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I. THE TU STUDY ABROAD OFFICE

The Study Abroad Office at Towson University believes a student's study abroad experience can be one of the most enriching and inspiring experiences of his or her life, and we are pleased you have decided to join them on this journey. Leading a TU study abroad program will give you the opportunity to reach students in a way you never could here at Towson. You will be spending much more time with your students, both inside and out of class, than you ever would at home, and will likely serve as an adviser and mentor among other things! By sharing this experience abroad with your students, you will see their perspectives broadened and their minds extended. The effect you will have on our students will last throughout their lifetime and will change the way they think forever.

The Study Abroad Office is charged with the administration of all programs abroad offered to our students for academic credit. Any faculty member who wishes to direct a program overseas that carries academic credit must work through the Study Abroad Office.

The Study Abroad Office manages all administrative matters pertaining to Towson programs abroad. It provides guidance and support to TU students and faculty who wish to participate in or lead credit-bearing programs abroad. The office also provides orientation workshops for students going abroad, and a network of support services for our students overseas.

This handbook is intended for Faculty Directors and Faculty/Staff Assistants who accompany and teach students abroad. It is designed to provide you with general assistance as you propose, develop, and lead a Towson University short-term study abroad program. In it you will find information outlining the responsibilities of both the Faculty Director and the Study Abroad Office, travel guidelines, suggestions for dealing with behavioral problems, procedures to follow in the event of an emergency, and other important topics.

**Important Contact Numbers at the Study Abroad Office:**

Telephone: 410-704-2451  
Fax: 410-704-4703  
E-mail: studyabroad@towson.edu

**24 Hour Emergency Contact Number:**

TU Police Department: 410-704-4444

**Towson University Study Abroad Staff:**

Liz Shearer - Director for Study Abroad, lshearer@towson.edu  
Katie Villamar - Associate Director for Study Abroad, kvillamar@towson.edu  
Jacklyn Fisher – Assistant Director for Study Abroad, jfisher@towson.edu  
Ogonna Owu – Study Abroad Advisor, oowu@towson.edu  
Kelsey Sobecki - Study Abroad Specialist, ksobecki@towson.edu
II. GUIDELINES FOR FACULTY-LED STUDY ABROAD PROGRAMS

The following guidelines apply to all TU faculty-led study abroad programs. These guidelines and procedures are designed to ensure the academic integrity and thoroughness of preparation for all study abroad courses. All TU study abroad forms, guidelines, and procedures are authorized by the Faculty Committee on Study Abroad and sanctioned by the Provost’s Office. No study abroad program will have the approval of the University unless all procedures have been followed and the responsible faculty member has been informed that the proposed program has been approved by the Faculty-led Programs Subcommittee of the Faculty Committee on Study Abroad.

Faculty-led study abroad is a group experience involving considerable travel to a location(s) away from the campus outside the United States. Such experiences may constitute the whole or part of a credit-bearing course. Whatever the case, study abroad is a University-sanctioned activity and requires completion of the TU Study Abroad forms and procedures as outlined in this guide.

STUDY ABROAD FORMS

Faculty-Led Study Abroad Program Proposal

In order to direct a short-term study abroad program, a TU Faculty-Led Study Abroad Program Proposal Form must be submitted to the Towson University Study Abroad Office along with supporting documentation by the following deadlines:

Minimester/Spring Break: NOVEMBER 1 of the year before the dates of the proposed program
Summer: APRIL 1 of the year before the dates of the proposed program

The form and proposal guidelines are available online at http://www.towson.edu/academics/international/abroad/faculty/programs/index.html.

Faculty Contract for TU Study Abroad Programs

This online form, initiated by the TU Study Abroad Office, confirms the faculty member’s appointment as the instructor for the study abroad program and outlines the terms for compensation.

Faculty-Led Study Abroad Program Accompanying Family Member/Companion Agreement

Any accompanying non-participant family members or companions and the faculty member are required to complete and submit this form to the Study Abroad Office prior to departure.

Statement of Responsibilities and Obligations

This declaration has the approval of TU’s Legal Counsel. It is part of the application procedure for students to complete in order to be admitted to the study abroad program. No student will be permitted to participate in the program that has not reviewed and agreed to the declaration.

Medical Self-Evaluation

This form has the approval of TU’s Legal Counsel. It must be completed by all faculty members and program participants in case of possible accident or injury while abroad. The form is made available online to students upon admission into the program and must be completed by the appointed deadline. The information can be viewed by the Faculty Director in Horizons (the study abroad web based management system) once submitted by the student.
Hard copies of the form will be given to the Faculty Director who should have them readily available throughout the duration of the program overseas. The Faculty Director/Assistant should also complete this form and submit it to the Study Abroad Office in case he/she is involved in an accident or injured while abroad.

**Agreement and Waiver of Claims**

This declaration has the approval of TU’s Legal Counsel. It is made available online to students upon admission into the program and must be reviewed and agreed to by the appointed deadline.

**Study Abroad Program Report**

All faculty members leading a short-term study abroad program must submit a program report according to the stated guidelines (see Appendix) no later than 30 days after the end of the program.

**Expense Report and Reimbursement**

The Faculty Director/Assistant must reconcile their travel expenses in Tiger Travel within one week after the end of the program.

**Study Abroad Evaluation**

Students will be instructed to complete an online evaluation shortly after the program concludes. Results will be shared with the Faculty Director(s), their department chairperson(s), and college dean(s) to aid in the planning of future programs.

*Please keep in mind:*

Participants must pay all fees for the program directly to Towson University. Program deposits are submitted to the Study Abroad Office at the time of application. Faculty members should not collect fees from students.

**TIMELINE FOR FACULTY-LED PROGRAMS**

- Prospective faculty directors are encouraged to attend an information session facilitated by the Study Abroad Office or to meet with the Director for Study Abroad prior to submitting a program proposal.

- Faculty Director submits the *TU Faculty-Led Study Abroad Program Proposal* to the Study Abroad Office by **November 1 a full year prior** for Minimester or Spring Break programs and by **April 1 a full year prior** for summer programs. NOTE: Proposals must be submitted to the department chair(s) and college dean(s) for review at least two weeks prior to the final November 1 or April 1 deadline.

- The Faculty-led Programs Subcommittee of the Faculty Committee on Study Abroad reviews proposals received by the submission deadline. The outcome is communicated by the subcommittee chair to faculty applicants by December 1 for Minimester or Spring Break programs and by May 1 for summer programs.

- Faculty Director works with assigned Study Abroad staff member to finalize tentative program itinerary by **the end of January** of the year before the program for Minimester or Spring Break programs and by **the end of August** of the year before the program for summer programs.

- Program budget is finalized by the Study Abroad Office by **the end of January** of the year before the program for Minimester or Spring Break programs and by **the end of August** of the year before the program for summer programs.
Program contract is signed by the Study Abroad Office and Vice-Provost by the end of January of the year before the program for Minimester or Spring Break programs and by the end of August of the year before the program for summer programs.

TU Study Abroad Office prepares marketing materials by the beginning of the spring semester for Minimester and Spring Break programs and by the beginning of the fall semester for summer programs.

TU Study Abroad Office sets up courses in PeopleSoft and registers students in late November (for Minimester or Spring Break programs) or in April (for summer programs).

Faculty Directors/Assistants complete the Study Abroad Faculty Directors/Assistants Training no later than November 1 (for Minimester or Spring Break programs) or April 1 (for summer programs). This training session is mandatory for all Faculty Directors/Assistants. Recertification is required every three years.

Student application deadlines are October 15 for Minimester or Spring Break programs and March 15 for summer programs. Some exceptions may apply. Deadlines for programs in other terms will be determined on a case by case basis. Application deadlines may be extended in some cases.

TU Study Abroad Office holds student pre-departure orientation meeting in November (for Minimester and Spring Break programs) or in April (for summer programs). All Faculty Directors/Assistants are required to attend.

Faculty Director reconciles expenses in Tiger Travel within one week of the program return date.

Study Abroad Program Report due by Faculty Director to the TU Study Abroad Office within 30 days after the end of the program.

Student grades are to be submitted within 30 days of the conclusion of the program. For programs that register participants in the INTL placeholder code, course designations and grades are submitted by the Faculty Director to the Study Abroad Office for posting through the Registrar’s Office. For programs that register students in the actual course designation(s), the Faculty Director is responsible for submitting the grades directly through the TU online system. The process will be clarified with each Faculty Director prior to program departure.

FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL

All faculty-led credit-bearing programs are administered by the TU Study Abroad Office in partnership with TU academic units and colleges. Any faculty member who wishes to lead a program overseas that carries academic credit must submit a proposal and be approved by the TU Faculty-Led Study Abroad Programs Subcommittee and adhere to the policies and procedures regarding faculty-led programs.

Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus(i), and contact hour requirements (see below) prior to submission to the review committee. Department Chair/College Dean Proposal Review Guidelines have been developed by the Faculty-Led Study Abroad Programs Subcommittee to assist in this task.

Multiple proposals can be submitted by faculty members within the same department and/or college. However, competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle. Department chairs and/or college deans are encouraged to consult with the Study Abroad Office in advance of the deadline if multiple proposals are being submitted or to discuss departmental or college strategies for faculty-led programming.
Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department chair and corresponding college dean must sign off on the proposal.

Sample course syllabi, program itineraries, and Contact Hour Calculation Sheets are available online at http://www.towson.edu/academics/international/abroad/faculty/programs/models.html to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.

Proposal Review and Selection

All proposals are reviewed by the TU Faculty-Led Study Abroad Programs Subcommittee. Please review the Faculty-Led Program Proposal Review Considerations (Appendix A) for information on how proposals are reviewed and selected. Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal.

If your program is approved to run, the Study Abroad Office will work with you to develop your program during which changes may be made as needed. Any changes to the academic content, course offerings, number of contact hours/credits, and/or faculty director(s)/assistant(s) must be made in consultation with the academic department(s) and college(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

ACADEMIC REQUIREMENTS

Syllabi for all courses associated with the study abroad program must be submitted as part of the program proposal. Syllabi should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes.

Credit/Contact Hours

TU courses offered abroad must be of comparable academic rigor to those offered on campus. Faculty-led study abroad programs are designated as field trip experiences for the purpose of MHEC credit hour requirements. The number of credits associated with the program should be based on the number of contact hours (minimum 37.5 contact hours per credit per MHEC regulations). The Program Contact Hours Calculation Sheet submitted as part of the proposal serves as documentation of the contact hours involved.

Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.

Note: The 4 credit maximum for on-campus Minimester courses does not apply to study abroad.

Learning Objectives

Courses being taught on faculty-led programs must meet the learning objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chair(s) and college dean(s) to reflect the international context in which it will be taught and to ensure the content is applicable to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.
Course(s) offered abroad must be applicable to the host country/region and taught in context. Program proposals for countries with Level 3 or 4 U.S. Department of State Travel Advisories will typically not be approved and will be assessed on a case-by-case basis. Additional information may be required.

PROGRAM MODELS

Faculty-led study abroad programs vary widely in terms of program itineraries, disciplinary focus, duration, inclusions, and scope. The program might be a course(s) taught almost entirely abroad with just a small number of meetings or assignments prior to departure or upon return. It might feature a short overseas component embedded in a larger course taught on the TU campus during the regular term. Or it might be designed using a hybrid model with some class meetings taking place on the home campus leading up to a mid-length abroad portion.

Academic delivery can also take on many forms including faculty member(s) teaching in a classroom space and/or on site (museum, cultural locale, etc.), lectures by guest speakers and local experts, class(es) taught by non TU faculty (e.g. language institute, or host institution), service-learning components integrating community service with guided instruction and reflection by the faculty member or contracted local instructor, research components or projects, and language acquisition.

Logistics for the program will be taken care of by the on-site provider contracted by the Study Abroad Office. The group may stay in one location for the duration of the program possibly with day or weekend trips further afield or travel within one or more cities or countries. You may or may not arrive and depart from the same location. Accommodation might include hotels, youth hostels, apartments, university housing, host families, or even camping. Most programs include only group welcome and farewell dinners but others may include most or all meals depending on the location. While in-country transportation options range from public (metro, bus, train), to walking, and/or private (vans, coaches, flights). Programs typically include airport pick-up and drop-off.

The courses associated with the program can range from existing TU course(s) with student learning goals and assignments adjusted to reflect and incorporate location (these could be specific courses, special topics, or travel study designations) to the development of new courses approved through the University Curriculum Committee. Whichever designations are utilized, courses offered abroad must be of comparable academic rigor to those offered on campus.

Leading a study abroad program allows you to explore alternate teaching pedagogies and practices so don’t be afraid to think outside the box!

FACULTY DIRECTORS/ASSISTANTS

A program will typically have one primary Faculty Director. If the program is associated with two or more discrete courses a second Faculty Director may be considered if they will be teaching one or more separate courses. The second Faculty Director will have equal teaching duties, receive a full salary, and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget.

If the program is associated with one course but there is a desire for two Faculty Directors, rationale must be provided for the second Faculty Director. If approved, one full salary will be split between the two faculty members.

Alternatively, a second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. Rationale must be provided for the Assistant. The Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
Alternate Faculty Director

An alternate faculty member must be identified to lead the group in the event that the primary Faculty Director cannot perform their designated duties (unless there is a second Faculty Director or Assistant who can conduct these duties). Should it appear likely or evident that the Faculty Director will not be able to fulfill their duties as program leader, the alternate Faculty Director will be activated, if feasible, per the following guidelines:

- The Director for Study Abroad (or other designated staff member), primary Faculty Director, and alternate Faculty Director will meet as early as possible prior to program departure or communicate via phone and/or email if the program has already begun. The following items should be addressed (as applicable):
  - Is the alternate Faculty Director available for the duration of the faculty-led program?
  - Is the alternate Faculty Director able to travel to the destination country (citizenship, destination country visa entry requirements, legal considerations returning to the U.S., etc.)?
  - Does the program schedule need to be revised to better accommodate the alternate Faculty Director’s academic strengths, scheduling issues, etc.?
  - Who will cover any additional costs that will be incurred?
- The Director for Study Abroad (or other designated staff member), primary Faculty Director, and alternate Faculty Director will decide upon an action plan specifically stating steps to be taken and who will be responsible for each action item.
- The Director for Study Abroad (or other designated staff member) will share the action plan with the primary Faculty Director, alternate Faculty Director, relevant academic departure chair(s), and relevant college dean(s).
- The alternate Faculty Director will:
  - Review the Study Abroad Faculty Directors Handbook
  - Complete the Study Abroad Faculty Directors Training
  - Meet with the Director for Study Abroad (or other designated staff member) and primary Faculty Director to review the program schedule, academic content, syllabi, etc.
- Should the designated alternate Faculty Director not be able to fulfill their commitment to lead the program, the Director for Study Abroad (or other designated staff member) will work with the primary Faculty Director, academic departure chair(s), and college dean(s) to identify another TU faculty and/or staff member OR local faculty member in the host country to teach the course(s) associated with the program.
- Every effort will be made to continue the program while ensuring the academic integrity of the associated course(s). If appropriate arrangements cannot be made the program may be cancelled.

PARTICIPANT NUMBERS

Target minimum and maximum enrollment numbers will be determined during the program development phase. Faculty Directors are typically expected to lead a group of at least 18 students without the addition of a Faculty/Staff Assistant but this may vary depending on the nature of the program. Programs will typically not exceed 25 participants.

III. FACULTY-LED STUDY ABROAD PROGRAM BUDGETS

All Towson University faculty-led study abroad programs are wholly self-supporting. This means that all costs of offering the program, including the faculty salary and expenses, must be covered by the program fee charged to the students. Regular TU tuition and fees are NOT charged for faculty-led study abroad programs; instead, a unique fee is set for each individual study abroad program, depending on its costs. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program.
Program budgets are developed by the Study Abroad Office (in consultation with the Faculty Director).

The budget is based on a minimum target enrollment number. Should the minimum target enrollment not be met, every effort will be made to run the program if financially feasible.

For programs that exceed their minimum target enrollment, any significant 'surplus' funds generated beyond the original budget may be used to benefit the students in the form of extra activities/meals, the addition of a Faculty/Staff Assistant, and/or a reduction of the program fee as determined by the Study Abroad Office.

The Study Abroad Office handles the coordination of the program fees, registration, and billing with the Registrar’s and Bursar’s Offices.

FACULTY COMPENSATION

See the Faculty Directors/Assistants section above for policies regarding the number of faculty members associated with a program.

Salary

Faculty Directors are paid a fixed rate for teaching a short-term study abroad program and are not paid per course. The rate is $4,000 plus 8% fringe benefits for programs up to 30 days in duration.

If a second Faculty Director with equal teaching duties for one or more discrete courses is approved by the subcommittee, they will receive a full salary per the fixed rate indicated above. The two Faculty Directors may choose to split one full salary or take reduced salaries should the cost of two full salaries be prohibitive to the program budget.

If a second Faculty Director is approved by the subcommittee to co-teach the same course, one full salary per the fixed rate indicated above will be split between the two faculty members.

If a Faculty/Staff Assistant is approved by the subcommittee, they will not receive a salary but their program expenses will be covered as below.

Travel and Living Expenses

The following travel and living expenses are paid by the program for all Faculty Directors and Faculty/Staff Assistants:

- Roundtrip airfare from Baltimore/Washington/Philadelphia area to destination site. The Faculty Director must travel on at least the outgoing leg of a designated flight that will be available to program participants or group flight for all participants (varies by program).
- Roundtrip ground transportation to and from the U.S. departure airport. Up to $225 is allocated, and faculty must select a cost effective transport option per TU Business Travel Office guidelines.
- All ground expenses related to the program overseas as determined in the program budget.
- Accommodation while overseas per the program budget and/or provider. It is understood that to minimize expenses, accommodations will be comfortable but modest.
- Meals and incidentals stipend based on the length of the program and costs in the host country. In order to minimize expenses, the stipend is calculated as 50% of the U.S. Department of State foreign per diem rate for meals and incidental expenses in the host city(ies) with the exclusion of any meals included in the program (e.g. welcome and farewell dinners, daily breakfast if provided at a hotel, meals provided by a host family, etc.).
The study abroad program is never able to reimburse faculty for any costs incurred for accompanying family members or any other persons not enrolled in the study abroad program.

PROGRAM EXPENSES

Program expenses can be defined as either fixed or variable. Fixed costs do not change based on the number of participants – for example, the payments to the Faculty Director/Assistant. Variable costs are dependent on the number of participants – for example, room and board costs. It is important to be aware of which operational costs are fixed and which are variable, because the fixed costs determine the minimum funding necessary to run the program, and will thus determine the number of participants needed.

Typical program expenses may include, but are not limited to:

- Honoraria to lecturers, guides
- Classroom rental
- Ground transportation costs
- Guides at museums and sites
- Admission costs at museums and sites
- Tips to drivers, guides and for meals
- Housing for students and faculty
- Meals for students and faculty
- Faculty salary and airfare
- Faculty participation in program activities
- Local program related cell phone costs for faculty
- Health insurance
- Study Abroad administrative fee

The Study Abroad Office determines the final program budget based on consultation of program details with the program provider and the Faculty Director(s). All program budgets must be finalized with and approved by the Director of the Study Abroad Office. Once finalized, the budget cannot be changed except with the specific approval of the Director. Any expenses incurred by the Faculty Director which have not received prior approval (unless in case of extreme emergency) will not be reimbursed.

Upon return, the Faculty Director is responsible for settling all program related travel expenses. Receipts must be submitted in Tiger Travel for all expenses other than those paid for in advance as part of the group or for the authorized meals and incidentals stipend. Expenses incurred for which there are no receipts may not be reimbursed.

IV. PLANNING THE STUDY ABROAD PROGRAM

Once the study abroad academic program proposal is approved, the Faculty Director will be assigned a Study Abroad Office staff member and a meeting will be scheduled to discuss the planning and implementation of the program. Program development takes place during the summer prior to the year the program takes place.

By agreeing to direct a program abroad, faculty will have the opportunity to enjoy many of the benefits of overseas travel, but along with these are responsibilities that are not usually a part of regular teaching duties on campus. The following highlights the responsibilities of the Faculty Director of a short-term study abroad program as well as the administrative services the Study Abroad Office provides to support these efforts.

FACULTY DIRECTOR RESPONSIBILITIES

Program Design

- Identify appropriate course(s) and corresponding number of credits with the academic department(s) and college(s)
- Set admissions criteria in consultation with the Study Abroad Office
• Work with Study Abroad Office to determine host institution/provider abroad and provide Study Abroad Office with contacts (if any).
• Work with Study Abroad Office to determine program excursions and field trips, including possible experiential learning opportunities.

Recruiting

**Recruiting participants for the program is one of the primary responsibilities of the Faculty Director.** A minimum number of participants (per the program budget) must be enrolled in the course for the program to run. Study Abroad Peer Advisors (student returnees that work in our office) and Study Abroad staff are available to assist you with recruitment efforts upon request.

• Recruit participants on-campus through in-class presentations, information sessions, and colleagues
• Recruit participants off-campus through contacts at other institutions or organizations
• Refer to the *Faculty Director Study Abroad Program Marketing Guide* for recommended methods for marketing your program
• Utilize marketing materials created by Study Abroad Office and refer students to Horizons program page
• Monitor applications and student information in Horizons web-based management system and communicate with prospective and admitted students in lead up to program
• Respond to admission related requests from Study Abroad Office in timely fashion (if applicable)

**NOTE:** Due to the critical role the Faculty Director plays in recruitment for the program, faculty who will be absent from campus (sabbatical, extended leave, etc.) for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the Study Abroad Office for more information prior to submitting a proposal.

Pre-Departure Planning

• Provide the Study Abroad Office with any course-specific pre-departure materials which should be shared with the participants
• Prepare students for cultural experience in host country(ies)
• Read and be familiar with the contents of the *Faculty-Led Study Abroad Programs Handbook*
• Participate in Faculty Director training (required for first time leaders/assistants) arranged by the Study Abroad Office
• Participate in pre-departure student orientation arranged by the Study Abroad Office at predetermined date, time, and location
• Make arrangements for academic (e.g. note takers, recording devices, etc.) and/or other accommodations prior to departure if requested by students (see Academic and Other Accommodations section below) in consultation with DSS, and the Study Abroad Office
• Complete Tiger Travel authorization (and advance request if desired)
• Complete the online Faculty Contract prepared by the Study Abroad Office

While Abroad

• **Confirm the group’s safe arrival with the Study Abroad Office by email or phone within the first 24 hours**
• Accompany students, participating in all scheduled activities
• Teach/coordinate with any overseas faculty/lecturers
• Act as Resident Director in charge of the overall wellbeing of students
• Resolve any housing or other issues that may arise on-site
• Supervise excursions, coordinating with on-site staff if applicable
• Hold regular office hours/meeting times with students
• Ensure the onsite cooperating institution/organization is delivering services according to the contract (a copy is provided to the Faculty Director by the Study Abroad Office prior to departure). If problems arise, the Faculty
Director should alert the Study Abroad Office immediately so any discrepancies can be resolved in a timely manner.

- Facilitate intercultural learning and reflection on site
- Evaluate the students’ work
- Communicate with the Study Abroad Office regarding any incidents, necessary changes to the program, etc. throughout the program
- Report any incidents or issues in accordance with Title IX regulations
- Report any crimes in accordance with the Clery Act (in their capacity as temporary designated Campus Security Authorities for the duration of the program abroad)

Upon Return

- Submit grades (in conjunction with the Study Abroad Office, if applicable) within 30 days of the conclusion of the program
- Complete Tiger Travel expense reconciliation within one week of the program return date
- Submit a written report of the program to the Study Abroad Office within 30 days of return

STUDY ABROAD OFFICE ADMINISTRATIVE SERVICES

Program Design

- Investigate and evaluate program location, proposed activities, security situation, service provider
- Serve as resource for Faculty Director/Assistant on all issues relating to study abroad
- Consult on risk issues such as student health, insurance, and safety
- Prepare program budget
- Negotiate contract with third party provider
- Commit to running the program if at all financially feasible, even if enrollment targets are not met
- Set up course sections in PeopleSoft and corresponding Blackboard sites
- Register and bill students for study abroad programs under term in which program takes place
- Arrange training session for all new Faculty Directors and Faculty/Staff Assistants (optional for repeat Faculty Directors/Assistants)

Recruiting

- Create program page in Horizons
- Provide print marketing materials to Faculty Directors
- Supplement student recruiting through typical Study Abroad Office recruiting mechanisms online and in print
- Prepare financial aid budgets for students as requested
- Collect and evaluate online student applications based on established admission criteria
- Collect program deposits from students
- Send out admission emails to students (Faculty Directors are copied on all admission emails)
- Collect medical information and accommodations requests from students and share with Faculty Director(s)

Pre-Departure Planning

- Meet with Faculty Directors/Assistant to aid and prepare them for their overseas programs
- Finalize arrangements at host site regarding logistics such as housing, meals, ground transport, etc. (often in coordination with on-site agency/organization or third party provider and Faculty Director)
- Identify designated flight or group flight to program destination in consultation with Faculty Director
- Share flight itinerary and arrival information with admitted students
- Arrange mandatory pre-departure orientation session at a predetermined date, time, and location
• Assist with arrangements for academic (e.g. note takers, recording devices, etc.) and/or other accommodations as needed prior to departure if requested by students (see Academic and Other Accommodations section below) in consultation with DSS, and the Faculty Director
• Enroll students in U.S. State Department Smart Traveler Enrollment Program (registering with U.S. embassy)
• Enroll students and Faculty Directors/Assistants in TU Study Abroad insurance policy
• Arrange for all program payments to provider

While Abroad

• Serves as University communications contact while students and Faculty Director are overseas; Study Abroad Office staff member reachable through TU Police emergency number at all times
• Report any sexual harassment complaints in accordance with Title IX regulations and university policy
• Report any crimes in accordance with the Clery Act (in their capacity as permanent designated Campus Security Authorities) and university policy

Upon Return

• Collect, collate, and distribute evaluation data from students
• Submit grades provided by Faculty Director(s) (if applicable) within 30 days of the conclusion of the program

V. APPLICATION AND ADMISSION PROCESS

APPLICATIONS

• The Study Abroad Office has a standard on-line application form for all faculty-led programs. A complete on-line application includes the following:
  o Current transcript (unofficial or official for TU students, official for non-TU students)
  o Personal statement of interest in the program
  o Copy of the information page of student’s passport (if unavailable at time of application students must agree to submit one prior to departure)
  o $250 deposit. Experience has shown that this requirement reduces the likelihood of withdrawals. The deposit is non-refundable except in the case of program cancellation or extenuating documented circumstances as determined by the Study Abroad Office and the program provider.

• If Faculty Directors wish to supplement this data or establish specific eligibility requirements (e.g. specific prerequisites, GPA higher than 2.5, etc.) they should discuss it with their study abroad staff member when developing the program. All requests must be approved by the Director for Study Abroad.
• Faculty Directors may not require in-person meetings with applicants as part of the admission process unless there are extenuating circumstances. All requests must be discussed with the study abroad staff member when developing the program and be approved by the Director for Study Abroad.
• Applications must be submitted through Horizons (https://towson-horizons.symplicity.com/).
• Faculty Directors may view applications and communicate with students through the Horizons system (see the Horizons Faculty Director User Guide for instructions) and are encouraged to check the number and status of applications for their program frequently.
ADMISSION PROCESS

- Applications are processed by the Study Abroad Office.
- Applications are often initiated by a student but not completed. Students with incomplete application will be contacted by the Study Abroad Office periodically. Faculty Director(s) are encouraged to reach out directly to students with incomplete applications.
- Applications will not be processed until all items are received. Spaces cannot be 'held' for students.
- Admission is made on a rolling basis. If a waitlist becomes necessary, students will be admitted on a first come, first serve basis.
- Complete applications will be reviewed by the Study Abroad Office based on the admission criteria agreed upon at the time of program development and approved by the Director for Study Abroad. Any eligibility requirements or preferences must be stated on the program page. Student applications not meeting the stated eligibility criteria will be referred to the Faculty Director for determination on admission.
- The Study Abroad Office will send out admission decisions (Approved, Denied, Waitlisted, Cancelled) to students via email and copy the Faculty Director. Faculty Directors are encouraged to email each student to welcome them to the group.
- Should the student wish to withdraw from the program for any reason after admission, only recoverable expenses may be refunded (see section above). Towson University standard withdrawal/drop/add deadlines do not apply. The student must submit his/her intention to withdraw in writing to the Study Abroad Office. Email notification is acceptable. **If a student indicates possible intention to withdraw from the program at any time please notify the Study Abroad Office immediately.**

REGISTRATION

- Students accepted into Minimester and Spring Break programs will normally be registered by November 15, and students accepted into summer programs will normally be registered by April 15.
- Upon registration, the student will be billed for the full balance of the program fee by Towson University. Payment schedules and deadlines follow the University calendar for that particular term.

VI. FINANCIAL AID AND SCHOLARSHIPS FOR FACULTY-LED STUDY ABROAD PROGRAMS

Federal financial aid is not available for Minimester programs per se. However, students may request an increase in their award for the subsequent spring term to help them cover the program fee and related costs. Students may apply for additional federal financial aid for a summer program if the student completes a minimum of 6 credit hours over the course of the summer including non-study abroad courses.

Students who wish to apply for aid for study abroad must request a Study Abroad Budget from the Study Abroad Office and consult the TU Financial Aid Office.

The Study Abroad Office has scholarship funds available for students participating in faculty-led programs abroad. Students should submit applications through Horizons by October 15 for Minimester/Spring Break, and March 15 for summer. Students may also be eligible to apply for additional scholarship funds from outside sources. Information on scholarship resources is available on the Study Abroad Office website.
VII. FACULTY DIRECTOR PRE-DEPARTURE RESPONSIBILITIES

Program orientation begins when students first see a program flyer or visit the program page and continues throughout the pre-departure process. Because of this – and also because all materials and oral presentations can constitute contractual agreements – all distributed information about the program needs to be clear and accurate.

WHAT TO DISCUSS IN YOUR PRE-DEPARTURE ORIENTATION MEETING(S) WITH YOUR STUDENTS

A pre-departure orientation meeting will be held in conjunction with the Study Abroad Office after the participants for programs have been selected. This date, time, and location will be determined in advance by the Study Abroad Office.

The Study Abroad Office will facilitate a 45-minute session covering logistical and administrative matters such as billing, registration, health insurance, money, general health and safety abroad, travel documentation, travel arrangements, modes for communication, and cultural adjustment issues. Faculty Directors will then facilitate breakout meetings and should be prepared to discuss program specific details with the group including the course syllabus and assignments; academic and behavioral expectations; program itinerary; packing (what to bring and what not to bring); safety, health, legal, environmental, cultural, and religious conditions in the host country; potential health and safety risks in the host country; and appropriate emergency response measures.

The Study Abroad Office will provide each student (and Faculty Director/Assistant) a study abroad orientation packet which contains general information on these issues, as well as on the host site for their program. Faculty Directors should provide additional materials to the Study Abroad Office in advance to be included in the orientation packet.

Faculty Directors should hold additional group meetings with students prior to departure. This will allow the students to get to know them and each other. It will also provide more time to discuss expectations and motivations for participating in the program. In their evaluations, students express a desire for more of these types of meetings.

SETTING ACADEMIC AND BEHAVIORAL EXPECTATIONS FOR THE GROUP

On faculty-led study abroad programs, students are required to attend all classes and all excursions which are a part of the program itinerary. The only acceptable excuse for missing a class or an excursion is illness. Faculty Directors should take attendance at all classes and excursions, and are encouraged to reduce the grade of any student who is late or absent from a class or required excursion.

Participants are expected to serve as ambassadors for both TU and the United States. It is often difficult for students to understand what is expected of them in this regard, so it is important for Faculty Directors to stress these issues in the pre-departure meeting(s) and again upon arrival. Students need to be aware that behaviors with minimal or no consequences at Towson may have major implications on the study abroad program. Students are bound by the TU Student Code of Conduct while overseas and any breach of the code may result in ramifications upon return to campus.

These topics should be presented repeatedly to students – not just at the pre-departure orientation but also after arrival in the host country. Topics include:

- Appropriate dress
- Local laws and customs
- Local mobility (which neighborhoods in the area are safe)
- Gender dynamics
- Youth/elder relationships
Food and meal etiquette
How to recognize signs of displeasure on the part of host country nationals
Safe behavior

ACADEMIC AND OTHER STUDENT ACCOMMODATIONS

Students are asked to self-disclose any disability (chronic medical or psychological condition, learning disability, ADHD, an autism spectrum disorder, or a mobility, vision or hearing disability, etc.) to the Study Abroad Office as early as possible after admission to their program. This information is collected in the ‘Post-Acceptance’ section of their application in Horizons and can be viewed by the Faculty Director once submitted by the student. Our office will also share this information with the Faculty Director as it becomes available.

Sometimes students are reluctant to disclose information formally to our office or may feel more comfortable self-reporting to you, their Faculty Director. If a student approaches you to discuss special needs or particular accommodations related to their study abroad program, please notify your assigned Study Abroad staff member so you can work together to address their needs. Our office does not meet with most faculty-led program applicants in person so if you have any concerns or questions pertaining to a participant, please let us know.

To request accommodations for study abroad, students must obtain a Confidential Memorandum for their specific term abroad from Disability Support Services and submit a copy to our office. Appropriate arrangements will be made to the extent possible including, but not limited to, housing, transportation, field trips, excursions, cultural activities, and classroom or test accommodations. If a student does not provide a DSS Confidential Memorandum, accommodations cannot be provided on the basis of a disability.

Arrangements for most academic accommodations (note taking services, recording devices, smart pens, extended testing time, etc.) are typically made by the Faculty Director just as if you were teaching a course on campus. If special circumstances unique to the study abroad program make providing these accommodations difficult, please let us know so we can consult DSS regarding possible alternate arrangements. Accommodations pertaining to non-academic components of the program (housing, transportation, additional on-site support) will be assessed and organized by the Study Abroad Office in consultation with DSS, the student, the Faculty Director, and the on-site provider (if applicable).

Don’t forget! Information related to a student’s disability is confidential and protected under FERPA. The student should be afforded the opportunity to meet with you and/or our office privately to discuss disability-related matters.

For more general information please see the Faculty Guide for Teaching and Accommodating Students with Disabilities at https://www.towson.edu/dss/faculty.html.

HEALTH AND SAFETY ISSUES

To support a healthy and safe experience, Towson University provides a comprehensive health insurance and travel assistance plan to all students as well as faculty participating on TU administered study abroad programs. This is not an optional benefit – every participant on a Towson University administered study abroad program will be covered by the TU Study Abroad Insurance and the cost is included in the program fee. Faculty Directors/Assistants, students, and parents are strongly advised to become familiar with the Towson University plan’s benefits and features available online at http://www.towson.edu/academics/international/abroad/current/healthsafety.html.

Note: All participants will be automatically enrolled and will have access to an individual ID card that includes contact information for plan services. Participants on Towson University study abroad programs do not need to sign up for the insurance plan.
Certain behaviors and activities cannot be condoned or implicitly supported by Towson University because they carry potential unacceptable risk both to the individual and to the University. Participants need to be alerted to the dangers of such activities during orientation and as necessary throughout the program. Because neither the University nor the Faculty Director can control the actions of any individual, Faculty Directors must ask students who intend to engage in any risky activities to sign a statement to the effect that they are doing so outside the auspices of the Towson University study abroad program. The signed statement thus documents that the student was informed of the potential risks of his/her behavior. Such activities include, but are not limited to:

- Bungee jumping
- Participating in political demonstrations
- Scuba diving
- Renting and operating motor vehicles of any type
- Solitary travel
- Other ‘extreme sports’

COMMUNITY BUILDING

Seasoned Study Abroad Faculty Directors report their biggest challenges abroad are not public transportation strikes, fluctuating currencies, or language barriers, but student behavior problems. Those who have successfully traveled with students for many years, advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, Faculty Directors should reinforce the message that study abroad is an academic experience and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is simply a travel opportunity. Also, Faculty Directors should refrain from referring to the experience as a “trip” and instead use the word “program,” as it denotes a difference between study abroad and a vacation. The concept of students as cultural ambassadors should be reinforced, emphasizing that their conduct will be seen as representative of the United States as well as the state of Maryland and Towson University. Students need to be reminded that while the consequences of poor behavior at TU reflect solely on themselves, their misconduct abroad will be attributed to the entire group. In addition, violations of the TU Student Code of Conduct abroad, may also have ramifications when they return to campus.

In addition, be honest with students about how their behavior reflects on the Faculty Director to their local colleagues. Most importantly, participants need to understand that the viability of a program rests in their hands. Offensive or indifferent behavior resulting in negative evaluations by colleagues abroad could lead to the discontinuation of a program in the future.

The Faculty Director might consider creating a student-faculty contract, specifically tailored to their program. This can be created in advance, or employed by a method of community building similar to that used in residence halls. Ask students to identify acceptable and unacceptable behaviors from which the group can agree upon and create a “contract” that the students sign prior to departure or on-site. In addition to the expected, “don’t be late for bus departures,” ask students to decide on actions to avoid such situations. For example, students can agree to check that everyone is awake at a certain time. The students may also agree upon consequences and/or group response to repeated offenses. Likewise, students should be informed of the procedure to follow if they experience the consequences (for instance, if they are left behind because they missed the field trip departure). There is no need for complete agreement — a majority vote should be the desired goal. A sample student-faculty agreement can be found at http://www.towson.edu/academics/international/abroad/faculty/programs/models.html.

It may be more important to emphasize what the students should do, rather than what they should not do. This applies to bystanders. For instance, if one student sees another student displaying inappropriate behavior, that
student should step forward to stop it. Faculty Directors should encourage this type of response, as well as the peer pressure that students with leadership skills can provide.

If Faculty Directors experience excessive complaining, the group could set specific times during the day when all complaining is allowed—then none is allowed throughout the rest of the day. This may seem like an extreme action, but it has been proven to work.

Faculty Directors can ask students to discuss how personality conflicts can undermine the atmosphere of the program. Faculty Directors should require students to determine procedures and methods for dealing with personality conflicts. Although it may seem like common sense, students may need to be regularly reminded to:

- Be polite and listen to one another
- Respect each other, leaders, and local people affiliated with the program
- Honor diversity and differences within the group
- Fight fair and attack the problem, not people
- Look for compromises

It can also be advisable to address sex and dating among program participants as well as with locals. Pre-departure discussion regarding the local culture’s receptivity to public displays of affection, gays and lesbians, and other issues may help to alleviate misunderstandings.

Faculty Directors should address any concerns about alcohol misuse and abuse up front. In addition to posing a health and safety risk, alcohol abuse is the primary source of behavioral problems and personality conflicts between group members. By addressing this issue in advance, Faculty Directors not only inform students of their concerns, but also alert them to possible past problems that have had a negative effect on the program. Many study abroad Faculty Directors state that this proactive approach has been successful in reducing the number of alcohol-related problems.

To begin this discussion, it is helpful to ask students to discuss the consequences of alcohol misuse, such as the following:

- Tardiness or poor attendance at classes and activities
- Negative student interactions as a result of alcohol-induced “bad” behavior
- Animosity/break down of community among members due to such behavior
- Poor reflection of group to local community/faculty/contacts
- Undue stress to Faculty Director/local coordinator that requires excessive attention and time

It can be useful to brainstorm with students on their perception of alcohol use in the host culture, comparing and/or contrasting with alcohol use in the United States, then sharing knowledge of alcohol use in the host culture, comparing and/or contrasting this with the students’ perceptions. In addition, students should be reminded of the difference between alcohol use and alcohol misuse/abuse. Excessive drunkenness in not tolerated in any country, and is, in fact, considered an illness/addiction in most cultures.

Lastly, this conversation should be reviewed before and after arrival on-site. Faculty Directors should be alert to group dynamics and address any concerns they may perceive. Don’t make light of incidents of abuse (such as joking about hangovers). Make sure stated consequences are followed up on. Follow previously stated guidelines if students violate agreed-upon rules.
PROGRAM FINANCES

Travel Authorization

Faculty Director(s) and Faculty Assistant(s) are responsible for submitting a Travel Authorization Form in Tiger Travel for all expenses related to the program as determined by the program budget. Guidance will be provided by the Study Abroad Office.

Program Expenses

Program expenses and Faculty Director/Assistant allowances, including the per diem meals and incidentals stipend, are determined by the program budget. **USM standard per diem rates do not apply.** Faculty Directors/Assistant cannot be compensated for any monies spent that were not previously authorized in the program budget except in case of emergency.

Faculty Directors/Assistants will receive a breakdown of allowable program expenses prior to departure from the Study Abroad Office.

Faculty Directors/Assistants may request a Travel Advance for the following:

- Meal and incidentals stipend for the Faculty Director/Assistant per the program budget
- Ground transportation within the U.S. per the program budget
- Any approved program expenses which cannot be paid in advance by the Study Abroad Office and must be paid for in cash on-site (e.g. purchasing minutes for provided cell phone)

**NOTE:** If a Faculty Director/Assistant submits receipts totaling less than the amount of the Travel Advance check at the conclusion of the program, they will need to pay back the difference to the Working Fund Office.

All other program expenses which cannot be paid in advance by the Study Abroad Office and must be paid for on-site should be paid using a Towson University Business Travel Credit Card, if possible. These expenses include but are not limited to:

- Program group meals included in budget
- Entrance fees to museums, sites etc. per the program schedule and included in the student program price
- Discretionary funds for additional meals, activities, excursions, etc. per the budget

**NOTE:** The primary Faculty Director is required to obtain and carry a Towson University Business Travel Credit Card for the duration of the program in case of emergency.

Expense Reconciliation

**IMPORTANT:** Faculty Directors/Assistant are responsible for reconciling all program related expenses in Tiger Travel in a timely fashion. Receipts are required for ALL expenses (paid in cash or using the Towson University Business Travel Credit Card) EXCEPT for the Faculty Director/Assistant’s authorized meals and incidentals stipend. Non-receipted expenses cannot be reimbursed. Also, please be aware that most credit cards now charge foreign transaction fees. A fee of 2% will be applied to all charges made outside the U.S. using the Towson University Business Travel Credit Card. In order to receive reimbursement for these fees, Faculty Directors should upload a copy of their Towson University Business Travel Credit Card statement (available on the Diners Club website) along with their other receipts. Foreign transaction fees are not reimbursed for any other credit cards.
VIII. GUIDELINES FOR ACCOMPANYING FAMILY MEMBERS

The Faculty Director of a study abroad program wears many hats: professor, chaperone, academic advisor, counselor, nurse/doctor, money manager, tour guide and even, at times, parent. The workload for programs abroad is thus much different, and often more demanding, than that of teaching a similar course on the TU campus. For this reason, we strongly encourage you to carefully weigh the pros and cons of having family members or other companions accompany you abroad during the time the program is in session. A good alternative is to have them join you at the conclusion of the program when you can spend time together free of your responsibilities to the group. Faculty Directors must remember that their first priority is to be available to the students in any potential emergency (or perceived emergency) 24 hours a day, 7 days a week for the duration of the program. Non-involved visitors and/or the demands of family responsibilities can be a distraction and an unwelcome source of additional stress for the faculty member, causing conflicts that can be to the serious detriment of the program.

Directors or Faculty/Staff Assistants intending to have accompanying persons on the program must inform the Study Abroad Office during the development phase of the program to verify feasibility. All accompanying non-participants and the faculty member are required to sign and submit the Faculty-Led Study Abroad Program Accompanying Family Member/Companion Agreement to the Study Abroad Office at least four weeks prior to departure and must agree to adhere to the relevant policies outlined in this section of the handbook.

Accompanying family members or companions, if not enrolled as full participants in the program, are not considered in any way to be affiliated with the program or representatives of Towson University. Accordingly, the following issues must be considered prior to the program.

MINOR CHILDREN

Children under the age of 18 must be under the supervision of an adult other than the Faculty Director or Faculty/Staff Assistant at all times. Supervision of minor children is the sole responsibility of the parent(s). At no time should a program participant be asked to care for or supervise a child of a faculty member.

FAMILY MEMBERS/COMPANION’S PREPARATIONS FOR THE TRIP

Family members/companions will not be reflected on the program participant list, and therefore will not receive program communications or be invited to the program orientations or meetings. Faculty Directors are encouraged to share information with their family members/companions about the country, anticipated activities, and the risks involved. In whatever way possible, family members/companions should investigate the safety issues related to the trip.

PROGRAM RESTRICTIONS

Although family members/companions are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety and liability reasons. Family members/companions should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants, and that their involvement in group activities may be prohibited by the Study Abroad Office or on-site provider if deemed necessary.

FEES AND EXPENSES

Family members/companions are responsible for paying all fees and expenses incurred overseas according to conditions pre-arranged by the Study Abroad Office. If a family member/companion attends a class or excursion with the program participants, he/she must pay any fees or expenses involved. Family members/companions may only
attend classes or excursions on a space-available basis, and with the permission of the instructor, local coordinating agency/organization, and the Study Abroad Office.

**TRAVEL EXPENSES**

It is the policy of the University System of Maryland that Faculty Directors will not be reimbursed for any travel expenses incurred on behalf of family members/companions. Careful records must be maintained by the Faculty Director to ensure separation of expenses of any family members/companions from the reimbursable expenses of official travelers. Any additional costs incurred due to stopovers, route modifications, or mode of transport made for the convenience of the family members/companions will be borne entirely by the Faculty Director.

**PROGRAM-RELATED DUTIES**

Family members/companions may not have any official duties (chaperone, driver, assistant, etc.). Family members/companions are not protected by Towson University liability insurance for any actions taken abroad, and are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for his/her overseas activities.

**MEDICAL INSURANCE**

Family members/companions must have their own medical insurance coverage for the period of the program.

**IX. ON-SITE RESPONSIBILITIES**

The Faculty Director should fulfill the following duties on-site:

- Provide an initial on-site orientation to introduce the students to the host site and culture (may be in conjunction with on-site program organizer)
- **Contact the Study Abroad Office within 24 hours after arrival to confirm all participants are safe and accounted for**
- Notify the Study Abroad Office immediately if any student leaves the program
- Be responsible for the academic integrity of the course and coordinating class activities
- Cooperate with other on-site faculty members or staff regarding the program objectives
- Act as liaison between the students and any individuals or entities providing services to the program
- Ensure the onsite cooperating institution/organization is delivering services according to the contract (a copy is provided to the Faculty Director by Study Abroad Office prior to departure). If problems arise, the Faculty Director should alert the Study Abroad Office immediately so any discrepancies can be resolved in a timely manner.
- Enforce the policy that non-program participants are not allowed to accompany the participants on program-sponsored excursions or activities
- Communicate academic and disciplinary roles clearly to the students.
- Respond to any emergency situations or serious incidents which may arise (e.g. illness, accident, crime involving participant(s), severe behavioral issues, natural disaster, political uprising) and **notify the Study Abroad Office as soon as possible by email or phone** (see section on Emergencies)
- Report any sexual harassment complaints in accordance with Title IX regulations and university policy
- Report any crimes in accordance with the Clery Act (in their capacity as permanent designated Campus Security Authorities) and university policy
- **If a sexual harassment, crime, or other health and safety incident should occur, faculty must complete a TU Study Abroad Incident Report form** (see Appendix)
- Itemize usage of any fund advances and other necessary expenses and collect receipts which will be submitted for reconciliation upon return to the U.S. **Never loan students program or personal funds unless it is an extreme**
emergency. Faculty Directors will not be reimbursed by the University for loaning money to participants unless authorized in advance by the Study Abroad Office.

Meet with students regularly throughout the program to discuss non-academic issues. Topics for discussion may include cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions build group cohesiveness and alleviate possible divisions.

Be aware of possible indicators of culture shock. These can include: feelings of helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture; increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. Most, though not all, students experience some level of culture shock. The concrete indicators of culture shock vary greatly from individual to individual.

SAFETY AND SECURITY ISSUES

Safety is a prime concern of all who are involved in study abroad ventures – participants, their families, advisers, TU, the host institutions, Faculty Directors, Study Abroad Office staff and any other TU personnel associated with our programs. It is generally considered that study in a foreign country is no more dangerous than study in the United States. On the other hand, there are risks that are unique to settings abroad and, when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support.

The provisions of the Family Rights and Privacy Act (Buckley Amendment) often come into conflict with (a) the Study Abroad Office and leaders’ needs to have full information about the participants we serve, and (b) the desire of parents and the Study Abroad Office/TU to be briefed fully when something goes wrong. This conflict is not unique to study abroad – the issue is faced continually on campus – but it does pose a more delicate challenge in study abroad situations because of the heightened sensitivities and the distance involved.

If students or parents should inquire about how TU deals with safety and security issues, the following information should be provided:

“TU is dedicated to offering a wide variety of study abroad opportunities to meet the needs of a diverse student population and is committed to maintaining a safe and secure environment for its students. TU recognizes the importance of establishing policies and procedures in the effort to protect the safety and well-being of study abroad participants, while acknowledging that no single plan can address all contingencies. Listed below are a few of the ways TU strives to keep study abroad, before and during participation, as safe as possible:

- The Study Abroad Office regularly and responsibly monitors safety issues in each of our program locations. A review of all study abroad programs is conducted in which safety, security, and overall quality are measured.
- All participants are required to attend one or more pre-departure orientation sessions that stress safety issues and understanding cultural differences.
- Emergency procedures are in place, including medical and general emergency evacuation procedures. In any emergency, the Study Abroad Office will be in contact with faculty and students abroad as necessary.
- Towson University provides an international health insurance and travel assistance plan to all students participating on Towson University Study Abroad Programs.

Country-specific information where programs will visit is included in the program orientation packet. Additionally, the Study Abroad Office enrolls all TU program participants in the U.S. State Department Smart Traveler Enrollment Program (STEP) for the respective host country prior to departure. It is the Faculty Director’s responsibility to be familiar with the U.S. State Department website (http://travel.state.gov) regarding safety and security updates.
pertaining to the program destination. The Study Abroad Office will notify of any updates occurring while programs are abroad.

Students should be advised to avoid travel to or through any location where tensions exist and travel may be dangerous. Travel to countries (or areas within countries) with Level 3 or 4 U.S. Department of State Travel Advisories by TU faculty or staff leading or assisting with a faculty-led study abroad program and students enrolled in TU faculty-led programs is prohibited unless specific pre-authorization has been granted by the appropriate university oversight committee. Students will be required to sign a waiver confirming they have reviewed the U.S. Department of State Travel Advisory for the host country(ies) as a component of the online application.

**On-Site Safety**

The Faculty Director is responsible for communicating applicable codes of conduct and the consequences of noncompliance to participants. In the event there are U.S. State Department public announcements, worldwide cautions, changes in travel advisories, the Study Abroad Office will communicate with Faculty Directors abroad, program participants, and emergency contacts (if appropriate). Faculty Directors should relay any applicable information to group participants and the on-site provider.

In the event of a local, regional or global crisis, Faculty Directors should maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants so they can better secure their safety. Also, *in emergency situations the Faculty Directors must contact the Study Abroad Office as soon as possible to confirm the wellbeing of the group and discuss appropriate actions as needed.*

Faculty Directors must also brief students on safe behavior, depending on the local situation and culture. This may include advising students to maintain a low profile, avoid crowds and protest groups, restaurants, and locations where Americans are known to frequent.

Students should keep up with local news through online media outlets, radio, and television and, in the event of disturbances or protests, NOT get involved. Students should be asked to use common sense and caution when divulging information to strangers about themselves, the program, and their fellow students.

In cases of serious health problems, injury, or other significant health and safety circumstances, Faculty Directors must follow the emergency procedures as indicated in this handbook. To review TU’s student conduct policies including the Drug and Alcohol Policy, the Policy on Sexual Harassment, and the Statement on Sexual Assault, go to [http://www.towson.edu/studentaffairs/policies](http://www.towson.edu/studentaffairs/policies).

**Sexual Harassment and Title IX**

In accordance with university policy and Title IX regulations, Study Abroad Faculty Directors and Assistants are required to report any sexual harassment complaints.

**Clery Act Crime Reporting Requirements**

In accordance with university policy and the Clery Act, Study Abroad Faculty Directors and Assistants are required to report any crimes that occur during the course of the program.

Due to the unique responsibilities associated with leading a study abroad program, it has been determined that all Study Abroad Faculty Directors and Assistants meet the criteria for ‘Campus Security Authorities’ (per Clery Act regulations) for the duration of the study abroad program. The function of a Campus Security Authority is “to report to the Towson University Police Department allegations of Clery Act crimes that he or she receives.” All Faculty
Directors and Assistants will be automatically enrolled in the TU CSA community in Blackboard and will receive an email from the TUPD with instructions on how to complete the mandatory training.

**Note:** If a sexual harassment, crime, or other health and safety incident should occur, faculty must complete a TU Study Abroad Incident Report form (see Appendix)

**Transportation and Vehicle Safety**

Use of automobiles driven by faculty and students should be avoided. All risks associated with travel in the U.S. are present, as well as difficulties involving cars, roads, laws and traffic, all of which will, to varying extents, be governed by customs and rules different from those found in the United States. While these risks may be managed with experience, obtaining valid and effective insurance in the countries being visited may be problematic.

When traveling on program-related activities, participants should be transported via public transportation or in vehicles rented by TU for that purpose and driven by professional, hired drivers.

**EMERGENCIES ABROAD**

The safety and wellbeing of students and faculty participating in a Towson University study abroad program is of utmost concern. Faculty Directors of a short-term program abroad may find themselves facing an emergency involving one of more of the students who are in their care, or an emergency of their own. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs after a weekend away. While it is impossible to plan for all contingencies, the Study Abroad Office needs to follow procedures that will allow for reaction in a responsible and levelheaded way when emergencies do arise. We need to provide, in a consistent and predictable way, for the safety and well-being of our students. We also need to take reasonable and prudent measures to limit the University’s legal liabilities.

The Study Abroad Office is responsible for coordinating the University’s management of emergencies affecting participants in Towson University Study Abroad Programs. It is the responsibility of Faculty Directors of a Towson University program to follow the procedures outlined below and to be sure to inform students about these procedures upon arrival on-site.

**What is an Emergency?**

For study abroad purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

- Physical assault
- Disappearance or kidnapping of a student
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect the students’ safety and well being
- Arrests or questioning by police or other security forces
- Any legal action involving a student
How to Prepare for Emergencies

The Study Abroad Office registers all participants on TU study abroad programs in the U.S. State Department Smart Traveler Enrollment Program (STEP). **Once on site, students should be informed of the location of the nearest U.S. Embassy.**

Health and medical care are important topics to be discussed with students and should be incorporated into the orientations and discussed at other points throughout the program. Students should be reminded to notify the Faculty Director immediately about any health problems that may arise. The need for hospitalization can often be prevented by prompt treatment. The program’s location is a major factor in health risks and available medical care. Faculty Directors are responsible for doing appropriate research to compile a list of reputable local medical clinics or hospitals, in consultation with local program coordinators (if applicable).

If the students are to be housed with local families, the families should be informed that they are required to notify the Faculty Director immediately of any emergency involving the student(s) in their care. If the students are housed in a residence system or other rented facility, the local housing supervisor must be similarly informed. If the Faculty Director is not being housed with the students, the students must be given the address and phone number of where they are staying. They should carry this with them at all times.

The primary Faculty Director is required to obtain and carry a Towson University Business Travel Credit Card for the duration of the program in case of emergency.

**On-Site Briefing for Students**

Faculty Directors should explain to the students that they are required to inform them about any emergency, and they will in turn contact the Study Abroad Office as soon as possible in order to report the emergency. Faculty Directors should assure students that this information will be treated with the strictest confidentiality, and that it will be shared only on a “need to know” basis. Participants should also be informed that if a crisis involving a student is serious enough to jeopardize his or her safety or wellbeing, the emergency contact given on the affected student’s application will be informed.

Faculty Directors should discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the type of things that can happen when walking down a street alone at night in a foreign city. It’s helpful to get very specific about safe and unsafe behavior, such as certain types of sexual behavior and how to dress and behave to avoid unwanted attention.

Participants should be instructed where to go in case of a terrorist attack. Unless movement will jeopardize their safety, it is suggested that all students meet at their place of residence to be accounted for and to receive further instructions.

Faculty Directors, in conjunction with local program coordinators (if applicable), must provide students with a list of names and phone numbers for:

1. 24-hour emergency contact
2. Nearest U.S. Embassy
3. Law enforcement/police department
4. Nearest hospital/emergency facility and English-speaking doctors and/or health care providers

All participants are provided with a wallet-sized “EMERGENCY CONTACT CARD” with space on the back to include local contact numbers.
Responding to Emergencies

Emergencies range from the irritating but benign (a lost or stolen passport, for example) to the imminently dangerous (motor vehicle accidents; political coups). Each situation must be assessed in its own context. In all cases, Faculty Directors must complete a TU Study Abroad Incident Report Form for each occurrence (see Appendix). Faculty Directors must maintain daily contact with the Study Abroad Office and with host country informants. Members of the host culture may be best able to assess the seriousness of any given situation and provide excellent advice.

In an emergency, the Faculty Director’s first responsibility is to safeguard the safety and wellbeing of the program participants. They should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. All expenses relating to the management of a reported emergency will be covered or reimbursed.

When all has been done to reasonably ensure the students’ wellbeing, the Study Abroad Office should be notified as soon as possible to be fully informed about the situation (an e-mail is sufficient if no further action is needed). Faculty Directors can reach a Study Abroad Office staff member through the University Police 24-hours a day, 7 days a week at 410-704-4444. University Police have contact information for all SAO staff and other appropriate individuals on campus. During an ongoing crisis, Faculty Directors must keep the SAO informed on a regular basis through telephone or e-mail until the crisis has passed.

Faculty Directors should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they may require. If there is a continuing risk to the students (during a terrorist threat, for example), they should ask the appropriate Embassy or Consulate official to advise on a regular basis about the evolution of the crisis, and about how the Faculty Director and the students should respond.

In any other sort of emergency, the Faculty Director should notify the local police about the situation, if they and the Embassy feel it is appropriate; then follow the procedures the police may require of them and/or the student.

During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, students should be told to keep a low profile. They should avoid demonstrations, avoid behavior that could call attention to themselves, avoid places where Americans are known to congregate, and avoid using luggage tags and wearing clothing which identifies them as Americans.

It is highly unlikely that participants will need to be evacuated from a site abroad. In many situations, it is much safer to lie low than to draw attention to the group through an evacuation process. The Study Abroad Office will, however, bring students and Faculty Directors home if a situation was to deteriorate to the point where the degree of potential risk to participants was deemed unacceptable. If this unlikely event were to happen, the Director of the Study Abroad Office, in consultation with the insurance company, Faculty Director, the U.S. Embassy and State Department, and the TU Study Abroad Crisis Management Team, would develop an evacuation plan in as much detail as possible. The plan would be transmitted to the Faculty Director in confidence, and officials on the home campus would work closely with the Faculty Director throughout the evacuation process.

In general, Faculty Directors must follow these guidelines when communicating with the students during an emergency situation:

- **Share information**: Give students as much, and as accurate, information as possible. Document the situation and communicate with the Study Abroad Office on an ongoing basis.
- **Assess the situation**: How long will it last? Is it an inconvenience or a threat?
▪ **Keep calm, and keep others calm**: Do not panic. Discourage students from gossiping and thus escalating the situation.

▪ **Give participants choices**: In an emergency, allow students when possible to make their own informed decisions about whether to leave the program or to stay. Remember that this option is only ethical when students have enough information to make a reasonable choice. In a serious emergency, the TU Study Abroad Crisis Management Team will determine whether the program will continue and possible evacuation procedures.

**If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:**

1. Dial the TU Police at 001-410-704-4444
2. Identify themselves as a TU study abroad student and give the country where they are currently located
3. State their name
4. Tell the person what is wrong
5. Tell the person how to contact them
6. Respond to questions and listen carefully to any instructions

**Medical Emergencies**

If case of a medical emergency, if the Faculty Director is not available, participants should be instructed to call the AXA Travel Assistance Services Center, as soon as (or even prior to) a student seeks medical treatment. In addition to assisting with treatment, they may be able to arrange direct payment.

**Emergency Assistance**: AXA Travel Assistance Services Center

- Toll Free from within the U.S., Canada, Puerto Rico, US Virgin Islands, and Bermuda at 1-855-327-1414
- Email: medassist-usa@axa-assistance.us

The following services are included in the program: referral to the nearest, most appropriate medical facility and/or provider; medical monitoring by board-certified emergency doctors in the home country; urgent message relay between family, friends, personal doctor, school, and insured; guarantee of payment to provider and assistance in coordinating insurance benefits; arranging and coordinating emergency medical evacuations, emergency reunions and repatriation of remains; emergency travel arrangements for disrupted travel as the consequence of a medical emergency; referral to legal assistance; assistance in locating lost or stolen items including lost ticket application processing.

**DISCIPLINARY PROBLEMS**

If the Faculty Director experiences disciplinary or behavior problems with students, they should be dealt with immediately. If allowed to continue, they may adversely affect the atmosphere and morale of the entire group. Depending on the circumstances, the Faculty Director may wish to discuss the problem individually with the student(s) concerned, or discuss it openly during a general non-academic meeting with the group. If the behavior persists after discussion, put into writing the expected change and the consequences if the behavior does not change. Have the students sign this, and email or fax a copy to the Study Abroad Office. Should the inappropriate behavior persist, the Study Abroad Office will fully support a decision to dismiss the student(s) from the program.

The Study Abroad Office should be notified immediately about any serious disciplinary problems with any student on the program, whether or not arrest is involved. In less serious cases, mediation by the Study Abroad Office may be required. In serious cases, the student may be dismissed from the program and sent home with no credit awarded
and no refund. Damage control may be necessary at the host site and within the local community. The Faculty Director should make amends for inappropriate behavior in a culturally appropriate way.

In cases of arrest, TU assumes no financial responsibility for legal aid to students. However, it is appropriate for the Faculty Director, with the Study Abroad Office, to assist students in contacting their families and appropriate government offices.

Students using or selling illegal substances will be immediately dismissed from the program, with no credit awarded and no refund.

Alcohol Use

Laws concerning alcoholic beverages vary greatly from country to country and that in many countries abroad it is perfectly legal for university students to purchase and consume alcohol. In general, it is wise to follow these guidelines:

- Students should be educated about legally and culturally appropriate behavior regarding alcohol, as well as the consequences of inappropriate behavior.
- Be aware that alcohol abuse is not tolerated anywhere in the world and will not be tolerated on TU Study Abroad programs. Violation of local laws and/or TU policy may result in immediate dismissal from the program.
- Responsible use of alcohol is required on the part of the Faculty Director as well as each program participant.

Responsible use of alcohol includes the following:

- Abiding by the laws of the country visited
- Not missing scheduled events because of the effects of alcohol consumption
- Not becoming ill due to the effects of alcohol consumption
- Being respectful of others sharing the same housing, and avoid congregating in loud groups for social purposes
- Not engaging in inappropriate behavior towards others as a result of alcohol consumption
- Not engaging in behavior that is destructive of property as a result of alcohol consumption
- Not engaging in behavior that causes embarrassment to the other members of the group and the in-country hosts as a result of alcohol consumption
- Not facilitating, encouraging, or ignoring a fellow participant who is abusing alcohol.
- Not transporting quantities of alcohol to program sites with the intent of sharing it with the other members of the group

Sending Students Home

Severely problematic students (threatening the safety of themselves or other participants, or causing general disruption to the group) may need to return to the U.S. early. Faculty Directors may decide to send individual students home in response to:

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program’s relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group’s morale
- An emotional crisis which greatly affects the individual: death of a program participant, or death or serious illness in the family
Serious illness, either physical or psychological

The Faculty Director, in consultation with the Study Abroad Office and the TU Study Abroad Crisis Management Team, may decide to cancel the program in response to:

- Death of a program participant
- Kidnapping of a program participant
- An outbreak of highly infectious disease at the host site
- A natural disaster
- A political or civil emergency
- A terrorist attack or significant threat

The decision to send students home, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families and difficulty in re-establishing the program in future. It is therefore essential when contemplating an expulsion or an evacuation to consult immediately with the Study Abroad Office who will, in turn, consult with other appropriate offices on the TU campus.

In the case of serious illness, injury, or other emergency incurred by the Faculty Director, the designated alternate Faculty Director may be called upon to take their place. This will be determined in discussion with the Study Abroad Office, the alternate Faculty Director, and, if possible, the original Faculty Director.

FERPA/Buckley Amendment

FERPA (the Buckley Amendment) regarding the privacy of student records may conflict with the desire of parents and others to be fully briefed on both student progress and on-site emergencies. Students participating in TU programs are given the opportunity to sign a release form which recognizes that program staff will disclose information to their families in the case of a medical emergency. If the Faculty Director believes that certain information must be disclosed for a participant’s wellbeing without his/her consent, they should first contact the Study Abroad Director who will seek the advice of University Counsel. In rare cases when that is not possible – in cases of a serious and urgent medical emergency, for example – the best guideline is to act in the way which will be of most benefit to the student. Remember to document all emergencies thoroughly on the Study Abroad Incident Report form (in Appendix) and to communicate with the Study Abroad Office about the situation as soon as possible.

It is inappropriate to communicate with parents about a particular student’s grades, personal relationships, or cultural adaptation without prior permission from the student.

X. POST-PROGRAM ACTIVITIES

The Faculty Director should coordinate the grades with the Study Abroad Office within 30 days of the program’s conclusion (see section II.B).

The Faculty Director is responsible for reconciling all program related expenses in Tiger Travel within one week after the program return date. Faculty Directors must also submit a program report to the Study Abroad Office within 30 days after the program ends (see Appendix for report guidelines). This Faculty Director report is critical to the program process, as insights, suggestions and lessons learned are incorporated into the planning for future programs.

Finally, the Faculty Director is encouraged to organize a meeting with program participants after returning to campus to discuss the program in hindsight. Collecting student comments and responses is very helpful for planning future study abroad programs, as well as provides closure for program participants.
Many Faculty Directors maintain contact with their students following the program. This can help to assist them with their readjustment and possible reverse culture shock. Reassure them that it can be just as difficult to adjust to returning home as it was adapting to a new culture. Remind them to take time to re-acclimatize. They can also be asked to help recruit for future study abroad programs – remember they can be the best advocates!
XI. APPENDIX

A. TU FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL REVIEW CONSIDERATIONS
B. HORIZONS FACULTY DIRECTOR USER GUIDE
C. STATEMENT OF RESPONSIBILITIES AND OBLIGATIONS
D. TU STUDY ABROAD INCIDENT REPORT
E. GUIDELINES FOR THE STUDY ABROAD PROGRAM REPORT
A. TU FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL REVIEW CONSIDERATIONS

General
- How many programs, disciplines, and locations are needed for each term?
- How many programs (repeat and new) can be managed based on Study Abroad staff resources for each term?

Appeal/Demand
- What is the anticipated student interest/demand in the course(s)?
- What is the anticipated student interest/demand in the location/region?
- How many students are enrolled in the majors and/or minors relevant to this program?
- Is the program open to students from a wide variety of disciplines or does it satisfy a specific need?
- Which students will this program appeal to?

Academics
- Does the course(s) fulfill specific requirements (major, minor, core)?
- Does the course(s) have prerequisites? If so, will this limit the applicant pool?
- Is the program cross listed across disciplines?
- Is the program being initiated jointly with another department, another college within TU and / or another university (if this benefits the department and/or students)?
- Is the program designed to develop and facilitate inter-cultural learning?
- What types of learning activities are featured in the course(s)?
- How does the location enhance the academic and cultural content of the course(s)?
- Does the program include opportunities for cultural immersion/exposure to the local culture?
- Does the program meet the recommended guidelines for the # credits being awarded?

Location
- Is the proposed location ‘safe’ as determined by U.S. State Department/CDC guidelines and according to TU institutional travel policies?
- Is this a non-traditional destination and/or priority country for study abroad?
- Are adequate medical services available in the host location?
- What housing options are available?
- What support services are available?
- Will the group have access to public transportation?
- Does the faculty member have previous experience or expertise in the region/country?
- How many other study abroad options are available in this country/region?

Feasibility
- Is the program itinerary feasible/realistic?
- Do program providers operate in this location?
- Will the program be affordable?
- Will the program budget support more than one faculty director or a faculty assistant?
- Are there other sources of funding to support the program (grant, subsidy, scholarships)?
- Is the program sustainable (one-time program or plans to repeat)?
- What were the previous enrollment numbers for the program (repeat programs only)?
- Does the faculty member have ideas for promoting the program and recruiting students?
Horizons Faculty Director User Guide

Updated: September 2013
Horizons
Logging On and Set Up

- Go to https://towson-horizons.symplicity.com/. This is the Horizons welcome screen.
- Click the ‘Manager Login’ tab and enter your Towson email address. Your password is currently your last name, all one word (no hyphens or spaces) and all lowercase.

- Once you arrive at the manager home screen, you can change your password by going to the ‘My Account’ link from the navigation bar on the left.

- Select the ‘My Account’ tab and enter your new password.
Navigating the Applications Tab

- Click the ‘Applications’ link from the navigation bar on the left.
- This screen will list all of the applications that have been initiated for your program. You can narrow the selection by what stage in the application process each application is in using the subfolders under ‘Applications.’

**Application Subfolders:**

- **In Progress** – The student has initiated the application, but has not yet submitted it for review i.e. the application is incomplete.
- **Pre-Acceptance** – The student has submitted their application for review. Of the several tabs across the top, the only two that will be used for faculty-led programs will be ‘Pending Review’ and ‘Approved.’ When a student’s application is ‘Approved,’ they have been officially accepted into the program. They will receive an email from the Programs Assistant outlining their next steps at this time.
  - **Note:** Applicants will be approved and admitted in the system by the TU Study Abroad Office
- **Post-Acceptance** – The student has submitted all required Post Acceptance (medical self-assessment, flight itinerary, etc.) materials for review.
- **Completed** – The student has finished all necessary paperwork for going abroad.
- **Withdrawn** – In the event that a student withdraws their application, it will appear here. This will include any withdrawn application that was initiated, even if the student did not submit their application for review.
- **Archived** – N/A

- You cannot use the back button on your browser to navigate within Horizons. Instead, use the ‘Return to Applications’ or ‘Return to List (Applications)’ links in the top right corner, below the log out button. Both will return you to the full list of Applications.
Viewing a Single Application

- You can search for a specific student’s application by entering their name or TU ID into the keyword box.
- You can view or print a student’s application from here. Your permissions will not allow you to edit an application.
- When you view a record, it will automatically bring up the full application. You can limit it to specific sections using the checklist on the left. There will be a green circle with a check mark next to all completed sections of the application.

To Send an Email to a Student from Horizons

- Check the box next to each of the students you would like to email. If you are sending the message to multiple students, you can keep track of how many you have selected in red.
- Click ‘Batch Options’ and hover over ‘Mail’
- Select the first option, ‘[new message],’ so that you can draft your message and click OK.
  - This will **not** automatically send the email
- Add information to the required fields: Subject, From (your TU email should be automatically entered), and Message Body. Click ‘Next’ when you are finished.
  - We recommend clicking “Yes” to HTML and pasting your text in both the HTML and Plain Text fields. This will allow you to manipulate the text in greater detail (bold, italics, bullets, hyperlinks) in the HTML screen, though students who can only receive Plain Text emails will not see this formatting.
  - Leave the Message Options on the default of ‘Do Not Save’
  - You may also attach any documents you wish to send the students at this point.
- Review the list of recipients and click ‘Send Messages.’
- Any responses to emails sent from with Horizons will appear in the Outlook mailbox of the address you choose for the ‘From’ field. You will not need to log in to Horizons to continue correspondence with individual students.
C. STATEMENT OF RESPONSIBILITIES AND OBLIGATIONS

1. The program deposit is due upon application and is non-refundable if admitted to the program.

2. After admission into the program, the student is responsible for the full program fee. Should the student wish to withdraw from the program for any reason after admission, only recoverable expenses may be refunded. Non-recoverable expenses may include but are not limited to costs paid to a study abroad provider, travel agency, or other third party organization by TU on the student’s behalf; housing; transportation; non-refundable deposits; activity fees; honorariums; guest lecture fees. Towson University withdrawal/drop/add deadlines do not apply. The student must submit his/her intention to withdraw in writing.

3. Students will be responsible for making their own travel arrangements to the program location to arrive by the designated date and time. The Study Abroad Office will identify an optional flight which participants may purchase independently if desired. Students are advised to purchase refundable tickets and travel insurance in case of program itinerary changes or cancellation. Students should not purchase a flight until instructed to do so by the TU Study Abroad Office.

If a group flight is included in the program cost, all program participants are required to travel on the designated flight. Exceptions may be requested to the Study Abroad Office prior to ticketing of the flight if the participant’s home address is located more than 200 miles from Towson University. If approved, the cost of the group flight will be deducted from the program cost.

4. Students will be registered at Towson University by the TU Study Abroad Office prior to the beginning of the program.

5. The director(s) has the right and responsibility to suspend from the program any member if the director(s) deems such action to be in the best interest of the group. In such instances, no refund or credit will be awarded to the member so suspended.

6. Attendance at all scheduled activities is required. It is expected that students will be punctual at all scheduled activities. Lateness and absences will result in reduced grades.

7. If a student becomes ill or injured, s/he should inform the program director(s) immediately.

8. If, during free time, a student wishes to go somewhere alone, s/he must let someone, preferably the director(s), know exactly where s/he is going and when s/he plans to return. Students are advised not to go out alone.

9. All facilities reserved for the group are to be used solely by members of the group.

10. Participants will be held financially responsible for any damages to accommodations or facilities utilized during the program. If in case of an emergency students borrow funds from the faculty director or faculty assistant for any reason, said funds must be repaid no later than one week following the conclusion of the program.

11. Towson University, its director(s) and instructor(s) accept no responsibility in whole or in part for any delays, delayed departure or arrival; missed train or other carrier connections; loss, damage, or injury to any person or property; or mechanical defect or failure of any nature, howsoever caused; or for any substitution of hotels or of common carriers. Rates are quoted based on tariffs and exchange rates current at the time of printing and are subject to changes therein at or before the time of final payment. No revision of the printed itinerary or of its included features is anticipated; however, the right is reserved to make any changes that may become necessary with or without notice and with the mutual understanding that any additional expenses will be paid by the individual. The right is reserved to reject applications and to dismiss any person as a member of the program at any time.

☐ I agree to the Statement of Responsibilities and Obligations
D. TU STUDY ABROAD INCIDENT REPORT

Towson University
Study Abroad Incident Report

Please fill out this form as completely as possible. In the event of any legal action this form will serve as the official college record of what transpired and what actions were taken by responsible college officials at the scene of the incident. Attach extra sheets as necessary and any documentary evidence. Email a copy of your report to studyabroad@towson.edu as soon as possible. Submit the complete original report and all supporting materials to the Towson University Study Abroad Office upon your return to the United States.

Name of person completing this form: ________________________________________________________________

Date of incident: ____________ Location of incident: ______________________________________________________

Time of incident: ____________ Were you present?  □ Yes  □ No

Name of student involved (please use a separate form for each student): ____________________________________
______________________________________________________________________________________________

Name(s) of other individuals(s) involved: ______________________________________________________________
______________________________________________________________________________________________

Brief description of what happened: ________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Who provided this description if you were not a witness (please list all names): __________________________
______________________________________________________________________________________________

If you were not present, when were you informed? ______________________________________________________

What actions did you take? ________________________________________________________________________
______________________________________________________________________________________________

If the student was transported to a hospital or clinic, provide complete name of the facility, phone #, and address:
______________________________________________________________________________________________
______________________________________________________________________________________________

Names and phone numbers of all physicians who examined or treated the student:

Name:________________________________________ Phone: ________________________________

Name:________________________________________ Phone: ________________________________

Name:________________________________________ Phone: ________________________________

Name:________________________________________ Phone: ________________________________

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Exact names of any medications prescribed to the student (*please keep all packaging/inserts*):

Rx: _________________________________________________________________________________________

Rx: _________________________________________________________________________________________

Rx: _________________________________________________________________________________________

Rx: _________________________________________________________________________________________

Was the student conscious and capable of making informed judgments about his or her medical treatment?

☐ Yes  ☐ No

If the student was not capable of making medical decisions, who made any decisions?

____________________________________________________________________________________________

What, if any, follow-up care was recommended?

____________________________________________________________________________________________

____________________________________________________________________________________________

Were the police of legal authorities notified of the incident or present at the scene?

☐ Yes  ☐ No

Names and phone numbers of responsible legal authorities in charge of the case:

Name: ________________________________ Phone: ________________________ Case #: ______

Was the U.S. or relevant embassy notified?  ☐ Yes  ☐ No

Name and number of responsible consular official involved in this incident:

Name:_________________________________________ Phone: ____________________________

Dates/times of contact with Towson University Study Abroad Office and/or parents:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Signature  Date  Time
E. GUIDELINES FOR THE STUDY ABROAD PROGRAM REPORT

The information you provide is important not only in terms of maintaining and improving program quality, but also for helping inform and prepare colleagues who are now, or will be in the future, involved in your program. These reports are due 30 days after the end of your program. In writing your end-of-program report, please address the following topics. In each instance please describe:

- What you did this year
- What worked/didn’t work
- What suggestions you have for your next program

1. Recruitment and publicity procedures

2. Program Preparations Pre-departure orientation, student arrival and orientation, on-site preparations etc.

3. Academic Program Courses offered, number of credits, collaboration with host institutions and faculty/presenters, field trips, etc.; please include a statement about the integration of the study abroad program into the departmental/college curriculum.

4. Assessment of on-site logistics and support Student housing, classroom space and equipment, housing staff, meals, transportation, excursions, special events, etc.

5. Health and safety issues What, if any, preventive safety measures do you recommend? Were there any health-related incidents such as accidents, serious illness, and mental health issues? Were there any crimes committed against faculty or students? Were health care facilities satisfactory? What, if any, steps need to be taken to make program sites safer? What political, social, cultural, environmental developments on-site warrant special attention for the next program?

6. Student issues Could satisfactory solutions be found to most student problems? How could such problems be avoided/minimized in the future? What could be done in the future to enhance the cross-cultural learning component of the program? Which aspects of the culture did students react to negatively/positively? Were issues of cultural adjustment and re-adjustment discussed with students? Was there a special event marking the end of the program? Could a student with a disability have easily participated on the program? If not, what changes would you make for the future?

7. Program Benefits How has being involved in this program enhanced your professional development; for instance, through research and teaching collaboration with host institution faculty? How does the program enhance participating students’ academic/intellectual, personal, professional, and cross-cultural learning?

8. Finances/Budget What, if any, adjustments need to be made to the budget to improve the program and/or to reflect cost realities in the host country/countries?

Please submit copies of the report to the Director of the Study Abroad Office at lshearer@towson.edu.