

**Requirements for Wake Forest University Faculty Leading Credit-bearing Undergraduate Study Abroad/Away Programs** – Adopted by the Committee on Study Away on December 9, 2011 [Amended December 4, 2018]

Purpose: As the number of study abroad/away programs increases and as new faculty become involved in study abroad/away programs, this document is intended to:

1. Set expectations for faculty planning to lead a study abroad/away program in terms of budgeting, safety, planning, reporting, program coordination, and evaluation
2. Safeguard the quality of the academic and co-curricular aspects of programs abroad/away
3. Provide a forum for coaching and mentoring faculty who have an active role in leading or coordinating study abroad/away programs
4. Convey best practices

Requirements:

Wake Forest University faculty who lead credit-bearing undergraduate study abroad/away programs, either for a semester, summer, or short-term program, are required to perform the following duties as part of their service teaching abroad/away.

1. Establish and manage a program budget that is in keeping with university policies and procedures, and submit receipts for program expenses in a timely manner;
2. Recruit students for the program, in collaboration with the staff in the Center for Global Programs & Studies (GPS) and the Program Director (where applicable);
3. Review and follow the student and faculty handbooks for the study abroad/away program;
4. Hold pre-departure and on-site orientations for students on the program, in collaboration with GPS staff, the Program Director (where applicable), and on-site administrators (where applicable);
5. Attend required training orientations on health, safety, security, crisis management and mental health conducted by the Assistant Dean of Global Study Away Programs t prior to departure;
6. Submit all required international travel forms (where applicable) for faculty, and verify with GPS that students have submitted all their required forms and information;
7. Interact regularly with students while abroad/away and assist in watching after their health and well-being; where appropriate, advise students regarding problem behaviors and assist with disciplinary measures specified in university policies and procedures;
8. Participate in the crisis management process on-site; review and follow university policies and procedures for managing crises abroad/away;
9. For programs at Worrell House, Flow House, Casa Artom and Salamanca: work with the Program Director to review responsibilities associated with the property and fulfill duties assigned to resident professors and summer faculty directors;
10. Ensure students have the opportunity to complete course evaluations for your courses;
11. Submit two (2) written end-of-program reports. One report will be for the Program Director and one report will be the Study Away Committee. Reports are to be submitted within six weeks after the end of the program.

## APPENDIX

### Definitions:

**Resident Professor:** A Wake Forest University faculty member who leads a credit-bearing study abroad/away program for undergraduates for a semester.

**Summer Faculty Director:** A Wake Forest University faculty member who leads a credit bearing study abroad/away programs for undergraduates in the summer.

**Program Director:** A Wake Forest University faculty member appointed to oversee academics and logistics at certain Wake Forest-administered programs. At the present time (Fall 2018), the following programs have a Program Director: Dijon, London (Worrell House), Salamanca, Southern Cone (Chile), Venice (Casa Artom), Vienna (Flow House), and Washington, D.C (Wake Washington).

### 1. Establish and manage a program budget

Each study abroad/away program must establish and manage a program budget that conforms with university policies and procedures. Semester programs have a budget system that is different from summer or other short-term programs. Program budgets have already been established for semester programs, and resident professors will obtain information about the budget system and financial expectations from the Program Director and office of the Associate Provost for Global Affairs. Summer faculty directors must use the budget template and process set by GPS and other offices. Resident professors and summer faculty directors must follow FAS and other university policies and procedures, especially with regard to travel advances and submitting receipts in a timely manner.

### 2. Recruit students for the program

Resident professors and summer faculty directors must be actively involved in publicizing their program, meeting with students regarding the program, and selecting them for the program. Program Directors and staff in GPS are available to assist with publicity efforts. Many faculty find students for their program among their own majors and minors. GPS staff have examples of what others have used in the past and can give additional suggestions about effective strategies and time lines. Resident professors and summer faculty directors are encouraged to recruit at Study Abroad/Away Fairs held each semester.

### 3. Review and follow student and faculty handbooks

Resident professors may obtain program-specific faculty handbooks and guidelines from the Program Director or GPS; student handbooks for semester and summer programs are available from GPS.

### 4. Hold pre-departure and on-site orientation sessions for students

Pre-departure orientations (PDO) are important for getting to know students and helping them meet each other. These in-person meetings are the best way to provide detailed information

about the program, including expectations and schedules. GPS staff must lead at least one PDO in order to cover a range of topics, such as a health, safety, security, money and banking, and culture shock and cultural adjustment. Program Ambassadors or other students recommended by GPS staff can provide additional suggestions for students. Many faculty find that multiple PDO meetings are useful. PDOs run by GPS staff are typically held in November for spring programs and in March or April for fall and summer programs. On-site orientations should be coordinated with the Program Director and relevant on-site administrators or staff.

#### 5. Attend required orientation on health, safety, security and crisis management

The Assistant Dean of Global Study Away Programs conducts required training orientation meetings on health, safety, security and crisis management for faculty who serve as resident professors or summer faculty directors. Information on mental health and study abroad is provided by Counseling Center staff. Resident professors and summer faculty directors who are unable to attend such training meetings must schedule a time to meet with the Assistant Dean of Global Study Away Programs to cover the necessary material and information.

#### 6. Submit all required international travel forms (where applicable)

University policy requires all faculty, staff and students traveling outside the U.S. to submit international travel forms. Resident professors and summer faculty directors must submit travel forms required for groups traveling abroad for credit, including the "Guidelines for Wake Forest University Faculty/Staff Directors." Travel to countries where the U.S. Department of State has travel advisories of Level 3 (Reconsider Travel) and Level 4 (Do Not Travel) requires separate application and approval.

#### 7. Interact regularly with students while abroad/away

Among the greatest benefits of Wake Forest-administered study abroad/away is the possibility of close interaction between students and faculty. Many faculty members find that getting to know students during a study abroad/away program is one of the highlights of the experience, and even one of the highlights of their time at Wake Forest. It is expected that resident professors and summer faculty directors will find ways to spend meaningful time with students outside the classroom, during both planned excursions as well as unplanned free time.

#### 8. Participate in the crisis management process

Resident professors and summer faculty directors play an important role in assisting with on-site emergencies and the health, safety, and security of Wake Forest students, faculty and staff, as well as emergencies involving Wake Forest property. An Overseas Crisis Management Plan is in place, and resident professors have a defined role in that plan. A copy of the plan is available from the Assistant Dean of Global Study Away Programs. This plan will be discussed during the orientation meetings on health, safety, security and crisis management (see #5 above).

#### 9. Management of Wake Forest Properties (London, Venice, Vienna, and Salamanca)

Program Directors for Worrell House (London), Casa Artom (Venice), Flow House (Vienna) and Salamanca are responsible for overseeing the local staff and coordinating administration of the academic programs and physical facilities. Where appropriate, resident professors and summer faculty directors may have a role in administering the day-to-day affairs of the house (in coordination with the on-site administrator) and collaborating with the Program Director

regarding routine and emergency repairs and upkeep.

10. Ensure students have an opportunity to complete course evaluations

Wake Forest University requires that students have the opportunity to submit course evaluations for each course they take. In programs where some courses are taught by regular WFU faculty abroad/away and other courses are taught by locally-hired faculty, the method of conducting course evaluations may vary between paper forms completed in class and an online survey completed while the students are still on the program. Resident professors and summer faculty directors are expected to assist in distributing course evaluation forms or instructions to students and ensuring that a confidential process is followed for collecting and returning course evaluations to the Program Director and relevant department chair.

11. Submit an end-of-program report

Resident professors and summer faculty directors are required to submit a formal, written reports within six weeks after the end of their study abroad/away program. Confidential issues may be discussed separately with appropriate individuals. The audiences of this report include:

- The Program Director (where applicable);
- The Associate Provost for Global Affairs;
- Members of the Committee on Study Away, including the Assistant Dean of Global Study Away Programs and the Director of Global Abroad Programs;
- The Dean of the College or Dean of the Schools of Business (depending on where the resident professor or summer faculty director is appointed);
- The Chair of the Romance Languages Department (Dijon, Salamanca, and Tours);
- Future resident professors or summer faculty directors.

**For Wake Forest semester and summer programs with a Program Director** (i.e. Dijon, London-Worrell House, Salamanca, Southern Cone, Venice-Casa Artom, and Vienna-Flow House, Wake Washington), this report should be submitted to the Program Director who, in agreement with the Resident Professor/Summer Faculty Director, will forward to the Assistant Dean of Global Study Away Programs together with his/her comments. The Assistant Dean of Global Study Away Programs will ensure that the report is then circulated to the other individuals listed above within two weeks of receipt.

**For Wake Forest summer programs that do not have a Program Director**, this report should be submitted directly to the Assistant Director for Summer and Short-term Programs. Reports submitted during the summer will be sent to both out-going and in-coming members of the Committee on Study Away.

Place your name, semester/term abroad/away, and the program name and location(s) at the top of the report. Topics that should be covered in the end-of-program report include:

- Description of recruiting methods, including any suggestions to aid future faculty in recruitment;
- Description of the academic program (courses taught and by whom);
- Description of excursions or field trips taken as part of the program, what went well and what you would change in the future;
- Description of the on-site orientation activities and information presented to students;

- Assessment of students' engagement with the local environment;
- Description of any critical incidents or issues (names of individuals students should not be included to ensure students' privacy);
- Recommendations for the future (for yourself or other faculty).

#### Failure to comply

Wake Forest faculty who refuse or fail to comply with these requirements may be disqualified from serving as a resident professor or summer faculty director in a future semester or term. The Committee on Study Away may recommend disqualification to the Associate Provost for Global Affairs, Assistant Dean of Global Study Away Programs, Director of Global Abroad Programs, the Dean of the College, and/or Dean of the School of Business.

#### Standards of Good Practice

The Forum on Education Abroad, of which Wake Forest is an active institutional member, has established standards for the field of study abroad. Faculty may obtain a copy of the Forum's "Standards of Good Practice for Education Abroad" from the Center for Global Programs & Studies.