

Policy Title: Development & Operation of Study Abroad Programs

Policy Type: Academic **New/revised:** Revised

Old Policy #: TBR Policies 2:08:10:00 and 2:08:20:00; and TBR Guideline A-076

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: To identify and adopt relevant best practices to assist in enhancing and improving education abroad activities and processes.

Policy:

- I. ETSU is committed to providing a broad spectrum of international experiences for our students and faculty. We strongly encourage study abroad in ETSU-sponsored programs, in TnCIS programs, and in other approved international programs. ETSU's international educational programs will follow policies and procedures consistent with the best practice standards established through the Forum on Education Abroad as recognized by the U.S. Department of Justice as the Standards Development Organization for Education Abroad. The International Advisory Council abroad must approve ETSU faculty-led programs.
- II. Best Practices: ETSU is committed to identifying and adopting relevant best practices to assist faculty in enhancing and improving education abroad activities and processes, including,
 - A. undertaking steps to be informed of and comply with applicable laws both at home and in the host country
 - B. avoiding arrangements that violate those laws or accepted business practices of the U.S. or host country
 - C. creating sustainable, mutually beneficial local relationships that are respectful of economic, social and environmental concerns
 - D. establishing and maintaining reasonably safe and non-discriminatory work, study and living conditions for employees and students
 - E. communicating clearly with students the anticipated environmental conditions of the location abroad
 - F. making available current ETSU policies, procedures and job descriptions
 - G. exercising due diligence in cost control and adopting clear and reasonable billing procedures for participants
 - H. establishing transparent protocols for any data collected
 - I. maintaining sufficient financial resources to meet obligations and exigencies for unanticipated obligations
 - J. emphasizing academic integrity within the international education experience
 - K. managing all provider arrangements for oversight and evaluation
 - L. following the established US Import/Export Guidelines.
- III. Types of Programs and Program Documentation
 - A. Courses taken abroad for academic credit should provide academic learning opportunities appropriate to the mission of the student's program of study or meet

general education requirements at ETSU. Internships may not always be acceptable for credit. Regardless of the provider, global study opportunities should be comparable in contact hours to those expected of students taking courses on ETSU campuses.

- B. Students apply for study abroad through ETSU's study-abroad online application system that requires a minimal application fee. Interested students should visit the ETSU Office of International Programs Study Abroad office for advice on international education opportunities and on eligibility requirements for study abroad.
 - C. ETSU Faculty-Led Programs Abroad
 - 1. Faculty-led programs abroad comprise ETSU courses designed and approved for location in a country outside the U.S. Course content must be approved by the faculty member's Department Chair and have a specific course number ("Independent Study" and "Special Topics" courses are not approved for study abroad). The faculty member's Dean must approve budget. The International Advisory Council (IAC) must approve course logistics, student costs and course sustainability. Course proposals are due to the IAC in September before a course takes place in the following summer and by April 1 for winter session.
 - 2. If for any reason an ETSU course is taught abroad by an instructor *not* employed by ETSU, or hired as part of a consortial arrangement with an institution outside the U.S., the ETSU faculty member proposing the course and his/her Department Chair must ensure that the teaching faculty meets SACSCOC credential requirements, a requirement for all adjunct instructors.
 - D. Tennessee Consortium for International Studies Programs (TnCIS): TnCIS invites students enrolled in Tennessee colleges and universities to apply to any one of their many study abroad programs (credit only) offered in summer terms. These courses are taught by faculty in SACS accredited Tennessee colleges/universities. Some of the TnCIS courses are offered by ETSU; some are offered by other TN institutions. ETSU accepts transfer credit with prior approval. See policy on transfer credit.
 - E. International Student Exchange Programs (ISEP): ISEP is one of the largest study abroad networks in the world, offering semester abroad programs (including summer) to member organizations like ETSU in over 50 countries. Students who meet the 2.75 GPA requirement and are interested in one semester or longer programs should work with the ETSU Study Abroad Advisor and their academic advisor to choose an international program that fits their academic goals. ETSU accepts transfer credit when applicable. See policy on transfer credit.
 - F. Other Programs Abroad: Students engaging in international programs that are not a part of agreements in place with ETSU must secure transfer agreements prior to taking courses. Faculty must meet SACS credential requirements.
- IV. Defining Roles within Study-Abroad Programs
- A. Individuals approved for participation in ETSU sponsored international programs (including TnCIS programs) consist of the following categories. ETSU faculty and students participating in TnCIS and other programs abroad must follow the guidelines of those organizations.
 - 1. Student Participants: In keeping with best practices, only students enrolled at ETSU may participate in ETSU faculty-led study abroad courses.
 - 2. Orientation: Faculty must provide orientation for students participating in their faculty-led programs abroad.
 - 3. Disabilities: Programs abroad should comply with the American Disabilities Act when possible. Issues related to reasonable accommodation should be

resolved after a student with a disability is accepted into an international educational experience but before the students depart on the trip. ETSU may, however, restrict participation in an international program for students or faculty determined to be at excessive medical risk or with serious physical constraints.

4. Health Insurance: All students and faculty participating in study abroad are required to have documentable medical insurance covering medical treatment outside of U.S. borders at a minimum of \$250,000 per accident or sickness as well as evacuation and repatriation insurance at a combined minimum of \$50,000. Questions about health insurance can be directed to the Study Abroad Advisor in International Programs.
 5. Conduct and Discipline: ETSU faculty teaching abroad have the right to take disciplinary action, including expulsion of students, using the same Code of Conduct and processes of action and appeal as those in place on the ETSU campus. Complaints of disruptive behavior, harassment or discrimination must be reported to the Office of International Programs and Services. Faculty teaching an ETSU course abroad have the right to review student records prior to approving the class roster.
 6. Scholarships: Students may apply through the Office of International Programs and Services for scholarships funded by International Education Fees. Students should also check with the Office of Financial Aid to see if they are eligible for other means of support for study abroad.
- B. ETSU Faculty and Academic Staff: Faculty and academic staff abroad must adhere to the following.
1. Orientation: Must complete the Office of International Programs' online orientation/training for faculty with international program responsibilities abroad.
 2. Policies: Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.
 3. Compliance with the Law/Awareness of Customs: Must act in accordance with the laws of the host country and should make themselves aware of the local customs.
 4. Contracting Requirements: Shall adhere to all applicable contracting requirements, including appropriate contract approval and legal review.
- C. Spouses and Minors Accompanying Faculty: Participation in ETSU study abroad programs is limited to students enrolled in the program and to ETSU faculty or academic staff providing instruction. Only under special circumstances may faculty request that a spouse, domestic partner or minor accompany them on the trip at no cost to ETSU; these individuals may not attend classes or participate in class activities. Faculty must submit an "Assumption of Risk" form to the IAC along with the course proposal; requests are reviewed on a case-by-case basis. Spouses, domestic partners and children may not accompany students in the class. Contact the Office of International Programs and Services for information on procedures.
- V. Safety and Risk Management
- Safety and Welfare—Faculty and academic staff directing and teaching abroad should be trained in the liabilities and responsibilities accompanying their role abroad. Faculty are required to complete an online training module through International Programs and Services and to demonstrate knowledge of the course site and of crisis response before leaving the U.S.

- VI. Recruitment, Admission, Program Evaluation:
- A. Recruiting for Study Abroad: ETSU faculty often recruit for their own study abroad courses, and the Office of International Programs and Services publishes all opportunities for global study on its website. Students should visit the International Programs Study Abroad Advisor for questions about specific programs offered through ETSU and through other organizations.
 - B. Admission to International Education Programs/Study Abroad: Admission is based on a minimum GPA (2.5 for undergraduate students and 3.0 for graduate students) for all ETSU-led courses; faculty leading ETSU courses may post other requirements for eligibility and limit the number of participants in the class. International study opportunities outside ETSU may have different requirements. Costs to students should be clearly stated.
 - C. Program and Course Evaluations: Student participants and international program leaders are expected to complete program evaluation forms so that the Office of International Programs and Services can gather data on the effectiveness of recruitment, admissions, pre-departure orientation, the educational and personal value of the program and recommendations for continuation of the course in the future. Results are distributed to course instructors to support continuous improvement.
- VII. Financial Management
- A. Student Records & Expenses: ETSU is responsible for the charging of tuition and fees, receipt of student payments, administering financial aid, and registration and reporting of grades for ETSU faculty-led international programs in the same manner as for domestic programs. Students may, however, direct enroll for some programs.
 - B. Faculty & Academic Staff: International education activities at ETSU are expected to be financially self-sustaining over time and accountable for good financial management practices. The use of program and course fees should be transparent to students, Deans and Financial Accounting. Faculty should use the ETSU-approved method for collecting student payments, etc.
 - C. Faculty Compensation: Faculty compensation for summer sessions and intersession international education programs are not subject to ETSU's policy on Faculty Compensation during Summer Session, Winter Session, and Intersessions. ETSU's International Advisory Council recommends that faculty teaching an ETSU course abroad receive compensation; however, it also realizes that the ability to cover salary is based on enrollment revenue and travel expenses.
 - 1. Faculty compensation and payment of faculty expenses are based on course enrollment and tuition-generated revenue. Faculty members and their Department Chairs and Deans should discuss compensation before the course takes place abroad.
 - 2. If course revenue is not sufficient to cover faculty compensation, the IAC Study Abroad Subcommittee suggests the faculty member request a course release from his/her chair the semester prior to the course offering for preparation, etc.
 - 3. ETSU faculty teaching abroad for TnCIS must submit an Adjunct Faculty Contract and travel authorization at ETSU to be forwarded to the TnCIS Office.

