2021 Faculty-Directed Program Renewal Process
Executive Summary

The Office of Global Engagement (OGE), Pam Hendrix Center for Education Abroad (PHCEA) in partnership with college-specific offices of global engagement and the High Risk Travel Advisory Group (HRTAG), have created new COVID-era procedures for faculty-directed education abroad program renewal. This includes new parameters for the approval, planning, design, execution, and contingency of programs abroad, accounting for risk management as well as the health and safety of our faculty and students during the current reality of a global pandemic.

There are three main options for faculty directors to consider regarding Summer 2021 programs.

a. To renew your study abroad program for summer 2021
b. To convert your program to a virtual+ program
c. To defer your summer program renewal to summer 2022

Please complete this form by August 31st to select your option.

If you select option a, the new procedure for program approval will consist of the following three steps:

   Step 1: Location Viability: Can students travel to the host location and return safely?

   Step 2: Academic, Recruitment, and Financial Viability: Given in-country measures, can students successfully complete the program as proposed?

   Step 3: Updated Renewal Application: Updates to program design and delivery to mitigate risks

Program approval following the three-step plan outlined above is required for student applications to be opened; program locations will continue to be monitored throughout the academic year based on factors affecting the health and safety of program leaders and participants. It is important to note that programs will not be permitted to run without significant updates to the current Clemson University-wide travel suspension, US Department Of State and Centers for Disease Control and Prevention travel advisories. As such, programs may be cancelled at any time. Please do not make any financial commitments towards education abroad programs without approval from PHCEA.

Each step is self-contained and programs will need to be approved at each step in order to move forward in the approval process. Please consult this document for more information.
regarding the specifics related to each step. The PHCEA and/or college global engagement representative are available to assist program leaders throughout this process.

The following timeline has been established to guide the approval process, and to ensure that requirements and approvals are completed in a timely and efficient manner:

August 31: Deadline to confirm intent to renew program for 2021

September: Notification to programs which have been approved by HRTAG to continue on to Step 2.

December to complete and submit Step 2 materials

October: Notification to programs that have been approved by their college global engagement committees to advance to Step 3

Deadline to complete and submit Step 3 renewal materials in Terra Dotta

November: Student applications open for programs

Notification to all programs to inform of step 3 approval or to discuss items that need further collaboration

November 16-20: Virtual Faculty-Directed study abroad fair

College Global Engagement Representatives

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<thead>
<tr>
<th>PHCEA (Colleges of AFLS, BSHS, and Education)</th>
<th>College of Architecture, Arts, and Humanities</th>
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<tr>
<td>Sallie Turnbull: Associate Director for Program Management and Faculty Support</td>
<td>Regina Foster: Director, CAAH Global Engagement (faculty support)</td>
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<td>Dan Solomon: Program Manager</td>
<td>Carolyn Crist: Student Advisor, CAAH Global Engagement (student support)</td>
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<th>College of Business</th>
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<td>Gaby Peschiera: Assistant Director, Global Engagement (faculty support)</td>
<td>Matt Long: Program Manager, CECAS Global Engagement</td>
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<td>Alex Hazleton: Global Engagement Coordinator (student advising)</td>
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<th>College of Science</th>
<th>Clemson University Honors College</th>
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<td>Yuki Kihara: Assistant Director, Global Engagement</td>
<td>Melissa Hawkins: Program Coordinator</td>
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Faculty-Directed Education Abroad Program Renewal Process

This section is a guide outlining the steps required to move faculty-directed programs through the new approval process. Once program leaders have indicated their initial intent to move forward with the renewal process, PHCEA will share the Step 1 and Step 2 questionnaires with them and their respective college global engagement representative. It is encouraged that program leaders complete both the Step 1 and Step 2 questionnaires at the same time.

**Step 1: Location Viability**

*Completed by: Program leader(s) with support from their college global engagement representative*
*Reviewed by: PHCEA*
*Approved by: High Risk Travel Advisory Group (HRTAG)*

The first step in the new faculty-directed renewal process focuses on the ability of the host location to support the health, safety, and mobility of program leadership and participants. It is understood that the effect that the virus will have on proposed host sites is ever-evolving and Step 1 serves as an opportunity to familiarize program leaders with the current realities of travel to their host location and the resources needed to obtain health and safety information. The evaluation of this step is designed to focus on the current direction of in-country trends as well as the forward momentum of health and safety initiatives. Program leaders will be expected to continue to monitor the situation on the ground in their host country, utilizing available resources, throughout the academic year.

Considerations and guiding questions:

**Travel Considerations:**

Is travel currently open for US/Non-US citizens to the proposed location?
What is the availability of commercial flights?
What are current airport testing requirements for departure from the U.S.?

**In-country Considerations:**

Information on entry requirements for the host country (Quarantine? Visa? Proof of negative test, etc):
Identification of penalties for not adhering to country/region-specific safety protocols.

**COVID-19 Trends:**

What are the current trends in COVID-19 cases in the proposed host country and program location?
**Program Provider Considerations:**

Can the local provider(s) support program health and safety needs?  
What new policies have the provider implemented related to COVID-19?

Resources

Here are some resources providing up-to-date local regulations. It is recommended that program leaders review and monitor government resources provided by the host country’s ministries of foreign affairs and health in addition to those provided by the U.S. and world organizations.

CDC: [www.cdc.gov](http://www.cdc.gov)  

Department of State Travel Advisories:  
[https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)

Overseas Security Advisory Council: [https://www.osac.gov/](https://www.osac.gov/)  
Europe Country-by-Country Updates  
Asia Pacific COVID-19 Restrictions  
COVID-19 Map: [https://coronavirus.jhu.edu/map.html](https://coronavirus.jhu.edu/map.html)  
Coronavirus Tracker: [https://www.domo.com/covid19/daily-pulse/](https://www.domo.com/covid19/daily-pulse/)  
Global Health Security Index: [https://www.ghsindex.org/](https://www.ghsindex.org/)  
Institute for Health Metrics and Evaluation, University of Washington, COVID-19 Projection:  
Step 2: Academic, Recruitment and Financial Viability

Completed by: Program leader(s) with support from their college global engagement representative
Reviewed by: PHCEA and college global engagement committee
Approved by: College Associate Dean and/or Dean

The second step focuses on whether the study abroad program’s current student learning outcomes (SLOs) can continue to be supported given new travel, social distancing, and other restrictions and regulations in the host country(ies). Given that excursions and site visits currently built into the program’s itinerary may need to be removed due to local rules and regulations, the program must still meet the core goals of the course(s).

Adhering to new travel and social distancing restrictions and regulations may result in higher program costs. As a result, increased student enrollment and/or departmental financial support may be necessary to run the program.

Considerations and guiding questions:

**Student Learning Outcomes**

Consider how student learning outcomes will need to change from previous iterations to meet new health and safety requirements.

**Academic Viability**

Can a student be successful in meeting the existing program goals and SLOs given the restrictions and regulations in the host country(ies)?

Please explain why or why not and provide a copy of your program’s syllabus including updated goals and SLOs.

**Recruitment**

Has the program consistently met enrollment goals in the past three iterations?

What additional steps might you take to promote your program that would meet or exceed enrollment goals?

**Chair Recommendation**

If this program were offered in a hybrid format, with a reduced in-country experience, or as a Virtual+* program, would it complement or compete with other departmental summer offerings?
**Associate Dean Recommendation**

Summer faculty-directed programs are required to include a budget of $2,500 for contingency/emergency expenses. Considering additional costs that may be incurred by Covid related emergencies or late modifications (travel delays, additional accommodations for quarantine, etc.), will the college agree to guarantee emergency expenses exceeding $2,500?

What conditions might the department apply in order to obtain financial support of this program?

*Virtual+ programming incorporates virtual global components to a campus-based or online course offering. This can include collaboration with global partners on projects, research, internships, guest lectures, and standard components of an abroad program such as tours and site visits.*
**Step 3: Renewal Application**

*Completed by: Program leader(s) with support from their college global engagement representative*

*Reviewed and Approved by: PHCEA and college global engagement representatives*

If the program is conditionally approved to run in 2021, the faculty will then complete the updated renewal application in Terra Dotta with seven distinct sections.

Each item listed below is still in the process of being updated. This section provides an overview of the updated considerations that could be added in the future. Updates will be incorporated into the renewal application and shared with faculty directors at the end of August. Additional requirements could be added at any point.

PHCEA will approve programs after an internal review of the completed renewal application submission. PHCEA may ask program leaders to make changes, provide additional information, or make appropriate considerations at any time prior to, or after, approval.

1. **Faculty-Directed Renewal Form:**

This renewal application form asks basic questions such as: program location, dates, faculty directors' contact information, course syllabus, and any changes made to program contents.

Updated considerations:

- **Two-deep leadership requirements** will be more explicit. Program leaders will need to be in country with students for the duration of the program. Contingency plans will need to take into account scenarios such as a program leader becoming incapacitated and unable to serve in an academic or student support capacity.
- Multi-location programs may be limited to one country or region for increased health and safety measures.
- Classroom/facilities to be used for instruction and field trips/excursions may need to be carefully designed towards increased health and safety considerations.
- Interactions with the local community may need to be limited or conducted with necessary measures to protect both participants and host communities.

2. **Updated Faculty Expectations Form**

Current: [http://www.clemson.edu/studyabroad/documents/faculty_expectations.pdf](http://www.clemson.edu/studyabroad/documents/faculty_expectations.pdf)

Updated considerations:

- Faculty will need to be in the country with students for the duration of the program. Independent placements for research, internships, and/or long-term programs may be able to provide justification for an exception.
• Increased training and support to research faculty and program providers may be needed to ensure (to the extent possible) understanding and compliance with health and safety protocols.

• Emphasis will be placed on complying with any policies and regulations of the host country that pertain to health and safety. These country-specific policies and regulations will need to be communicated to students in advance of the program.

3. Renewal Preliminary Budget

When developing a budget, the additional health and safety protocols that may need to be implemented will result in changes to program costs compared with previous program iterations.

Updated considerations:

• Additional costs for any expanded bookings to meet social distancing and other policies (ex., housing students in single rooms instead of doubles or booking two buses where normally only one would be required)
• Last-minute cancellation of the program due to a change in circumstances with regards to COVID-19 which may lead to flight change fees and refunds.
• Discussion with the department/college to cover the unrecoverable cost of canceled programs or additional costs to hire additional faculty members, etc.
• Increased contingency funding based on a per student percentage of the program fee

4. Program Accommodation and On-site Logistics Information

This questionnaire will take a deeper look into the logistical components of a program including accommodations, classroom space, and travel. Accommodations for faculty-directed programs may need to adhere to Clemson protocols for social distancing and quarantine.

Updated considerations:

• Student housing: What steps are being taken by the housing vendor to maintain social distancing and preventative health measures?
  ○ Can program participants be housed in single rooms? Are the rooms en suite or will they require shared facilities? If shared, what steps are being taken by the housing vendor to ensure adequate standards of sanitation?
  ○ Homestays may be permitted with updated contracts for families and students.
• Excursions may need to be planned locally, such as within a region/province.
  ○ What is the safest way that travel can be arranged? See CDC Travel Considerations for more information.
• Vendors that are able to provide full service for the programs may need to be considered for consistent adherence to best practices.
• Group flights will need to be arranged for students and no independent/personal travel may be permitted during the official program dates.
5. Health and Safety Protocol completed by directors

The program leaders will be asked to prepare a protocol for various health and safety scenarios in accordance with the policies and regulations of the host country and of Clemson University.

Updated considerations:

- If a student or program leader tests positive right before the program starts or is unable to travel or enter the host country due to fever and is required to self-quarantine
- If a student is diagnosed with COVID-19 on-site during the program
- If a faculty member is diagnosed with COVID-19 on-site during the program

6. Academic Continuity Plan

Program leaders will also be asked to outline plans for the academic continuation of their program should it be necessary to cancel at any time.

Updated considerations:

- What is the academic continuity plan in case of a last-minute program cancellation, if the faculty member is not able to offer the program in person once the program starts on-site, or if participants get diagnosed with COVID-19 on-site and are unable to attend classes/activities in person?
- Is the program able to provide an online option for students to participate in parallel with students in the country?

7. Criteria for Vendor Contracts - signature document (PHCEA)

This item will outline the new policies and procedures for securing vendor contracts.

Financial commitments and/or payments of any kind are not to be made without the approval of PHCEA.

Updated considerations:

- New vendor contracts must be reviewed and signed by both Clemson and vendor(s).
- Contracts must include as much financial safeguarding as possible.
  - Increased flexibility for payment deadlines
  - Clearly defined refund policies for pandemic cancellations, and a
  - Breakdown of costs to show academic, programmatic, and housing costs rather than the single program fees we have historically received.