

WSU STUDY ABROAD PROGRAMS

Program Director Handbook

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INTRODUCTION & PRIOR TO A WSU-SPONSORED STUDY ABROAD PROGRAM

and rewarding study abroad program.

Weber State University's Study Abroad Office strives to provide students with exemplary educational and personal experiences. Providing students with the best possible programs at the highest academic standards are the ultimate goals of the Study Abroad Program. Program Director are the key to these successful study abroad opportunities.

Only about one percent of Weber State University's students participate in study abroad. Cost and time, of course, are major factors in dissuading students from participating in the programs. However, an oft overlooked deterrent is destination. Various cancelled programs from the past failed to attract students, not because the locations were uninteresting, but because they simply were not the right destination for a particular field of study.

Prior to writing a study abroad proposal, program directors should consider the following:

This may be the student's one and only opportunity to study abroad during his or her educational career. Does the destination give the greatest amount of possible learning for the field(s) of study?

What destination is most likely to attract the greatest number of students?

Does the cost justify the location?

In addition to creating rewarding programs, the directors should emphasize safety and fiscal responsibility while planning a study abroad program. By following the guidelines in this program director handbook, you will be able to provide students at Weber State University the opportunity of a lifetime to participate in a safe

Before the Program

Ensuring that a study abroad program is educationally enriching and personally rewarding for students should be a high priority throughout the planning process of all programs. In this section are the steps to be taken prior to your study abroad program. If you follow these steps, your program will run well and be an extremely rewarding experience for program directors and students alike.

Designate a Program Director

All WSU-sponsored travel programs must be initiated by a WSU representative who becomes the "Program Director" for that particular program. Program Directors are expected to fulfill the following roles:

- Activities planner who details appropriate activities that will enhance the educational experience of the participants (e.g., excursions, field trips and cultural events).
- Emergency management director who responds appropriately to any emergency (see section entitled "Emergency Preparedness and Response").
- Participant manager, who recruits, selects, orients, and oversees program participants.
- Personal resource who assists participants with personal, emotional, financial and health problems, and acts as liaison between participants and appropriate local agencies to acquire needed services.
- Program marketer who develops a marketing and promotion campaign for the program in conjunction with the Study Abroad Office.

Review Procedures with the Study Abroad Programs Office

The Program Director should meet with the Study Abroad Office (Hurst Center, Room 110, 626-8740) to review the procedures for designing, implementing and evaluating a WSU-sponsored travel program. To ensure that all required forms and procedures are completed in a timely fashion, this meeting should occur at least *one year* in advance of the proposed program, and well before a proposal due date.

Develop a Program Proposal

Effective planning for and promoting of a study abroad program takes time. It is strongly recommended that the Program Director begin planning well in advance of the intended departure date. Budgets and itineraries may be subject to change within this time, but advance planning ensures quality programs.

Planning a travel program begins with developing a proposal. First-time Program Directors should consult with the Study Abroad Office in the development of the proposal. All proposals must include the following information:

Academic Program Information:

- A list and description of all department-approved academic courses which will be part of the program, the number of credit hours offered, and any pre-requisite courses required.
- List specific learning outcomes which students are expected to demonstrate at the completion of the program.
- A description of all scheduled activities which will assist students in achieving the learning outcomes of the program.
- A description of all academic assignments, activities, and lectures

(before, during, and after the program) which will assist students in achieving the learning outcomes of the program.

- A description of how students will be evaluated to determine if they have achieved the learning outcomes of the program, and *detailed* criteria for grading.
- Reasoning for the location of the program (i.e. why the destination will give students the best possible academic experience).
- Identify the faculty who will teach the courses listed and describe, in detail, their academic qualifications.

Overall Program Details

- Identify the Program Director and any other trip leaders or co-leaders. Exclusive of the Program Director, describe the trip leader/co-leader responsibilities and qualifications to fulfill these supervisory responsibilities. (Please note that two-deep leadership is required on all Study Abroad Programs; *See Additional Policies and Procedures for more information*)
- Identify the selection criteria to be used with trip participants, including age, educational background, physical fitness and/or required medical exam, or other categories necessary for the successful completion of the program; identify the minimum and maximum acceptable size of the group. Group may be no smaller than 10 participants unless learning circumstances or facilities dictate a smaller group.
- Describe the experience the director or co-leaders have in the destination country.
- Provide a detailed itinerary for the program, including dates for pre-departure orientation, SLC departure date, in-country arrival date, in-country travel, in-country return date, return to

SLC date, de-briefing session, etc. Also provide a description of all travel arrangements required. The Study Abroad Office and the WSU Travel Manager can assist with logistics, reservations, etc. The Study Abroad Office does not assist in securing airfare. Students are responsible for purchasing their own airfare.

- List sites, activities, travel, etc., that require prior arrangement such as museum entrances, tours, lodging, and ground transportation. Be as detailed and specific as possible so that the WSU Travel Manager can provide all desired services.
- Describe any non-academic activities.
- List any meals requested to be included in the cost of the trip.
- State whether the program director will receive compensation and a per diem for the program.
- State the maximum number of credit hours one student may reasonably take (see compensation information in the *Additional Policies and Procedures* section of this handbook).
- List the date of your most recent CPR and First-Aid training. If you are not currently certified, training is highly recommended, and the Study Abroad Office will provide training opportunities.

Required Attachments

- Ensure a Conflict of Interest (COI) disclaimer (See Appendix D) is completed and signed for you and each faculty member of the program. A new form must be completed for each person, for each program.
- Complete and attach a Travel P-Card Application for the Program Director.

The standardized Study Abroad Program Proposal is online at weber.edu/studyabroad.

The form is updated every year. See Appendix C for sample proposal.

Obtain Departmental Approval

Once the proposal has been developed, the Program Director should distribute it to the individuals noted on the cover sheet for their review, approval and signatures. This should be done well before the proposal due date *and before the program is advertised or participants are registered*. The sponsoring academic department and college dean (and the program director's home department and/or dean if the sponsoring and home departments are different) have institutional responsibility for the program. By their signatures and identification of a cost code, they are responsible for covering deficits or disbursing residues that result from these programs. Copies of the proposal and cover sheet, along with all the required attachments, should be provided to all signing parties.

Submit the Program Proposal for Review

Once departmental and college approval has been given, the program director submits the proposal to the Study Abroad Office for review *no later than the required due date for the appropriate academic year*. Proposals will be evaluated for academic quality and program feasibility. To be approved, a proposal must be academically sound – demonstrating sound reasoning for choosing the location – and must list all travel needs precisely.

Budgetary and Logistical Concerns

After a program has been given final approval by the Dean of International Programs, study abroad will work with the WSU Travel Manager and Program Director to plan all travel, and logistics, and to establish the cost and budget of

the program. A tentative itinerary and budget will be presented to the Program Director for approval before any arrangements are made. If the program director deems the participant cost or the itinerary unsatisfactory, Study Abroad, the WSU Travel Manager and the Program Director will work together to make any changes.

All financial matters of WSU-sponsored travel programs must comply with state and institutional guidelines. This includes procurement of and payment for travel services and accommodations, Program Director expenses and compensation, and other expenses that may be incurred because of the particular nature of the program. Because WSU fiscal procedures are not designed solely for travel programs, it can become a challenge to keep records clear and understandable for auditors who may not be familiar with the travel programs. Program Directors must keep all receipts for expenses incurred during the trip to accurately reconcile the program budget at the completion of the trip.

Most in-country program expenses will be paid for with a WSU purchasing card (P-card). The Study Abroad Programs Office will assist the Program Director with completing the P-card application form (included with the program proposal) and will schedule a training session for the Program Director on the P-card use with the Purchasing Department.

The Study Abroad Office may authorize a travel advance request from the Program Director when a P-card cannot be used when traveling abroad. This travel advance may cover individual expenses, group costs, and emergency/contingency funds. NOTE: a strict interpretation of IRS reporting requirements reveals that funds provided in advance to a Program Director for expenses MUST be

reported as personal income unless final reconciliation reports are filed within 10 days of the date of program completion.

will be given to students upon paying their deposit. Students must fill out all required paperwork before being allowed to travel.

Review Curriculum Logistics

If credit is to be offered for a program, the Study Abroad Office will enter the courses in the student record system and all trip participants must register for the courses through Continuing Education. Non-WSU students who wish to have course credit transferred to their home institutions must follow the required process for admission to WSU prior to registering for the courses.

Be sure to remind students that all registration, deposits, and payments must be made through CE in the lobby of the Hurst Center For Lifelong Learning or by calling 801-626-6600.

Program Changes

Before any changes can be made to a Study Abroad Program as it appears in the proposal, all changes must be submitted for approval from the program director's department chair and the Study Abroad via the Program Proposal Amendment Form (available online or through the Study Abroad Office). This includes any changes to dates, destinations, academic content (including new courses), program logistics (included activities, transportation, hotels, etc.), etc. The program will be responsible for any financial repercussions caused by any changes. See Appendix E for an example of the Program Proposal Amendment Form.

Ensure All Participants Complete Required Paperwork

Required paperwork – including a Statement of Understanding, Medical/Emergency Information Form, and a photo/video release –

EMERGENCY PREPAREDNESS AND RESPONSE

Weber State University and The Study Abroad Program believe that safety is the number one priority while traveling abroad. Preparing for emergencies should be on the mind of all program directors while creating every Study Abroad Program.

This section will:

- Outline the goals and reasons for planning in advance.
- Provide contact information for the WSU Travel Study Crisis Response Team.
- Define the roles of faculty, staff, and the Study Abroad Office in emergency response procedures.
- Explain pre-departure and on-site actions faculty, staff, and students need to follow to prevent and deal with an emergency.
- Help program directors understand how to decrease liability for faculty, staff, students, and Weber State University.

The Crisis Response Team

In order to facilitate thorough communication and a quick response to any emergency, the WSU Travel Study Crisis Response Team has been formed. This team includes the following members:

- Dean of International Programs
- Administrator of the WSU Study Abroad Program
- The individual program director
- University Risk Management
- Legal Counsel
- Public Relations Director
- University Emergency Management (Police)

Please keep an updated list of contact information for each member of the current Crisis Response Team with you while on any travel study program.

General Emergency Preparedness

To keep all participants safe while on a travel study program, please follow the following guidelines:

Pre-Departure for Students

Students should be kept informed of all potential dangerous situations during a travel study program, and they should know how to react during any given situation. To ensure students are informed before embarking, all program directors, in conjunction with the Study Abroad Office must host at least one pre-departure orientation. In addition to disbursing any academic information students need, informing students of the program discipline policies in conjunction with the WSU Student Code, and reviewing all travel details, these orientations serve as an emergency planning meeting

When students enroll in a program, they will be asked to read the Study Abroad Student that is found online at weber.edu/studyabroad. Program Directors may consider creating a handbook with detailed and pertinent information for their own program.

Another important topic to be discussed is any health-related issues. Students should be informed of any required or recommended vaccinations for the study abroad program, advised of all health precautions of the destination(s), and reminded to be prepared for any pre-existing conditions (i.e. refill prescriptions, bring allergy medications, etc.). Other important guidelines for your pre-departure orientation include:

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- **Do Not** give medical advice to students. If they have medical questions, send them to the University Health Center, the Center for Disease Control, or their personal physicians.
 - Inform the students of all known safety risks.
 - Review the national health system within the country to be visited.
 - Give students the local emergency number (equivalent to 911).
 - Remind students that consuming alcohol and/or illicit drugs is forbidden while on **any** WSU-sponsored activity, including Study Abroad Programs (PPM 3-30b).

Program Cell Phone

It is imperative that *all program directors* travel with a cellular phone at all times. *Before* leaving for the study abroad program, directors should purchase a program cell phone to be used internationally and build the cost of the phone and its service into the program's budget. Directors may use their own cell phones if they are compatible with the destination's cellular networks. In this case, directors should budget for any **work-related** international charges on their bill to be covered by the program's budget and should be able to differentiate between work-related and personal charges.

Program directors should learn to use and access the voicemail and text messaging systems before leaving and *give the phone number to Study Abroad Programs as soon as they have it.*

Emergency Contact Card

Program directors should provide all participants, including trip leaders/co-

leaders, with an emergency contact card which should include:

- The program name
- Name, address, and phone number of housing accommodations.
- WSU 24-Hour Contact Number (WSU Police), which is (801) 626-6460.
- Name of the program director and cell phone number.
- Local emergency number (equivalent to 911).
- Contact information for local U.S. Embassy or Consulate.

Immediately Upon Arrival

When the faculty and participants have arrived at the program destination, program directors should switch the program cell phone on and check for any messages from the Study Abroad Program, and then the director should call Study Abroad to notify them of the program's safe arrival. Also, notify the Study Abroad Office immediately if a student does not show up for the program. Program directors should require participants to contact home as soon as possible. Also, while traveling, refrain from turning off the program cell phone for an extended period of time.

First On-Site Orientation

After arrival at the destination, program directors should hold an on-site orientation. During this orientation, cover the following topics:

- Remind students of any known health and/or safety risks.
- Ensure that each student has an emergency contact card.
- Remind students of the local emergency number.
- Obtain any student cell phone numbers.

- Create a “communication tree” for students.
- Implement the “buddy system” to account for all participants at all times.
- Advise students to never leave residence without money and their identification, and warn students not to leave money, passports, electronics, jewelry, or other valuables unprotected.
- Review the national health system within the destination.

University’s representative. Inform Study Abroad of this student’s name and contact information.

Program directors should prepare this Emergency Action Plan prior to the departure of the program and submit it to the Study Abroad Office to keep on file.

Create an Emergency Action Plan

Emergencies are never planned, but they can be prepared for. During the on-site orientation, program directors should implement an Emergency Action Plan. Instruct the students to read the crisis management section of the Study Abroad Handbook to refresh their knowledge of WSU policies and procedures in the event of an emergency. Then, as part of the Emergency Action Plan, discuss the following:

- Designate a primary and secondary meeting place for everyone to meet in the event of an emergency. These locations should be easily accessible and far enough apart that they generally wouldn’t be impacted by the same emergency situation.
- Agree on where, when, and how to meet at the primary or secondary meeting places, then **inform Study Abroad where they are located**. In the event of a loss of communication between Study Abroad and the program director, this will help facilitate emergency personnel in locating the group.
- Designate a student leader in case faculty is unavailable and/or incapacitated in any way. All students should know how to contact the student designee and understand that in the program director’s absence, they are the

Responding to Emergencies

The 24/7 emergency line for Weber State University is (801) 626-6460. This will connect anyone to University Police or Weber County Dispatch at any time of day. In the event of an emergency, have the dispatcher contact Lieutenant Mike Davies, the Emergency Management director for WSU, who will, in turn, contact the rest of the Crisis Response Team. If he isn’t immediately available dispatch will contact him, and a WSU official will call you back as soon as possible with instructions.

Medical Emergencies

An medical emergency includes **any hospitalization**, no matter how brief, and may consist of:

- Rape or Sexual Assault
- Severe Food Poisoning
- Severe Emergency Reactions
- Any mental health issue
- Any incident involving injuries or potential injuries.

In the event of a medical emergency, program directors, Trip Leaders, or Trip Co-Leaders are required to do the following:

- Seek appropriate medical care.
- Notify the Study Abroad Program of your location and status. Call SAP at (801) 626-8740 or (801) 626-7468 during the day or Campus Police at (801) 626-6460 any time.

- Work with SAP to maintain communication with WSU and the local treatment facility. SAP will facilitate communication with WSU officials and the students' emergency contacts as well as risk management and the media (if appropriate).
- Protect students' rights to medical privacy. Share only necessary details with other individuals on a need-to-know basis.
- When possible, send a written incident report to the Study Abroad Program.

Medical Care

If participants on a study abroad program would like coverage for routine medical services or non-accidental medical emergencies, they must have their own insurance. If their own insurance providers don't cover international medical services, students should check with travel health insurance companies.

General Emergencies

A general emergency may consist of any potential dangerous situation. The following is only a small list of what may constitute a general emergency:

- Protests/Civil Unrest.
- Armed Conflict.
- Foiled and/or Successful Terrorist Plots.
- Earthquakes.
- Hurricanes.
- Volcanoes.

In the event of a general emergency, the number one priority of a program director must be the safety of himself/herself and the participants of the study abroad program. When an emergency takes place WSU Faculty and Staff must do the following:

- Secure a safe location for all faculty, staff, and participants (preferably your

primary or secondary meeting place as determined in the Emergency Action Plan).

- Contact and respond to directions of local authorities.
- Notify WSU/SAP **immediately** of your location and status by calling SAP, Campus Police, or e-mailing the Study Abroad administrator.
- Wait for instructions from WSU and/or emergency personnel.
- Communicate all WSU instructions/information to the students.
- Maintain communication with WSU/SAP.
- When possible, send an incident report to SAP and Campus Police.

Discipline Problems

Discipline problems are very rare during Study Abroad Programs, but they can occur, seriously affecting programs. The program director, as the official representative of Weber State University, has the right and responsibility to discipline any program participant at any time while on a travel study program. As Study Abroad Programs are official Weber State activities, disciplinary problems include any violations of the WSU Student Code (PPM 6-22). This includes (but is not limited to) academic dishonesty, drug and alcohol use, disruptive, improper, and/or illegal behavior, and infringing on the rights of others. All faculty associated with a travel study program should become familiar with the Student Code as provided in the Policies and Procedures Manual.

Violations to policies and procedures require the following actions from the program director:

1. Verbal Warning – The program director should verbally inform the student that he or she is violating the policies and

procedures of the Study Abroad Program and Weber State University.

2. Written Warning – The program director should issue a written warning stating the incident, its effect, a notation of the violation, and the warning along with any disciplinary action, written explicitly.
3. Dismissal: The program director dismisses the student from the travel study program and sends them home safely at the sole financial responsibility of the student. The student then receives a failing grade for any for-credit courses associated with the Study Abroad Program, is referred to the Dean of Students for further action, and is not refunded any program fees previously paid.

In the event of egregious violations of the Student Code or the law, the program director has the right and responsibility to immediately proceed to the dismissal of the student from the program, including all of the repercussions stated above.

Incident Reports

Program directors are asked to complete an incident report form for injuries, or discipline issues. Forms will be made available shortly before departure. If a report is necessary, complete it and return it to the Study Abroad office upon return.

Liability

As Weber State University’s official representatives, program directors should protect the University from any potential liability. Program directors should follow FERPA and HIPAA by protecting students’ rights to academic and medical privacy. Do not

discuss any confidential student information unless authorized under these laws.

Program directors should note and adhere to the Title IX prohibition against Sex Discrimination, and they should never hold office hours in their hotel room or other residence, avoid **any** alcohol consumption while on a Study Abroad Program (PPM 3-30b), and forbid students of the opposite sex to share accommodations – even if consensual.

Program directors should also understand their responsibilities as prescribed in the Americans with Disabilities Act. They should understand that medical conditions may qualify as disabilities, and many disabilities are invisible. To limit ADA claims, do not discourage students with disabilities from studying abroad, but, at the same time, do not over-promise an ability to provide the same accommodations abroad as in the United States. Be factual about certain challenges, such as lack of curb cuts for wheelchairs or lack of available elevators, but do not impose judgment on students’ abilities to meet such challenges. Most of all, offer students opportunities to share their needs and trust them to know what they can and cannot do.

Risk Management and Accident Insurance

Part of the cost of the program goes toward purchasing health and accident insurance. The risk management office administers this program and oversees coverage and claims.

If an accident occurs, the Risk Management Office should be contacted immediately to begin the claim process. The risk management office will provide a claim form, which must be submitted by the claimant

Accident insurance coverage begins when the group is under the direction of the program

director. Coverage begins at the completion of the program.

Responsibilities of the Study Abroad Program Office

In the event of an emergency situation, the Study Abroad Program will:

- Account for all students, faculty, and staff.
- Remain in communication with all faculty, staff, and students.
- Respond to concerned callers.
- Provide all Weber State University administrators with regular updates.
- Assess safety of locations for continued program presence.
- Communicate this assessment to faculty and students.
- Work with the Public Relations Director to inform the media, if appropriate.
- Register all program participants with the U.S. Department of State prior to departure.

As we work together, we hope that all of our students have an enjoyable and safe time while on a WSU Study Abroad Program.

DURING A WSU-SPONSORED TRAVEL STUDY PROGRAM

Enforce WSU Policies

The Program Director must enforce WSU's travel policies and other relevant university policies during the program. Enforcement may involve limiting or excluding individuals from participation, including returning them to campus before the conclusion of the program. See the above section on disciplinary procedures.

Keep All Receipts

It is imperative that Program Directors keep all receipts and a travel log for expenses incurred during the program. The receipts and travel log must be presented to the Study Abroad Office upon return to campus for reconciling the budget.

Follow Appropriate Travel Safety Guidelines

Use these common sense strategies while traveling:

- Do not accept responsibility for non-trip participants' luggage in the airport.
- Do not leave bags or articles unattended
- Do not check bags for anyone outside of the trip group, or carry gift packages for anyone you do not know very well.
- Do not take anyone else's luggage through Customs.
- Avoid suspicious, abandoned packages in the airport and elsewhere and report them to security personnel.
- Get in and out of airports, train, bus and subway stations as promptly as possible.
- Watch for and report suspicious behavior.

- Avoid large crowds or demonstrations; get out of the area immediately and do not photograph these events.
- Keep informed through local radio and television broadcasts and develop a political awareness of local conditions (the Study Abroad Program may also assist in monitoring in-country conditions while the trip progresses).
- If necessary, implement evacuation procedures as outlined in the emergency management plan.

NOTE: The right is reserved by WSU, in its sole discretion, to cancel the program or any aspect thereof after departure, requiring that all participants return to the United States or to WSU if WSU determines or believes that any person is or will be in danger if the program or any aspect thereof is continued.

As accidents or emergencies arise, the Program Director should seek local medical care as needed, but refrain from distributing medicine to participants. Even over-the-counter medicines can be lethal for some people. Consequently, participants should use the pain relievers, anti-diarrheal drugs, antacids, etc., which they have brought with them. If this is not possible, identify the location of a local pharmacy, but inform participants that drugs sold over-the-counter in other countries may often contain stronger doses than found in the U.S.

AFTER A WSU-SPONSORED TRAVEL STUDY PROGRAM

Conduct a Post-Trip Debriefing Session with Study Abroad Programs

In conjunction with the Study Abroad Office, the Program Director should conduct a post-trip debriefing session with all trip participants *within one month* of the return. This provides an opportunity for all participants to reflect on their experiences and to complete a program evaluation (which will be e-mailed to each student). This standard evaluation provides feedback on various aspects of the study abroad program which will help Program Directors and the Study Abroad Office improve future experiences.

Reconcile the Budget

In consultation with Study Abroad Programs and the Purchasing Department, the Program Director will review the receipt and disbursement of program funds, and process other budget, travel log and logistics paperwork in compliance with WSU policy and procedures *within one month* of the return. Per IRS regulations, travel advance funds provided to the Program Director must be reported as personal income if final reconciliation reports are not filed *within 10 days* of the date of program completion. After all expenses and revenues have been reconciled, the remaining surplus or deficit will be transferred by the Study Abroad Office to the sponsoring department and/or college cost code noted on the proposal cover sheet *within 10 days* of the submission of the final reconciliation reports.

ADDITIONAL POLICIES AND PROCEDURES

Program Director Compensation

Program Directors who wish to receive financial compensation may do so according to the Standardized Study Abroad Compensation Scale, which is:

- \$900 Per Credit Hour
- The program director will receive pay for the maximum number of credits any one student may reasonably earn. Most programs offer 3 to 6 credits.
- Standard WSU Per Diem of \$47 per day.
- Program Directors may decline compensation or choose to receive a lower amount if they choose to reduce overall student costs.

Two-Deep Leadership

All programs are encouraged to have some form of two-deep leadership in case of emergency. This includes the Program Director as well as a Program Assistant (can include a “junior” faculty member, an assistant, or a student trained in case of emergencies). All travel costs of the program assistant, including per diem, will be built into the cost of the program. The Program Assistant may not be compensated otherwise.

Traveling Family Members

If a program director would like to bring a family member on the Study Abroad Program, the family member must pay all direct costs prior to the program departing, or he or she will not be allowed to travel. Children under the age of 18 are not permitted on Study Abroad programs unless they are registered university students.

Group Travel

Airfare is not included in Study Abroad programs. However, groups are encouraged to travel together on the same airline to and from Salt Lake City. Typically, program directors will purchase their ticket and immediately inform students of the flight number so that they can book the same flight or one that will arrive in-country at a similar time.

APPENDIX A: PRIVATELY-SPONSORED (NON-WSU) TRAVEL PROGRAMS

WSU faculty and staff who wish to offer a non-WSU study abroad program may incur significant risk to themselves. Because these private trips are not sponsored by WSU, they may not include WSU academic course credit or use the WSU name or logo, or use university time and resources to promote or advertise the program. To limit institutional liability, the Program Director and all trip participants must sign a Statement of Understanding and General Release.

APPENDIX B: WSU TRAVEL PROGRAM FEE SCHEDULE

Model 1: *International and Domestic Credit Programs* - The CE fee is \$200 per student. This overhead cost includes:

- All program logistics.
- Risk management.
- Program registration and academic credit.
- Financial Management.

Model 2: *Domestic, Non-Credit Program* - The CE fee is \$90 per student. This cost includes

- Program logistics.
- Risk Management.
- Financial Management.
- Registration.

