

Faculty-led Graduate Student Study Abroad Process:

This handbook has been designed to guide faculty who are planning and directing **graduate*** study abroad 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.

Please also be advised that although a course/program may have run in a previous year, does not automatically guarantee that it will run again the following year. Be sure to check with your dean prior to the start of the academic year.

For semester-long courses, part of a faculty member's normal course load, in which the study abroad component is over spring break there is no additional compensation.

If there are unanswered questions, please contact either Associate Dean, John Slania (jslania@luc.edu) or Business Manager, Justyna Canning (jcanning@luc.edu).

Thank you for taking the time to develop and implement these opportunities for our graduate students. Your dedication much appreciated!

**Undergraduate study abroad programs are coordinated in conjunction with OIP so please refer to their [website](#) regarding the processes and for further information.*

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****J-Term Program Development Timeline****

January/February/March of Preceding Year:

- Consult with the Dean to gain support for the program concept and the Assistant Dean as to how the course satisfies major requirements.
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs (a list of reputable, pre-approved providers who specialize in educationally focused group travel can be found below labeled as *Exhibit A*).
- Develop the academic component of the program, including course number, course description, etc.

April:

- April 15: Submit the Go Global Short Term Study Abroad [Faculty-Led Program Proposal](#) with an 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.
- Complete the budget template (*Exhibit B*) and work with Business Manager, Justyna Canning, to determine final program costs and set program fee.
- Work with logistics providers to finalize contract details.
- Work with Business Manager, Justyna Canning, on setting up a Marketplace Store for student program fee payments and updating the application form (*Exhibit C*).
- Develop marketing materials for the program (flyers, brochures, web text, etc.)

September:

- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- Begin to promote the program and recruit students and hold info sessions.

October:

- Continue holding info sessions to promote the program and recruit students.

November:

- Collect the following forms and documents from all students enrolled in course:
 - o Application Form (*Exhibit C*)
 - o [Original Illegal Drug Affidavit Form](#) (download, print and sign)
 - o [Original Risk and Release Form](#) (download, print and sign)
 - o [Loyola Study Abroad Medical Form](#) (download, print and sign)
 - o Photocopy of identification (photo) page of passport
 - o Photocopy of visa, if required for your travel

- Copy of mandatory insurance purchased through [CISI](#)
- Submit copies of all above forms to OIP.

December:

- Attend a Crisis Management Workshop through OIP.
- Ensure students have viewed the [Pre-Departure Online Module](#)
- Provide a pre-departure, country-specific orientation program for all students participating on the program, including country-specific health and safety information
- Complete the [Program Leader Contact Information and Insurance Form](#) no later than **November 15th** 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 (if applicable).
- Complete the mandatory [Trip Leader Training](#).
- Review the [Loyola Community Standards](#) (Loyola's Student Code of Conduct) with students and establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- Register your group members in the [Smart Traveler Enrollment Program](#) (STEP) with the U.S. Department of State prior to departure.
- Prepare two binders/folders with copies of all student forms from above- one copy to take with you and one copy to leave with the Dean's office.
- 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.
- 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.

****Spring Break Program Development Timeline****

January/February/March of Preceding Year:

- Consult with the Dean to gain support for the program concept and the Assistant Dean as to how the course satisfies major requirements.
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs (a list of reputable, pre-approved providers who specialize in educationally focused group travel can be found below labeled as *Exhibit A*).
- Develop the academic component of the program, including course number, course description, etc.

April:

- April 15: Submit the Go Global Short Term Study Abroad [Faculty-Led Program Proposal](#) with an 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.
- Complete the budget template (*Exhibit B*) and work with Business Manager, Justyna Canning, to determine final program costs and set program fee.
- Work with logistics providers to finalize contract details.
- Work with Business Manager, Justyna Canning, on setting up a Marketplace Store for student program fee payments and updating the application form (*Exhibit C*).
- Develop marketing materials for the program (flyers, brochures, web text, etc.)

September/October/November/December:

- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- Hold info sessions to promote the program and recruit students.

January:

- Collect the following forms and documents from all students enrolled in course:
 - o Application Form (*Exhibit C*)
 - o [Original Illegal Drug Affidavit Form](#) (download, print and sign)
 - o [Original Risk and Release Form](#) (download, print and sign)
 - o [Loyola Study Abroad Medical Form](#) (download, print and sign)
 - o Photocopy of identification (photo) page of passport
 - o Photocopy of visa, if required for your travel
 - o Copy of mandatory insurance purchased through [CISI](#)
- Submit copies of all above forms to OIP.

February:

- Attend a Crisis Management Workshop through OIP.
- Ensure students have viewed the [Pre-Departure Online Module](#)
- Provide a pre-departure, country-specific orientation program for all students participating on the program, including country-specific health and safety information
- Complete the [Program Leader Contact Information and Insurance Form](#) no later than **February 1st** 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 (if applicable).
- Complete the mandatory [Trip Leader Training](#).
- Review the [Loyola Community Standards](#) (Loyola's Student Code of Conduct) with students and establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- Register your group members in the [Smart Traveler Enrollment Program](#) (STEP) with the U.S. Department of State prior to departure.
- Prepare two binders/folders with copies of all student forms from above- one copy to take with you and one copy to leave with the Dean's office.
- 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.
- 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.

****Summer Program Development Timeline****

January/February/March of Preceding Year:

- Consult with the Dean to gain support for the program concept and the Assistant Dean as to how the course satisfies major requirements.
- Develop program framework, itinerary and objectives.
- Consult with logistics providers regarding available services and costs (a list of reputable, pre-approved providers who specialize in educationally focused group travel can be found below labeled as *Exhibit A*).
- Develop the academic component of the program, including course number, course description, etc.

April:

- April 15: Submit the Go Global Short Term Study Abroad [Faculty-Led Program Proposal](#) with an 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.
- Complete the budget template (*Exhibit B*) and work with Business Manager, Justyna Canning, to determine final program costs and set program fee.
- Work with logistics providers to finalize contract details.
- Work with Business Manager, Justyna Canning, on setting up a Marketplace Store for student program fee payments and updating the application form (*Exhibit C*).
- Develop marketing materials for the program (flyers, brochures, web text, etc.)

September/October/November/December/January:

- Attend Program Implementation Program Leader Workshop offered annually in late August or early September.
- Hold info sessions to promote the program and recruit students.

February/March:

- Collect the following forms and documents from all students enrolled in course:
 - o Application Form (*Exhibit C*)
 - o [Original Illegal Drug Affidavit Form](#) (download, print and sign)
 - o [Original Risk and Release Form](#) (download, print and sign)
 - o [Loyola Study Abroad Medical Form](#) (download, print and sign)
 - o Photocopy of identification (photo) page of passport
 - o Photocopy of visa, if required for your travel
 - o Copy of mandatory insurance purchased through [CISI](#)

- Submit copies of all above forms to OIP.

April/May:

- Attend a Crisis Management Workshop through OIP.
- Ensure students have viewed the [Pre-Departure Online Module](#)
- Provide a pre-departure, country-specific orientation program for all students participating on the program, including country-specific health and safety information
- Complete the [Program Leader Contact Information and Insurance Form](#) no later than **February 1st** 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 (if applicable).
- Complete the mandatory [Trip Leader Training](#).
- Review the [Loyola Community Standards](#) (Loyola's Student Code of Conduct) with students and establish a written code of conduct and expectations for the program itself, along with consequences for not following the code.
- Register your group members in the [Smart Traveler Enrollment Program](#) (STEP) with the U.S. Department of State prior to departure.
- Prepare two binders/folders with copies of all student forms from above- one copy to take with you and one copy to leave with the Dean's office.
- 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.
- 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.

Exhibit A-

Academic Programs International – Customized Programs

<http://www.apistudyabroad.com/advisors/customized>

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

<http://www.cisabroad.com/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, Israel, 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/>

Locations: France, Spain, Morocco 11

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

Hope Travel International-Travel Agency

Locations: Tunisia

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.

Exhibit B-

Please email Justyna Canning (jcanning@luc.edu) for actual, fillable template

Loyola University Chicago				
London Graduate Study Abroad- January 1-13, 2018 (J-Term)				
Estimate as of 10.11.17				
COMM 421 -Topics in Global Strategic Communication: International Advertising & Branding				
Request	6 students	Comment/Explanation (e.g., \$100 lodging per night @ 2 nights)		
Instructor Travel				
Airfare				
Lodging				
Meals				
Ground Transport Chicago				
Transportation in London				
Total	\$ -			
1. Student costs				
		Foreign Currency Cost (£)	Conversion	
Lodging (Double Rooms) & Breakfast				
Meals				
Local Transportation				
Inter-city Transportation				
Site Visits & Tour Guides				
Total	\$ -			
2. Other Costs				
Lecture & Classroom				
CISI Insurance				
Margin Fee				
Emergency Fee				
	\$ -			
	\$ -			
Total	\$ -			
TOTAL	\$ -			
PER STUDENT COST	\$ -			

Exhibit C-

[Term Year Location] Study Abroad Application Loyola University Chicago – School of Communication

Students will **register for [COMM XXX] via LOCUS** to secure a spot for the London study abroad course. In addition to the regular tuition, this course has a **[XXXX program fee]** (which does not include the course tuition and fees, airfare, ground transportation, meals, passport and/or visa fees, University required health & travel insurance and other incidentals).

A [XXXX.XX] deposit is due after course registration. Final payment of the remaining student activity fee is due by [Month Date, Year]. No refunds will be made after this date unless trip is cancelled by faculty.

An application is not complete until we have:

- Completed application form
- Photocopy of passport identification page (**passports cannot expire within six months of scheduled travel dates**)

Please email the completed application and a photocopy of the identification page of your passport (or a copy of your passport application paperwork) to _____.

1. Name: _____
(Last) (First) (Middle)

2. Student ID Number: _____ 3. ____ Male ____ Female 4. Date of Birth: _____
mm/dd/yyyy

5. Permanent address: _____

_____ 6. Mailing address (if different from permanent address):

7. Loyola E-mail address: _____ 8. Telephone number: (_____) _____

9. Citizenship: _____
**If you hold dual citizenship between the USA and another nation, please specify both countries.*

10. List two emergency contacts for while you are abroad:

Contact's Name: _____

Contact's Name: _____

Phone Number: _____

Phone Number: _____

Address: _____

Address: _____

Relationship to you: _____

Relationship to you: _____

11. **All Loyola University Chicago Applicants-** If you intend to use your Loyola Financial Aid for study abroad, you must contact a financial aid advisor for more information.

The information I have provided is true and complete.

Signature: _____ Date of Application: _____