

# **Guidelines for Developing Faculty-Led Education Abroad Programs**



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## **I. ABOUT FACULTY-LED EDUCATION ABROAD PROGRAMS AT BGSU**

Education Abroad Programs have been an important part of the Bowling Green State University tradition for over 50 years. These programs have become part of the BGSU identity. BGSU recognizes the importance of globalized study and is committed to international education.

*At Bowling Green State University, Education Abroad is defined as an international educational experience outside the 50 US states that fulfills global perspective and academic learning objectives through academic credit. BGSU offers faculty-led, exchange, and affiliate program options that can include study, research/field study, internship, service-learning, co-ops, teaching, or a combination of the aforementioned. Typically, a college-approved education abroad experience may be short-term (7-14 days) up to multiple semesters. Academic study abroad experiences bearing three or more credits will count as fulfilling the International Perspectives requirement for purposes of General Education.*

### **Education Abroad Goals**

The best way to understand our world is to experience other cultures face-to-face. At BGSU, we want to get students out of the classroom and on location as early and as often as we can.

Research indicates that studying off campus in another culture is one of the most effective and dramatic ways to develop:

- An understanding of other cultures and a willingness to consider varied cultural perspectives;
- An awareness of the interconnections among nations and among issues, and;
- The knowledge and skills that will enable students to be successful in working with people of different backgrounds.

We live in an essentially global and intercultural world. The career a student begins when graduating from college could take them anywhere on the globe. Even if they stay right here, life and work will involve people from cultural backgrounds different from one's own. Whatever the future, it will require that people are able to learn skills quickly and adapt to new situations.

## **II. OVERVIEW OF EXPERIENTIAL AND INTERCULTURAL LEARNING**

### **EXPERIENTIAL LEARNING**

Confucius said "Tell me, and I will forget. Show me, and I may remember. Involve me, and I will understand." By its nature, a faculty-led education abroad program is very different in scope and in execution from a regular class taught on campus. If you have not taught experiential courses, it would be a good idea to read more on the methodologies that can be utilized.

On this website, Program Directors will find a good review of experiential learning:

<http://reviewing.co.uk/research/experiential.learning.htm>

### **III. BEING A PROGRAM DIRECTOR**

Any BGSU full-time faculty can propose a program abroad and participate as the Program Director. However, all faculty will need approval from the department chair and dean to be away for the period indicated and to teach the course they propose.

Directing an education abroad program is an experience like no other. It is one of the most challenging and rewarding things a faculty member can do in their academic career. But in addition to their roles as teachers, Program Directors find themselves taking on roles as counselors, legal representatives of the University, administrators, accountants, guides, mediators, mentors... the list goes on. The job requires patience, tact, stamina, and humor. Program Directors need to be skilled in diplomacy, group dynamics, risk management, logistics and problem solving. The job doesn't end when the class is over.

Program Directors are the ones that drive the education abroad course. They provide the creativity and expertise to make these programs happen. However it is important to understand the responsibilities of all parties involved. Below you will find more complete descriptions of the responsibilities of Program Directors, and others, during the education abroad process.

Co-directors can be faculty, adjunct staff, or in special cases, BGSU adjunct staff from the same department or a different department but must be co-teaching the course. In fact, Program Directors are encouraged to develop multi-disciplinary courses and use the expertise of people outside their own area. They must have adequate experience in the country/region and contribute to the course with specific responsibilities for teaching and/or logistics, which will be outlined in the course proposal. There must be enough students (20) for a co-director to go on the program. Graduate assistants are not considered co-directors.

#### **Roles and Responsibilities**

In order for education abroad programs to be successful, nearly every area on campus is involved, including the Registrar, Department Chairs, Deans, Provost, Bursar's Office, Marketing and Communications, ITS, Risk Management, and more. However, the principal actors are the faculty Program Directors and the Education Abroad staff.

#### **Role of Program Director**

- Create and develop an international course (or the international part of a domestic course) including the content with learning objectives, itinerary, experiential component, logistics and budget.
- Set criteria for acceptance into the program
- Review and approve each student's application and decide if the student can be admitted to the program.
- Work with the Education abroad office from the beginning of the pre-approval process to make arrangements for the group travel (if applicable), accommodations, site visits, and other logistical matters. Work with BGSU pre-approved study abroad companies to arrange for travel logistics or submit new company information to Education Abroad office for vetting.

- Process required invoice payments and financial requests through their department's budget manager.
- Hold a series of pre-departure sessions with students to build a positive group dynamic, talk about the culture of the location and any specific risks to the region, and discuss course expectations and logistics. During these sessions, Program Directors also distribute readings and other assignments necessary for preparation for the program. Please note that these program-specific pre-departure sessions do not exclude student attendance to the Education Abroad mandatory Pre-Departure Orientation held before the end of the semester (December for winter session and spring, and April for summer, fall, year).
- Coordinate pre-departure sessions with Education Abroad staff to discuss risk management and visa requirements with students.
- Give FINAL program itinerary to the students and Education Abroad 4 weeks ahead of departure. Once overseas, maintain contact through texting and email with Education Abroad.
- Meet with Education Abroad staff to go over the Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook.
- Complete an evaluation form after the program.
- Submit receipts and final travel expense report within one month of program end date with their department budget manager.
- Send an actual budget report with all expenses within 30 days of arrival back to the US (Please use the Sample Budget Worksheet – Appendix D) to the Education Abroad office.

## **Role of Education Abroad**

1. Coordinate the approval process for faculty-led proposals.

All international programs must have department chair and dean's signatures of approval before proposal submission to Education Abroad. During the proposal evaluation process, department chairs, deans/adeans, and Education Abroad should consider the following items:

- Meet with Program Director(s) before proposal is fully developed and submitted to discuss program location, risk, budget, logistics, and application process.
- The need for the type of course, either for general education, for a major or for a specific level of student.
- The preparation and academic qualifications of the director and co-directors and level of familiarity with the proposed location.
- How the location might offer cultural differences from other programs, or past programs.
- The cost for the program, and the cost when compared to other programs.

- The added value — e.g. an interdisciplinary course, a service learning, teaching, research, or internship component, student research possibilities, etc.
- The level of academic rigor and cultural content of each program.
- The general marketability of the program: Does the program enhance the education abroad course roster academically or will it compete with another course? Does the location of the course enhance the offerings abroad? Is there an array of general education and major courses offered among all the proposals? Can students of all levels and areas find an education abroad course of interest? Does the cost of the program fall into the normal range of offerings?
- The feasibility of the itinerary, in terms of academic/experiential balance.
- The attention to health/safety concerns.

## 2. Support faculty during planning and pre-departure stages, including:

- Administer the Call for Proposals and do a preliminary review of proposals that will be submitted for final approval.
- Hold meetings with Program Directors to analyze proposal location for risks, communicate timelines, discuss topics like safety and crisis management, and provide pre-departure information.
- Provide information for Risk Management (Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook).
- Recommend partner universities, affiliates and travel experts to help faculty with logistics overseas.
- Once the proposals are approved, handle on-campus program support, including:
  - Marketing – Post web content and distribute brochures. Facilitate study abroad fairs and distribution of information for recruiting purposes.
  - List/Database Maintenance – Education Abroad will train Program Directors to enter the application system to manage applications, maintain course lists, emergency contact information, health/medical information, etc.
  - Communications - Communicate with students regarding acceptance/rejection/waitlist. Obtain required paperwork from accepted students. Obtain necessary paperwork from students who withdraw. Communicate regularly with Program Directors about deadlines and changes.
  - Student program payments - Monitor student deposits and final payment with help from the Bursar's office.
- Advise faculty about financial requisitions and payments.

- Lead the approval of any contractual agreements. Act as the liaison with BGSU Purchasing for review of all contracts with companies that handle travel arrangements.
- Secure Purchasing and Provost’s signature and return contract to Program Director. All contracts must be submitted with the program proposal

### Education Abroad Program Timeline

This calendar of events gives you an idea of how programs evolve during the year prior to going off-campus. *Please note that the sooner proposals are submitted, the quicker the approval process and the sooner you can begin to promote your program.*

### Spring 2020 Proposal Timeline (student application deadline October 1)

Action	Due	Responsible Party
Consult with Department and College	<b>Consult with your College Chair and Associate Dean</b>	Program Director
Rough draft of proposal due to Education Abroad for review and pre-approval of location, logistics, contracts, budget.	<b>October 1, 2018</b>	Program Director
Proposal Due to Int’l Programs and Partnerships	<b>November 1, 2018</b>	Program Director
Proposal Reviewed/Approved by Int’l Programs and Partnerships and College	<b>November – December, 2018</b>	Int’l Programs and Partnerships and College
Program Promotion	<b>January – October 1, 2019</b>	Int’l Programs and Partnerships and Program Director
Application Deadline	<b>October 1, 2019</b>	Students
Students Registered by Education Abroad and Billed by Bursar’s Office	<b>December 1, 2019</b>	Students

## Summer and Fall 2020 Proposal Timeline (student application deadline March 1)

Action	Due	Responsible Party
Consult with Department and College	<b>Consult with your College Chair and Associate Dean</b>	Program Director
Rough draft of proposal due to Education Abroad for review and pre-approval of location, logistics, contracts, budget.	<b>March 1, 2019</b>	Program Director
Proposal Due to Int'l Programs and Partnerships	<b>April 1, 2019</b> <i>(previously Oct. 15)</i>	Program Director
Proposal Reviewed/Approved by Int'l Programs and Partnerships and College	<b>April – May, 2019</b> <i>(previously Oct.-Dec.)</i>	Int'l Programs and Partnerships and College
Program Promotion	<b>June 2019 – March 1, 2020</b> <i>(previously Dec.-Mar.)</i>	Int'l Programs and Partnerships and Program Director
Application Deadline	<b>March 1, 2020</b>	Students
Spring Students Registered by Education Abroad and billed by Bursar's Office	<b>April 1, 2020</b>	Students

## Winter Session 2021 (student application deadline October 1)

Action	Due	Responsible Party
Consult with Department and College	<b>Consult with your College Chair and Associate Dean</b>	Program Director
Rough draft of proposal due to Education Abroad for review and pre-approval of location, logistics, contracts, budget.	<b>October 1, 2019</b>	Program Director
Proposal Due to Int'l Programs and Partnerships	<b>November 1, 2019</b>	Program Director
Proposal Reviewed/Approved by Int'l Programs and Partnerships and College	<b>November – December, 2019</b>	Int'l Programs and Partnerships and College
Program Promotion	<b>January – October 1, 2020</b>	Int'l Programs and Partnerships and Program Director
Student Application Deadline	<b>October 1, 2020</b>	Students
Students Registered by Education Abroad and Billed by Bursar's Office	<b>December 1, 2020</b>	Students

## IV. DEVELOPING AN EDUCATION PROGRAM ABROAD

Before you can start to plan a program, there are a lot of decisions to make. Do you want to hold it in one place or a variety of sites? Will the program be an extension or segment of an existing course, or will it stand-alone? What resources do you have in the proposed site(s) and who will make all the logistical arrangements? Are you familiar enough with the site(s) to handle everything alone, or do you want to rely on another institution for support?

### 1. Choosing a Location/Risk

Are you aware of safety and security risks at the program location, including whether it is subject to US State Department travel warnings? Is the program location susceptible to natural disasters?

Crisis and emergencies can happen anywhere, but some places in the world are more dangerous than others. When choosing a program location, it is necessary to analyze both the risk and the perceived risk of the site. Even if the location is not particularly dangerous, students will hesitate to sign up for your course if they or their parents perceive it to be a dangerous place. It is also necessary to find out about the safety of neighborhoods when choosing hotels and other kinds of accommodations.

**Travel Advisories:** Taking students to locations classified as dangerous opens up the possibility of legal action if anything should happen to a student while away. Education Abroad will discuss your targeted location at the required pre-approval meeting before you develop a proposal.

The U.S. Department of State issues Travel Advisories for each country in the world. These Travel Advisories include four levels of safety and security risk. You can learn more about the Travel Advisories and see the [full list](#) at [travel.state.gov/travelsafely/ECA](http://travel.state.gov/travelsafely/ECA). Here is how these Travel Advisories affect BGSU programs.

- Programs will be approved in a country with an overall Travel Advisory Level 1 (*Exercise Normal Precautions*) or 2 (*Exercise Increased Caution*).
- Programs to Level 3 (“Reconsider Travel”) locations will require Education Abroad to make recommendations and secure approval from the Provost Office.
- BGSU will not permit any BGSU program to a location that is on Level 4 (“Do Not Travel”).
- Certain areas within countries with Levels 1 and 2 may be designated within the Travel Advisory as either Level 3 (*Reconsider Travel*) or 4 (*Do Not Travel*) locations. Programs in these areas will be subject to the guidelines above.
- Should a Travel Advisory change to a Level 3 or 4 after the program has been approved, International Programs and Partnerships will coordinate with the program directors to select a different destination.

To address risk management, Education Abroad has developed an Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook with specific guidelines for faculty leading students abroad. All Program Directors are required to attend a scheduled orientation session to review the processes and procedures included in the handbook. Part of this orientation is to fill out an Emergency Plan to prepare for any emergencies

specific to the selected site (See Appendix A). Information about the handbook as well as times and dates for these sessions are provided once proposals are submitted.

## **2. Target Audience**

It is very important to consider your target audience when creating a course. Some courses are open to all; others have prerequisites or class level restrictions. In order to recruit more students, consider designing a course that could be used to satisfy a general education requirement.

## **3. General Curriculum or Major-related course**

A class that is open to a wide-range of students has a greater chance of filling up. However, you might consider how many abroad experiences are available for your department's majors and consider offering a course just for them. It is a wonderful way to bring another experiential dimension to your department and make your majors more globally aware.

## **4. Level**

Consider designing a course especially for students from one or more class levels. Many of them chose BGSU because of its off-campus opportunities and they enter the University anxious to plan their first experience abroad. Another example is to develop a more complex course for juniors or one that includes a capstone experience.

The University needs both general and specific offerings at different levels. Consider what is already offered and see where you can design a course to complement the existing education abroad roster. For a list of programs in the past few years, contact Education Abroad and International Partnerships.

## **5. Models for Faculty-Led Education Abroad Programs**

Below are several possible program models:

### **A. Single Location or Multiple Sites?**

Spending the entire program in one place allows students to feel "at home" in the new location and let them become familiar with the culture and community. They may even be able to make friends among the local people and get to know local customs.

Moving the group from one place to another also has advantages. It gives students the opportunity to see and do more. Traveling courses, however, usually do not permit in-depth familiarity with the local culture. Additionally, added transportation of traveling courses can impact program expenses.

### **B. Embedded Program or Stand-Alone-Course?**

Making your program part of an existing course has many advantages. First of all, the background and preparation for the travel portion can be enhanced enormously by teaching the students during the previous semester and making the program abroad a real experiential portion of the class. Other advantages include the opportunity to work in-depth on students' expectations, assuring that students understand that the abroad portion of the course is not merely a trip or vacation. Team building will also occur in the on-campus portion of the course and faculty will have the chance to really get to know the students before traveling with them. The group dynamic could also be enhanced by having more pre-departure contact in person or online.

On the other hand, requiring students to take a prior course can limit participation. Not everyone who might be interested in the abroad program will be able to take the prior term portion.

Some faculty members like to use spring or winter break for the experiential portion, but because of the short time frame, spring break limits where you can go.

### **C. Working with another Organization**

- Study Abroad Affiliate Partners

There are many organizations that specialize in overseas study and custom-made programs. A good number of organizations make a business of study abroad and are eager to host groups at their overseas sites. They normally have excellent facilities, contacts, and local knowledge that can adequately facilitate a group's stay. While they do charge a fee for making all your arrangements, they can often get discounts or provide services at a reasonable cost. Using a third party to make most of the arrangements frees you up from that time-consuming task. Also, they share liability for any issues or problems that may arise while abroad. All contracts with third-party providers must be approved by the Education Abroad office before a program proposal is submitted. For a list of BGSU-approved affiliate partners please consult the Education Abroad office.

- Universities Overseas

There are many universities overseas that are happy to put together courses or act as hosts for other colleges and universities. BGSU has a large number of exchange partners already. Before you create a stand-alone program in a country overseas, contact Education Abroad to find out if BGSU is already "doing business" in your proposed location. While partner institutions may charge a percentage of the cost, depending upon what you require from them, they probably do not charge as much as other kinds of agents. Also, a university already has classroom space, a bus, internet and library facilities, and a student body that would benefit from meeting your students. The international office or an academic department within the institution may be able to provide support services for your group. Education Abroad will be happy to share more with you about our institutional partners abroad and potential contacts for overseas programs.

- Tour Operators/Travel agents

Some travel agents and tour operators also specialize in group travel. Some specialize in student travel while others focus on a region of the world. Others specialize by theme. However, for the safety of our students, it is important to work with a reputable agency. Some means for checking agencies' credentials include asking:

- Is the agency a member of the American Society of Travel Agencies?
- Is the agency already approved by BGSU? Can they give you references, especially from other colleges and universities? If the agency is not on the approved list and none of the current ones provide services in the geographical area you are going to, please provide name and contact information to Education Abroad and our office will follow up with them.

- Does the agency have vast experience with groups and group flights? How do they handle cancellations and/or changes?
- Will the agency work with you even after you are there? Will they assist with missed flights, cancellations, etc.?

Whether you choose a university, study abroad organization, travel agent or some other support institution, there are benefits in letting professionals making logistic arrangements abroad to allow you to focus on the academic and recruiting aspects of the program. Please note that making one payment to the tour operator for program expenses is easier than making single payments for each of your group's activities.

Please refer to Appendix B for the requirements to be included on contracts with Education Abroad agencies or tour operators.

## 6. Designing your own program

Working alone requires intimate knowledge of the program location. It also takes a lot of time and work to handle all of the logistics. It is important to consider answers to the following:

- Do you want to be solely responsible for every hotel, meal, bus, entrance ticket, etc.?
- Do you want to carry a P-Card or money card and keep receipts for every expense?
- Do you know which bus company is the most reliable? Which hotel is under construction?

If you do not have extensive experience in the locale, you probably do not have enough knowledge to handle all of the non-academic details alone. Nevertheless, for those with a good knowledge of the locale, working alone can decrease dependence upon others. If you know your site well, you can sometimes save money by making your own arrangements, but consider that some program providers can get better rates. Designing your own off-campus program will require much time and resources from pre-departure to after your return to the US. Please note that Education Abroad will provide full support with the logistics details of your program by assisting with the approval process for companies that provide customized programs or logistic support.

## 7. Additional Components

Many overseas programs are interdisciplinary in nature, especially since it is possible to have two faculty as co-directors and both can contribute to the teaching. Overseas programs also carry a more experiential dimension than a normal class taught in a classroom on campus.

### ***Service Learning Component***

Whether studying biology or education or art, there are many opportunities abroad for service learning. This does not have to be the central focus of the program, but including a service element in the course can broaden the cultural dimensions and learning opportunities. It is a way to contribute to the local culture and meet local people the students would not have the chance to meet otherwise. It can make the course content more "real" if the service project is related to the topic. Keep in mind, however, that

students will need special training to undertake this kind of activity in a meaningful way. The Center for Community and Civic Engagement <http://www.bgsu.edu/center-for-community-and-civic-engagement.html> can help you design the service component so as to best enhance your course.

### ***Student Research Component***

Students who are challenged with a research project while off-campus can develop a more vested interest in the course content and a personalized focus for additional study. Research opportunities for undergraduates is a natural component of experiential learning. It is also a great way for students to gain knowledge about the site and become interested in the locale before they even leave the US. The research can also occupy part of their free time in a constructive manner. It can personalize the experience, linking course material to individual interests. It can provide a global perspective for additional research later. Research also gives students a chance to reflect on the international experience and understand it through different contexts.

## **8. Course Rotation**

You might want to consider whether it would be best to offer the course every year or every other year, if you cannot lead it annually. Find professors in your department interested in rotating with you.

## **9. Additional Course Components**

### **Desired Learning Outcomes**

Both your academic and international/intercultural goals should be clear from the inception and should be reflected in all aspects of course design.

### **Contact Hours**

In an experiential course, contact hours cannot be measured in the same way as time in the classroom. The actual teaching/learning may occur at any time. However, as a professor, you will be aware of what time counts towards the estimated 45 contact hours and additional hours of assignments required by accrediting bodies. Keep in mind that students should also be required to spend time studying, writing papers, or doing research during the program. Please consult with your department chair and dean's office for questions on acceptable course load hours.

### **Site Visits and Overseas Resources**

How will site visits enhance book-learning, lectures or other traditional teaching methods? Be sure to have clear objectives for each site visit in order to assure cohesiveness within your course. Will a guide be necessary? Will you, as professor, guide the group through the site? Can the number of people in your group observe and hear well if you are teaching at the site?

Some resources abroad include local universities, think tanks, governmental and other agencies, media, museums, art, performances, as well as ordinary people doing every-day tasks. International Programs and Partnerships has contacts with universities abroad that may be helpful resources as you plan your site visits.

### **Readings/Assignments**

What material will students need to prepare ahead of going abroad? Will they have readings and other activities at night and in other unstructured time while they are off campus? Take into consideration that it will be difficult to carry books or ample printed material overseas.

Many Program Directors ask students to keep a journal of their thoughts and reflections, but it is helpful to provide specific topics or themes to address in order to help them focus on what is important. Also take into consideration the resources provided in this handbook about experiential learning and what you need to do to mentor students in this area.

### **Unstructured Time**

Students will need some down time on the program. However, it is important that the students understand that this is first and foremost an academic experience. It is important to balance the learning time with structured support and free time. Also, for safety reasons, make sure you include in your syllabus advice for students to stay in pairs or small groups during free time.

### **Teaching Techniques and Experiential Model**

It is impossible to teach a course overseas in a traditional way. More than just emphasizing facts and data, experiential learning concerns itself with an application of concepts behind the facts. It happens within the context of direct experiences with real people and events. In order to learn through an experience, this ongoing process requires a concrete experience followed by a reflective period. Please refer to the Section in this Manual entitled “Overview of Experiential and Intercultural Learning” for more information.

### **Grading**

Because of the experiential nature of overseas programs, traditional grading should not apply to these classes. Students should be able to put together a portfolio or demonstrate learning in creative ways. Keep in mind how you will evaluate students when designing the course.

### **Intercultural Content**

BGSU students need international knowledge and intercultural skills to compete in the 21st Century. As part of your course design, you should include intentional intercultural content in order to give students the opportunity to reflect upon how they are different than those in other countries, as well as the same.

Regular group reflection, both academic and cultural, should happen every 2-3 days. Guided group discussions will help students share insights, concerns and experiences. Discussions should include the key elements of culture and cultural differences. Students need to be encouraged to observe and evaluate, not judge, when discussing cultural differences. Beware that it is very possible that a short-term visit to a new culture can end up being a chance to solidify stereotypes rather than break them down if not handled properly. Help students look for the reasons behind differences. It is impossible to understand another culture in just a few weeks, but it is not impossible to begin to appreciate it.

## **V. WRITING THE PROPOSAL**

Following are some tips on completing the Education Abroad Program Proposal (Appendix C)

### **Goals and Learning Outcomes**

Clearly express your goals and desired outcomes for both the academic and intercultural content of the course.

### **Qualifications as Program Director**

Briefly explain your (and your co-director's, if applicable) academic qualifications to teach this specific program. If this is a course you normally don't teach on campus, please explain your interest and background in the topic as well as the experience you have had in this location or region to qualify you as leader for the group.

### **Rationale for Off-campus / Location**

Clearly express why this course is not just an on-campus course that just happens to take place in another country. Why should this course be taught off-campus and why in this particular site?

### **Course Title and Credit / Departmental Support / Approval**

Each course must be approved through the appropriate Academic Department. Appropriate signatures should appear at the end of the Proposal Form. If your course is an elective, it is essential to have a title that clearly indicates the type of experiential learning the students will have and that will be helpful to recruit students. Make your title interesting, reflective of the content of the program, enticing to students!

### **Syllabus and Itinerary**

Please prepare a basic syllabus outlining all of the academic topics to be covered as well as the site visits or itinerary that corresponds. Indicate free time and assignments as well. Syllabi and itineraries should be submitted as attachments to the Proposal Form. **For risk management purposes, a final itinerary must be submitted to Education Abroad at least 4 weeks prior to the departure date.**

### **Requirements and Prerequisites**

Do students need to complete previous coursework to qualify for this course? Do they need to take a preparatory course prior to the program abroad?

Besides academic requirements, please include physical or other prerequisites. Does the course include special skills like swimming or a certain level of a foreign language? Do students need to have a digital camera or other special equipment? Will the location affect persons with certain health issues; i.e. high altitude?

### **Assessment**

Assessment of academic learning outcomes should be undertaken by the course faculty in order to examine whether course goals were met. Special attention should be paid to the experiential aspects of the program.

### **Cost / Program Budget**

Directors will submit a budget with a price per student along with the course proposal and itinerary. Program Directors should estimate their costs at a reasonable but realistic price. Education Abroad will work with directors to help them with this process. The budget will be reviewed as part of the general program approval process. Programs that are unduly expensive will not be approved. Keep in mind that BGSU students will also be billed for BGSU tuition and fees as well as the education abroad program fee and international health insurance fee for stand-alone international courses.

Tips to get started:

- Check with your Associate Dean for the minimum number of students required, as enrollment policies will vary by college, especially in the summer session. As a general rule of thumb, plan for ten students per Program Director
- Include the costs of the Program Director and co-director

- If using a travel agency/tour operator, consult with Education Abroad to compare prices with more than one agency, when possible
- Choose accommodations wisely - students need safe and clean, but not luxurious accommodations
- Include meals in the budget or create an estimated budget for individual meals

Budget information should be proposed on the Budget Form that accompanies the Proposal Form (Appendix D). A rough draft of the budget must be approved before the final proposal is submitted.

One of the most influential factors for education abroad programs is price. While students should choose courses that fit best with their program of study and personal interests, sometimes reality forces them to choose by cost. But no matter the price of the program, an important aspect of course satisfaction is whether they think the course, the logistics and accommodation were worth the money. Therefore, it is necessary to be very careful with program costs. The Budget Form will help you plan for every aspect of the program. This should accompany your proposal form and brought to Education Abroad **when you first visit the office to plan your program.**

When making cost estimates, try to make estimates on the high side rather than low. Once the budget is approved and advertised, you will not be allowed to change the price. Factor in predictions about airfares and inflation for the coming year as well. The budget worksheet will automatically calculate the price per person if you put in the number of students at the top.

The Program Director's (PD) and co-director's costs will be divided among the number of students participating. Program Director's costs should parallel the students' costs, for the most part, since they will stay in the same lodging and eat some of the meals together. PDs should not set the budget using the official per diem at government rates for an off-campus course, since those rates are calculated for business travel and educational travel is geared for student budgets. PDs should expect to pay for some of their own food, with the exception of group meals, since they normally pay for their own food when teaching on campus. Group meals are covered if they are built in the program itinerary as part of the class instruction, meaning the instructors have no choice but to eat together with the students under their supervision.

In cost projections, be sure to include:

- Airfare. Round-trip from a central point. If the course will take place after students would have logically returned home, for example, at the end of spring term, you may want to give them the option to fly from their preferred point of departure on their own and meet up in the airport overseas. In some instances, it is a good idea for the group to fly together. In other cases, it might make more sense to meet up overseas. Either way, you need to provide an estimated cost for airfare.
- Lodging -All hotels or accommodation should be included. This should be appropriate housing for students, i.e. safe and clean but not luxurious.
- International Health insurance –BGSU requires all students going abroad to purchase United Health Plan insurance. Cost is included in their bursar' account. Cost varies according to the length of the program.

Please contact the Education Abroad office for information on cost. To learn more about United Health Plan benefits please refer to Appendix E.

- Students' meals –Whether it is included in the course fee or not, you still have to give them an estimate
- In-country transportation, including airport transfers
- Required group events, such as museums, theater tickets, etc.
- Guest lecture fees (if any)
- Classroom costs (if any)
- Visas (if required)
- \$50 Education Abroad fee
- Potential course materials and books should also be discussed.

Students will be responsible for their own passport, luggage, vaccinations, spending money and expenses for free time and unstructured meals. Make an educated guess about how much additional spending money they should take and be prepared to provide this information to them during preparatory meetings.

Unless otherwise stated, cancellations follow the university drop/add schedule. This information must be included in your syllabus or own program materials.

Be mindful of staying within the budget. Your department will be responsible for additional fees, if expenses exceed the program fees collected from the students.

### **Selection criteria / approval process**

Department chair and dean signatures signify that the department has considered the implications of the Program Director and co-director (if applicable) being off campus during the time of the overseas program, in terms of staffing and seats available/required in the department and salary implications.

### **Evaluation Criteria:**

Program approval is currently based on the following criteria:

- 1) Country risk assessment – the location is considered to be safe enough for a program destination. Education Abroad will guide Program Director on risk assessment at the mandatory introductory meeting.
- 2) Logistics – the Program Director has organized the travel, lodging, etc. in an appropriate manner for students, i.e. reasonable costs; safe part of town, reasonable accommodations).
- 3) Viability – does the cost of the program fit with the location and program activities and is it in line with other BGSU programs? Does it take place in a location of interest and appeal to students? Is there a clear link between the course content and the location?

4) Qualifications of the director and co-director – do the Program Director/co-director have experience and/or expertise in the location and the course content? If not, how does s/he justify leading this program in that location?

5) Academic Content – level of the course must be the same as any BGSU course.

6) Cultural / experiential content – does the course include cultural aspects that enhance the learning of the content? Does the design of the course take advantage of experiential and intercultural learning?

7) Location – does the course add something to the off-campus program offerings on the whole, or does it duplicate another destination or course focus?

## **VI. DIRECTING AN OFF-CAMPUS PROGRAM**

### **1. Pre-departure**

#### **Marketing the Programs**

Program Directors should supply Education Abroad with text that can be used as a course description in marketing. All students apply online through the education abroad website on Terra Dotta (formerly Studio Abroad), after reading a basic course description that Education Abroad creates based on the proposal (Please see the Terra Dotta Format sheet in Appendix F). All students will apply for study abroad programs through the Education Abroad website. Each program will have a designated person who will receive the applications, review them, and accept students into the program.

Student word of mouth is the best recruiting tool and often students know about the programs well ahead of time. Faculty will want to announce programs in their own classes and among their advisees. Education Abroad will promote programs online, in information sessions, and in classroom visits.

#### **Accepting Students into the Program**

Faculty-led programs overseas are BGSU courses or part of BGSU courses, just like the ones taking place during fall, spring and summer terms, and should be accessible to all BGSU students. Faculty, however, should consider grade point average, class rank, and student's disciplinary history for acceptance into a program. Other optional requirements can be academic recommendations, interviews, and essays. Because education abroad is first and foremost an academic experience, Program Directors should not admit a student who is on academic probation. We encourage Program Directors to interview students they do not know well and to review students' records on Studio Abroad or CSS if necessary.

However, because of the experiential nature of off-campus programs, sometimes there can be additional requirements other than the normal academic prerequisites for a course. If the program includes strenuous physical activity or long exposure to high altitude or extreme temperatures, for example, students should have

this information well ahead of time. The students will eventually fill out a health disclosure form, but in all actuality, they need to be appraised of all course requirements from the start.

While faculty will be able to select the students for participation, they must take into consideration not to discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, marital or parental status, veteran status, age, or handicap.

Students may enroll as degree seeking or guest students on faculty-led programs. **Please refer to page 23 for the non-degree seeking students under 18 years of age policy.**

### **Program Viability**

Each Program Director must check with his/her department and college for minimum enrollment, especially for education abroad experiences in the summer. Although faculty can establish the number of students desired to form a group, the rule of thumb is that there must be a minimum of 10 per faculty member going. If two faculty members plan to co-teach a course they should have between 20-30 students enrolled in the course. PD should consult with their Associate Deans to make sure minimum and maximum enrollments align with college-specific policies. Directors may accept non-BGSU students who meet all criteria but at least half of the students enrolled in any course must be BGSU students.

After initial enrollment, Education Abroad will consult with the college associate dean to decide if a program is viable or should be cancelled due to low enrollment.

Program Directors who, after acceptance of students, find themselves in circumstances that will not permit them to lead the group, should work with their college to find another Director for the program.

BGSU will cancel programs for any reasons that would endanger students' health or safety while off-campus. Those decisions will be made by Education Abroad with input from the faculty director, the college associate dean, and the Provost's office.

### **Student Payments**

Students may be required to pay a deposit once they are accepted into a program. This deposit serves to demonstrate commitment on the part of the student so Program Directors can begin to make serious logistical arrangements, including payments to airlines, agencies, etc. The deposit should be enough to ensure the seriousness of the student but not so much that it will deter students from applying. Deposits are non-refundable unless the program is cancelled. Students will be billed through the BGSU Bursar's Office for the remainder of the program cost upon registration. No faculty member or department should collect deposits. All deposits should be made by check to BGSU and paid in the Education Abroad office. Once all deposits are collected, Education Abroad will do a journal entry to transfer them to the department offering the program to go towards the program expenses.

### **Program Director Payment of Program Expenses**

After receiving authorization from Education Abroad, Program Directors and Budget Managers are responsible for making the majority of program arrangements and payments in the few months prior to the departure. Some payments, for example, airfare or affiliate fees, might be required prior to the first billing of each semester. Education Abroad will work with BGSU Purchasing before signing contracts with approved affiliates or tour operators in order to plan the payment schedule.

If the Program Director is using a third-party provider, an agency or other outside organization to make any arrangements for the program, a draft of the contract must be reviewed and approved by Education Abroad at the initial meeting and prior to final submission of the proposal at the college level. The Education Abroad coordinator will work in conjunction with BGSU Purchasing to review and approve the terms of the contract. Once approved, Education Abroad will send the contract to the Provost's office for signature.

### **Itinerary**

Program directors must provide detailed travel information and itineraries. Give the students names of hotels and places where they will stay with phone numbers and web sites.

It is important to establish a program itinerary and do your best to adhere to it. It is important to remain flexible, especially for international travel, but keep in mind the impression itinerary changes can have on your clients. If there are major changes in the program, it would have to be reviewed and approved again by the college and Education Abroad and submitted at least eight weeks prior to travel. Changes in the itinerary must not affect the original program cost.

### **Setting Expectations**

Expectations should be addressed in the pre-departure meeting with students such as proper clothing, types of food they will eat, the type of accommodations where they will stay. Students are more adaptable if they know what to expect.

Students should know if it may be unreasonable for them to expect to use their cell phones and computers at all times while on the program. Please make sure your syllabus includes specific directions about use of cell phones for calls and messaging during the program.

Cultural preparation is extremely important. First, they must understand that they need to adapt to the host culture, rather than the other way around. They should be given information about local customs and social mores that can influence how they interact with others. Try to instill a curiosity and interest in the host culture and a desire to experience something new. At the same time, it is a good idea to foster respect for cultural differences.

### **Health and Safety / Emergency Plan**

It is important to know what you are going to do in an emergency. How will you handle logistics if something happens suddenly? Before you leave, Education Abroad will meet with program directors and provide them with the Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook. Please read it as well as carry it with you on the trip so you will have it on hand during any emergency. The handbook is also available in your proposal application in the learning content section so you can have it on your laptop and phone.

Make a plan for overseas, too. Do you know where the best hospital is? Do you have the names and phone numbers of doctors who speak English? What will you do if a student becomes ill or has an accident? The US Embassy or consulate in your location should be able to help you ahead of time. Do not wait until you have an emergency to contact them. The Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook will address these and other questions to guard your safety and the safety of our students.

## **Orientations and Meetings**

It is very important to meet regularly with students before going abroad to go over every aspect of the program and to get them prepared. Make sure all their questions are answered. It is a good idea to give itineraries and program information out well ahead of time and ask them to share it with their parents. Bibliography about the place or region is a good idea, as well.

Education Abroad provides a mandatory in-person pre-departure orientation for students every semester. Dates will be shared with students once they are registered for the program abroad.

If you would like Education Abroad can provide an additional, site-specific orientation session for your students. Please allow time in one of your orientation meetings (about 20 minutes) for the Education Abroad coordinator to make arrangements to schedule and present this customized orientation meeting with you.

## **2. During the Overseas Program**

### **Supervision**

BGSU and its official representative, the Program Director, are responsible for the students in a very different way abroad. You will be on-call 24/7. We know it is impossible to be with them at all times or know how they are spending free time. However, it is critical to pay attention for any unusual behavior among students.

In another setting, and especially in another culture, students do not have the resources or knowledge to know how to behave in every circumstance. While in their own culture, they likely know where to go to get what they need, neighborhoods to avoid, and how to react in any a given situation. However, in a new culture they cannot as easily read the warning signals or size up a situation. Please refer to the Faculty-Led Emergency Health and Safety Handbook section that lists a number of topics to address with students regarding local customs and safety tips.

### **Setting Expectations While Onsite**

It is also a good idea, on a regular basis, to give students a realistic idea of how much travel is expected. Communicate how long it takes to travel between destinations and how you are going to get there. Let them know how far they will have to carry their luggage and if there are stairs or not. Inform them of the number of hours will they walk the next day. If students know what to expect they can plan accordingly and are less likely to complain.

### **Student Conduct/Regulations/Emergencies**

While abroad, students must still abide by the Code of Student Conduct Handbook. Please refer to the Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook for instructions on how to address student conduct. The Education Abroad Student Consent, Medical Authorization and Release Agreement forms that students sign as part of the program requirements are also included in this document for your reference (Appendix G, H).

## **Cell Phones for Program Directors**

It is necessary to find a way to carry a cell phone all of the time during the time you are abroad Please consult with the Education Abroad office for authored charges.

Program Directors should always carry with them a list of students and their emergency contacts (this list is available on Terra Dotta (formerly known as “Studio Abroad”) and students should have your cell phone number and your room number for the hotel or lodging site. Instruct students on how to make a local call once you have arrived. Also advise them of under which circumstances they should or should not call you. Please refer to the Education Abroad Faculty-Led Emergency Response/Health and Safety Handbook for more detailed information about communication with Education Abroad and with students during the program.

## **First Aid**

It is a good idea to carry basic first aid items, especially if traveling by train or bus a lot. Encourage your students to do the same for their own use.

## **Communication with BGSU While Away**

Program Directors are required to contact Education Abroad as soon as they arrive at the off-campus destination. It is also expected that Program Directors confirm arrival back in the U.S. or back “home” at the end of the program. The easiest way to communicate from abroad is to create a group in WhatsApp, a free messaging application for Smart phones, and include the Program Director, co-director (if applicable), and the coordinator of Education Abroad. For instructions on how to download WhatsApp please visit <https://www.whatsapp.com/download/>

Program Directors must report any changes in itinerary that occur after the final itineraries are turned in. If the Program Director obtains a cell phone after arriving in country, the number must be communicated to Education Abroad immediately.

Any critical incident or policy violation must be documented and reported to Education Abroad as soon as possible. This includes illness, violations of rules of conduct, disappearance, failure to attend scheduled events, and so forth. Students talk to their friends and parents frequently, and we want Education Abroad to be apprised of situations prior to receiving concerned calls from parents. Good communication between Program Directors and the University helps to foster good relations with parents, especially if the situation is one where students have violated rules or where student safety is at risk. Please refer to the Education Abroad Faculty-Led Emergency Response/Safety and Health Handbook for templates to report various forms of incidents and emergencies and a communication protocol with main campus in case of an emergency.

## **Managing Budget and Expenses**

Please refer to this website for information about payments and accounting as well as travel expense policies for receipts, etc.: <https://www.bgsu.edu/finance-and-administration/controller.html>

Please note that Program Directors should not plan on a full government per diem for meals during the program but can budget for group meals, when appropriate.

### Payments before Departure:

Minimize your out of pocket expenses. The Controller’s Office can assist with the facilitation of payments for lodging or travel before your departure. They can facilitate large advance payments or deposits by P-Card or international wire transfer. They can also provide you with a P-Card during your travels. New P-Cards or requests for advance payments should be 60 days prior to departure at a minimum to ensure that there is

enough time to address any unforeseen issues (e.g., Payments to Russia, China and a few other countries sometimes require additional justification by the financial institutions processing the payments).

#### Debit Cards:

Visa debit cards are available with chip and can be loaded with a set amount for students. If needed, you can have a specific amount loaded on the student cards weekly or at another reasonable interval. If the cards are ordered with at least a 30 day notice the student names can be printed on the card, which is advantageous.

Debit cards can also be ordered with an ATM feature for faculty or staff that have a documented cash need in country. A cash advance request would be submitted 60 days prior to travel breaking down how much cash was needed for specific expenses and include a supporting statement as to why another form of payment is not possible. These requests are processed through the Controller's Office and require CFO approval; however, large tips to drivers could be managed this way. Upon your return, send in itemized receipts for the cash advance monies withdrawn and used. If they are not provided, the faculty leader may be required to reimburse the University for the expense. Finally, a one-hour training session is required to learn about the use of the pcard.

#### Receipts for Cash Tips:

The traveler that paid the tip includes a statement from another staff member that agrees that a tip in the amount of \$x was made to "person y". Everything is subject to public records requests as well as internal and external audits so we try to have as much support as is reasonable for both the traveler and possible outside reviewers.

#### Financial or Payment Concerns:

If you have any questions or concerns about how to pay certain categories of expenses or vendors, please call the Controller's Office as soon as possible. They can facilitate a wide variety of payment options and give you advice on any required documentation required for expense reimbursements in advance of your travels.

Items the Controller's Office can assist you with:

- Debit cards with or without ATM features (30 day lead time)
- American Express checks (20 day lead time)
- International wires (15 day lead time)
- Cash advance requests (minimum 45 day lead time due to all the required approvals)
  - The use of cash for Education Abroad expenses should be the payment method of last resort and only used when no other options exist. However, certain circumstances may require cash. If your Education Abroad initiative will have a need for cash, please provide an estimate of the amount and initial justification.
- Pre-payments to international vendors using P-Cards (10 day lead time at most)

### **Mentoring for Intercultural Development**

One of the main goals for international education is to give students opportunities to develop international and intercultural skills and knowledge. This does not come from simply having the experience; students need to be aware of their intercultural growth and reflect upon it to be successful. Studies show that students who are mentored during their experience overseas are the only ones that show intercultural development resulting from study abroad. Be aware that as a Program Director, one of your most important roles is to provide opportunities for the students to discuss and analyze intercultural incidents and observations and reflect upon

the target culture as well as the students' own culture. Reflective journals and regular group discussions are two good ways to do this.

### **3. Upon Return**

#### **Expenses and Receipts**

Program Directors are expected to keep logs of all expenses and file a report with receipts within a few weeks of returning home. Reimbursements will be submitted to the respective department for approval through Chrome River.

#### **Course Evaluations**

Education Abroad will provide evaluation forms that will address the non-academic aspects of the off-campus program. Because experiential learning is substantially different from classroom learning, and because much of the students' satisfaction derives from the places they visited, the overseas program evaluation forms need to address different questions than the regular course evaluations.

Program Directors are also asked to fill out a course evaluation from their perspective. They will be asked to evaluate the support given by Education Abroad, among other things.

#### **Assessment**

All educators involved with off-campus study know that students consider these kinds of experiences as life-changing. When you ask students how their study abroad program was, they describe it as "awesome" or "incredible". However, it is often difficult for students to get beyond the superficial in talking about their program. They need a chance to reflect on what they learned, across many dimensions.

Anecdotally we also know that experiential learning, especially in a foreign setting, does change students, and usually for the better. However, as educators, we need to find ways to measure that development and growth. We need to document what it is that happens to students to cause the impact that our programs have on their lives.

As part of your proposal, you were asked to outline plans for assessment of desired learning outcomes and intercultural content. There are myriad ways to assess learning, but some attempt should be made to find out if your goals for the program were met. Maybe your focus included a deeper knowledge and understanding of some aspects of course content, linked to developing certain intellectual skills. In conjunction, most off-campus programs include a cultivation of intercultural competencies or a kind of global knowledge. In addition, depending on the course, another goal could be greater civic engagement, a better understanding of the students' own culture, or a wider perspective on the meaning of democracy, for example.

Myer-Lee and Evans in "Areas of Study in Outcomes Assessment" from a GUIDE TO OUTCOMES ASSESSMENT IN EDUCATION ABROAD (FORUM on Education Abroad, 2007) talk about the areas of outcomes to assess when asking the questions such as, how did the program affect the students and what are the direct impacts of the off-campus program? They discuss these four areas: language learning, intercultural competence, disciplinary knowledge and social growth. For information on this publication, please see [http://apps.forumea.org/research-outcomes\\_assess\\_guide.cfm](http://apps.forumea.org/research-outcomes_assess_guide.cfm). In addition, you may also want to consult ASSESSING GLOBAL LEARNING: Matching Good Intentions with Good Practice, Caryn McTighe Musil, 2006, published by the American Council on Education.

Finally, share with your students how to talk about their education abroad experience when they graduate and apply for jobs. Encourage them to attend the Education Abroad/Career Center Re-Entry program for career preparation.

## **VII. ADDITIONAL POLICIES FOR PROGRAMS ABROAD**

*(Please note that some of the policies listed below are already included in other sections of this document)*

### **Steps to submit a program proposal**

Education Abroad coordinates course offerings and supports a diverse and well-balanced array of overseas programs. We evaluate programs in terms of program cost, location, and discipline; destination culture, economic status and language; and desired learning outcomes.

Faculty or departments interested in offering an international program should first meet with the Coordinator of Education Abroad to discuss it. After this initial discussion, the next step is to submit a course proposal form, an emergency plan, and a budget worksheet for college and Education Abroad approval. Overall quality of the program proposal (qualifications of the director(s), budget, fit of location to academic content, academic rigor) will be taken into account when recommending proposals. All proposals need the signatures of the department chair and the dean. Please refer to the Education Abroad Proposal Timeline section in this document for deadlines.

Once the program is approved, the information will be uploaded into the Education Abroad office's website. The Terra Dotta software will link the program to the appropriate fields such as department or college, location, language of instruction, term, etc. so that students can search for it and apply online. Program Directors will be instructed about how to view applications, approve them and manage the requested data.

Please refer to Appendix I for the workflow to submit faculty-led programs.

### **Auditing**

Directors are not allowed to accept non-paying course auditors into their programs. All participants must be registered as either degree seeking or guest students and pay tuition for the program they select to take. Please refer to the policy for auditing classes from Registration and Records: <http://www.bgsu.edu/catalog/academic-policies/audit.html>.

### **Accepting Non-degree seeking participants under 18 years of age**

A policy for accepting non-degree seeking participants under 18 years of age is provided in the appendices.

### **Family Members**

It is not recommended that Program Directors take other family members on their programs. Looking after family members may infringe on Program Director or Co-Director's duties and may interfere with the academics or logistics of the program. If family members do participate, program monies must not be used to pay their expenses.

Family members do not count in the total number of group participants and must not represent BGSU in any circumstance during the program.

Students are not allowed to take family members on the program abroad unless the family member is enrolled in the course.

## **Wait List**

As the Program Directors receive applications and accept students into the program, they will want to place additional students on a wait list in case of drops.

## **Program Cancellation**

Education Abroad, in consultation with the associate dean, will only cancel a program if there are circumstances that would affect the viability of the program, the safety of the students, or if the program enrollment is below the minimum. In cases of natural disaster, disease, or political unrest in the region, courses will be cancelled. All program proposals must include a cancellation policy clearly stating reimbursement for deposits and program fees paid.

A Program Director can withdraw from “directorship” only if directing the program would put him/her at risk. If the director or co-director has a health issue or other compelling reason not to lead the group, they should discuss a replacement with their colleges.

## **Program Budgets**

Once the budget is approved, Program Directors may not change it. If the actual cost of the program changes after the program fee is established (for reasons of inflation, exchange rates, fuel surcharges, and so forth), Education Abroad will work with the Program Director to find ways to keep within the established budget. In a few cases, the price might go down, and the Education Abroad office can lower the price if it is before the Bursar has put the course fee on the students’ bills.

Program Directors may not charge students additional fees, either before or during the education abroad program. All costs should be listed on the budget form/cost sheet for reasons of financial aid and for transparency. Any program deposits will be collected by the Education Abroad Office and channeled to the proper academic unit later.

If there are changes in prices due to currency exchange or other reasons and the Program Director has money left over, funds must be used to offset students’ expenses with the program (e.g., an extra group meal, transportation, tickets, etc.)

## **Billing students and making program payments**

All program fees will be attached to a BGSU course and will be billed through the Bursar’s office. Once the course has the required number of students enrolled and the billing has occurred, the monies will be transferred to the academic department. Program Directors should charge students a program deposit to ensure their sincere interest in going and especially if it will be necessary to make reservations or payments for program costs before the students are billed. Education Abroad will receive any deposits from the students and make a budget transfer to the Program Director department.

*Departments or Program Directors must not collect fees or payments directly from students.*

## **Contracting with an outside party**

Sometimes faculty-led programs are facilitated by a partner university overseas or by an education abroad organization that will make arrangements and handle logistics for the program. If that is the case, a contract must be submitted and all terms must be put into writing, including withdrawal and cancellation policies. Any

contract with an outside party must be submitted to Education Abroad with the rough draft of the proposal and will be approved by BGSU's Purchasing department and signed by the Provost.

Please refer to Appendix B for requirements to include in contracts with outside parties.

### **Course Cancellation/Student Withdrawal/Refunds**

Students will be subjected to refund policies set by both the University for tuition/fees and by Education Abroad for program-specific expenses. All education abroad programs must announce their cancellation and withdrawal policies on the online education abroad application/brochure as well as other marketing materials. Regardless of the individual policy, Program Directors should make it clear in all oral and written communications that students who withdraw from a program will not be refunded the program fees if any expenses have been incurred on their behalf.

### **Illness or Incapacitation of Program Director**

If a Program Director becomes ill or for some reason cannot fulfill the duties during the program, he or she should contact Education Abroad immediately. Education Abroad, in conjunction with appropriate department chairs and/or deans and the Provost Office, will determine what action should be taken,

### **Program Evaluations**

Program evaluations are required for each off-campus course. Education Abroad will provide the forms for both students and directors. They will share information with directors after compiling the data.

### **Assessment**

Program Directors are expected to assess and evaluate their program along the lines of the desired learning outcomes as expressed in the course proposal. Education Abroad will welcome any assessment information Program Directors may want to share.

***For questions or to schedule an appointment about your next faculty-led program please contact Michelle Ploeger, Coordinator of Education Abroad at [mploege@bgsu.edu](mailto:mploege@bgsu.edu) or 2-0479.***

## APPENDIX A EMERGENCY PLAN TEMPLATE

International Program Name:

---

Program

Location: \_\_\_\_\_

List the major risks, threats and dangers in the program location and succinctly describe your planned crisis response to or for each key risk or danger:

<p>List the program location's key threats, risks or dangers (e.g., local natural disaster risks, violent crime, civil/political unrest, disease, pandemic, earthquakes, sexual assault, terrorism)</p>	<p>List your planned response to each identified risk or danger (e.g., shelter in place, orient and prepare students, faculty and staff in advance regarding how to respond to natural disaster risks present in the program location). Please add specific locations/addresses</p>
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1.	
2.	
3.	

Please submit this form with your program proposal.

## APPENDIX B Purchasing Checklist; Required Language for Contracts

Study abroad agencies or tour operators that wish to provide services to Bowling Green State University **must include the following items as part of their proposed contract:**

**INSURANCE**

- As a condition of being granted this contract, the Proposer must agree to hold the University harmless from any and all claims, demands or causes of action arising from its use of University facilities and be able to provide "Proof of Insurance" in the form of an insurance certificate which meets the following minimum insurance requirements:
- **Commercial General Liability**, written on an occurrence form, including but not limited to bodily injury, property damage, contractual liability, products/completed operations, fire legal liability and liability for bodily injury, sickness or disease caused by the consumption or use of any article or food product produced or distributed by the vendor.  
In the minimum amount of:  
**\$1,000,000 per occurrence**  
**Professional Liability \$1,000,000**  
**Personal & Adv. Injury \$1,000,000**  
**General Aggregate \$2,000,000**  
**Products- comp/op AGG \$2,000,000**

- The insurance shall name the University as an additional insured; be primary over any other existing insurance or self-insurance carried by the University; be issued by a carrier with an AM Best’s rating of A-VI or higher and include a waiver of all rights of subrogation against the University, its subsidiaries, officers, directors, trustees, volunteers and employees. Said insurance shall remain in full force and effect for the duration of the contract. Certificates of Insurance evidencing that such insurance has been procured will be issued prior to the commencement of any contract. The failure to provide adequate proof of insurance does not excuse Proposer from its obligation hereunder.
- Certificates of Insurance. Prior to the commencement of the Period of Insurance, Provider shall provide one Certificate of Insurance to University at the address specified below. Such Certificate shall:
  - (a) Evidence the coverages and limits described above; and
  - (b) Name “BOWLING GREEN STATE UNIVERSITY, ITS BOARD OF TRUSTEES, OFFICERS, EMPLOYEES AND REPRESENTATIVES” as “Additional Insureds” to the Broad Form Comprehensive General Liability Insurance.

Risk Management  
 Bowling Green State University  
 1851 N. Research Dr  
 Bowling Green, Ohio 43403

Failure to provide evidence of such insurance coverage is a material breach and grounds for termination of the contract negotiations. Any insurance required by the Institution shall be in form and substance acceptable to the Institution. Certificates must be in English.

**INDEMNIFICATION**

Indemnification by Provider Generally. Provider agrees to indemnify and hold harmless University and its trustees, officers, employees, and representatives from any and all actions, suits, claims, demands and proceedings; and any judgments, losses, damages, liabilities, including attorneys’ fees, incurred in connection with the death or injury to persons or damage to property sustained or claimed to have been sustained by any individual, corporation or other person, directly or indirectly, resulting from or arising out of Providers’ performance under this Agreement.

Limitation of Authority. Neither Party to this Agreement shall be responsible for any obligation or liability incurred or assumed by the other Party or its employees, affiliates, or other representatives.

**GOVERNING LAW**

Where applicable, this agreement will be governed by the laws and jurisdiction of the State of Ohio, USA.

**DUTY OF CARE**

## APPENDIX C

### Faculty-Led Education Abroad Proposal Form



Course Number	
Course Title	
Location (City & Country)	
Program Director	
Program Co-Director	
Are other non-BGSU individuals participating on the trip? If “yes”, what is their role in the academic experience?	
Department(s)	
Is this a new course/program?	
Is this course an overload?	
What requirement(s) does the course fulfill?	
Target audience	
Number of Credit Hours	
Approximate program dates	
Program duration (# of weeks)	
Is this a stand-alone program or part of a BGSU course?	
Is the program traveling (multiple city/country) or stationary (one main city/country)?	
Types of transportation	
Type of housing	
Meals included	
What is the program cancellation/withdrawal policy?	
How many days free time will the students have?	
Minimum/maximum number of participants	
Academic requirements (GPA, pre-req, status)	
Non-Academic requirements (skills, equipment, physical)	
Is the program open to Graduate & Undergraduate students?	
Is the program open to non-BGSU students?	
Describe the relationship between the course and the location	
What kinds of contact will the students have with local people?	

<b>Are you planning to work with an affiliate company/ tour operator to handle logistic arrangements?</b>	
<b>If your answer to the question above is “yes”, what is the contact information for the company? (If this is not a company pre-approved by Purchasing for education abroad programs, BGSU will contact it for the terms of the contract).</b>	

In addition to this form, please submit the following to the coordinates below:

- A statement of the Program Director(s)' qualifications for leading a group to this location
- A rationale for the selected off-campus location
- A course or program syllabus that includes desired learning outcomes for both the academic and intercultural content. Include how those outcomes will be assessed
- A preliminary course itinerary (to be confirmed later)
- An itemized budget worksheet, including cost per student
- The complete Emergency Plan for your trip (Appendix A)
- Marketing content: Please provide a two-sentence description and a longer description that can be used in brochures and websites.

### Checklist for Program Proposals Approval

All international programs must have department chair and dean’s signatures of approval before submitting the proposal to Education Abroad. During the proposal evaluation process, curriculum committees (if applicable), department chairs, deans/associate deans may consider several items associated to the value and feasibility of the program.

Before signatures are secured, the following may be reviewed by those in the approval process.

Items to consider
1. There is a need for a course of this type, either for general education, for a major or for a specific level of student
2. The director and co-director are familiar with the location, are prepared, and academically qualified to lead a group of students abroad
3. The location might offer cultural differences from other programs, or past programs
4. The cost for the program, when compared to other programs, is reasonable and falls into the normal range of offerings.

5. There is added value — e.g. an interdisciplinary course, a service learning component, student research possibilities, etc.
6. The program has academic rigor and cultural content
7. The program is marketable: it enhances the education abroad course roster academically; it does not compete with another course; the location of the course enhances the offerings abroad
8. The program itinerary is feasible in terms of academic/experiential balance
9. The program takes into consideration health/safety concerns

**Education Abroad & International Partnerships**

319 Administration Bldg.  
 Bowling Green, OH 43403  
 edabroad@bgsu.edu  
 419-372-0479

Signature of Program Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Curriculum Committee Chair (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Signature of College Dean or designee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Executive Director of International Programs and Partnerships \_\_\_\_\_  
 Date \_\_\_\_\_

## APPENDIX D Sample Budget Worksheet

### BGSU Education Abroad Budget Planning Worksheet - Short-Term Programs

Name of program:		Location:		
Program Director:				
Co-Director:		Program dates:		
Number of credits:				
Estimated enrollment:				
Exchange rate assumption:				
<b>PROGRAM DIRECTOR(S) / FIXED COSTS</b>				
Program Director costs:	Mileage to/from airport	\$ -	<i>miles X \$.54 BGSU allowed amount</i>	
	Round-trip airfare	\$ -		
	Airport transportation	\$ -		
	Room	\$ -		
	Group meals	\$ -		
	In-country transportation	\$ -		
	Museum/Activity fees	\$ -		
	Program cell phone usage	\$ -		
	Visa	\$ -		
	Other (provide details)	\$ -		
		\$ -		
		\$ -		
		\$ -		
	TOTAL PD Costs:	\$ -		

Co-Director costs:	Mileage to/from airport	\$ -	<i>miles X \$.54 BGSU allowed amount</i>	
(must have 20 students)	Round-trip airfare	\$ -		
	Airport transportation	\$ -		
	Room	\$ -		
	Group meals	\$ -		
	In-country transportation	\$ -		
	Museum/Activity fees	\$ -		
	Program Cell Phone Usage	\$ -		
	Visa	\$ -		
	Other (provide details)	\$ -		
		\$ -		
		\$ -		
		\$ -		
	TOTAL Co-Director Costs:	\$ -		
Other fixed costs:	Bank transaction fees	\$ -		
	Bus	\$ -		
	Other (provide details)	\$ -		
	TOTAL	\$ -		
<b>PER STUDENT PROGRAM COSTS</b>				
	Educational fees (if applicable)	\$ -		
	Round-trip airfare ( if applicable)	\$ -	<i>if director purchases group tickets</i>	
	Room	\$ -		

	Meals	\$ -	<i>How many included?</i>	
	In-country transportation	\$ -		
	Museum/Activity fees *	\$ -		
	Other	\$ -		
	<b>PER STUDENT COST:</b>	\$ -		
			<b>TOTAL PROGRAM REVENUE</b>	\$ -
			<b>PER STUDENT PROGRAM FEE</b>	\$ -
<b>Education Abroad Budget P. 2</b>				
<b>ADDITIONAL COSTS</b>				
<b>Other charges to be applied to the Bursar's bill:</b>				
	Tuition and fees	\$ -		
	Education Abroad fee	\$ -		
	United Health Plan Insurance	\$ -		
	Other	\$ -		
	<b>TOTAL</b>		\$ -	
<b>Other charges NOT applicable to the Bursar's bill:</b>				
	Books and supplies	\$ -		
	Passport/visa	\$ -		
	Airfare	\$ -	<i>if students purchase own tickets</i>	

	Meals	\$	-		
	In-country transportation	\$	-		
	Personal/Miscellaneous	\$	-		
	Other	\$	-		
	<b>TOTAL</b>		\$	-	
<b>Will students make a program deposit? How much?</b>				\$	-
<b><u>GL String for Transfer of Funds</u></b>					
<b>Fund</b>		13000			
<b>Department</b>					
<b>Account</b>		40309			
<b>Program (begin w. 9)</b>					
<b>Who is your Budget Manager:</b>					

# Bowling Green State University

## International Travel Insurance Program

### 2017-2018 Summary of Benefits & FAQs

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**Nationwide Insurance Policy Number: NWT2017093**

**Policy Dates: 7/1/2017 – 6/30/2018**

**Eligibility:** Students; Faculty, Staff or Other Employees and their Spouses and Children; Parents and Other Volunteers or Chaperones; Trustees; or Other Persons with a current passport or student visa, who are temporarily traveling or residing outside of their Home Country of regular residence, as part of a School activity or program.

**Plan Design:**

The plan provides benefits for the reasonable and customary charges incurred by a participant for a covered Accident or Sickness up to a \$500,000 maximum per person per occurrence. Coverage will be provided for each benefit or service as listed in the summary below.

<b>All Coverages and Benefits are in U.S. Dollar Amounts:</b>	
<b>Coverage</b>	<b>Maximum Benefit (per person per occurrence)</b>
Accident and Sickness Medical Maximum	\$500,000
Deductible	\$0
Pre-Existing Conditions	Covered
Trip Interruption	\$2,000
Lost Baggage (checked with a common carrier)	\$250
Accidental Death & Dismemberment	\$10,000 per insured
<b>The insured benefits below must be serviced by International SOS:</b>	
Medical Evacuation and Medically Necessary Repatriation	\$500,000
Repatriation of Mortal Remains	\$100,000
Visit by Family Member or Friend	\$20,000, to include meals & accommodations not to exceed \$500 per day
Return of Dependent Children	\$5,000
Visit by Family Member or Friend due to Felonious Assault	\$5,000, to include meals & accommodations not to exceed \$500 per day, up to 5 days
Necessary Repatriation due to Felonious Assault	\$500,000
Political Evacuation	\$100,000
Natural Disaster Evacuation	\$100,000

Participants are advised to contact International SOS if faced with a medical or security emergency abroad. Participants are also advised to contact International SOS for medical provider referrals. **Please Note:** *the insurance does not cover routine physicals, routine dental visits, immunizations, or preventative/wellness services.*

## **Frequently Asked Program Questions:**

### **Who do I contact if I need help when I'm overseas?**

If you have an emergency call International SOS: **1-215-942-8478**

### **Who do I contact if I have pre-trip medical or security questions?**

Travelers should visit their school's online portal with International SOS to familiarize themselves with the services that International SOS offers travelers while they are abroad.

Please go to [www.internationalsos.com](http://www.internationalsos.com) and at the prompt for the Members' website login enter your school's International SOS membership number, **11BCAS000010**.

If you have a pre-trip medical or security related question or emergency while overseas, please call collect to the 24-hour International SOS Alarm Center in Philadelphia: **1-215-942-8478**

The Alarm Center is staffed by doctors, logistics coordinators and security experts. International SOS Alarm Centers can provide medical advice, assistance in your location, or arrange for an evacuation.

### **What are some of International SOS services?**

Medical evacuation and repatriation coordination; political and natural disaster evacuation coordination; payment of overseas medical bills; coordination of all benefits with the plan administrator; full coordination with the International SOS credentialed medical provider network worldwide. In addition, transportation to join a hospitalized member, accommodation while visiting a hospitalized member, return of minor children, and return of traveling companion.

### **Who do I contact if I have questions about how the international travel medical insurance plan works?**

University Health Plans  
1-800-437-6448  
Email: [info@univhealthplans.com](mailto:info@univhealthplans.com)

### **Who do I contact if I have questions about a specific claim or a claims payment?**

Consolidated Health Plans  
2077 Roosevelt Ave.  
Springfield, MA 01104  
1-800-633-7867

## **Enrollment**

### **How do I enroll?**

Travelers eligible for this Plan are automatically and mandatorily enrolled by the University.

### **Do I get an ID card?**

You will receive an International SOS membership card, which will include the 24-hour International SOS Alarm Center phone number. You will not receive a separate insurance ID card.

## **Medical Insurance Plan Benefits**

### **What is covered under the International Travel Medical Insurance Plan?**

The plan covers medical expenses, including hospital room and board, inpatient and outpatient surgical procedures, emergency outpatient care, labs and x-rays, inpatient and outpatient mental health, physician office visits and prescription drugs. See policy schedule for a full list of benefits.

Payment will be made as allocated for covered medical expenses incurred due to a covered Accident or Sickness, not to exceed a Maximum Benefit of \$500,000 per person per occurrence.

### **How are prescription drugs covered?**

Prescription drugs are covered at 100% of the actual charge

### **What if I have a pre-existing condition, am I covered?**

Yes, there is no exclusion.

### **Does this plan have a deductible?**

No. Deductible means the dollar amount of Covered Expenses that must be incurred as an out-of-pocket expense by each insured before payment is made by the claims company.

## **Claims Processing**

### **If International SOS pays for my medical bills how is International SOS reimbursed?**

The claim will be automatically sent to Consolidated Health Plans and International SOS will get reimbursed directly from Consolidated Health Plans. The student does not need to submit any paperwork.

### **If I receive a bill for services I received, what should I do?**

When outside of the US, you may be asked to pay for the medical care first and then need to seek reimbursement. When you submit claims for reimbursement, you will need to have the itemized bill(s) translated into English, provide proof of payment, and complete a claim form provided by the school.

Consolidated Health Plans  
2077 Roosevelt Ave  
Springfield, MA 01104  
800-633-7867

# Bowling Green State University International Travel Insurance CLAIM FORM

**Plan Design:** The International Travel Insurance Plan provides benefits for reasonable and customary charges incurred by a participant for a covered Accident or Sickness up to \$500,000 per person per occurrence. Coverage will be provided as listed in the summary below. Pre-existing conditions are covered and there is no-deductible.

COVERED SERVICES	BENEFITS
Medical Expenses - office visits, hospitalizations, and prescriptions	\$500,000
Trip Interruption	Up to \$2,000
Lost Baggage (checked with common carrier)	Up to \$250 per trip
<b>CALL INTERNATIONAL SOS AT 215-942-8478 TO RECEIVE THE BELOW BENEFITS</b>	
Medical Evacuation or Medically Necessary Repatriation	\$500,000
Repatriation of Mortal Remains	\$100,000
Visit by Family Member or Friend	\$20,000, to include meals & accommodations \$500/day
Return of Dependent Children	\$5,000
Political and Natural Disaster Evacuations	\$100,000/Evacuation

Participants are advised to contact International SOS for a provider referral or if faced with an emergency. *Please note: the insurance does not cover routine physicals, routine dental visits, immunizations, or preventative/wellness services.*

If a participant pays out of pocket for medical expenses then the participant must submit a claim for reimbursement by completing the below information. If International SOS guarantees payment for medical expenses on the participant's behalf a claim does not need to be submitted because International SOS will direct bill the claims administrator.

**Please complete the section below and follow the submission instructions at the bottom of this page.**

Policy Number: NWT2017093

Participant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: Male  Female

School Student ID or Employee ID (if available): \_\_\_\_\_

Diagnosis or reason for medical or prescription expense: \_\_\_\_\_

Country the Sickness or Injury occurred in: \_\_\_\_\_

**Please indicate who the reimbursement check should be sent to:**

*Note: Checks can be made payable to the participant or Bowling Green State University. If Bowling Green State University is submitting for reimbursement, please attach a W-9.*

Participant Name or Bowling Green State University: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**To submit your claim, please send/scan this form with the itemized bill(s) and proof of payment to the below address or email address:**

**Consolidated Health Plans  
2077 Roosevelt Ave  
Springfield, MA 01104  
(800)-633-7867  
customerservice@consolidatedhealthplan.com**

**APPENDIX F  
TERRA DOTTA (StudioAbroad) FORMAT**

FACT SHEET	PROGRAM INFORMATION
Name of course/ Program title	
Location	
Term(s)	
Application deadline* <i>(if different from standard BGSU deadlines below)</i>	
Decision date	
Start date	
End date	
Language of instruction	
Housing options	
Areas of study	
Department (sponsor) / college	
Program director	
GPA required	
Type of program <i>(Study Abroad, Exchange, Student Teaching, etc.)</i>	
Target audience/ who can apply? Undergraduate and/or Graduate? BGSU Only or Non-BGSU & BGSU?	

\*Standard application deadlines are Oct. 1 for spring, Feb 15 for summer, and Mar 1 for fall.

**Please provide text to fill in the following categories about this program. Please note that this text is what will appear on the program “brochure” that students will be reading online.**

**PROGRAM DESCRIPTION**

**LOCATION**

**ACCOMMODATION**

**LANGUAGE**

**COURSES OFFERED/EARNED ON THIS PROGRAM**

**EXAMPLES OF EXCURSIONS/SEMINARS**

**PROGRAM OPTIONS (IF APPLICABLE)**

**PROGRAM COSTS (PLEASE BE SURE TO DIFFERENTIATE BETWEEN COSTS PAID TO BGSU AND OUT-OF-POCKET COSTS THE STUDENTS WILL INCUR)**

**FINANCIAL AID/SCHOLARSHIPS OFFERED THROUGH YOUR DEPARTMENT/SCHOOL/COLLEGE (ED ABROAD WILL INCLUDE ADDITIONAL TEXT ABOUT GENERAL FINANCIAL AID AT BGSU)**

**CONTACT INFORMATION**

## Appendix G

### Student Consent, Medical Authorization, and Release Agreement

Program participants read and agree to by providing their electronic signature in their education abroad online application. Program Directors have access to participant information when logging into <https://bgsu.studioabroad.com/>.

#### TERMS AND CONDITIONS

The following Agreement describes the rights and responsibilities of all participants in the education abroad programs conducted by or through Bowling Green State University (the “University”). In order to participate in the program named above you, as the student, must sign this form to indicate agreement with all the provisions contained in this document and in the program Brochure or flyer (if any). If you are less than 18 years of age, you must also obtain permission from a parent or legal guardian to participate in the program. **THIS IS LEGAL DOCUMENT THAT CONTAINS VERY IMPORTANT PROVISIONS AFFECTING YOUR RIGHTS. IF YOU (OR YOUR PARENT/LEGAL GUARDIAN, AS APPROPRIATE) DO NOT UNDERSTAND THIS AGREEMENT YOU ARE URGED TO SEEK THE ADVICE OF YOUR PERSONAL LEGAL COUNSEL.**

I HEREBY AGREE AS FOLLOWS:

**1. Risks of Education Abroad.** I, the undersigned student, understand that participation in education abroad programs involve risks not found in study at Bowling Green State University. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign, political, legal, social, and economic conditions and potential unrest; different standards of design, safety and maintenance of buildings, public places, and conveyances; local medical and weather conditions; local road conditions, dietary and food differences and availability, and other matters. I have made my own investigation and am willing to accept all of these risks.

**2. Institutional Arrangements.** I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in education abroad programs.

**3. Release.** The undersigned student (and parent/guardian, as applicable) shall not attempt to hold the university, its trustees, officers, employers, faculty, agents, and co-sponsoring institutions and their representative(s) liable for any injury, death, or loss to any person or property arising out of, during, or in connection with the student’s participation in the program including, but not limited to, the rendering of emergency medical procedures or treatment, if any, pursuant to paragraph 5 below. The undersigned is also fully aware that this release also includes all of the student’s travel arrangements to and from the host country, all lodging, boarding, and travel while in the host country, and all travel and lodging that is independent of the program. The University, its trustees, officers, employees, faculty, agents, and co-sponsoring institutions and their representative(s) are not liable in any way for any type of injury, death or loss that the student or a third party might suffer as a result of or arising out of those arrangements.

**4. Health and Safety.** On a separate “Education Abroad Medical Information Form”, I will answer questions about my physical condition and my personal medical needs in relation to my travel abroad and participation in the program and discuss any physical or psychological disability or accommodations that I will need.

**5. Medical Treatment Authorization and Responsibility.** I understand that while I am abroad an emergency may develop that necessitates medical care, hospitalization, or surgery. Wherever practicable, a faculty member participating in the program, or other program representative, will contact the emergency person(s) designed below prior to such treatment. What is practicable may vary depending upon the nature of the emergency. Therefore, I (and my parent/guardian, as applicable), authorize the University, through such faculty member or other program representative, to secure for me any necessary emergency medical treatment, including the administration of anesthesia and surgery that the University may consider to be warranted under the circumstances. The University, however, is not obligated to take any such action. The undersigned agree and acknowledge that in all circumstances when such treatment is provided I/we shall be solely responsible for the cost of my treatment and care and I (and my parent/guardian, as applicable) agree to reimburse the University for any expense that it may incur on account of my injury or illness including, but not limited to, my treatment, transportation, or stay in a medical facility.

**6. International SOS.** I understand that all participants in any Bowling Green State University Education Abroad program are provided, at no charge, additional Emergency Medical and Repatriation insurance coverage through International SOS (ISOS), an independent agency subscribed to by the University. In the event that this policy is used and additional charges are incurred as a result of my use of this policy, I agree that I will be responsible for repaying any additional fees directly related to the use of this policy. I will pay these charges directly to Bowling Green State University immediately upon return of said program.

**7. Medical Insurance/United Health Plan** I understand that BGSU requires all students to enroll in international health insurance either through BGSU or the approved affiliate program provider. I agree that I will be responsible for paying any additional fees directly related to the use of this policy. While only some students will be enrolled in the United Health Plan (UHP) (please see program details below) ALL BGSU students will be eligible for ISOS benefits.

**BGSU in Spain & Austria** –All students will be covered by the University’s international health and travel insurance plan (UHP & ISOS). Students will be billed through their bursars account.

**Exchange Programs**- Students participating on an exchange program will be automatically enrolled in the mandatory international health and travel insurance plan through United Health Plan and ISOS. Students will be billed through their bursars account.

**Faculty Led Programs**-Students participating in a short-term faculty led program will automatically be enrolled in international health and travel insurance plan through United Health Plan and ISOS or through an approved affiliate partner. Students will be billed through their bursars account.

**Affiliate Partner Programs**-Students participating in an affiliate program are provided health and travel insurance through the partner. The cost is included in the program fees and are paid directly to the partner.

**8. Other Insurance.** I understand that the University also requires that students planning to operate a motor vehicle obtain personal liability and collision insurance that will cover them in the applicable program locale. In addition, the University recommends that students insure their personal property from loss or theft.

**9. Release of Academic and Social Standing Records.** I agree that BGSU may release all of my education records to each university, college, agency, or education abroad program to which I have been admitted. I agree that each university, college, agency, or education abroad program to which I have been admitted may release all of my education records to BGSU. These education records include, but are not limited to, information about my past and present academic standing, any education program or activity in which I have participated, and any disciplinary matters.

**10. Program Cancellation.** I understand that Bowling Green State University reserves the right to cancel trips and to make changes or alterations in the program and/or Program itineraries at any time as may be required because of emergency, changed conditions, or the University's determination that such changes or alterations are in the best interest of the program or its participants. I further understand that the University is not responsible for changes or alterations to or cancellation of programs by host institutions.

**11. Program changes or Termination.** Should the University cancel the program, full refunds of relevant tuition cost and program fees will be made unless the cancellation is due to circumstances beyond the control of the University, in which case the University will be able to refund only uncommitted and recoverable funds. Any refunds made for the Program when payment was previously made to the University will be in accordance with published University policies for the academic year in which the program occurs, unless otherwise stated.

**12. Program withdrawal.** I understand that in the event that I choose my enrollment or voluntarily withdraw from the Program at any time, I agree to abide by the terms set forth under the refund policy in the itinerary, brochure or other document related to the program and my education abroad. I understand that it is my responsibility to read the refund policy, itinerary, brochure and related documents carefully before signing this Agreement.

**13. Student Conduct.** I agree to comply with Bowling Green State University's code of Student conduct and other University regulations regarding conduct, comportment, and academic integrity during my participation in the program. I understand that the program director has the right to enforce such standards of conduct and that I may be dismissed from the program at any time for failing to abide by such standards. I understand that while I am a visitor in a foreign country, I will be subject to the laws of that country and that any breaches of the local law of the host community or country are punishable by the appropriate local law enforcement authorities.

**I HAVE CAREFULLY READ ALL THE PROVISIONS IN THIS AGREEMENT AND I AGREE TO BE BOUND BY EACH AND ALL OF THEM, AS INDICATED BY MY SIGNATURE BELOW. NO REPRESENTATIVES, STATEMENTS, OR INDUCEMENTS, ORAL OR WRITTEN, APART FROM THE PROVISIONS OF THIS WRITTEN AGREEMENT, HAVE BEEN MADE REGARDING THE SUBJECT MATTER HEREIN. I FURTHER UNDERSTAND THAT THIS AGREEMENT SHALL BECOME EFFECTIVE ONLY UPON ITS RECEIPT AND SIGNATURE BY BOWLING GREEN STATE UNIVERSITY AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF OHIO, WHICH SHALL BE THE FORUM FOR ANY LAWSUITS FILED UNDER OR INCIDENT TO THIS AGREEMENT.**

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## Appendix H Medical Information Form

Program participants provide responses in their online application. Program Directors have access to participant information when logging into <https://bgsu.studioabroad.com/>.

### Education Abroad Medical Form:

#### Instructions:

The information provided on this medical form is necessary to inform BGSU staff and Program Directors of any health conditions, and to help determine if consultation with your physician is recommended prior to your program overseas. If you have a pre-existing condition, participation in some programs or activities may not be recommended, and the University may require approval of your health care provider. By signing this release, you are authorizing the sharing of this information with your Program Director and other BGSU personnel as necessary or appropriate.

A participating student will not be rejected due to either his/her physical or emotional condition unless it is of such nature as to prevent successful participation in the program without reasonable accommodation, unless medical care for a patient's medical problem is not available in the country in which the applicant will study, and/or the living and environmental conditions to which the applicant could be exposed would present a risk to the health of the individual or others.

A health record is confidential and accessible only to health personnel and the staff of the study abroad office and the individual program to which the applicant has applied. Information regarding an applicant's health, however, is important in anticipating and dealing with health problems which may arise during the student's stay abroad.

It is the Participating Student's your responsibility to notify the study abroad office at the University of any new significant health conditions which may affect your participation in the program and that arise after this form is completed and before the beginning of the program. A medical report should accompany this notification.

**After completing this questionnaire, please sign the accompanying signature document "Education Abroad Medical Form Affirmation".**

**(\*) Indicates the question is required.**

#### 1. Personal Health History (\*)

Please select from the following list all health issues that you've ever had or have currently:

*Use Control of Command key to select more than one option*

Allergies to Medications 

#### 2. Health History Explanation

Please use this field to explain any of the health issues selected above.

4000 characters left

3. Has your physical activity been limited at any point in the past 5 years? (\*)

If yes, please explain.

4. Healthcare Professional Consultation (\*)

Have you consulted or been treated by a health care professional, other than for a routine check-up, at any point in the past 5 years?

If yes, please explain.

5. Are you currently receiving counseling? (\*)

Are you currently receiving, or have you received in the past 2 years, counseling for any emotional problem, drug addition, alcoholism, psychiatric condition or eating disorder?

If yes, please explain.

6. Have you been hospitalized or had an acute physical or mental health condition? (\*)

If yes, please explain.

7. Will you need to take medications while participating in your chosen program? (\*)

If yes, please explain.

*Be aware that some medications are not available overseas. You should check with your health provider about taking your prescriptions abroad.*

8. Other health conditions: (\*)

Do you have any health conditions, other than those identified above, that may affect your participation in your chosen program?

If yes, please explain.

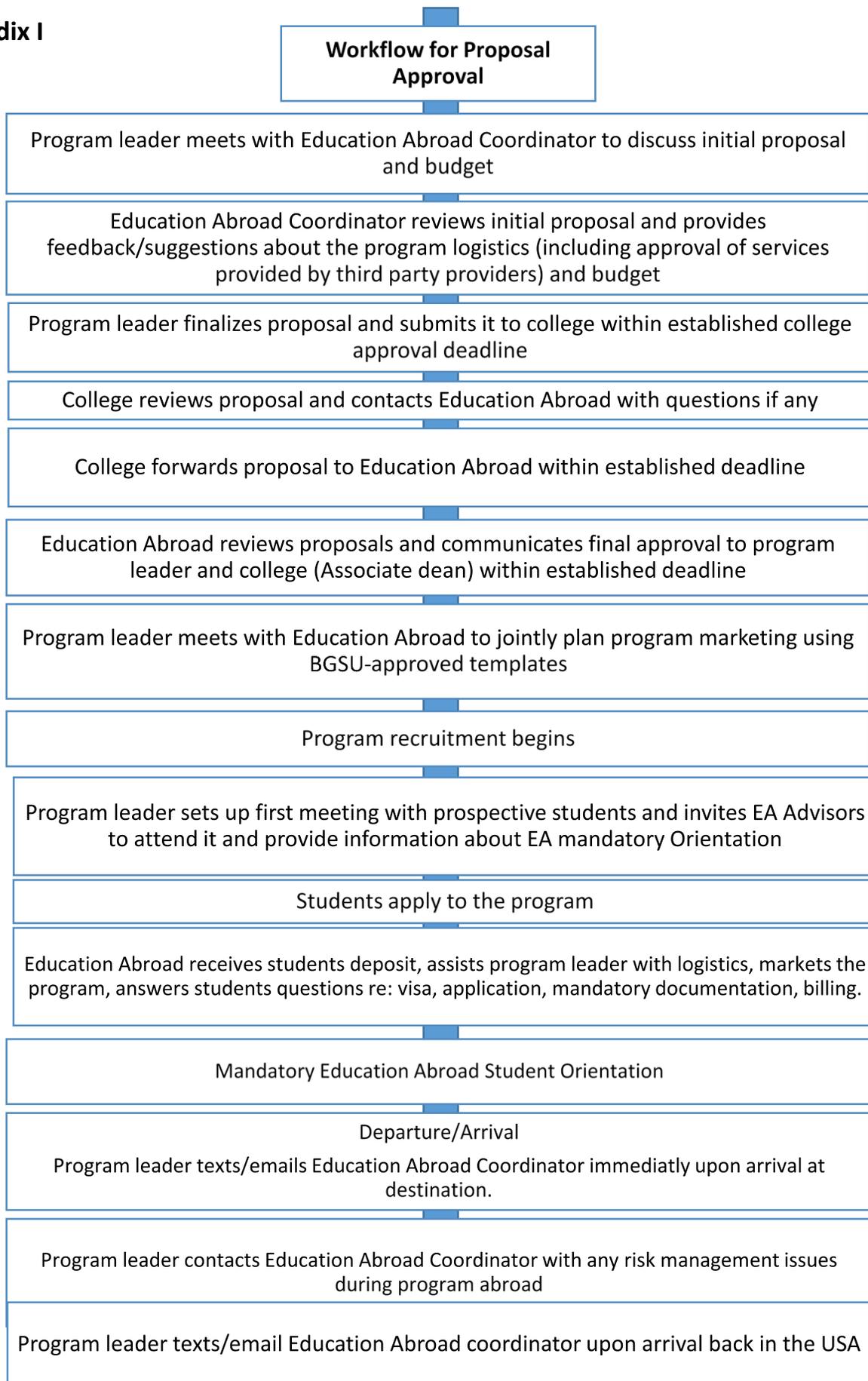
9. Date of last tetanus shot: (\*)

10. Level of fitness: (\*)

11. Are you currently certified in: (\*)

Use the Command or Control key to select all that apply.

## Appendix I



## Appendix K Minor Policy

### 3341-x-xx Non-degree-seeking students under eighteen years of age requesting to enroll in an Education Abroad Program.

Applicability	Education Abroad Program
Responsible Unit	International Programs and Partnerships
Policy Administrator	Education Abroad Coordinator

#### (A) Policy Statement and Purpose

Traveling on education abroad programs involves risks not found when studying on the Bowling Green State University campus. These include, but are not limited to, risks involved in travelling to and within, and returning from, one or more foreign countries; foreign, political, legal, social and economic conditions and potential unrest; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; local road conditions, dietary and food differences and availability; and other matters. To address the additional considerations involved when the traveler is a minor, BGSU has the following policy for non-degree-seeking students under the age of eighteen.

#### (B) Policy Scope

This Policy applies to any non-degree-seeking student who wishes to participate in any credit-bearing BGSU program that involves travel outside the United States and who is under the age of eighteen when program-related travel commences.

#### (C) Policy Definitions

- (1) A “non-degree-seeking student” is any person who has not been admitted to a degree program at BGSU but who wishes to take one or more undergraduate BGSU classes.
- (2) A “credit-bearing BGSU education abroad program” is any credit-bearing program coordinated or led by a BGSU instructor that involves travel outside the United States.

#### (D) Policy

A non-degree-seeking student within the scope of this Policy who wishes to participate in any credit-bearing BGSU education abroad program must meet the following requirements in addition to the generally-applicable program requirements:

- (1) The student, together with their parent(s) or legal guardian(s), must meet with the Education Abroad coordinator to discuss the risks involved in travel and education abroad.
- (2) The parent(s) or legal guardian(s) must designate an adult who will accompany the student throughout the program and must pay all costs for that designated adult. A BGSU instructor who is leading or coordinating the program may not be the designated adult.
- (3) The student's parent(s) or legal guardian(s) must read and sign a consent, medical authorization, and release agreement form provided by BGSU.