



PROVIDENCE  
COLLEGE

*Center for International Studies*

**Faculty Guide for  
Developing and Leading  
Short-Term International Programs**

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## Value of Short-Term International Programs

Providence College is committed to providing its students with a range of international educational opportunities to study our increasingly globalized world. Faculty-led short-term Spring Break, Maymester, or Summer programs offer a forum for students to expand their understanding of other cultures through engaged learning.

Faculty at Providence College are encouraged to consider carefully whether, and how, a short-term international program may enhance their undergraduate teaching and/or their academic research interests. With appropriate planning, faculty will be able to develop and lead a program that will provide students with both a solid academic experience that supports the College's Core Curriculum, as well as an enriching exposure to cultures and environments different from their own.

## Proposal and Approval Process

Any member of the Ordinary faculty may propose a credit-bearing short-term international program. A faculty member or a team of faculty must be willing to invest a significant amount of time in developing a program. The faculty member(s) should be familiar with the area in which the program is to run and should already have some contacts in the area. It is advantageous if the faculty member(s) also has research interests in the area. The Dean of International Studies and the International Programs Advisory Committee (IPAC) can provide suggestions for program development.

Refer to [the Approval Process and Calendar for Short-Term International Programs](#) for an outline of the review and approval process of submitted proposals and a timeline of important dates and deadlines.

IPAC will review faculty-led short-term international program proposals based on the following considerations:

- The fit of the program with institutional and programmatic goals, as noted below.
- The appropriateness of the curricula, including any arrangements for language learning.
- The level of cultural immersion and engagement (as opposed to mere tourism) for participants to experience and learn about the host culture.
- The appropriateness of travel and housing arrangements.
- Health, safety, and security concerns.
- Program cost and other administrative concerns related to a positive education abroad experience.
- The plans for incorporating structured participant reflections on the experience
- The potential for the sustainability and continuity of the program in subsequent years, rather than merely a one-time experience. Departments may want to consider a rotating portfolio of programs, with each offered every few years, for instance.

## Goals for Short-Term International Programs

New programs should be developed in response to the following institutional and programmatic objectives:

- To contribute to the mission and/or educational goals of the College.
- To develop international opportunities in a broad range of disciplines and geographical areas, including non-Western sites.
- To develop programs which have curricular links with existing on-campus academic programs and which support the Core Curriculum.
- To hold program costs to an amount affordable by interested students.

## [Short-Term International Program Proposal Form](#)

Program leaders are required to submit their proposal form and all supplemental attachments to the Center for International Studies (CIS) in Harkins Hall 215 by the stated deadline. The proposal includes basic information about the program, a program description, the course [syllabus](#), the pre- and post-departure plans, a proposed itinerary, an estimated budget, and an emergency plan.

## Student/Faculty Ratio

Programs should plan to have at least one (1) faculty member for every ten (10) students. The maximum enrollment of a program should be based on the number of leaders. The minimum enrollment is six (6) students, as per the course enrollment policy of the School of Continuing Education (SCE).

Undergraduate course enrollment, for course-embedded programs, is evaluated on a case-by-case basis.

## **Use of Outside Agencies and Organizations**

In many cases, program leaders work with outside organizations to assist with program logistics and arrangements. All contracts and agreements with outside agencies or organizations, such as tour operators, may not be entered into and signed until they have been reviewed and approved by the Providence College Office of General Counsel. All contracts require notice of at least two weeks for review by the Office of General Counsel. Please include a copy of pending or signed contacts with the Short-Term International Program Proposal Form.

## **Short-Term International Program Budget Form**

Faculty need to construct a fiscally responsible budget for the program, keeping in mind that the program must be self-funded based on the fees paid by the program participants. The program must be affordable to the students. For instance, a two-week program generally costs under \$3,500 (inclusive) per participant.

Instructions for preparing the budget are provided in the budget form template. Please Note: The Providence College Short-Term Program Study Abroad Fee is no longer assessed for PC faculty-led short-term international programs.

## **Short-Term International Program Emergency Planning Form**

All efforts should be made to determine foreseeable risks in the host country/region of the program, and to keep program participants informed of such risks to their health and safety. Specific considerations are included in the emergency planning form.

# **Student Application and Selection Process**

## **Advertising and Recruiting**

Faculty members are strongly encouraged to advertise the program as broadly as possible in order to attract a sufficient number of students. For instance, an SCE course requires a minimum of six (6) students to run. The CIS will post a brief description of the program on its website. In addition, faculty are invited to promote their programs at the Study Abroad Fair during International Education Week in the fall semester and to hold an information session shortly thereafter. It is recommended that faculty create flyers or brochures to share with prospective students.

## **Program Application**

For course-embedded Winter Intersession and Spring Break programs that are affiliated with the Feinstein Institute for Public Service, the Feinstein Institute will assist with the application process. Students also will need to register for the spring semester course during the appropriate registration time. For Maymester and Summer programs, the CIS will create an application customized to each program. Applications will be returned to the CIS, which will send submitted applications to the program leaders each week.

## **Applicant Interview**

The CIS recommends that program leaders include an interview as part of the application process in order to better assess a student's motivation, preparation, and fit with the overall group and goals of the program.

## **Determining Eligibility**

Program leaders must adhere to the [Providence College Notice of Non-Discrimination](#) when selecting participants. While each program leader decides on the other criteria for selecting students, such as pre-requisites, the following students should be considered ineligible.

- Students who are on personal, academic, medical, or financial leave from the College.
- Students who are not in good academic standing. *Academic standing is determined at the end of each semester and carries through the following semester.*

End of First Semester: Minimum 1.60 CGPA

End of Third Semester: Minimum 1.90 CGPA

End of Second Semester: Minimum 1.80 CGPA

End of Fourth Semester: Minimum 1.99 CGPA

End of Fifth – Eighth Semesters: Minimum 2.0 CGPA

- Students who are not in good disciplinary standing.

*Disciplinary histories for all study abroad applicants are reviewed and taken into consideration for study abroad approval. The Center for International Studies will consult with the Office of Community Standards and the Dean of Students regarding students who have been accepted into the program.*

### **Accepting and Confirming Students**

Students should be notified in writing of their acceptance status within two weeks of the application deadline. E-mail notification is acceptable. Students should be asked to confirm their place in writing by a stated deadline.

Program leaders are required to send a copy of acceptance letters and a confirmed roster of participants to the CIS.

### **Waitlist**

Faculty may choose to maintain a waitlist in the event that some students do not confirm their place or must withdraw from the program.

## **Payment Policies**

### **Payments**

- For course-embedded Winter Intersession and Spring Break programs that are affiliated with the Feinstein Institute for Public Service, the Program Coordinator of the Feinstein Institute will be responsible for collecting participant payments and paying expenses for all program costs.
- For Maymester and Summer programs, the Associate Dean of SCE will be responsible for collecting participant payments and paying expenses for all program costs.

### **Program Deposits**

A deposit is required for every short-term international program participant. The suggested deposit amount is \$300. Please refer to the [Approval Process and Calendar for Short-Term International Programs for](#) deadline information.

### **“You Don’t Pay, You Don’t Go”**

Participants who do not pay for the program in full by two weeks prior to the program start date will not be permitted to participate in the program. Faculty are responsible for ensuring that all student costs are paid in advance.

### **Withdrawal and Refund Policy**

The program deposit will not be refunded to any participant who withdraws from the program after paying the deposit fee. In addition, withdrawn participants are responsible for paying any non-recoverable costs, including but not limited to flights, accommodations, and field excursions. In the event that a withdrawn participant is replaced with a new participant, the student who withdraws will still lose their program deposit.

### **Cancellation of the Program**

If a program is cancelled for any reason, students will be refunded all fees paid, including the program deposit.

### **Scholarship Funding**

Students generally cannot use their existing financial aid to apply to the cost of a short-term program. Students who have high financial need or who meet another under-represented category of study abroad students may apply for a [Santander scholarship](#) at the end of the fall semester, unless their program has received a Santander block grant.

## **Credits and Grades**

All credits and grades will appear on the student’s PC transcript. The grade will be calculated into the student’s cumulative GPA, and credits earned will be factored into the student’s total credit count.

- For course-embedded programs, students register for the corresponding semester course.
- For Maymester and Summer programs, students are registered for the course through SCE.

Students continue to be bound by the College’s graduation requirement of eight semesters in residence. Enrollment in short-term courses is permitted for makeup or enrichment purposes only, and may not be used to advance their graduation status.

## **Family and Friends**

Family members or friends who accompany the program leader are categorized as “non-participants” and are not permitted to attend or participate in any portion of the international program, including but not limited to class meetings, lectures, site visits, field excursions, dinners, and receptions. The College will not assume any responsibility for non-participants and they will be required to sign a [Disclosure of Non-Sponsorship of Activity, Release from Responsibility, Assumption of Risk and Waiver Agreement](#). All expenses are the sole responsibility of non-participants.

## **Travel Arrangements**

### **Flight Itineraries**

Program leaders are responsible for notifying students of how to travel to the host destination, when to arrive, and when to depart. It is strongly recommended that program leaders arrange for roundtrip airfare for all participants on a group flight. At least one program leader is expected to travel with the students on the group flight. In the event that the program leaders do not travel with the group, then a program leader must arrange to meet the participants at the airport and transport them to their accommodations.

### **Local Transportation**

Should the itinerary require the hiring of coaches, vans, boats, or other means of transportation, it is essential that program leaders obtain a copy of the provider’s Certificate of Insurance, and provide a copy to General Counsel, to verify the provider’s safety record and ensure that it carries adequate insurance in the event of an accident or other incident.

Program leaders and participants are not permitted to operate any motor vehicles for the duration of the program, including but not limited to passenger vans, cars, motorcycles, or motor scooters.

### **Required Documentation**

All participants must have a passport for travel outside of the United States, valid for at least six months beyond the program end date. Information on how to apply for or renew a passport is available on [www.travel.state.gov](http://www.travel.state.gov).

Depending on the destination(s) of your program, participants may be required to obtain a visa. Program leaders are responsible for understanding the visa application process and providing instructions to students.

International Students (F-1 or J-1 Visa Holders) are required to meet with Janet Ray, Director of International Student Success, to verify their visa status for lawful re-entry into the U.S. from abroad.

## **College Behavioral Expectations**

While participating in a short-term international program, Providence College students are expected to maintain high standards of conduct, to observe local laws, and to be guided by local cultural norms and traditions when deciding how to behave. Additionally, students are expected to comply with the College’s Code of Conduct (please see the [Student Handbook](#)) and the expectations outlined by the program leaders. Students who violate the Providence College and/or Program’s standards of conduct will be subject to disciplinary action or dismissal from the program abroad and/or Providence College.

### **Alcohol and Drug Use**

All program participants are subject to local laws about alcohol and drug use, which may or may not be different from the U.S. Alcohol or drug consumption resulting in offensive or disruptive behavior, or the endangerment of the health and safety of the student or others, is a serious violation of the conditions of participation in the short-term international program.

Program leaders must be clear with students about their expectations for acceptable legal alcohol consumption. Program leaders may use their discretion when determining whether or not to prohibit alcohol consumption for the duration of the program. Students also should be briefed on how the local culture does or does not tolerate drunken behavior and what the potential consequences might be (including personal safety and legal consequences). In addition, program leaders must convey to students the consequences of illegal drug use in the host country.

## **Attendance**

Because there are real consequences when students are late on an international program, program leaders should establish penalties in advance for tardiness and communicate these to students. Students should not expect that the group will wait for them.

Due to the short-term nature of international programs, absences for any reason other than a verified illness should not be permitted. Students must attend the program in its entirety, and may not arrive later or depart earlier than the program's official start and end dates.

## **Health, Safety, and Emergency Planning**

### **General Practices for Program Leaders**

- Become thoroughly familiar with region-specific health and safety concerns.
  - [Centers for Disease Control and Prevention](#)
  - [U.S. Department of State](#)
- Consult, and urge participants to consult, with health care providers prior to departure.
- Conduct pre-departure orientations covering region-specific health and safety precautions and procedures.
- Distribute emergency contact information to all participants.
- Carry a cell phone with international call ability at all times, and carry emergency contact numbers for the PC Office of Safety and Security and iNext Insurance.
- Be available 24/7 to respond to the needs of the program participants.

### **Policy on Study or Travel Abroad Safety: Travel and Health Alerts and Warnings**

Per College policy, programs are not permitted to run in countries where the U.S. Department of State has issued a Travel Warning and/or where the CDC has issued a Travel Health Warning.

### **Monitoring Conditions in the Host Country/Region**

Program leaders must regularly monitor the political, environmental, and health concerns of the destination and note new or worsening conditions.

### **Immunizations**

Some locations may require that participants receive immunizations before entering the country. The program leader must notify participants of the required immunizations, and when and where to obtain them. A Travel Clinic in the Providence area is noted below:

#### **Miriam Hospital Travel Clinic**

Fain Building  
Second Floor/Suite B  
164 Summit Avenue  
Providence, RI, 02906  
TEL 401.793.4075

### **Providence College Forms and Waivers**

All participants, including program leaders, are required to submit a spreadsheet of College health and safety forms and waivers to the CIS. The CIS will distribute these spreadsheets.

### **iNext Insurance Plan**

All participants, including program leaders, are required to have the same insurance coverage for the duration of the program. The CIS will enroll all participants in the iNext Comprehensive Insurance Plan with Political and Natural Disaster Evacuation coverage.

Participants may individually elect to purchase Trip Cancellation insurance, but this fee will not be included in the program cost.

### **Registration with Smart Traveler Enrollment Program**

Program leaders are required to register all participants in the U.S. Department of State Smart Traveler Enrollment Program (S.T.E.P.): [www.step.state.gov](http://www.step.state.gov).

## **Emergency Planning and Preparedness**

Program leaders must be prepared for emergencies. The following situations should be considered:

1. A participant goes missing for several hours.
2. A participant is arrested by local authorities.
3. Participants are involved in a transportation accident.
4. A participant becomes ill or injured, which may include: allergic reactions/food poisoning, broken bones, a medical condition that requires surgery.
5. A widespread emergency occurs (e.g., a natural disaster, political uprising, or health epidemic).
6. The leader or the co-leader becomes ill or injured.
7. The death of a participant or program leader.

## **Program Leader Responsibilities**

When leading an international program, faculty members take on responsibilities outside of their normal on-campus duties. Perhaps the most significant difference is that **program leaders are required to be available 24/7 to assist students in any situation for the duration of the program**, including but not limited to academic difficulties, personal challenges, illness, and injury. Please refer to the [Suggested Timeline of Promoting and Preparing for a Short-Term International Program](#) for assistance with meeting responsibilities. Program leaders are only responsible for students during the official program dates.

### **General Responsibilities**

- Maintain the academic and extracurricular quality of the program.
- Oversee the arrangements for health, safety, and security of participants.
- Communicate on a regular/as needed basis with the CIS. Notify the CIS of the safe arrival of participants.
- Coordinate with the local organization.
- Recognize, address, and be patient with the varying needs of students, who may have varying levels of travel experience.
- Avoid all situations that would foreseeably jeopardize the wellbeing of the participants or incur the possible liability of the College (or personal liability).
- Make plans for a representative of the College or local organization to be accessible and available at all times to handle emergencies.
- Keep parents/guardians as well as students informed of program arrangements.

### **Pre-Departure Activities**

Program leaders are required to hold at least one pre-departure session that is mandatory for all participants. Not only does this allow participants to get to know one another before the program, but it also is important for faculty to notify students of the program details and expectations. Faculty should explain required paperwork and registration, program expectations, the syllabus, the itinerary, travel arrangements, accommodations, and other relevant program information.

In order to assist program participants with logistical preparations, please provide them with the Short-Term International Travel Resources and Guide. Contact [Denise Miller](#) for this document.

### **Follow-Up Activities**

The steps listed below are required components upon the program's conclusion.

- **Student Evaluation of the Program:** The CIS will distribute and collect these evaluations.
- **Program Leader Report:** Submitted to the CIS within 30 days of the program end date.
- **Budget Reconciliation:** Program leaders are responsible for reconciling the program's budget and final reimbursements upon return. Keep all receipts for program expenses. It is recommended that program leaders use the [Expense Log](#) for tracking payments and the [Expense Reimbursement Form](#) for reconciling the budget.

### **Violation of Responsibilities**

A program leader is expected to follow relevant College policies, and specific policies, procedures, and guidelines established for the program; failure to do so may mean that the leader will not be permitted to lead or participate in subsequent programs. Depending on the specific breach of duty, the program leader may face additional charges and sanctions.



## **Providence College Contacts for Program Leaders**

### **Center for International Studies – Harkins Hall 215**

*Adrian Beaulieu, Dean of International Studies*

Email: [abeaulieu@providence.edu](mailto:abeaulieu@providence.edu)

Phone: 401-865-2114

*Denise Miller, Study Abroad Advisor*

Email: [dmmiller@providence.edu](mailto:dmmiller@providence.edu)

Phone: 401-865-2353

### **Office of Safety and Security – Huxley Avenue Gate**

*Koren Kanadianian, Director of Emergency Management*

Email: [kkanadan@providence.edu](mailto:kkanadan@providence.edu)

Phone: 401-865-1553

*Safety and Security 24/7 Emergency Number: 401-865-2222*

### **Office of General Counsel – Harkins Hall 201**

*Gail Dyer, Assistant Vice President/Associate General Counsel*

Email: [gdyer@providence.edu](mailto:gdyer@providence.edu)

Phone: 401-865-2574

### **School of Continuing Education – Harkins Hall 109**

*Madeleine Metzler, Associate Dean of SCE*

Email: [mmetzler@providence.edu](mailto:mmetzler@providence.edu)

Phone: 401-865-2499

### **Feinstein Institute for Public Service – Feinstein Academic Building 4<sup>th</sup> Floor**

*Magali Garcia-Pletsch, Program Coordinator*

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