Dear Faculty and Staff –

Thank you for making the choice to commit your time and energy to providing a high quality, innovative study abroad experience for students. The decision to lead a Montana State University study abroad experience provides an opportunity to engage students in a way that is not possible in a classroom on campus. In this role, you will have more responsibilities than in a traditional on-campus course; you are accepting the challenge of serving as an administrator, an advisor, a facilitator, a first responder, and of course, an educator.

While on the program, you will observe a broadening of student perspectives and an expansion of minds engaging in the learning process. You will facilitate not only classroom-based learning, but also the development of cross-cultural competencies. This handbook is meant to be your guide as you navigate the process of planning a program abroad with students, and Study Abroad staff are always available to assist in the process. Thank you again for your commitment and contributions in providing this transformational experience to our students.

Office of International Programs (OIP)
Study Abroad Team
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Benefits of Leading a Short-Term Study Abroad Program
Leading an MSU study abroad program gives faculty the rewarding opportunity to reach and connect with students outside their comfort zone in Montana. While abroad, faculty spend more time with students engaging in the unique role of being an advisor and mentor. The results can mean a positive transformation of both faculty and students that will influence both beyond their time at MSU.

Options and Student Choice: Faculty-led Study Abroad Programs
When considering a proposal for a Faculty-led program, it is helpful to keep in mind why some students choose this type of program. Students who decide to participate in a Faculty-led program are likely to do so for one or more of the following reasons:

► *The desire to go abroad with an MSU faculty member:* The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure and who they view as a representative of the university abroad.

► *Interest in a particular course:* The assurance that credit for an exact course will be received abroad is an attractive feature of MSU Faculty-led programs.

► *The appeal of an MSU-sponsored program:* In uncertain times, some students prefer things that feel safe and familiar, like MSU. Going on an MSU program can be comforting for parents and students alike because they are assured the same quality teaching experience the student would have received in Montana with the support of the OIP throughout the program cycle.

► *The appeal of a program that is pre-planned:* Many students want the independence of being abroad but may find an independent immersion experience daunting.

Program Types
There are two course types that create the backbone of all Faculty-led study abroad programs. Only one course type is recognized per program.

*Unique Study Abroad Course*
This is an MSU course created specifically for the study abroad experience; the course content is not offered at the MSU campus and does not already have its own specific course identifier (i.e., course prefix and number). Student credit hours must comply with University credit policy. All participants must earn the same number of credit hours for completion of the course. Subject to approval of appropriate MSU departments, the course may be counted as a substitute for CORE credits or other curricular requirements. To obtain approval from the appropriate MSU department for course substitution, follow department and university guidelines for course approval.
**MSU Course Transplanted Abroad**

This course of instruction is already available on MSU’s campus and can be offered in an international setting. The approved course content and requirements are the same off-campus as they are on-campus. No substitution credit is permitted. It must be clearly demonstrated how each course will be enhanced by the international environment and will be scheduled and taught individually, meeting the same number of classroom hours and study time as it would if it were being conducted on campus. Credits received per student must comply with the credit policy. This course type requires a program proposal and a course schedule, which is due September 01 the year prior to the program’s implementation (proposal submission does not guarantee program approval).

**Qualifications to be a Faculty Leader**

The Faculty Leader must:

- Have academic credibility and appropriate credentials for leading a travel-study course
- Be able to provide country-specific information to students, unless the program is being administered by an approved host partner that is providing the orientation and other management logistics
- Be available to recruit and orient students throughout the course of the program planning process
- Provide a complete syllabus for the proposed course that reflects an academic experience that meets MSU standards

**Role and Responsibilities of the Faculty Leader**

The Faculty Leader leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course at MSU (syllabus development, textbook selection, grading, evaluations, etc.), the responsibilities of the Faculty Leader include:

- Submission of the program proposal, which includes an itinerary, budget and risk assessment
- Selection of academically relevant excursions, field trips, guest lecturers, etc.
- Active participation in program promotion and recruitment
- Interviewing and selection of student participants following application deadline
- Leading pre-departure activities, which include orientation meetings and/or preparatory seminar(s)
- Serving as the primary point of contact for students in need of academic, cultural, and/or personal guidance, both on a scheduled and emergency basis while abroad, in addition to teaching the course and attending all program-sponsored activities
- Serving as the primary communicator throughout the program process and while abroad, including notifying OIP immediately of any student’s absence by the first day of activities or if a student drops or leaves the program for any reason
Responsibilities of the College, School, and Department
The sponsoring college, school, and department are responsible for the following:

► Signature approval of the program proposal on the Faculty-led proposal approval form
► Faculty salary with benefits (if not built into program fee for students)
► Appointments and salary for teaching assistants or student associates (if applicable)
► Academic advising and registration of students in course
► Communicating required adjustments to MSU’s Office of the Registrar to get the approved course in the schedule of classes
► Assisting with program promotion, student recruitment, and application review

Services Provided by the Office of International Programs
The OIP is charged with the administration of all programs abroad offered to students for academic credit. Any faculty member who wishes to direct a program overseas that carries academic credit must work with the OIP. Additionally, the OIP provides pre-departure orientation workshops for students and Faculty Leaders and will work alongside Faculty Leaders to assist in the administrative and logistics of travel. Faculty Leaders not working with a program provider will be responsible for presenting students with a full syllabus and detailed itinerary before departure. Administrative responsibilities will include:

► Coordinating program development, establishing and adhering to timelines, and final budget approval
► Coordinating with faculty on marketing and promotion
► Creation of individual programs within the online database
► Facilitation of completion of contracts with third party vendors
► Creation of forms and procedures to maintain compliance with institutional and state policies
► Collection and management of student applications and facilitation of application and approval process
► Scheduling and organizing student selection process including application materials, vetting with Dean of Students, and student interviews along with faculty leaders
► Billing of approved program fees to selected students accounts and disbursement of all funds
► Organizing a general orientation session and providing orientation materials
► Providing mandatory faculty orientation and final report forms
**PHASE TWO | DEVELOPING A PROGRAM**

**Program Development Timeline**
All faculty leaders will submit a course proposal for a Short-Term Faculty-led Program, outlining the course description, syllabus integrating how site visits enhance learning objectives, previous site experience, role in the teaching load, and signature approval by the department dean or program director. To start the proposal process, faculty leaders can access the “apply now” link on the Faculty-led study abroad webpage at https://montana.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne. Leaders will need to log in with their NetID. The proposal application via this link will allow leaders to submit all the pre-acceptance materials for the proposal. The signature approval form for collection of signatures from deans and department heads can be downloaded through the online portal; once completed it should be handed in to the Faculty-led Coordinator at OIP.

Guidelines for developing such proposals will be provided to faculty leaders and chairs or directors by the OIP. These guidelines are not meant to be prescriptive or binding. However, considering them will assist in the development of solid programs that are academically strong and feasible abroad. Department deans or program directors will verify the academic rigor of the proposal and its place within the department plans and staffing needs. Proposals must be accompanied by a tentative budget. Deadlines for submission of proposal and materials (deadlines subject to change) for review are as follows:

- **FALL TERM**
  - December 1
  - the year prior

- **SPRING BREAK**
  - September 1
  - the year prior

- **SUMMER TERM**
  - September 1
  - the year prior

If you are considering proposing a program, please contact OIP by calling 994-4031 or by emailing studyabroad@montana.edu to connect with the Faculty-led Coordinator.

**Course Offerings and Approval**
Course selection and approvals must be completed and approved at the time of application and enacted at least 60 days before departure. To receive approval to teach courses abroad, it is the responsibility of the faculty leaders to facilitate the approval process through their respective departments. Approval from the department head, the dean, and the Vice Provost and Dean of International Programs must be granted. If a new course is to be created for a program, it is the responsibility of the faculty leader to follow the standard procedure to request a new undergraduate course through their department. Courses should be posted in the department’s catalog for the corresponding semester no later than 60 days prior to travel (or at the time of registration for the following semester). Study abroad courses meet the same standards as other courses offered by the University and are subject to all standard policies and regulations.
Limitations
Courses associated with Faculty-led programs should consider division credits for participation. Upper division credits may have prerequisites that need to be fulfilled which could limit participation on a study abroad program if open to a variety of academic majors. Faculty leaders should also determine if freshmen can be enrolled in upper division credits if there are no prerequisites for the course.

Syllabus
Faculty leaders must submit a proposed syllabus with their program proposal to have their program considered. Upon approval of a proposal, Faculty leaders are responsible for communicating course specific information and the syllabi to students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus.

Registration
Official participants are those who apply online, are conditionally accepted to the program, and pay all program fees. When the list of accepted students is final, the appropriate academic department team will enroll students for the course with approval of the faculty leader.

Graduating seniors may participate in a summer program. If the course credit is not needed to fulfill outstanding degree requirements, the student can apply to graduate in the spring. Students who need the course to fulfill their last degree requirement may participate in the program and then complete the process for in absentia graduation so that the degree can be conferred in the summer.

Choosing the Right Location

Selection of On-Site Program Partners
The Faculty-led program coordinator and faculty leader work together to determine which partners are best for the location and academic needs of the program. Some programs contract with an MSU approved third-party study abroad provider to handle a majority of on-site logistics while others contract with a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the faculty’s experience and professional network in the location, the difficulty of running a program in a particular location, and the availability of local experts. More information about contracts with third parties can be found in the Financial Matters section.

Facilities
Facilities that will host students, whether for accommodation or academic study, should maintain the standard of being a healthy and safe place to study for the duration of the program. When considering accommodations, faculty leaders should assess participants and make accommodations accordingly. For example, students of different sexes should not be assigned to the same sleeping quarters. This should be factored in when determining budgets for accommodations.

Health and Safety
Health and safety abroad are a major concern and priority of Montana State University when assisting in planning Faculty-led programs. Health and safety involve numerous factors that should be
considered when selecting locations, solidifying accommodations, planning excursions, working with community organizations, etc. Faculty leaders should always keep in mind the health and safety of their participants while abroad and anticipate situations and activities (including those that are potentially high risk) prior to departure.

A Travel Health and Safety Plan must be submitted 60 days prior to travel. This plan, required by the International Travel Policy, will assist Faculty leaders in anticipating issues and creating an action plan in the event of a health and safety emergency. OIP will look at the health and safety at the time of proposal with a critical lens to ensure the safety of MSU students and faculty. Travel to countries with U.S. State Department issued travel warnings must fill out the appropriate forms for approval by the Vice Provost. Forms are available on the International Travel Resource Page (see Appendix).

Contacts
Contacts at home and abroad are crucial to the safety and wellbeing of MSU students while abroad. Faculty contacts that are involved in the trip planning need to be shared with OIP. No contractual agreements made be made by faculty leaders without the involvement of OIP.

Program Considerations
In order to minimize the financial barriers for students, OIP emphasizes the importance of containing student costs in the development of program budgets. Some factors to consider may include:

*Does the significance of the proposed program location justify the cost?*
When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, and cost and ease of transportation, housing, etc. Study Abroad program coordinators can advise on the logistical aspects of particular locations.

*Do the proposed excursions further the academic goals of the course of study?*
Consider eliminating costly “tourist” excursions if they are not strongly tied to academic goals.

*Can the academic goals of the program be accomplished in one destination versus multiple?*
Some programs truly require multiple sites, whereas in others, one destination of significance will serve the academic purposes of the course. Each site adds new transportation expenses and logistical arrangements, which can be very costly. The additional travel can also add to the potential safety risks associated with the program.

*Does the anticipated number of students, location, and/or logistics justify the number of faculty and co-leaders?*
A low student to faculty ratio often creates an undue cost burden on student participants, who must pay their own expenses plus those of program leaders. More information on minimum ratios is provided later in this handbook.
Does MSU or the Faculty Leader have a relationship in the desired location?
The ability to connect Faculty-led programs to existing university partnerships (usually exchange agreements) has multiple benefits. If the institution can provide logistical support, classroom, and/or housing, it helps control cost and gives potential access to local experts, and a population of students in the host country, thereby deepening the cultural experience of participants.
PHASE THREE | FINANCIAL MATTERS

Payments to Faculty Leader
If faculty are leading a summer course, they may be paid from the tuition dollars paid to their individual college. If it is a non-summer course, and not one where the individual college is paying the faculty for teaching, the salary needs to be built into the student program fee. Faculty and staff working on short-term or long-term programs may be compensated for administrative work, teaching, or a combination of both. Compensation rate is determined at the college level, as it relates to the faculty’s course load, current pay, and institutional policies on faculty caps. If the faculty compensation is part of the program budget and included in the student program fee, the appropriate benefit percentage, obtained from MSU Human Resources, needs to be included in the budget.

Faculty Compensation
Compensation for faculty is subject to MSU policies and procedures as published by Human Resources. It is the responsibility of the department to determine the faculty appointment and compensation for the course/program. As a non-academic unit, OIP does not facilitate payment to faculty.

Co-Leader Compensation
Compensation for co-leaders who are staff or faculty depends on the duties to be performed or direct responsibilities while abroad. The compensation rate for co-leaders is determined at the college level.

If the co-leader is unaffiliated with the university (i.e. not a staff or faculty), a one-time appointment for their assistance may be facilitated by the sponsoring department. Any co-leader should be at least 21 years of age and able to assume the roles and responsibilities of leadership in the event the faculty leader cannot perform outlined duties abroad, including facilitation of academic program components.

Reimbursement
Faculty leaders must provide receipts for all program purchases in accordance with MSU policies and procedures. Faculty must use their own departmental MSU P-card for all program related expenses as appropriate. Any expenses incurred by the faculty leader which have not received prior approval and are not in line with approved program budget, may not be reimbursed. If a travel advance was processed prior to departure, the faculty member will be responsible for clearing the advance after return through Chrome River. For the most current travel reimbursement information go to https://www.montana.edu/ubs/accounting/.

Travel/Cash Advances
Travel advance amounts are considered on a case by case basis and should be submitted for approval to OIP at least 60 days before travel. Faculty are required to have an MSU P-card, and that should suffice without the need of a travel advance in most cases.
Payments to Third Party Providers

Contracts
Contractual understandings may be established by written agreements with other institutions or service providers based outside of the United States. Contracts need to address numerous issues including liability, services, insurance, indemnification, choice of law, and jurisdiction. All contractual agreements for services related to MSU-sponsored international travel must be reviewed, approved, and facilitated by MSU Procurement and OIP. For international travel services that will be required, MSU has an established pool of vendors currently contracted. The Faculty-led Coordinator will provide leaders with the current approved list of third-party providers. Such agreements for services will be paid in US dollars and include, but are not limited to, agreements established for housing, meals, tour guides, hired drivers, on-site administrators, and teachers. Faculty leaders cannot authorize or secure payments with the program vendor; approvals will come from OIP.

When program logistics depend on personal and professional connections of the faculty leader, the Faculty-led Coordinator should be included in program-related correspondence, and the terms of business should be agreed upon in writing. Faculty should not authorize the institution or provider to make financial arrangements in advance unless they are approved by OIP and are part of the approved budget. In addition, the Faculty-led Coordinator should have the contact information of all businesses, individuals, and back-ups that perform services for the program.

Invoices
The third party will submit an invoice in accordance with the contract agreement, which OIP will pay. MSU will not pay any vendor or third party without the appropriate tax document on file (W8/W9).

Developing a Program Budget
All MSU short-term study abroad programs require a program fee in addition to the regular MSU tuition and fees. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program. All program budgets must be finalized with and approved by OIP. Once finalized, the budget cannot be changed except with the specific approval of the Vice Provost for OIP. Costs associated with short-term study abroad programs are as follows:

Fixed Costs
Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants. It is important to be aware of which operational costs are fixed and which are variable because the fixed costs determine the minimum funding necessary to run the program, and thus will determine the number of participants needed. Fixed costs include:

- 3% administrative fee
- Required supplemental insurance for faculty and students
- Per Diem meal coverage with consideration of location in conjunction with MSU Travel Policy
Variable (Per Student) Costs
Variable costs are dependent on the number of participants. Faculty fees for participation are divided among the total number of students and include, but are not limited to:

- International travel costs
- In-country travel
- International health insurance
- Meals
- Accommodations
- Entrance fees

Student and Faculty Supplemental Insurance
Included in the budget is a $50 fee per student and faculty leader supplemental insurance through GeoBlue. This is coverage for the duration of international travel dates only and is not intended to replace the students’ or faculty leader’s medical insurance coverage. Enrollment in GeoBlue is completed by the Faculty-led Coordinator prior to departure.

Administrative fee
The administrative fee is factored into program budgets as a percentage of the overall cost per student at a rate of three percent.

Exchange Rates
When planning a budget for a Faculty-led program, it is important to note that exchange rates and currency are in constant flux. Faculty leaders should periodically evaluate the exchange rate of the country in which they are to travel. As pre-departure approaches, the exchange rate should be monitored closely. Any large swings in currency should be brought to the attention of OIP and handled on a case by case budgetary basis.

Minimum Enrollment
Program fees are determined based on the anticipated cost of running a program with a target number of students. Because many program costs are divided among student participants, OIP recommends a minimum enrollment of ten students per program. In many cases, the actual minimum enrollment to run a program is higher to reduce the per-student cost of the program, particularly with established programs that have a proven record of enrollment. The final minimum enrollment is determined with the faculty leader and sponsoring department as part of the budgetary review process. Once established, this enrollment number becomes the “breakeven point” for the program and is used to determine the final program fee. Maximum enrollment in the program should be established at the same time. OIP generally recommends that programs not exceed a faculty to student ratio of 1:14.

Scholarships and Financial Aid
If students wish to apply for or use current financial aid, they must work with the MSU Office of Financial Aid Services. Specific budget figures, official documentation from each student going abroad,
and confirmation that student accounts have been cleared for additional billing are provided to the Registrar’s Office and MSU Student Accounts staff by OIP. It is the responsibility of the student to seek assistance from their financial aid advisor.
PHASE FOUR | OBTAINING APPROVAL

Program Proposal Process
The Faculty-led Study Abroad Review Committee will annually review and approve proposals. The committee’s purpose in reviewing proposals is to examine: logistics, preparation of the faculty, the viability of geographic areas, how site visits enhance the learning objectives of the course, and to approve courses. Curricular and academic issues, such as credit substitutions, prerequisites, and CORE requirements must be resolved in the department before the proposal is submitted.

Submission Deadlines
To help keep all parties on the same page regarding the different tasks that must be completed, detailed timelines for Faculty-led study abroad programs are included in the Appendix. This table defines the roles of OIP, the faculty Leader, and the department/college. The Faculty-led Coordinator will use these timelines to keep programs on track, and it will help you and the staff supporting your program to use these timelines as a reference tool. Please refer also to the Roles and Responsibilities document to help define the specific tasks of each party throughout the program cycle. A program’s success depends on close adherence to these timelines. Please note that undue delay in the completion of any step in this process can jeopardize the execution of a program.

Notification of Approval
Within one month after the application deadline, OIP will inform Faculty Leaders whether or not their respective program proposals have met the minimum qualifications and are approved to move forward in the program planning process. Programs that are not approved for that year’s cycle will be given recommendations for strengthening the proposal and encouraged to apply for the following year.

Program Cancellation/Low Enrollment
OIP, in conjunction with MSU Administration, reserves the right to discontinue any study abroad program at any time before or after departure, at its sole discretion. Reasons for cancellation may include travel warnings and advisories from the US Department of State or insufficient enrollment.

The two points at which programs may be canceled for low enrollment are the application and the deposit deadlines. If a program drops below its minimum enrollment at either point, OIP will notify the Faculty leader and give the department and college the opportunity to determine if funds are available to subsidize 100% of the budget shortfall. If funds are not available, the program will be cancelled.

If the deposit deadline has passed and the minimum program enrollment has been maintained, the program will not be canceled due to withdrawals that may occur later in the term. Students are responsible for any funds that are deposited on their behalf if they withdraw after the deposit deadline, and the charges will be applied to individual student accounts.

If any refunds need to be made to MSU from program-related expenses incurred for a cancelled program, the funds must be returned to the institution appropriately. Ask OIP staff for clarification if you are unsure of the process.
PHASE FIVE | RECRUITING STUDENTS

Marketing and Recruitment
Promotion and recruitment are an essential part of any study abroad program. Active involvement in the recruitment process by the faculty leader and sponsoring department can make all the difference in a program’s success or failure. Study Abroad staff collaborate with the faculty leader on promotional materials and strategies, but brochures and website updates are no substitute for one-on-one faculty-to-student contact. All contracts must be complete, and prices finalized with OIP before any part of the advertising or marketing can begin. Advertising must be truthful and emphasize the benefits, cost of the program, and relevant course information.

Information Sessions/Promotional Events
Faculty leaders should plan to give presentations about their programs in a variety of venues during the promotional period. For spring break and summer programs, promotion happens during fall semester (early October to end of December), and deadlines are before fall semester ends. These deadlines can vary slightly by program. Student interviews and selection generally occur right after the deadline and at the faculty leader’s discretion. When planning promotion and recruitment strategies, please keep in mind the aforementioned enrollment guidelines. The faculty leader should focus on the following at promotional events:

► Inform students of the course, requirements, and academic content of the program
► Articulate connections between destination country and course content
► Talk about the cultural experiences you will incorporate into the itinerary, including a tentative program schedule
► Explain how grading works
► Explain criteria for acceptance into course and/or program (course prerequisites, language level, writing experience, lab research, etc.)
► Encourage diversity of program participants
► Share your enthusiasm for the program with prospective participants; This may include showing photos and describing the importance/relevance of the location and coursework
► Inform students of the first step in the application process and the application deadline

The Faculty-led Coordinator in OIP and faculty may collaborate to recruit students for programs. It is the responsibility of the faculty leader to initiate marketing efforts or planning conversations with OIP. Faculty leaders can promote their program through the following promotional outlets:

► Information sessions and study abroad fairs
► Fliers, catalogs, posters, and website (all print material must be approved by OIP)
► Class visits and other promotional activities in relevant courses (to be arranged with appropriate courses by the faculty leader)
Display cases/bulletin boards (to be arranged in the college or department)

Student organization meetings

College/department newsletters or listservs via academic advisors

**Involving MSU Students**

**Home Campus**
Recruitment of students attending MSU-Bozeman can be conducted through the promotional activities stated above. Students attending the home campus can make in-person advising appointments with Study Abroad advisors to discuss questions, application procedures, concerns or feasibility of participation. For an appointment, students need to email studyabroad@montana.edu. Financial assistance questions will be forwarded to the Office of Financial Aid Services.

Occasionally, a student may need the study abroad program/course for graduation. They would be registered for the course like the rest of the students by the academic department in charge of the course. If the student does not need the course credit and graduates in the spring, they will decide if they would like to be approved to go as an “unaffiliated traveler” (see below).

Students who have received a bachelor’s degree at MSU-Bozeman or at another institution and who are interested in taking the study abroad course not applicable towards a degree should complete and file a Non-Degree Status Application with the MSU Graduate School.

Students who have completed a bachelor’s degree at MSU-Bozeman or at another institution since last attending MSU-Bozeman and who are interested in pursuing another bachelor’s degree should file an Intent to Register form to declare a second bachelor’s degree.

**Other Campuses**
Faculty leaders should consider extension campus students in their marketing efforts and while designing a study abroad program. Program fliers can be emailed to the appropriate Study Abroad office for each program by the Faculty-led Coordinator at the faculty leader’s request. Those contacts will follow the same procedures as if students were on the MSU-Bozeman campus.

**Involving Non-MSU Students**
OIP makes a small number of programs available to students matriculated at other US institutions if the criteria below are met. Most of these opportunities are geared towards students who are looking for a short-term Faculty-led summer program. It is important to note that any non-MSU student must also meet application requirements including conduct and GPA. In order for OIP to accept non-MSU students, the program must:

- Offer MSU credit; In order to receive financial aid from MSU, eligible undergraduate students must take a minimum of 12 credit hours in a semester or 6 credits during the summer. Eligible graduate students must take at least 9 credits in a semester or 3 credits in a summer term.
► Have previously run at least once with OIP support.
► Accept a sufficient number of MSU students to meet minimum enrollment requirements; Non-MSU students do not count toward minimum enrollment requirements.
► Be led by faculty willing and able to discuss the academic, financial, and logistical impacts of admitting non-MSU students with the Faculty-led Coordinator.

Unaffiliated Travelers
Requests for accompanying non-enrolled family, partners, or minors should be discussed fully with the Faculty-led Coordinator prior to granting program participation. It is important to understand that OIP cannot assist with housing, childcare, health care, travel arrangements, or any other necessary support for spouses, children, partners, parents, or friends that accompany program participants. Program budgets should not be dependent on unaffiliated travelers but solely based on minimum student participation. Unaffiliated participants on a study abroad program must not hinder or subtract from any student’s academic or cultural experience abroad.

The University is not responsible for the injury, illness, loss, or death of spouses, children, partners, parents, or friends accompanying participants in study abroad programs, nor will any expenses for unaffiliated travel be collected or distributed by MSU. Concerning all unaffiliated travelers, an Unaffiliated Waiver and Release form must be submitted to the study abroad office by the faculty leader signed by the appropriate parties. Justification for an unaffiliated traveler’s participation must be submitted to OIP with the form as part of the approval process. Please see the link to the Unaffiliated Traveler Guidelines in the Appendix for more information on unaffiliated traveler classifications and procedures for approval.
PHASE SIX | WORKING WITH STUDENTS PRIOR TO DEPARTURE

Application and Required Materials

**Pre-Decision Application**
The Study Abroad Office has a standard online application form for all faculty-led programs. A complete online pre-selection application includes:

► Application General Information
► Faculty-led Short Application Essay
► FERPA Form
► Health History Form (self-disclosure of any medical or health circumstances to better serve students participating)
► Scan of Passport (students seeking a new passport should do so in advance as it can take time to process)
► Unofficial Transcript

**Post Acceptance/Post Decision Application**
Post-acceptance materials to be collected through Studio Abroad, which are subject to change or modification, include:

► $300 deposit (Refundable if program doesn't meet minimum student numbers or student doesn't meet qualifications as determined by Dean of Students and/or faculty leader; Otherwise, this fee is non-refundable)
► Faculty-led Participation Agreement
► Proof of Insurance
► Photo Release
► Pre-departure orientation information (proof of participation)
► Terms of Dismissal
► Travel Health and Safety Class (proof of participation)

**Application Deadline**
The application deadline serves two important functions in upholding a faculty-led program. First, deadlines are guides to planning marketing and recruitment efforts. They provide a benchmark for faculty leaders and OIP in the planning process. Deadlines also ensure student commitment to a program.

Applications to faculty-led programs will not be extended in most cases, nor will late applications be considered. If a program does not have enough applicants at the time of deadline, the program is subject to cancellation. Amending deadlines or changing costs that are contrary to what programs are
advertised for affects the credibility of a program. Once a deadline for applications has passed and enrollment remains insufficient, the program is subject to cancellation.

**Student Screening and Selection**

*Assessing Suitability for Study Abroad*

All students wishing to participate in a faculty-led program must be a full-time student at the time of application. Study abroad policy states that students cleared for study abroad must be in good academic standing (not on academic probation) and without disciplinary infractions. All students applying for study abroad will be vetted for infractions by the Dean of Students, and academic standing is screened by OIP, ensuring a GPA of 2.5 or higher. Any concerns regarding student standing will be reported to the faculty leader of the respective program and follow up actions will be agreed upon between OIP and the faculty leader. Students will be included in the interview process only after a full application is submitted, including the stated screenings.

*Red Flags*

Although some applicants may meet the established eligibility criteria, certain “red flags” in their application materials and/or behavior may require special consideration. These “red flags” do not necessarily preclude a student’s acceptance into the program, but they are often indicators that further discussion with the student or other involved parties is necessary to make a participation decision. Some examples of these indicators include, but are not limited to, the following:

- Student’s essay indicates that their primary motivation to study abroad is questionable (desire to escape a situation or person, focus on travel or extended vacation, for others to visit or accompany them abroad, etc.)
- Faculty recommendation mentions reservations or discloses information that could affect the student’s participation (concerns about maturity, behavior, recent events in student’s life, etc.)
- Student’s academic record or advisor notes show recent drastic decline in academic performance, breaks in attendance, multiple absence/failing reports, or repeated no-shows
- Student demonstrates erratic or inappropriate behavior in his or her interactions with faculty or OIP staff (before or after acceptance into the program)

Faculty leaders who identify “red flags” in student application materials or in interactions with a student are encouraged to notify the Faculty-led Coordinator as soon as possible.

*Conditional Acceptance and Special Conditions*

Applicants who are chosen to participate in a program are considered “conditionally accepted.” Following admission into a program, students must meet certain expectations and obligations; therefore, a student’s acceptance into the program is on the condition that these are fulfilled. If students do not fulfill these requirements, they may not be permitted to participate in the program. To meet the criteria of conditional acceptance, a student must:

- Maintain good academic standing
► Successfully complete all course prerequisites by the time of departure
► Complete all online portal forms by stated deadlines
► Maintain behavior consistent with the Faculty-led Participation Agreement
► Meet any additional requirements of the host university/program provider, if applicable (varies by program)
► Attend required orientations, including a travel health and safety class

“Special conditions” is a classification most often used for freshmen or transfer students who do not have an MSU GPA at the time of application. Once the first semester’s GPA is posted, the student is moved to the “conditionally accepted” status provided his or her GPA meets the 2.5 minimum.

Special conditions may also apply to students who are enrolled in a course on campus that is a prerequisite for the course taught abroad. Similarly, if there is an applicant that the faculty leader would like to see academic improvement from before granting conditional acceptance, a status of special conditions may be assigned. These situations may require students to turn in a mid-semester grade report or fulfill other stipulations as determined by the faculty leader and OIP. The Faculty-led Coordinator will work to ensure students “accepted with special conditions” understand the required actions for removing the conditions.

Disability Accommodations
Sharing in the philosophy that all students should be assured equal access and opportunity, OIP will work with MSU Disability Services and appropriate overseas personnel to identify and obtain reasonable accommodations and to assist students with a documented disability in planning for a successful international experience.

Post-Acceptance Requirements for Student Participation
After students have been accepted into the program, faculty leaders must ensure that participants are made aware of the following:

► Pre-departure and health orientation dates and other on-site orientation if applicable
► International ID card (Students may also contact OIP to obtain an ID card)
► All students with significant on-going health problems or allergies should obtain and wear a Medical Alert bracelet or necklace (Call 1-800-ID-Alert (1-800-432-5378) or visit http://www.medicalert.org)

Withdrawals/Refunds
Students who withdraw from an MSU program after acceptance but before the program begins will lose the non-refundable deposit and any unrecoverable costs. There are no refunds after the start of the program. Students are responsible for full payment of the amount owed to the department. There are circumstances under which MSU, or its agent, has the authority to require that a student withdraw from the study abroad program. These circumstances include, but are not limited to, the following:
► Students whose conduct while in the program is deemed undesirable and whose actions are in violation of MSU’s Student Code of Conduct
► Alcohol abuse or drug possession or use
► Destruction or misuse of property
► Students whose conduct is in violation of the foreign country’s civil and/or criminal statutes
► Situations in which the behavior, whether academic or social, of the student causes his/her presence in the program to jeopardize either the reputation of the program, program coordinator, professor, translators, or the participation of others in the program
► Situations in which the behavior of the student is deemed disrespectful to the culture; These include, but are not limited to, the following: improper clothing, attitude, verbal or body language, improper displays of affection, sharing a room with the opposite sex, and use of alcohol or drugs
► Arguing or fighting is deemed as a serious occurrence and is not acceptable

No warnings or second chances will be given. Students dismissed from the program for the above reasons will receive no credit for work done, will be considered as not having completed the program, and will not be entitled to any refund. They will be responsible for all travel and other expenses incurred due to their dismissal.

**Student Registration**
Students accepted into MSU faculty-led programs are registered for the course by the department offering the course. A submitted faculty-led program registration is considered the completed student’s application. After registration, the student will be billed for the full balance of the program fee by OIP/MSU Student Accounts via their student account. The amount will be shown in MyInfo.

**Pre-departure Logistics**
The required documents that faculty need to submit to OIP through Studio Abroad include the International Travel Plan and Emergency Communication Plan. The Faculty-led Coordinator will remind faculty leaders of this deadline and ensure that they are completed no later than 60 days prior to departure. Faculty also need to complete their own international travel notification via the Travel Registry which includes uploading their passport and listing international travel dates.

**Faculty Orientation**
Faculty will meet with the OIP Interim Director of Outreach and Special Projects to receive their packets prior to departure, and this will be arranged by the Faculty-led Coordinator. The packets will include copies of each student’s passport, copies of GeoBlue health enrollment cards, names and phone numbers of all students’ emergency contacts, incident report forms, and any necessary additional information helpful to the specific program and at the discretion of OIP.
Health and Safety
Enrollment in GeoBlue International Health Insurance will be completed by the Faculty-led Coordinator prior to trip departure for faculty leaders and students. Enrollment cards will be emailed to faculty and students. The fee for this coverage is included in the program fee paid by each student and covers the duration of scheduled program dates only. Should the student travel internationally on their own before or after the program ends, they are responsible for paying their own international health insurance coverage costs. The health and wellbeing of MSU students abroad is the responsibility of the faculty leader and co-leader. Therefore, it is important to plan for scenarios that could jeopardize a program abroad and establish a procedure for dealing with health and safety issues. Guidance will be given during the faculty orientation. Health and safety incidences are not discriminatory and can happen to anyone at any time. In preparation for their time abroad, students are required to sign up for and attend a mandatory Travel Health and Safety Clinic provided on campus through Health Services. This clinic may also be scheduled in tandem with the pre-departure orientation. Students who fail to attend the clinic are subject to program withdrawal.

Passports and Visas
All students must obtain a passport. Visa requirements vary depending on each student’s citizenship, the country to which he or she is traveling, and the length of the program. Obtaining a valid passport and securing the correct visa is ultimately the responsibility of the student.

Medical Insurance
See above under Health and Safety
The GeoBlue coverage is additional coverage for international health insurance. The faculty and student’s regular health insurance may or may not cover international health insurance needs.

Required Orientations
Pre-Departure Orientation
All short-term faculty-led programs abroad have a mandatory pre-departure student orientation coordinated by OIP. Students need to be oriented on cultural and logistical aspects of the program before departure and upon arrival. Faculty leaders are encouraged to schedule additional sessions to support academic and cultural preparation, as well as group cohesion.

Health and Safety Travel Clinic
See above under Health and Safety

On-Site Orientation
All programs are required to hold an on-site orientation. Attendance at all pre-departure and on-site orientations is mandatory and this is the faculty leader’s responsibility to include this in the itinerary. Students must plan their arrival in the host country to ensure participation in the on-site orientation. Special attention should be given to differences in world time zones when booking flights to ensure on-time arrival.
Supervision of the Group On-site
The Faculty Leader should fulfill the following duties on-site:

► Provide an initial on-site orientation to introduce the students to the host site and culture (may be in conjunction with on-site program organizer)
► Contact the Study Abroad Office within 24 hours after arrival to confirm all participants are safe and accounted for via email to studyabroad@montana.edu
► Notify the Study Abroad Office immediately if any student leaves the program
► Act as liaison between the students and any individuals or entities providing services to the program
► Ensure the on-site cooperating institution/organization is delivering services according to the contract; If problems arise, alert the Study Abroad Office immediately so any discrepancies can be resolved quickly
► Follow the guidelines outlined in the International Travel Policy for unaffiliated travelers
► Communicate academic and disciplinary roles clearly to the students
► Respond to any emergency situations or serious incidents which may arise and notify the Study Abroad Office as soon as possible by email or phone (see section on Emergencies)
► Complete the incident report to accurately document any problems and send to OIP
► Itemize usage of any fund advances and other necessary expenses, and collect receipts which will be turned into the Study Abroad Office at the program’s end. It is preferred that the Faculty Leader’s use their MSU P-card for all budgeted expenses as needed abroad; Receipts need to be kept
► Monitor the health and general welfare of all participants
► Never loan students program or personal funds unless it is an extreme emergency
► Faculty leaders will not be reimbursed by MSU for loaning money to participants unless authorized in advance by the Study Abroad Office

Be aware of possible indicators of culture shock. These can include: feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture, increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.

Expectations for Student Participants
On faculty-led study abroad programs, students are required to attend all classes and all excursions that are part of the program itinerary. The only acceptable excuse for missing a class or an excursion is
illness. Faculty leaders should take attendance at all classes and excursions and are encouraged to reduce the grade of any student who is late or absent from a class or required excursion. Participants in a study abroad program are also expected to serve as ambassadors for both MSU and the United States. It is often difficult for students to understand what is expected of them in this regard, so it is important to stress these issues in the pre-departure orientation(s) and again upon arrival. Students need to be aware that behaviors with minimal or no consequences in the U.S. may have major implications for the study abroad program. This information should be presented repeatedly to students – not just at the pre-departure orientation. Topics to be included in these discussions include:

- Appropriate dress
- Local laws and mobility (which neighborhoods in the area are safe)
- Gender dynamics and youth/elder relationships
- Food and meal etiquette
- How to recognize signs of displeasure on the part of host country nationals

**Disciplinary Problems**
The Study Abroad Office should be notified immediately about any serious disciplinary problems with any student on the program, regardless of whether arrest is involved. In less serious cases, mediation by Study Abroad may be required. In serious cases, the student may be dismissed from the program and sent home with no credit awarded and no refund. This will be determined through consultation with the Faculty Leader, OIP, and MSU legal counsel; see *Dismissing Students* below. In cases of arrest, MSU assumes no financial responsibility for legal aid to students. However, it is appropriate for the faculty leader, with OIP, to assist students in contacting their families and appropriate government offices. Students using or selling illegal substances will be immediately dismissed from the program, and no credit or refunds will be awarded.

**Alcohol Use**
The subject of alcohol policies is frequently debated in international education. Contention usually centers around “whose laws are in effect,” given that laws concerning alcoholic beverages vary greatly from country to country and that in many countries abroad it is perfectly legal for university students to purchase and consume alcohol. The consideration of MSU’s policy on alcohol is complicated both to interpret and enforce abroad. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior. Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on MSU Study Abroad programs.
- Violation of local laws and/or MSU policy may result in dismissal from the program. Responsible use of alcohol is required on the part of the faculty leader as well as each program participant.

**Dismissing Students**
All students on faculty-led programs sign an agreement indicating that they understand the Terms of Dismissal for a study abroad program. The decision to send students home, even when made for the best reasons, may result in negative responses. It is essential when contemplating an expulsion or an
evacuation to consult immediately with the Study Abroad Office who will, in turn, consult with other appropriate offices on the MSU campus. Some instances of dismissal may include:

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program’s relationship with the host institution and/or community
- Behavior which is insensitive to other group members and/or damaging to the program group’s morale
- An emotional crisis which greatly affects the individual
- Death of a program participant, or death or serious illness in the family
- Serious illness, either physically or psychologically

In order to dismiss a student abroad, the following procedures should be followed:

**Document the Incident:** In the event that a student is subject to the Terms of Dismissal, it is the responsibility of the faculty/staff director to document the incident(s) by recording the details of the incident on the Faculty Incident Report for Dismissal form (see Appendix). In the event the form is not available, faculty leaders should collect the following information:

- Name of student and name of program
- Date/location of the incident
- Violation being cited in reference to the Terms of Dismissal and justification for withdrawal
- Documentation of warnings (verbal or written) given to the student prior to the dismissal process

**Report the Incident:** OIP is the first to receive reports of pending dismissal incidents. OIP will assess the severity of the incident and forward the report onto Legal Counsel and the Dean of Students for review.

**Participant Justification:** Depending on the severity of the case, the student pending dismissal will speak with the Dean of Students to provide their justification for the infractions. The Dean of Students, Legal Counsel, and OIP will approve the student dismissal if necessary.

**Coordinate the Dismissal:** Faculty leaders and OIP will facilitate the dismissal of the participant including arrangements for return to MSU. Upon return, OIP and the Dean of Students will work together to correct the situation. The program fees or tuition paid will not be refunded to the student.

**Student Withdrawal**
If a student has arrived at the program site and decides to withdraw, he or she must begin by discussing the situation with the MSU faculty leader on-site. The faculty leader should consult with the Director of Study Abroad to determine whether a solution exists for the situation. Financial implications and
academic implications must be articulated to the student. If, after consultation, the student still plans to withdraw from the program, he or she must submit a signed and dated statement to the faculty leader. This statement must indicate that the student understands that effective as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc. The faculty leader should fax this signed and dated statement to Study Abroad. The Study Abroad Director will contact the student’s parents or legal guardian(s).

**Expectations for Faculty Leaders**

In addition to being responsible for serving as the academic and administrative representative of the program, faculty leaders are also responsible for:

- Coordinating on-site delivery of the course(s), including engaging teachers and guides and arranging adequate transportation
- Planning and organizing cultural orientation on-site, including organizing and participating in cultural visits and excursions during orientation and throughout the program
- Handling behavioral problems according to established procedures as outlined above
- Preparing for and responding to emergencies as outlined in University regulations regarding emergency procedures
- Attending to the health and well-being of program participants
- Maintaining clear financial records, including keeping track of expenses and saving receipts
- Exercising caution with confidential information
- Keeping MSU informed about developments concerning the program and participating students
- Notifying OIP of any changes in itinerary or contact information
- Documenting events and activities as well as problems
- Submitting final grades, final report, and facilitating program evaluation

**Expectations for Co-Leaders**

In the event that the faculty leader becomes unable to perform the duties and responsibilities required to facilitate a study abroad program, the co-leader will assume all responsibilities for the program group including communication with OIP, adherence to the communication, travel and safety plan submitted before departure, as well as safety of all participants. The co-leader should also be able to facilitate the remainder of the course if the faculty leader is unable to assume the lead.

**Faculty Leader Conduct**

As per MSU Policy on Ethical and Professional Standards, the faculty and administration of Montana State University-Bozeman are responsible for assuring the highest ethical and professional standards and behavior when working with students. Consult the MSU policy for more information regarding faculty expectations in relation to working with students in a professional environment. Faculty representing MSU abroad are subject to the same set of standards for conduct as when in Montana.
Title IX Compliance
All faculty and students, as per MSU policy, are to adhere to the Title IX Policy whether at MSU or abroad. Section 34 C.F.R. § 106.31 (a) of Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university. Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including rape, sexual assault, sexual battery and sexual coercion, or other sexual misconduct.

Sexual harassment of a student on the basis of sex can deny or limit the student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. Any student, faculty or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator for assistance. The Title IX Officer is available to discuss options, explain university policies and procedures, and provide education on relevant issues.

On-Site Safety Procedures
The faculty leader is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide caution, travel alerts or warnings, the Study Abroad Office will send emails to faculty leaders abroad. They will then relay any applicable information to group participants and, if necessary, their emergency contacts.

In the event of a local, regional or global crisis, faculty leaders should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants to better secure their safety. In emergency situations, the faculty leaders must contact the Study Abroad Office as soon as possible to confirm the group’s well-being.

Faculty leaders must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups, restaurants, and locations where Americans are known to frequent. Students should keep up with local news through newspapers, radio, and television and, in the event of disturbances or protests, do not get involved. Students should be asked to use common sense and caution when divulging information to strangers about themselves, the program, and their fellow students. In cases of serious health problems, injury, or other significant health and safety circumstances, faculty leaders must follow the emergency procedures as indicated in this handbook.

Behavioral Problems and Response
In the event of a violation of the Student Conduct Code or the Terms of Dismissal, it is the faculty leader’s duty to respond. Depending on the severity of the violation(s), the responses may include an incident report/verbal warning, an incident report/written warning, and/or an incident report accompanied by a termination report.
Students who are dismissed incur all expenses of returning home and do not receive any refund from MSU. Behaviors that may result in immediate dismissal from a program include the following:

► Alcohol abuse
► Physical or sexual assault
► Harassment
► Possession, use or distribution of illegal drugs
► Setting a fire or possession of explosives
► Possession of a weapon, including guns and knives
► Theft

Responding to Crises and Emergencies
The Study Abroad Office is responsible for coordinating the University’s management of emergencies affecting participants in MSU Study Abroad Programs. It is the responsibility of faculty leaders of an MSU program to follow the procedures outlined below and to be sure to inform students about these procedures upon arrival on-site. In the case of an emergency, faculty leaders should be prepared to be on-call 24 hours a day until the emergency is resolved.

What is an Emergency?
For study abroad purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

► Physical assault
► Robbery
► Sexual assault or rape
► Serious physical or emotional illness
► Significant accident and/or injury
► Hospitalization for any reason
► Terrorist threat or attack
► Local political crisis that could affect the students’ safety and well-being
► Arrests or questioning by police or other security forces
► Any legal action involving a student
► Traffic accidents involving injury
► Disappearance or kidnapping of a student
How to Prepare for Emergencies
It is suggested that all participants on MSU study abroad programs enroll in the U.S. State Department’s Smart Traveler Enrollment Program (STEP) prior to departure. Once on-site, students should be informed of the location of the nearest U.S. Embassy. If the faculty leader is not being housed with the students, the students must be given the address and phone number of where they are staying. Students should carry this information with them at all times. Faculty leaders, in conjunction with local program coordinators (if applicable), must provide students with a list of names and phone numbers for:

- 24-hour emergency contact
- Nearest U.S. Embassy
- Law enforcement/police department
- Nearest hospital/emergency facility and English-speaking doctors and/or health care providers

All participants are provided with a wallet-sized “International Emergency ID card” with space on the back to include local contact numbers. Emergencies range from benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context. In all cases, faculty leaders must complete an MSU Study Abroad Incident Report Form for each occurrence (see Appendix). Faculty leaders must maintain daily contact with Study Abroad and with host country informants. In an emergency, the faculty leader’s first responsibility is to safeguard the safety and wellbeing of the program participants. They should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection.

All expenses relating to the management of a reported emergency may be covered or reimbursed. When all has been done to reasonably ensure student wellbeing, the Study Abroad Office should be notified as soon as possible to be fully informed about the situation. Faculty leaders can reach a Study Abroad staff member through the University Police 24-hours a day, seven days a week at +1 (409) 994-2121. University Police have contact information for all Study Abroad staff and other appropriate individuals on campus. During an ongoing crisis, faculty leaders must keep the Study Abroad office informed on a regular basis through telephone or e-mail until the crisis has passed. Faculty leaders should notify the local U.S. Embassy or Consulate about the crisis and follow whatever procedures they may require.

Persistent Risks
If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate official to advise on a regular basis about the evolution of the crisis and about how the faculty leader and the students should respond. In any other sort of emergency, the faculty leader should notify the local police about the situation, and if they and the Embassy feel it is appropriate, then follow the procedures the police may require of them and/or the student.

During a political crisis or some other emergency during which foreigners in general or U.S. citizens may be at risk, students should be told to keep a low profile. They should avoid demonstrations, behavior
that could call attention to themselves, places where Americans are known to congregate, and using luggage tags and wearing clothing which identifies them as Americans.

It is unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. The Study Abroad Office will, however, bring students and faculty leaders home if a situation was to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the Vice Provost, in consultation with the insurance company, faculty leader, the U.S. Embassy and State Department, and Campus International Travel Safety Review Committee would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the faculty leader in confidence, and officials on the home campus would work closely with the faculty leader throughout the evacuation process.

*Guidelines for Crisis Communication*

In general, faculty leaders should follow these guidelines when communicating with the students during an emergency situation:

**Share information**: Give students as much, and as accurate, information as possible. Document the situation and communicate with the Study Abroad Office on an ongoing basis.

**Assess the situation**: How long will it last? Is it an inconvenience or a threat?

**Keep calm, and keep others calm**: Do not panic. Discourage students from gossiping and thus escalating the situation.

**Give participants choices**: Allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice.

In a serious emergency, the Campus International Travel Safety Review Committee will determine whether the program will continue and possible evacuation procedures. If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:

- Dial the MSU Police at +1 (406) 994-2121
- Identify themselves as an MSU study abroad student, and give the country where they are currently located
- State their name
- Tell the person what is wrong
- Tell the person how to contact them
- Respond to questions, and listen carefully to any instructions
Incident Documentation and Reporting
All incidents or emergencies should be documented as completely as possible and as soon as possible after they occur. Qualifying events include allegations of injury, illness, criminal activity (student is a victim of a crime). OIP should be provided with documentation within 24 hours of any incident if possible. In documenting an incident, faculty leaders should use the Study Abroad Participant Incident Form (see appendix). If access to this form is not available, faculty leaders should make note of the following:

► Date and time of incident
► Location of incident
► Names of all students involved
► Names of all others present
► How and when you learned of the incident if you were not present
► Brief description of the incident
► Brief description of your response to the incident
► Names and contact information of any physicians, officials, or police involved
► If a student was injured or ill and received medical attention, a description of the treatment and any recommended aftercare, including the names of medication
► If a student was incapable of making decisions (about medical treatment, for instance), explain who made those decisions
► Notes regarding contact with students’ parents and any MSU offices

All incident reports should be submitted as soon as possible to Study Abroad. After a report has been submitted, it will be added to the student’s account through Studio Abroad ensuring secure access.
**Phase Eight | Returning to MSU**

**Reconciliation of Program Expenses**
MSU requires complete financial reporting for all expenses incurred by the program. Faculty leaders are required to submit all receipts and documentation for expenses incurred within ten days of return to MSU.

**Credits and Grades**
The Faculty leaders are required to submit the course grades within two weeks of the program’s conclusion through MyInfo. If a program is working with a third party and official transcripts will be sent, an accurate timeline for grade transfer and evaluation must be articulated to all student participants.

**Program Evaluation**
Faculty leaders will ask students to evaluate the academic component of the course by using the appropriate institutional or department forms. Students will also complete a questionnaire about the organizational and logistical aspects of the course. In addition, OIP will ask faculty leaders to convene a meeting upon their return to document travel, accommodations, unforeseen problems, and to provide a detailed financial accounting if needed.

**Post-Program Debriefing with Office of International Programs**
Faculty Leaders must also submit a program report to the Study Abroad Office within 30 days after the program ends. This report is critical to the program process as insights, suggestions, and lessons learned are incorporated into the planning for future programs.
APPENDIX

Planning Tools

I. Roles and Responsibilities Chart
Please consult Attachment I concerning distinction of tasks between faculty leaders, OIP, college/department, and program providers during the program planning process.

II. Timeline for Proposal
Please consult Attachment II for monthly check points to stay on track during the planning process.

Forms for Travel and While Abroad

I. Travel Resource Web Page
For printable forms for reporting and documentation, group travel approval, and approval procedures for unaffiliated travelers or minors, visit the Travel Resource Page:
www.montana.edu/policy/international_travel/resources/index.html

Montana State University Policies

I. International Travel Policy
To read the complete International Travel Policy, visit:
www.montana.edu/policy/international_travel/

II. MSU Conduct Guidelines and Procedures for Grievances
To read the complete policy concerning student conduct, visit:
www.montana.edu/policy/student_conduct/

III. Guidelines for Inclusion of Minors and Unaffiliated Travelers
For information and approval procedures relating to the participation of minors, unaffiliated travelers or family members, visit:
www.montana.edu/policy/international_travel/resources/index.html

Study Abroad Contact Information
Office of International Programs
SUB 183 | Bozeman, MT 59717-2260
+1 (406) 994-4031 | studyabroad@montana.edu
## Attachment I:
### Roles and Responsibilities

<table>
<thead>
<tr>
<th>Faculty Leader</th>
<th>OIP/Study Abroad</th>
<th>Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Program Planning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Finalize itinerary</td>
<td>• Advise on selection of program provider</td>
<td>• Work with OIP to secure a contract for services</td>
</tr>
<tr>
<td>• Provide OIP with: program dates, final course title, number of credits, notice of unaffiliated travelers or non-MSU students who will be participating</td>
<td>• Assist with proposal if needed</td>
<td>• Identify special health considerations</td>
</tr>
<tr>
<td>• Identify program provider - if provider is not selected, faculty take responsibility of all logistical and academic arrangements; OIP may assist to coordinate airfare</td>
<td>• Create, review, and sign all contracts with third parties</td>
<td></td>
</tr>
<tr>
<td>• Notify OIP of any links to your own website, departments, etc.</td>
<td>• Advise on special health considerations</td>
<td></td>
</tr>
<tr>
<td>• Manage all website content</td>
<td>• Provide budget information to Financial Aid</td>
<td></td>
</tr>
<tr>
<td><strong>Budget/Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Submit budget draft to OIP</td>
<td>• Manage all major financial issues and disbursement</td>
<td></td>
</tr>
<tr>
<td>• Provide payment information, e.g. invoices</td>
<td>• Review final budget and approve program cost</td>
<td></td>
</tr>
<tr>
<td>• Provide receipts for any program expenses that must be reimbursed to Faculty Leader</td>
<td>• Provide budget information to providers</td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identify airline departure and arrival dates and flight requests; notify OIP</td>
<td>• Notify airfare provider of required airline tickets</td>
<td>• Process flight deviations</td>
</tr>
<tr>
<td>• Obtain or renew personal passport, if required; submit copies to OIP</td>
<td>• Pay all deposits on travel; submit full names to airline or program providers</td>
<td></td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Include all provided meals in the budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Create syllabus, submit course for major/minor and/or CORE approval; notify OIP of status</td>
<td>• Advise on course content</td>
<td>• Schedule on-site classrooms and class schedule, if required</td>
</tr>
</tbody>
</table>
Attachment II:
Timeline for Proposal
This list is general and is subject to additional checklist items depending on the nature of the program. Please consult with Office of International Programs to create a program specific timeline.

10-12 Months Prior to Departure
► Review Faculty-led Study Abroad Handbook
► Establish course approval list with applicable course numbers, credit value, the department(s) credits will be established through, and curriculum integration
► Identify co-leader if needed
► Seek approval for proposed course from department head, dean and provost
► Finish and submit Faculty-led Study Abroad Program Proposal online through Studio Abroad: https://montana.studioabroad.com/index.cfm?FuseAction=Security.LoginWizardStepOne

8-9 Months Prior to Departure
► Determine Visa requirements for the team
► Finalize program budget, including all pre-departure and on-site costs, i.e. vias, passports, accommodations, transportation, group meals, field trips, tuition, student expenses, and program provider fees
► Prepare materials for recruitment

5-7 Months Prior to Departure
► Promote program intensively at MSU-Bozeman (and extension campuses, if applicable)
  • Participate in Study Abroad Fair, if applicable
  • Update website, fliers, and posters
  • Market in appropriate departments; promotion emails conducted by department and/or faculty
  • Classroom presentations and information sessions
  • Review student applications, conduct interviews, determine final acceptance

3-4 Months Prior to Departure
► Finalize travel details with agents, tour guides and accommodations
► Submit Communication Plan and International Travel Plan to OIP
► Inform students of mandatory pre-departure orientation and the Travel Health and Safety classes
► Attend Faculty Leader orientation
1-2 Months Prior to Departure

► Submit emergency contact and health information for all travelers to OIP through Studio Abroad
► Attend faculty orientation
► Ensure all students have submitted pre-departure paperwork online
► Assemble hard copies of important travel documents

Month of Departure

► Work with OIP to finalize details
► Hold necessary pre-departure meetings with students
► Final preparation
Additional Resources

Useful Websites for Program Development

► **U.S. State Department**
  Entry requirements to foreign countries, travel warnings, and tips for travelers: [travel.state.gov](http://travel.state.gov)

► **Center for Disease Control**
  Health information by country: [www.cdc.gov](http://www.cdc.gov)

► **U.S. Customs**
  Official government web site for customs information: [www.customs.ustreas.gov](http://www.customs.ustreas.gov)

► **Mobility International**
  Information on traveling abroad for people with disabilities: [www.miusa.org](http://www.miusa.org)

► **Currency Conversions**
  [www.oanda.com](http://www.oanda.com)