

How to Design a Faculty-Led Program

A successful proposal will demonstrate strong academic quality, cultural enrichment for students, integration into the CNM curriculum and, where possible, opportunities for experiential learning. It will also give indications of a solid administrative structure and financial plan, as well as an initial plan for addressing questions of student health, safety, and conduct. Consideration will be made on how a proposal fits into the college's strategic priorities, including the geographic location, the present and future student interest in the subject matter and location, the relationship of the proposal to other college initiatives, and the program's potential to enhance the college's global profile. Priority will be given to proposals that give evidence of sustainability over time, including the involvement of more than one faculty member.

CNM supports the Standards of Good Practice of the Forum on Education Abroad. For the full set of Standards and queries, see the [Forum on Education Abroad website](#).

Final proposals must include the online proposal form and dean/ course approval. It's never too early to start planning, as the process may take at least 18 months from first concept to the program's projected start date. At least a year before your venture, you'll need to discuss your program proposal with your colleagues, chair, and the Global Education Office. Will your study abroad program enhance your department's offerings? Will your department be able to cover your other course work in your absence?

If you are planning a study abroad program, use the following questions as a guideline to help you answer some of the essential questions posed by those who will be involved in the approval process.

Academics

- What are the learning outcomes for the program?
- How does teaching the course off campus enhance these outcomes?
- How is the instruction and learning environment enhanced by offering the program off campus?
- What facilities will be needed for delivering the course content?
- Are there special needs for classroom space and equipment?
- Will the program take place at a university or another facility?
- Will additional support staff or faculty be needed?
- Will you be using local faculty or residents to teach any courses?
- What types of visits, excursions, and cultural activities will be included in the curricular portion of the program?
- When will free time be scheduled?

Logistics

- Have you identified a third-party provider, host university, Non-Government Organization, interpreter, or tour operator?
- Will airfare be included in your program or will students make their own arrangements?
- Will the program take place in one destination, or will you travel to multiple destinations?
- Will you need rail, metro, or bus passes? Will you need a bus for the duration of your program?
- What are the housing options for faculty and students? Will you use hotels, dorms, or a combination?
- How many students will share a room? Will students have private or shared bathrooms?
- Will students need to bring anything extra (linens, towels, toiletries, etc.)?
- Will meals be provided to students and how will they pay for those meals? If not, are there eating establishments nearby? Are they reasonably priced? Will students have access to cooking facilities? Will they be given a meal allowance?
- If using homestays, will the host family provide meals? Will students be allowed to prepare meals?

Computer Access

- Do you want students to bring laptops? Is Wi-Fi available or will there be access to ports?
- Are there printers for use? Will students be charged for them?
- If there is no computer lab or access, will there be an Internet café or library nearby?

Visa Requirements

- Are visas required for students or faculty?
- If students are not US citizens, will they be able to obtain a visa for the country you are visiting?

Additional Fees

- Are there any additional fees to be paid such as tips to drivers and guides or gifts for locals?
- Will students be able to purchase books or materials at the program site or will they need to purchase them before they leave? What is the average cost of these supplies?
- Will you have an international cell phone or purchase a phone or SIM card in country?

Using the Location

In planning your program's subject matter, it is important to consider how the location of your program can best complement the course content. What relevant academic, professional, and cultural site visits might be planned? What contacts do you or your colleagues have that might be of assistance?

When you have determined your academic and cultural concentration for the program, begin to think about the course syllabus design: readings, discussions, guest speakers, site visits, journal assignments, lectures, projects or service learning components. How can you coordinate the timing of coursework to complement site visits?

Language Considerations

Language is another important consideration. If students are not familiar with the language of the host country, an introduction to the language and basic survival phrases prior to departure are necessary if

students are to feel comfortable interacting with the culture on the most basic level. Faculty should encourage students to take language classes prior to departure, if at all possible.

In addition to reviewing academic transcripts, you may wish to conduct a foreign language proficiency evaluation as part of the application process.

Credits and Program Length

Faculty-led programs should include approximately the same number of contact hours per credits as courses taught on campus. The challenge is how to count hours in a program in which students are moving from site to site or in which out-of-the-classroom activities are a significant part of the learning process.

In order to complete lectures, readings, assignments, and travel, it may be advantageous to be based in one location for at least part of the time you are abroad. Another option is to accomplish these tasks in meetings on campus prior to departure. This arrangement allows students to gain the appropriate background for what they will experience later.

All programs should allow time for students to listen to lectures, hold discussions, read, and study without distractions.

Selecting the Time and Dates

In deciding the dates of a program, faculty should consider the regular academic calendar, graduation dates, deadlines for submitting grades, flight availability, holidays in the overseas destinations, climate, southern vs. northern hemispheres, and tourist season. If you plan to develop a summer program, keep in mind that financial aid is limited.

Itinerary

The itinerary of your program should complement your academic plan and vice versa. In developing the itinerary, be realistic with respect to the amount of time it will take the group to travel, dine together or separately, check in and out of accommodations, wake up, obtain tickets or gain entrance to museums or other venues, and so on.

Also, consider your energy level and the anticipated energy level of your students. You will be on-call 24/7 and, in addition to teaching, you will be handling logistics from morning to night. Don't over-schedule the program! Recognize that "free" weekends or days will not only be attractive to students but will also be an opportunity for you to rest and revitalize.

Including a Component on Culture

Successful programs incorporate opportunities for intercultural learning in order to capitalize on the international location. Ideally, students will begin developing skills for functioning effectively in another culture and an appreciation for cultural differences during pre-departure meetings and orientations.

These skills will give the students more confidence and better prepare them to work and study in an international or multicultural setting.

It is important that you ensure your students aren't isolated from normal daily life in your surroundings. Creating significant intercultural opportunities can be a challenge and occurs with planning. Possible approaches include homestays with local families, meals or activities with locals, using public transportation, grocery shopping, or attending religious services, sports events, or local celebrations and holidays. Service learning is an excellent way to engage students in the local community.

Assessing Study Abroad Learning Outcomes

Develop the course syllabus to include information about activities and requirements, how students will be evaluated and graded, and academic and behavioral expectations for your program. It's helpful to create a program calendar of your in-country course-related extracurricular activities with the assistance of the program provider and post it to the students' online study abroad account. A program handbook with travel tips and program-specific information is extremely helpful for students (and parents), and the GEO can collaborate to create this and post it to students' online accounts.

Methods for evaluation of performance might include research or reflection papers, presentations, essays, reports, projects, or journals. Will work be completed ahead of time? Will you allow time each day to complete such assignments? Will you review assignments periodically or collect all work at the end of the program? Will students be allowed to turn in assignments after returning to campus? Lack of computer/printing facilities may require a final draft upon return to the United States.

Participation in Faculty-led Programs

Program Leaders may not take non-students on any faculty-led program. CNM's non-profit status could be jeopardized if non-students participate in faculty-led programs. The Internal Revenue Service can interpret such participation as CNM performing travel agent-like services for non-students and may assess taxes to CNM. Violating the participation policy will transfer liability to any CNM faculty member who dishonors the policy.

As a result, friends and family of students are not permitted to participate in study abroad programs (unless they themselves are also enrolled students in the course). Family should be encouraged to visit before or after the program.

All student participants must complete a study abroad application, meet the admission requirements and be accepted to the program, pay applicable fees, be enrolled in the offered course(s), have completed and filed all required documentation, and be enrolled in medical insurance through CNM.

Creating a Faculty-led Program Budget

During the course of your study abroad trip, you and/or your assistant will need to keep careful track of your expenses, down to the penny. You'll need to keep, date, and record all of your receipts. [Link to budget template]

Since each study abroad program is expected to be self-sustaining, you'll need to work with care and in detail, most likely with the Global Education Office and with an in-country provider, in order to get a fairly accurate fix on the potential costs of the program -- airfare, room and board, excursions, guides, and more. Once a budget has been developed, faculty leaders need to feel confident in advertising specific costs and program activities.

Developing a program budget is an important step in planning a faculty-led program. All costs associated with faculty-led programs are generated by student program fees, and hence are ultimately borne by students. We want to keep costs down to make these programs as affordable and accessible as possible to students. Less expensive choices are often more culturally appropriate, as well. Getting a head start on your price research helps. While this can require a bit more effort on your part, it will mean a lot to your students, many of whom will have to work to save or take out loans to make these programs possible. Things to consider:

Instructional Expenses

- Is this course part of the faculty member's normal course load and therefore not an extra expense? Or, should the faculty member receive additional salary for teaching the course? Your chair and dean will approve salary expenses.
- Will this program be co-taught?
- Will the program hire any non-CNM staff (guest lecturer, tour guides, bus drivers, a local language teacher, or interpreter)?
- Will the program require classroom or office space?
- Will the program require that the faculty or students have internet access?
- Will the program require that the faculty or students have library access?
- Will the program require books, postage, or extra baggage fees?

Faculty Expenses

- What travel expenses will the faculty member incur during the course of the program (airfare, ground transportation, accommodations, internet access, and so on)?
- Will the program require faculty to participate in group meals, activities or excursions (museum entrance fees, theater tickets, tours, etc.)?
- You **MUST** have a working international cell phone for the duration of your program. You can obtain this by renting or purchasing a phone or sim card abroad. If you will be in remote areas or areas with little or unreliable service, consider a satellite phone to ensure reliable contact. Phones or sim cards purchased with CNM funds will become the property of the GEO. Make sure you budget adequately for this.
- Mandatory insurance for medical care, evacuation, and repatriation will be provided by CNM and included in your program budget.
- Trip Cancellation Insurance: May be added at the discretion of the Travel Advisory Committee, depending on the destination and/or nature of the program

Direct Student Fees

- Airfare, bus, rail, metro, ferry, etc.
- Hotels, student housing
- Meals
- Museum entrance fees, theater tickets, tours, etc.
- Mandatory insurance for medical care, evacuation, and repatriation will be provided by CNM and included in your program budget.
- Trip Cancellation Insurance: May be added at the discretion of the Travel Advisory Committee, depending on the destination and/or nature of the program.

Administrative Expenses

- Photocopying, internet, long distance phone charges
- Bank wires, foreign draft charges, publicity, and marketing expenses
- Gifts, gratuities for hosts and guides

Contingency Fee

A contingency fee is a required line item that is kept in reserve to pay for withdrawal fees, currency fluctuation, and emergencies. Unused contingency fees are retained by the GEO to fund future program fees.

What's Not Included in the Program Fee?

It is important that the program leader and the GEO make clear to students any costs not covered by tuition or the program fee. Costs typically not included in the program fee are:

- Personal internet access and personal cell phones
- Passports and visa fees
- Immunizations and medications
- Host family gifts
- Some meals, depending on the program
- Spending money

Determining the Minimum and Maximum Number of Participants

It is crucial that the academic department, faculty leader, and the GEO collaborate to determine the minimum and maximum number of participants necessary for a successful program. Enrollment targets must take into account the unique considerations and variable expenses of that particular program.

Drafting several budgets based on various numbers of students will help determine the optimal number of participants.

Keep in mind the distinctions between fixed and variable costs when creating the budget for the program

- Fixed costs are those that will be incurred no matter the number of students – faculty expenses, guest speakers, and classroom space.
- Variable costs are those that will vary based on the number of students – airline tickets, theater tickets, hotel rooms, etc.

Please remember these fiscal policies:

- No CNM funds may be spent on alcohol under any circumstance

- Donations are not allowable expenses unless pre-approved by the Finance Office

Participant Policy and Its Impact on the Budget

It is the academic department's role to approve what courses will be offered, whether courses will be offered for variable credit, and in how many courses each participant must enroll. The Travel Advisory Committee reserves the right to cancel a program if the enrollment is not sufficient to meet expenses or if the per- student cost is too high.

Billing the Students

The GEO and Student Financial Services will work collaboratively to collect student fees. It is crucial that students pay for their program fees by the deadlines so that CNM can make timely payments for logistical arrangements. The GEO will keep the faculty leader apprised of any students with outstanding fees so that he/she can remind them to pay their bill. Without exception, students who do not pay for the program in full by the program start date will not be allowed to participate in the program. In such instances, prior to the beginning of the program, students will have received several notifications that they will be unable to participate because of non-payment.

Cancellation and Refund Policy

Student withdrawal: A \$50 study abroad fee is non-refundable (FY '18 and later). The GEO must be notified in writing of any withdrawal or cancellation of an application. Students who withdraw their participation 90 days or less in advance of the program start date will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, etc.). Student cancellations due to hardship will be reviewed on a case-by-case basis.

Students who are dismissed from study abroad programs because of unacceptable personal behavior and/or academic performance are responsible for all program costs and fees and will not receive academic credit for the program.

Program Assistants

While leadership needs may vary between program types, leadership will generally be one CNM faculty member, a second program lead, and the on-site support of a host organization. There may be circumstances in which additional staffing is necessary for interpreters, support for activities (e.g. diving, hiking), traveling programs, or increased enrollment.

Spouses and Children of Program Leaders

Family members may join faculty leaders either before or after the program start and/ or end dates.

Recruitment

Once your proposal has been approved, it's time to recruit. Although the Global Education Office will help to advertise your program, recruitment for the program will rest largely on your shoulders. Keep in mind that you'll need about 12-15 students in order for your program to be self-sufficient and financially sustainable. You'll be responsible, then, for talking up the program among the students in your department and throughout the college, soliciting applications, interviewing students, and approving the program's final roster.

There are many ways to promote and market your study abroad program to potential participants. Below are some general marketing and recruitment ideas to get you started. Remember that the most successful recruiting strategies are direct and personal.

Promotion

Marketing your program to potential students starts with choosing a simple and appropriate title that grabs attention and interest. Make the title a telling one; avoid jargon or obscure references - aim for concepts with which students will instantly connect and understand.

Write a program description to explain the program and the goals of the course. Use clear, concise language. Make your program sound educational, adventurous, challenging, and fun. Let students know not just what they will be doing, but what they will be getting from the program. Clearly state expected expenses.

Website, Blogs, and Social Networking Sites

It is important for students to have access to information about your program. GEO will create an online page for the program within the study abroad website. This will include promotional information and details about the program based on the materials that you submit to us in the program proposal.

To share information about your program with students, you may also want to have information about your program on your departmental homepage. We will link to any supplemental webpage that you provide to us. Program websites give a detailed description of your program including pictures, testimonials, travel plans, expenses, etc. Make sure that the information on your site links to the study abroad site.

In addition to the website, blogs and social networking sites are great tools for sharing information about your program with students, scheduling events, and giving an overview of the program dates, course descriptions, site visits, housing, field trips, etc. Since students are accustomed to using a variety of social networking tools in their everyday life, these sites can be a great platform for promotion.

Print Materials

Flyers, posters, and brochures should be simple and informative and should direct students to the faculty leader and study abroad website. Provide only the most pertinent information (title, program and info session dates, cost, and contact info.) Images of the site or photos from past programs are helpful. Flyers are great for distribution at events. GEO does not have a budget for printing program flyers, so this would be something funded by your department or your program provider.

Most buildings have open bulletin boards or will post approved information. Target departments with a connection to your program and distribute recruitment materials to these sites as well.

Information Sessions

Information sessions are an opportunity to elaborate on your program and courses offered, entice students, and answer their questions. Schedule sessions early to help jumpstart applications. Plan a short presentation and invite student alums and GEO to help answer questions about financial aid, the application process, and credits. Post flyers around campus that advertise the date and time of your info session. This information should also be posted to the program website and can be sent out over departmental email lists and posted to campus calendars.

Classroom Visits

Get the word out to your program by visiting classes within your department and those that may cover material related to your program topics. It is helpful to collaborate with your colleagues in your department to arrange promotional visits.

Classroom visits should be brief and concise (3-7 minutes). It is helpful if you can provide a flyer or brochures during your classroom visit so that interested students can follow up and obtain more information about your program.

Department Outreach

Enlist the help of faculty and staff within your home department. Department or school faculty and staff that have direct contact with students can be a good resource for matching students with your program and sharing basic information.

Reach out to other departments whose curriculum is related to the focus of your program. Share program information with advisors and faculty, explaining why this program is a good fit for their students. Many departments have lists of students with which they shared information on a regular basis.

Student Applications

Faculty leaders should interview applicants to get to know them, to answer their questions, and to see if they are a good fit for the program. GEO can help with acceptance and/ or denial letters. When all accepted applicants have submitted a confirmation deposit, you're ready to go.

CNM affirms that it will not illegally discriminate on the basis of gender, race, color, national origin, religion, age, disability, sexual orientation or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any act of illegal discrimination on the part of its employees. This provision includes, but is not limited to admission to study abroad programs.

Upon request, CNM must provide reasonable accommodations to individuals with disabilities as provided by applicable federal, state and local laws (Excerpted from the TVI Employee Handbook, 2005).

Please keep in mind the following: <https://www.cnm.edu/depts/disability-resource-center/documents/special-needs-handbook.pdf> when discussing or considering admission to your program.

Students who will be under 18 years of age by the time of the program departure date will not be eligible for CNM study abroad programs.

Pre-departure Orientation

With the help of the Global Education Office, you'll need to visit with your students during the preceding term in order to prepare them for travel abroad. Start to build a collaborative group dynamic and learning community among students. Your role in this process is crucial to ensure that your students are organized prior to your program and have a positive experience once your program begins. It is also an opportunity to establish and manage reasonable student expectations. Use your pre-departure meetings to lay the groundwork for a positive and enriching study abroad experience and plan emergency procedures for the duration of the course.

You'll be discussing a broad range of topics -- cultural habits, money, phones, passports, medical issues, textbooks, preliminary reading, and more:

Health Screening, Vaccinations & Insurance

- Provide participants printed copies or web links to the U.S. State Department *Country Specific Information* (<http://travel.state.gov/travel/>) and the U.S. Centers for Disease Control & Prevention *Health Information for Travelers* (<http://wwwnc.cdc.gov/travel/destinations/list.htm>) for each country to be visited.
- Make students aware of any country and/or site-specific health concerns and possible risks/exposure. Provide resources for more information, but do not dispense medical advice!
- Require that CNM participants make an appointment with NM Travel Health or their primary healthcare provider for a travel consultation. This appointment should be scheduled ideally 8 weeks before departure to allow enough time to update any routine, recommended, and/or

required immunizations, to review country-specific health and behavioral risks, and to address any current health issues.

- Do not try to answer participants' health or immunization questions. Instead, refer participants to NM Travel Health or their primary healthcare provider for a consultation or evaluation. If participants raise these questions while abroad, refer them to the local healthcare provider of their choice; some U.S. Embassy websites include lists of local physicians, dentists, lawyers, etc.
- Students must complete a Physician Release Form by the enrollment deadline.
- CNM requires all participants to carry health insurance, which will be purchased by GEO.

Passports & Visas

- Students are responsible for having all necessary travel documents or visas for the program. The GEO will advise, but does not obtain passports or visas for faculty or students.
- Students should allow adequate time to apply for and receive their passports (approx. 6 weeks). Students will be instructed to upload passport information into their online accounts. Passports must be valid for at least 6 months after departure from the host country.
- Non-US citizens participating in your program may have different entry requirements, so these students need to check with the consulate/embassy at your destination to verify what additional documents (if any) they need for entry/travel in the host country.
- For State Department travel tips, consult http://travel.state.gov/travel/tips/tips_1232.html

Flights & Contact Information

- Organize a meeting place for all students at the start of the program. This may be at the departure airport, en route to the final destination, the group hotel, classroom site, etc. Make sure students have very clear directions (in English and the local language) and a good idea of how to get there.
- The faculty leader should be available and easy to contact on site prior to students' designated arrival dates (unless traveling with students). Make sure students have your contact information and a back-up plan.
- Set out clear guidelines ahead of time for what students should do if they do not arrive at the initial meeting place as planned.
- Address how to access money and any other logistical issues related to traveling to the meeting point.

Communications, Banking & Money

- Highlight facilities for and access to mail, internet, and telephones.
- Set expectations for frequency of access to phone and internet. Encourage students to set expectations for the frequency at which they communicate with family and friends before they leave.
- Choose an app that all participants will use (Skype, WhatsApp, etc.) to communicate during the trip.
- Discuss laptops and cell phones: To bring or not to bring? Discuss in relation to required coursework.
- Explain options and any barriers to managing money on site (ATMs, banks, exchange rates, cash, cards).
- Help students plan how much money of their own they will need during the program.
- Consider procedures for financial emergencies. Remind students for what they are responsible (Personal spending, health, food, shopping, communications, etc.)

Non-Program (Personal) Travel

- Faculty will need to discuss non-program-related travel: When is it okay and when is it not okay?
- Students will need to inform faculty leader of travel plans and leave contact addresses and/or phone numbers for use in emergency situations.
- Students are responsible for all costs and safety issues of non-official program travel.

Packing

- Address in-country weather conditions and suggest items to pack (i.e. comfortable walking shoes). Discuss appropriate attire, both with regards to climate and cultural expectations.

Final Preparations

Provide emergency contact information to GEO to keep on file for the duration of your program. Submit this information before your departure or immediately upon arrival to the host country. Stay current on [State Department](#) (link is external) travel alerts and warnings and register your itinerary with [STEP](#) (link is external)

In the Field

Confirm safe arrival of all program participants.

You'll act as primary resource for student inquiries and issues and will be the initial responder to logistical, medical, behavioral, and other crises, and serve as the program's primary liaison with the GEO and the College. Comply with [Clery reporting requirements](#) (link is external) by filling out the incident report form when necessary.

Orient students to the culture of the host country and counsel them on a range of social, academic, and other practical issues:

Basic Needs: Housing & Food

- Provide information about housing arrangements, regulations. Establish clear expectations for students regarding housing, policies, property damage, etc.
- If students are staying in homestays, discuss specific cultural norms and practical issues.
- Address concerns and encourage dialogue if problems arise on-site.
- Discuss dining and food options, costs, local customs, and any food risks.
- Discuss local alcohol laws and culture and risks associated with excessive drinking.

Local Transportation

- Point out which modes of transportation are preferred, those recognized as unsafe, general costs associated, what transportation passes are included, and how to purchase tickets.
- Discuss hitchhiking, motorcycles, and other tempting, yet unsafe ways to get around.

Community

- General introduction to the community and its physical surroundings.

- Give details about living and traveling conditions to avoid ‘surprises’ and student concerns.
- Discuss what it will be like to live and travel as a large group. Address apprehensions about privacy, personal time, etc. Students will need to share, cooperate, and sacrifice individual needs and look after the group.

Academic Expectations

- Go over syllabus and program itinerary with students, answer questions, and discuss “what to expect” related to workload, travel, group work, learning outcomes, etc.
- Discuss in detail your expectations of students as they relate to grading and evaluation.
- Make sure students are well aware of expectations and on what their grades are based. Grading for study abroad is often based on non-traditional “work.” To avoid confusion and conflict, put it in writing.

Behavioral Expectations

- Discuss expectations (yours and theirs) for living, studying, traveling, and functioning as individuals and as a group. Consider creating a group “code of conduct” for the program. This can facilitate discussion and be a tool you can refer to if behavior issues arise.
- Explain what the roles of the faculty leader, staff, and local coordinator are and aren’t.
- Remind students that they are bound by the CNM Student Code of Conduct and local laws (that may be very different from U.S. laws) at all times during the program. Discuss with students how you will handle behavioral and disciplinary issues during the program.
- Discuss local laws concerning drug use, political activism, and other risky behavior.
- Students may need to discuss and process the things they are experiencing on the program. Plan time for (and encourage) reflection and feedback between you and the students from the start of the program.

Cultural Behavior

- Remind students of their important role as ambassadors of CNM and the USA while abroad.
- Discuss what it means to be an American student/traveler in an international context.
- Discuss cultural norms and traditions, gender roles, communication styles of host country.
- Remind students that culture shock is a normal part of many students’ experience abroad. Discuss this with them, and help to normalize the feelings they may encounter.

Emergency Planning

- Suggest that participants record the phone numbers for all U.S. Embassies, Consulates, and Consular Agencies pertinent to your trip in their cell phone or otherwise keep them handy.
- Make sure students know what to do, where to go, and whom to contact in case of emergencies.
- Inform students how to get a hold of faculty leaders and other key local contacts.
- Distribute emergency contact information to all students. Consider making this information available on your course syllabus as well - any way that will make it readily available.
- Ask students to make you aware of their personal medical/health considerations, so that you can help facilitate appropriate care as needed.
- Inform students that it is advisable to have a cell phone and review options to obtain a cell phone that will work in the destination you are visiting.

Review of medical and health facilities

- Outline local medical facilities and norms for patient care in country.
- Discuss importance of having funds available for payment of medical and drug bills.
- Remind students that they are responsible for ALL medical expenses in country and that they will be provided with health insurance while participating in the program.
- Guide students to take charge of their own health while abroad. For routine medical issues, students should be able to find a clinic and a doctor through the insurance provider and should become familiar with the provider's website.

Safety

- Areas, neighborhoods, types of transportation to avoid
- Common crimes of concern and tricks used to dupe foreigners
- Common gender roles and customs and any specific safety concerns for women or LGBTQ students
- Political and social issues, including local attitudes towards foreigners
- Traveling alone
- Weekend travel policy -- checking out and back in with leaders
- Water/food safety
- Sex-related risks (harassment, assault, STDs, HIV/AIDS, etc.)
- Establish a common code for group safety, watching out for each other, etc.

Program Wrap-up

Within two weeks of program completion, assemble receipts and documentation for your program expenditures. Write and submit a final report on your program including information on what went well, what did not go well, what you would keep or change in future programs. Also, report any incidents that occurred on your program.

Plan a post-travel de-briefing session or a series of meetings upon return to campus to assist students in assimilating what they have learned into their ongoing academic experience on campus.

Readings and Resources

Articles

"Short-Term Study Abroad: Managing Growth, Ensuring Quality." Kyna Rubin. Winter 2002. *International Educator*. pp. 32–36.

"From Experience to Experiential Education: Taking Study Abroad Outside the Comfort Zone." James Citron and Rachel Kline. Fall 2001. *International Educator*. pp. 19–26.

"What's a Month Worth? Student Perceptions on What They Learned Abroad." Lisa Chieffo and Lesa Griffiths. Fall 2003. *International Educator*. pp. 26–31.

"The Toughest Job You'll Ever Love." James Hornig. September-October 1995. *Academe*. pp.#22–26.

"It's Not a Sabbatical." Roberta Kruegar. September-October 1995. *Academe*. pp.#22–26.

“Safety in Study Abroad: How Much More Can Programs Do to Protect Students?” Kyna Rubin. February/March 1998. NAFSA Newsletter 49. P#1.

“Taking the Shock out of Culture Shock.” Charlotte Thomas. Thomson Peterson. 2005.
www.petersons.com/stdyabrd/abroad4.html

Useful Web sites:

- FORUM Standards of Good Practice for Study Abroad – www.forumea.org
- Tools for study abroad faculty and administrators – www.facultyled.com
- U.S. State Department: www.travel.state.gov – Entry requirements to foreign countries, passport information, state department travel warnings, tips for travelers, per diem information
- Mobility International: www.miusa.org – Information on traveling abroad for people with disabilities
- Centers for Disease Control: www.cdc.gov – Health information by country
- Screening for mental health: www.mentalhealthscreening.org/college/depression.aspx. - Information specifically for college students
- Currency conversions: www.xe.com or www.oanda.com
- Weather: www.wunderground.com – Weather maps, forecasts and history
- How to pack light: <http://www.onebag.com/>
- Student travel sites: <http://www.istc.org/sisp/index.htm> and <http://www.statravel.com/>

Primary program location:

Other program locations:

Is/ are program locations currently under a travel warning from the State Department or CDC?: Yes No
Please see Travel Policy for further details on program locations under warnings.

Brief description of the program:

You may submit a syllabus or draft syllabus that includes course requirements, required prerequisites, learning outcomes, and basis for grading.

Additional program features (i.e. excursions, field trips, research projects, cultural and social programs, recreational activities, volunteer work, service learning, etc.):

CNM course credit granted for participation:

Course Name:

Course Name:

Course Number:

Course Number:

Brief Course Description:

Brief Course Description:

Number of Credits:

Number of Credits:

Term:

Term:

Intensive Language Offered: Yes No

Preferred Majors/Degrees:

Estimated number of total participants:

Space constraints or limitations:

Proposed housing arrangements:

Modes of Transportation (i.e. air travel, bus, taxi, etc.):

Will local facilitators be used? If so, please outline their qualifications:

Please identify any potential hazards and explain how you will plan for them:

List of any resources/websites with useful information about the program, location, etc.:

May we use your program proposal as an example for future proposals? Yes No

Program Budget

Please use the below as a starting guide.

Expenses Paid by Students	Cost Per Student	Total Group Cost
US Ground Transport to/from airport		
Airfare		
Airport Pickup/return in-country		
Lodging		
Meals		
Excursions		
Project supplies/materials fees		
Emergency telephone		
Guest Lectures/instructional costs		
Tuition		
CNM Insurance (\$/month)		
Subtotal		

Administrative Expenses Paid by Students	Cost Per Student	Total Group Cost
CNM Study Abroad Fee (FY '18 and later)		\$ 50
CNM Contingency Fee (FY '18 and later)		\$250
Subtotal		

Faculty Expenses Paid by Students	Cost Per Student	Total Group Cost
US Ground Transport to/from airport		
Airfare		
Airport Pickup/return in-country		
Lodging		
Meals		
Excursions		
Subtotal		

Cost Reductions	Cost Per Student	Total Group Cost
Departmental Support		
Faculty Professional Development		
Funding		
Scholarships		
Subtotal		

Total Student Program Fees

Student Application Information

Student applications must have their advisor's signature. Successful applications must have a GPA of at least 2.0, must be in good standing, must not have any disciplinary issues, must be enrolled in fall and spring terms, and must be at least 18 years old by the program start date.

Student Application Deadline:
Deposit Required:

Student Application Decision Date:
Deposit Due Date:

Student eligibility requirements and procedure for acceptance into the program:

I understand that all programs must include one or more pre-departure meetings including health and safety information. These pre-departure orientations must be attended by all participants.

Program Lead Signature

Second Program Lead Signature

Dean Approval:
Signature

Date

Travel Advisory Committee Approval:

Date

If you have any questions about the proposal process, or if you experience difficulties while applying, please contact GlobalEducation@cnm.edu.