



2018-19

SHORT TERM HANDBOOK

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Introduction

Thank you for making the choice to commit your time and energy to providing a high quality, innovative study abroad experience for students. The decision to lead a Gonzaga University study abroad experience provides an opportunity to engage students in a way that is not possible in a classroom on campus.

In this role, you will have more responsibilities than in a traditional on-campus course; you are accepting the challenge of serving as an administrator, an advisor, a facilitator, a first-responder, and of course, an educator. While on the program, you will observe a broadening of student perspectives and an expansion of minds engaging in the learning process. You will facilitate not only classroom-based learning, but also the development of cross-cultural competencies.

The intent of this handbook is to provide an overview of the roles and responsibilities of faculty participating in the Gonzaga University study abroad programs. A handbook of this kind is always a work in progress. Your suggestions on how it might be improved are much appreciated. Please send them at any time to the Study Abroad Office staff.

Thank you again for your commitment and contributions in providing this transformational experience to our students!

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I. Goals of This Handbook

Our purpose in drafting this handbook reference for our Short Term Programs (STP) is to assist and support faculty to:

- Answer general questions about leading study abroad programs at Gonzaga.
- Know where to find external and internal resources for programming, budgeting, logistics, and program support.
- Design and propose a study abroad credit-bearing program offered within the standards of Gonzaga University.
- Prepare authentic, rigorous, and viable study abroad programming with appropriate learning outcomes based in the culturally-diverse program location.

II. Outline of Responsibilities

Successful trips are spearheaded by informed faculty, with the strong support of Study Abroad Office (SAO). Outlined below are the responsibilities of STP Leaders and the SAO Office. Understanding the necessary steps from beginning to end will help secure positive experiences for all from the planning to completion phases of the program.

Proposing Your Program - Please refer to the [Steps to Short Term Proposal](#)

Short Term Leader Abroad (STLA) Responsibilities

Faculty are highly discouraged from proposing a Short Term Program if they will be going on a sabbatical.

Pre-Departure

- Recruit for the program – contact students, conduct information sessions, attend the fall study abroad fair, etc.
- Review applications via SAO's on-line Studio Abroad application system (SAO will walk you through the steps of using the system).
 - Conduct interviews with students or discuss with SAO, if necessary.
 - Make admission decisions (students can be automatically notified via Studio Abroad).
- If a program must be cancelled, notify students in writing (email) before the program is officially cancelled in Banner and Studio Abroad.
- Have students attend a SAO pre-departure orientation.
- Participate in SAO's STLA Orientation.
- Ensure all students have registered for the course(s) offered on the program through Banner.

In-Country

- Academic oversight for the duration of the program.
- Behavioral oversight for the duration of the program; this includes the adherence of students to the [Gonzaga University Student Code of Conduct](#)
- Conduct an in-country orientation for students and hold regular meetings with them as needed.
- Maintain regular contact with SAO Associate Director.
- Manage cash advance funds and keep itemized receipts and log, as directed by the Controller's Office.
- Act as first-responder to any emergency situation and communicate to the SAO Office.
- Act as liaison between host country (institution, provider, locations, etc.) and GU/SAO.

- Facilitate cross-cultural awareness and cultural competency development in students.

Post-Program

- Submit student grades on-time to the appropriate department.
- Submit receipts for all program expenses within 15 days of the program ending.
- Submit director evaluation of program.
- Participate in program evaluation/dialogue with the Assistant Vice-President for Global Engagement & Study Abroad Office (and Third Party Provider, if applicable).
- Collect all study abroad receipts and balance the budgets for each program

SAO Responsibilities

- Work with FLA to develop program proposal, itinerary, budget, etc.
- Assist with program recruiting efforts.
- In coordination with STLA when appropriate SAO will manage non-academic components of program as requested (info sessions, pre-departure orientations, logistics and travel, budgets, etc.).
- Purchase airfare for STLA leaders
- Ensure necessary documents and information have been compiled prior to departure.
- Maintain contact with crucial parties (STLA, providers, host institutions, registrar, financial aid, student accounts, controller, etc.).
- Be readily available to STLA and students as support staff during pre-departure, in-country, and post-program time periods.
- Administer a post-program evaluation to students that is design by Study Abroad and the CGE

Center for Global Engagement Responsibilities

- Reviews overall summer abroad proposal and makes final recommendation to Provost Office.

Provost's Office

- Final Approval of all Faculty-Led Programs.

III. Marketing Your Program

Marketing a program can only officially take place upon the approval of the Provost. Once the approval has been given (refer to the GU Steps to Faculty-Led for dates), the Study Abroad Office will create a website listing from the information you provide on your proposal form. The form can be found on the SAO website (<http://www.gonzaga.edu/Academics/Undergraduate/StudyAbroad/default.asp>) but this is just the tip of the iceberg. There are many other ways to share information about your program with potential participants: email communications, blogs, videos, online photo galleries, and posters are just a few ways to get the word out about your program. SAO will promote all faculty-led programs during Study Abroad 101, the group advising session that all students will attend before meeting with a Study Abroad advisor.

Contact the Director or Assistant Director for assistance with marketing, including the creation of posters, and integrating elements of your publicity into a cohesive promotion plan. You are also encouraged to work with the Faculty-Led Coordinator to schedule information sessions for promoting your program. These sessions give students the opportunity to meet you, learn more about the program, and ask questions about what makes your program special. Please feel free to contact SAO if you would like assistance with this.

****One thing to keep in mind while recruiting for your program:** students need to be aware that studying abroad, by definition, is an academic experience. True, studying abroad is an enjoyable, life-changing experience, but programs should be designed to be academically challenging and culturally enriching. If this is clearly explained to students from the onset, you are less likely to have applicants merely looking for a holiday. Setting up these expectations clearly also means you are less likely to have problems during the portion abroad with complaints about workload, poor time management, and/or low quality work. Using the word “program” instead of “trip” can be a very small change, but it is a great way to set the tone for the overall experience abroad.

IV. Applications and Admissions

To study abroad all students are required to apply online and be registered as a student with Gonzaga University. (<http://www.gonzaga.edu/Academics/Undergraduate/StudyAbroad/default.asp>). This allows students to receive Federal Financial Aid and a Gonzaga transcript for summer programs.

You are welcome to indicate additional application components or questions for your program, such as an academic reference, a personal statement and/or interview, language proficiency verification, etc.; *you must notify SAO of these supplemental application pieces on your program proposal.*

There is a non-refundable study abroad application fee for students, which is payable to Gonzaga. You will have access to the online applications, and following the application deadline you will be responsible for reviewing them, setting up interviews with students if necessary, and making admissions decisions. In conjunction with making these decisions, you will need to update the students’ application status within Studio Abroad, changing the status from “Pending” to “Accepted”. Please note the minimum standards for student participation in a Gonzaga faculty-led study abroad program.

- At least 18 years old
- 2.50 minimum GPA (FLAs may set higher standards)
- Completed university Student Life disciplinary check (students can be withdrawn at any time prior to studying abroad if their Student Life disciplinary status changes)

Non-Gonzaga Students

Students from other universities may participate in Gonzaga FLSA program they first must apply through the Study Abroad Office. Only students who have applied to the Study Abroad Office and are registered in the FLSA class may participate in Gonzaga University Study Abroad programs. For liability reasons individuals who are not students cannot participate in the programs.

Student Notification

Once these admissions decisions have been made, students will receive an automated email update from Studio Abroad, indicating their status has been changed. They must then login and review their application, and update their status from “Accepted” to “Committed”.

V. Human Resources (GU, Students, and Non-GU)

Non-Exempt Employees

Due to federal and state regulations regarding overtime laws, non-exempt employees cannot be hired to work on FLSA programs.

Adjunct Faculty

Adjunct Faculty are allowed to teach on FLSA programs. However, they have to meet the following conditions.

1. Adjunct faculty have to be employed by Gonzaga and have passed all Human Resources background checks.
2. Show a programmatic reason for participating in, the program.
3. Dean and Chair must approve the adjunct faculty's participation in the FLSA.
4. Adjunct salaries must be integrated in the FLSA budget. Adjunct salaries are not paid through the department for the time that they teach abroad.

Employment of Relatives

Employment of Spouse/State Registered Domestic Partner

Gonzaga policy prohibits discrimination in employment and personnel actions solely on the basis of marital status or state registered domestic partnership. No employee, prospective employee, or applicant will be denied employment or benefits of employment solely on the basis of marital status or state registered domestic partnership. However, Gonzaga University retains the right to: 1) refuse to place one spouse or state registered domestic partner under the direct supervision of the other spouse or state registered domestic partner where the potential exists for creating an adverse effect on supervision, safety, security, or morale; 2) refuse to place both spouses or state registered domestic partners in the same department, division, or facility where the potential exists to create an adverse effect on supervision, safety, security, morale, or involves a potential conflict of interest or creates the reality or appearance of improper influence or favor. When marriage or state registered domestic partnership of employees creates a situation as described above, a change in employee placement may be required consistent with this policy.

Employment of Other Relatives

Other relatives may be hired or transferred except where either would: 1) have authority or practical power to supervise, appoint, remove, or discipline the other; 2) audit the other's work; 3) participate significantly in hiring or internal promotion; 4) be placed in circumstances where the relationship would lead to actual or potential conflict of interest; 5) create the reality or appearance of improper influence or favor. Employees are expected to follow this policy except in unusual circumstances (e.g. a relative is placed in an interim position). Should this type of circumstance arise, the decision will be documented and prior approval must be received from the area vice president, HR and corporation counsel.

Reporting Structure

Family members who are hired to work on Faculty-Led Programs must have another GU employee on the ground at all times to report to. Family members cannot report directly to GU employees based in Spokane.

Hiring Process

Faculty/Staff/Non-Gu Staff

As you plan your program there are Human Resource implications to hiring non-GU staff, faculty, TAs, program assistants, guest lecturers, etc. who are not regular employees of the university. All individuals who are not Gonzaga students must be hired through Human Resources. Individuals hired through HR will go through the background check.

Gonzaga Students

If your plan is to hire Gonzaga students to be assistants in your FLA Study Abroad Program, these students are hired through the Student Employment Office. Once you have designated the students to be hired, send them to Student Employment to complete their hiring paperwork. A Hire PAR will then be brought to the hiring faculty who will complete portions designating the department, organizational code and fund number that will identify the funding source for this position. Please allow two weeks for this process as students may have to get documentation from home. Students should have all their hiring paperwork in place before leaving on the study abroad program.

- Students who graduate in May can work through the summer in Student Employment

VI. Gonzaga-Owned Resources Abroad

Computers & Equipment

Computers and Equipment may be purchased through Gonzaga's Purchasing and IT departments. These computers and equipment must receive an asset tag; these can be obtained from the Purchasing or IT department. Then the make, model and serial number for each computer with an asset tag must be documented and reported to IT as well as the Study Abroad office.

VII. Finances, Waivers, Refunds, ETC....

Development

Faculty proposing a new summer abroad program can request up to \$3,500 to develop a new and innovative program. New programs should focus on attracting students to study abroad that are not currently study abroad or in countries that Gonzaga does not currently have a presence in.

Finances

Another responsibility in leading study abroad programs at Gonzaga involves managing your budget. SAO will guide you through the steps of what is included in the program's budget, how to go about getting a cash advance for travel, proper maintenance of receipts, processing of wires, deposits, etc..

Tuition

Gonzaga does not charge tuition for summer faculty-led programs. Students pay a fee that is calculated on the basis of a per-student cost that include: faculty salary, ground transportation; accommodations, meals, health insurance, academic materials, communications (cell phone, internet access) and activities (museums, academic excursions, etc.). Additional cost of airfare and a visa can also be calculated in the budget. If the class is a three hour credit the fee for study abroad program must be equal to or greater than the cost of a three hour summer class on campus.

Non Academic Programs

If you are leading a group of students on a non-credit bearing program outside of the US, SAO will continue to provide the same services as for our credit bearing programs – we will guide you through the steps of what is included in the program's budget, how to go about getting a cash advance for travel, proper maintenance of receipts, processing of wires, deposits, etc. The only difference between a non-academic program and an academic one is that all revenue and expenses associated with a non-

academic abroad program will need to be credited and approved/expensed through your department's account(s) and not through a study abroad account.

Faculty Leader and Staff Compensation

Salary Faculty Salaries for summer, wintermester, and Study Abroad programs are regulated under the Provost's Office. Faculty receive \$1,000 per credit hour they teach. Faculty salaries are incorporated into the study abroad budget that is prepared by the faculty member and the SAO. The law school has their own rate and faculty will need to check with the Dean's office for more information.

Staff can receive up to \$1,500 in compensation for assuming duties that are above and beyond the duties of their position. Approval for a stipend must be approved by the staff member's supervisor.

Meals A per diem is provide for faculty traveling on FLSA programs. The Study Abroad Office uses a modified rate based off the U.S. Department of State rates. Faculty who stay in an apartment will receive 50% of the M & IE Rate; those who stay in hotels will receive 75% of the M & IE Rate.

Arriving in country:

- Before 12 – 100%
- 12 pm to 6 pm – 50%
- 6 pm to 12 am – 25%

Travel Faculty members approved as part of the FLSA budget will have their airfare purchased by the Study Abroad Office. Gonzaga University requires that the Study Abroad Office use Anthony Travel and Concur: Business Travel and Expense Management System to book all airfare. If a family member or significant other is approved by the Provost their travel can be arranged and paid through Anthony's travel by the faculty member independently.

Lodging Lodging will be provided as part of the program fee paid by participating students. Depending on the location and duration of program, housing can include an apartment, hotel, residence hall, or other similar accommodation. Financial The Study Abroad Office is authorized to only cover the cost of the individual faculty member. If a family member or significant other is approved by the Provost the faculty member is responsible for covering the additional cost of housing at the time housing payment is submitted.

Funds For all expenses that fall outside the norm of what is allowed to be charged to FLSA program budget, faculty must submit a proposal in advance of their departure outlining what you intend to spend the monies on, and the reason for the expense. A good rule of thumb: if it is not normally covered under an FLSA program budget, you must seek approval. This applies regardless of the source of the funds that cover the expense, e.g. an FLSA program budget, donor fund, or a department budget. All proposals are submitted to the Study Abroad Office then forwarded to the Provost Office who then consults with the faculty's Dean's Office to determine approval.

Waivers

Because FLSA program do not charge tuition for summer; tuition waivers for FLSA programs do not apply.

Currency Fluctuations

Because the U.S. dollar continues to decrease in value compared to other world currencies, SAO will set the value of the U.S. currency higher than the market value of the dollar so that we protect the cost of the program for the student. The exact value will be determined each year, but SAO will try to set the price as low as possible to make the programs as affordable as possible.

Deposits

Once a student is admitted to a program they are required to pay a \$500.00 deposit to hold their place on the program. The deposit is applied to the cost of the program. Students are not considered participants, nor are they included in the minimal number of students to make the program go, until they have paid the deposit.

Refund Policy

Gonzaga University fronts all payments for faculty-led programs until the students make their payments. If a student withdraws from a program after SAO has advanced the money for lodging and transportation and the host provider/facility does not issue a refund, the student's account will be charged to recover the university's money and the deposit will be forfeited.

VIII. Managing Funds Abroad

Budget preparation and money management are two of the most important aspects of ensuring a successful and sustainable program. For convenience, and to avoid unpredictable currency fluctuations, you should try to pay for as many expenses as possible before leaving the U.S. The Study Abroad Office prefers that vendors send invoices directly to Gonzaga University Study Abroad Office.

Operating Advances

The Study Abroad Office is able to provide FLSA Directors with operating advances if there are no other options available for making payments for the FLSA program. FLSA Directors who receive a cash advance, will still be required to provide receipts after their return. Established procedures require that FLSA Directors attach the appropriate receipts to the expense form when submitting their reimbursement paperwork. If you are missing a receipt for any expenses, you will need to include a statement regarding expenses.

Credit Cards

The Corporate Card is the most efficient way to pay for expenses abroad. The Study Abroad Office has a Corporate Card to make deposits or pay for many things up front. The Provost Office wants to limit the number of Corporate Cards and has authorized the Study Abroad Office to be issued one card for all FLSA use.

Reimbursement

It is almost certain that you will spend some of your own funds for program costs. No matter how much planning, there are always vendors that will not take advance payment from Gonzaga. In many foreign countries, cash transactions remain the preferred method of doing business. Talk to

the Study Abroad Office about documentation requirements, timelines, and limits for reimbursements. All documentation of trip-related expenses ordinarily must be received by the Study Abroad Office within 15 days of returning to GU. If you submit documentation too late, the reimbursement may be taxable income to you, or you might not be reimbursed at all. Likewise, not having sufficient documentation (in some cases, the tax ID number of the vendor from whom you purchased the goods and services) may result in the University being unable to reimburse you.