



Gallaudet University

procedures for study abroad:

A handbook for Faculty and Students

A. Introduction:

Study abroad is an interesting part of college students' experience which has a lot of benefits not only to the students' academic performance but their view of the world. As is the normal practice, Gallaudet University is responsible for providing faculty/staff and students interested in studying abroad with the necessary information they need to make their study a smooth and successful one.

In order for the faculty/student involved to have a well-developed study plan, it is important that Office of International Programs and Services (OIPS) and the Risk Management Office here at Gallaudet University review the full study abroad program details, along with the program coordinator's plans for managing the safety, security, and emergency procedures of the trip.

There are five 8 different types of Study Abroad experience options offered at Gallaudet University:

1. Long-term Study Abroad (semester or year long)
2. Short-term Study Abroad (3 weeks to 6 weeks)
3. Freshmen study tour (less than 2 weeks by Office of Enrollment Management)
4. Honors Study Abroad (organized by the Office of Honors Program)
5. Deaf-Cultural study tour (7 days to 20 days)
6. Internship abroad (degree requirement)
7. Service learning abroad (not required by degree)
8. Research abroad (thesis or dissertation or faculty's research)

To meet the goals of international education, Gallaudet University encourages the faculty to develop study abroad programs to facilitate students to learn in an environment different from their own and to experience the cultures of other countries. In order to provide assistance to faculty in developing smooth study abroad programs, the following guidelines have been developed to guide faculty to design their Study-Abroad proposals.

A. Considerations for proposal and design

1. Guidelines recommended for study abroad proposal designs (see below for guidelines)
2. Endorsement of your department chair and dean of Gallaudet University must be obtained

3. New course proposals must be submitted to the Academic Affairs Committee for review and approval (if applicable)
 4. The OIPS endorsed study abroad program proposal must be submitted to the Provost for review and approval. The provost will review and determine approval of the program budget and financial agreement.
 5. A rationale of why the proposal will benefit the faculty/students should also be included in the package addressing the following points.
 - i. What is the rationale for conducting this program overseas?
 - ii. Is there any conflict or overlap with existing Gallaudet University programs overseas?
 - iii. Explain how the site was chosen and evaluated.
 6. Faculty members should also consider developing an implementation plan (see New Study-Abroad Guidelines) that should be attached to the proposal such as follows:
 - i. A marketing plan for the program
 - ii. Timetable for registration, schedule for payment of fees, refund dates for student withdrawal from course and cancellation of program
 - iii. Orientation Program
 - iv. A plan for student evaluation of the program
- B. Proposal Guidelines: Proposals should be submitted in the following format
1. Nature and purpose of the program, including information on how the program supports the goals Gallaudet University
 2. Detailed description of the academic section as follows (if applicable)
 - i. course title and number
 - ii. undergraduate/graduate
 - iii. credit hours
 - iv. course description
 - v. academic eligibility and course prerequisites
 - vi. proposal dates, location and length of each section
 - vii. affiliated institution abroad including names and qualifications of instructors
 3. Non-academic matters
 - i. proposed travel arrangement which includes air and ground transportation, to and from program sites
 - ii. housing arrangement including meals
 - iii. security arrangement and emergency procedures
 - iv. visa requirement (if applicable)
 - v. health and insurance requirement
 4. Recruitment Plans
 - i. An account/description of the projected student constituency
 - ii. An outline of the recruitment plans
 5. Projected Budget (see Budget Checklist)
 - i. projected number of students and faculty
 - ii. list of expected expenditures
 - iii. projected cost to each student
 - iv. amount and source of faculty compensation

- v. total budget
 - vi. breakdown on sources of funds (i.e. how much from student participants, department/school, VR, or financial aid, etc)
6. Other
- i. plans for pre-departure and in county orientation programs
 - ii. copies of handouts or description of information to be provided to participants designed to make the most of their experience in the host county such as cultural and other information about the country
 - iii. Explanation of how the program is to be evaluated; both the academic and non-academic components of the study. The Office of International Programs and Services has a standard evaluation form for study abroad programs that can be used as a guideline.
- C. Pre-planning Trip-Site Visit: For a better Study Abroad experience, it is encourage that the OIPS program director or faculty member coordinating the trip or offering the course have a site visit prior to taking students abroad. The site visit is very important because it provides useful information to the director/faculty coordinator about the weather, safety of the students, and also helps them become familiar with the program site and be able to provide useful information can be provided to the students prior to departure. Through the site visit, the director/faculty will be aware of the environment and ways of living within that culture to ensure that the students are sent to the right place for their experience.
- 1. Travel and arrival arrangement
 - i. Transfer upon arrival
 - ii. Available local transportation and costs
 - iii. A meeting place for an arrival orientation
 - 2. Program site including campus or other teaching location, city and general area
 - i. Services available at the teaching sites to students
 - ii. Currency exchange and banking arrangement
 - iii. Tourist information and local attractions including maps
 - iv. Location of post offices
 - v. Using the telephones and contacting home, internet availability
 - vi. Location of train/bus station and travel arrangements for independent travel by students
 - 3. Accommodation
 - i. Living arrangement for students and program coordinator
 - ii. Meal arrangements for students and program coordinator
 - iii. Location of grocery stores and other shops
 - iv. Location of laundry services
 - 4. Academic program
 - i. Location and use of classrooms
 - ii. Availability of equipments
 - iii. Excursion sites, travel arrangement for excursions and cost
 - iv. Guest lectures and related arrangements
- D. Health, Safety and Legal Issues
- 1. Health and medical issues:

- i. Medical care facilities on site
 - ii. Health insurance coverage (Gallaudet requires students to purchase health and accident coverage insurance during their study abroad)
 - iii. Country or site specific health concerns
 - iv. Policies on academic credit should a student be unable to complete program due to health problems.
2. Legal issues
 - i. Visa requirements of countries
 - ii. SEVIS implications for non U.S participants who wish to return to U.S (coordinator should ensure that applicants who are non-residents are on good standing and advise them to look into how partaking in study abroad may affect their status)
 - iii. Use of property or facilities abroad
 - iv. Conflict between U.S law and local customs of host countries
3. Unforeseen situations and events
 - i. Strikes or labor unrest
 - ii. Political unrest

Enrollment Procedures:

A student who wishes to arrange an independent study must first contact a faculty member or members who would be willing to sponsor independent study credit for course work conducted off campus. As with other independent studies, the student must have a request for independent study approved by the supervising faculty member and the appropriate chair prior to the beginning the abroad study.

Any requests for more than 8 credits of off-campus independent study, tutorials, or practicum during one term must be approved by the Gallaudet registrar office or the faculty responsible for the course. Inform OIPS of your intent to study independently.

Eligibility for Study Abroad Students

- First year students cannot study off-campus except for the Freshmen Study-Tour and the Deaf-Cultural Study-Tour. Students must spend an academic year or more on campus prior to studying abroad.
- Transfer students must spend at least one term on campus prior to enrollment in an off-campus study experience
- Must maintain a GPA of 2.75
- Must be in good academic disciplinary standing

Finances

The fees will depend on the specific Study-Abroad program. This fee also gives students access to the services and programs that Gallaudet University offers. All payments will be paid in full by the specified deadlines of each program.

BUDGET WORKSHEET GUIDELINE

Study-Abroad Program Title:		
Dates of Session:	Credit hours:	
Program (Fixed) Expenses:		
1. Faculty-coordinator's salary	\$	
2. Faculty-coordinator's living expenses (room, board, etc)	\$	
3. Faculty-coordinator's transportation (air and ground)	\$	
4. Faculty-coordinator's excursion expenses	\$	
5. Classroom or venue rental	\$	
6. Fees for guest lecturers	\$	
7. Stipend for local assistants	\$	
8. Group excursion expenses	\$	
9. Incidentals (copying, etc.)	\$	
10. Interpreters	\$	
11. Translators	\$	
Total (items 1-10)	\$	
Individual Student Expenses		
11. Tuition and Instructional Cost	\$	
12. Gallaudet University Tuition	\$	
13. Program expenses	\$	
15. Required excursions	\$	
16. Miscellaneous	\$	
Total (items 11-16)	\$	
Personal Expenses:		
17. Student's travel (air and ground)	\$	
18. Room and Board	\$	
19. Visa	\$	
20. Travel insurance	\$	
Total (items 17-20)	\$	
Grand Total (items 1-20)	\$	

Checklist for Faculty Coordinator

(Note: It helps to keep one copy of this checklist for your records and forward another copy, along with your application form, to your Department Head and Dean.)

- _____ I have completed the Program Application Form.
- _____ My Course Description includes a syllabus, rationale for teaching the course at international location and a tentative itinerary.
- _____ I have included the Program Budget.
- _____ My program implementation includes a marketing plan, a registration and fees timetable, an outline for student orientation, and a plan for student evaluation of the program.
- _____ I have delivered the original of the completed Application Packet to my Department Head for review and endorsement.
- _____ My Department Head reviewed and endorsed the Application Packet.
- _____ I followed-up with the Department Head to make sure that my Application Packet was delivered in a timely manner to the Dean for review and endorsement.
- _____ After the Dean reviewed and endorsed my application, I collected the completed application plus the endorsement page from the Dean.
- _____ Application has been submitted to OIPS electronically or physically. The original, signed endorsement page has been submitted to the OIPS via campus mail or by hand.
- _____ OIPS informed me the Application Packet has been reviewed and endorsed and delivered to the Provost.

Sample Endorsement Letter

Endorsements

Department Head _____ **Date:** _____

Please endorse and comment on original application. Send endorsed original to Dean.

Comment on the importance and position of the proposed study abroad course to the mission and goals of your department:

College Dean _____ **Date:** _____

Please endorse and comment on original application. Return the completed application to the faculty applicant.

Comment on the importance and position of the proposed Study Abroad course to the mission and goals of your college and to the University.

Study-Abroad Checklist for Coordinator

Advisor/Coordinator: _____ Country of Study: _____

Dates: Arrival: _____ Departure: _____

Pre- Departure

- Attended first step advising appointment
- Apply for passport/visa
- Apply for an International Student Identity Card
- Get medical records/insurance up-to-date
- Complete require immunization if applicable (prescription)
- Complete all applications required

- Meet with Academic Advisors regarding credit for study
- Register for upcoming semester before leaving
- Get letters of recommendation
- Credits of the Study-Abroad approved by faculty responsible/registrar office
- Learn about host country's culture, customs and traditions
- Establish a means of communication between host universities and Gallaudet University

During Program

- Plan methods of keeping financial records (e.g. receipts)
- Distribute and collect evaluation forms
- Have Crisis Management, Incident Report forms etc

Return from Trip

- Submit grades to registrar office
- Provide summary of study to OIPS
- In conjunction with OIPS, organize a presentation to the campus community.