



2019-2020 Education Abroad Program Proposal Guide



THE OHIO STATE UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS

TABLE OF CONTENTS

Welcome	2
Guiding Principles	2
Education Abroad Core Services	3
What is Education Abroad?	4
What Types of Programs can be Proposed?	6
Audience and Eligibility	8
Location	9
Academics	10
Working with Partners and Providers	11
Health and Safety	12
Finances	14
Program Types: Faculty-Led	16
Program Types: Third Party Provider	18
Program Types: International Exchange	19
Overview of New Student Exchange Agreement Proposal Process	20
Next Steps/How to Get Started	22
Contact Us	23

WELCOME TO THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs serves as Ohio State's central resource for the access, development and risk oversight of university education abroad programming. We partner with academic and academic support units to facilitate Ohio State education abroad opportunities. The guidelines will introduce you to the range of professional services, support and resources you can expect. They will also provide you with essential information on how education abroad programming is initiated, developed and implemented at Ohio State.

THREE GUIDING PRINCIPLES: SHARED RESPONSIBILITY, ACCESSIBILITY AND INTEGRATION

The Office of International Affairs promotes and practices the values of shared responsibility and integration in every aspect of its service delivery. We thrive through a dynamic model and process of shared responsibility with the academic units. While we provide the professional services that support and sustain education abroad programming, the academic units develop and provide the curricular rationale, purpose and content. Each college and regional campus has a dean-appointed education abroad liaison. The liaison shapes and implements strategies for access and affordability of education abroad programming through college input and established curriculum review and approval channels. We have a close and ongoing partnership with the college/campus liaisons. A list of current college/campus liaisons is available at oia.osu.edu.

Accessibility, inclusion and affordability in education abroad programming are core values and priorities for the Office of International Affairs. The Office of International Affairs seeks to offer services and programming in which these values and priorities are practiced and delivered.

Integration with university policies, services and resources is a natural extension of the education abroad shared responsibility model. The Office of International Affairs works closely with virtually all units reporting to the Office of Academic Affairs and Office of Student Life to ensure that education abroad programming is aligned with existing processes, calendars and services.

EDUCATION ABROAD CORE SERVICES

The Office of International Affairs provides the following core education abroad professional services for students, faculty and academic and academic support units:

- Individual and group education abroad advising for students
- Outreach, marketing and communications
- Comprehensive application management
- Coordination of faculty-led, third party provider and exchange programming
- Pre-departure health, safety and cultural orientation for students
- Health and safety workshops for faculty and staff directors of education abroad programming
- Risk analysis, management and oversight
- Emergency response
- Business and financial services for education abroad programming
- Statistical reporting
- New program development and consultation
- Scholarship administration
- Memberships in professional organizations
- Education abroad best practices: research, consultation and advocacy

The Office of International Affairs works in close partnership with the Office of Student Life to ensure that Ohio State's education abroad programming is aligned with the university's expectations for an extraordinary student experience. These units include, but are not limited to, the following:

- Student Conduct
- Student Advocacy Center
- Student Health Services
- Counseling and Consultation Service
- Disability Services
- Multicultural Center



WHAT IS EDUCATION ABROAD?

Education abroad promotes cross-cultural understanding, broadens students' worldview and prepares them for their future. Students earn graded Ohio State academic credit for classes they complete abroad, as well as any on-campus courses included in the program.

Students at all levels of study, undergraduate or graduate, and in any major can pursue education abroad. Programs range from 10 days to a full academic year in many countries around the world. Students can participate in different programs – international exchange programs, or programs taught by Ohio State faculty – or they can study overseas with students from other colleges and universities. An international experience can also take the form of an internship, research or field work abroad. Students can earn academic credit that can fulfill major or minor requirements, or earn general education, language or elective credits.

All Ohio State approved credit-bearing education abroad opportunities share the following features and approval processes:

- Participants remain registered at Ohio State while studying abroad, ensuring access to university, state and federal financial aid.
- Participants earn graded Ohio State credit.
- The Office of International Affairs provides advising, application management, pre-departure orientation, risk oversight and other critical support services to participants, resident directors and sponsoring academic units.
- The sponsoring college and academic unit provides academic and curricular oversight and enrollment management.
- Sponsoring college and academic units should initiate programs by contacting the Office of International Affairs.
- All proposed education abroad coursework must be approved through the relevant college's established channels for course approval.
- The Office of International Affairs will review proposals for feasibility, risk and implementation.
- For effective planning, development and implementation, interested faculty and academic units are required to consult with the Office of International Affairs well in advance of the proposal deadline in order to assess ideas for the study abroad program, review the proposal process and discuss implementation.

WHAT TYPES OF PROGRAMS CAN BE PROPOSED?

There are three basic models for education abroad programming:

1. Faculty-led programs:

Groups of Ohio State students study together with an Ohio State faculty or staff member or graduate teaching assistant serving as resident director. Academic credit is pre-determined and pre-approved by the academic unit. These programs require the largest time investment and commitment and also carry the most liability for the university. A minimum number of students must be admitted for the program to be “a go.”

Contact: Jeannie Simmons.272

2. Third party provider programs:

Programs managed by another U.S. or educational organization that are selected by an Ohio State academic unit. If academic credit is not pre-determined by the sponsoring academic unit(s), students must get individual courses evaluated. There is no minimum or maximum number of students.

Contact: Jenny Kraft.51

3. International exchange programs:

Programs that allow third and fourth year Ohio State students to study at a foreign [language] institution while a student from that institution comes to study at Ohio State. Academic credit is pre-approved, but students must get individual courses evaluated by appropriate academic units. The academic unit that “owns” the exchange is responsible for recruiting the outbound students and advising the inbound students.

Contact: Elizabeth Angerman.6

There are strong educational benefits associated with each of these types of programs. To help you determine what type of programming is the best choice for your unit, please consider the following:

1. Unit resources (to lead programs, recruit and/or advise on programs, etc.)
2. Sustainability (does the program have broader unit support than a single individual?)
3. Curriculum integration (how would this program fit into the department's broader offerings? Would the program entice students to the major/minor? Would it help a student to complete a major/minor or earn GE credit?)



AUDIENCE AND ELIGIBILITY

It is important to keep the student in mind when planning a new program. What is the profile of the ideal student or student cohort? What does this student need from an international experience? Is it only for majors and minors in your department or is it open to all majors? Do students need to be of a certain rank? What learning and potential career outcomes can students expect to gain through participation on the program? What type of program might best help you and your ideal student attain these outcomes?



Critical Success Factors:

- Program has strong curricular relevance and role.
- Intended audience is clear and program is successfully promoted to the audience.

Potential Challenges:

- Program is not properly promoted to the intended audience.
- Eligibility for the program is unclear.
- Audience is too narrow.
- Department has multiple education abroad programs that cancel one another out.

LOCATION

Even if there is already a specific destination in mind, there are a number of factors to consider:

- Cost: some locations will be more expensive than others – are you flexible in where you base the program?
- Does the destination duplicate others offered by your unit or college?
- Is this destination “risk-designated”?

Ohio State students are often very flexible and open-minded when it comes to location as long as the academic credit is relevant to them. Academic departments/faculty should not feel they have to be experts in a particular location/region in order to offer a program.

Critical Success Factors:

- Even if the location is familiar, the program offers unique opportunities (homestay or visits to less touristy locations).

Potential Challenges:

- Program location is chosen only because of unit/faculty connections to local colleagues.



Machu Picchu, Peru

ACADEMICS

It is important to consider academic design, instructional delivery methods, desired learning outcomes, curricular mapping and appropriateness, credit allocation and the proposed program's fit with your department's/college's existing education abroad programs. The Office of International Affairs does not approve or provide guidance on the academic components of education abroad programs. This is entirely the domain of the sponsoring academic unit.

Critical Success Factors:

- Education abroad course(s) satisfies a requirement (major, minor or GE) for the intended audience.
- Proper curricular approval processes have been followed and amount of credit offered is appropriate for in-country contact hours.

Potential Challenges:

- Education abroad course(s) cannot be used to satisfy any requirements.
- Course has not been approved or is held up in approval process.



WORKING WITH PARTNERS AND PROVIDERS

Many programs will rely heavily on close collaboration with a host institution, international education provider and/or travel agent to make in-country arrangements and to provide on-the-ground support to the program. The Office of International Affairs seeks host institutions, program providers and/or travel agencies that have the administrative unit, infrastructure and capacity to provide a range of services and dedicated staff to support the education abroad program.

Creating programs based on a pre-existing strong connection to a colleague or institution abroad may not necessarily be the best approach if the logistical support and resources needed for the program to succeed are not in place. Not all institutions are resourced or prepared to manage an education abroad program.

It is essential that the in-country provider can respond to and meet the Office of International Affairs program planning deadlines.

Critical Success Factors:

- In-country provider is experienced working with groups of college students.
- In-country provider has a dedicated staff person who is on call 24/7 and can assist in an emergency.
- In-country provider can clearly communicate pricing, services included and an invoice that meets Ohio State/Office of International Affairs standards and deadlines.
- In-country provider is flexible and accommodating.

Potential Challenges:

- In-country colleagues do not have enough time to make arrangements.
- In-country provider does not respond to the Office of International Affairs' requests in a timely manner.
- In-country provider is not able to provide accurate pricing or an official invoice in accordance with the Office of International Affairs' requirements.
- Unclear which services can/not be provided.

**HEALTH AND SAFETY**

The health, safety and welfare of Ohio State students abroad is our foremost priority. There are a variety of factors to consider when developing a program, from host country/city considerations, to host institution/provider/travel agency's standards of safety regarding housing and transportation. You should also consider the types of activities that students may be involved in during free time or planned weekends that could present risk.

All students are enrolled in Ohio State's international supplemental insurance and all students are required to attend health and safety orientations.

Dru Simmons (simmons.541@osu.edu), international risk manager, provides guidance and other forms of support related to risk assessment, international supplemental insurance and university policies.

Critical Success Factors:

- Common understanding of health and safety standards between academic department, in-country staff and the Office of International Affairs.
- Program planning takes into consideration the concerns in the Safety and Security, Health and Travel and Transportation sections of the Country Specific Information and the Centers for Disease Control.

Potential Challenges:

- In-country provider includes risky activities in the itinerary that are not covered by insurance.
- Is the location a risk-designated country? Is there a current Department of State Alert or Warning for the country?
- Does the U.S. Department of State Country Information Sheet advise against travel to specific areas, modes of transportation or rates of crime that would impact the student experience?
- Do the costs of recommended vaccines and medicines add prohibitive costs to the student?
- Are there adequate medical facilities and care in the location of programs?



FINANCES

Recruitment is most successful when students understand the cost of the experience they are considering. Students and their parents need time to plan for this financial commitment. Obtaining accurate and thorough cost information in a timely manner is absolutely critical to the program's success. How finances work in the specific context of a particular type of program varies a great deal and will be handled at greater length below. There are some common areas for success and challenge:

Critical Success Factors:

- Program is a good value for the cost.
- Host institution/in-country provider delivers cost information in a clear and timely manner.
- Clear communication with potential applicants about what is and is not included and is not apologetic for the fee.

Potential Challenges:

- Itinerary has costly activities that do not support the academic mission of the program.
- Changes are made to the itinerary during the budgeting phase.
- In-country provider does not honor quoted figures.
- In-country provider does not issue an invoice in a timely manner.

In principle, a student's financial aid will continue to apply to his or her account and can often help to cover the cost of an education abroad program. There are also many dedicated grants and scholarships for education abroad. You can find a comprehensive list of opportunities at oia.osu.edu.

Finances: Faculty-led programs

For faculty-led programs, the Office of International Affairs will have responsibility for creating the program's budget in accordance with university policies and practices. Education abroad program fees are set through a collaborative process between the Office of International Affairs and the senior fiscal officer of the sponsoring college. Depending on the program, this can be a time-consuming process. For more information about how a program budget is created and/or how study abroad program fees are established, contact Tim Hornsby, education abroad program manager, hornsby.9@osu.edu.

Finances: Third party provider programs

Students traveling on a third party provider program will pay the provider's program fee directly to them and according to their fee schedule. A waiver of tuition for Ohio State students who participate on university-approved third party provider programs is in effect until June 30, 2021. The Office of International Affairs submits a request for the continuation of this directive every two years as required by the Board of Trustees and Board of Regents.

Third party provider programs will display complete program fees on their program websites, although students are encouraged to consider out of pocket expenses as well.

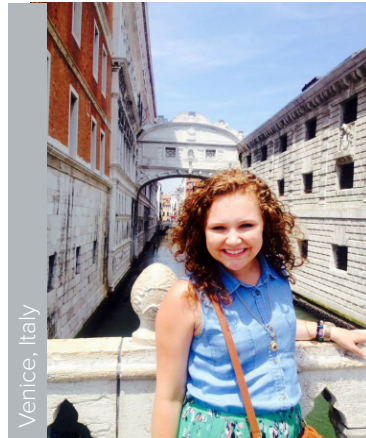
Finances: International exchange programs

Students traveling on an exchange program will pay their regularly assessed Ohio State tuition as well as the fee for their supplemental international health insurance. All remaining costs will be out of pocket and largely in the local currency. As a result, it is frequently difficult to get a true sense of the overall cost. Having a responsive host institution will make all the difference in helping students to plan appropriately.

PROGRAM TYPES: FACULTY-LED

These programs require the most resources (human and financial) from the college and academic unit compared to other program types.

Developing and leading a study abroad program is a significant time investment for the faculty resident director. The in-country role, while very rewarding, is also very demanding and requires faculty to wear multiple hats and be available 24/7.



Successful resident directors are willing to devote substantial time to program planning, recruitment and orientation. They need to be responsive to the Office of International Affairs requests and deadlines. Resident directors should be enthusiastic about leading a group of students and understand that this is very different from travelling as an individual. They should also be comfortable with managing student life issues in addition to academics.

Faculty who are close to tenure review, or are on sabbatical prior to the program's departure should postpone submitting a proposal.

Choosing a university or organization to provide in-country services is critical to the program's success.

Creating programs based on a pre-existing strong connection to a colleague or institution abroad may not necessarily be the best approach if the logistical support and resources needed for the program to succeed are not in place. Not all institutions are resourced or prepared to manage a study abroad program.

It is essential that the in-country provider can respond to and meet the Office of International Affairs program planning deadlines.

There are essentially three types of in-country providers that can deliver these services: a host institution, a program provider or a travel agent.

1. **Host Institution:** Generally a university abroad, which provides most, or all, of the services for the study abroad program (local transportation, housing, excursions, lectures).

2. **International Education Organization/Program Provider:** Generally a U.S.-based organization or company that offers customized faculty-led program services. The Office of International Affairs can recommend reputable and experienced providers to make the logistical (and in most cases, academic) arrangements. The Office of International Affairs will solicit various quotes and proposals from a variety of agents and providers to ensure that a responsible and responsive in-country provider is chosen at a fair price. This is increasingly how faculty-led programs at Ohio State – and nationwide – are organized, and often times is the preferred option.

3. **Travel Agency:** The Office of International Affairs utilizes Uniglobe, the university-approved travel agent, for flight arrangements for the resident director and the group (if applicable). The Office of International Affairs also works with a number of reputable travel agents for in-country arrangements if a host institution or program provider is not available.

Given the time it takes to plan a faculty-led program, faculty are required to meet with the Office of International Affairs and their education abroad liaison well in advance of the proposal deadline.

PROGRAM TYPES: THIRD PARTY PROVIDER

The Office of International Affairs depends on the academic evaluation of the academic unit content/quality relative to the desired program outcomes. The Office of International Affairs focus is largely on application management, program logistics, student support services, and matters related to risk management. Education abroad coordinators assist faculty/staff interested in a third party provider program, but need advice identifying appropriate options.



Characteristics of a quality Third Party Provider:

- User-friendly website with up-to-date program information, including course descriptions/syllabi, costs, dates and application portal
- Comprehensive pre-departure advising and orientation
- Housing placement
- Course pre-registration
- Responsive U.S. and internationally-based staff
- On-site staff who provide a variety of student support services: Airport pick-up or detailed arrival instructions, orientation, organized cultural events/excursions and personal/academic support throughout the program
- REQUIRED: 24/7 emergency contact for students on-site, as well as the education abroad coordinator
- REQUIRED: Official transcript issuance

PROGRAM TYPES: INTERNATIONAL EXCHANGE

International Exchange Programs are sponsored by a specific college; university-wide agreements cannot be accommodated. The most successful exchange programs share the following qualities:

- They are broadly supported by the entire academic unit.
- Their credits have been carefully integrated into the sponsoring unit's curriculum.
- There is clear support for both outbound and inbound students with particular regard to recruiting, advising, and programming.

In addition to these success markers, there are a few additional items to note:

- These agreements are tuition exchanges (students who travel outbound on the exchange must be full time and must pay their full-time tuition; students who travel inbound must be full time (they do not pay tuition at Ohio State).
- The accounting of inbound students must be balanced or the academic unit runs the risk of paying the balance to the University Registrar.
- Tuition "levels" cannot be mixed: an undergraduate student cannot travel on a graduate exchange, and vice versa.
- New agreements begin with a three-year term; renewals are set for five years.

OVERVIEW OF NEW STUDENT EXCHANGE AGREEMENT PROPOSAL PROCESS

Many individuals both here on campus and abroad will interact with a proposed Student Exchange Agreement, which is why the proposal-to-signed agreement timeline can take some time. Every attempt is made to move an approved proposal to a signed agreement over the course of four to five months, or a full semester. With so many individuals involved, the process takes time.

Who signs the proposal form?

- Department chair
- College dean and/or education abroad college liaison
- Initiator
- College senior fiscal officer



Who drafts and approves the agreement?

- Elizabeth Angerman ((Office of International Affairs)
- Caroline Omolesky (Office of International Affairs)
- Initiator
- Department chair
- Education abroad college liaison
- Counterparts at the international institution
- Senior fiscal officer (in the form of the Resource Commitments Approval [RCA] Memo)
- Visual compliance restricted party screening

Who signs the agreement?

- Senior vice president for business and finance and Ohio State chief financial officer
- College dean
- Department chair
- Counterparts at the international institution

What documents make a complete proposal for a new exchange program?

- New Exchange Program Proposal
- International Exchange Program Information Sheet Draft

NEXT STEPS/HOW TO GET STARTED:

Faculty and departments interested in proposing a new program are required to schedule an in-person meeting with the appropriate Office of International Affairs staff and the education abroad liaison for his or her college. The Office of International Affairs reviews proposals for risk, feasibility and other aspects of implementation. Approval by the Office of International Affairs is always contingent upon appropriate curricular and fiscal approvals in the sponsoring college.

Proposal deadlines for each program type can be found at oia.osu.edu.



CONTACT US

Office of International Affairs

614-292-6101

oia.osu.edu

twitter.com/osuglobal

facebook.com/InternationalAffairsatOhioState

instagram.com/osuglobal

140 Enarson Classroom Building

2009 Millikin Road

Columbus, OH 43210



China



THE OHIO STATE UNIVERSITY

Office of International Affairs

140 Enarson Classroom Building
2009 Millikin Road
Columbus, Ohio 43210

614-292-6101

oia-studyabroad@osu.edu
oia.osu.edu



@osuglobal



facebook.com/InternationalAffairsatOhioState



instagram.com/osuglobal



BuckeyesAbroad