



PROVIDENCE  
COLLEGE

*Center for Global Education*

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

**\*\*This document should be used in consultation with the CGE  
Short-Term Abroad Operational Manual (Appendix A)\*\***

*Last revised 4/17/2019*

## **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 Global Education and the International Programs Advisory Committee (IPAC) can provide suggestions for program development. In certain circumstances, non-Ordinary faculty may also submit program proposals. All proposals for short-term international study require approval from the respective department Chair and school Dean, IPAC, the Dean of Global Education, and College Provost.

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 Global Education (CGE) 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 CGE 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. The CGE will assist faculty in creating 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 some operational and budgetary procedures. Students also will need to register for the spring semester course during the appropriate registration time. For Maymester and Summer programs, the CGE will create an online application customized to each program and applicant snapshots will be shared with program leaders each week.

### **Applicant Interview**

The CGE 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 Global Education 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 by submitting a program deposit by the required deadline.

### **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.
- For all other short-term programs, the CGE will collect participant payments.

### **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 time of application.

## **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 work with the CGE, SCE, and Feinstein Institute to 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 CGE. The CGE will distribute these spreadsheets.

### **On Call Insurance Plan and Insure My Trip**

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

Participants are also covered by the PC Insure My Trip policy which covers individuals up to \$4,000.

### **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 CGE. Notify the CGE 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 CGE will distribute and collect these evaluations.
- **Program Leader Report:** Submitted to the CGE 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 Global Education – Harkins Hall 215**

*Joe Stanley, Dean of Global Education*

Email: [jstanle2@providence.edu](mailto:jstanle2@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**

*Melissa Mardo, Program Coordinator*

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

Phone: 401-865-1216



## APPENDIX A


# PROVIDENCE COLLEGE SHORT-TERM ABROAD OPERATIONAL MANUAL

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**Phase 1: Proposal Stage, September-April (prior year)**

**Early September:** The CGE should distribute the annual Call for Faculty-led Abroad Proposals to the all-faculty listserv in the early fall and look something similar to the below message.



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Harkins Hall 215  
401-865-2114  
pcabroad@providence.edu  
global-education@providence.edu

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**To:** Members of the Faculty  
**From:** Joe Stanley, Dean of Global Education  
**Subject:** Faculty-led Abroad, Call for Proposals

I am pleased to announce the Center for Global Education's (CGE) annual Call for Faculty-Led Abroad Proposals. All faculty interested in leading a credit-bearing, short-term program abroad during the 2019-20 academic year (including recurring programs) are required to submit a Proposal Form.

The Proposal Form asks faculty to draft a course syllabus, travel itinerary, and budget, among other items, and requires signatory approval from campus stakeholders including Department Chair, College Dean, and the International Programs Advisory Committee (IPAC) before being passed onto the Provost and Senior Vice President of Academic Affairs for final authorization. Important application deadlines and milestone dates can be found in the attachment and faculty can access Proposal Forms at [global-education.providence.edu](http://global-education.providence.edu).

This year, the CGE is proud to announce that proposals may apply for a **CGE Equity Grant** of \$10,000 to be used to defray the costs for participating students. This grant will be awarded to one proposal, new or existing, that exhibits a philosophy and pedagogy resonant with the Dominican values of social justice, human rights, and/or community empowerment. Preference will be given to those programs which embark to less traditional destinations and look to cultivate in-country partnerships that are reciprocal in nature.

Please note that Center for Global Education staff are available to help answer faculty-led queries upon request. Thank you for your time and we look forward to receiving proposals in the upcoming months.

Sincerely,

Joe Stanley  
Dean of Global Education

**September:** In September/October it is ideal for the CGE to host a Faculty-Led Abroad workshop open to all faculty that reviews PC short-term program development in general and the application process in particular. The workshop could be co-sponsored by the Center for Teaching Excellence and feature experienced faculty as panelist speakers.

**December-March:** Faculty-led program applications must be submitted according to the following deadlines (below).

	JANUARY 2020	SPRING BREAK 2020	MAYMESTER 2020	AUGUST 2020
PROPOSAL DEADLINE	DECEMBER 15, 2019	FEBRUARY 15, 2019	MARCH 15, 2019	MARCH 15, 2019
PROPOSAL REVIEW & RECOMMENDATION	FEBRUARY IPAC MEETING	MARCH IPAC MEETING	APRIL IPAC MEETING	APRIL IPAC MEETING
DETERMINATION OF PROGRAM COST	MARCH 2019	APRIL 2019	MAY 2019	MAY 2019
NOTIFICATION OF DECISION	MARCH 2019	APRIL 2019	MAY 2019	MAY 2019
RECOMMENDED PROGRAM INFORMATION SESSION	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8	STUDY ABROAD FAIR: <i>Tentative:</i> SEPTEMBER 23 FROM 6-8
STUDENT APPLICATION DEADLINE AND DEPOSIT DEADLINE	OCTOBER 15, 2019	OCTOBER 15, 2019	FEBRUARY 15, 2020	APRIL 15, 2020
STUDENT DEADLINE FOR: FULL PAYMENT OF PROGRAM FEE; WAIVER; FLIGHT INFORMATION; INEXT PAYMENT; COURSE REGISTRATION (IF APPLICABLE)	DECEMBER 15, 2019	FEBRUARY 15, 2020	APRIL 15, 2020	JUNE 15, 2020

Upon submission, the International Programs Advisory Committee (IPAC) will convene to discuss applications and vote to approve/not approve each program. Faculty leader(s) of new programs will be invited to the IPAC meeting to provide a brief overview of the program’s pedagogical approach, proposed itinerary, syllabus health & safety review, and budget. Faculty applicants will also field questions from committee members prior to IPAC’s voting. Applicants should be notified of their proposal status immediately following IPAC deliberations and the listing of approved courses should be catalogued accordingly in the H drive.



UNDERGRAD						
Location	Title	Course #	Faculty	Travel dates	Semester	Credits
1 Argentina (Austral Univ.)	Public Health in Latin America	SNHS 245	Karen Teeley (Nursing) & Cherie Ramirez (Chemistry and Physics)	May 24-June 6	Spring	4
2 France (Paris)	France and its Cultural Legacy	LC	Eduardo Febles (MLL) and Greg Slowik (Music)	Spring Break	Spring	2
3 Iceland (Solheimar)	Sustainability and Cultural Ecology: Lessons from Iceland	CHEM 221	Michael Berger (Chemistry)	May 19-June 6	Spring	4
4 Japan (Meiji Univ)	Gender, Diversity, and Identity: Modern Japanese Politics	TBD	Denise Horn (POLS/IR)	May 18-June 9	Spring	4-6 (TBD)
5 New York City	NYC Arts Admin Institute	AADM 236	Heather Hole (Arts Admin)	June 2-28	Spring	4
6 Star Island (New Hampshire)	Sustaining a Nonprofit Organization	LC	Anna Aguilera (Biology) and Erin DeCurtis (Business)	June 16-23	Spring	2
7 Spain (Granada Institute)	Spanish Language	SPN 201, 245, 253	Amalia Pulgarin (former MLL)	June 2-30	Spring	4
GRAD						
Location	Title	Course #	Faculty	Travel dates	Semester	Credits
8 Ireland (UC Dublin)	Advanced Practice Nursing	NUR 503A (hybrid with online)	Patricia Rissmiller (Nursing)	January 7-21	Spring	3
9 Ireland (UC Dublin)	Health Promotions and Service Learning	DPT 742-02	Elizabeth Murphy (Physical Therapy)	June 1-8	Summer	1
10 Uganda (Kampala)	Human Services in Developing Countries	SW 558	Hugo Kamyia (Social Work)	mid-July-early August	Summer	3
11 Washington, D.C.	Political Action and Strategies for Social Workers	SW 545	Johnnie Hamilton-Mason (Social Work)	June 8-16	Summer	3
ONLINE						
Location	Title	Course #	Faculty	Travel dates	Semester	Credits
12 Ecuador (Me to We)	Global Health and Development	MHEO60	Shelley White (MPH)	January 2-11	Fall	2
13 Arizona (Patagonia)	Border Health and Sustainability	MHEO61	Shelley White (MPH)	April 8-13	Spring	2

**April:** The CGE should notify the College Deans, as well as the budgetary staff member(s) in each College, of those faculty who have been selected to lead a Faculty-Led Abroad course in the next academic year. Although faculty expenses are shared among the participating students, a short-term program may constitute a “course overload” for that professor where the appropriate Dean should be informed when budgeting for the next fiscal year.

**Phase 2: Program Development, May-August (prior year)**

**May:** Once the Short-term programs are confirmed, the CGE should schedule a meeting with Institutional Advancement to inquire if any study abroad donor lines, or prospective donor funds, can be used to sponsor or underwrite a particular program or programs. It is commensurate with the mission of Providence College to provide study abroad opportunities that are cost effective for the student body.

An announcement should be sent to various student listservs from the CGE email advertising the following academic year’s Travel Course listings. The message below, saved in the CGE design folder, is an example of what can be distributed to the following student listservs: frosh, sophomores, juniors.



  
**PC FACULTY-LED ABROAD**  
**SPRING & SUMMER 2019**

	<p><b>GHANA</b>            INT 379: Sustainability and Social Value (3 cr)            Profs. Terence McGoldrick, Comfort Ateh            May 18-June 1</p>
	<p><b>EASTERN EUROPE</b>            HIS/ENG/ART 481: Flashpoints: The U.S. and the Cold War in Eastern Europe (3 cr)            Profs. Eric Bennett, Margaret Manchester, Eric Sung            May 20-June 5</p>
	<p><b>ENGLAND</b>            MBA 669: International Marketing (3 cr)            Profs. Helen Caldwell, Deirdre Bird            March 9-16</p>
	<p><b>SPAIN</b>            EDU 740: The Practice of International Education (3 cr)            Profs. Brian McCadden, Grace Cleary            March 9-17</p>
	<p><b>JAPAN</b>            HST 368: Modern Japan (3 cr)            Prof. Colin Jaundrill            March 8-16</p>
	<p><b>GUATEMALA</b>            THL 375: Global Service in Solidarity (3 cr)            Profs. Dana Dillon, Bob Pfunder            March 9-16</p>
	<p><b>MEXICO</b>            CST 371: Global Border Crossing (4 cr)            Profs. Kara Cebulko, Andrea Rojas            April 13-20</p>
	<p><b>AUSTRALIA</b>            MCT 479/FIN 419/MKT 426 (3 cr)            Prof. Jacqueline Elcik            January 2-11</p>
	<p><b>ARGENTINA</b>            CST 371: Community Literary Practices (4 cr)            Profs. Nuria Alonso Garcia, Gabriella Sanchez            March 7-17</p>

**FOR MORE DETAILS INCLUDING FEES, APP DEADLINES, AND SCHOLARSHIP OPPORTUNITIES  
 PLEASE VISIT [GLOBAL-EDUCATION.PROVIDENCE.EDU](http://GLOBAL-EDUCATION.PROVIDENCE.EDU)**

**May-August: Finalize Contracts and Budgets:**

- **MOU:** Finalize **MOU** with in-country partner and have General Counsel review before the CGE Dean signs. Provide a signed copy to the host program and catalogue scanned copies of the signed MOU in the appropriate “PC-Sponsored Programs” folder in the H drive. Keep a hard copy in the CGE file cabinet.
- **Budget Programs:** Using the submitted Budget sheet (as part of the Proposal submission), create a spreadsheet on the H drive that lists all of the various **Program Budget Sheets** for the upcoming academic year.

**Program Budget Sheet**

Description of Expense	Cost Per Unit	# Participants	Total Cost	Cost to Student USD*	Notes
Round Trip Airfare				\$0.00	MBA Student Expense (see below)
Hotel/Accommodations			\$0.00	\$0.00	Provider Program Fee
Agency/Organization	\$1,875.00	10	\$18,750.00	\$1,875.00	Provider Program fee (see attached, based on 10-12 students)
Local Transportation			\$0.00	\$0.00	Provider Program Fee
Insurance**	\$100.00	10	\$1,000.00	\$100.00	Provider Program Fee
Lectures			\$0.00	\$0.00	Provider faculty and PCSB Faculty
Room Rental			\$0.00	\$0.00	Provider Program Fee
Site Visits			\$0.00	\$0.00	Provider Program Fee
Supplies/Materials			\$0.00	\$0.00	NA
Tips/Gifts			\$0.00	\$0.00	PCSB Branded Merch.
Faculty Airfare	\$1,000.00	1	\$1,000.00		USE GRANT MONIES
Faculty Cell Phone(s)	\$70.00	1		\$0.00	MBA TO PAY JACKIES CELL
Faculty ground transportation	\$200.00	2	\$400.00		USE GRANT MONIES
Faculty Insurance	\$100.00	2	\$200.00		USE GRANT MONIES
Independent Faculty Meals	\$450.00	2	\$900.00	\$90.00	
Group Meals			\$0.00	\$0.00	
Faculty early arrival housing	\$200.00	2	\$400.00		USE GRANT MONIES
Misc. costs			\$500.00		MBA & CAPA GRANT
<b>Total</b>	<b>3995</b>	<b>30</b>	<b>23150</b>	<b>2065</b>	

- **Misc. Fee:** Beginning in FY20, each program will budget for a miscellaneous fee that will be used as a “slush fund” in the event of unforeseen costs related to a short-term program. Examples include the need for group hotel accommodation because of a missed flight connection or student withdrawals prior to departure where the per student cost increases. CGE policy dictates that the misc. fee should be set at a figure between 5 and 10% of the per student price. Any unused funds that remain after a program’s conclusion can be appropriated for post-program activities such as group dinners. Otherwise, this money will be refunded to the participating students.
- **Flights:** The CGE will work with travel vendors during the summer to solicit quotes and procure economically-priced group flights for short-term programs (if applicable). Booking group flights typically requires a \$100/participant deposit which will come out of Org 3143 and balance out once students begin submitting payments in November-December. Should a program cancel due to low enrollment, it is incumbent upon the CGE to work with the vendor to cancel the group flight and absorb the nominal cancellation fee (~\$100 total).

**June-August:** With a finalized budget and syllabus, the CGE can start creating marketing content for each program in addition to its respective Horizons online application. Templates of past Faculty-Led brochure cards can be found in the “PC-Sponsored Programs” folder in the H drive. These brochure cards should be printed for student distribution throughout campus and can act as the content piece “landing page” for the online application.

Other ways to engage a multi-strata marketing approach include the CGE social media platforms (Facebook, Instagram, Twitter), targeting email blasts, and posters placed strategically throughout campus (see more below under “Enrollment Management”).

### **Phase 3: Recruitment & Enrollment Management, July-November**

**July:** All Horizons online applications and print/electronic marketing material should be completed by mid-July contemporaneous with a student “email blast” notifying students that Faculty-Led Abroad program applications are open and due by October 15.

**September-October:** The online application deadline for all spring break and Maymester short-term programs is October 15.<sup>1</sup> With students back on campus in late August, it is important to market these programs as follows:

- **Study Abroad Fair:** Typically scheduled between 6-8:00pm during the fourth Monday of September in '64 Hall. All Short-term program faculty are encouraged to attend where there should be tables at the fair reserved for Short-term program instructors.
- **Strategic in-class visits:** As most undergraduate Short-term programs do not require pre-requisites, it is helpful to briefly promote PC Short-term programs at DWC courses. This can be communicated by CGE staff, faculty-leads, and Global Ambassadors
- **Faculty info sessions:** Each faculty lead should provide the CGE with a calendar of their own recruitment efforts including in-class presentations and scheduled information sessions.
- **Social media and Email:** Each week during the recruitment period, PC social media should highlight 2-3 Short-term program programs and send various “email blast” reminders to the student listservs about upcoming deadlines.
- **Miscellaneous:** Other marketing efforts include poster printouts of the Short-term program listing strategically placed around campus as well as use of digital signage (i.e. flat screen TVs around campus).

During the recruitment period, Short-term program faculty should be sent weekly applicant snapshots (typically on Friday), pulled from the Horizons database, including applicant email addresses. Faculty are encouraged to personally follow-up with those students who have yet to complete the Short-term program application to encourage the timely completion of unfinished applications.

**Early October:** Notify the Registrar of all short-term spring semester embedded courses to ensure they are viewable, but “closed,” to students during spring registration. This will allow the CGE and Registrar to manually register the students once each has gone through the CGE’s online enrollment process (see below).

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<sup>1</sup> J-term application deadlines, and some Maymester deadlines, may be set at different dates.



**October 15:** Following the Oct. 15 Horizons application deadline, all Short-term program applications should be screened by the CGE and faculty leads. It is important to share the applicant list with Residence Life, Dean of Students, the Counseling Center, and the Registrar to determine if any aforesaid office may hold reservations about a student’s maturity and ability to represent PC abroad. Per CGE policy, all candidates must possess a 2.75 GPA to be eligible to study abroad. For first-year applicants who do not have a GPA, the CGE reserves the right to reassess their candidacy based on their Fall semester performance.

**October 15-20:** All Short-term program applicants should be notified of their application status. Accepted communication should include that the Short-term program deposit is due to the CGE by early November.

**October 22:** The CGE Santander Short-term Scholarship Committee should convene prior to the end of October. Candidates are ranked on their scholarship essay, overall merit (i.e. GPA), identity, and financial need. Scholarship status communication should be sent out to student applicants immediately following this meeting. The scholarship grading matrix can be found on the H drive.

**November 7:** Short-term program deposits (\$400) are due to the CGE in the form of a check by the first or second Monday of November. This deposit is non-refundable. CGE staff are responsible for maintaining a **S-T Student Payment Spreadsheet** to catalogue these student payments and reconciling the deposit checks with the Bursar’s Office (under **Org number 3143, Account 510100**) on a frequent basis. When reconciling student deposit/payment checks with the Bursar, it is important to include the **detail code** (i.e. country) so the CGE can track these “country” budgets on Cyberfriar. It is vitally important to regularly cross-reference the **S-T Student Payment Spreadsheet** with the **Program Budget Sheet** to confirm the program is maintaining an up-to-date and balanced budget.

### S-T Student Payment Spreadsheet

<b>Course Name:</b>	GST: 371, Crossing Borders							
<b>Location:</b>	Tijuana, Mexico							
<b>Travel Dates:</b>	April 13-20, 2018							
<b>Faculty Leaders:</b>	Kara Cebulko							
<b>Cost/student:</b>	\$1,500							
Student Last Name	First name	PC ID	Deposit status	Deposit amount	Final payment status	Final payment amount	Total collected	Notes
Last	First	111111111	Received, Nov. 2	400	Pending		400	
Last	First	111111111	Received, Nov. 3	400	Pending		400	
Last	First	111111111	Received, Oct. 29	400	Pending		400	
Last	First	111111111	Pending	0	Pending		0	Nov. 15 extension granted
Last	First	111111111	Received, Nov. 2	400	Pending		400	
Last	First	111111111	Received, Oct. 30	400	Pending		400	
Last	First	111111111	Received, Nov. 7	400	Pending		400	
Last	First	111111111	Received, Nov. 7	400	Pending		400	
Last	First	111111111	Received, Nov. 2	400	Pending		400	
Last	First	111111111	Received, Nov. 2	400	Pending		400	
							3600	Total

**November-December:** The PC Registrar will accommodate “Closed Registration” for all Spring Faculty-Led programs meaning that students can *view* these courses during the registration period but cannot register for them. In mid-November, the CGE shares the list of deposited students with the Registrar to manually register these students for their respective Short-term program. Final Faculty-Led program payments are to be remitted to the CGE in full by Dec. 15 where CGE staff will reconcile these payments to Org number 3143 at the PC Bursar. Deposit extensions can be assessed on a case-by-case basis. The CGE can assist students in scheduling a flexible Short-term program fee payment plan.

#### **Phase 4: Pre-departure: January through Program Departure**

Pre-departure orientations: Conduct appropriate **pre-travel visit** with class and faculty lead(s) to review the Providence College Short-Term Pre-Departure Orientation (slides in H drive). These pre-travel classes may also provide an opportunity to distribute the following (if applicable) to the group:

- Airfare e-reservations/tickets
- On Call International Travel Health Insurance Cards

The pre-travel visits can provide an opportunity to select a media liaison who can share videos, pictures, and other anecdotal testimonials to share via the CGE's social media platforms.

Enroll group in [STEP](#): Smart Traveler Enrollment Program with the Department of State if this service is not already provided by the program provider.

**Pre-departure Communication with Participating Students:** Following the in-class pre-travel session, the CGE should send students the following message (which should include a copy of the in-class PowerPoint presentation).

...

Dear Ecuador Student Participant,

I hope the final preparations for Ecuador are going well! Please review the attached PowerPoint presentation (from class) and read the below bullet points which include important emergency contact details, health & safety matters, flight information (if applicable), and topics on identity abroad. We encourage all participating students to share this message with family and friends. Please note that the KeyNectUp App will download the full itinerary, flight information, along with important contact phone numbers for your particularly off-campus program.

#### **1) Insurance Information – Claims and Emergencies**

- a) I understand that On Call International Global Assistance & Insurance (a \$200,000 maximum coverage for accident/sickness medical expenses) with the Natural Disaster and Political Evacuation covers participants for the duration of the trip. More information on the coverage included may be found here:  
[https://mysearchlightportal.com/docs/id-card-program/providencecollege\\_on\\_call\\_id\\_card\\_program\\_summary.pdf](https://mysearchlightportal.com/docs/id-card-program/providencecollege_on_call_id_card_program_summary.pdf)
- b) I wanted to ensure that you have the emergency number for **On Call**, the company that provides assistance and handles all claims under the Insurance Plan for Providence College faculty, staff, and students. If you need Medical, Security, or Travel assistance regardless of the nature or severity of your situation, contact ON Call 24 hours a day.
- c) **Numbers**
  - i) **+1-603-328-1907** (collect/outside U.S.)-this number will be in your phone contact list once you follow KeyNectUp instructions.
  - ii) 1-877-318-6897 (toll free inside the U.S. or Canada)
  - iii) Text only Number: 603-945-0103
  - iv) Email: [mail@oncallinternational.com](mailto:mail@oncallinternational.com)

- v) See your plan description for full terms and conditions of the services and benefits offered in your plan.
  - vi) <https://mysearchlightportal.com>
  - vii) Searchlight Group ID: 100075CPPD17
- d) Trip cancellation coverage (up to \$4,000) is included in the price for participants thru Insure My Trip.

**2) Keynectup**

- a) KeynectUp is the fastest way to deliver contact and other information. It is not an App.
- b) Text 444-999 enter **PCECUADOR** (all caps no spaces) tap to download, tap PC logo, submit, download card, open in contacts, then save.
- c) You now have a contact for Me to We Trip to Ecuador which lists all phone numbers needed along with the trip's itinerary to your contacts list. When you return home, delete the contact.

Please do not hesitate to contact me if you have any questions or require additional information.

Best wishes for a happy and safe program!

Sincerely,  
CGE Staff  
pcabroad@providence.edu

**Pre-departure Communication with Faculty Leaders:** Following the in-class pre-travel session, the CGE should send the faculty leads the following message (which should include a copy of the in-class PowerPoint presentation).

...

Dear Nuria and Melissa,

I hope the final preparations for the Ecuador program are going well! Please review the attached CGE PowerPoint presentation (from the class) and read the below bullet points which include a number of important details for your program.

**1) Student Health Disclosures**

- a) Please find attached a list of the conditions, allergies, and medications that the students have disclosed.
- b) It is of the utmost importance that these disclosures remain confidential and are not shared with any other parties unless it is necessary for maintaining the students' health and safety.

**2) S.T.E.P. Registration**

- a) If you have not done so already, Providence College strongly encourages that all participants are registered with the U.S. Department of State Smart Traveler Enrollment Program: <https://step.state.gov/step/>.
- b) You may do a group enrollment.

**3) Safe Arrival Message**

- a) This message should be sent to the parents, Joe Stanley ([jstanle2@providence.edu](mailto:jstanle2@providence.edu)), Koren Kanadanian ([kkanadan@providence.edu](mailto:kkanadan@providence.edu)), and me ([dmmiller@providence.edu](mailto:dmmiller@providence.edu)).

**4) Providence College Emergency Call Chart**

- a) Please find attached a list of numbers to call in the event of an emergency. You should start at the top and work your way down if your call is not answered.
- b) These are the private cell phone numbers of those responsible for managing emergencies that occur abroad. Please do not distribute these numbers to anyone not authorized to make the call.
- c) For your reference, the 24/7 PC emergency number is **401-865-2222**. Safety and Security may also be reached at **401-865-2391**.
- d) You and all participants should be aware of the in-country emergency number (i.e. the 911 equivalent).

**5) Insurance Information – Claims and Emergencies**

- a) I wanted to ensure that you have the emergency number for **On Call**, the company that provides assistance and handles all claims under the Insurance Plan for Providence College faculty, staff, and students. If you need Medical, Security, or Travel assistance regardless of the nature or severity of your situation, contact ON Call 24 hours a day.
- b) Numbers
  - i) **+1-603-328-1907** (collect/outside U.S.)
  - ii) 1-877-318-6897 (toll free inside the U.S. or Canada)
  - iii) Text only Number: 603-945-0103
  - iv) Email: [mail@oncallinternational.com](mailto:mail@oncallinternational.com)
  - v) See your plan description for full terms and conditions of the services and benefits offered in your plan.
  - vi) <https://mysearchlightportal.com>
  - vii) Searchlight Group ID: 100075CPPD17

**6) Keynectup**

- a) KeynectUp is the fastest way to deliver contact and other information to students. It is not an App.
- b) Send an email to students to text the KUP ID – PCECUADOR to 444-999
- c) This will download the itinerary, contact information and other emergency information to your contact list on your phone, listed as Spain Field Hockey. Once you return home, delete the contact.

**7) Emergency Spreadsheet**

- a) Please find attached the most up-to-date spreadsheet of emergency information, which I will distribute to the PC emergency management team.

Please do not hesitate to contact me if you have any questions or require additional information.

Best wishes for a happy and safe program!

Sincerely,  
CGE Staff  
[pcabroad@providence.edu](mailto:pcabroad@providence.edu)

**Pre-departure Communication with Public Safety:** Prior to departure, the PC Office of Public Safety and General Counsel should be sent the following correspondence regarding upcoming short-term programs. The message should include the same emergency spreadsheet the faculty lead(s) were provided (see above).

Following the in-class pre-travel session, the CGE should send the faculty leads the following message (which should include a copy of the in-class PowerPoint presentation).

...

Dear Koren and Gail,

I hope this message finds you well. Per CGE protocol, attached to this message please find the student participant details for three (3) Maymester courses that are taking place in Vienna (Austria), Bali (Indonesia), and Granada (Spain). As always, the CGE maintains a robust emergency action plan and our office maintains a 24/7 emergency mobile line students are encouraged to call in the event of an emergency. Please note that all three programs are working with vetted in-country partners that have support staff on-site in the event of a crisis or emergency. The spreadsheet includes Course details (dates, professor name), student names, PC ID numbers, and emergency contact information (i.e. family/friends) participants listed on our registration portal.

Please let me know if you have any questions and note that our emergency mobile line can always be reached at xxx-xxx-xxxx. Have a great weekend and take care.

Sincerely,

### **Phase 5: In-Country**

Upon safe arrival in-country, the faculty lead(s) should contact the CGE and Public Safety.