



Morehouse College
Guidelines to Design and Implement
Faculty/Staff-Led Study Abroad Programs

Table of Contents

| | |
|--|---|
| I. The Players | 2 |
| II. Types of Programs..... | 2 |
| III. Application Deadlines..... | 3 |
| IV. Program Requirements | 3 |
| V. The Planning Process..... | 4 |
| <i>Step 1.</i> 13-14 months prior to departure: Decide on the nature of the experience (length/content), type of experience, identify an external partner, understand VISA and travel guidelines, and seek approval from your supervisor. | 4 |
| <i>Step 2.</i> 12-13 months prior to departure: Draft the Study Abroad Proposal..... | 5 |
| <i>Step 3.</i> 12 months prior to departure: Complete your Proposal/Submit Application in the Morehouse College Study Abroad Faculty Application Portal. | 5 |
| <i>Step 4.</i> 10-12 months prior to departure: Execute contracts with providers and travel agencies, create and disseminate marketing materials, and post student application. | 5 |
| <i>Step 5.</i> 3-6 months prior to departure: Student Selections and address Visa and immunization requirements. | 6 |
| <i>Step 6.</i> 5-7 weeks prior to departure: EIIA Insurance, reviewing the U.S. Department of State's International Travel site. | 7 |
| VI. While Studying Abroad..... | 7 |
| VII. Faculty Compensation | 8 |
| VIII. Post-Program Requirements..... | 8 |

Guidelines to Design and Implement Faculty/Staff-Led Study Abroad Programs

This document provides guidelines for faculty or staff interested in developing and implementing a faculty/staff-led study abroad program for Morehouse College students. Leading a Study Abroad program can be a very rewarding experience but planning for it may seem a daunting task for faculty or staff. The following guidelines are meant to facilitate the design and planning process and to ensure a high-quality experience for both faculty, staff, and students.

I. Key Players

Planning a faculty/staff-led experience abroad is a collaborative effort involving several individuals, committees, or organizations. Please find a description of each below:

- 1) *Office of International Education* is the entity responsible for coordinating all education abroad programs at Morehouse College. Faculty or Staff members wishing to design a faculty/staff-led program are encouraged to contact the office as early as possible. The Office of International Education will assist faculty during all phases of the program.
- 2) *Faculty/Staff Program Director* is the faculty or staff member in charge of leading the study abroad program. He or she must design all academic aspects of the program, submit an application to the *Education Abroad Committee*, coordinate the logistics with the third-party provider, travel with the students, and serve as a guide in their abroad learning experience.
- 3) *Third Party Provider/External Partner* is any company or organization which administers study abroad programs, assisting with program design, logistics, and marketing as well as health and safety risk management. Morehouse College external partners can assist with all aspects of developing and implementing the education abroad experience. Our preferred providers for faculty/staff-led programs are: CAPA, Arcadia University, and CIEE. These partners have been reviewed and vetted by the Office of International Education. Faculty Program Directors may choose alternative external providers as long as they are licensed and insured. Please contact the Director of International Education to get more information about external providers.
- 4) *Education Abroad Committee* is a group of Morehouse College faculty and staff in charge of evaluating all faculty/staff-led study abroad experiences. The committee is independent of the Office of International Education. It reviews and approves all applications to ensure that they are in agreement with Morehouse College's mission and vision.

II. Types of Programs

Supporting faculty to develop courses with global content, perspectives, and experiences is a priority of the Office of International Education (OIE) in the Andrew Young Center for Global Leadership (AYCGL). This document, see [here](#), is designed to outline models recommended by the OIE to facilitate credit-bearing study abroad for Morehouse College.

- 1) *Non-credit Bearing Experience*: Students will benefit from an international learning experience but will not earn academic credit.
- 2) *Independent Academic Credit Bearing Course/Program (Option 1)*: Faculty program directors create a unique course for the specific study abroad experience. A course proposal must be submitted to the CEPC and be approved by the Faculty prior to submission of an application to the Education Abroad Committee. This process requires more time and must comply with all Morehouse College

requirements for new courses. *Faculty members offering Independent Academic Credit Bearing Courses are eligible for compensation.*

- 3) *Academic Credit Bearing Program (Option 2):* Faculty members link an existing Morehouse College course to an education abroad experience. These experiences may be linked to an existing course to create a more integrative and global learning experience.

III. Application Deadlines

Applications are reviewed by the Morehouse College Education Abroad committee **only twice each year**. Deadlines for the submission of Faculty/staff-led study abroad programs are listed below. *EAC Study Abroad Proposal Approval Rubric*, [here](#).

2024-2025 Prospective Submission Deadlines for AY 2025-26:

| | | |
|---------------------------------------|------------------------------|------------------------|
| <u>Winter Break/J-Mester Programs</u> | <u>Spring Break Programs</u> | <u>Summer Programs</u> |
| April 1, 2025 | August 1, 2025 | August 1, 2025 |

IV. Program Requirements

- 1) All faculty or staff program directors must complete the application process for their programs as described in this document. Thus, all programs must receive approval of the division chair prior to submission of the application and must be reviewed and approved by the Education Abroad Committee.
- 2) Establishing an *Independent Credit Bearing Study Abroad Course* requires approval of the course through standard faculty approval processes. Additionally, offering of *Independent Credit Bearing Study Abroad Courses* must be approved by the division chair and Academic Affairs prior to offering the course at any given term.
- 3) All students participating in the program must complete an application on the Morehouse College Study Abroad website and sign a mandatory travel waiver.
- 4) All study abroad experiences are required to have contracts with licensed external vendors providing services. [Link to contractual forms templates](#)
- 5) All study abroad experiences offered by Morehouse College will provide international travel insurance for students, staff and faculty travelers via EIIA. See coverage overview here, [EIIA Coverage Overview](#).
- 6) The minimum number of students required to conduct a study abroad program is 10. Because of the increased costs to student participants incurred when fewer students participate in a program, faculty/staff seeking to implement programs with fewer than 10 students **must seek approval from the Office of International Education** prior to implementation. Programs with less than 10 student travelers are not eligible for OIE funding.
- 7) As it relates to the number of faculty/staff travelers on a program, all programs should have a faculty/staff-to-student ratio of 1:8. **Faculty/Staff seeking to implement programs with a ratio greater than 1:8 must seek approval from the Office of International Education.**
- 8) All faculty-led study abroad programs must complete an Education Abroad Brochure before departure: The Education Abroad Brochure is a document prepared by the faculty program director.

It provides an itinerary, flight information, traveler contact information, etc. This document will be shared with students, families, and key constituents at the college.

- 9) Program Leaders should be aware of the required *OIE Chaperone Policy*, [here](#) and the *OIE Guest Participant Policy*, [here](#).
- 10) All flights for Morehouse College study abroad experiences must be booked through Collegiate Travel Planners (CTP). CTP can also be used to book other services as needed. However, you are not prohibited from using local services on the ground at your destination as consultants and vendors. [CTP Group Booking Guidelines](#).

V. The Planning Process

Step 1. 13-14 months prior to departure: Decide on the nature of the experience (length/content), type of experience, identify an external partner, understand VISA and travel guidelines, and seek approval from your supervisor.

- 1) Determine the need for the program and start thinking about the academic subject the experience will cover. Explore different regions and countries as potential destinations. As you consider your destination(s), please refer to the Department of State's travel advisory, [here](#). If your proposal is approved, please routinely check this site as you plan. **Travel destinations with a Level 3 (Reconsider Travel) will not run** and must be postponed.
- 2) Determine the desired length and timing of the program. Most faculty/staff-led study abroad programs are short-term, occurring during the summer, winter-term, or spring break. Length of program may range from one week to several months.
- 3) Contact the Office of International Education at Morehouse College to seek information and support for the planning process.
- 4) Gain the approval of your study abroad program/course from your division chair or supervisor.
- 5) Determine whether the study abroad will be credit bearing, the following options are available:
 - a. Non-Credit Bearing Experience
 - b. Independent Academic Credit Bearing Course/Program
 - c. Academic Credit Bearing Program (associated with an existing course)
For experiences with academic credit, the course(s) leaders can simultaneously seek CEPC approval at the time the proposal is submitted for EAC review. (Once approved, please ensure the course is added to your department's course offerings for the respective semester).
- 6) Explore the different options for Program Partners and make a selection. Share your preliminary plan with them. The provider will provide logistics support at the destination, including accommodations, transportation, excursions, activities and classroom space, if needed. The provider will help you prepare a budget for the program. Morehouse College partners with the following Program Partners:
 - ◆ [Arcadia University](#)
 - ◆ [CIEE](#)
 - ◆ [CEA-CAPA](#)
 - ◆ [IES Abroad](#)
 - ◆ [ISEP](#)

- 7) Research Visa requirements and Travel Guidelines from the proposed destination.

Step 2. 12-13 months prior to departure: Draft the Study Abroad Proposal.

Prepare the first draft of the program proposal, including the following elements required for the application process:

- 1) Description of the program, including the academic topic it will cover and the destination
- 2) Program goals and objectives and the relevance to the Morehouse College vision and mission
- 3) Learning Outcomes
- 4) Faculty/student ratio
- 5) Program director name and contact information as well as additional faculty participating
- 6) Program participants' eligibility requirements and selection process
- 7) Proposed itinerary and schedule
- 8) Preliminary budget
- 9) Monitoring, evaluation and reporting plan

Step 3. 12 months prior to departure: Complete your Proposal/Submit Application in the Morehouse College Study Abroad Faculty Application Portal.

Start your application process by completing an electronic form in the "Study Abroad" app on the Morehouse "My portal" site. The application requires all the elements listed as part of the proposal above. Applications are due between 6-8 months in advance of the experience depending on the departure date. Follow this link to learn about the application process: [Link to Faculty/staff-led Program Application](#)

- 1) As you add the requested information to the online application,
 - ◆ Click "SAVE" to make sure the information added is saved as you complete the application.
 - ◆ After you finish each section on the application click "DONE" to move to the next step.
 - ◆ Both "SAVE" and "DONE" buttons must be clicked to guarantee the application is complete.
 - ◆ After saving, it is possible to come back to a section of the application and edit it. Changes can be completed any time before submitting.
- 2) **Once your application is complete, the SUBMIT button will appear.** Submit for approval by the Education Abroad Committee. If "SUBMIT" is not clicked, the committee won't be able to access the application to review it.

Step 4. 10-12 months prior to departure: Execute contracts with providers and travel agencies, create and disseminate marketing materials, and post student application.

Once your program is approved, you will receive notice from the Education Abroad Committee and can then proceed to the following steps:

- 1) Work with the Office of International Education to create your student application. The application should be available to students no later than 3 months prior to the departure date.
- 2) Create a marketing flyer and send to the Office of International Education. If you are working with an external partner, that partner can assist in the creation of marketing material, if needed.
- 3) Promote your program by sharing with students, making presentations, sharing information with the Office of International Education.

- 4) Students are required to complete the application available on the Morehouse College Study Abroad website. Students are also required to sign a mandatory travel waiver, which is available the application form.
- 5) Complete selection of students to participate in the study abroad program. Once a student agrees to participate in the program, s/he is required to complete the post-acceptance form available on the Study Abroad website.
- 6) If your program is unfunded and you wish to receive OIE funding support, please be sure to read the **OIE Funding Criteria**, [here](#). If eligible, the office will be in touch with you regarding the processes of the budget transfer and the coordinator/chaperone payment(s).
- 7) Please be aware of the required **OIE Chaperone Policy**, [here](#) and the **OIE Guest Participant Policy**, [here](#).
- 8) If you are using a Third-Party Provider, contact that individual/partner to finalize the details of the program.
- 9) All study abroad experiences are required to have contracts with vendors providing services:
 - ◆ If you are using one of our preferred providers (ISEP, CAPA, Arcadia University and CIEE), the provider will generate a contract detailing all proposed services. Forward this contract to the Office of International Education. The Office of International Education will ensure the Morehouse College legal counsel executes the contract.
 - ◆ If you are using any other external partner, including travel agencies or other consultants, Morehouse College requires that vendors complete and sign a contract outlining the specific services to be provided using one of the two templates provided here: [Click for access to contractual forms](#)
- 10) Contact *Collegiate Travel Planners (CTP)* to arrange flights for all participants. Morehouse College requires that all airline tickets purchased for study abroad are booked through CTP. Please review the booking guidelines, [here](#) before moving forward with contacting CTP to start the process.

Step 5. 3-6 months prior to departure: Student Selections and address Visa and immunization requirements.

- 1) Please be sure to check the Department of State's International Travel webpage, [here](#), to find out about visa and/or other travel requirements for each traveler in your group. You can also refer to the [Worldwide Travel Visa Guide](#).
- 2) Check the CDC Traveler's website, [here](#), to know the required travel vaccinations for your destination. See routine vaccinations required by Morehouse, [here](#).
- 3) OIE will provide a student participant list to the AUCC Student Health & Wellness Center, and their staff will determine the health requirements for each traveler. OIE will then provide these reports to leader(s) so they can communicate with their student travelers. These requirements will include routine and travel health vaccinations, see health information sheet, [here](#).
- 4) Coordinate with the Office of International Education to conduct pre-departure orientation. The OIE will conduct a pre-departure session for all study abroad experiences.
- 5) Conduct individual, program-focused, pre-departure sessions to prepare students for context, content, culture, etc.
- 6) Enroll in The Smart Traveler Enrollment Program (STEP), a free service which allows U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Morehouse College strongly recommends that student travelers register prior to international travel: [Link to STEP](#)

- 7) Administer pre-departure assessments of students. These assessments are often used to establish baseline knowledge prior to travel and are part of the assessment plan for measuring the impact of the experience.
- 8) Submit final itinerary and list of participants (including contact information) to the Office of International Education.
- 9) Complete the required ***Education Abroad Information Brochure***, see sample [here](#). The Director of International Education will assist faculty in developing and finalizing this brochure that will be shared with students, families, and key constituents.

Step 6. 5-7 weeks prior to departure: EIIA Travel Insurance, reviewing the U.S. Department of State's International Travel site.

- 1) Familiarize your group with the travel insurance, [EIIA Coverage Overview](#). Any questions or concerns can be directed to our EIIA representative, **Anthony K. Waller**, Director - Risk Management, Direct: 312.568.5506, awaller@eiiia.org, www.eiiia.org.
- 2) Before leaving, all travelers should be sure to review the U.S. Department of State International Travel advisories site to learn more about safety considerations when traveling abroad. This site is available here: [US Dept of State Travel Advisories](#).

VI. While Studying Abroad

The following information is provided to allow you to respond to an emergency or other incident while studying abroad:

- 1) **In the case of an emergency**, contact: Morehouse College Police Department, 24 hours a day:
 - mcpd@morehouse.edu, charles.prescott@morehouse.edu
 - Telephone: +001 (470) 639-0562
 - <https://morehouse.edu/life/student-services/safety/>
 - [@MorehouseSafety](#)
- Contacting the Morehouse College Police Department triggers a triage approach to supporting faculty in managing the emergency.
- Morehouse-OIE Emergency Protocols While Abroad, [here](#).
- If needed, complete an incident report form, [here](#).

Office of International Education

AYCGL-OIE Lead Director: Dr. Jann Adams, jann.adams@morehouse.edu

Program Director: Ms. Jeanine White, (470-639-0761), Jeanine.white@morehouse.edu

Study Abroad Program Coordinator, Cameron Brown, Cameron.brown2@morehouse.edu

2) **Ethics and Compliance Reporting**

This allows reporting of unethical behavior and policy violations. Calls may remain anonymous.

EthicsPoint (1-888-299-9540), 24 hours a day

[Morehouse College | Ethics Line](#)

3) **Student Counseling and Disability Services Center** ^[SEP]

The Student Counseling and Disability Services Center assist students of all ages, races, cultures, sexual orientations, and religious preferences at Morehouse College.

Phone: 470-639 0231

[Morehouse College | Counseling Resource Center and Disability](#)

4) Equal Opportunity and Title IX Officer

- Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. Please see the Sexual Misconduct Policy here, (starting on page 5): [Title IX Policy](#) (Updated on 2/21/2022)
 - [Title IX Procedures](#) (Updated on 2/21/2022)

Title IX Officers

- Keith Cobbs, keith.cobbs@morehouse.edu,
Associate Vice President for Administrative Services and Title IX Coordinator, 470-639-0584
- Darius Thomas, darius.thomas1@morehouse.edu
Associate Director of Title IX

[Morehouse College | Title IX](#)

VII. Faculty Compensation

Independent Credit Bearing Study Abroad Courses must be approved through the standard process for course approval at the college (submission of proposal to CEPC, recommendation by CEPC, and vote of the Faculty). Thus, faculty leading these courses are eligible for compensation from the college for offering these courses.

Faculty members leading *Independent Credit Bearing Study Abroad Courses* are eligible for compensation at the rate generally applied at the college. Thus, a faculty member leading an Independent Credit Bearing Study Abroad course which awards 1 academic credit hour is eligible to receive up to \$1000 in compensation. Increased compensation is commensurate with the number of academic credit hours awarded for the specific course.

Prior approval by the Division Chair and Academic Affairs must be granted prior to offering an academic credit bearing study abroad course *in any given term*.

Please note: Faculty compensation can only be provided by Academic Affairs or external fund(s). Compensation cannot be built into the students' program fees.

[Program Leader Incentives](#)

VIII. Post-Program Requirements

Assessment and Reporting

- Check your program budget balance for accuracy (Please resolve/address any deficiencies before submitting your expense reports and/or remaining invoice payments).
- Submit any outstanding vendor payments.
- **Program Fund Closeout:** Due within 60 days upon return.
OIE/Business & Finance Budget Closeout Template Form, [here](#). Submit complete form to budgets@morehouse.edu and alberry.melson@morehouse.edu (copy oie@morehouse.edu)
- Reconcile travel advance(s) via Chrome River, instructions [here](#). If you need to move money within your program budget to specific account line to cover trip expenses, please contact the Budgets Office, Mr. Alberry Melson (alberry.melson@morehouse.edu).
- Ensure student post-assessments are completed. The Terra Dotta student program evaluation is a system deployed task sent to students after the program end date.

- Submit any OIE incident reports.
- Complete the OIE Faculty/Staff-Led Final Program Report, see guidelines, [here](#).

3/6/2025 3:33 PM