



Study Abroad & Global Programs

**STUDY ABROAD PROGRAMS  
PROCEDURES AND FORMS**

**Overview**

Credit-bearing Study Abroad Programs provide an opportunity for students to broaden their educational experience and understanding of other cultures and societies through guided travel instruction. Policies and guidelines were established for Study Abroad Programs to ensure that these courses/programs maintain the same quality as campus-based resident study programs.

The following arrangements are to be approved by the Study Abroad and Global Programs Office and Educational Outreach are to be initiated by faculty members proposing such courses prior to each course being scheduled in a given term.

**Term deadlines for submitting proposals are:**

<u>Term Course Offered</u>	<u>Proposal Deadline</u>
Fall Programs	May 15 of year prior
Spring Break Programs	September 15 of year prior
Spring Programs	October 15 of year prior
Summer Programs	November 15 of year prior

Faculty members who wish to propose a course should discuss plans with the sponsoring department chair and the program coordinator from the Office of Study Abroad and Global Programs in the Office of International Programs prior to initiating a proposal. Call (313) 577-3207 for information.

**Administration**

All Study Abroad Programs are administered by the Office of Study Abroad and Global Programs in the Office of International Programs. It is important that the Office of Study Abroad and Global Programs is kept fully informed of all administrative details incident to the particular Study Abroad Program.

**Approval/Authorization**

All Study Abroad Programs must be approved by the head of the sponsoring department, the dean of the appropriate school or college, the director of the Office of Study Abroad and Global Programs, the dean of Graduate Studies (when appropriate), and by the Associate Vice President for Educational Outreach and International Programs. The course must be proposed, approved, and authorized by the deadline dates noted above, using the forms provided here. Study Abroad programs must adhere to the procedures and forms presented in this document as well as to University procedures for course scheduling. Program proposals must be re-submitted annually to accommodate for changes to the program and to ensure quality for potential participants.

## **Faculty Training**

All Faculty and Staff Program Leaders will be required to complete a Pre-Departure Training Program, every 3 years in order to travel abroad with students. This training will occur once annually, and be announced months in advance by Study Abroad & Global Programs. The training is a comprehensive preparation in health and safety abroad. It equips program leaders with the best practices to deal with various student incidents pre-departure and abroad.

## **Course Requirements**

Course requirements shall be determined by the instructor and his/her department. The course must also adhere to the following criteria:

- No credit is to be attached to the travel per se. The credit, undergraduate or graduate, will be earned for the fulfillment of specified course requirements.
- A pre travel orientation for a Study Abroad course must be scheduled and shall include preparation for course work and, when appropriate, travel abroad.
- Instructional contact hours between the instructor and student shall be at least equal to those of a regular 15-week WSU course. A credit hour is defined as one class hour per week or its approved equivalent requiring a minimum of two hours of preparation per week carried through a semester. A credit in other modes of instruction (Study Abroad) should be made as consistent as possible with the above definition. A three hour laboratory period is normally regarded as the equivalent of one class hour.

## **Faculty Qualifications and Remuneration/Reimbursement**

Instructors who teach Study Abroad credit courses shall be appointed and approved by their department and college. In addition to professional competency in their subject matter, Study Abroad instructors shall be familiar with the country or countries to be visited. Fluency in the language spoken in the area to be visited is not required but is highly desirable. Instructor remuneration/reimbursement for a Study Abroad course depends on a variety of factors such as Program Term, faculty load and budgetary constraints. Each proposal is approved by The College as well as the sponsoring department. Remuneration may reflect the special nature of Study Abroad courses, including provision for stipends above or below the established teaching rate schedule. Financial arrangements made with Study Abroad instructors must be approved by the head of their department/ division/program, the dean of their college, the Director of the Office of Study Abroad and Global Programs and the Associate Vice President of Educational Outreach and International Programs.

## **Student Participation and Tuition**

Students who wish to participate in a Study Abroad course or program must be eligible to enroll and must have completed prerequisites. Permission to enroll shall be granted under existing WSU policies. All eligible students must have reasonable right of access and opportunity to register for the course; that is, there shall be general notification that the course is available for enrollment.

Tuition for a Study Abroad course shall follow the established tuition and fee schedule of the WSU unless permission for a variance is granted by the Provost's Office.

### **Travel Arrangements and Management**

The Wayne State requirements for Study Abroad Programs include specifications for budgets, use of university-designated travel agents, tour agency rules, limitations on credit, grading policies, and administrative approval. All procedures and forms are described below.

All travel arrangements and accommodations shall be made by the faculty member who will engage the services of a university-designated travel agency or charter association willing to conform to the University's "Policy Statement for Tour Agencies," included in this package. This statement shall be given to the travel agent or charter association and a signed statement of agreement returned to the Office of Study Abroad and Global Programs. All travel charges and fees are subject to approval and review by the Study Abroad Coordinator and Educational Outreach.

The primary responsibility of the faculty member for the Study Abroad Program shall be course instruction. It is recommended that a tour guide be available when the course involves constant travel from place to place so that the instructor may concentrate on the educational aspects of the program rather than on the logistics involved with travel arrangements. When travel arrangements are made by the faculty member, precautionary measures shall be taken so that a possible conflict of interest does not arise between the faculty member and the University. Under these conditions, an annual statement of income and expenditures shall be filed by the instructor with the Office of Study Abroad and Global Programs. All financial arrangements are subject to university audit and examination. Failure of disclosure may mean that the course will not be approved for university credit and that the university name may not be associated with the Study Abroad Program.

### **Announcement of Study Abroad Courses/Programs**

Special publicity/promotion for a Study Abroad course/program is necessary so that all eligible students have an opportunity to register in a timely fashion. The design and format of flyers and brochures to promote the program shall be developed through the Office of Study Abroad and Global Programs with the advice of the instructor involved.

## **Procedures for Completing Study Abroad Proposals**

The following procedures refer to the proposal forms and special guidelines attached.

1. Discuss plans with department chair and Study Abroad Program Coordinator.
2. If course is offered for graduate credit, follow "Graduate School Guidelines for Short Term, Workshop, Institute, Conference, or Study Abroad Programs" (**Attachment A**).
3. Complete "Proposal for Short Term, Workshop, Institute, Conference, or Study Abroad Programs" (**Attachment B**).
4. Complete "Additional Information Required for Study Abroad Programs" (**Attachment C**) and "Worksheet for Budgeting" (**Attachment D**).
5. Sign forms and submit completed forms and additional information required, e.g., draft copy of brochure, advertisement, etc., for approval to co-sponsoring instructors (if any) and then to appropriate department chair(s) for review, approval and forwarding. A copy will be returned to your department following approval by the Associate Vice President of Educational Outreach and International Programs.

Order of approval process:

- a) Sponsoring Instructor(s)
  - b) Sponsoring Department/Division Chair
  - c) Dean, Sponsoring School/College
  - d) Director, Educational Outreach
  - e) Director, Study Abroad Programs
  - f) Graduate Office, Sponsoring School/College (if applicable)
  - g) Dean, Graduate Studies (if applicable)
  - h) Associate Vice President of Educational Outreach and International Programs
6. When a tour agent is involved in the plans for a Study Abroad Program, WSU requires that the agency receive a copy of the Wayne State University "Policy on Agreements with Tour Agencies" (Attachment E). Submit to the Study Abroad Coordinator the signed statement showing that the agency agrees to the applicable portions of the policy. All travel charges and fees are subject to approval and review by the Study Abroad Coordinator.
  7. Require all students to complete and sign a "Waiver and Release Agreement" (Attachment F) at the time of registration. If student fails to submit the above required form, the student will be subject to administrative withdrawal from the course.

## **GRADUATE SCHOOL POLICY GUIDELINES AND CREDIT LIMITATIONS FOR SHORT-TERM, WORKSHOP, INSTITUTE, CONFERENCE OR STUDY ABROAD PROGRAMS**

### **Short Term Courses**

Short-term courses are those created or adapted to meet for a time period of less than one half an academic semester -- i.e., less than 7 1/2 weeks. Such courses offered for graduate credit will provide for at least fifteen contact hours and the requisite proportion of outside preparation for each hour of credit. It is assumed that short term courses will not differ from regular fifteen week courses in terms of objectives, content, contact hours, or academic expectations, unless such a difference is reflected by a concomitant proportioning of graduate credits.

### **Workshop Institute Conference Courses (WIC)**

Workshop-Institute-Conference courses are those specially formulated experiences which, because of their usually applied nature, lend themselves to an exceptionally brief but intensive time span. They differ from short term courses in their concentration, usually spanning from a single day to two or three weekends. When offered for graduate credit, these courses will provide a minimum of twenty five contact hours and an appropriate proportion of additional work for each hour of credit. Since these experiences vary greatly in their purposes and the degree of participation expected of the student, only those students for whose academic programs they would be directly relevant should enroll in them.

### **Study Abroad Courses**

Study Abroad courses are created or adapted to relate a particular course of study to the cultures, mores, or institutions being studied. Such courses may involve either domestic or foreign travel. All are offered through the Office of Study Abroad and Global Programs.

### **Graduate Credit Limitations**

Graduate credit limitations stipulate that graduate students may not register for any course or combination of courses in these categories that permit the accumulation of graduate credits at a rate greater than one credit hour per week. Registrations that exceed this rate will be canceled in advance if discovered and, in no case, will the excess credit be counted toward the requirements for a Wayne graduate degree.

Further, graduate students may apply toward a Wayne degree no more than four credits earned in any combination of WIC and Study Abroad courses. This limitation applies to the total of a graduate students work at Wayne, so that if four credits are applied toward the Master's degree, none may be applied toward a subsequent specialist, second Master, or a doctoral degree.

University wide a credit (credit hour) is defined as one class hour per week or its approved equivalent requiring a minimum of two hours of preparation per week carried through a semester. A credit in other modes of instruction should be made as consistent as possible with the above definition. A three hour laboratory period is normally regarded as the equivalent of one class hour.

Credits approved for courses in these categories are the maximum allowable so that registrations will not be permitted for contingent directed study or other similar course or research elections.

**Graduate Credit Limitations (continued)**

Study Abroad, workshop, institute, conference, and short term courses must be proposed, approved and authorized well in advance via the "Proposal for Study Abroad Programs," (**Attachment B**, also available from the Graduate Studies Office). All eligible students must have a reasonable right of access and opportunity to register for the course, i.e., there should be general notification that the course is available. Tuition and fees for these courses follow the regularly established tuition fees of the University. After an initial authorization, courses to be repeated with no substantial change to academic content and/or budget may be petitioned and approved by memorandum on the basis of the original proposal and authorization on file.

**PROPOSAL FOR SHORT-TERM, WORKSHOP, INSTITUTE, CONFERENCE, OR STUDY ABROAD PROGRAMS**

College/School: \_\_\_\_\_ Semester Beginning: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section: \_\_\_\_\_

Cross-List Title: \_\_\_\_\_ Cross-List Number: \_\_\_\_\_ Section: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Prerequisites: \_\_\_\_\_

Co requisites: \_\_\_\_\_

Is this a new course?      Yes                  No                  When was course last offered? \_\_\_\_\_

Dates and times of sessions: \_\_\_\_\_

Why is it desirable to offer this course in less than a half semester: \_\_\_\_\_

Total contact hours: \_\_\_\_\_ hours, over: \_\_\_\_\_ weeks.

Usual (15-week) amount of credit hours for this course: \_\_\_\_\_ credits.

Proposed amount of credit hours for this course: \_\_\_\_\_ credits.

Is this course open to undergraduates?    Yes                  No

If open to both graduate and undergraduate students, what provision has been made to differentiate course requirements for graduate students? \_\_\_\_\_

Prerequisites: \_\_\_\_\_ Co requisites: \_\_\_\_\_

Are examinations and papers required?      Yes                  No

The Office of Study Abroad's Program Coordinator can provide you with a list of additional Study Abroad requirements.

Please call (313) 577-3207 for more information. \* Section number not to be issued until the proposal is approved.

**RECORD OF APPROVALS**

Instructor(s): \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Officer, Sponsoring College (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Sponsoring College: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Educational Outreach: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Graduate Studies (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Director, Study Abroad: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Vice President of Educational Outreach and International Programs: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED FOR STUDY ABROAD PROGRAMS**

If the proposed course is a Workshop Institute Conference or Study Abroad course, please attach a statement giving the following information:

1. Name and extent of participation of any sponsoring, co-sponsoring, proprietary agency, organization, or institution outside Wayne State University.
2. Names, reasons and credentials of contributing faculty members, speakers, or consultants, etc.
3. Location and facilities to be used if other than Wayne State University.
4. Number of participants expected. Please estimate number expected to register for college credit and number expected to participate on a noncredit (visitor) basis.
5. Academic Components:
  - a. Educational objectives
  - b. Syllabus or program outline
  - c. Student involvement expected (outside reading, written reports, examinations, etc.)
6. If a flyer or brochure will be used to promote the course/program it must be approved through the Study Abroad and Global Programs for these courses. Please attach a draft copy when course is offered for credit. Advertising material should clearly state academic objectives and student involvement expected/required.
7. List costs and/or other fees charged to the participant in addition to student credit hour tuition fees. Tuition fees for these courses are the regular established ones of the University. Exceptions are rare and subject to approval by the Senior Vice President and Provost.
8. If the proposed course is a Study Abroad Program, please fill out and submit the "Budgeting Worksheet" form (Attachment D). The budget must include projected income and all anticipated expenses.



**BUDGETING WORKSHEET**

Program: \_\_\_\_\_ Course Number: \_\_\_\_\_

Term: \_\_\_\_\_ Title: \_\_\_\_\_

TYPES OF EXPENSES	INFORMATION	COST
1. Salaries and Instructional Costs		
a. Professor(s): _____		
b. Supplemental Instruction: _____		
c. Student Assistant(s): _____		
d. Honoraria: _____		
e. Other _____		
		Subtotal
2. Travel		
a. Abroad: _____		
b. Local: _____		
		Subtotal
3. Per Diem		
_____		
		Subtotal
4. Comp. Meals		
a. Lunches: _____		
b. Dinners: _____		
		Subtotal
5. Publicity		
a. Printing: _____		
b. Ads: _____		
		Subtotal
6. Reproduction of Materials		
_____		
		Subtotal

**BUDGETING WORKSHEET (continued)**

7. Postage

Subtotal

8. Clerical

Subtotal

9. Local Trips/ Ground Transportation

a. Buses: \_\_\_\_\_

b. Guides: \_\_\_\_\_

c. Classroom Trips: \_\_\_\_\_

Subtotal

10. Telephone – Telegraph/Fax

Subtotal

11. Audio Visual/ Media Services

Subtotal

12. Learning Materials

Subtotal

13. Rentals

a. Classrooms: \_\_\_\_\_

b. Equipment: \_\_\_\_\_

c. Other: \_\_\_\_\_

Subtotal

**BUDGETING WORKSHEET (continued)**

14. Orientation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subtotal

15. Miscellaneous

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subtotal

16. Scholarships

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (X) \_\_\_\_\_ = \_\_\_\_\_

MINIMUM ANTICIPATED ATTENDANCE (X) CREDIT HOURS = TOTAL HOURS

(Do not include registration or fees in figure above)

Student Expenses

- a. Field Support Fee: \_\_\_\_\_
- b. Enrollment Fee: \_\_\_\_\_
- c. Tuition Fee (cr. Hour x tuition): \_\_\_\_\_
- d. Roundtrip Transportation: \_\_\_\_\_
- e. Housing: \_\_\_\_\_
- f. Class Trips: \_\_\_\_\_

**TOTAL STUDENT COSTS:**

NOTES:

**SOURCE OF FUNDING FOR BUDGET EXPENDITURES**

Faculty Expenses: Please identify source(s) of funding for salaries and all budgeted expenses.

Program: \_\_\_\_\_ Course Number: \_\_\_\_\_

Term: \_\_\_\_\_ Title: \_\_\_\_\_

**Salaries and Instructional Costs:**

<b>Salaries and Instructional Costs</b>	<b>Name(s)</b>	<b>Budgeted Amount</b>	<b>Source of Funding (i.e. Department, College or Study Abroad)</b>
Professors(s)			
Supplemental Instruction			
Student Assistant(s)			
Honoraria			
Other			
<b>TOTALS:</b>			

**Other Expenses:**

<b>Expenditure</b>	<b>Budgeted Amount</b>	<b>Source of Funding (i.e. Department, College, or Study Abroad)</b>
Travel		
Per Diem		
Comp. Meals		
Publicity		
Reproduction of Materials		
Postage		
Clerical		
Local Trips/Ground Transportation		
Audio Visual/Media Services		
Rentals: (Specify)		
Scholarships		
Orientation		
Miscellaneous: (Specify)		
<b>TOTALS:</b>		

Director, Study Abroad: \_\_\_\_\_ Date: \_\_\_\_\_

Associate V. P. of Educational Outreach & International Programs: \_\_\_\_\_ Date: \_\_\_\_\_

**WAYNE STATE UNIVERSITY  
POLICY ON AGREEMENTS WITH TOUR AGENCIES**

**Division of Responsibility**

The faculty representative (Program Director) from Wayne State University will be responsible solely for the academic programming of the tour. The Tour Agency will assume responsibility for any and all transportation, living accommodations, food, special functions, etc. The University designated tour agency shall be used unless otherwise approved.

### **Transportation**

The Tour Agency will detail in writing the schedule, the conditions of possible cancellation of flights, etc., and the alternative arrangements or financial reimbursement in the event of cancellation. Such arrangements will include all baggage transfer between points of destination and the hotels, and vice versa, gratuities to porters, landing taxes, etc.

Arrangements for meals en route must be explicit; indicating what is included in the package (with gratuities) and what the tour member will be responsible for.

### **Accommodations**

The Tour Agency will be responsible for accommodations of the type requested by the academic program director and paid for by the tour members (i.e., first or second class, single or double room, etc.). [Exception: e.g., where students are housed in private facilities, or in dormitories provided by the cooperating educational unit in a particular locale.]

The Tour Agency shall assure the tour members in writing that the sleeping accommodations are clean (no insects or vermin) and safe (locks on doors and windows, fire escapes, alarms, etc.). It shall be spelled out in writing in advance to tour members whether they can expect toilets in their rooms, or down the hall; whether the building is equipped with elevators, or is a walk up.

The meals on the tour, including those en route, shall be defined so that tour members know what they are responsible for. If they are part of the package, the tour director must see that they are provided as agreed upon.

### **Tour Guide**

The Tour Agency shall provide a professional and experienced tour guide to be with the tour at all times. The tour guide shall oversee baggage transfers, flight schedules, hotel registrations, connections with local tour schedules, and any other activities that may be included in the plans of the tour.

The Tour Agency will make local tour arrangements and provide tickets, etc. for other activities through reputable agencies in accordance with the plans of the program director. Local tour transportation shall be of good quality and compatible with local standards.

The tour guide must be responsible and available to see that the tour schedules are met, and that accommodations and other arrangements are provided as outlined in the tour plan (i.e., if tickets are necessary for a planned function, the tour guide must see that they are available on time and within the price range agreed upon).

### **Emergencies**

The Tour Agency must clearly state rebate provisions for a member of the tour in the event the member must leave the tour because of personal illness, accident, or death in the family, etc.

**Remuneration**

The Tour Agency will not provide, nor will the Program Director accept any remuneration above the standard practice of free passage, room, and board for the academic faculty representative of the tour, dependent upon the number of students traveling together on the tour. This shall be part of the written agreement between the University and the Tour Agency.

**Review of Agreement**

The agreement between the program director (faculty representative) and the tour agency must be reviewed and approved by the Study Abroad Director and Office of Educational Outreach at Wayne State University prior to its final acceptance.

**All of the above arrangements shall be in writing and approved by the University.**

The University will be responsible for all Academic Aspects of the tour. The University requires all student participants to register for credit or visitor status and to execute at the time of registration a Wayne State University Responsibility Agreement (Attachment A) prior to the trip.

**WAIVER & RELEASE AGREEMENT**

1. I have or will secure health insurance to provide adequate coverage (including emergency evacuation and repatriation coverage) for any injuries or illness that I may sustain or experience while participating in the Program. By my signature below (or that of my legal guardian) I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the University, and its employees and agents from any responsibility or liability for any and all expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.
2. I understand and agree that, although the University will attempt to maintain the Program as described in its publications, it reserves the right to change the Program including, but not limited to, the curricula, instructors, itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that the University, or its employees and agents, shall not be responsible or liable for any expenses or losses that I may sustain because of these changes.
3. I understand and agree that I must comply with all applicable University rules, regulations and policies governing students. I understand and agree that the University reserves the right to dismiss me from the Program at any time should my actions or general behavior, in the sole discretion of the University be determined to constitute a danger to myself, others, or to the acceptability of the Program to its hosts, or if it is determined that my actions or general behavior impedes or obstructs the progress and objectives of the Program in any way.
4. I understand and agree that there are unavoidable risks in travel overseas, and I hereby release and promise not to sue the University, or its employees and agents, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence of the employees or agents of the University.  
  
I also agree to indemnify and defend the University, its Board of Governors, agents and employees against any liability incurred by them as a result of my conduct.
5. I also understand and agree that I will have to rely upon medical facilities generally available in the locale where I am traveling. The University assumes no responsibility for such health matters.
6. I acknowledge that I have consulted with a qualified medical doctor and that based on that consultation there are no physical or mental health-related reasons or problems which preclude or restrict my participation in the Program or which require any accommodation.
7. I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

8. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing the agreement; I have the right to consult with the advisor, counselor, or attorney of my choice.
9. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the Michigan Court of Claims, and be determined by the laws of the State of Michigan.
10. The University shall not be liable or considered in default under this Agreement when the delay of performance, or non-performance, is caused by circumstances beyond its control and occurring without its fault, including failure of suppliers, subcontractors, and carriers, acts of civil or military authorities, national emergencies, fire, flood, acts of God, riot, natural and/or man-made disaster, civil disturbance, labor dispute, work stoppage/slowdown, insurrection, and war, provided the party invoking this paragraph provides reasonable prompt notice thereof to the other.
11. This agreement represents the complete agreement with the University concerning the University's responsibility and liability for my participation in the Program. This agreement and waiver supersedes any previous or contemporaneous understandings I may have had with the University on the subject, whether written or oral. This agreement shall not be changed or amended in any way except in writing signed by the University Provost and/or the Provost's designated representative and myself (or legal guardian).
12. I represent that I am at least eighteen years of age, if not, that I have secured below the signature of my parent or guardian as well as my own.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian (if required): \_\_\_\_\_ Date: \_\_\_\_\_