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INTRODUCTION

Loyola faculty and staff members are essential to the internationalization of the campus and the curriculum. They challenge students to think beyond their immediate world and gather new experiences. One of the ways that faculty and staff can facilitate such learning is by developing a short-term study abroad program.

Go Global Short Term Programs are education abroad programs that range in length from 10 days to one month and have a faculty director. Each program is comprised of overseas travel, and includes a course(s) that covers material specific to the intended overseas destination. Summer programs typically take place during May Term, Summer I or Summer II, but could extend across summer sessions. Spring Break programs are programs associated with a course taught during spring semester, where the overseas component takes place during Spring Break. Finally, J-term programs are programs that take place during the January term in between fall and spring semesters.

Overseas opportunities can be an effective tool within any academic discipline. Faculty-led, short-term programs create valuable intercultural learning opportunities. The short duration and special group dynamics of such programs necessitate careful design and direction in order to maximize the students’ academic, cultural, and personal learning. Program leaders will likely find that they have additional learning objectives specific to their individual programs.

This handbook has been designed by the Office for International Programs, in conjunction with various members of the campus community, to guide faculty and staff members who are planning and directing programs. In assuming responsibility for developing and leading an overseas program, a program leader can expect to assume the roles of administrator, teacher, financial manager, travel agent and counselor. This handbook provides answers to the questions that program leaders most frequently have had and outlines policies associated with various aspects of program development and implementation.

If there are questions unanswered by this handbook, please contact the Office for International Programs at 773-508-3899. Our staff is readily available to answer questions, provide suggestions and resources, and facilitate the planning, development, and implementation of your program. Also, please be aware that amendments may be made to this handbook throughout the academic year. The Office for International Programs will announce these changes by email and post them on the Faculty and Staff section of our website.

Lastly, thank you for creating these opportunities for Loyola students. It takes a lot of work to develop and implement these programs and your dedication is appreciated.

Jennifer Engel, Ph.D.    Brian Johnson, Ph.D.
Executive Director    Associate Director
PROGRAM LEADER ROLES & RESPONSIBILITIES

RESPONSIBILITIES & LEADER ELIGIBILITY
For credit-bearing experiences, the faculty member proposing and leading the overseas program will be teaching in his/her recognized field of expertise. If a faculty member wishes to propose a program with a focus outside his/her recognized field of expertise (or if an administrator wishes to develop a program), he/she must partner with a faculty member capable of teaching within the proposed subject area. This faculty member will be responsible for the academic component of the program.

Adjunct faculty, part-time faculty, or professors emeritus may lead programs abroad provided that they have obtained the support of their department chair and College dean prior to proposing a program. Please see the Program Proposal & Approval section of this handbook for further information on departmental approval of faculty-led programs.

PROGRAM LEADER RESPONSIBILITIES
Prior to submitting a program proposal, the program leader must:

- Know the geographic and academic area well and be prepared to handle both with the Loyola student group.
- Have sufficient expertise in travel to recognize/anticipate the pitfalls, routes, safety concerns, and advantages the proposed destination offers.
- Be academically qualified to offer the travel experience for credit.
- Propose the program in a timely manner to his/her department, dean, and the Office for International Programs for discussion as necessary, and to gain approval.
- Be present with the students during the entire duration of the program.
- Be emotionally and physically prepared to deal with the 24/7 presence of an assortment of students and their varied concerns and needs.
- Be prepared to deal in a timely and patient manner with the steps and issues involved with offering the faculty-led program from planning through final evaluation: academic issues, financial issues, personnel issues, etc.
- Be prepared to submit a complete Go Global Short Term Program Proposal form to the Office for International Programs by the posted deadline.

During the development and execution of the program, the program leader must also:
- Use an OIP pre-approved logistics provider, or a knowledgeable, reliable and compatible tour operator that has been thoroughly vetted and can meet the needs of the program. In some cases an overseas partner institution may serve in this capacity. Examine prices and alternatives in order to keep the program fee financially feasible for students.
- Work with OIP to develop a financially sound program budget, incorporating an emergency fee and a margin to offset unforeseen expenses like currency fluctuations, airline surcharges, travel delays, etc.
- Actively market the program on campus and potentially to other institutions including: participating in the Loyola study abroad fairs, conducting in-class
presentations and informational sessions, posting flyers, developing program
descriptions for the web, etc.

- Be prepared to submit all necessary paperwork as outlined in the Program
  Development Timeline to the Office for International Programs by the posted
deadlines.
- Understand that at least one program leader (faculty or staff) member is
  required to escort the students to and from the overseas destination if the
  airfare is included in the program fee.
- Designate a program assistant or on-site staff member to provide back-up
  assistance in the event of an emergency abroad.

**PROGRAM ASSISTANT RESPONSIBILITIES**

When one faculty leader is leading an overseas program, he/she must designate a
program assistant or a local, on-site staff member to provide back-up assistance in the
event of an emergency abroad. When two faculty members are jointly running a
program, they serve as each other’s assistant. The Program Assistant’s name and
background information must be included in the program proposal form. The Office
for International Programs considers this information as part of the program proposal
review and approval process. Should the program assistant assignment change at
any point prior to the implementation of the program, the program leader must notify
the Office for International Programs as soon as such a change has been identified. In
most cases, a change in program assistant would likely have no effect on program
approval. However, in the event that there are concerns about the background and
qualifications of the newly identified program assistant (considering the job description
and requirements as outlined below, and the nature of the program itself), further
discussion between the Office for International Programs and the program leader
would be necessary.

**Program Assistant Job Description**

This position serves as the assistant to the program leader prior to the program
departure and throughout the duration of the program. The program assistant is
expected to attend all class meetings, discussions, and activities prior to departure as
well as during the program.

Duties include:

- Gather student information and materials
- Manage group funds and budget
- While abroad, assist with ill students by accompanying them to the doctor or
  hospital
- Assist with crisis management should any emergency arise
- Serve as another point of contact for the Office for International Programs while
  the program is abroad
- Take over the direction of the program should the leader become unable to do
  so
- Be “on-call” and available at all times during the travel portion of the program
- Take an active approach of overseeing students and handling a broad range of
  student issues that may arise
- Participate in all preparatory workshops and training conducted by the Office
  for International Programs
Minimum Qualifications
The program assistant must be a Loyola faculty or staff member (employment by the University is required for liability purposes). Previous international travel experience is required. Ability to manage student funds and budget appropriately. Strong interpersonal, communication, organization, leadership skills, and the ability to handle emergencies and other student behavior issues as they arise. Departmental support for participation is required. A highly qualified graduate student may also serve as a program assistant. Such appointments are reviewed on a case by case basis and are dependent on the graduate student’s background and the program structure.

Preferred Qualifications
Knowledge of crisis management and experience traveling with student groups and/or working with students one-on-one is preferred.

PROGRAM DEVELOPMENT

GO GLOBAL SHORT TERM PROGRAM DEVELOPMENT TIMELINE
The typical development timeline for a short-term, faculty-led program is 12 – 14 months from the time the program proposal is submitted for approval until the group departs. This will allow adequate time to develop the program concept, gain approval, put logistics in place, market the program to students, accept applications, and prepare the group for departure. Please see Appendicies A, B, C for program development timelines relative to J-term, Spring Break, and May/Summer Term programs. Note: All forms referenced in the Program Development Timeline can be found on-line at http://www.luc.edu/studyabroad/facultyandstaff/.

PROGRAM PROPOSAL & APPROVAL
According to the Loyola Travel Policy http://luc.edu/studyabroad/facultyandstaff/oip/travelcenter/ all undergraduate, for-credit overseas programs sponsored by Loyola must be reviewed and approved by the Office for International Programs prior to being undertaken. This review includes monitoring the safety of the program location(s) as well as reviewing the procedures and protocols in place for managing the program in the event of a travel emergency.

Using the Program Proposal form, proposals for Loyola overseas programs must be submitted to the Office for International Programs well in advance of initiating a program, allowing enough time for thorough review. The final deadline for submitting the Go Global Short Term Program Proposal form for programs is May 15 for the following academic year. The proposal must also be accompanied by an initial draft syllabus that includes the following:

1. Course title (including department designator, course number, and section number) and number of credit hours specified—this information must match what will be included in the master schedule of classes
2. Course objectives as expressed in learning outcomes
3. Required text(s) and/or suggested reading
4. Course requirements and grading  
5. Attendance policy  
6. Loyola Academic Integrity Statement  
   http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

Proposals for programs bearing academic credit will be reviewed based on the following criteria:

- **Academic merit** – What is the academic value to the combination of course content, on-site experiences, assessments, etc.?

- **Departmental support and sustainability** – Is there departmental support for offering this program, and would it likely be offered by the department in subsequent years?

- **Anticipated cost of the program** – In the faculty member’s estimation, based on initial estimates obtained, would the travel costs for the program be feasible for a wide range of students?

- **Safety of the program destination** – Are there any safety or health concerns associated with travel to this country/region? Is the intended destination on the U.S. State Department travel warning list? Has the Centers for Disease Control and Prevention posted any Travel Health Notices for this area?

- **Language of host country** – If other than English, would students be able to manage fairly easily in-country with little or no background in the host country language?

- **Overall uniqueness of the program** – Will it likely appeal to students? Would the program leader be able to recruit enough students to make the program financially viable?

- **Academic focus and destination “fit”** – Does the academic focus of the course correspond with the proposed destination?

- **Faculty expertise and program subject matter “fit”** – Is the program destination and/or subject matter in line with the faculty leader’s recognized field of expertise?

- **Program leader’s experience** – Does the faculty member have prior experience (or a strong interest in) leading student groups? Has the program leader traveled to this destination previously? Is he/she familiar with the country, culture, language, etc.?

In addition to the departmental support for the program, certain criteria, such as the safety of the intended destination and the program leader’s experience in-country and language skills, will be carefully reviewed. An addendum may be attached to the proposal form if additional space is required to further address these components.
Loyola generally does not approve overseas programs when a Travel Warning is in effect for the program destination. In addition, other security considerations including the nature and conditions of the travel warning, the level of administrative support in country, the emergency resources in place, and the expertise of the program leader(s) will be considered when reviewing programs.

An academic unit seeking exception to the ban on an overseas program where University Travel Warnings are in effect may request an exception, which will be considered by the Office for International Programs.

The academic unit requesting exception should be prepared to provide detailed information about the goals of the course and program; the necessity of the location and the academic importance of the proposed program design; what risks have been identified and how the program will handle necessary action related to emergencies; the experience and training of program leaders and what the level of Loyola faculty/staff supervision will be; what local support is in place; and how a potential evacuation would be handled.

The academic unit must also be prepared to get students’ informed consent regarding participation, including full disclosure about the Travel Warning and safety issues.

**Itinerary Planning & Logistics**

Making arrangements for lodging, transportation, site visits, etc. in-country can consume a lot of a program leader's time and energy. However, there are various ways to approach this task that can reduce the time commitment involved and still develop a solid, engaging faculty-led program. The approach a program leader chooses depends on the number of in-country contacts he/she may have, the time he/she can commit to researching lodging choices, local transportation, etc. and the level of in-country support he/she will require once abroad.

For those that have few in-country contacts and maybe less experience with the local territory and/or language, having the assistance of an organization that specializes in travel to that destination would be extremely beneficial. A number of outside organizations, called logistics or service providers (referred to collectively as “providers”), specialize in arranging educationally focused group travel. They can assist program leaders with tasks such as securing group flights, hiring local guides, making housing arrangements, locating classroom space abroad, arranging in-country transportation, and setting up excursions and site visits. Providers generally take on the liability risks associated with the program and are more flexible with regard to payment deadlines. There may be additional costs associated with using a provider, but depending on the services requested and the number of students involved, the per student cost can be quite reasonable, especially considering the time and effort involved in making arrangements. Because these providers always work with groups, they will likely be able to negotiate lower rates for airfare, hotels, etc.

In addition, arranging programs through a provider may be the best option for faculty who are new to leading education abroad programs. These organizations generally provide more pre-departure and in-country support than the standard travel agency, as well as:
- Continual oversight of program details from program inception through completion of the program.
- Detailed, day by day itineraries with the contact numbers for the local guides, drivers, etc.
- Twenty-four hour emergency numbers both for the organization’s main office and for in-country staff should an emergency arise.
- Knowledgeable, bilingual in-country guides who can also provide assistance.
- Suggestions on site visits and activities that are off the beaten path but may support the academic objectives of the program.

In addition, these organizations usually provide pre-departure packets for students that include their plane tickets and/or itinerary along with information on tipping, local customs, weather, safety and health, money, etc. They typically provide a more detailed “leader guide” for the program leader(s) as well.

Standard travel agents may be able to arrange group flights, secure hotel arrangements and possibly arrange for in-country transportation. However, they may not be capable of arranging everything that a program leader may need for the program. In such instances, the program leader may have to take on more responsibility for arranging certain site visits, specialized local guides or guest lecturers, etc.

The Office for International Programs has compiled a list of reputable, pre-approved providers who specialize in educationally focused group travel. These organizations are accustomed to working with program leaders and students, and are sensitive to education abroad budgets:

- **Academic Programs International – Customized Programs**
  **Locations:** Argentina, Australia, Brazil, Chile, China, Costa Rica, Croatia, Cuba, Ecuador, England, France, Germany, Guatemala, Hungary, Ireland, Italy, Mexico, New Zealand, Panama, Peru, Poland, Qatar, Scotland, South Africa, Spain, Thailand, United Arab Emirates

- **CIS Abroad – Customized Programs**
  **Locations:** Argentina, Australia, Austria, Bolivia, Brazil, Cambodia, Canada, Chile, China, Costa Rica, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, England, Finland, France, Germany, Ghana, Greece, Iceland, Ireland, Isreal, Italy, Malaysia, Mexico, Morocco, Netherlands, New Zealand, Norway, Peru, Philippines, Puerto Rico, Scotland, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey, Vietnam (other locations may be available; contact CIS Abroad for more details)

- **IAU-Customized Programs**
  [https://www.iaufrance.org/](https://www.iaufrance.org/)
  **Locations:** France, Spain, Morocco

- **Institute for the International Education of Students (IES Abroad)- Customized Programs**
http://www.iesabroad.org/study-abroad/advisors-faculty/customized-programs
Locations: Argentina, Australia, Austria, Chile, China, Ecuador, England, France, Germany, India, Ireland, Italy, Japan, Morocco, the Netherlands, New Zealand, South Africa, Spain

- Monkey Bay- Customized Programs
  http://www.belizestudyabroad.net/
  Locations: Belize

- Saronic Tours- Travel Agency
  Locations: Greece

- Seminars International, Inc.- Customized Programs- Specializes in both general faculty-led and performing arts tours
  http://www.semint.com
  Locations: Various locations worldwide; contact OIP for more information

- The School of Russian and Asian Studies (SRAS)
  Locations: Russia, Central Asia, Eastern/Central Europe, The Caucasus

Particularly for new programs, it is recommended that program leaders obtain a couple of quotes from different travel operators/service providers in order to compare prices.

Some departments and/or program leaders may already enjoy long-standing relationships with host institutions overseas. In these cases, it may be cheaper and relatively easy to contract directly with the host institution, and when possible have the host institution make all of the in-country logistical arrangements.

Program leaders can choose to have students make their own flight reservations and meet up in-country, or they may choose to arrange a separate (optional or obligatory) group flight. One of the service providers mentioned above, or a local travel agent, might be able to secure lower group rates.

Please Note: For risk management purposes, program leaders are expected to choose from this list of pre-approved providers. Please contact the Office for International Programs if the provider you have in mind is not on the approved list, or if you are planning a program to a destination in which none of the aforementioned logistics providers operate. Also, please keep in mind that program leaders and program assistants are not able to operate vehicles to transport the group in country. All transportation must be provided by a licensed, professional transportation company.

Budgeting and Costing
One of the most detailed activities involved in developing a faculty-led education abroad program is the budgeting and costing process. Depending on how the program leader chooses to arrange the program (on his/her own, via a provider, or by contracting with a foreign institution), there will be various costs to include when calculating the comprehensive program fee.
Base Program Fee
Standard costs covered in the program fee typically include:
- Housing in a hotel, hostel, dormitory, or host family
- Some meals, such as breakfast provided by housing option, or a group welcome/closing dinner
- Local transportation, such as a chartered bus, subway passes, etc.
- Class-related excursions, such as entry into museums, cost of guides, etc.

Airfare
It is at the program leader’s discretion as to whether or not to include airfare in the program fee. If the program fee includes the participant airfare costs, the program leader and/or program assistant must travel with the group to and from the overseas destination. This option may be easier to facilitate. However, the program leader may choose not to include the participant airfare in the program fee to allow students more flexibility with finding their own airfare or arrival/return dates. This option is best suited for programs that will be staying in one location for a few days at the start of the program, for programs that expect to have students who are familiar with overseas travel, or for a mature student group who may be better equipped to handle travel delays on their own. If airfare is not included in the program fee, it is recommended to notify the students of the program leader and program assistant’s flight itinerary so that students may choose to purchase the same flight if they wish.

Tuition Costs – Loyola Tuition & Fees
In all cases, Loyola tuition costs for the course(s) associated with the study abroad program are not to be incorporated into the program fee. The Office for International Programs registers students for the associated course(s) and bills them through LOCUS. The program leaders are not responsible for collecting either tuition or the program fee.

Program Leader Costs
In general, when calculating the cost per student, program leader and program assistant travel costs should be divided among the total number of students and incorporated into the final per student program fee. Leader costs should include all items listed on the itinerary (lodging, site visit entrance fees, tips, in-country transportation, etc.) as well as international airfare, a per diem for meals, and miscellaneous expenses. OIP will help with determining program leader costs.

If two faculty members (or one faculty member and one staff member) would like to work together to develop and lead a program, the costs for both leaders should be incorporated into the program fee.

Under no circumstances should the costs for spouses/partners be included in the student program fee unless that person is officially co-teaching for the program (see section on Program Implementation for policies regarding partner/spouse participation in Go Global Short Term Programs). Personal items purchased abroad by the program leader are not to be paid for out of program funds.

Program Leader Salary
Faculty will be paid for teaching the course(s) associated with the Go Global Short Term Program just as if they were teaching the course(s) on campus. Faculty are responsible for making these arrangements directly with their department/college. The program leader’s salary will not be factored into the student program fee. In the case of two faculty program leaders, the faculty will have to discuss the division of salary with their respective dean(s)/chair(s).

**Margin Fee**

It is important to incorporate a margin into the program fee in order to accommodate any unforeseen costs such as fuel surcharges, currency fluctuations, etc. This will help prevent the program from going over budget. A suggested margin might range from $75 – $125 per student, depending on the duration and location of the program.

**Budget Administration**

Each program leader is responsible for working with OIP to establish a program budget, ensuring that:

- The program operates in the black;
- Only appropriate costs are incorporated into the program fee; and
- The program fee is not prohibitive to student participation.

The Office for International Programs is available to assist with initial program costing and budget development. Once budgets are established, OIP will review them with the faculty leaders and then set the official program fee. From that point forward, OIP will work with faculty leaders to make necessary payments to the service providers once program enrollments are set.

The program leader and OIP will also need to examine the contract with the provider or overseas institution in order to establish a payment schedule. See the Payment and Withdrawal Policies section for more information on addressing the program fee and payment information to the students.

Please refer to Loyola’s Travel & Business Expense Policy regarding University payments and receipting [http://www.luc.edu/finance/expensepolicy.shtml](http://www.luc.edu/finance/expensepolicy.shtml).

**Processing Program Expenses**

Program leader and program assistant (referred to collectively as “program leader”) travel associated with the delivery of a Go Global Short Term Program is subject to the same rules and regulations as general business travel. All program leader travel expenses associated with the program must be approved and processed by OIP and then through Accounts Payable. The following financial procedure should be adhered to:

**Flights** - Once it has been determined that the program has reached the required minimum enrollment, flights can be purchased. Flights can be charged on your Procard (if you have one) or on your personal credit card. OIP will process an inter-departmental budget transfer for the amount of the flight if you paid via a Procard, or a university reimbursement if you paid with your personal card. In either case, please complete the Loyola Expense Reimbursement form.
http://www.luc.edu/finance/forms.shtml and submit it to OIP, along with your flight itinerary and receipt that shows the full cost of the flight (including and travel agent’s fees). This documentation must be submitted to OIP within one week of the purchase date. Keep in mind your flight cost must adhere to the amount you indicated in your program proposal budget, and flight purchases must comply with the University policy regarding travel
http://www.luc.edu/finance/expensepolicy.shtml. If you are not clear on what the budgeted flight amount was, or flight costs seemed to have increased significantly, please contact OIP before purchasing the ticket.

**Procard-** Prior to departure, Procards should only be used for booking flights. On site, they may only be used for program emergencies, or preapproved program purchases that cannot be made prior to departure (e.g. housing bills, excursions/entrance fees that must be paid on-site, etc.). All Procard receipts MUST be submitted to OIP within two weeks of the program end date.

**Cash Advance-** Prior to your departure, you can request a cash advance to cover program related expenditures that cannot be paid in advance. These expenses may include program leader housing, meals/per diem, phone, expenses for group activities, and local transportation costs. The amount of the advance will correspond with the expenses outlined in your program budget. OIP will contact you to confirm this amount and work with Accounts Payable to issue you the funds. Typically, funds can either be deposited in your bank account or issued in paper check form. FULL documentation (i.e. all corresponding receipts) is required for these expenses. After you return, you must submit all receipts to OIP within two weeks of the program end date.

If you were unable to obtain a receipt, or were traveling to an area where receipting is not customary, you will be expected to provide a memo listing each expense along with a description of that expense. Once all documentation has been received and the account reconciled, you may be due either a reimbursement if your expenses exceeded your cash advance, or be required to return any funds that were not used during the program. Please complete the Loyola Expense Reimbursement form http://www.luc.edu/finance/forms.shtml and submit, it along with corresponding receipts, to OIP. Please note that the cash advance is to cover program related expenses; it is not part of the faculty leader’s pay for administering the program.

**Program Payments-** Given that OIP manages the accounts associated with each faculty-led program, OIP will process all program-related payments either prior to your group’s departure or after your return. These charges include program expenses such as housing (for students and faculty leaders), tour operator/tour guide fees, group transportation, and payments to local university partners who are arranging program logistics. Invoices must be provided to OIP at least three weeks in advance of the payment due date to allow for processing. Invoices,
and/or accompanying documentation, must include the details required to process the payment such as the name of organization requesting payment, bank information (for wire transfers), the address where payment should be sent, W-8 form for business outside the US, etc. OIP will advise the faculty leader if any required information is missing.

**Lodging & Meals**
Reasonable lodging and meal expenses for program leaders, which should correspond to the amounts listed in the program budget, will be reimbursed as noted above.

**Other Expenses**
Other miscellaneous expenses related to travel are accounted for in the program budget. Such expenses include: phone, internet, taxi, airport parking, ATM fees, currency exchange fees, foreign transaction fees, etc. Miscellaneous expenses might not be known prior to travel, so the program leader should estimate for planning purposes and then accurately reflect miscellaneous expenses upon return. Leaders must provide proof of miscellaneous expenses in their Expense Reimbursement form that they complete and submit to OIP once the program is over.

**PAYMENTS & WITHDRAWAL POLICIES**
Program leaders can expect a few students to sign up for a study abroad program, and then decide later that it is not possible for them to participate. Students need to know early on the financial ramifications associated with their withdrawal from a program so that they can make appropriate decisions.

To assist with this matter, the Office for International Program has developed a confirmation form called the Intent to Enroll (Appendix B), which is part of the study abroad online application system. Each student must submit the form within 3 weeks of acceptance or they risk losing their place on the program. The intent of this form is three fold:

1) Inform students up front what they will be responsible for financially, and when payments are due;
2) Inform students what the proportion of funds they will receive if they choose to withdraw from the program at various points leading up to the start of the program;
3) Protect each individual program leader/department and OIP should a student withdraw and desire a refund of payment; and
4) Prepare students for the possibility of additional costs due to unforeseen circumstances (e.g. acts of nature, acts of terrorism, etc.)

**FINANCIAL AID & SCHOLARSHIPS**
Students may be eligible for financial aid for the summer term (Summer I and II) and if so, can apply it toward their summer study abroad program fees. Students can talk with financial aid advisors at the Hub in the Sullivan Center or email abroadfinaid@luc.edu.

Also, the Office for International Programs generally provides need-based scholarships for Go Global Short Term Programs, as funding permits. The awards are offered on a
rolling basis and students with Pell Grants are given first priority. For more information visit http://www.luc.edu/studyabroad/scholarships.shtml

**INSURANCE REQUIREMENTS**

**Emergency Insurance**
Students taking part in any Go Global Short Term Programs are automatically enrolled in emergency medical and travel insurance provided by Cultural Insurance Services International (CISI). Students will be billed for this insurance via their student account. The charges for this coverage are calculated in one month increments at the rate of $42/month. Should travel span two sequential months (e.g. May 15 – June 5), students will be charged for two months of coverage ($84). This plan is not intended to take the place of one’s primary health insurance coverage. It is only supplemental and provides coverage specific to overseas travel. For more information on CISI, please refer to the CISI Coverage Plan (Appendix F).

Program leaders and program assistants will be automatically enrolled in CISI for the duration of their program. Faculty/staff rates are the same as student rates; the charges for this coverage are calculated in one month increments at the rate of $42/month. The cost for their insurance fee will be incorporated into the overall program budget; program leaders will not be personally charged for this insurance coverage. However, in order to enroll in CISI coverage, faculty and staff will need to complete the online Program Leader Contact Information and Insurance Form December 1 (J-Term programs), February 1 (Spring Break programs), and April 15 (Summer programs (Appendix D). The Office for International Programs will facilitate enrollment of all program leaders and assistants. Leader CISI cards and policy brochures will be sent to their Loyola email addresses once they have been enrolled in the plan.

**CONTRACT APPROVAL REQUIREMENTS & PROCESS**

**Contract Requirements**
When organizing a Go Global Short Term Program, program leaders must make sure that there is a contract, statement of conditions, or an agreement, etc. (herein referred to as a “contract”) in place between any outside agency, service provider, host institution, etc. (herein referred to as the “provider”) and Loyola which clearly details:

- The goods and services rendered by the provider
- The costs associated with those goods and services
- All inclusions and exclusions
- The payment schedule
- Terms of cancellation should Loyola have to cancel the program for any reason
- A statement pertaining to liability provisions of the provider

There must be a contract in place between Loyola and any outside provider arranging a study abroad program for which payment is rendered, prior to any payment being rendered. The only exception is in the case of hotels, travel agencies, or other businesses that only provide invoices for services rendered. In these cases, invoices will be paid via standard operating procedures.
Experienced providers typically have a standard contract that they use. **All contracts between Loyola and providers must be approved and signed according to standard Loyola contract procedure prior to execution of the contract.** Please allow four weeks for review and approval, and take this time frame into account when considering payment deadlines. The Office for International Programs has template contracts that can be used if the provider does not have a standard contract.

**ACADEMIC COMPONENTS FOR CREDIT-BEARING PROGRAMS**

Monitoring the academic requirements of the program is the responsibility of the program leader and his/her department. However, there are a few academic components that are standard across all faculty-led study abroad programs:

- All participants who enroll in these programs must be earning credit for the program;
- Students are not allowed to take part in the program if they are not registered for the appropriate course(s) and earning credit;
- Course registration must correspond with the program’s travel dates, e.g. students must register for a January Term course if the travel period for the program takes place in January;
- All participants who are not current Loyola students must apply to Loyola and register as non-degree seeking students; and
- Contact hours for courses completed abroad should reflect the number of contact hours per credit normally earned on campus.

Changes to the above academic components can affect a student’s financial aid and scholarship eligibility. It is imperative that program leaders notify the Office for International Programs if the course’s departmental designator, number, and/or section number has changed since the Program Proposal was submitted. Please contact the Office for International Programs with any questions concerning these requirements.

**Minimum Enrollment**

Each program is required to enroll a minimum of 10 students by the application deadline in order for the program to continue. If programs do not reach minimum enrollments, the Office for International Programs will consult with the faculty leader and the dean of the School or College that the program is affiliated with to determine if the deadline can be extended, if the program needs to be canceled, or what the financial implications will be if the program is allowed to run while under enrolled, etc.

**PROGRAM IMPLEMENTATION**

**MARKETING & RECRUITMENT**

Once a program has been approved, the program leader’s next task is the promotion of the program and recruitment of participants. The Office for International Programs staff actively markets Go Global Short Term Programs to students who come into the office and who are present at various information sessions, classroom presentations and events. The staff also distributes program information via our office website, listservs and social media.
In planning for recruitment, program leaders should keep in mind that the Office for International Programs begins receiving inquiries about summer programs as early as September of the preceding year. It is also important to note that students usually discuss summer plans with their parents; therefore, you will see good results from publicity pushes just prior to fall break, Thanksgiving and winter break. It is very important to begin publicizing your program as early as possible and to continue marketing it in many different ways throughout the year until the application deadline has passed. Following are a number of ways that program leaders can actively market their programs to students.

**Program Flyer**
The program flyer is a critical piece of publicity. The Office for International Programs has a template that can be used, which includes the following information:

- Program title and dates
- Program location, including a brief description of its distinguishing characteristics
- Course(s) to be offered via the program, including number of credits to be earned and graduation requirements that they could fulfill
- Faculty who will teach the course(s)
- Pre-requisites or eligibility requirements for participation, if any
- Program fee, including what is and what is not included in the fee
- Excursions and/or site visits that are included
- Housing and any special meal arrangements
- Specific flight and/or travel arrangements, if any
- Program leader’s name, telephone number, email address and office number
- Deadline for application
- Disclaimers about possible program itinerary and fee changes, for example: “Details such as dates, costs, itinerary items, etc. are subject to change.” **Please note:** in liability cases, program brochures are often viewed by courts as legally binding contracts.

Even if a program is targeted at a particular field of study, it’s important to stress in the program materials any other requirements that the course(s) associated with this program may fulfill (such as CORE requirements, language proficiency requirements, etc.) and to target students from outside a particular degree field in your publicity efforts.

In order to ensure that the program receives a high level of exposure, the program leader should work with the Office for International Programs to make sure the flyer has been updated prior to the Study Abroad Fair in mid-September.

The Office for International Programs can provide you with a pdf of the flyer for your distribution and will make sure it gets added to the program web page as well.

**Study Abroad Fair**
The Office for International Programs organizes study abroad fairs in September and February to recruit students to education abroad and educate them about the range of program options that exist. Program leaders are encouraged to take part in the fair by having a display table, distributing literature, and talking with prospective students. Information about the study abroad fair can be found on the study abroad website. OIP will send out Study Abroad Fair invitations to program leaders prior to the Fair.

**Website Presence**
To help make students aware of these opportunities, OIP will create a web page for each program on the study abroad web site under the Summer and J-Term program section [http://www.luc.edu/studyabroad/summer.shtml](http://www.luc.edu/studyabroad/summer.shtml). Each program page includes comprehensive details with the following sections: Program description, Faculty, Academics, Housing and Meal, Dates, Program Costs, Application Process. Program leaders will work closely with OIP to make sure the web page is up-to-date, accurate and provides a good overview of the program.

**Social Media**
Leaders should consider making use of Facebook and Twitter as a way of promoting the opportunity. The Office for International Programs will share information with followers of the Loyola Study Abroad Facebook page, but leaders should also work with the social media manager for their department/College to promote there as well.

**In Person Marketing**
There is nothing more effective in recruiting than personally talking with students and making the program description come alive with stories, photos, and vivid descriptions of what they could experience. Visiting classes for five to ten minutes is one of the most effective ways of informing students about the program. Program leaders are encouraged to speak not only to their own classes, but also to the classes of their colleagues both in and outside of their own departments. Making presentations to student organizations which have a tie to the course content or having a display table at on-campus cultural or academic events are other ways to reach students who may or may not have ever considered taking part in an education abroad program.

**Prospective Student Lists and Information Sessions**
Once a program leader has generated a list of interested students, an information session can be a valuable tool to inform students of the program details. Program leaders should generate lists (including names, email addresses and phone numbers) of interested students at the study abroad fairs, through in-class presentations, etc. The Office for International Programs maintains lists of students who have shown interest in studying in particular countries that leaders can draw from as well. Generally, students who make the effort to attend a scheduled information session for a particular program are seriously interested. The format of the information session should reflect this and specific information should be available to students at this time. Following up with these interested students is critical, whether it be by mail, email or phone.
APPLICATION PROCEDURES & ADMISSION REQUIREMENTS

Application Materials
There is an on-line application that the Office for International Programs requires of all study abroad participants. The information collected in this on-line application helps OIP assist in admitting students to the program. It also provides essential data that is useful in many ways (e.g. in the event of an emergency or health crisis, mitigate the risk and liability assumed by Loyola as an institution, and track participation and demographics). In order to standardize and simplify the application process, Go Global Short Term Programs are required to use this application.

Using the standardized on-line application also simplifies the process for the program leaders, as the study abroad application has already been created and gathers necessary student data. The Office for International Programs evaluates student applications for admission to Go Global Short Term Programs. OIP will share weekly enrollment reports with the program leaders so they can stay abreast of program enrollments.

Students participating in Go Global Short Term Programs must submit their on-line application to the Office for International Programs by October 15 for J-Term and Spring Break programs, and by March 15 for Summer programs. If a program has not met its minimum enrollment requirement by this deadline, the deadline may be extended if possible, depending on a range of factors. OIP will discuss enrollment levels and any potential deadline extensions with the faculty leader.

The on-line application can be accessed via the study abroad website at www.luc.edu/studyabroad. Click on Apply Now.

Minimum GPA Requirement
The Office for International Programs has a standard 2.5 minimum GPA requirement for all applicants. Students must be in good academic standing to participate in a study abroad program. A student who has a GPA below a 2.5 may be considered if they have shown a pattern of improvement in their studies, submit a statement of explanation, and are recommended by their academic advisor. If the program leader has any additional admission requirements for students, they should contact the Office for International Programs to discuss so that these requirements can be communicated on the web site and in marketing materials.

Judicial Record Review
As a matter of policy, the Office for International Programs submits the names of all applicants to the Office of Student Conduct and Conflict Resolution (OSCCR) as part of the admission process. OSCCR reviews the names and alerts the Office for International Programs of any students with serious judicial violations and/or who are currently on conduct probation. Students could be prohibited from studying abroad based on their past conduct on campus.
Should an applicant have a serious judicial offense(s) on his/her record, the Office for International Programs may need to meet with the student to discuss the situation and decide whether or not the student can be allowed to participate. In any case, students with outstanding judicial sanctions will not be approved to study abroad until their sanctions have been completed.

**Non-Degree Student Participation**
Currently enrolled college students who do not attend Loyola are welcome to participate in Go Global Short Term programs on a space available basis. They would be able to attend as a non-degree seeking student. They can complete the application per the normal process. The Office for International Programs will review their official transcript and a letter from the student’s home university study abroad advisor as part of the admission process. High school students are not eligible.

**Graduating Student Participation**
Loyola students must be enrolled in a degree-seeking program in order to participate in a Loyola sponsored faculty-led study abroad program. Nonetheless, students who are eligible for graduation may be able to participate in a Go Global Short Term Program after graduation provided that they are still considered degree-seeking (i.e. their degree has not been conferred yet). If a student who is graduating in May would like to participate in a Summer I or II Go Global Short Term program, they should speak to their academic advisor about postponing their graduation in order to remain as active, degree-seekers in LOCUS.

**Graduate Students**
Graduate students may be allowed to participate in an undergraduate faculty-led program on a case-by-case basis. This must be approved by the program leader as well as the director of the student’s graduate program. If they are approved to participate in the program, they would pay graduate student tuition for the course as well as the standard program fee.

**Third-Party Participation on Faculty-Led Programs**
Only the official program leader(s)/assistant(s) and students fully enrolled in the program are allowed to travel abroad with the student group and participate in program activities. Not allowing individuals who are not officially facilitating the teaching and learning within the program to take part in education abroad programs is considered a “best practice” in the field. Only allowing those directly facilitating the teaching and learning process to travel with the group significantly decreases the liability to the University, given that all who are engaged in the program are totally focused upon the class, the students, and the events at hand. This policy applies to all short-term, faculty/staff-led, travel-based programs. Program leaders who are leading programs abroad that are: a) four or more weeks in length; and b) based in one particular location for the duration of the program are considered to be “in residence.” In these cases, spouses and dependents may accompany the program leaders abroad; however, they will not be considered participants of the program and therefore will not be eligible to participate in program specific excursions.
The Office for International Programs will register each participant in the course(s) connected to the program and will bill them for the associated tuition and program fee in LOCUS prior by December 15 for J-Term programs and by April 15 for Summer programs. Please communicate to the students the importance of paying for their Go Global Short Term Program by the payment deadlines of January 5 for J-Term and Spring Break, or May 5 for Summer. Students can be referred to the Office of the Bursar for any additional questions about how to make payments http://www.luc.edu/bursar/index.shtml.

**FINANCIAL AID MATTERS**

**Financial Aid Eligibility**
Students may or may not be eligible for financial aid for summer study, whether on or off campus. Each student’s financial aid eligibility is distinct. Students with questions about the use of financial aid for summer study abroad should be directed to the Financial Aid Office so that a counselor can go over their study abroad costs and aid eligibility. They can be directed to The Hub desk at in the Sullivan Center, or students can email abroadfinaid@luc.edu.

**Scholarships**
The Office for International Programs strongly encourages program leaders to refer prospective students to the Scholarships page of the study abroad web site http://www.luc.edu/studyabroad/scholarships.shtml. This page has information about scholarships awarded through Loyola as well as by outside organizations.

**PRE-DEPARTURE ORIENTATION**
All education abroad students are required to participate in the pre-departure activities conducted by the Office for International Programs and their program leader. The Office for International Programs conducts a pre-departure orientation session each semester, which primarily focuses on health and safety abroad. This is implemented in two parts: (1) an online portion with various topic modules; (2) an in-person session run by OIP staff. Both parts are required. Faculty leaders are expected to coordinate a program-specific session as well. This program-specific session is an opportunity for the program leader to discuss specific logistical, health and safety, and course-related information. The program leader should communicate to the students about class and program expectations. This is also likely the first time that the group will be together, so it is a good opportunity to begin getting to know one another. A detailed program itinerary should be covered during this session as well. Please share with the date of your program-specific session with the Office for International Programs.

**Post-Acceptance/Pre-Departure Email**
Program leaders should also work with the Office for International Programs prior to the orientation to craft an email to their accepted program participants with basic information about arrival and departure, on site accommodations, on-emergency contact information, date for the pre-departure orientation, etc. The Office for International Programs has a draft template that program leaders can complete (Appendix E). OIP will email it out to students.
HEALTH & SAFETY
As a program leader on a Go Global Short Term Program your responsibilities extend beyond the classroom. Students rely on you for all types of extra-curricular assistance as they adjust to a new, and sometimes stressful, environment. To help ensure the health and safety of the students participating on your program it is very important to take the following steps:

- Provide detailed information about the program and program site to participants so that they and their parents/families can make informed decisions concerning preparation, participation, and behavior requirements associated with the program. This includes information on the level of physical demands that will be placed on the students by the program activities, destination, etc. This should be talked about at the pre-departure orientation and can also be included in the post-acceptance/pre-departure email.
- Have knowledge of students’ pre-existing medical and/or psychological conditions. The Office for International Programs will provide you with student Health Self Evaluation forms prior to your departure. These are to be carried with you while the program is in session in the event of a medical emergency.
- Provide students with Center for Disease Control recommendations for immunizations (www.cdc.gov/travel/).
- Monitor the U.S. Department of State travel information for the country(s) the students will be visiting as part of the program. This can be done on-line at: www.travel.state.gov/travel/travel_1744.html.

As part of the on-line application process, each student participating in study abroad is required to complete a Health Self Evaluation form.

EMERGENCIES & CRISIS MANAGEMENT
PREPARING FOR AN EMERGENCY
Recognizing the value of international experiences for students, Loyola strives to provide students with opportunities for international education opportunities that are academically enriching and safe for student participation. However, there are times when world events, whether as a result of natural disaster, political instability, terrorist activity, etc., create challenges for safe operation of education abroad programs. The following general guidelines have been developed to assist the office for International Programs staff and program leaders during periods of instability.

Prior to Departure, the program leader(s)/program assistant(s) are expected to:
- Attend the Crisis Management Workshop.
- Provide a pre-departure, country-specific orientation program for all students participating on the program, including country-specific health and safety information.
- Review with Loyola Community Standards (Loyola’s Student Code of Conduct) with students: http://www.luc.edu/osccr/resources/communitystandards/. Establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- Make sure overseas contact information (host institution phone numbers and email addresses, emergency cell phone numbers, hotel phone numbers
and addresses, etc.) is provided to students and their family members prior to departure. This can be provided in the Pre-Departure Email.

- Complete the Program Leader Contact Information and Insurance Form online (Appendix F) no later than **November 15** for January Term programs, **February 1** for Spring Break programs, and **April 15** for Summer programs to ensure that the Study Abroad Office has the overseas contact information as well as a U.S. emergency contact for each program leader and program assistant.

- Register your group members in the Smart Traveler Enrollment Program (STEP) with the U.S. Department of State prior to departure. This can be done on-line at: [https://travelregistration.state.gov](https://travelregistration.state.gov).

- Review the Health Self Evaluation form for each of your participants and keep in mind any special medical issues that the participants may have.

- Become familiar with the CISI insurance coverage provided by Loyola to all students and program leaders.

- Remind your students to bring their overseas medical insurance card from CISI with them on the program.

- Keep a copy of the CISI insurance contact numbers and copies of each student’s passport data page with you abroad. The Office for International Programs will provide you with these materials via email prior to departure.

- Know who to contact at Loyola in the event of an emergency abroad.

**Office for International Programs:** During normal business hours: between 8:30 a.m. and 5:00 p.m., Monday through Friday:

Jennifer Engel, Ph.D., Executive Director of International Programs  
773-508-3899  
jengel2@luc.edu

Brian Johnson, Ph.D., Associate Director, Study Abroad  
773-508-3899  
bjohnson18@luc.edu

**Loyola Campus Safety:** Campus Safety will notify the Office for International Programs staff should an incident occur after normal business hours. However, program leaders can contact the director or associate director directly should an emergency arise. Their cell numbers will be provided prior to departure.

Campus Police Main Number: 773-508-6039

**Additional Useful Contacts**  
Wellness Center: 773-508-2530  
Office of Student Conduct and Conflict Resolution: 773-508-8890

**While Abroad,** the program leader(s)/program assistant(s) should:

- Keep up-to-date contact information for students in the group, for example if the program is longer in duration and students are living with host families.

- Establish a procedure for you to contact students in the event of an emergency, and a procedure for students to contact you and/or on-site personnel. Establish a central meeting point should phone lines go down.
• Carry a cell phone at all times and make sure that all participants, the Office for International Programs, and the on-site program staff receive the number.
• Maintain regular contact with students, noticing any changes in behavior or physical condition.
• Notify the Office for International Programs immediately should an emergency occur or a significant change in behavior/physical state be observed.
• Complete the Incident Report Form (Appendix F) for any incident that occurs, keeping detailed records of what occurred and when, who was involved along with their contact information, and the result/consequences of the incident.
• Report any serious incidents to local authorities and on-site personnel. Obtain copies of any reports made by these individuals.

**Important: All incidents abroad must be reported to the Office for International Programs staff as soon as feasibly possible. Please do not wait until the program is over.**

**DOCUMENTING AN EMERGENCY**
With any incident, documentation is key in order to have an accurate, timely account of the incident should anything come into question. It is imperative that all incidents are documented and copies of this documentation provided to the Office for International Programs immediately following the incident. The Incident Report Form (Appendix F) was created to help facilitate the documentation necessary in the event of an emergency.

**EMERGENCY CONTACTS ABROAD**
There are U.S. embassies in more than 160 capital cities of the world. Each embassy has a consular section. There are also consular officers at about 60 U.S. consulates general and 20 U.S. consulates around the world. Consular officers provide a range of services to Americans traveling abroad - some emergency, some non-emergency. For more information about services provided, go to: [http://www.usembassy.gov/](http://www.usembassy.gov/)

Before you go abroad, obtain the contact information for the embassy and/or consulate nearest to the area(s) you will be traveling to with your student group. Additionally, you can call the U.S. Overseas Citizens Services desk to obtain assistance in the event of an emergency.

**Overseas Citizens Services**
Phone: 1-888-407-4747 (from overseas: 202 501-4444)

For further information about what types of assistance the U.S. Department of State can provide in the event of an emergency, please go to: [http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html](http://www.travel.state.gov/travel/tips/emergencies/emergencies_1212.html).

Should you have any questions or concerns about emergency management related to education abroad opportunities, please contact the Office for International Programs.

**PROGRAM EVALUATION**
**STUDENT EVALUATIONS**

Students will have the opportunity to evaluate the program once they return. This on-line evaluation asks students to provide feedback on pre-departure and on-site services, program quality, and program outcomes. The Office for International Programs will send the survey link to students electronically upon program completion. All completed evaluations will be viewed by the Office for International Programs and information will be shared with program leaders as requested.
APPENDICES

All forms can also be accessed under the Faculty and Staff section of the study abroad website http://www.luc.edu/studyabroad/facultyandstaff/: 

A- Program development timelines relative to J-term
B- Program development timelines relative to Spring Break
C- Program development timelines relative to Summer programs
D- Intent to Enroll
E- Pre-Departure Email
F- Web Links to Further Information:
   Go Global Short Term Program Proposal Form
   CISI Policy Brochure (Link)
   Program Leader Contact Information and Insurance Form
   Incident Report Form
APPENDIX A

Program development timelines relative to J-term
January/February/March of Preceding Year
- Consult with department chair and college dean to gain support for the program concept.
- Contact the Office for International Programs to discuss the program concept.
- Begin to work on the Program Proposal Form (Appendix A) for approval by department/college.
- Proposal reviewed and approved by department/college.
- Receive notification of program approval by department/college
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs.
- Further develop the academic component of the program, including course number, course description, etc.

April
- April 15: Submit Go Global Short Term Study Abroad Program Proposal Form (Appendix A) with initial draft syllabus to the Office for International Programs.
- Proposal reviewed by the Overseas Program Approval Committee.

May
- May 15: Receive notification of program approval from the Office for International Programs.

June/July/August
- Finalize program itinerary.
- Determine final program costs and set program fee.
- Work with logistics providers and the Office for International Programs to finalize contract details.
- Develop marketing materials for the program (flyers, brochures, web text) with the Office for International Programs.

September
- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- September 15: Submit the following documents to the Office for International Programs:
  - Contracts for processing through the Office for International Programs. OIP will route these documents through the Provost’s Office, the Office of General Counsel, and the Board of Trustees for signatures.
- Begin to promote the program and recruit students.
- Take part in Fall Study Abroad Fair in mid-September.
- Direct students to complete the application process https://studyabroad.luc.edu/oip/login.htm
- Continue to market the program and recruit students.

October
- October 15 Student Application Deadline
- Make payments to logistics providers according to payment deadlines.
November
- **November 15:** Program leaders submit the following to the Study Abroad Office:
  - Complete the Contact Information Abroad Form/ CISI Overseas Insurance Enrollment Form (*Appendix*)
  - Final itinerary
- Program leaders attend pre-departure orientation and conduct break out session for their group

December
- Depart and return
- Notify Study Abroad Office of program outcomes, incidents abroad, etc.

January
- Attend Program Leader Workshop: Crisis Management Abroad.
- Notify Office for International Programs of program outcomes, incidents abroad, etc.
- Encourage students to complete Post-Study Abroad Program Evaluation.
APPENDIX B

Spring Break Program Development Timeline
January/February/March of Preceding Year
- Consult with department chair and college dean to gain support for the program concept.
- Contact the Office for International Programs to discuss the program concept.
- Begin to work on the Program Proposal Form (Appendix A) for approval by department/college.
- Proposal reviewed and approved by department/college.
- Receive notification of program approval by department/college.
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs.
- Further develop the academic component of the program, including course number, course description, etc.

April
- April 15: Submit Go Global Short Term Study Abroad Program Proposal Form (Appendix A) with initial draft syllabus to the Office for International Programs.
- Proposal reviewed by the Overseas Program Approval Committee.

May
- May 15: Receive notification of program approval from the Office for International Programs.

June/July/August
- Finalize program itinerary.
- Determine final program costs and set program fee.
- Work with logistics providers and the Office for International Programs to finalize contract details.
- Develop marketing materials for the program (flyers, brochures, web text) with the Office for International Programs.

September
- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- September 15: Submit the following documents to the Office for International Programs:
  - Contracts for processing through the Office for International Programs. OIP will route these documents through the Provost’s Office, the Office of General Counsel, and the Board of Trustees for signatures.
- Begin to promote the program and recruit students.
- Take part in Fall Study Abroad Fair in mid-September.
- Direct students to complete the application process https://studyabroad.luc.edu/oip/login.htm
- Continue to market the program and recruit students.

October
- October 15- Student Application Deadline
- Make payments to logistics providers according to payment deadlines.
November
- **November 15**: Program leaders submit the following to the Study Abroad Office:
  - Complete the Contact Information Abroad Form/ CISI Overseas Insurance Enrollment Form (Appendix)
  - Final itinerary
- Program leaders attend pre-departure orientation and conduct break out session for their group

December
- Make payments to logistics providers according to payment deadlines.
- Finalize academic components of the program.

January
- Attend Program Leader Workshop: Crisis Management Abroad.

February
- **February 1**: Spring Break leaders submit the following to the Study Abroad Office:
  - Complete the Contact Information Abroad Form/ CISI Overseas Insurance Enrollment Form
  - Final itinerary

March
- Depart and return
- Notify Office for International Programs of program outcomes, incidents abroad, etc.
- Notify Office for International Programs of program outcomes, incidents abroad, etc.
- Encourage students to complete Post-Study Abroad Program Evaluation.
APPENDIX C

Summer Programs Development Timeline
January/February/March of Preceding Year
- Consult with department chair and college dean to gain support for the program concept.
- Contact the Office for International Programs to discuss the program concept.
- Begin to work on the Program Proposal Form (*Appendix A*) for approval by department/college.
- Proposal reviewed and approved by department/college.
- Receive notification of program approval by department/college.
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs.
- Further develop the academic component of the program, including course number, course description, etc.

April
- **April 15:** Submit Go Global Short Term Study Abroad Program Proposal Form (*Appendix A*) with initial draft syllabus to the Office for International Programs.
- Proposal reviewed by the Overseas Program Approval Committee.

May
- **May 15:** Receive notification of program approval from the Office for International Programs.

June/July/August
- Finalize program itinerary.
- Determine final program costs and set program fee.
- Work with logistics providers and the Office for International Programs to finalize contract details.
- Develop marketing materials for the program (flyers, brochures, web text) with the Office for International Programs.

September
- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- **September 15:** Submit the following documents to the Office for International Programs:
  - Contracts for processing through the Office for International Programs. OIP will route these documents through the Provost’s Office, the Office of General Counsel, and the Board of Trustees for signatures.
- Begin to promote the program and recruit students.
- Take part in Fall Study Abroad Fair in mid-September.

November
- Continue to market the program and recruit students for summer programs.

December
- Continue to market the program and recruit students.
• Continue accepting deposits from students until the established internal deadline.

January
• Attend Program Leader Workshop: Crisis Management Abroad.

February
• Take part in Spring Study Abroad Fair (mid-February)
• Set pre-departure class meeting schedule (if there is one) and notify participants.
• Make payments to logistics providers according to payment deadlines.

March
• **March 25:**
  o Application deadline for all summer programs.
  o Notify the Study Abroad Office if the course’s departmental designator, course number, and/or section number have changed.
• Continue to make payments to logistics providers according to payment deadlines.

April
• **April 15:**
  o Complete the Contact Information Abroad Form/ CISI Overseas Insurance Enrollment Form (Appendix)
• Submit final itinerary
• Program leaders attend pre-departure orientation and conduct break out session for their group

May/June/July
• Depart.

June/July/August
• Notify Office for International Programs of program outcomes, incidents abroad, etc.
• Encourage students to complete Post-Study Abroad Program Evaluation.
APPENDIX D

Intent to Enroll

By submitting my non-refundable deposit using the link below, I confirm that I intend to enroll in <program> for <term>. Should I later cancel my participation in the program, I understand that I will forfeit my deposit. I also acknowledge that I have read and understand the payment, cancellation and refund policies of the University as stated below and that I understand the possibility of additional costs due to unforeseen circumstances (e.g. acts of nature, acts of terrorism, etc.)

John Felice Rome Center (JFRC)

Program Deposit: Within two (2) weeks of acceptance, students are required to pay a $500 confirmation deposit online in order to secure their spot at the JFRC. Withdrawal from the JFRC program after the deposit has been paid will result in forfeiture of the deposit.

Tuition: The JFRC adheres to the Loyola University Chicago Bursar’s withdrawal policy. Tuition refunds follow the Office of the Bursar’s withdrawal schedule.

Room and Board: Room and Board refunds will be pro-rated and assessed by the official date of withdrawal.

Loyola Faculty-Led Programs

Program Deposit: Within (2) weeks of acceptance, students are required to pay a $300 confirmation deposit online in order to secure their spot on the program.

Cancellation Policy for Summer Programs:

- Withdrawal from a Faculty-Led program after the deposit has been paid will result in forfeiture of the deposit.
- Withdrawal after April 5th, will result in being charged for a portion of the program fee based on the unrecoverable program costs at that time.
- Withdrawal after May 5th, will result in being charged the full program fee.

Cancellation Policy for J-Term and Spring Break Programs:

- Withdrawal from a Faculty-Led program after the deposit has been paid will result in forfeiture of the deposit.
Withdrawal after **November 15th**, will result in being charged for a portion of the program fee based on the unrecoverable program costs at that time.

Withdrawal after **December 1st**, will result in being charged the full program fee.

**Tuition:** Tuition refunds follow a withdrawal schedule adapted from the Office of the Bursar. 10 day to four week programs refund 100% of the tuition for withdrawals that take place on or before the 1st day of the program, 50% on or before the 7th day of the program, and 0% after that point.

**Click Here to Submit Your Deposit**

After submitting your payment, click the button below to return to the home screen and review your next steps.
Appendix E

Pre-Departure E-Mail

Dear Students of the ______ Course,

Thank you for signing up for this exciting course! We wanted to provide you with some important information. First of all, you are required to attend the Study Abroad Pre-Departure Orientation on April 6th from 5:30 – 8pm in Galvin Auditorium, Sullivan Center. There will be a break out session for the ______ course following the Health and Safety Presentation.

*You can talk more about what you plan to go over in your break out session here*

Arrival: I am leaving this as an example – please add in the relevant info for your program

The two major airlines that fly into Belize are United and American Airlines. Delta also flies into Belize but is very expensive. You must book a flight to arrive in Belize and at the International Airport before 4:00 PM Belize Time (the same time as in Chicago) on February 28. The Monkey Bay Wildlife Sanctuary Bus will meet everyone at 4:15 PM at the Belize International airport on February 28 for a one time pickup and transfer to the Wildlife Sanctuary. The bus will be marked “Monkey Bay Wildlife Sanctuary” on it. It will depart from the airport about 4:30pm BZ time. The sanctuary is about an hour drive away from the airport. So please be aware of the pickup time when booking your flight. Those who arrive earlier will need to wait around for the bus. Belize airport is small so no one should get lost.

When booking your flight be sure to be aware of those flights that require an overnight stay either in Miami or Houston or Dallas /Fort Worth. (Be sure you note, when you are booking your flight, this small but important detail).

Departure:
The class ends the morning of Sunday March 9. Monkey Bay will also do a one-time transfer to the airport leaving Monkey Bay at around 8:30am. Most flights are out of Belize around 11:30 - 12:15pm. Do not book a flight out of Belize earlier than 11:30 am. If you do, you are responsible for getting to the airport on your own, which is not easy or cheap.

Onsite Contacts:
Please provide....
Housing info/ where students will be staying
Any local university information, etc.
Your onsite cell phone:

U.S. Contacts:
Office for International Programs is open 8:30 – 5:00 central time Monday through Friday, you may reach us at 773-508-7706.
Brian Johnson (OIP Contact): 773-508- 3307 or bjohnson@luc.edu

Documents
You will be issued a CISI insurance card – have this with you at ALL times. Make copies of your passport and keep one—or more—when you do not keep your passport.
Currency Rates & Exchanges
Make sure you notify your bank that you will be traveling abroad. It is good idea to get the international contact numbers for your credit cards in case they are stolen (keep these in a place other than your wallet). You can exchange money at your bank or at the airport.

www.xe.com - for up to the minute currency conversions and exchange rates
www.x-rates.com - for currency converter and table

Phones
If you plan to take a phone with you, make sure you contact your phone carrier to get it unlocked for international usage. I encourage you to speak with your carrier about international calling/texting packages as this will save you a tremendous amount of money. Also, ask your carrier about dialing international calls, as they will be able to advise you on how to correctly dial calls.
If you have a smartphone, make sure you turn OFF your data and cellular roaming otherwise you will receive significant charges.

For Family
Please be sure to provide your parents with a copy of this memo, so that we all have the same information.

www.studyabroad.com/telcodes.html - for international telephone codes
http://travel.state.gov - for useful numbers at the Department of State in case of emergency

Complete Student Handbook
Please also refer to the Study Abroad Handbook for more details:

Sincerely,
Appendix F

**Web Links to Further Information:**

Go Global Short Term Program Proposal Form  
https://luc.edu/oip/facultyandstaff/faculty-ledstudyabroadprograms/#d.en.327483

CISI Policy Brochure  
http://www.luc.edu/media/lucedu/studyabroad/pdfs/CISI%20Information%20Sheet.pdf

Program Leader Contact Information and Insurance Form  
http://www.luc.edu/oip/travelcenter/emergencycontactinformationandcisiinsuranceenrollmentform/

Incident Report Form  
http://www.luc.edu/media/lucedu/studyabroad/pdfs/IncidentReportFILLABLE.pdf