



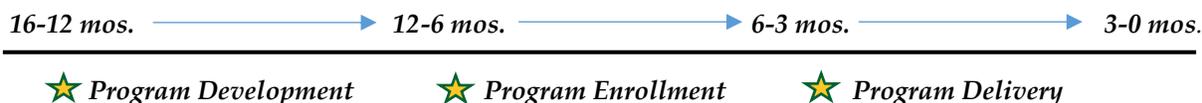
# Faculty-Led Program Handbook

Office of International Relations & Global Engagement  
Woodburn Hall 115 | Tel: 605-642-6942 | Email: [international@bhsu.edu](mailto:international@bhsu.edu)

Thank you taking time to read the Faculty-Led Program Handbook.

The Faculty-Led Program Handbook provides guidance to BHSU faculty on how to develop and propose a faculty-led program (FLP). Faculty who are proposing an FLP are encouraged to consult this handbook and to discuss their ideas with their division chair, college dean, and the Office of International Relations and Global Engagement (IRGE) prior to completing the Faculty-Led Program Proposal.

The Handbook traces the lifecycle of an FLP from development through (re)delivery:



IRGE looks forward to working with you on developing and delivering your BHSU FLP. Please feel free to reach out to us if you have any questions, need assistance, or would like to schedule a meeting to discuss your ideas. You can reach us by emailing [international@bhsu.edu](mailto:international@bhsu.edu) or calling 605-642-6942.

Office of International Relations and Global Engagement staff:

Director – Eric Leise ([Eric.Leise@bhsu.edu](mailto:Eric.Leise@bhsu.edu))

International Admissions Coordinator – Kaitlin Palmer ([Kaitlin.Palmer@bhsu.edu](mailto:Kaitlin.Palmer@bhsu.edu))

Program Coordinator – Alysha Weiler ([Alysha.Weiler@bhsu.edu](mailto:Alysha.Weiler@bhsu.edu))

Academic English Program Instructor – Courtney Pierce ([Courtney.Pierce@bhsu.edu](mailto:Courtney.Pierce@bhsu.edu))



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## I. DEFINITIONS

As with most professions and areas of specialization, international educators are known to use jargon in talking about different aspects of their work. To avoid confusion and to make sure we all understand each other when discussing these programs, definitions and discussions about some of the frequently used terms are provided below. It will be helpful to understand what these terms mean prior to reading the rest of the Handbook or completing a Faculty-Led Program Proposal since you'll encounter many of these terms multiple times.

### **Contact and Credit Hours**

Contact hours help determine the number of appropriate credit hours for the proposed course. Per Board of Regents (BOR) policy 2:32, typically 1 credit hour consists of 15 contact hours (lecture, discussion, recitation, etc.) and 30 hours of student work. As such, 45 contact hours make up a 3-credit course. For a full description and BOR definition of contact and credit hours, see: <https://www.sdbor.edu/policy/Documents/2-32.pdf#search=contact%20hours>.

### **Contract Type**

This may include inload, overload or summer pay for the Faculty Leader (see definition below). The contract type will determine whether or not a Faculty Leader will earn additional compensation for the program, and at what level. Typically, a Faculty-Led Program (see definition below) will fall under either an overload or summer pay contract. Consultation prior to completing a program proposal with the division chair, college dean, and Office of International Relations and Global Engagement is important in determining what the appropriate contract type is for the given program.

### **Cultural Excursion**

These experiences usually include visits to significant landmarks or notable site-seeing destinations. These visits may include museums, galleries, natural wonders, or places related to a location's history. Unless otherwise specified in the proposed program itinerary and syllabus, and unlike Site Visits (see definition below), these experiences are not considered part of "course content" and do not count toward the contact hour calculation. One might consider these as the "touristy" parts of a program.

### **Faculty Leader and Co-Faculty Leader**

This is the person designated as the "instructor of record" for the program's course. They assume all responsibility for the program's successful delivery with support from the Office of International Relations and Global Engagement, a Trip Assistant (see definition below), or other entities as appropriate. Because they are charged with delivering the academic component of the program (the course), in most cases they earn additional compensation

commensurate with their contracted, 9-month salary and the program budget allowance. The Co-Faculty Leader would act in a similar role, and would assume the equal responsibilities for the program as the Faculty Leader. Typically, where a Co-Faculty Leader is part of a program, the total compensation to the Faculty Leader would be split with the Co-Faculty Leader (i.e. each would receive 0.5 of the pre-determined amount of compensation based on their 9-month contracts).

### **Faculty-Led Program**

Abbreviated as an “FLP,” these programs are group-based, experiential learning exercises, and are led by a BHSU faculty member, offer a BHSU course for credit, and comprise of BHSU students. Different versions of FLPs are possible (e.g. non-credit, inclusion of students outside of BHSU, etc.) with prior approval from and in consultation with the Office of International Relations and Global Engagement.

### **NAFSA, Association of International Educators**

This organization is the professional association for those working in the field of international education. Through its learning and scholarship mission, NAFSA helps determine and set standards of good practice in the field, and provides professional development and consultative services to professionals working in international education. You can learn more about NAFSA and access some of its resources by going to their website: [www.nafsa.org](http://www.nafsa.org). All full-time staff in the Office of International Relations and Global Engagement are NAFSA members.

### **Minimum Enrollment**

This is the number of Participants (see definition below) required for the program to make. Similar to the 7/10 rule for on-campus courses, these programs are required to cover their delivery costs through a combination of tuition revenue and program fees. This number is established by determining the “break even” number of Participants (revenue) in relation to the program’s delivery cost (expense), including cost of faculty travel and compensation. The Office of International Relations and Global Engagement will determine the program’s Minimum Enrollment as part of the program development process.

### **Non-Student Participant**

This is a person who takes part in a BHSU FLP, but for a specified reason is not taking part in the course for credit. This person may or may not be a BHSU student, and their participation in the program must be pre-approved by the Office of International Relations and Global Engagement. Since this person would not be paying for the credit (i.e. they would not be registered in the course), they will be subject to paying a “non-student participant” supplemental charge in lieu of tuition. Like a Participant (see definition below), this person will be required to take part in all required parts of the program, including course meetings and pre-departure orientations.

### **On-site Coordinator**

This person is typically provided as part of services offered by a Third-Party Provider (see definition below). This person would be expected to support the Faculty Leader and Participants by arranging all aspects of the on-location experience and acting as a risk manager, thereby allowing the faculty to focus on the academic components of the experience. The need for an on-site coordinator will be determined during the program development process.

### **Participant**

This is a person who takes part in a BHSU FLP for credit, and as a BHSU student. This person is required to register for the course, and to pay tuition and all deposits and program fees through their BHSU student account (Webadvisor). A Participant may also be referred to as a student.

### **Site Visit**

Unlike a Cultural Excursion (defined above), these experiences are an integral part of the course learning objectives and content, and should inform the overall topic of the course. They should also tie together the location and the aims of the course in a coherent manner. Examples of these experiences may include visits to museums, significant landmarks, businesses, organizations, government offices, or educational institutions, among others. These visits must be specified in the course syllabus and/or program itinerary, and be reflected in the required student assignments. As such, they should be counted toward the course's contact hour calculation at a ratio of 1:2 (i.e. the total time spent on the site visit, including travel time, should be divided in half to arrive at the number of contact hours; for example, a 4-hour site visit would equate to 2 contact hours).

### **Third-Party Provider**

This is an organization based either in the U.S. or abroad with which BHSU has a formal affiliation or works on a contract basis to deliver on-site program logistics. The Office of International Relations and Global Engagement identifies these organizations through a vetting process and will work with faculty in the program development stages to determine which organization is appropriate based on the program location(s), specific requirements, and level of risk, among other factors. Typically, faculty should refrain from identifying their own organization without consulting the Office of International Relations and Global Engagement ahead of time.

### **Trip Assistant**

This usually is a co-faculty leader, and should be either a faculty or professional staff member at BHSU. This person would not typically have teaching expectations, and would not be remunerated for their participation in the program. However, all associated travel and participation costs for this person would be covered. Their main duty is similar to an On-Site

Coordinator (defined above) in so far they are expected to provide non-academic support to the program's operation and Faculty Leader. Identifying this person should take place in consultation with the Office of International Relations and Global Engagement as part of the program development process. A Trip Assistant should be considered, and may be required, when a program's Minimum Enrollment (defined above) exceeds 12 Participants.

### **Vendor**

This is similar to a Third-Party Provider (defined above), but offers only certain components of a given program and only on a per-service, contract basis. This entity may be a travel agency, local travel bureau, specialty booking agency, or the like. Most often, this entity would be used when a program has a unique and specific need, or when the Office of Internationals and Global Engagement determines this is a more cost-effective means of delivering the required program components.

## **II. PROGRAM DEVELOPMENT**

Developing and delivering a new faculty-led program (FLP) requires advanced preparation. Typically, the start-to-finish timeline for a new, first-time FLP is 12 to 16 months. This is what drives the proposal deadlines specified below.

The timeline for the "Program Development" phase of the FLP process spans from about 16 months to 8 months prior to the program's departure. This section outlines the entire development process from conceptualization until the "Program Enrollment" period, which is discussed in the next section.

### **Faculty-Led Program Proposal Deadlines**

Spring or Summer Programs:	June 1 of the preceding year
Fall or Winter Break programs:	January 1 of the preceding year



**IMPORTANT NOTE:** You are encouraged to submit a proposal as soon as you have a clear idea of what you would like to propose, and well ahead of these deadlines, especially for first-time programs. These deadlines are the last date for a proposal to be submitted for consideration.

### **Program Conceptualization (T-16 months)**

Once you have a general idea of what you'd like to offer, initial meetings with the Office of International Relations and Global Engagement (IRGE) should be requested. This assumes

you've circulated the idea around your division and/or college. The following are some general questions to consider and to ask yourself when thinking about offering a new program:

- What region or country makes the most sense for the course and topic I'd like to teach?
- Have I been to the country and/or city, or in the general region before?
- Am I comfortable acting as a cultural mentor to students while in this location?
- Will there be language barriers, and how will I handle those both for myself and for my students?
- How will I use the location to enhance the course topics or learning objectives, and differentiate those from how a similar course would be taught on campus? Or, what is the value added of teaching this course abroad, instead of on campus?
- Do I think I'll offer this program every year, every-other year, just once, or on some other rotation?
- Is the course offered for this program a new or existing course? If it's a new course, do I know the process and timeline to be able to offer this course at BHSU?
- Could another faculty possibly teach this course and deliver the same program in future years once it's been established?
- What resources do I have in this location I can use to enhance the academic and/or cultural experience for students?
- What risks present themselves in this location as it relates to health and safety while abroad?
- How can I mitigate risks that naturally present themselves as part of international travel, and am I prepared to respond to student crises or other emergencies while abroad?

Thinking through these questions and developing answers to each of them will help you be prepared to discuss your ideas and your goals. It might be helpful to write out your answers to these questions prior to meeting with IRGE since these are the main things to consider when developing a new program. Answers to these questions will also make the completing the Faculty-Led Program Proposal much easier.

After an initial meeting with IRGE and discussing your intentions within your department and/or college, you should be prepared to begin completing the Faculty-Led Program Proposal and to submit it according to the deadlines specified above.



**IMPORTANT NOTE:** If you're proposing a new course, you will need to have this approved through the formal course approval process. If it's an existent course in the BOR,

you will only need to have it approved according to the BHSU curriculum process. We discourage requesting entirely new courses for FLPs which would require BOR approval, and suggest using either a 491 or 492 course number as a default.

### **Completing the Faculty-Led Program Proposal (T-12 months)**

First, let's note: the proposal process is a combined effort between you and IRGE. We are here to help and support you, the Faculty Leader, throughout the process, but ultimately you are the "project lead" at this stage.

You should allow approximately one month to complete the proposal because you may notice you'll need to do some research and logistical planning to have full information required by the proposal. Additionally, as you flesh out your idea and gather information, it is likely you'll want to schedule subsequent meetings with IRGE. As such, if you plan to submit a proposal by the specified deadline, give yourself ample lead time ahead of that due date.

The Faculty-Led Program Proposal contains five parts, outlined below, and can be viewed in its entirety in APPENDIX A.

#### **I. Program Details**

*This is a summary page that asks for top-level details about the program, including course information, travel dates, etc.*

#### **II. On-Site Logistics**

*This gathers more specific information related to how the program will be organized and delivered on-site. The primary output of this section is a proposed day-by-day itinerary of activities.*

#### **III. Academic Details**

*In this section, you will provide information about learning objectives and the course, more generally. You may think of this as a draft syllabus. This is also where you will account for the required contact hours based on the number of credits being delivered.*

#### **IV. Program Finances**

*The main output of this section is the initial program budget for all associated expenses. This budget draft will lay the foundation for creating the official program budget which determines the program's minimum enrollment. This is also where you indicate your contract type (summer, overload or inload).*

#### **V. Program Approvals**

*This is the signature section of the proposal and is required to move the program to the next development stages.*

Recognizing the proposal process may seem daunting and time consuming, it's important to note that IRGE staff will assist you with completing this document. It is not expected that you

would complete the entire proposal on your own without consultation or input from the IRGE office – it's a team effort!

### **Post-Proposal Submission (T-10 months)**

Once you've submitted the proposal to IRGE and it has been accepted as final, you're work is done for a while! Since most programs will be offered as summer programs, this means you've submitted a proposal by June 1, and have gone off contract (or by January 1, and started back teaching). Either way, the next stage in the process is when IRGE takes over as "project lead." These next steps will take approximately 1-3 months to complete. The following action items occur during this time and in consultation, as needed, with the Faculty Leader:

- IRGE will send the proposal out to a third-party provider or vendor, or will start to work with a partner institution on determining logistics.
- Once a completed, quoted proposal is returned, or logistics proposals have been gathered, IRGE will come back to you, as Faculty Leader, for input before finalizing any proposal.
- Once a proposal from a third-party, vendor or host institution is finalized, IRGE will work to secure contracts.
- As this process happens, IRGE will also complete a program budget (see APPENDIX B for example) and determine the program's minimum enrollment.
- Additional paperwork for courses, instructional contracts, etc. will also be coordinated and shuttled through necessary approval processes on behalf of the Faculty Leader by IRGE.

When the abovementioned action items are complete, IRGE will be back in touch you, the Faculty Leader, to begin discussing the enrollment timeline and determining the recruitment strategy. This is the beginning of the "Program Enrollment" phase of the FLP process. Ideally, this would situate us in the weeks preceding the start of the fall term for spring or summer programs, or just before summer recess for fall or winter break programs.

## **III. PROGRAM ENROLLMENT**

The "Program Enrollment" phase commences once the Faculty-Led Program Proposal is finalized, approval signatures obtained, third-party/vendor proposals completed, a program budget with minimum enrollment identified, and all contracts secured. This usually brings us to approximately 8 months prior to the program's departure. For summer programs, the "Program Enrollment" period should begin in August, or shortly before the preceding fall terms begins. For fall or winter break

programs, the enrollment period should begin in late April or early May (end of the spring term) preceding the next fall term.

### **Recruitment and Marketing (T-8 months)**

The Faculty Leader holds primary responsibility for the program's enrollment, though efforts are supported by the Office of International Relations and Global Engagement (IRGE). Below, various methods of recruitment and marketing are discussed. Faculty Leaders are encouraged to think of new and innovative means of recruiting students, and IRGE is also happy to offer feedback and insight into these efforts. As such, the recruitment and marketing activities are a team effort, with the Faculty Leader being the one who ultimately effectuates the marketing plan for their program.

Prior to determining a strategy and distributing any marketing materials, the Faculty Leader and IRGE will meet to review strategies and identify the needs of the specific program.

Strategies may include the following:

- **Marketing posters:** each budget will include funding for developing and printing basic program flyers or posters. BHSU has 28 "official" posting locations on campus: 18 in the dormitories and 10 in various campus locations. IRGE will allow printing up to 50 posters per program so there are additional copies to be posted in offices, around departments, in the community, etc. If you would like posters, you should request this directly to IRGE. A standard, though customizable, template will be used for each program, and university visual identity standards will be ensured. Do not produce, post or distribute your own materials without prior approval from IRGE.
- **E-Cards:** Upon request, IRGE will convert the marketing posters into a digital E-Card that can be distributed via email.
- **Website:** IRGE will, as part of normal processes, develop a web presence for each program. This will reside within the study abroad section of the BHSU IRGE website (<http://www.bhsu.edu/International/Study-Abroad>). Because the website will be an inclusive "catalog" of program information, you should direct students to the website as often as possible, especially when explaining how they sign up for the program. Included on the website will be the following information:
  - Program name, location, and travel dates
  - Course term, prefix and number, and number of credits
  - Short description of program highlights and activities
  - Program fee inclusions and exclusions
  - Billing and withdrawal penalty schedules
  - Link to application

- **Classroom Presentations:** IRGE will conduct classroom presentations as part of its regular outreach activities for study abroad, and will include short discussion of Faculty-Led Program opportunities as appropriate. You may always request for an IRGE staff member to conduct targeted classroom presentations to highlight your program. These requests can be made most easily by emailing [international@bhsu.edu](mailto:international@bhsu.edu).
- **Information Sessions:** IRGE encourages you to consider setting up several (3) information sessions for students to learn more details about the program. These sessions should be led by you as the Faculty Leader, though IRGE is happy to attend to provide students information on the enrollment, billing, and pre-departure processes, or to answer other questions. IRGE will gladly reserve rooms and submit event information for these information sessions when they are planned ahead of time and in conjunction with IRGE. We will not accommodate last minute requests if we are not otherwise included in the specific outreach effort (i.e. we do not act as the program “secretary”).
- **D2L and other outlets:** You’re encouraged to consider adding content about the program into your online learning platforms (D2L) or into classroom Power Point presentations, or other such learning platforms. Basically, you should consider how to integrate on-going messaging about the program into your current classes, and even across an entire department (e.g. have all courses in the department include information in the D2L learning content).

The above list of ideas is not an exhaustive or exclusive list of marketing and recruitment ideas or strategies. These are good practices for marketing any program, and should be considered when you discuss the strategy you wish to deploy with IRGE. As stated above, new or innovative ideas are always welcome.

### **Application Process, Criteria for Participation, and Deadlines (T-4 months)**

All student and Non-Student Participants are required to complete an application through IRGE. The application process will ensure all participants meet eligibility criteria. Faculty Leaders are expected to provide input into final decisions about whether or not an applicant meets criteria and should be allowed to enroll into the program, however IRGE holds the final decision-making about who may and may not participate.

Selection criteria for a program must be specified ahead of time, and include at minimum the following requirements:

- Completed application through IRGE by a specific deadline
- Approval from Faculty Leader

- Demonstrable good academic and community standing (determined as part of the application process)

Selection criteria for a program may include additional requirements, to be determined and specified ahead of time (i.e. these requirements would be included on the program website, and should be included in the messaging about the program in marketing and recruitment activities):

- Minimum GPA
- Completed course pre-requisites
- Certain class standing (e.g. must be junior or senior or completed 30 credits at BHSU, etc.)
- Number of years of foreign language completed, or minimum foreign language competencies
- Minimum age requirement (e.g. for visa reasons must be 18 years of age or older)

Application deadlines will be determined during discussions around contracts and program logistics, and in developing the marketing and recruitment strategy, discussed above.

Application deadlines serve multiple functions, including:

- Meeting contractual obligations to make commitments by a certain date
- Ability to collect funds and to make required payments in a timely fashion
- Allowing enough time for pre-trip course meetings to take place
- Enforcing withdrawal penalties per contractual obligations
- Providing enough time to properly prepare students for the experience, including creating cohesiveness and familiarity among the participants

Keeping these factors in mind, application deadlines will typically fall within these windows of time:

Summer programs:	End of Jan-End of Feb
Fall/winter break programs:	End of Aug-Early Sept
Spring programs:	Mid Oct-Mid Nov

The specific deadline for your program will ultimately be determined by the program's contractual obligations and other considerations around ensuring successful implementation of logistics. Deadlines intend to also guarantee high quality experiences for students by allowing the appropriate amount time for pre-program planning and preparation. Because of this, deadlines will not be flexible (i.e. once set, they cannot change), unless IRGE and the Faculty Leader agree to grant an extension or exemption, however decisions to allow applications beyond the specified deadline will ultimately be determined by IRGE.

Applications to a program will be accepted by IRGE on a rolling-basis until the deadline is reached. Decisions on applications will also be made on a rolling-basis, and IRGE will send regular updates to the Faculty Leader throughout the enrollment period to ensure all parties have the same information. This process of information-sharing will also allow IRGE and the Faculty Leader to communicate about the status of the program, and whether or not the Enrollment Minimum will be met by the deadline.

Once the deadline approaches, IRGE and the Faculty Leader will assess the program's overall enrollment. If the Minimum Enrollment target is reached or exceeded, the program will proceed into the next phase of "Program Delivery," described below.

If the Minimum Enrollment is not met by the deadline, the following options are available to the Faculty Leader and Co-Faculty Leader (if applicable):

- Reduce program expenses, including any faculty compensation or included travel expenses (e.g. lower per diem allowances)
- Adjust program logistics to lower the overall delivery cost of the program
- Cancel the program



**IMPORTANT NOTE:** The program budget in any given year may not incur a deficit. Thus, if a program does not meet Minimum Enrollment, the Faculty Leader is required to work with IRGE to determine the most appropriate way to bring the budget into balance. If there is no agreeable or feasible means to do this, IRGE reserves the right to cancel the program without the Faculty Leader's consent.

Keeping the Minimum Enrollment and budget factors in mind, within one week, or as soon as possible after the program's deadline, IRGE will inform all participants about the next steps in the process. At this point, the "green light" has been given to proceed with the program, and we enter the "Program Delivery" phase.

## IV. PROGRAM DELIVERY

Once the program is given the "green light," shortly after the enrollment deadline, the "Program Delivery" phase begins. This is usually within 3 months of the program's set departure date, and includes several time-sensitive steps. You should consider the information presented here carefully and ensure you feel comfortable being able to facilitate this set of programmatic requirements as your participation as Faculty Leader in all these steps is critical to achieving a successful, high-quality experience for everyone.

As state elsewhere, a Faculty-Led Program (FLP) is by design and nature a group-based learning experience. Your role as the Faculty Leader, Faculty Co-Leader and/or Trip Assistant becomes especially important during this phase because you set the tone of the overall experience and begin building the group cohesion that will be necessary for a successful and academically enriching experience for your students. This section will explain the division of labor during this important time in the life of the program.

### Student Billing and Withdrawal Process (T-3 months)

According to a pre-established billing schedule, IRGE will submit charges to student accounts and inform all participants when charges have been submitted and when they are due. For Non-Student Participants who are non-BHSU students, IRGE will facilitate the invoicing process according to the same billing schedule.

A typical billing schedule will look like this:

<b>Deposit:</b> \$500	<b>Installment Payment:</b> \$1,500	<b>Final Payment:</b> \$1,500
<b>Due date:</b> Feb. 1, 2019	<b>Due date:</b> March 1, 2019	<b>Due date:</b> April 1, 2019

IRGE will submit charges approximately two weeks prior to the specified due date, as exemplified in the above billing schedule.

Once charges are levied, students may pay their bills at the university's Cashier's office or through their WebAdvisor accounts, just as they would pay their tuition and other BHSU bills. Non-Student Participants who are not BHSU students will submit payment to IRGE via check or wire transfer by the due date specified on the invoice.

Effective from the first payment due date, the withdrawal and penalty schedule will take effect. Below is an example of a typical withdrawal schedule which derives from the example billing schedule provided above.

<b>Withdraw before:</b> 2/1/19	<b>Withdraw between</b> 2/1/19-3/1/19	<b>Withdraw after:</b> 3/1/19
<b>Penalty:</b> \$0	<b>Penalty:</b> \$500.00	<b>Penalty:</b> \$1750 + any incurred cost to the program

 **IMPORTANT NOTE:** Students and Non-Student Participants must submit a written request (email) to IRGE to request being withdrawn from the program. The withdrawal schedule, outlined above, and requisite penalties will be determined based on the receipt of

this email from the student. While a Faculty Leader, Trip Assistant or Co-Faculty Leader may inform IRGE of a pending withdrawal, it is critical that we all tell the student they must personally submit a formal request to IRGE, and explain that their withdrawal will not be recognized until they submit this request. Requests should be sent to [international@bhsu.edu](mailto:international@bhsu.edu) with high importance.

Tuition for the course is separate and independent of the program fee billing process outlined above. Tuition for the course will be due according to the established due dates for all other tuition in that term. Reimbursement of tuition in cases of withdrawal will occur according to the same policy used for all other courses.



**IMPORTANT NOTE:** Since student financial aid is tied to tuition (i.e. the course), financial aid funds will not be released to the student until the standard dispersal timeline for the term in which the course occurs. This means for summer programs, for example, students will not have access to their summer financial aid to cover the program fee payments due during the spring term. This may prove to be a barrier to participation in the program, and is something which needs to be addressed early in the recruitment process. IRGE encourages you to direct students facing these barriers back to our office so we can advise on how to navigate this situation, including ensuring they meet with the Student Financial Services office. Because the billing schedule is the provenance of the IRGE office, in most cases, we can offer flexibility to help individual students afford to participate in the programs.

### **Post-Enrollment Requirements (T-2 months)**

Since the final payment due date (see example above) is driven primarily by our contractual requirements, it follows that the post-enrollment requirements will be due around or by this same date. For instance, if we are making payments for group flights, we usually will need to confirm all names, passport information, etc. or make any needed name changes without penalty by the same date the final payment is made, if not sooner. The same is true of working with our Vendors or Third-Party Providers. They will require us to submit official information about all Participants, including Faculty Leader, Co-Faculty Leader and/or Trip Assistant by a specified deadline which usually corresponds closely to final payments.

Post-enrollment requirements are those items which IRGE requires after a Participant has completed the application and been accepted into the program. IRGE will communicate with all Participants once the enrollment deadline has passed about the next steps in the process, including specific information on post-enrollment requirements and deadlines.

Items to be collected by IRGE after the enrollment deadline will include, at minimum, the following required documents:

- Photocopy of passport
- Health Clearance form
- Signed releases and waivers (liability and indemnification, photo and marketing, etc.)
- Emergency contact information
- Third-party applications (if applicable)
- Proof of vaccinations or immunizations (if applicable)
- Proof of approved entry visa (if applicable)

Once Participants have submitted all post-enrollment requirements, IRGE will enroll the entire group, including Faculty Leader, Co-Faculty Leader and/or Trip Assistant into the BOR mandated (BOR policy 3:14) international insurance policy offered by CISI. More information about CISI and the policy is found here: <https://myhealth.sdbor.edu/studyabroad/index.cfm>. Enrollment into CISI is mandatory for every traveler regardless if they have their own coverage, or not, or their affiliation with the university. There are no exceptions to this policy.

### **Course Registration and Course Pre-Departure Meetings (T-1.5 months)**

Once all program participants have submitted the required application and post-enrollment materials, IRGE will work the university's Registrar to have all Participants enrolled into the program's corresponding course. This will typically occur within two months of departure. Course enrollment is a final step in the overall enrollment process for Participants because it provides us leverage to ensure they are completing requirements according to deadlines and submitting payments in a timely manner. Since no one may participate in the program without being registered in the course, except for pre-approved Non-Student Participants, waiting to register Participants into the course ensures full compliance with the entire enrollment and pre-departure process. If any Participant fails to complete requirements and submit payments according to established due dates, IRGE withholds the right to automatically remove the individual from the program and apply the published withdrawal and penalty schedule (discussed above). In this way, course registration is the final confirmation of participation.



**IMPORTANT NOTE:** Neither a Faculty Leader, a Co-Faculty Leader nor anyone else besides IRGE and the Registrar shall register a participant into the course for the program. If a name is found on the section roster who has not been cleared for registration, it will be automatically removed from the course.

We recognize you might have specific needs to have students registered into the program's course earlier than the timeline outlined above. These needs may include needing access to and use of D2L to distribute course materials to students. If you do have a specific reason or

need to have students registered into the course earlier, please consult with IRGE to develop a plan and timeline to meet your needs.

Part of determining the appropriate time to have students registered into the course depends on scheduling the pre-departure course meetings. As the Faculty Leader, you should consider and begin planning these pre-departure course meetings before the program's enrollment deadline. While IRGE works on the administrative back-end leading up to and after the application deadline (discussed under "Program Enrollment"), you are expected to be thinking about and planning for the academic portions of the program, including the pre-departure course meetings. After the application deadline passes and the program receives the "green light," you will have a roster of your participants, and you should begin communicating to them about the required pre-departure course meetings.

It is good practice to offer 5-8 hours of pre-departure, face-to-face or hybrid meetings. This not only prepares students for the experience and provides them foundational knowledge about the culture and country in which they will be traveling, it also contributes to building familiarity and cohesion among the group.

Here are some points to consider in developing these pre-departure course meetings:

- Offering fewer, but longer blocks of time in the evenings or on a weekend morning/early afternoon may help students plan ahead and have more flexibility in their schedule
- Having more frequent shorter, lecture-style gatherings, similar to what you might do for an on-campus course, will not build the group familiarity and cohesion as effectively as longer meetings
- If you develop meetings in shorter blocks of time, you'll need more frequent meetings to achieve the numbers of hours of pre-meetings established under good practice (5-8 hours), and this will create scheduling problems for students (e.g. they may have to take off from work more frequently to be able to make the meetings)
- If you extend out the meetings too far in advance of the program, students may not engage as much as they would if the program's departure is closer
- Be mindful of finals schedules, especially for summer programs departing right after graduation
- Bearing in mind FLPs are high impact, experiential learning exercises, find opportunities to incorporate other experiential learning opportunities into these meetings. For example, can you visit a local community organization to provide comparative perspectives, invite in industry experts for guest lectures, or use campus resources to integrate learning about the host culture?
- Do not try packing everything in to these pre-departure meetings; these are preparatory/introductory lessons that will help frame and contextualize the content

delivered on-site - - the ultimate goal of these programs is to use the host location to enhance and deepen the learning of core course objectives, not just go “see” what you learned about on campus.

### **Pre-departure Orientations (T-1 month)**

While you, as Faculty Leader, focus on teaching the pre-departure course meetings, IRGE will be tying up loose ends behind the scenes and working individually with the participants on personal needs that may arise prior to departure. Additionally, IRGE will schedule a 2-hour pre-departure workshop. This pre-departure workshop is mandatory of all Participants and Non-Student Participants, and counts toward the course’s overall contact hours. As such, between the pre-departure course meetings and the mandatory pre-departure workshop, up to 10 contact hours will be achieved prior to departure.

The pre-departure orientation will be scheduled, organized and delivered by IRGE in conjunction with the Faculty Leader. IRGE will be the primary facilitator, and the workshop will be led by IRGE staff using an established Power Point “lesson plan.” Faculty Leaders may not make their own Power Point, interrupt the workshop such that IRGE cannot deliver the entirety of their required content, or otherwise interfere with delivering the content of this mandatory workshop. IRGE does, however, encourage participation in discussions by the Faculty Leader, Trip Assistant and/or Co-Faculty Leader.

As the Faculty Leader, you may also choose to add in your own content following the conclusion of the workshop components delivered by IRGE. You will want to plan this ahead of time with IRGE and the Participants so they know to expect this workshop to run longer than the normally scheduled two hours.

Typically, the pre-departure orientation workshop will be offered within three weeks of the program’s departure, and will take place during a weekday evening or as Participants’ schedules permit. The Faculty Leader is expected to include this required meeting into their course syllabus and to remind students during pre-departure course meetings.

The pre-departure orientation workshop encompasses the topics listed below, and is structured as follows:

- Group introductions (approx. 10 min)
- Brief discussion of culture shock and adjustment (approx. 15 min)
- Tips for preparing for international travel, including discussions around banking and foreign currency, communication, packing, and cultural norms and differences (approx. 20 min)

- Review and complete program participation agreement, and review expectations of participants while on the program (approx. 10 min)
- Group review, Q&A and break (10 min)
- Health and Safety discussion, including safety tips while navigating foreign cities, interacting with locals, alcohol and drug consumption risks, laws and policies, self-awareness and preparedness, and Title IX, among others (30 min)
- Review of CISI insurance policy, Department of State Travel Advisory system, and BHSU Emergency Protocol (20 min)
- Final Q&A and time for individual questions or follow-ups (to the end of the workshop and when all students have been helped)

The pre-departure orientation workshop will be the last time IRGE formally works with the students prior to departure. However, the discussion between IRGE and the Faculty Leader, Trip Assistant and/or Co-Faculty Leader will continue up until departure day.

As the Faculty Leader, Trip Assistant and/or Co-Faculty Leader, we require that you attend a scheduled meeting with IRGE within two weeks of departure. We call this a “Faculty Pre-Departure Orientation” because it intends to serve you in terms of your own preparation and also to ensure all university policies are followed throughout the program. This meeting ensures we, in the IRGE, are available to you leading up to departure to help guarantee everyone is as well-prepared as possible when they arrive on site.

The meeting between us will cover the following topics and, depending on familiarity with policies and running FLPs, can last up to two hours (but will likely be far shorter for experienced Faculty Leaders):

- Complete Group Travel Advance, if needed
- Review program budget based on actual YTD expenditures
- Review the expenses earmarked for the Faculty Leader, Trip Assistant or Co-Faculty Leader (e.g. per diem, airport parking, on-site transport, etc.)
- Review university and BOR Travel Policies, and how to track expenses on-site and request reimbursement upon return
- Review program itinerary and flight details, and ensure all understand how logistics will work upon arrival
- Review the Red Binder: this contains CISI insurance information, passport copies, emergency contacts, local resource information (US Embassy or Consulate, hospitals, local emergency numbers) and university emergency protocol
- Review grade submission timelines and other post-program responsibilities, including administration of the program assessment

We expect, and hope, by this point you are prepared for the upcoming experience, and have all the tools and resources you need to make it an educationally and culturally enriching experience for everyone.

As noted above, when the program comes to an end we will ask that you deploy a program assessment to every Participant (and Non-Student Participant) and to return these assessments along with your Red Binder to IRGE upon your return. Ideally, these assessments would be administered on the return flight to the U.S.

These assessments are critical to improving and perfecting the program in future years, and to let our students provide us feedback on their experience. These assessments are independent of course evaluations, and we do not intend these assessments to evaluate you as the instructor of the course in any way, but they do help us gather feedback about your role as Faculty Leader, Co-Faculty Leader and/or Trip Assistant. Within a few weeks of the program's return, IRGE will compile the data and share with the Faculty Leader. It is at this point the re-development process would commence if the program is to be offered again in subsequent years. This also formally brings us to the end of the timeline and process for developing and delivering a Faculty-Led Program.

Thank you again for taking part in these important opportunities for BHSU students. Your support, enthusiasm, and willingness to engage in our global world and to share the importance of global engagement with our students will not only make BHSU a better place, but also contributes to helping the next generation of leaders make our world a more harmonious place to live.



V. APPENDIX A: FACULTY-LED PROGRAM PROPOSAL



# Faculty-Led Program Proposal

Office of International Relations & Global Engagement  
Woodburn Hall 115 | Tel: 605-642-6942 | Email: [international@bhsu.edu](mailto:international@bhsu.edu)

## I. PROGRAM DETAILS

### Faculty Leader Information:

Name \_\_\_\_\_  
Department \_\_\_\_\_  
College \_\_\_\_\_  
Division Chair \_\_\_\_\_  
College Dean \_\_\_\_\_

### Co-faculty Leader Information:

Name \_\_\_\_\_  
Department \_\_\_\_\_  
College \_\_\_\_\_  
Division Chair \_\_\_\_\_  
College Dean \_\_\_\_\_

### Program Information:

Program Name \_\_\_\_\_  
Course Number and Prefix \_\_\_\_\_  
Course term (FA, SP, SU) \_\_\_\_\_  
Number of Credits \_\_\_\_\_  
Location (City and Country) \_\_\_\_\_  
Dates of Travel \_\_\_\_\_

## II. ON-SITE LOGISTICS

How will on-site logistics be organized and managed?

\_\_\_\_\_ Third-party provider    \_\_\_\_\_ Internally at BHSU    \_\_\_\_\_ <sup>Host</sup> University    \_\_\_\_\_ Other

If using a third-party provider or host university, please provide the following information:

Name of Org or Univ \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

Have you or another BHSU faculty member ever offered a program using this third-party provider or university to deliver a faculty-led program through BHSU?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, provide the program name, faculty leader, and year:

If no, please explain how and why you identified this third-party provider or host university:

Will an on-site coordinator, in addition to the faculty, be available?

\_\_\_\_\_ Yes    \_\_\_\_\_ No



**If yes, has this course already been approved through the university and/or BOR course approval process?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Please provide a short course description, below. Alternatively, you may attached a draft syllabus.**

**Please provide 3-5 learning outcomes. Alternatively, you may attach a draft course syllabus.**

**Briefly explain how the location(s) of the program relate to course content, and provide examples of how the location will be used to achieve the learning outcomes.**



#### IV. PROGRAM FINANCES

Please indicate the appropriate contract type for the proposed course (you should consult with your division chair, dean, and/or the Director of IRGE before determining this).

\_\_\_\_\_ Overload                      \_\_\_\_\_ Summer-pay                      \_\_\_\_\_ Inload

In the space provided below, please provide an itemization of estimated costs for this program. A good guideline for determining if costs are appropriate is a target of \$2000 per 7 days, inclusive of airfare. This is based on good practices outlined in NAFSA’s Faculty Led Programming Handbook.

<b>Estimated Program Budget</b>		
<b>1. Faculty Expenses (all expenses should be estimated per faculty):</b>		
<b>Item</b>	<b>Estimated Cost</b>	<b>Source of cost estimate, description</b>
RT Airfare		
Airport parking		
Per diem (max \$45/day)		
Housing		
On-site transport		
Entrance fees, other on-site expenses, misc.		
Insurance (\$1.15/day)		
<i>Faculty Subtotal</i>	<b>\$</b>	
<b>Estimated Program Budget</b>		
<b>2. Student Expenses (all expenses should be estimated be per student):</b>		
<b>Item</b>	<b>Estimated Cost</b>	<b>Source of cost estimate, description</b>
RT Airfare		
Included meals		
Housing		
On-site transport		
Entrance fees, other on-site expenses, misc.		
Guest lecturers, honorees, etc.		
Other group expenses		
Insurance (\$36.90/30 days)		
<i>Student Subtotal</i>	<b>\$</b>	

*If you need more space, you may attach a separate document in lieu of completing the table above.*

## V. PROGRAM APPROVALS

Before submitting this proposal to the Office of International Relations and Global Engagement for review and final approval, please ensure the document has a signatures completed. You may email the completed form to [Eric.Leise@bhsu.edu](mailto:Eric.Leise@bhsu.edu), or drop off the hard copy in Woodburn Hall 115. Electronic signatures are acceptable (i.e. you can attach emails indicating approval).

Faculty:	_____	Date	_____
Division Chair:	_____	Date	_____
College Dean:	_____	Date	_____
Co-faculty:	_____	Date	_____
Division Chair:	_____	Date	_____
College Dean:	_____	Date	_____
Director, IRGE	_____	Date	_____
Provost/VPAA	_____	Date	_____

## VI. APPENDIX B: FACULTY-LED PROGRAM BUDGET TEMPLATE

BHSU Faculty-Led Program Budget	
<b>I. Program Details</b>	
Name of Program:	Cultures of Antarctica
Course Prefix and Number:	SOC 492
Number of Credits:	3
Tuition Rate:	\$300.00
Term:	SU19
Faculty Leader:	Roald Amundsen
Contract type: inload, overload, summer:	Summer Pay
Faculty Co-Leader/Trip Assistant:	Nobu Shirase
Contract type: inload, overload, summer, travel only:	None

<b>II. Program Dates</b>		# Days on Site	12
Depart US:	5/15/2025	Depart program location:	6/1/2025
Arrive at program location:	5/20/2025	Arrive US:	6/4/2025

<b>III. Enrollment Detail</b>	
Program Fee/Student	\$ 3,550.00
Min. # of Students:	14

\*Note: Prog fees do NOT include tuition

IV. Budget Detail	Unit	Price	Total	Notes
Faculty Leader Salary/Stipend	1.00	\$ 3,500.00	\$ 3,500.00	8% of 9-month salary
Faculty Airfare	2.00	\$ 1,500.00	\$ 3,000.00	
Faculty Per Diem	13.00	\$ 45.00	\$ 529.00	
Co-Faculty Per Diem	13.00	\$ 45.00	\$ 529.00	
Faculty Housing	12.00	-	-	Included in prog fee
Faculty On-site Transport	1.00	\$ 50.00	\$ 50.00	
Co-Faculty On-Site Transport	1.00	\$ 50.00	\$ 50.00	
Faculty Domestic Airport Transfer	1.00	\$ 125.00	\$ 125.00	Mileag from Spearfish-RAP; parking at RAP
Faculty Insurance	2.00	\$ 14.95	\$ 29.90	
Faculty Excursions (see separate tab for detail)	0.00	-	-	Included in prog fee
Student Program Fee	14.00	\$ 2,250.00	\$ 31,500.00	
Student Housing	12.00	-	-	Inlcuded in prog fee
Student Meals	0.00	-	-	Inlcuded in prog fee
Student Airfare	14.00	\$ 1,500.00	\$ 21,000.00	
Student Domestic Airport Transfer	0.00	-	-	Included in prog fee
Student On-site Transport	0.00	-	-	Included in prog fee
Student Excursions (see separate tab for detail)	0.00	-	-	Included in prog fee
Classroom rentals	0.00	-	-	Included in prog fee
Other on-site expenses (see separate tab for detail)	14.00	\$ 50.00	\$ 700.00	
Marketing Materials	1.00	\$ 150.00	\$ 150.00	Fixed rate/program
Student Insurance	14.00	\$ 36.90	\$ 516.60	
Faculty Insurance	12.00	\$ 1.15	\$ 13.80	
<b>Operating Expenses Sub</b>			<b>\$ 61,693.30</b>	
<b>Prog Fee Revenue Sub</b>			<b>\$ 49,700.00</b>	
<b>Prog Tuition Revenue Sub</b>			<b>\$ 12,600.00</b>	
<b>Program Total</b>			<b>\$ 606.70</b>	