

**Faculty Policies and Procedures  
For Study Abroad  
Global Citizenship Portal  
Florida Memorial University**

## **Contacts**

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## **Mission Statement**

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The Global Citizenship Portal is dedicated to developing FMU students into global citizens who possess the skills to become leaders in a changing society. In pursuit of this mission, the Global Citizenship Portal:

- Develops opportunities for students to study and intern abroad in diverse geographic locations.
- Publicizes and cultivates scholarship opportunities to defray costs associated with international experiences.
- Promotes on-campus learning about cultures, countries, and customs.

## **Part I: For Faculty Advising Students on Study Abroad Programs**

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### **Study Abroad Basics**

Study Abroad participation depends greatly on faculty involvement. In your capacity as an advisor and mentor, you are in a special position to encourage students to study abroad. You might want to discuss the benefits of studying abroad in your classrooms, from how it will transform them as a person, as well as a student, to how it will deepen their knowledge of both the world and their academic field of interest and provide them practical skills necessary to be a global citizen.

Students can study abroad through three types of programs.

ISEP-Direct: FMU is a member of the International Student Exchange Program –Direct (ISEP-Direct). Our membership allows students to participate in ISEP-Direct programs during the summer, semester, or academic year. These are fee-based programs. The program fee always includes tuition, housing, and health insurance. Some programs include meals in the program

fee. Students are also responsible for the ISEP application fee, meals (if not included), airfare, local transportation, passport and visa fees, and other incidental expenses.

**Affiliate programs:** FMU students may elect to participate a study abroad program administered by an approved program provider, a U.S. university, or a foreign institution. The Portal will advise students on programs that are the best academic and personal fit. All applications and approvals for affiliate programs will come through the Global Citizenship Portal. Currently, FMU has relationships with the following program providers: IES, CAPA, CIEE, ASA, AIFS, and Syracuse Abroad. Students may participate in programs through these providers, or through other programs with prior approval.

**FMU Short-Term Group Programs:** Florida Memorial University offers programs for small groups of students each year, usually in the summer or winter. Program length varies: most are between 1 (one) and 4 (four) weeks. Some are credit bearing; topics and number of credits. Programs may be offered at various overseas destinations.

### **Credit Transfer**

For most students, making sure that they can maintain progress towards their FMU degree is one of the key factors in deciding whether or not to study abroad. Students will inevitably ask you about how they can get credits for studying abroad, etc.

With faculty advisor approval, courses taken abroad may fulfill major, minor, and general education requirements. Faculty advisors are asked to review course descriptions and determine how courses taken abroad might be applied towards a student's degree plan. Students should present to you the course descriptions and syllabi. You are asked to sign the Transient Permit Form to indicate how the course will count toward the student's degree program. If the course is not approved to count toward major, minor, or general education requirements, it will count as a general course toward the total number of credits needed to obtain the degree.

### **Benefits of Study Abroad**

The benefits of study abroad are well-documented. Students who study abroad often develop teamwork and analytical skills, an ability to tolerate ambiguity, an ability to manage finances, intercultural communication skills, language skills, problem-solving skills, flexibility, and independence. Students may not see the connection between study abroad and their future career, so it is important emphasize these "soft" skills that are so vital to success in the workplace and highly valued by employers.

### **Financing Study Abroad**

Many students think that studying abroad is too expensive. The truth is that the cost varies depending on the location and length of program. Some programs cost about the same as a semester at FMU, while others may costs more or less. It is important that faculty encourage students to explore financing options, including scholarships. In particular, the Gilman scholarship offers up to \$5,000 for students who receive a Pell Grant. Faculty are encouraged to serve as Gilman selection panelists so they may learn about the competitive application process. More information can be found at [www.iie.org/gilman](http://www.iie.org/gilman).

## **Part II: For Faculty Organizing a Short-Term Study Abroad Program**

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### **Where to Start**

Planning a study abroad program requires faculty to go far beyond the usual realm of teaching, and to assume many roles such as organizer, budgeter, recruiter, counselor, and crisis manager. Faculty Directors should have leadership skills, familiarity with the proposed location, and basic financial and accounting abilities. Faculty Directors should be 100% committed to program planning, participant recruitment, financial administration, and administrative tasks. Faculty who are interested in leading a short-term group study abroad program should make an appointment with the Global Citizenship Portal to learn more about the process and time commitment.

### **Planning the Program**

In our experience, successful courses abroad require **at least** one year of planning. This means that program exploration should begin one year prior to the proposed start date. There are many parameters to decide on when planning a program. When evaluating a site, consider your knowledge of the destination, as well as issues such as language, cost-of-living, recent political history, visa requirements, immunizations needed, and climate.

Some questions to ask include:

*Destination:* Is this location relevant to the course being taught? Do you have experience there?

*Length:* How many days will the program run?

*Housing:* Will students stay in dormitories, hotels, or homestays?

*Academics:* what courses will be offered? How many credits? Can students fulfill their major or minor requirements?

### **Use of Program Logistics Provider**

Faculty are **required** to use an approved on-site logistics vendor, referred to as a “program provider”. Program providers provide planning, pre-departure, and on-site services. These services can include: on-site coordinator, round-trip group flights and air transfers, orientation program, accommodations, meal plans, classroom space, local lectures, cultural program, promotional material, orientation services, and on-program administrative support. A list of logistics providers can be obtained from the Global Citizenship Portal.

### **Program Proposal**

After the location, program content, and logistics provider have been decided, the Faculty Director will submit the *FMU Faculty-Led Program Proposal*. This proposal consists of a proposal form, a completed budget form, course syllabus and program itinerary. The proposal form must be signed by the Department Chair and Dean.

The deadline for Summer Program Proposals is **September 15**.

### **Approval of Programs**

Global Citizenship Portal will review the proposal and notify the Faculty Director of the decision.

**Course Initiation**

The Faculty Director must obtain approval for the course and course number from his/her Department. The course/course number must be entered into the schedule as soon as possible. Please set the registration at “Zero” so that students may not register on their own.

**Budget**

Each program must have a proposed budget, which accounts for all of the program costs. Programs are not subsidized by the University, therefore they must be self-supporting. Each program budget must cover the Faculty Director expenses and salary. New programs must be budgeted for no more than eight students. Repeat programs may be budgeted for up to 12 students.

**Salary and Per Diem**

Faculty Directors are paid per course taught, based on the Summer Faculty Compensation Policy. Enrollment of fewer than eight students will result in a compensation adjustment.

Per diem will be based on reasonable, long-term daily costs of meals, tips, and laundry in the host location(s). The program fee must cover the cost of faculty per diem.

**Airline Ticket**

Air travel must be booked through the University travel agency. Coach class should be used when the cost of the airfare is paid from program funds.

**Pre-Departure Preparations**

The Faculty Director is responsible for preparing participants for the overseas program. This includes distributing an itinerary prior to departure. It is strongly advised to meet with participants as a group at least twice before the program, so that everyone feels more comfortable during the trip. The Global Citizenship Portal will inform participants of issues such as health & safety, passports, visas, culture shock, academic credit.

The Faculty Director will provide a list of participants and their contact information while abroad. The Faculty Director must secure and carry an international cell phone for the duration of the program.

**Risk Management**

Risk management policies forthcoming. Please see Director for more information.

**Alcohol and Drugs**

Students are **not** permitted to consume alcohol during program/group activities. Students are responsible for their own behavior during their non-structured time, and are always subject to the local laws of their host destination. Faculty may **not** consume alcohol during program/group activities and may not purchase alcohol for students.