



STUDY ABROAD FACULTY HANDBOOK

Learn the World at Lynchburg College



Office of International Programs

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Turkey!



Vietnam!

Australia!

South Korea!

Italy!

Japan!

New Zealand!



India!

France!

England!

Mexico!

European Union!



Greece!

Argentina!

Ireland!

Spain!

Mission Statement

The mission of Lynchburg College is, in part, to prepare our students for intelligent and wholehearted **participation in a global society**, and to create a learning environment that respects and supports **broad diversity** and **global understanding**. The Study Abroad program is an integral and indispensable component of the College's mission. Study Abroad opportunities at Lynchburg College provide an introduction to a **cultural perspective other than one's own** by way of off-campus foreign study and travel experiences, and by the discovery of and appreciation for the nature and scope of **global interdependence** from a multiplicity of perspectives, including but not limited to cultural, economic, historical, and political.

A **variety of study abroad programs** of varying lengths from one week field experiences to a full semester immersed in a culture offer a wide range of opportunities for participation. In 1996, approximately 5% of Lynchburg College graduates had a study abroad experience. Approximately 25% of the 2010 graduates studied abroad, either in semester, summer, or spring break programs. This is evidence of both student interest and the increase in the number and diversity of Lynchburg College programs.

The College has now set a strategic goal of **50% participation in study abroad programs**.

Programming Options

Lynchburg College faculty carefully prepare study abroad experiences so that they reflect the College's commitment to academic excellence and active learning.

Currently, the Study Abroad program consists of **five components**:

1. **Semester/Academic Year Programs**, with enrollment at another university under the auspices of a study abroad service provider, or through transfer credits from another accredited institution;
2. **Semester Programs with partnership institutions** in Austria, Canada, and South Korea;
3. **Winter Term** study abroad programs led by Lynchburg College faculty;
4. **Spring Break** study abroad programs are offered as part of semester-long courses at Lynchburg College;
5. **Summer Programs** led by Lynchburg College faculty.

Program Contact Information

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Rome
Winter Break 2008-09

Study Abroad Service Providers



St. Lucia
Summer 2009

American Institute for Foreign Study
<http://www.aifsabroad.com/>

Arcadia University
<http://www.arcadia.edu/>

AustraLearn
<http://www.australearn.org/>

Cultural Studies Abroad
<http://www.culturalstudiesabroad.com/>

International Studies Abroad
<http://www.studiesabroad.com/>

More providers are listed on the Study Abroad website.

Criteria for Short-Term Study Abroad Programs

Academic

- Is the academic rigor comparable to courses offered on campus?
- Does the course enhance or supplement, rather than duplicate, on-campus offerings?
- If this is a new course, has it been approved by the appropriate curriculum committees?
- What are the goals of the course and program?
- How will the course goals and student learning be assessed?
- What is the intended audience (student recruitment pool) for the course?
- Why does this course need to be taught abroad?
- What benefits to student learning accrue from teaching this course in a foreign location?
- What are the qualifications of the faculty?
- Does the instructor have prior travel experience in this country or region?
- Does the instructor have special (and requisite expertise) in the subject matter?
- Is the projected program size conducive to student learning?
- Are course contact hours met? How much through class time? Site visits?

Logistics

- What is the student market for this program?
- Student interest? In traveling with faculty member? In location? In course?
- How will program be marketed?
- Is this program sustainable?
- A one shot-deal or potential for sustained faculty and student interest?
- What pre-departure materials will be made available to students?
- Will students have a land only option or will all travel be accomplished as a group?
- What is the budget for the trip?
- How will students finance the trip and tuition?
- How do the costs compare to other programs of similar duration and complexity?
- Are there multiple trips to the same location?
- Are there multiple offerings from the same department? Same school?
- Is there a faculty rotation plan in place so all who want to participate may?
- Are you mindful of the ten-student to one faculty member ratio in your planning?
- How will students be encouraged and counseled to spend their free time?
- Are you prepared to commit weekends and evenings to the program while traveling?

Study Abroad Planning Protocol

Spring Semester, One Year Before Planned Study Abroad Course

Begin planning for upcoming summer experience:

- Consult program colleagues
- Consult program chair
- Receive approval of school dean

Consider length of program and possible program partners from faculty

3 credit experience

6 credit experience

Meet with Assistant Dean for International Programs

J-Term courses approved by EPC by Feb 15

Spring Break courses approved by EPC by March 15

Summer courses approved by EPC by April 15

Summer Term, One Year Before Planned Study Abroad Course

Complete study abroad planning sheet

Meet with Assistant Dean for International Programs to review study abroad planning document

- Finalize study abroad planning document
- Program submitted to study abroad providers for preliminary bid

Fall Semester, Before Study Abroad Course

- In consultation with Assistant Dean for International Programs review bids
- In consultation with Assistant Dean for International Programs finalize bid process
- In consultation with Assistant Dean for International Programs finalize decision on provider
- In consultation with Assistant Dean for International Programs make final revisions to program
- Begin recruitment of students in earnest
- Encourage all interested students to begin the financial aid process

In cooperation with Assistant Dean for International Programs advertise program:

- General programs brochure
- Update summer school study abroad information on college web page

- Ads in school newspaper
- Targeted mailings to specific student populations

Complete the study abroad program registration sheet
Encourage students to obtain passports
Begin soliciting deposits and completed registration materials

Spring Semester, Immediately Before Study Abroad Course

- Finalize recruitment – achieve recruitment goals
- Have students complete the financial disclaimer form
- Submit signed copies of the liability waiver form for all students and faculty on the trip
- Obtain from students passport numbers, copy of passport id page, and U.S. contact information
- Hold information sessions with students as necessary in preparation for trip



**European Union Seminar
Summer 2010**



International Programs Office Faculty FAQs

1. How do I begin to prepare for a study abroad course?

Refer to the checklist and the appropriate pages from the Faculty Handbook that are included in this publication. Also, schedule an appointment with the International Programs Office.

2. May I teach an already existing course as a study abroad course?

Yes. This is not a problem. After ensuring the experience aboard will allow you to use the same course description and meet the existing course objectives, you will need to: 1.) consult your program colleagues and program coordinator; 2.) consult your School Dean and obtain his or her approval; 3.) complete the appropriate form on-line on the EPC web page; 4.) consult with the registrar so that the course will now carry the SA suffix; 5.) forward the form to the Vice-President for Institutional Effectiveness; and 6.) obtain approval from the Assistant Dean for International Programs. It is your responsibility to monitor all of the steps in the course approval process and to consult with EPC to make sure that your course has reached its agenda for consideration. The Assistant Dean for International Programs is unable to proceed with the process of developing your actual study abroad program unless you have an approved course.

Form found at:

<https://www.lynchburg.edu/internal/x13112.xml>

3. May I develop a new course as a study abroad course?

Yes. This is not a problem, you only need to follow the same steps as detailed above in the answer to question two, but you will use the EPC form for a new study abroad course.

Form found at:

<https://www.lynchburg.edu/internal/x13112.xml>

4. Who will recruit students for the trip?

This is the responsibility of the faculty member(s) leading the trip. This is a time and labor-intensive endeavor that requires the faculty member to be organized and detailed oriented. What follows are some recruitment tips:

- E-mail all majors and minors about the trip and include details about pricing and registration.
- E-mail all the students in your classes about the trip and include details about pricing and registration.
- Create a poster board advertising the trip and solicit names during lunch or dinner time (you will need a table reserved to do this).
- Talk to all of your advisees about the trip and how it will enhance their learning experience.
- Participate in the Study Abroad Fair in the Fall Term.
- Discuss the trip with your program colleagues and ask them to encourage their students and advisees to participate.
- Visit introductory classes in your program to talk about the trip and present the itinerary to students.
- Produce a tri-fold brochure advertising the program. Your program will need to cover these

expenses

5. How will the International Programs Office (IPO) help to recruit students?

- IPO maintains the bulletin board in Hopwood advertising all study abroad programs.
- IPO pays for an advertisement in the Critograph advertising all study abroad programs.
- IPO will produce and pay for full-color posters advertising all study abroad programs.
- IPO maintains the web page listing all of the study abroad courses.
- IPO will collect enrollment forms and deposits and mail them to the study abroad provider.
- IPO will hold periodic information sessions (**faculty should not rely on these sessions or other IPO activities as the sole means of recruitment**).

6. Who is the Off-Campus Studies Coordinator? What does he do?

Christian Wilwohl is the Off-Campus Studies Coordinator. Before coming to Lynchburg College, he worked with international students at a language school in New York City. As the Off-Campus Studies Coordinator, he is specifically charged with the duty of helping students who are interested in pursuing a study abroad experience, through Lynchburg College's faculty-led courses as well as semester and summer programs with study abroad service providers. Christian works directly with students to find the best study abroad program for their interests, budget, and major. You should refer students directly to Christian should they have questions about study abroad issues. As an undergraduate, Christian spent a semester in Geneva, Switzerland, and later completed his MA at the University of London. He has also taught ESL in France and Japan.

7. Who is the Assistant Dean for International Programs? What does he do?

Ed DeClair is Assistant Dean for International Programs. Prior to working in international programs/study abroad, he was the chair of the International Relations program. He is also the Director of the Westover Honors Program, and continues to teach in that program. DeClair works with faculty members directly to help them develop programs, consults about course proposals, submits program proposals for bids, and works with the faculty members to find the best program at the best price to meet the needs of the instructors and their students. During his tenure at LC, he has led or co-led programs to Argentina, Costa Rica, France, Italy, Spain, and Vietnam. He has also worked on two multi-country tours: 1) European Union Seminar – Great Britain, Belgium, France, Austria, the Czech Republic; and 2) The Mediterranean: Ancient and Contemporary Visions – Turkey, Greece, and Italy. Dr. DeClair has lived and studied abroad.

8. Why must I use a study abroad provider?

We contract with study abroad providers for a number of reasons, but first and foremost they provide an additional layer of liability coverage that may protect you and your assets should the need arise. Study abroad providers also purchase all of the services that we need to use in volume; thereby, giving you and your students access to economies of scale that would be unobtainable were we to make the arrangements on our own. Moreover, providers are professionals in the area of academic travel and they are better equipped to make such arrangements as transportation (airline and land-based), hotel accommodations, meal reservations, etc. Lynchburg College wants its study abroad instructors to do what they do best: TEACH.

9. What sort of insurance coverage is normally provided in the study abroad contracts?

Study abroad providers normally offer a variety of insurance coverage. It is important to have the following coverage when studying abroad: 1) liability coverage; 2) enhanced medical coverage; 3) repatriation of remains coverage; and 4) family flight coverage should a parent need to join a sick child/student on site. In addition, it is often advisable for the student to purchase cancellation coverage as

well as travel insurance.

10. *May my spouse accompany me on the trip?*

Yes, but you are responsible for paying for his or her expenses. Of course, your spouse may share your room while traveling, but this too will increase the actual room cost (going from a single to a double) and you will be responsible for those charges. Such expenses will only be considered and negotiated once the contract has been completed and signed. The faculty member is responsible for making such arrangements.

11. *May my children accompany me on the trip?*

No. Normally, children are not allowed to accompany faculty members on the trip. There are a myriad of reasons for this but most important is the issue of liability. Your underage children will not be covered by the college's insurance.

Moreover, your compensation for this experience is markedly higher than what you may earn teaching an on-campus summer school course. The college recognizes the time, effort and energy you will put into this initiative to make it a worthwhile experience for the students and compensates you accordingly. You will be on-call throughout the travel portion of the experience and it would be impossible to exercise your duties during the trip if you were accompanied by your children.

12. *Why is it good to partner with a second instructor when offering a summer study abroad course?*

There are a number of important answers to this question:

- It is important to have a partner when studying abroad to share the workload of supervising the students.
- It is also very advisable to have a second faculty member on the trip should an emergency arise and one faculty member may need to address such an issue while the second faculty member continues to manage the trip details for the other students.
- Students may have access to federally insured loans if they register for six-credit hours during the summer session. If there are two faculty members with each instructor teaching a three-credit course this will enable the students to qualify for financial aid.
- More instructors by definition means more enrolled students; thereby, achieving savings through increased purchasing power.

13. *How many students should I take on my study abroad trip?*

This will depend on your contract, but Lynchburg College is committed to maintaining a ratio of one faculty member to nine students for study abroad programs. Teaching a study abroad course is a labor-intensive endeavor that requires patience, nerves of steel, and a real desire to travel, live, and eat with students on a twenty-four/seven basis for the duration of the trip.

14. *How are my expenses covered while traveling?*

Many of your expenses will be covered by the study abroad contract. Transportation, entry fees, hotel accommodations, and some meals are normally part of the study abroad contract that we negotiate with the study abroad providers. It is important to note that it is in reality the students who are paying these costs so that you may accompany them on the study abroad experience. The expense money that is available to you through the study abroad payment regulations, as outlined in the faculty handbook, covers any additional expenses.

Expenses for spring break trips are covered by the International Programs Office. You must submit your expenses on the college form and you must complete all of the currency conversions. As with the normal reimbursement procedure, all receipts must accompany the request for reimbursement.

15. How does this work?

The Introduction of the Experiential Learning Grants has altered the previous model for faculty stipends and expenses. The model is different for three-credit and six-credit experiences. Faculty should consult the IPO for more information. It is to your advantage to recruit as many students as possible so that you will reach your full stipend and that all of your expenses will be covered.

16. What are acceptable expenses while traveling?

Meal expenses, internet access, water, laundry, tips for local guides, bus drivers and journey directors, and uncovered transportation are all acceptable expenses. In addition, should you enhance the experience for your students by using your expense money to visit an additional museum or to provide an additional outing, those expenses are also acceptable. Souvenirs and personal items are not acceptable expenses.

17. What happens if my expenses exceed my available expense funds?

You may use your own travel funds to cover those expenses. If that is not an option, your salary will be reduced by the amount of the overage. This is why we build into the contract as many of your expenses as possible.

18. What is a journey director or tour manager?

Many of our study abroad contracts provide for a full-time journey director to accompany the professor(s) and students during the duration of the trip. The journey director is responsible for the day-by-day administration of the trip. Journey directors will confirm reservations with hotels, bus companies, and restaurants. Journey directors will work directly with the contracted agents to resolve any problems with the many services associated with the trip. They are travel professionals who are well equipped to deal with such issues. You will be required to collect a tip from the trip participants to compensate the journey director. This is standard practice in the travel industry.

19. What is an appropriate tip for the journey director and the bus driver?

Standard European rates are \$3.00/day per traveler for the journey director and \$2.00/day per traveler for the bus driver. Always tell the students prior to departure that they will be expected to tip the journey director and the bus driver. This does not apply to "free-days" when the journey director and bus driver are not engaged.

20. What happens if a student is injured or falls ill?

Contact the journey director immediately. He or she will make the necessary arrangements to secure medical treatment, if necessary. If the injury or illness is serious, contact Christian Wilwohl, Off-Campus Studies Coordinator, at (434) 544-8675 or via e-mail at wilwohl@lynchburg.edu **or** Carol Martin, Program Assistant, International Programs, at (434) 544-8013 or via e-mail at martin.c@lynchburg.edu. They will contact the appropriate authorities at school.

21. What if a student must be dismissed from the program while traveling?

Unfortunately, this may occur from time to time. If this situation does arise, you should immediately contact the Dean or Associate Dean of the College. You should also refer the student to the waiver form he or she signed prior to departure (Always carry a copy of the waiver form with you while traveling).

You obviously would only resort to such extreme measures when the student has committed a most egregious offense. The student will be responsible for paying his or her return travel expenses should he/she be dismissed from the program.

22. How physically demanding are study abroad programs?

Directing a study abroad program can be very physically demanding. If you have any questions about your ability to participate in one of these programs, you should contact your doctor and discuss this situation with him or her. All participants are required to carry their own luggage; we are unable to provide portage for any of our study abroad programs. This may involve carrying luggage from your bus to the hotel and from check-in to your room. Often times, in many older hotels, elevators may not be available. At times, because of the narrowness of some streets in certain small towns and villages, there may be considerable distance from where the bus is able to park and the location of the hotel. It is inappropriate for a faculty or staff member to ask a student to transport his or her luggage.

All trips require extensive walking, standing and waiting in lines. Some trips may include long hikes or even simple climbing. All participants should be able to navigate stairs, and no one should expect that elevators are readily available at all site visits or in all hotels. Site visits and travel may require the participants to remain on their feet for more than eight hours per day. Some trips take place during extremely hot weather and it is imperative that all participants remain hydrated at all times.

*“Experience, travel—these
are an education in
themselves”*

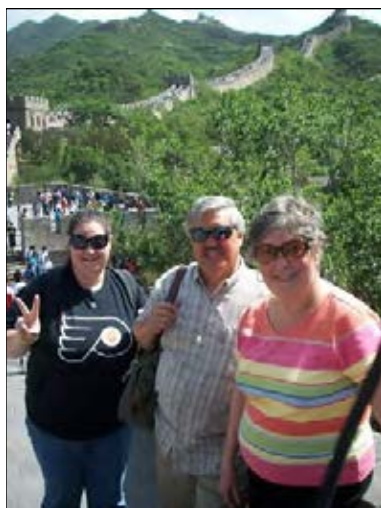
~ Euripides

*“Travel is fatal to prejudice,
bigotry, and narrow-
mindedness”*

~ Mark Twain



**Spinalonga, Greece
Summer 2007**



**China
Summer 2009**

Study Abroad Program Development Request Office of International Programs, Lynchburg College

I. General Information

Program Name: _____ Program Location(s): _____

Faculty Leader Name: _____ Title/Position and Department: _____

Have you led an international program before? Yes No

Have you led a program to this proposed destination? Yes No

Mailing Address: _____ Street, Box/Apt #: _____
City, State, Zip: _____

Office Phone (include extension): _____ Home Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____

Will there be another faculty leader? Yes No

Co-Leader's Name: _____ Title/Position and Department: _____

Office Phone (include extension): _____ Email Address: _____

II. Program Logistics

What is your price point per student? _____ What is your desired departure date? _____

What is the minimum and maximum length of the program (days)? _____

Are your dates flexible? Yes No If yes, please detail acceptable parameters: _____

Please indicate US departure city: _____

Will participants need to depart from other cities? Yes No

What type of accommodations should we consider using during the program? *

Hotels Home stay Dormitories Apartments Hostels

* Please note that all of these accommodation options are not available at every location.

Daily breakfast is included in all programs. Please indicate additional meals you would like included:

None Some Many All

Additional comments/ requests:

III. Program Overview

Is this a new program? Yes No

If this program has been offered before, please attach the program description, itinerary, or brochure if available.

Program Goals and Objective:

Program Description/Course Content: (Please attach syllabus)

Teaching Format (lectures, guest speakers, discussions, site visits, volunteer projects):

Indicate what days and how many hours per day you will be teaching this course on campus prior to departure:

IV. Participation

What is the total number of expected participants?

How many "frees" (for the faculty leaders) should be included in the participant's price? 1 2

PROVIDER may be able to offer assistance in marketing your program to other institutions.

Would you be willing to enroll students from other institutions? Yes No

V. Program Outline

Please use this section to provide us with your preferred itinerary or list cities that you would like to include, along with any special lectures or activities.

If there is a specific order that benefits your teaching methodology or academic objectives please note this on your list. Please indicate if there are specific dates where you must be in a certain location due to a special event or meeting. Ordering the outline chronologically is helpful, though we ask for your flexibility as we work with our overseas partners to develop an itinerary that meets the academic objectives of your program. Also, please indicate the dates or number of days you would like to spend in each location.

Location	# of Days	Topic/Sites/Activities	Arrangements Made By:
			<input type="checkbox"/> Self <input type="checkbox"/> PROVIDER
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