pursue the development of a new study abroad program, to assist in:

- Discussing plans, places, possible support agencies on site
- Budgeting for the program
- Reviewing the proposal process
- Developing a recruitment plan for the program

Finances

The finances of your program can be handled in one of two ways:

- The International Center can keep funds in its Winthrop short-term programs account and assist with fund management.
- Through your department and the controller's office, you or your chair can set up a program-specific Winthrop account and you will manage all finances.

This decision is usually made by your chair or dean.

All program fees from participants are collected into the designated account. Invoices received prior to departure are paid from the account. Your personal program-related expenses prior to departure are reimbursed through the account. If you request a cash advance to have ready money on-site, this is also processed through the account. Upon return, all expenses accounted for on the Travel Reimbursement form and Travel Advance are reconciled from the account.

Faculty should check with their chair or dean to confirm teaching stipends for short-term program abroad. In most cases, faculty salaries are paid in one of two ways:

- If the program has a minimum of 6 participants enrolled a three-credit hour course, the instructor receives a salary through his department or college budget.
- If the program has fewer than 6 students, or if the credits come from a foreign institution and the faculty is not teaching the course, the instructor may receive a stipend from the course account IF the stipend was built into the budget through program fees.

Orientation

The International Center is available to conduct a customized pre-departure orientation program for short-term study abroad programs.

With the increase in Maymester and summer programs, The International Center is poised, upon request, to organize a large multi-group orientation for all programs, to be held in early April. Its focus would be general information for all students, activities that address cross-cultural issues, packing and travel tips. This orientation could be followed by program-specific meetings led by individual faculty.

If requested in advance, similar pre-departure orientation programs could be developed for regular semester courses with international field trips during semester breaks.

Transcripts

If you are the faculty of record, you are responsible for turning in grades to the Registrar.

If courses for your program are taught entirely by a foreign institution which issues a transcript or certificate of study, you are responsible for making sure the official evaluations are sent to The International Center. The International Center is responsible for international transcript translations and evaluations. The Registrar has asked that all international transcripts be filtered through The International Center for validity.

Either way, this should take place as soon as possible after the program is completed in order to avoid problems with credit not being posted resulting in delays in graduation or receipt of financial aid packages.

TIMELINE

THREE TERMS PRIOR: PLANNING THE PROGRAM

- Consult with your academic department and dean about your study abroad course
- Meet with The International Center to discuss and review the proposed program
- Write a draft proposal
- Prepare a program budget following guidelines in this handbook
- Familiarize yourself with customs and rules of the host country
- Know immigration rules (will your group need an entry visa?)
- Know health rules (will your group need immunizations or other shots?)
- Submit a proposal to The International Center Advisory Committee
 - Spring, Maymester and Summer courses: April 1 the year prior
 - Fall courses: November 1 the year prior

TWO TERMS PRIOR TO THE PROGRAM

- Make a plan to promote the program, recruit students
- Prepare a program brochure (see TIPS ON PROGRAM PROMOTION for more information)
- Submit brochures for review by The International Center before being reproduced
- Begin to recruit participants

ONE TERM PRIOR TO THE PROGRAM

- Work with Chair to submit the Special Course Registration Form for all approvals (first week of the term prior)
- Have students submit application forms and send copies to the International Center to check that the student is in good standing
- Select your participants; make sure they have passports
- Complete a Travel Authorization form, found on the Accounts Payable website
- Schedule pre-departure orientation meetings for participants
- Prepare program-specific orientation materials to distribute to participants (see TIPS ON PREPARING STUDENTS FOR THE PROGRAM for more information)
- Conduct Pre-Departure sessions
- Submit invoices for prepaid expenses to The International Center as soon as received (if using a departmental account, submit receipt to department officer in charge of accounts)
- Submit receipts for reimbursement of expenses paid by faculty prior to departure

- Submit Check Request form for travel advance to cover on-site expenses three-four weeks before departure
- Provide The International Center detailed contact information for faculty while abroad, including during excursions as well as a detailed final itinerary.

FACULTY CHECKLIST JUST BEFORE DEPARTURE

- All participants have international health insurance and contact cards
- The International Center has:
 - Emergency contact information and passport copies of all participants
 - Copy of complete itinerary
 - Copy of pre-departure booklet
- Participants have attended your Pre-Departure session(s)
- Meeting time and place has been established for departure
- All participants have passports, visas (if necessary), and information on flight plans
- Director has copy of all travel documents, itinerary, cash advance, credit cards

DURING THE PROGRAM

- Keep accurate records and receipts of all program expenses
- Communicate with the International Center if there are any issues, problems, or changes to itinerary

IMMEDIATELY AFTER THE CONCLUSION OF THE PROGRAM

- Submit all receipts, expense worksheets, and program expense summary, along with refund check if appropriate, as soon as possible
- These reports must be organized and not given in the form of a pile of receipts
- Submit completed grades for all students to the Registrar
- Meet with The International Center to review program, budget issues, evaluations, etc.

TIPS ON BUILDING A BUDGET

As program director, you will be in charge of money collected and money spent. You need to know who is involved, how much everything costs and how to pay in a timely manner. The International Center can help you with this, as can the Controller's Office.

The budget for your program should document all projected expenses. You must build a 5-10% contingency into your budget to cover currency and fuel price fluctuations or unforeseen expenses that may arise during the program.

In general, program budgets should take into account:

1. Fixed Costs: All costs to be covered regardless of the number of participants. These may include (but are not limited to):
 - Travel, accommodation, and meal per diem (see out-of-state per diem rates on the Accounts Payable website) costs of the program director and any other instructors
 - Classroom rental
 - Instructor stipend, if applicable and paid at a flat rate
2. Variable Costs: All costs dependent on the number of student participants in the program. These may include (but are not limited to):
 - Travel to and from location (generally airfare)
 - Travel on-site (trains, buses, taxis, etc.)
 - Accommodation for participants
 - Meals (may or may not be included)
 - Cost of admission to museums, cultural events, tours, etc.
 - International health insurance (purchased through The International Center)
 - Contingency/cushion (covers incidentals, emergency needs)
 - Course registration/tuition fee at host institution, if applicable
 - Instructor stipend, if applicable and paid per student

A sample budget follows on the next page and a budget worksheet is included in the Appendix.

A note about salaries:

In general, salaries are paid by the academic unit as either part of the contracted teaching load, as an overload course, or in the form of a teaching stipend collected in the program account. For your situation, contact your chair and dean.

- a. Short-term Study abroad Programs with tuition paid to Winthrop should be considered a regular class. With a minimum of six students in a three credit hour course, enough money will be generated to pay the instructor according to the Winthrop University Summer Salary Policy.
- b. Short-term Study abroad Programs with tuition paid to Winthrop but with fewer than six students could "make" depending on the decision of the academic chair and dean. The instructor should be eligible to receive a teaching stipend (amount determined by the chair and dean) plus have all travel expenses (transportation, lodging and food) paid. The stipend, to be determined

by the chair, and travel expenses should be added to the program fee paid by participants. The minimum number of participants for the trip to make will have to be estimated at the start of the project and discussed with your chair, dean and The International Center.

c. Short-term Study abroad Programs without tuition paid to Winthrop but led by a Winthrop faculty could “make” depending on the decision of the academic chair and dean. The instructor should be eligible to receive a stipend, as above.

Regardless of the type of remuneration, the salary or stipend is paid through payroll.

Budget Outline Example

In an actual budget proposal, each listing would include the details. For example, flight destination, airline, flight numbers, etc. “Lodging” would include where, when. “Meals” would specify which meals, as some programs only cover breakfast, some two meals daily and some three, etc. To determine the real cost of the program, you generally include the instructor’s costs in the students’ program fee and must consider how the instructor is being paid.

In the first example, this is a course with 10 students that is *part of a regular semester and tuition is assessed through regular Winthrop channels, not part of the program fee*. The faculty member is paid as part of his/her regular teaching load.

EXAMPLE 1

Costs for Faculty

Flight:	\$530
Travel on-site:	100
Lodging:	700
Food:	700
Health Insurance:	40
Entrance fees:	30
Total =	\$2100

Program Fee for Student Participants (10 students in group)

Flight:	\$530	
Travel on-site:	100	
Lodging:	700	
Food:	700	
Health Insurance:	40	
Entrance Fees:	30	

Travel Total:	\$2100	
Contingency:	105	(5% of all other costs)
Instructor fee:	210	(\$2100 ÷ 10)

Program Fee =	\$2415	

EXAMPLE 2

In the second example, this is a course with 5 students. Because the faculty member is not paid as part of his/her teaching load, the program fee reflects the fact that there are only five participants in the group and each pays 1/5 of the instructor's stipend.

Costs for Faculty

Flight:	\$530
Travel, on-site:	100
Lodging:	700
Food:	700
Health Insurance:	40
Entrance Fees:	30
Instructor Stipend:	2300
Total =	\$4400

Program Fee for Student Participants (5 students in group)

Flight:	\$530	
Travel, on-site:	100	
Lodging:	700	
Food:	700	
Health Insurance:	40	
Entrance Fees:	30	

Travel Total:	\$2100	
Contingency:	105	(5% of all other costs)
Instructor Fee:	880	(\$4400 ÷ 5)

Program Fee =	\$3085	

Program Deposits

Once a student applies for a course, they will be charged a \$250 deposit on their Winthrop student account which will be deposited into the program budget. Should the program incur expenses in excess of \$250 before the remainder of the program fees are paid, the University will advance the funds and replenish the program account once the balance of the program fees are collected. This should pose no issue for the faculty leader or International Center.

TIPS ON HANDLING MONEY

As the program director, you will be responsible for all financial transactions related to your program. If requested, The International Center can assist you with this. It is always a wise decision to pay upfront any expenses that can be paid. While on-site, you will need cash or credit cards to pay program bills as they come up.

Pre-Payment by Invoice

To avoid handling large sums of money while overseas, and to simplify final reconciliation of expenditures, it is recommended that expenses be pre-paid whenever possible. This typically applies to accommodation costs, but could also include classroom rental or deposits on ground transportation. If on-site arrangements are typically a better bargain or the monetary system of the country makes a pre-payment difficult, the Faculty should inform The International Center of these circumstances, and arrangements will be made accordingly.

Pre-payment typically involves obtaining an invoice from the vendor and submitting the invoice for processing through a Check Request, Wire Transfer, or procurement card transaction.

Check Request Vouchers and Wire Transfer forms can be downloaded at <http://www.winthrop.edu/controllersoffice/default.aspx?id=4761>

Please note that Accounts Payable asks for 10+ days lead time to process these requests.

Reimbursements Prior to Departure

Please note that Accounts Payable's current practice is to reimburse individual travelers AFTER travel is complete, so please do not pay for travel-related expenses with your own funds unless you can wait until after travel is complete to be reimbursed. The preferred method of making purchases prior to travel is on a university procurement card so that you are not incurring an out-of-pocket expense.

Travel Advance

Once final enrollment for the program is set, request a travel advance to cover on-site program expenses. Budgeted expenses to be paid on-site may include (but are not limited to):

- Airport Transfers
- Hotel Bills
- Bus Rentals
- Tickets and Entrance Fees
- Public Transportation
- Incidentals and Emergency Funds

Winthrop University will issue a check payable to the faculty. Please plan in advance. It may take a week or more to be issued the check.

Once you return, you will need to reconcile the cash advance by providing receipts and documentation for the money spent. Any expenses in excess of the travel advance will be reimbursed via a Travel Reimbursement. If the travel advance exceeds the amount spent, you will need to return the difference by writing a check to the University.

Getting Funds Overseas

There are several ways to access funds while you are overseas. Most common are debit cards, credit cards, and traveler's checks. Used less frequently these days are Western Union wire transfers and local bank accounts (unless the program is in place for many years). Plan on having multiple ways to access funds. This will avoid hassles if you have difficulty with any one particular system. Three of the most common are:

1. ATM Cards with internationally known logos, such as Cirrus, Plus, Visa, MasterCard, American Express, work the same abroad as at home. When using an ATM, you will receive cash in the local currency. Always let your ATM bank know when and where you will be traveling so there is no hold on your card.
 - Advantages: Widely accepted, good exchange rates for withdrawals, cash can be withdrawn as needed.
 - Disadvantages: Check with your bank for daily withdrawal limits and transaction fees. Some banks have none; others have high fees. Make sure you know your PIN code in numbers. Beware of using your bank card for purchases.
 - Contact your bank before you leave to alert them of the foreign transactions.
2. Credit Cards, such as Visa, MasterCard and American Express, are widely accepted almost everywhere in the world. Always let your credit card company know when and where you will be traveling so there is no hold on your card.
 - Advantages: Commonly used and easily replaced if stolen
 - Disadvantages: Check with your bank for withdrawal limits for cash advances, high interest for cash advances and transaction fees could be pricey.

Keeping Track of Expenditures

Every payment during the program must be receipted. The Accounting Office will not reimburse you for expenses without a receipt and you must reconcile your cash advance upon return, accounting for all monies advanced.

Keep track of cash paid for lodging, meals, travel as well as the following:

- Gratuities to restaurants and drivers may be included in expense reports. Note the amount of the tip on the receipt for the expenditure.
- Ticket Stubs, Subway Tickets, Bills and Receipts are all acceptable. If vendors do not have printed receipts, handwritten ones are fine.
- Receipts from the ATM or bank should be kept to establish the value of foreign currency and document commissions assessed to changing money. If no exchange receipts are submitted, the official exchange rate of the day of reimbursement is used.

If participants are reimbursed for cash they pay for activities included in the program fee (such as tickets to an event which you reimburse them for later), you can record this transaction indicating the nature of the activity and verifying receipt of funds on a sheet of paper. Then have the students sign. This sheet will serve as a receipt.

If this is a common practice with your group, create a pre-printed activity sheet with the names of the students on rows and the names of each of the events for your program in columns. The student should sign next to their name at the time of each activity. This allows the director to keep track of who participated.

Organizing receipts? Easy! Just follow these four steps:

1. Number each receipt as you receive it (or at end of day).
2. Print the purpose or type of expenditure (in English) on the front. Do NOT write on the back as that information will be lost when receipts are copied upon return.
3. Record each receipt or financial transaction separately on a worksheet.
Note the number you assigned to the receipt, the date, the type of expenditure and amount in the currency you used.
Note the exchange rate and converted amount in US dollars, if possible.
Record all items, including small purchases.
4. Keep receipts organized by category in a small folder or envelope. Categories include transportation, lodging, group meals, and miscellaneous fees.
When you return, tape receipts by category onto 8½" x 11" sheets of paper. Make sure each sheet is labeled by name of category.
Keep photocopies for your files.
5. Enter all receipts onto an Excel spreadsheet with columns for the:
 - Receipt number
 - Date
 - Description of the expense
 - Amount and currency
 - Exchange rate
 - Amount converted into US dollarsExcel will allow you to easily total the expenditures and compare with your cash advance, as well as determine what needs to be reimbursed.

This is a tiresome task but well worth the effort. With the information you collect in this organized way, completing the Travel Reimbursement form will be a breeze.

TIPS ON PROGRAM PROMOTION

Students begin making plans to study abroad when they come to Winthrop as freshmen. For summer programs, they often plan a summer ahead or at least by September of the same academic year. To make sure your program is filled by the application deadline, you should develop a marketing plan that begins when the academic year begins and builds until February.

Faculty who have taken students abroad and The International Center are your best sources of information on what works well and what does not work well.

As you make a plan for promotion and recruitment of students, consider the following:

Methods for promoting your program include:

- Program Brochures
- Posters/flyers at key campus locations
- Advertising at the DiGiorgio Campus Center
<http://www.winthrop.edu/campuscenter/default.aspx?id=10429>
- Inclusion in The International Center website
- Study Abroad Fairs
- Promotion by other faculty, especially those in your department
- Brochures available in your academic department office
- Info Sessions and related events for interested students
- Emails to students at allstudents.winthrop.edu

Whatever your strategy, publicize early and continue to publicize in different venues until the program deadline or until you have made your program numbers.

BROCHURES AND FLYERS. Visual interest is important in catching students' attention. All of your marketing materials should have visual continuity, using the same title and same graphics.

Materials should include all relevant information:

- Program title and dates
- Program location, including brief description of its distinguishing characteristics
- Course/s offered, number of credits, graduation requirements they could fulfill
- Pre-requisites or eligibility requirements for participation
- Faculty who will teach courses
- Program fee, including brief description of what is/what's not included
- Excursions or field trips included
- Housing and any special meal arrangements
- Special flight or travel arrangements, if any
- Faculty's name, telephone number, email, other campus contact info
- Deadlines for application (suggested- Oct 1 for spring, Jan 31 for summer, Apr 1 for fall/winter break)
- Deposit information (\$250 billed upon application; balance billed to the term the course runs in)
- Disclaimer about possible program changes

It is effective to mention scholarships in your brochure, if available. Some departments may have specific funds to help students study abroad. There are no centralized or International Center funds for scholarships at this time.

Distribute promotional materials to specific groups likely to be interested in your program. An example would be your departmental office if your course is targeted toward your majors or

minors, to student organizations which have a tie to course content, and to on-campus cultural or academic events related to the geographic area or content of your program.

CLASSROOM VISITS is one of the most effective ways of informing students. Visits could be made by you, your colleagues or returned students. Visit those courses that have similar content to the program or those that have large critical masses of students. For programs open to all students, consider getting the word out through the ACAD and general education faculty.

THE JOHNSONIAN often looks for unusual stories about students and has been very accommodating about sending its reporters out to cover study abroad. This is a good way to reach students. To reach faculty, try to get coverage in FYI.

INFORMATION SESSIONS should be held after you have a sufficient base of interested participants. Maintain a spreadsheet of participants that includes names, addresses, email addresses, phone numbers and majors, if possible.

Students who attend Info Sessions are often beyond the “What am I going to do this summer?” or “I wonder if my parents will let me do this” stage. Your session should reflect this and specific program information should be available.

For recurring programs, invite returned participants (and their photos!) to the session. Peer-to-peer information often has a grander impact than you speaking to a group.

For all new or recurring programs, FREE FOOD! And perhaps other *themed* items to get curious candidates more interested.

TIMING is everything! At a minimum, you should have your promotion plan in place by no later than the fall Study Abroad Fair. Ideally, you will have already begun when the first students return to Winthrop at the beginning of Welcome Week in August. Even if all of the details of your program are not in place, getting the word out early is critical. You will see good results from publicity pushes just prior to Fall Break, Thanksgiving and Winter Break as students will have it fresh on their minds when they go home to discuss options with their parents.

GENERAL RECRUITMENT

Even if your program is targeted at a particular field of study, to reach minimum enrollment it will likely be important to recruit students from outside this field. Stress in your materials the other degree requirements that your course may fulfill.

Following up with students who have expressed interest is important.

The International Center will help you advertise your program through its website, newsletters, and displays, if your information comes to us in a timely manner. The International Center welcomes suggestions to the website to better present your program. If you want to design a webpage for your program, it can be linked from the www.winthrop.edu/international site.

TIPS ON PREPARING STUDENTS FOR THE PROGRAM

PRE-DEPARTURE BOOKLETS AND HANDOUTS

It's a great idea to prepare a travel-sized booklet or handout for participants which includes some of the following information to help them prepare for their time abroad, and serve as a reference during the program.

- Map of host country and on-site location, with description of culture and history of country, currency, and specific info on location (Dacus Library has good resources available at <http://www.winthrop.edu/dacus/researchguides/countryinforg.htm> and <http://0-online.culturegrams.com.library.winthrop.edu/>)
- Calendar or schedule for program, showing program activities and free time
- Program fee explanation of what is/is not included, and estimate for personal spending
- Special policies, such as host family rules or restrictions on independent travel
- Information on behavior which may be unacceptable or offensive to the host culture
- Health and safety information, including risks to travelers in the host country
- Addresses where the participants can be contacted by their family
- Contact information for instructor, all accommodations, and emergency contact numbers such as nearest hospital
- Regional climate/weather information
- Program-specific packing list

THE STAGES OF INTERCULTURAL ADJUSTMENT

Culture shock is often experienced by persons traveling outside of their home country. This is especially true for first time travelers. We humans are creatures of habit. Transplantation to another country results in a loss of those cues that guide our daily lives, actions and decisions. Regardless of one's tolerance, broadmindedness and empathy for the new culture, the loss of familiar props will result in some degree of frustration.

The severity of culture shock experienced by any one person outside of their own culture varies. The length of the adjustment period also varies. Factors include the amount of time one is away from home, the support system that is available, familiarity with the host culture and preconceived notions and expectations. Regardless of how short or long a time, most people crossing cultures will go through the adjustment described below. The experience of these phases is often compared to an undulating curve of highs and lows.

- Anxiety Leading up to an international experience, one may experience initial anxiety regarding the stress of travel and uncertainty regarding what they will experience
- Excitement Also known as the "Honeymoon Stage", the time just before and after arrival is often characterized by euphoria, high positive expectations, and a feeling that the cultural differences are attractive and interesting.
- Discomfort This is the "Culture Shock" phase. As the novelty wears off, differences that used to be interesting may now become uncomfortable or irritating. On a short-term

program, this may manifest itself as vocal complaints, frequent phone calls or emails home, withdrawal, or an avoidance of the host country language.

- Adjustment Generally as the culture begins to make sense, negative reactions and responses to the new environment are reduced. The traveler is functioning more effectively in the host culture and is often very satisfied with their international experience.
- Return Anxiety As one prepares to return home, the thought of leaving the now familiar community raises anxieties similar to those experienced initially, before departure.
- Re-entry Shock Often under-estimated, the return home can often be more difficult to handle than culture shock. The contrast between old and new ways of thinking and doing can be difficult to reconcile. Resolution occurs when the returnee can make a perspective shift linked to a better understanding of their own society and culture.

HOW THIS AFFECTS YOU

Due to the short-term nature of most faculty led programs, you will likely not see or experience the full cycle of cultural adjustment, but may see your students go through the first 2 or 3 stages, and perhaps Return Anxiety or sadness about returning home. Recognizing the symptoms of culture shock will enable you to deal more effectively with the situation, so that you and your participants can remain focused on the goals of your course. If you notice that you or one of your participants is having some difficulty adjusting, take a deep breath, acknowledge the frustration/irritation, encourage them to keep an open mind regarding the host culture, and try to offer some context and perspective.

HOW YOU CAN HELP MINIMIZE CULTURE SHOCK

One of the best ways to deal with culture shock is to try to minimize its occurrence on the front end. While you can't prepare students for *everything* they may encounter, managing their expectations and arming them with key information about the host culture can make a world of difference, particularly in the concentrated timeline of a short-term program. In your pre-departure information sessions and materials, consider including information about:

- Customs (greetings, gestures)
- Dress
- Religion
- Communication styles
- Gender roles
- Key phrases in the host language
- Money and exchange rates
- Personal space

Communicate your expectations that students remain flexible, adaptable, and keep an open mind. We also encourage you to incorporate reflective exercises or activities into the course to help students make meaning of the cultural differences that they will encounter.

See Appendix D: CULTURE SHOCK (hand-out for students)

TIPS ON HEALTH AND SAFETY

Your responsibilities do not end in the classroom. Students will rely on you for all kinds of extra-curricular help as they adjust to a new and sometimes stressful environment.

If someone on your program is involved in a medical or other emergency, CONTACT THE INTERNATIONAL CENTER and urge the participant to contact a parent or let you contact them. It is not legal for you to contact parents or guardians directly regarding medical conditions or emergencies if the participant is over 18 years of age without their consent.

Also, make sure you have the following important contact information:

- U.S. Embassy/Consulate in host country, telephone number and address
- Host Country Emergency Contact Information
- Host Country Health Facility and English-speaking doctor, with contact information
- Emergency Information, including Winthrop Contacts (see inside back cover)
- Telephone dialing instructions, to and from host location/U.S., including international operator, country, state, city codes for land lines and cell phones

We suggest making a wallet-sized card with this information to carry with you, as well as a version for all participants to carry. A template can be obtained from the Study Abroad Coordinator.

ISSUES RELATED TO HEALTH

Winthrop Health Services has a Travel Clinic for your convenience. Their services include health and immunization information about the destination and consultation on immunization requirements and limitations on carrying prescription medication into your host country. Contact them for more information and request a presentation to your students a few months before departure.

Health Insurance

It is mandatory for participants to have a clean bill of health prior to departing and all be covered with adequate health insurance while abroad. Review any health issues disclosed on participants' Study Abroad Application.

Winthrop University has worked with Cultural Insurance Services International (CISI) to develop the World Class Coverage Plan for participants in Winthrop international programs.

The \$40/month premium which must be built into your program fee includes the following coverage (2012 policy):

Accidental Death per Insured	\$10,000
Medical Expense (per accident or sickness)	
Deductible	0
Basic Medical	\$100,000 at 100%
Extension of Benefits	30 days after return
Emergency medical Reunion	\$2,000
Medical Evacuation/Repatriation	combined limit \$100,000
Natural Disaster/Security Evacuation	\$100,000

For more information (www.culturalinsurance.com) or for policy brochures, contact The International Center.

Special Concerns for Disabled Participants

The International Center encourages faculty to design courses abroad that are accessible to all. We realize, however, that not all locations make that feasible. Under the Americans with Disabilities Act, students with disabilities who are otherwise qualified to participate in a study program may not be turned down to participate in international programs based on their disability. Ensure that your promotional materials and application are clear about the conditions of the location and requirements for the course (i.e. “participants will need to carry equipment moderate distances, climb stairs...” etc.). Fully inform students about the demands and requirements of the program, possible risks or difficulties involved in participation **PRIOR TO ENROLLMENT** to allow the student to make an informed decision as to whether they can fully participate in the course.

If a student requests specific accommodations and you are unsure about the feasibility of providing these accommodations on your program, consult with the Office of Disability Services (x3290) and International Center. Also advise students with disabilities consult with the Winthrop University Office of Disability Services as well as their health provider to discuss any concerns about participation in your course.

Mobility International (www.miusa.org/) is another resource to consult. Mobility International is a non-profit group dedicated to collecting and disseminating information about overseas travel for disabled individuals. Mobility International has recently put effort into researching and making accessible study abroad programs.

Mental Health Issues

Stress is the number one cause of exacerbation of pre-existing mental illness, and adjusting to another culture involves some level of stress for all human beings. It is important for faculty to be familiar with the warning signs of mental illness, to identify the condition and to seek help for the student as early as possible. Behavioral warning signs of a participant experiencing problems may include:

- Unusual or markedly changed pattern of interaction, such as totally avoiding participation, becoming excessively anxious when called upon or dominating discussion when, previously, this was not the case
- Extreme behavior fluctuations within a relatively short time span
- Inability to communicate clearly
- Depressed or lethargic mood
- Excessively active and very rapid speech OR inability to speak clearly
- Swollen or red eyes, sudden burst of crying
- Marked change in personal dress and hygiene
- Falling asleep inappropriately

Sometimes the above behaviors are a result of culture shock. Be understanding, follow up with the participant and offer support.

If a participant self-discloses a mental health problem before departure, strongly encourage the student to discuss program participation with their health provider and develop a plan to manage their condition abroad. This is important for the safety of everyone involved in the program.

Encourage the participant to sign a release for medical records. CISI can help pre-identify professionals abroad where the records could be released. Upon arrival, the student should become acquainted with the overseas counselor to establish a support system, if needed.

If a problem does arise, do NOT attempt to make serious decision alone, but seek assistance by contacting Winthrop Health and Counseling Services at 803-323-2233.

ISSUES RELATED TO SAFETY

In the months prior to departure, monitor the security status of the destination country, for example, by reading State Department travel advisories at <http://travel.state.gov/>

If concerns arise, consult with the International Center about how to proceed.

If there is risk involved but the program will run as planned, inform participants of potential risks in writing and ideally discuss the situation at a mandatory group meeting. Letting students know why you think this risk does or does not necessitate canceling or changing the program.

For example, if the State Department posts a warning about civil unrest in an area of your host country that is not on the program's itinerary and a determination has been made to allow the program to run as planned, inform participants of the warning. Describe the location in relation to where your program will be held. Let them know that you personally feel this is not a serious risk, but you wanted them to be fully informed. Simply not mentioning it could invite complaints that participants were not fully informed.

Telephone Access

Review with students the correct numbers needed to place international calls from another country. Many will not realize that a regular phone card with "800" access is useless for calls initiated from abroad. Phone cards purchased on-site are usually the most reliable. U.S. cell phones may or may not work, and, if they do, are likely to be expensive. The International Center has a quad band, unlocked SIM-ready phone that can be reserved for use in your program. Costs related to use would be charged against your program budget.

Safety On-Site

Prior to arrival, you can register your program with the local US Embassy online at <https://travelregistration.state.gov>. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency.

Remind participants to carry on their person at all times the following:

- Copy of itinerary, including hotel names and contact info

- Passport or copy of passport info page
- Emergency contact card
- Health insurance card (CISI)

TIPS FOR HANDLING AN EMERGENCY/CRISIS

In Case of an Emergency or Crisis

Remember, you are in charge of your group. Make sure all participants understand this especially in the case of a crisis or political disturbance.

In the case of a crisis or medical emergency:

After dealing with the immediate needs and contacting the necessary people in-country (i.e. police, US Embassy, medical personnel), contact: CISI insurance and The International Center. The International Center will act as a central point of contact for you for communicating with parents and other campus offices. University Relations will act as the official spokesperson to media sources, if necessary. If a situation arises after normal US business hours, call Winthrop Police at 803/323-3333. They have home contact information for the IC staff.

Keep a written record of all steps taken (see Appendix F: Incident Report Form). Do NOT release information to the media. Coordinate with Winthrop's Office of University Relations in case of a major crisis.

Hold a group meeting to inform and reassure participants, and quell rumors.

Be careful to NOT blame the victim of a distressing incident or disclose sensitive information unnecessarily.

In case of a political disturbance:

Remind participants to stay away from demonstrations and protests. As foreigners, they are less likely to pick up on danger signals than citizens of the host country. As U.S. citizens, they are likely to become targets.

Do NOT accompany participants to demonstrations as your presence could make a testy situation worse and you will be held accountable for any harm that might occur.

Leave the scene and instruct all participants to do the same.

Student Conduct

Winthrop University recognizes that students participating in Winthrop Study abroad programs are adults and responsible for their own behavior. However, you and your participants are also considered ambassadors of Winthrop University and the U.S.

Part of the pre-departure and on-site orientation sessions for your program should include discussions of your host country's norms and customs, and how they are different or similar to ways in the U.S. Included in the discussion should be examples of typical ways in which foreigners may unintentionally violate them.

Students need to be aware that they are subject both to the host country's laws and to the Winthrop University Code of Conduct.

- In the case of a specific behavior violation, address minor issues by chatting casually with a group of students about the way the behavior will be perceived by the host culture population. Peer pressure works wonders.
- In the case of a serious behavior that jeopardizes the safety or well-being of the offender, other students, or members of the host culture (including host families, local instructors, tour operators, etc.), students should be informed that such behavior may result in dismissal from the program, failure of courses, loss of program cost, and early return home at the participant's expense.

Program Cancellation

In the event of a terrorist attack or other event that jeopardizes the health and safety of the group, the program will be cancelled. If appropriate and feasible, moving the group to a different site may be an alternative to cancellation. The decision will be made by The International Center in conjunction with the faculty and upper level administration.

If cancellation occurs before or soon after the program begins, every effort will be made to refund recoverable costs to the participants. If the emergency occurs toward the middle or end of the program, it may be best to evacuate the group back to the U.S., but to make arrangements to continue the coursework through independent study, rather than program cancellation.

If a program is not cancelled, but a participant feels uncomfortable about going abroad or remaining on-site, that person should be allowed to withdraw. Winthrop University would not be obligated to offer a refund in this situation or pay for their return, but would, in practice, reimburse any recoverable costs. The exact extent of the refund would be determined by the nature and circumstances of the situation itself and consultation between the faculty and The International Center regarding recoverable costs.

APPENDIX

A: PROPOSAL FOR FACULTY/STAFF TAKING GROUPS ABROAD

B: STUDY ABROAD APPLICATION PACKET

C: PACKING LIST

D: CULTURE SHOCK (HAND-OUT FOR STUDENTS)

E: INCIDENT REPORT FORM

The International Center of Winthrop University
PROPOSAL FORM FOR FACULTY/STAFF TAKING GROUPS ABROAD

To propose a Winthrop-sponsored short-term study abroad program please complete this form, including approval signatures, and submit with the proposed **itinerary, syllabus** and **budget** to the International Center, 218 Dinkins Hall, by:

- **Spring, Maymester, and Summer courses:** **April 1 the year prior**
- **Fall courses:** **November 1 the year prior**

*****LATE PROPOSALS CANNOT BE CONSIDERED*****

_____ title of course or program

_____ submission date

_____ course designator (eg, HIST 325)

_____ cross listed as, if applicable

_____ # of credit hours

1. Name of trip leader(s) _____

Winthrop position _____

Email address _____

If there are multiple faculty leaders, please explain how responsibilities will be shared.

2. Location of program _____

3. Proposed program dates/meetings on-campus: _____

4. Proposed program dates off-campus: _____

5. Estimated program fee per participant (including health insurance) \$ _____

Does this program fee include tuition? Yes No

In which semester will students register? Fall Spring Summer 20____

Number of students enrolled Minimum (usually 8) _____ Maximum _____

A detailed budget including airfare, lodging, on-site transportation, entrance fees, meals (where applicable), health insurance (\$40/participant) and 5-10% contingency is attached.

6. Billing Arrangements

Program fees will be collected into account # _____

7. Will you be making the travel/lodging arrangements yourself or through another person or agency? If using an outside person or group, who will you be using to help? Would you like assistance from the International Center?

8. As state employees we must adhere to the ethics and procurement regulations of the State of South Carolina. Additionally, the International Center has adopted the Forum on Education Abroad's Code of Ethics. In the context of faculty-led study abroad programs, these apply to our work with vendors and contractors (airlines, travel agencies, tour companies, etc.). Faculty and staff involved in study abroad programs are expected to follow these regulations, laws, and codes and avoid any real or perceived

conflicts of interest at all times. Any rebate, commission, honoraria, gifts, gratuities, or discount provided by a vendor or contractor- including incentives or rewards for student enrollment- should only be used to defray costs to students or the university and may never be accepted for personal gain. If you have any questions about this policy or a particular situation, please contact the Director of the International Center.

For more information, please see:

<http://ethics.sc.gov/RulesofConduct/Pages/index.aspx>

<https://www2.winthrop.edu/procurement/business.htm>

<http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>

*All proposed leaders must initial that they have read and understand this statement:

initials: _____ date: _____

9. Brief outline of your program including academics, locations/sites to be visited, housing and meals (attach a full itinerary if available). Please note that the amount of time that students are engaged in the objectives of the course must be equivalent to or more than those of a traditional on-campus course.
10. Please describe how the selected foreign destination(s) and proposed experiences enhance the learning objectives of the course.
11. Are you targeting a specific group of participants (e.g., Social Work majors), or will it be open to all students? Are there prerequisites or other qualifications (e.g., GPA or class standing)?
12. Are there any known or foreseeable health and safety risks associated with this program/travel to this location?
13. Are there any physical requirements for participation that students should be aware of before enrolling?
14. How will prospective participants be made aware of the risks/challenges listed in items #11 and #12, above?
15. Would you like the International Center to post your program on their website? Yes No
16. Please briefly describe your experience in leading groups abroad and your experience in the country/region you will visit.

APPROVALS

Department Chair

College Dean

IC Director for the Int'l Advisory Committee

(signature)

(date)



SHORT-TERM STUDY ABROAD APPLICATION PACKET

Course Designator and Title: _____

Faculty Director: _____

Term, Location, Dates: _____

Instructions:

1. Read and sign each form included in this packet. Type or print clearly.
2. Complete and return all forms in this packet plus deposit and a photocopy of your passport (if available) to:
DINKINS 212
3. If you do not yet have a passport, you should apply for one as soon as possible and provide the professor and International Center with a copy of it as soon as you receive it.

Name exactly as it appears/will appear on your passport: _____

Winthrop ID#: _____ Email: _____

PERSONAL DATA

Date of Birth: _____ Passport#: _____

Place of Birth: _____ Citizen of: _____

Winthrop or Local Address: _____ **Local Phone:** _____

Street City State Zip

Permanent Home Address: Home Phone: _____

Street City State Zip

Emergency Contact Person/s: Name/s: _____

Relationship/s: _____ Phone: _____

Street City State Zip

TOTAL PROGRAM FEE - \$XXXX

- **A \$250 deposit will be added to your student account once your program application has been received. Payment is due by the 1st of the following month.**

- **The total program fee less the \$250 deposit will billed to your student account upon registration in the course.**

If, for any reason, you withdraw from the course after the deposit has been charged to your student account, you must notify the faculty leader and the International Center (studyabroad@winthrop.edu) in writing. You will lose the deposit and may be billed for any unrecoverable costs such as airfare/lodging that have been paid on your behalf.

If the course does not have sufficient enrollment to run, or you are not selected to participate, your deposit will be refunded.

I understand this payment schedule_____ (sign and date)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) WAIVER

I, _____, WU ID Number _____ hereby give the International Center of Winthrop University permission to speak with my parent(s) or guardian(s) listed below regarding any issues which may arise while I am participating in a program associated with Winthrop University outside of the United States. I grant this permission freely.

Parent(s)/Guardian(s) name(s): _____

Home phone number: _____

Mother's work phone number: _____

Cell phone _____

Father's work phone number: _____

Cell phone _____

Family email addresses: _____

Participant Signature _____

Date _____

INTERNATIONAL HEALTH INSURANCE COVERAGE

Health and accident insurance coverage is required of all participants in Winthrop University study abroad programs. **All participants in this program will be enrolled in CISI health insurance through the Winthrop University International Center.** The cost of this policy has been included in your program fee and cannot be refunded or negotiated. The plan is specifically designed for Winthrop students participating in study abroad programs. Details of the plan can be obtained from the Winthrop University International Center. If the student plans to travel before the program starts or after it concludes, additional short-term international coverage should be arranged with a private company so that protection will be adequate for the entire period away from home. Such a policy should include coverage for basic medical, sickness, injury, medical evacuation, accidental death, dismemberment and repatriation coverage.

ADDITIONAL HEALTH INSURANCE INFORMATION- If you have other/supplemental health insurance that will cover you while abroad, please include that information here.

Name of Insured: _____ Policy#: _____

Insurance Company: _____

Insurance Company Contact Information: _____ Phone: _____

Street City State Zip

I have read the above information regarding health coverage while abroad and will carry with me necessary proof of insurance and contact information while traveling.

Student's Signature Date

Parent/Guardian Signature (if student is under 18) Date

CONDUCT INFORMATION

I acknowledge that participation in this program is contingent upon my good standing with Winthrop University and hereby authorize the Dean of Students Office to release information regarding my student record to the International Center Director and Study Abroad Coordinator. This waiver will expire at the conclusion of my participation with the Study Abroad/ Student Exchange program.

Name: _____ Signature: _____

Date: _____ Winthrop ID #: _____

HEALTH INFORMATION

Studying abroad requires considerable adaptability and overall good health. Please answer the following questions honestly and completely so that Winthrop staff can assist you in making your experience abroad a successful one and best respond in the case of an emergency. All information will be kept confidential. (Use back, if necessary.)

Do you have any pre-existing health conditions, allergies or chronic ailments?

If yes, please describe:

Do you take any medical treatment or medications (prescription or non-prescription) on a regular basis? If yes, please describe the medication and what it is prescribed for:

Have you ever had a major illness, surgical operation, or hospitalization, or other condition that might be relevant to travel or physical exertion (e.g. walking, carrying luggage, etc.)? If yes, please describe:

Do you have any dietary restrictions? If yes, please describe:

Have you ever received treatment for drug or alcohol addiction? If yes, please describe:

Have you ever received treatment for psychological, emotional or nervous matters? If yes, please describe:

Do you have any physical condition that may prevent you from participating in study abroad activities? If yes, please describe:

Do you need an accommodation to participate in study abroad activities in or outside the classroom? If yes, describe the accommodation and how this would enable you to participate:

I certify that the information submitted on this form is correct.

Signature of Participant

Date

ASSUMPTION FOR RISK FOR OFF-CAMPUS ACTIVITIES

I, _____, acknowledge my participation in this study program, _____, and understand that I am accountable for all program fees. I acknowledge that an official hold may be placed on my records until all financial responsibilities are fulfilled. I am responsible for my personal conduct and understand that I can be dismissed from the program for violation of program rules.

1. **PERSONAL CONDUCT.** I understand that during the Winthrop Study Abroad program I am subject to Winthrop's Student Code of Conduct and that Winthrop University, through its official representatives, also has the authority to establish additional rules of conduct necessary for the safe and effective operation of the program. The rules apply during the entire period of the program, including free time. The use of drugs during the entire period of the program is strictly prohibited and can be cause for dismissal from the program.
2. **LOCAL LAWS AND CUSTOMS.** I agree to respect and adhere to the laws and customs of the host country and understand that the intentional violation or disrespect for those laws and customs may result in my dismissal from the program. Furthermore, I acknowledge that the violation of such laws and customs may have legal ramifications with consequences beyond the control of Winthrop University and even the US Government.
3. **DISMISSAL.** Winthrop University, through its official representatives in collaboration with the home campus, may decide that a participant must be dismissed from the program because of violation of any stated rules, for disruptive behavior, or for any conduct that might bring the program into disrepute or its participants into legal jeopardy. That decision will be final. Dismissal from the program will result in the loss of all academic credit for the program. Persons dismissed from the program will remain responsible for all program costs incurred on their behalf and any additional costs resulting from their dismissal and early departure.
4. **ORIENTATION.** I agree to attend all orientation, pre-departure, and re-entry meetings.
5. **INSURANCE COVERAGE.** I acknowledge that I am required to have health, accident and hospitalization insurance during my participation in the study abroad program. The policy must include coverage for expenses relating to sickness, injury, medical evacuation, accidental death and repatriation.
6. **MEDICAL TREATMENT.** I understand that all health, physical and psychological conditions must be described on the Health Information form. In the event of illness or injury to me to such an extent that I am unable to make decisions relative to my immediate medical condition, I authorize any official representative of Winthrop University to secure on my behalf medical treatment, including surgery and the administration of an anesthetic and I accept all financial responsibility for such treatment.
7. **RESPONSIBILITY DURING FREE TIME.** I acknowledge that during free time before, during and after the period of this study abroad program, I may elect to travel independently at my own risk and expense. I agree to inform an official representative of the Winthrop University International Center of my travel plans. I also agree that neither Winthrop University nor its representatives are responsible for me during such free time.
8. **ASSUMPTION OF RISKS.** I acknowledge that Winthrop University has taken steps to arrange for a safe program and will take steps throughout the program to assure safety. I acknowledge that international travel and my participation in this study abroad program carry with them significant risks, including, but not limited to, serious bodily injury or death, property damage, {insert site-specific risks here}. I agree that during the period of this study abroad program I release and forever discharge Winthrop University, and its official representatives, from any liability for damage to or loss of my possessions, as well as any injury, illness or death arising out of acts of third parties, travel to the site or while abroad, or political unrest.
9. **WITHDRAWAL.** I agree that I will be held accountable for the program fees for this course. I understand that I will be charged cancellation fees per the schedule outlined on page one of the application packet in the event that I withdraw from the course, even if for reasons beyond my control. I understand that if I must withdraw from the course, I must notify the faculty leader and the International Center immediately in writing.
10. **CANCELLATION.** Winthrop University reserves the right to cancel a program for any reason including but not limited to health, safety and security concerns, inability of the program director to fulfill their responsibilities or insufficient number of participants. In the event of a cancellation, every effort will be made to return recoverable costs to the student.

I have read this release, thoroughly understand it, and have asked questions if I did not understand it. My signature below indicates my complete and willful consent.

Signature of Participant

Date

Parent/Guardian Signature (if student is under 18)

Date

PACKING TIPS

THE BASICS

- Bring as little as possible.
- Bring things that you can leave behind to make room for what you buy abroad.
- Bring a backpack (handy for school and weekend jaunts).
- Bring clothing appropriate for your host country climate and what you will be doing.
- Bring comfy shoes, but no more than 3 pairs.

Airlines have strict baggage and weight restrictions. You can check two pieces of luggage and carry onto the plane two small bags (one personal and one that will fit in the luggage compartment above your seat). Excess baggage may be refused or be subject to fees.

Packing: For maximum ease, travel light. You will have to carry your own luggage. If you can't carry your bags for a half of mile including up and down a flight of stairs, lighten your load. Take less to avoid storage problems and being loaded down with cumbersome gear.

Laundry service can be expensive. Pack hand-washable permanent press/wrinkle-free clothes. Be prepared to occasionally wash your clothes in a sink.

Since weather varies, pack non-seasonal clothes that you can layer for warmth and peel off as the day gets warmer. To save on space, roll your clothes rather than fold. Use plastic bags to organize; you can later use the bags to separate damp items from dry, soiled items from clean. Pack small things inside shoes to protect shoes and conserve space.

Carry liquids in plastic containers to avoid breakage; use tape to seal lids.

Labeling: Label every piece of luggage on the inside with your name and home address. Put your arrival address (host country address when leaving the U.S.) on the outside tag.

Valuables: To minimize the risk of loss or theft, leave objects of sentimental value or expensive items at home. Pack any valuable or important items, such as documents, medicines, money, laptop, camera, digital toys, etc., in your carry-on luggage, plus enough clothes for 1-2 days in the case of a baggage delay.

Medications: Make sure that prescription drugs are clearly marked in the original containers. Have the prescriptions ready to show the customs officer.

THE ESSENTIALS

- Travel documents = ticket, passport and entry visa, if necessary
- Money = cash, credit or ATM cards, etc.
- Health insurance card, immunization card, personal info card
- Photocopies of all documents, including prescriptions, etc.
- Orientation handbook, travel guidebooks, and course materials
- Other travel documents as required by the study abroad program
- Medication that you regularly use

THE NEAR ESSENTIALS

- Money belt or pouch

- Local currency
- ISIC and other ID cards such as International Youth Hostel Card
- Travel insurance
- Photos of your family and friends to share
- Extra passport-sized photos of you, just in case

THE OPTIONAL AND NOT-SO-OPTIONAL ESSENTIALS

- All-weather coat/jacket (with zip-out fleece liner, if cold destination)
- Sweater
- One "dress-up" outfit
- Four or five everyday outfits (choose clothing that can be mixed/matched, you will have variety without adding additional weight)
- Undies, about 5 days worth, include light long underwear for layering
- Warm sleepwear
- Toiletries (toothbrush, paste, shampoo, etc...)
- Swimsuit
- Battery alarm clock
- Washcloth/towel
- Wet wipes
- Powdered laundry detergent (put in a small zip-top plastic bag)
- Extra contact lenses, solution, glasses
- Your toys: mp3 player, laptop, calculator, plus converter (see below)*
- Comfortable walking shoes (sturdy, comfortable and broken-in)
- Fold-up umbrella
- Camera, batteries, memory card, etc.
- Sewing kit
- Small swiss army knife, small flashlight
- Small first-aid kit (band-aids, pain reliever, sunscreen, anti-bacterial ointment, bug stuff, water purification tablets, anti-diarrhea or bellyache medicine, personal stuff)
- Bicycle lock or chain (for chaining your luggage to the overhead baggage rail on trains and busses when traveling overnight)

** Electricity in the U.S. is 110 volts/60 cycles; in many countries it is 220 volts/ 50 cycles. The plug on your item may not fit into the socket in your host country. To be able to use your items and not run the risk of ruining them and/or starting an electrical fire, bring a converter to change the current and an adaptor for your plugs, making sure it has proper prongs for your host country.*

Consider purchasing an inexpensive razor or hairdryer overseas as ou are notorious for not working abroad.

CULTURE SHOCK

Everyone who lives abroad encounters ways of doing, organizing, perceiving or valuing things different from one's own. Recent studies on intercultural experiences have shown that there are distinct phases of adjustment which virtually everyone who lives abroad goes through. Each phase is marked by a number of characteristics, one of which is usually predominant. The stages are:

- Preliminary Stage
- Initial Euphoria
- Irritability (the Culture Shock phase)
- Gradual Adjustment
- Adaptation and Biculturalism
- Re-Entry Phase

The preliminary phase includes your awareness of the host culture, preparation for the journey, farewell activities. The second phase, initial euphoria, begins with your arrival in the new country and ends when the excitement of the early experiences wears off.

The arrival is usually accompanied by a rising tide of emotions. Initial impressions convey a sense of the monumentality of the experience. During this phase, you will be taking a more active role in your setting which often produces frustration, because of the difficulty in coping with even the easiest aspects of everyday life. Your focus will turn to the differences between host and home cultures, and these differences can be troubling. Sometimes insignificant difficulties can be blown into major catastrophes. Hence, Culture Shock.

When this stage is over, you slip into the gradual adjustment stage. You may not even be aware that it is happening. You will begin to orient yourself and be able to interpret subtle cultural clues. The culture will become familiar.

Your ability to function in two cultures with full confidence is the fifth phase, adaptation and biculturalism. Your sense of "foreignness" no longer exists. Not only will you be more comfortable with the host culture, you may feel at one with it, a part of it. You will have a sense of shared fate concerning events in the host country.

The last stage is the re-entry phase, when you return home. This can be, for some, the most painful phase of all. You will be excited about sharing your experiences. You will realize that you have changed, but you will not be able to explain how or why. One set of cultural values will have been instilled in you since birth; another you will have acquired in the host country. Both will seem equally valid, yet integration may be unsettling.

It is important that you realize that all phases are a natural part of adapting to a new culture. Expect peaks and valleys during your time abroad. Feel free to discuss your feelings with your friends and program administrators.

Transition Tips:

- Resolve problems before you go abroad. If you have any personal or family issues, make amends before you go. Do not think that by going overseas, you will be able to escape problems. Unfortunately, being far away from the center of conflict does not make problems disappear. Sometimes lingering problems may even compound the already stressful time of adapting to a new culture.

- Try to make friends from other countries. One typical tendency is to hang out only with people from the U.S. Remember, you are living and studying abroad to get to know other people, cultures and languages.
- Be flexible. The U.S. way of doing things is not the only way. Accept that fact and you will be well along to making your stay in your host country and host institution an enjoyable one. Be open, attentive and observant to see and understand how things are done in your host country.

If you have never been abroad, what you are reading may not make much sense. During your stay, if you feel bewildered, pull out this section on culture shock and read it again.

A NOTE to Winthrop Study Abroad Students and Parents:

Being abroad means separation, and separation often confuses what's really going on. It is not wise or fair for students to involve parents or parents to involve students in issues which might be exaggerated due to the separation of time and space. Be thoughtful. Reserve talk about "emergencies" for emergencies. Be careful about the impact of messages and concerns during a study abroad term.

Regarding confusing incidents that a student might experience while abroad, realize that the first call seeking help should be made by the student to the appropriate resource people on site. They are charged with the responsibility to resolve student concerns, and are best positioned by both geography and experience to act.

Beware of contacting a parent first as it is the most circuitous and least efficient. Respond to problems as you would on campus. If you have a concern about housing, seek out your resident advisor or program coordinator. If you have an issue with billing, go to the Business Office. If you are anxious about your performance in class, speak first with your professor, and, if necessary, seek assistance either from your advisor or program director.

This logical approach to problem-solving often seems to crumble during study abroad. The recommendation here is for you to not let that happen. In the rare case that satisfactory resolution cannot be secured by these actions, contact the Study Abroad Office.

You are personally responsible for your success. As in any new adventure, this requires commitment and maturity. Here are some tips for studying abroad:

* ***Be Adaptable***

Food, customs, lodging, history, culture, laws, expectations and a host of other topics may be new and strange. These differences may take adjustment. Some will be easy and fun; others more difficult, perhaps even painful. Adjustment requires patience and flexibility on your part.

* ***Be Accepting***

Be gentle, non-judgmental and accepting of your new culture. Ask "how" things are different, rather than "why." All who do not conform to American patterns of thought and behavior are not wrong; they are just not American.

* ***Be Responsible***

You are required to completely and fully obey the laws of your host country and the rules and regulations of your study abroad program and new university. Running afoul of local laws can result in immediate dismissal from the program and return to the US. Know that you are also subject to the institutional rules and regulations of Winthrop University. Be a good ambassador of Winthrop and of the U.S.

* ***Be a Good Student***

To study abroad, you must be in good academic standing both at the time of admission to a program and at the time of participation. Your academic work counts just as though you were on campus. Remember, you are s-t-u-d-y-i-n-g abroad; that is, learning while living, not just a tourist passing through.

INCIDENT REPORT FORM

Please fill out this form as completely as possible. Attach extra sheets as necessary and any documentary evidence or related materials. Fax a copy of your report to the **International Center at 803-323-2340** as soon as possible. Submit the complete original report and supporting materials to the **International Center** upon your return to the United States.

Date of incident:

Time of incident:

Location of incident:

Name of student(s) or participant(s) involved:

Brief description of what happened:

Were you present?

If you were not present, when, how and by whom were you informed?:

What actions did you take?

If the student(s) was transported to a hospital or clinic, please provide the complete name of the facility, its phone and fax numbers, and address

Names and phone numbers of all physicians who examined or treated the student

Dr. _____ phone: _____

Dr. _____ phone: _____

Exact names of any medications prescribed to the student (please keep all packaging/inserts)

Was the student conscious and capable of making informed judgments about his or her medical treatment?

If the student was not capable of making medical decisions, who made any decisions?

What if any follow-up care was recommended?

Were the police or legal authorities notified of the incident or present at the scene?

(OVER)

INCIDENT REPORT FORM (CONT'D)

Names and phone numbers of responsible legal authorities in charge of the case:

Case number:

Was the U.S. or relevant embassy notified?

Name and number of responsible consular officials involved in this incident:

Dates/times of contact with International Center and/or parents

Contact person: Date: Time:

Contact person: Date: Time:

Name of person completing this form: _____

Signature: _____

Date/time: _____

WINTHROP UNIVERSITY CONTACT INFORMATION

THE INTERNATIONAL CENTER

Director, tel: 803/323-2133

Study Abroad Coordinator, tel: 803/323-2376

COLLEGE OF ARTS AND SCIENCES

Dean's Office, tel: 803/323-2160

Student Services, tel: 803/323-2183

COLLEGE OF BUSINESS ADMINISTRATION

Dean's Office, tel: 803/323-2186

Student Services, tel: 803/323-4833

COLLEGE OF EDUCATION

Dean's Office, tel: 803/323-2151

Student Services, tel: 803/323-4592

COLLEGE OF VISUAL AND PERFORMING ARTS

Dean's Office, tel: 803/323-2323

Student Services, 803/323-2465

UNIVERSITY COLLEGE

Dean's Office, tel: 803/323-3900

DEAN OF STUDENTS

Dean's Office, tel: 803/323-4503

REGISTRAR

tel: 803/323-2194

CONTROLLER'S OFFICE

tel: 803/323-2165

FINANCIAL AID

tel: 803/323-2189

OFFICE OF UNIVERSITY RELATIONS

tel: 803/323-2404

HEALTH AND COUNSELING SERVICES

tel: 803/323-2206, 803/323-2233

OFFICE OF SERVICES FOR STUDENTS WITH DISABILITIES

tel: 803/323-3290

EMERGENCIES and after hours assistance:

Winthrop University Police at 803.323.3333