



# International Education

## Roane State Community College International Education Study-Abroad Programs

### Faculty Study-Abroad Handbook and Guidelines

The following are guidelines to new or participating faculty, outlining the expectations of their roles and responsibilities in the development, planning, and execution of RSCC study-abroad programs.

**I. Academic:** All study-abroad programs awarding academic credit must comply with SACS/TBR standards.

#### A. Guidelines for programs approval

1. Credit is offered for individual study-abroad programs with the full measure of demand and academic rigor, not merely for the purpose of travel or touring.
2. New programs need to be presented to Academic Council or to the International Education Sub-Committee for Academic Review for approval including:
  - a.. Filled out “Roane State Community College NEW PROGRAM PROPOSAL” form
  - b. Detailed syllabus with learning objectives, course requirements, content, and assessment methods
  - c. Rationale for number of academic credit hours earned by program
  - d. Practical experience gained

#### B. Required information

1. Faculty member should prepare and provide school officials with the following:
  - a. Documentation of research regarding the decision to travel to a particular country or area
  - b. Information about the academic significance of the class and how RSCC students will be enriched by it
2. Apart from the previously stated, the description of the program should include activities before, during, and after the actual traveling, including the following:
  - a. Day-by-day itinerary
  - b. In-country contacts
  - c. In-country conditions
  - d. Daily academic and non-academic activities
  - e. Information about pre- and post-trip class meetings

**II. Financial Policies:** Faculty members leading study abroad programs must work with the Business Office to ensure that all required procedures are followed

**A. Program Budget**

1. The lead faculty member (or the person proposing a program) must propose a detailed budget for institutional approval.
  - a. A Travel Authorization form must be completed.
  - b. A schedule and deadline must be established for each study-abroad program for payment of tuition and fees associated with it.
  - c. Refund and withdrawal policies shall be published when the program is announced.

**B. Financial Aid**

1. Lead faculty members should work closely with the Financial Aid office to inform students of their options.
2. Faculty members should ask the students if they have applied for any type of financial aid, including International Education scholarships.
3. International Education monies awarded to the students for the study abroad program should be specified.

**C. Faculty Expenses**

1. Roane State Community College will cover faculty expenses abroad as related to housing, food, and excursions included in the program.
2. Lead faculty will make arrangements with the financial officers of the school to discuss incidental expenses through the use of a corporate credit card , advanced money, or other means.

**III. Participating faculty:** The following are recommendations regarding the role of faculty on study-abroad trips.

**A. Number**

1. It is recommended that a minimum of two employees from RSCC participate in all study abroad programs, regardless of the number of students
2. One faculty member is assigned as the instructor of record (lead faculty) and another one is assigned as the support member

**B. Qualifications**

1. Instructor of record must meet SACS qualifications
2. The support member must be an employee of Roane State but does not have to meet SACS qualifications as a faculty member

**C. Role and responsibilities of lead faculty**

1. To design and implement the academic portion of the study abroad class
2. To make travel arrangements and ticket reservations
  - a. Unless previously arranged, the International Education office will help the faculty member arrange travel
  - b. Purchase of tickets is the role of the RSCC president's office but faculty will do the groundwork
3. To make decisions about discipline and other unexpected situations arising while traveling

D. Role and responsibilities of support members

1. To provide the participants in a timely fashion with daily itinerary, name and phone number of the college contact person
2. To ensure that the college contact person has copies of passports and other important documents
3. To keep in his/her possession tickets, passports, and other important forms or documents
4. To have available copies of all documents and give one copy to the International Education office
5. To help the lead faculty with decisions during the trip

**IV. Preparation for travel:** Issues for faculty to address before the trip

A. Legal Wavers

All participants, and their guardians if under 18 years of age, must sign a “hold/harmless agreement” form releasing Roane State and its representatives from liability

B. State Department Travel Advisory

1. Faculty must read the State Department Travel Advisory document
2. Travel programs should not be planned in countries for which the U.S. State Department has issued travel warnings. Presidential approval is required for exceptions

C. Coordination with U.S. Embassy.

This will include:

1. Registering the trip with the Embassy prior to traveling
2. Discussing any travel warnings or issues related to the country
3. Working with the Embassy on appropriate ways to deal with emergency situations

D. Communication issues

1. The professor of record will bring with him/her an international cell phone
2. Faculty members will arrange for interpreters as needed
3. RSCC will provide students with an emergency contact person who will be available everyday, day and night

E. Medical Issues

1. International Health Clinic. Faculty and participants must visit the clinic for:
  - a. Travel safety briefing
  - b. immunizations
  - c. medical warnings related to the country to be visited
2. Students should sign a document stating that they visited the clinic and received briefing about travel safety, immunizations and medical warnings
3. Health Insurance. Roane State will provide a group health plan for overseas travel for students and faculty that will include
  - a. in-country medical services
  - b. medical evacuation
  - c. repatriation
4. Faculty should advise all participants the need to complete a medical history form to identify any current medical conditions and medications being used
5. If a student has a medical condition, the faculty member should request a release from a doctor

## F. In-country Medical Services and Safety

1. The International Education office will help faculty to:
  - a. research medical services available in-country while traveling abroad
  - b. Ensure that all travelers understand the procedures for contacting emergency help
  - c. Confirm that students have medical insurance for use within the United States at their return
  - d. Ensure that all participants sign a medical history form, a proof of insurance form, and a medical surrogacy form
2. It is the responsibility of the lead faculty to make students aware of
  - a. the need for healthy eating while traveling
  - b. importance of drinking sufficient water to keep from being dehydrated
  - c. the alcohol-free policy of all RSCC study abroad programs

## V. Participants: Guidelines for participation in study abroad programs

### A. Selection process

1. The number of participants for each program will be determined by the school administration (the vice president of academic services) and the faculty members
2. It is the prerogative of the lead faculty to deny participation if it is considered that the presence of a student in the program may be detrimental to the goals of the program, to the cohesiveness of the group, or to the health of the student.
3. At least two Roane State employees should participate in the participant interview process
4. Faculty should request input from other faculty members
5. If appropriate, faculty may request physical or mental evaluations or other doctor's statement clearing a student for the trip

### B. Students emergency contact information

Faculty should ask students to provide to the International Education office the name and current contact information on next of kin or person to contact in the event of an emergency and at least two contact persons with day and evening telephone numbers, addresses, and e-mail addresses

### C. Non-faculty or non-student participants

RSCC study abroad programs are open to members of the community, even if they are not faculty or students, but RSCC students have priority over others. Community members need to follow the same application process as students, should have appropriate forms filled out, and should adhere to the same rules that apply to students. Scholarship monies are not granted to community members who are not students of RSCC. The official status and role of non-students or non-faculty traveling with the group should be defined:

1. Community members with no school involvement
2. Community members participating as volunteers (if the program includes service learning)
3. Official college volunteers (support members) asked to go by the college
  - a. Should have appropriate forms and Travel Authorizations filled
  - b. Should have specific role and responsibilities established

**VI. Orientation meetings:** Apart from the academic portion of the program, several information meetings should be scheduled explaining the following

- A. Geographical conditions of the country: climate, medical risks, etc.
- B. Need for students to learn about:
  - 1. Visiting a foreign country
  - 2. Specific sites group is scheduled to visit
  - 3. Cultural differences
- C. Details of the trip including expectations and rules of conduct
  - 1. How to pack and what to pack
  - 2. How to handle luggage, including nametags and luggage tags
  - 3. Rules of engagement at airports, immigration, and customs offices
- D. Counseling. Advise students about potential emotional issues involved in:
  - 1. Traveling abroad for the first time
  - 2. Culture shock
  - 3. Home sickness
  - 4. Dangers of separating from the group and of not following the structure of the program
- E. Conduct. It is important to remind participating students that:
  - 1. The behavioral norms expected of a student while on campus apply during the length of the study abroad program
  - 2. They are expected to conduct themselves in accordance with the rules and regulations of the college
  - 3. They assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the college
  - 4. They should view the student handbook online at [www.roanestate.edu](http://www.roanestate.edu); keyword: “student handbook” to be aware of the rules and the consequences of breaking them
  - 5. RSCC study abroad programs are alcohol-free
- F. Invitation to parents or next of kin
  - 1. At the discretion of the lead faculty, parents may be invited to meetings and be explained:
    - a. How this experience is integral to the student degree program
    - b. How the experience will enhance his/her resume
    - c. How the experience will insure a better job upon graduation

**VII. Dealing with emergencies:** The following are guidelines for dealing with emergencies while traveling:

**A. College point of contact**

1. The College Point of Contact should be an officer of RSCC at a level high enough to make decisions. The college point of contact should:
  - a. Have all information regarding emergency Contacts
  - b. Be directly responsible for coordinating the entire college effort to support the emergency situation
  - c. Deal with insurance companies, American Embassy, TBR counsels, etc.
2. Next of kin should have: name and phone numbers of college point of contact

**B. Paperwork**

1. Power of attorney. Students may need to provide a power of attorney to the faculty advisor in case of emergencies
2. Have written information about which family member could authorize certain medical procedures.
3. Lead faculty is responsible for making emergency medical decisions if the individual is incapacitated and if next-of-kin or emergency contacts can't be reached.

**C. Contacting family members**

1. Establish communication with family members through RSCC point of contact
2. Plan for support and counseling available to family members
3. Consider financial support to aid a family member to get to the student if necessary
4. Keep Public Relations office updated should the media contact the school

**D. Documentation**

1. Should an incident occur, immediately begin documentation efforts
2. Document phone calls, meetings, save emails, etc.
3. Assign a support staff person to be a part of the crisis management team to document the actions.

**E. Legal and academic considerations**

1. Communicate with faculty members who may need to know for academic reasons
2. Consult with faculty advisors and other campus personnel involved in the event on how to handle discussions and communications from a legal perspective.
3. Consult early with TBR general counsel to request assistance and advise regarding communications, FERPA issues, determining responsibility to make medical decisions, contract issues, etc.

**Presentation to the president for Approval**

Prior to expending College resources, the Vice President for Academic Services in cooperation with the Academic Dean will schedule a presentation by the Lead Faculty Member of the Study Abroad initiative to the College President for his/her approval. The president will use the President's Checklist (on next page) to evaluate the study abroad initiative prior to approving the travel.

## President's Checklist for Study Abroad Program (SAP)

Travel to: \_\_\_\_\_ Dates: \_\_\_\_\_

Course Number(s): \_\_\_\_\_

Study Abroad Program (SAP) Activity	YES	NO
<b>1. Academic</b>		
a. Academic Integrity – Is the SAP associated with an academic course/program? Is there academic rigor within the course? What is the academic significance of the course and how will students benefit? What are the core competencies of the course and how does study abroad enhance student learning? Will the student document their learning?		
b. Program Description – Is there a detailed day-by day itinerary? Who are the in-country contacts? What are the in-country conditions? What are the daily academic and non-academic activities?		
<b>2. Financial</b>		
a. What is the SAP budget? What is the schedule for payment of fees associated with the travel? What is the deadline for payment? Is the Travel Authorization form completed?		
b. Financial Aid - Have scholarship monies been applied for? Are International Education fees being applied for and how much? How are faculty and staff costs being covered?		
<b>3. Participating Faculty (at least two per each SAP)</b>		
a. Faculty - Who is the lead faculty member? Who is the faculty/staff member accompanying the students?		
b. Roles and Responsibility – Who is the lead Faculty and do they meet SACS standards? Are they the faculty member of record? Who is making all the arrangements for the SAP? Who will be making emergency decisions if required?		
<b>4. Preparation for Travel</b>		
a. Country Coordination – Has coordination with the State Department been made and with whom? What is the State Department's advisory?		
b. Legal Wavers – Do all participants, and their guardians if under age 18 years of age provided a signed "hold harmless agreement"? Have students completed and sign a medical history form, proof of insurance form, medical surrogacy form, and or a power of attorney?		
c. International Health Clinic - Have students participated with the International Health Clinic in Knoxville to receive country specific travel safety/medical briefing and appropriate immunizations?		
c. Insurance – Do all travelers have in-country medical, evacuation, and repatriation insurance? Do travelers have medical insurance for medical services within the United States if medical evacuation is required?		
d. In-country Medical Services – What are the arrangements for in-country medical services?		

<b>5. Participants</b>		
a. Students - What is the number of participants? What is the selection process to pick participants? Were students interviewed? Was input from other faculty obtained for each student? Is there a requirement for physical or mental evaluations or doctor's statement clearing student to travel?		
b. Non-faculty or non-student participants - Are they any community members or independent travelers joining with the students?		
<b>6. Orientation Meetings</b>		
Meetings – What is the schedule of orientation meetings? Has the next of kin been included? Have the students participated in and acknowledge the student code of conduct? Have the students been told what and how to pack?		
<b>7. Point of Contacts</b>		
a. Contact Information – Have students provided names and current contact information of at least two next of kin? Does the International Education Office have the information on next of kin? Have College letters been sent to the next of kin to establish contact?		
<b>8. Emergencies</b>		
a. Communications – Is someone traveling on the trip that speaks the appropriate foreign language? Does the Lead Faculty have a College-provided international cell phone?		
b. Paperwork – Does the lead faculty have copies of passports and other required documentation?		
c. Emergency Funds – Have College funds/credit card been coordinated for the lead faculty to have during travel?		

**Study Abroad Program: Approved or Disapproved**

**Vice President of Student Learning**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Vice President of Business & Finance**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_