Study Abroad Handbook for Faculty-Directed Programs

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1. Introduction and Faculty-Directed Program Overview

The mission of the Office of Global Engagement is to coordinate and articulate global initiatives, programs and services that help prepare students for careers in the new economy, increase the university’s competitiveness in the international research arena, and challenge students to think deeply about current issues within a global context.

Through key global partnerships and other initiatives, our goals are to:

- Continue steadily increasing the number of students involved in international study, internships, service learning, and research
- Recruit and retain promising students and faculty from around the United States and the world to study and teach at Clemson
- Ensure the development of an internationally competitive and globally aware work force
- Promote diversity and global awareness
- Support international research and economic development

Clemson University faculty and staff are essential to the internationalization of the curriculum and the campus. They challenge students to think beyond their immediate world and to learn through gathering new experiences. One of the ways by which faculty can facilitate such learning is by leading faculty-directed programs abroad. Education abroad experiences and global learning increase participating students’ intercultural competence, which is crucial for entering an increasingly globalized labor market. The development of global citizenship for students promotes individual and collective awareness, and promotes a spirit of cooperation in solving global problems.

Faculty-Directed Clemson Abroad Programs are short-term or semester-long programs led by a Clemson University faculty member(s). Faculty-directed programs can also be referred to as “Customized Programs” – a study abroad program administered by a program provider organization according to specifications of a college, university, consortium, or other group. Each program is comprised of overseas travel and courses, which cover material specific to the intended overseas destination. Faculty-directed programs are offered for a semester, the summer, or during fall/spring break. The special group dynamics of the faculty-directed programs necessitate careful design and direction in order to maximize the students’ global learning outcomes.

Clemson faculty members who wish to develop and lead a study abroad program (whether credit or non-credit) must complete an approval process through their respective departments, colleges, and the Office of Global Engagement. This process applies to all study abroad programs regardless of their length. Faculty-directed programs are a particularly important in means of encouraging students to participate in study abroad, and of ensuring the academic quality and integrity of programming. Therefore, we are delighted that you are interested in leading a Clemson study abroad program.

Clemson Abroad staff members have designed this handbook to guide faculty and staff members who are planning and directing specific departmental programs. In assuming responsibility for developing and leading a study abroad program, a program director can expect to assume the roles of teacher, administrator, travel agent, financial advisor, and counselor for students. We hope that this handbook provides answers for program faculty directors, and outlines policies associated with various aspects of study abroad program development.
Role and Responsibility of the Program Leader

The quality of study abroad programs directed by faculty, and the resulting experience of students who participate in them, depend on the degree to which participating faculty involve themselves in the planning, recruitment and implementation, as well as the daily operation of the program on site. The duties of on-site faculty include attention to the administrative details and logistics that make such programs run smoothly, often in difficult international contexts. Involvement beyond the academic component includes logistics, extracurricular activities, and the personal lives of the students who participate. In addition to teaching, faculty must be available to students outside of the classroom. Program leaders are responsible for and must agree to:

- Conduct marketing of the program and recruitment of students.
- Screen and interview applicants, as part of the application process, to determine that the focus of the course and the student expectations are a good match.
- Be familiar with and have a thorough knowledge of the program costs and university billing procedures in order to convey this information to students.
- Make all overseas arrangements (travel, housing, meetings, etc.) through coordination with the Clemson Abroad Office.
- Lead the international excursion, plan and teach the course, and lead/accompany students on program activities, field trips, cultural events, etc. (If you will not be present with the group at some point during the program, please notify Clemson Abroad.)
- Oversee all aspects of travel, including housing, student conduct, health and safety, crisis management, etc.
- Abide by the policies and procedures of the sponsoring institutions. Communicate to students that their behavior will be governed by the policies of Clemson University.
- Abide by the policies stated in FERPA, Title IX, and the Americans with Disabilities Act.
- Follow all safety and security procedures. Ensure that students complete all appropriate release forms.
- Notify any sponsoring institution abroad as well as the Clemson Abroad Office and CUPD in the case of any emergency situations that arise (student illness, natural disaster, etc.) Keep in mind how world events are perceived by parents at home and provide information directly to foreign partners and the Clemson Abroad Office.
- Ensure that students complete and submit program evaluations.
- Submit all required materials to the Clemson Abroad Office including:
  1. Authorization for Official International Travel form
  2. pre-departure orientation plan
  3. health, safety and risk management plan
  4. detailed final itinerary
  5. finalized syllabus
  6. finalized program budget
  7. budget reconciliation and post-program reports upon return
- Meet the academic expectations for courses offered for credit. This includes completing required within discipline contact hours, having reasonable assessment activities, and generally maintaining the expected level of rigor.

Leader Eligibility and Two-Deep Leadership

Study Abroad programs must have sufficient personnel to manage the delivery of academic content and manage risk effectively. Adequate staffing may take various forms and needs to be considered in light of the program specifics.

Compliance with University, State And Federal Regulations

In the design and implementation of a study abroad program, directors must adhere to all university, state and
federal policies and regulations governing their professional and ethical conduct including those related to their interactions with students and fellow employees, risk management, procurement processes, Title IX and non-discrimination.

Clemson University does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran’s status or genetic information.

**Faculty-Directed Programs and Two-Deep Leadership**

Study abroad programs offered by the University require two-deep leadership to comply with recommendations for risk and crisis management and response teams.

For faculty-directed study abroad programs, this leadership can be drawn from faculty and/or professional staff who will serve as “directors” of said program. All faculty and/or professional staff participation in study abroad programs must be approved by his/or supervisor and the Chair of the Department sponsoring the program.

One of the two directors must be an active Clemson faculty member (i.e. full, associate or assistant professor, or lecturer).

Adjunct faculty, administrative staff and/or graduate assistants may serve as the second director alongside an active faculty member. Alternatively, with the approval of the Dean of the sponsoring college and Vice Provost of Global Engagement, the second director may be a scholar or professional contracted from other institutions in the US or the destination country.

All directors must be in a professional, contractual relationship with Clemson University and be compensated for their service as director, either directly by Clemson or through an approved third-party vendor (i.e. host institution, NGO, study abroad program provider). On-site program providers must be vetted for their ability to manage risk, respond to emergencies and support students on site in accordance with Clemson policies and expectations of quality. Provider responsibilities will be articulated in written agreements.

**Additional Required Practices (can be waived only with approval by the Provost):**

- One of the faculty/staff directors must be the faculty of record for an accompanying course.
- At least one of the faculty/staff directors will have visited the destination prior to taking students there.
- When group airfare is arranged, one faculty or staff director must accompany the group.
- Faculty and staff accompanying student groups will not share hotel rooms or sleeping accommodations with student participants.
- On short-term programs wherein hotels, hostels or group housing is arranged, faculty are expected to reside in the same hotel as students. If this is not possible, their accommodation must be within reasonable commute to the student accommodations. Students will be informed of the location of faculty accommodations unless on-site provider manages emergencies.

**Services Provided by Clemson Abroad**

The Clemson Abroad office is currently divided into five teams under leadership of the Clemson Abroad Director:

- Faculty-Directed Program Support
- Study Abroad Coordinators (Student Advisors)
- International Undergraduate Programs and Exchanges
- Fiscal Management
- Office Management

**Clemson Abroad Director**
The Clemson Abroad Director supports the Faculty-Directed Support team. For administrative units, the Clemson Abroad Director provides information of Clemson Abroad and addresses any policy or strategic planning questions. The Director assists students resolve questions relate to health, safety, and risk management, and works with parents to address questions that remain unresolved from office staff.

**Faculty-Directed Program Support Team**
The Associate Director for Program Management and Faculty Support, and the Program Coordinators, are here to assist the Clemson faculty planning to lead programs abroad. The Associate Director for Program Management and Faculty Support assists academic units in developing a portfolio of global programs to support their curriculum and college strategy for internationalization. The Program Coordinators assist faculty in their assigned schools or colleges during the proposal approval process and support the fiscal processes of the program, including planning and budget reconciliations. This team also distributes important information regarding operational time-lines, deadlines, and policies to campus stakeholders, partner institutions, and service providers and provides best practices workshops for faculty directors.

**Study Abroad Coordinators Team (Student Advisors)**
This team is made up of the Associate Director of Enrollment Management and two Study Abroad Coordinators. The Associate Director of Enrollment Management oversees processes related to a student’s enrollment in Clemson Abroad programs, including student recruitment, coordination, applications, and course registration. In addition, the Associate Director of Enrollment Management liaises with Clemson campus partners to promote study abroad, manages all Clemson Abroad data, and manages our Terra Dotta software. The Study Abroad Coordinators help students select a program, apply to a program, prepare for departure, and return back to Clemson. In addition to supporting students, the Study Abroad Coordinators oversee our university course equivalency process (TCEL), assist with the management of our Terra Dotta software, and coordinate the Clemson Abroad course registration process. They also coordinate marketing and recruitment events for Clemson Abroad including the study abroad fair, information sessions, and returnee workshops, as well as manage the Clemson Abroad social media accounts and oversee study abroad scholarships.

**International Undergraduate Programs and Exchanges**
The Associate Director of International Undergraduate Programs and Exchanges is the primary contact for Clemson students participating in Exchange programs abroad (from initial advising to return). This person is also the primary coordinator for incoming international Exchange students, as well as for other non-degree undergraduate international students. The Associate Director of International Undergraduate Programs and Exchanges is also the point of contact for both students and administrative units regarding Exchange program admission, enrollment, financial aid, housing, insurance, and orientation.

**The Fiscal Management Team**
The Fiscal Manager assists faculty with developing study abroad budgets, can answer questions about interdepartmental charges, and recap program revenue and expenses. The Fiscal Technician assists with questions regarding the Authorization for Official International Travel form, vendor bills and accounts payable, and any other questions relating to expenses for study abroad programs.
Office Management
The Office Manager answers students’ questions about the initial steps for going abroad, the application process, credit transfer, online portal, and insurance. The Office Manager assists faculty and staff with questions about Clemson Abroad office processes, credit and transcripts, applications, and high-risk travel. For parents, the Office Manager answers general questions about office procedures, resources, billing, insurance, and deadlines.

In addition to Clemson Abroad faculty and student support, many of our colleges include support personnel for study abroad programs.

2. Developing and Proposing a Program

Program Considerations
As you begin planning your program, here are a few topics to keep in mind:

- **Academics** - What type of academic experience do you want to provide? Are the courses offered pertinent to the desired location? Will students have the opportunity to relate their coursework with on-site field trips? Typically, programs should include coursework that would be enhanced by the international location. How will the courses offered be better on a program abroad than they would be at Clemson?
- **Assessment of Need/Marketability** - Have you assessed the potential need and interest in the type and location of the program you are thinking of developing? Talked to your students and classes? Looked at offerings by other Clemson faculty?
- **Program Length** - What are the dates for the program? How many credit hours will be offered, and therefore, how long will the program last?
- **Location** - The location of the program should be pertinent to the courses being offered. If multiple locations are being proposed, ensure that the program truly requires multiple sites. Each site adds new transportation expenses and logistical arrangements, which can be costly and increase risk.
- **Teaching Faculty** - How many professors will be required to teach the offered courses? Will there be any non-Clemson instructors or professors?
- **On-Site Coordination** - If staying on a campus overseas, is there a person there to assist and/or serve as a point of contact for your students? Are professors willing to do administrative work overseas, or will someone accompany the students and act as a coordinator for non-academic matters?
- **Numbers and Advertising** - What is the optimum number of students on this program? How will you promote the program?
- **Safety** - Is the country/region safe? Have you sufficiently researched the site and checked the U.S. State Department, Centers for Disease Control and World Health organization information and recommendations?
- **Entry Requirements** - Are there visa requirements to the country of interest for U.S. students? How difficult is it to obtain any required visas?
- **Housing** - How will students be housed while on the program? University housing, host-families, hotels?
- **Transportation** - Will you include a group flight for your program? If so, how early will you have to commit funds and what is the required minimum number for the group rate? How will students get around once on-site?
- **Cultural Benefits** - How will Clemson students have the opportunity to engage with students and/or people from the host country?
- **Research** - Will you or your students conduct research during this program? If so, will you need approval from Clemson? Are you familiar with research requirements for this country?
General Program Requirements

Please read carefully and ensure compliance. The failure to meet these criteria could result in the withdrawal of your program. If an individual program has any additional requirements, then those will be communicated separately. For questions please discuss with Clemson Abroad.

Leadership:
1. For leader qualifications on faculty-directed programs, see the section in this handbook called “Leader Eligibility and Two-Deep Leadership”
2. Two-Deep Leadership is required on all faculty-directed programs. Please communicate and confirm to the Clemson Abroad office the names (and contact details) of the program leadership
3. Position description defining roles/responsibilities for faculty/leaders and graduate assistants
4. If the program proposes to hire/engage non-Clemson faculty/staff/assistants then please submit the approved hire from the sponsoring department (and HR). All personnel must fulfill other Clemson requirements such as training for FERPA, Title IX, etc.
5. On programs that are delivered by host institutions, the roles and responsibilities of Clemson personnel must be clarified and approved by department and Clemson Abroad

Curriculum:
1. Syllabi meeting department/college curricular requirements and signed by Chair
2. For courses taught by host institutions, please submit full syllabus and documentation of approval for course equivalency from credit granting department
3. If offering graduate course credit then please submit the syllabus for each graduate course clearly identifying the learning objectives (and with the granting department’s approval)
4. If offering IS 2100 credit then please indicate so in your program proposal, and incorporate the revised and updated IS 2100 guidelines (schedule a discussion/meeting with the Associate Director for Program Management) in the syllabus which must be reviewed and approved by the Council on Global Engagement (COUNCIL ON GLOBAL ENGAGEMENT (CGE)) prior to program delivery
5. If offering cross-listed courses with other departments/colleges then please provide the approval documentation secured from the departments for those courses.

Budgets & Finances:
1. Faculty directors/instructors must receive fair compensation for their work/labor in developing, maintaining and delivery of program. Indicating “No salary” or reduced salary in program budgets is unacceptable unless other sources are identified that are covering costs. Budget the minimum for adjunct salary.
2. If the program employs graduate assistants then please submit a clearly defined job description identifying the roles and responsibilities and associated compensation (salary, per diem, housing and transportation allowance etc.)
3. Instructional costs for each program must be covered by tuition revenue generated by that program. Students cannot be charged excess for instructional delivery and tuition shortages. If necessary, reconsider budgets and fixed costs through procurement of external funds
4. Allocation of 100% of tuition surplus to subsidize program fee is neither recommended nor standard practice. A plan for use of surplus tuition must be in discussion with department chair and Clemson Abroad director
5. Preliminary Budget must be finalized after discussions with college liaisons before communicating those costs to students.
6. Suggested minimum enrollment for all faculty-directed programs is 12 students
7. If the maximum program enrollment will exceed 30 students for a faculty-directed program then we require approval by Chair, Dean and Clemson Abroad
8. All programs require adequate contingency funds that are typically allocated from tuition reallocation monies. Performance credits (tuition surplus from previous years) where available will be used to offset the costs of contingency funds. All other use of performance credits requires the approval from the department Chair and discussion with Clemson Abroad Director, and by policy can be used only for global engagement activity

Compliance, Safety and Risk Management:
1. Confirmation of IRB approval for programs that engage in human subjects research is required
2. If program engages in medical, health and nursing clinics then submit a statement addressing risks to students and local communities. Also include details such as the delivery of services (example - if they are by non-licensed practitioners in host country) and its legal standing
3. If your program provides internships or service/medical placements in host country then please provide the documentation from service provider that indicates their authorization for provision of said services.
4. All faculty/leaders on the program must complete Risk Management and Title IX training for study abroad (once every 3 years)

Course Offerings and Approval
Clemson faculty members directing a study abroad program are encouraged to use Clemson courses that have already received approval. Information on creating a course to fulfill the Cross Cultural Awareness can be found below.

Cross Cultural Awareness and Study Abroad
Study Abroad Programs provide a potential context for the development of students’ cross-cultural awareness (CCA). Faculty designing study abroad programs are encouraged to incorporate the CCA competency outcomes into their program and consider whether the program might be appropriate to incorporate a course approved to fulfill students’ CCA requirement.

Clemson’s Cross Cultural Awareness Competency
CCA Competency Statement (revised Spring 2016): Explain culture as an integrated worldview; and then demonstrate how culture influences human behavior.

To qualify for CCA designation, courses should:
- Have an emphasis on non-US cultures
- Be broadly based, introductory level with general content

How a Study Abroad experience can fulfill the CCA requirement
1. Include a course that is already approved for CCA in the course offerings on the study abroad program.
2. Recommend that students enroll in IS 1010: Cross Cultural Awareness during or after the program. IS 1010 is a zero credit course managed by OGE that requires students to reflect and write about the development of their cross-cultural awareness. It is only applicable to programs of one month or longer.
3. Design a course that meets the criteria to be approved and offered as IS 2100: Special Topics in International Studies.
Guidelines for Use of IS 2100

The Council for Global Engagement serves as the curriculum committee for the IS 2100 course and shall establish guidelines for the review of syllabi of courses seeking to use the IS 2100 course designation, and shall review curricula and assess courses taught on Clemson’s Study Abroad programs.

The IS 2100, like other special topics course designations, is designed to provide the opportunity to deliver a unique course in specific instances. It is not designed to be used for long-standing courses. It is expected that after 2-3 iterations of the course, the faculty and sponsoring departments will submit the course for approval by Clemson University’s Undergraduate Curriculum Committee under a course designation within the most appropriate discipline.

The IS 2100 course may NOT be used for fulfillment of other requirements within the discipline and/or general education. If a significant number of students participating in the program have already fulfilled the CCA requirement, we recommend that another course be provided as an option.

Proposal Requirements:

- Approval by Chair/Curriculum Committee of sponsoring department
- Rationale for the use of IS 2100 rather than existing CCA approved course
- Timeline for developing and submitting proposal for course within the discipline to replace the IS 2100
- Full stand-alone syllabus (syllabi that combine IS 2100 and a companion course will not be accepted).

Syllabi must include:
1. Contact hours equivalent to a 3 credit course
2. The CCA competency statement (transcribed verbatim)
3. 1-3 Core Study Abroad Learning Outcomes from list provided by CGE
4. 1-3 Additional Learning outcomes established by faculty proposing the program. These may be discipline specific.
5. Assignments specifically identified as demonstrating the CCA competency and learning outcomes.

Process for Proposing New Courses:

- Discuss idea for course and proposal process with a designated member of the CGE
- Obtain approval from Department Chair (or Department Curriculum Committee) prior to proposing course to CGE
- Submit full Syllabus and proposal to CGE at least 4 months prior to anticipated date of program.
- IS 2100 cannot be advertised to students prior to receiving CGE approval
- Approval will be granted for THREE iterations of the course.

Support for Faculty Teaching IS 2100 Courses:

Faculty teaching IS 2100 courses are often teaching outside of their disciplines. Workshops will be provided to support faculty development of cross-cultural learning material.

Faculty offering IS 2100 courses may be required to attend one of these workshops. Alternatively, experienced faculty directors may be identified to advise/mentor first-time IS 2100 course instructors.

Study Abroad Learning Outcomes

Study abroad programs provide students with an opportunity to advance both academically and personally. To maximize these opportunities and to assist students in the recognition of their growth, faculty are encouraged
to explicitly integrate Study Abroad Learning Outcomes into their syllabi and course design. We offer the following sample outcomes for your consideration.

Knowledge
1. Students apply culture specific knowledge to think critically and comparatively about global issues
2. Students understand their own cultural beliefs, practices and identities with a global/comparative context
3. Students demonstrate knowledge of interdependence of political, environmental, social and economic systems on a global scale and historical context

Attitudes
1. Students are able to observe while reserving judgment and to interpret unfamiliar cultural contexts
2. Students understand what is distinctive about their own culture in comparison to other cultures
3. Students appreciate the roles of customs and traditions in determining acceptable behavior, attitudes and perceptions
4. Students are able to adapt to changing circumstances

Skills
1. Students demonstrate proficiency in host language sufficient to interact and engage with the host community
2. Students demonstrate appropriate use of non-verbal communication and appropriate use of etiquette
3. Students are able to cope in situations and activities where English is not spoken
4. Students are able to interact effectively with people from another culture

Enhancement of Disciplinary Learning Outcomes through Study Abroad
The study abroad context can provide an opportunity to enhance students’ disciplinary training and their understanding of their discipline within an international or global context. Faculty are encouraged to explicitly integrate this opportunity into their course learning outcomes. For example, the following outcomes might be adjusted to needs of specific programs/courses.

Students will be able to:
- Identify cultural beliefs and practices that shape particular fields/industries around the world
- Analyze the global context of their chosen discipline/profession
- Apply perspectives gathered from a global community of practitioners/scholars as part of their professional expertise

New Proposals and Approval Process
Once you have decided to develop a faculty-directed study abroad program, follow the steps listed below. For more information on the timeframe for proposing a program, please see the “Developing a Faculty-Directed Program” flowchart in Appendix E and the “Faculty-Directed Program Proposal and Implementation Timeline” in Appendix D.

1. Approach your department chair to discuss/outline your proposal and concept. Planning for a short-term study abroad program should begin as far in advance as possible. You should have in mind items such as: venue, courses to be offered, research activities (if any), instructors, basic budget, etc.
2. Meet with the study abroad program manager in your College (if applicable) or the Associate Director for Program Management and Faculty Support in the Clemson Abroad Office to discuss your program proposal and budget. (see the “Developing a Budget” section in this handbook for
3. Review the “Guidelines and Criteria for Review of Faculty-Directed Study Abroad Programs” in Appendix A to ensure the program is meeting suggested program requirements.

4. Submit your program pre-proposal via the Terra Dotta system by the pre-proposal deadline (see the “Faculty-Directed Program Proposal and Implementation Timeline” in Appendix D for specific deadlines).

5. Once your program pre-proposal has been submitted to the Clemson Abroad Office via Terra Dotta, it will be presented to your College’s Global Engagement Committee for review and approval.

6. If the pre-proposal is approved by the College Global Engagement Committee, you will then be required to complete a full program proposal.

7. Each college will then present all recommended programs to the CGE meeting for final approval. For more information, see the “Policy for Development & Review Process for Clemson Sponsored Study Abroad Programs” in Appendix B and the “Faculty Senate Study Abroad Proposal Review Process” in Appendix C.

**Terra Dotta Online Application Instructions**

For a new program proposal, follow the instructions listed below. For a program renewal application, see Appendix F for instructions.


Click the “Apply Now” button, as indicated below, and login with your regular Clemson information. You can always access your proposal application using the “Login” on our website’s navigation options on the left-side of the screen.
Select the term for your program and click “Apply” on the bottom of the page.

Once you select the term for your program, you will be taken to the proposal application. Each section of the proposal contains different questions—**all sections must be complete before the proposal is complete**.

To complete each section of the application, click to open the section and complete each question inside. As you are working on a section, you can scroll to the bottom of the section to “Save” your work or “Submit” it. Save frequently as you are working on your application. Once a section is complete, click “Submit”. Once submitted, you cannot make changes. Each section of the proposal must be submitted before the proposal is complete.
3. Finances

Developing a Budget
All faculty-directed study abroad programs are self-supporting, meaning that the tuition and program fee charged to the participating students must cover all program costs, including all faculty salary and expenses. Faculty program directors should work with the Clemson Abroad Office and their College Program Manager (if applicable) to develop and finalize their budget. Once finalized, the budget cannot be changed except with specific approval from the Director of Clemson Abroad. Any expenses incurred by the faculty director that were not approved on the final budget will not be reimbursed. When developing a program budget, please refer to the “Financial Policies” section in this handbook to understand study abroad program revenue streams, allowable and non-allowable expenses, and procurement/vendor requirements. Refer to Appendix G for an example of the budget worksheet for a faculty directed program.

Study Abroad Budget Considerations

Fixed Costs and Variable 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. Fixed costs do not change based on the number of participants. Fixed costs include items such as faculty/program leader salary and housing. Variable costs are dependent on the number of participants, such as student room and board costs.

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

- Classroom rental
- Ground transportation costs
- Entrance and guide fees at museums and sites
- Tips to drivers, guides and for meals
- Student housing
- Student meals
- Faculty salary
- Faculty airfare
- Faculty housing
- Faculty meals
- Health insurance
- Study abroad fee

Contingency Fund
The contingency fund for each faculty-directed program protects the program budget from external factors like emergency costs, fluctuations in currency conversions, and any potential shortfalls in budgeting. Contingency funds are required and amounts are determined by the term in which the program will be running. Required contingency amounts are:

- Semester Programs: $10,000
- Summer Programs: $2,500
- Spring/Fall Break Programs: $2,000
Exchange Rates
Faculty directors should periodically evaluate the exchange rate of the country in which they will be traveling to as exchange rates are in constant flux. Notify the Clemson Abroad Office and/or Fiscal Manager of any large swings in currency.

Other Personal Student Expenses
While other personal expenses are not part of the study abroad program fee, it is important to include them on a program budget in order to calculate the total cost of attendance per student. These costs typically include airfare, books, vaccinations, passport/visa, additional meals not covered by program, personal travel excursions, phone, and other potential expenses.

Study Abroad Fee
A study abroad fee is charged to every student participating in a faculty-directed program. This fee is included in the budget worksheet. The current study abroad fees can be found on the Finance section of the Clemson Abroad website: [https://www.clemson.edu/studyabroad/finance.html](https://www.clemson.edu/studyabroad/finance.html)

Financial Policies
The following policies and procedures apply to all faculty-directed study abroad trips. These policies have been developed to ensure the compliance with relevant policies and the efficient operation of study abroad trips and to reduce risk to participants, sponsoring units and the university.

Budget Approval & Variances
Each study abroad program operates on its own finances with funds collected from program fees and tuition. Expense budgets are set based upon the revenue the program generates. Following the basic budgeting cycle, the faculty member submits an estimated budget listing expenses by category for approval by his/her Chair and Dean. The CGE then reviews the program/budget, and either provides feedback/approval or does not approve the program. If approved, the faculty would start recruiting students into the program. Budgets can be reevaluated and finalized with the Clemson Abroad office and College Program Manager once final student numbers are known.

Once a budget is approved, expenses cannot go over the budgeted amounts. It is the responsibility of the faculty director to keep expenses in line with the budget. If expenses greater than budget occur and there are funds remaining in the program, then your Chair and the Director of Clemson Abroad will need to approve the overage. If there are no funds left in the program, another funding source must be identified to pay any additional expense.

Collecting Revenue: Student Tuition and Program Fees
The two components of revenue for a study abroad trip are program fees and tuition. Whenever possible the standard student billing processes will be utilized for the collection of revenue from study abroad participants. These processes include:

1. Program fee deposits and payments are collected through the online application system (Terra Dotta) and/or through Student Financial Services (iROAR/Banner).
2. Tuition for study abroad courses is billed to the student through Student Financial Services. This
process allows for the application of a student’s financial aid to the study abroad tuition.

Exceptions:
Collecting program fees from students outside of the online application system/Student Financial Services is discouraged. Under exceptional circumstances, the Director of Clemson Abroad in coordination with the appropriate Business Officer and the Controller, may approve an exception, in which case:

- All University policies related to collecting funds must be followed, including: [http://www.clemson.edu/finance/business-manual/as37pol.html](http://www.clemson.edu/finance/business-manual/as37pol.html).
- The same amount must be collected from each student.
- The collecting unit will remit the collected program fees to the Clemson Abroad Office via journal entry (IDO) ten business days prior to the start of the program with clear and complete accounting of the amounts collected from each student.
- The collecting unit will provide Clemson Abroad with periodic statements during the collection period, which will include a reconciliation of deposits by student to total funds collected. The frequency of reports will be monthly or agreed upon in writing at program budget approval.

Purchases and Expenditures
All program expenses must be paid from the Clemson Abroad Office with the exception of airfare charged to the sponsoring department’s Purchasing Card.

Compliance with Procurement Policies
The University’s procurement requirements ensure compliance with all Federal, State and University laws, rules and regulations. These policies include procedures for the documentation of expenditures and specific approvals required based on the dollar value of the transaction. Larger transactions require additional information and approvals and therefore require additional processing time. The purchasing systems (buyWays$ and voucher payments) are set up to comply with these requirements.

Procurement travel policies are located at: [http://www.clemson.edu/procurement/travel/index.html](http://www.clemson.edu/procurement/travel/index.html)

Procurement purchasing policies are located at: [http://www.clemson.edu/procurement/faculty-staff/policies/](http://www.clemson.edu/procurement/faculty-staff/policies/)

Faculty will need to follow all university and Clemson Abroad procurement procedures. The following are a few examples of such policies frequently encountered in the implementation of study abroad Programs:

- Vendor payments in an amount greater than $1,000 must be processed through the purchasing system.
- Amounts less than $2,500 can be paid by departmental credit card using study abroad account string for payment
- For payments between $2,500 and $9,999, the vendor must be registered in BuyWays in order to receive payment
- Expenses greater than $10,000 may need to be put out for bid. If, for example, airfare in the program is greater than $10,000, Procurement customarily solicits bids from multiple vendors. This
bidding process adds additional approval time to the airfare purchasing timeline. The Clemson Abroad office collects the necessary information from the program director and submits the information required for bidding to Procurement.

**Vendor Registration**
The selection of vendors for Study Abroad programs is conducted in consultation between Clemson Abroad and the faculty operating the program. Vendors must be carefully vetted and selected based on their ability to fulfill program requirements, as well as their maintaining a good business reputation.

All vendors will be registered as a supplier through Clemson’s Procurement Business Services: [http://www.clemson.edu/procurement/suppliers/index.html](http://www.clemson.edu/procurement/suppliers/index.html)

International vendors are required to complete an Internal Revenue Service W-8 form which can be accessed at: [https://www.irs.gov/uac/About-Form-W-8BEN-E](https://www.irs.gov/uac/About-Form-W-8BEN-E). Once completed, the form must be emailed to buywaysvendor@clemson.edu with the vendor bank information to set up the vendor’s profile for electronic payments.

When a particular vendor is the only viable entity capable of delivering the required service, Procurement terminology refers to such vendors as “sole source” vendors. Additional documentation is required to procure services from sole source vendors. Clemson Abroad will assist faculty in this process.

**Contracts & Deposits**
Contracts are signed by the Director of Procurement upon the receipt of the first invoice from the vendor.

Deposits to vendors can only be made after sufficient funds have been collected from students to cover the requested deposit amount. In conjunction with the payment process, a purchase order is created for that vendor indicating that the program has sufficient funds to pay the invoice. For some programs, the vendor may have to adjust its normal billing cycle to fit the Clemson revenue collection cycle.

**Travel Expense Requirements**
All Clemson University procedures and requirements for expense reimbursement apply to expenses incurred by faculty, employees or students in the operation of a Study Abroad Program.

**Rules for Claiming Meal Per Diem**
- Receipts are not required for per diem.
- University rules establish arrival/departure time to determine whether or not the employee qualifies for per diem for meals on travel days. The employee must list the amount per meal by day on his/her expense report and complete the departure and arrival times on the University expense report.
- Domestic meal per diem rates (while in the U.S.) are set by Clemson and listed in the Employee Travel Guidelines: [http://www.clemson.edu/procurement/travel/](http://www.clemson.edu/procurement/travel/).
- Clemson follows Federal per diem rates for meals for international travel. These meal per diem rates are set by the U.S. Department of State, vary by location, and are periodically updated. The employee must apply the approved meal per diem rates for a particular location as per his/her actual travel itinerary. The international rates apply only to the time the employee is actually in that specific location.
location. If the travel involves different cities/locations, then multiple meal per diem rates based on specific locations are to be used. The applicable in-state or out-of-state per diem applies until departure from the U.S. and post arrival in the U.S.

- Department of State website for international per diem for meals and incidentals by country/city is [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
- Department of State website with the breakdown and distribution of meals and incidentals is [https://aoprals.state.gov/content.asp?content_id=114&menu_id=81](https://aoprals.state.gov/content.asp?content_id=114&menu_id=81).
- Program directors may voluntarily decrease per-diem rates in the program budget to accommodate the revenue generated or to make overall program costs affordable. Once those revised per diem amounts are established, the reimbursement for per diems are limited to those budgeted amounts (even if Federal/State/University regulations allow a greater amount).
- Per diems are not allowed for meals that are covered by the program (i.e. group meals) or meals that are included in the accommodation costs (i.e. breakfast is included in accommodation costs).

**Faculty, Staff and Student Reimbursements**

- Complete and sign the University International Travel Expense Form certifying that the amounts are true and correct and conform to State, Federal and University laws, rules and regulations.
- Submit original paid receipts for all expenses, except for per diem as noted above.

**Allowable and Non-Allowable Expenses**

- Allowable expenses include: airfare, ground transportation, lodging, group meals, per diem (except for meals covered by group meals or meals included with lodging), group excursion expenses related to the study abroad trip, currency conversion fees, bank fees for foreign transactions, prepaid phone cards or prepaid phones, and entry/exit visas/taxes.
- Non-allowable expenses include:
  - Items that are personal in nature (e.g. clothing, grooming/hygiene items, personal entertainment/movies, jewelry, health/spa fees, laundry expense, room service, bar bills/alcohol, memorabilia or souvenirs, and gifts.)
  - Per diem for meals that are covered by the program (i.e. group meals) or meals that are included in the accommodation costs (i.e. breakfast is included in accommodation costs).
  - Per diem for hotels/lodging. Clemson’s travel policy states that “Actual lodging expenses as reflected on the receipt will be reimbursed…”
  - Individual student’s expenses (e.g. over the counter medicine or passport replacement fees).
  - Reimbursement for lost/stolen items or money.
  - Repair or replacement of personal equipment like cameras, phones, tablets, etc.
  - Expenses that will be reimbursed from another funding sources such as department funds, grants, etc.
  - Expenses of any kind for personal travel companion or accompanying family. This means if an employee’s spouse attended a group meal accompanied by another faculty member and fourteen students, then only expenses/receipts for the two faculty members and fourteen students is allowable. Also, if a faculty member books a double room to accommodate a spouse, the faculty member should only seek reimbursement for the single room rate.
Cash advances cannot be netted against the amount due on travel expense reports. The Cash & Treasury Services Department issues travel advances [http://media.clemson.edu/cfo/cash-treasury/Employee-Travel-Advance-Form.pdf](http://media.clemson.edu/cfo/cash-treasury/Employee-Travel-Advance-Form.pdf) and the travel advance is repaid directly to Cash & Treasury. The Clemson Abroad office does not issue cash advances and is not involved with the repayment of cash advances.

**Use of Purchasing Card**

- Purchasing Card use is authorized for employee airfare or registration fees. If purchasing airfare or paying registration fees with a department Purchasing Card, please instruct the Purchasing Card liaison to send a copy of the PeopleSoft Purchasing Card Submission Report and expense receipt to the Clemson Abroad office.
- Completion and approval of an Authorization for Official International Travel form is required before airfare is purchased. This form contains the expense account code for recording the charge if the sponsoring department’s Purchasing Card is used for airfare or registration.
- Purchasing Card use is NOT authorized for airport shuttles, employee hotels, employee meals or other employee expenses. See [www.clemson.edu/finance/procurement/pcard/index.html](http://www.clemson.edu/finance/procurement/pcard/index.html) for additional Purchasing Card policies.

**Note on Transparent Accounting for Accompanying Family and/or Travel Companions**

Given the intense, round the clock responsibilities of a faculty directing a short term study abroad program, it is recommended that family and other companions NOT travel with the group. Instead, we recommend that arrangements are made for family or companions to join the faculty for a time before or after the program.

In instances where the travel of a faculty director’s family or other companion overlaps with the program, faculty are required to provide Clemson Abroad with a written statement of the expected travelers, travel dates and how a separate accounting for the expenses for the family/companion will be made. Among the costs that must be reimbursed to the program or paid directly from traveler’s personal funds are:

- Participation in pre-paid group meals, group transportation, excursions, etc.
- Double room supplements to accommodate family/companions.

**Additional Requirements and Processing Instructions from Clemson Abroad**

- Expenses should be submitted within 10 calendar days of returning from the study abroad trip and must be processed through the Clemson Abroad office.
- Receipts must contain the Vendor Name, Amount, Description (translate to English if not in English), Date & Time. Expenses without receipts (not including per diem) will require a written explanation of the expense, the reason a receipt could not be obtained, the signature of the employee and the approval of the Director of Clemson Abroad prior to reimbursement.
- Receipts should be divided into three categories:
  - expenses for which the employee is seeking reimbursement that are attached to his/her International Travel Expense Form;
  - expenses that were charged to the preloaded debit card (PayCard) which are attached to the PayCard statement;
expenses that were charged to a Purchasing Card which are attached to a Purchasing Card Submission Report.

- Receipts should be further separated by expense category as indicated on the budget (e.g. employee lodging, employee transportation, employee miscellaneous expenses, student/group lodging, student/group transportation, group meals, and miscellaneous group expenses). Receipts for expenses in each of these categories should be taped to a letter size piece of paper. Clemson Abroad will not process unorganized receipts.

- Expenses in a foreign currency must be converted to US$ using the prevailing exchange rate on the day the expense was paid. The Controller’s website recommends using www.xe.com. If the employee paid an expense by withdrawing funds with a PayCard, the PayCard statement indicates the exchange rate that should be used.

- Excess funds withdrawn from a PayCard must be returned by the faculty member with a check payable to Clemson University for the U.S. dollar equivalent of those funds. We do not accept foreign currency/cash.

- Credits/charge reversals for any expenses purchased with a Purchasing Card or PayCard need to be processed on that card.

- Expenses paid with the employee’s/student’s personal credit card will need a copy of the credit card statement showing the exchange rate which will be attached to the expense report in addition to the original paid receipt. The employee should mark through the credit card number on the statement and any other personally identifiable information.

- Employee passport expenses cannot be charged to the study abroad program.

- Expenses which exceed the budgeted amounts will not be reimbursed. All reimbursements must stay within the budget established for the program.

- Cash issued to students for meals or other expenses must be documented by using receipts signed by each student receiving the cash. The use of a log, with separate lines for each student to sign, is acceptable. The log must include the student’s name, his/her CUID and the amount of cash the student received.

### 4. Program Approval

**Program Approval and Post-Decision Requirements**

Once a study abroad program is approved, the following information is due according to the general requirements and implementation timeline.

**3 months prior to departure (October 15 for Spring Semester/Spring Break & February 15 for Summer)**

1. Faculty Roles/Responsibilities and Expectations form
2. Foreign travel authorization form (for everyone traveling with the program)
3. Finalized course syllabi for the program
4. Graduate Assistant form (if applicable)
5. Vendor contracts
8 weeks prior to departure (November 15 for Spring Semester/Spring Break & March 15 for Summer)

1. Program specific pre-departure orientation schedule and materials submitted to Clemson Abroad
2. Detailed itinerary showing the academic schedule and contact hours (1 credit = 15 contact hours and 2 field hours = 1 lecture hour)
3. Finalized program budget
4. Completed Healthy, Safety & Risk Management form
5. Completed Insurance/Funding Questionnaire (including a complete list of program leaders/assistants traveling with the program)

Within 1 month following program end date

1. Program Operational Report (required before processing travel reimbursement)
2. Program Summary Report
3. Reimbursement forms and original receipts for all expenditures (within 2 weeks of return)

Completing Your Proposal/Renewal in Terra Dotta

Login to your Terra Dotta account and click on your program hyperlink.

Once your program is accepted, you will see additional questionnaires and material submissions that need to be completed during the post-decision phase
Graduate Assistant Form

If a Graduate Assistant will be serving as a secondary program leader for a faculty-directed program, the faculty director is required to submit a Graduate Assistant form to the Clemson Abroad Office. A copy of the Graduate Assistant form can be found in Appendix H.

Authorization for Official International Travel Form

Faculty are required to complete the “Authorization for Official International Travel Form” before purchasing airfare. This form should be completed by all faculty/assistants who are traveling internationally on any type of Clemson official business. This includes faculty leading study abroad programs. Your department chair and dean should sign them form before it is routed to the Clemson Abroad Office. The “Authorization for Official International Travel Form” can be found here:


5. Marketing and Recruitment

Recruiting Students

Recruiting participants for a study abroad program is one of the primary responsibilities as a faculty director. In general, a minimum number of participants must be enrolled in the course for the program to run, as set in the program budget. For those programs that are submitted by the deadline, Clemson Abroad can assist you in producing an online program brochure and add program information to our website. You should build some marketing and advertising costs into your budget and plan to make substantial efforts in marketing your program. Faculty-to-student and student-to-student promotion is usually the most successful means of generating interest and recruiting students for your program.

A few suggestions for reaching out to students and boosting interest about your programs are:

1. Create posters and flyers that highlight the features of the program and provide students with useful information
2. Advertise the program in campus publications
3. Ask past participants from your program to speak about their experience in classes and spread the word to other students
4. Host a table (or ask past participants to volunteer) in high traffic area on campus
5. Ask colleagues if you can do classroom presentations to promote your program for 10 minutes at the start of their classes
6. Present and promote the program in your classes
7. Participate in the Clemson Study Abroad Fair, which is held twice throughout the academic year
8. Hold a couple of informational meetings in the evenings and offer to provide a pizza dinner
9. Reach out to the advising center in your college or other colleges with promotional materials and a way interested students can connect with you to follow up (office hours, upcoming presentations, etc.)
10. Reach out to student organizations that may have an interest in the subject area or location you are presenting and ask if you can speak at their next meeting or send them some promotional brochures
11. Email all students who have started applications and share with them that “space is limited, please be sure you have completed your application” as well as a time they can meet with you to ask any questions they have on the program
12. Connect with colleagues at other US institutions who may have interested students (students from these institutions can apply to Clemson as a transient student in order to enroll: https://www.registrar.clemson.edu/html/transient.htm)

Study Abroad Fair
The Clemson Abroad Office hosts a Study Abroad Fair twice during an academic year. The fall fair is typically held in September, while the spring fair falls in late January or early February. The Study Abroad Fair is a great opportunity for faculty directors to present their programs to students, academic advisors and other study abroad campus constituents. For more information on the Study Abroad Fair, contact the Clemson Abroad Office.

Student Application Process
The Clemson Abroad Office uses a standard online application for all study abroad programs. Students should submit their applications directly to the Clemson Abroad Office via the online application system, Terra Dotta, based on the application deadlines given below. If needed, the faculty director can request earlier application deadlines. Throughout the application process, students receive automated messaging from the Clemson Abroad Office intended to guide them through the application. Copies of these emails sent to students can be found in Appendix J.

Student Application Deadlines

<table>
<thead>
<tr>
<th>Program Term</th>
<th>Student Application Deadline</th>
<th>Deadline for Faculty to Review Student Applications</th>
<th>Deadline to Commit to Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>March 1 (or earlier)</td>
<td>March 10</td>
<td>March 25</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1 (or earlier)</td>
<td>October 10</td>
<td>October 25</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1 (or earlier)</td>
<td>March 10</td>
<td>March 25</td>
</tr>
</tbody>
</table>

Elements of a Student Application
The standard student study abroad application includes the information listed below. Faculty directors can request additional information from students as part of their application if they wish.

Questionnaires
- Applicant General Information
• Community Standards (academic sanctions, criminal charges, etc.)
• Authorization for Release of Information
• Emergency Contact Information
• Foreign Language Ability (if applicable)
• Transcript

**Signature Documents**
• Authorization for Release of Information Acknowledgement
• Conditions of Participation: Release and Indemnification Agreement
• Passport/Student Visa Information
• Clemson Abroad Financial Policies

**Program Deposit**
A program deposit is required for faculty-directed study abroad programs and must be received before a student can be accepted into the program. The program deposit is **non-refundable**, unless a student is not accepted into the program or the program is cancelled.

**Recommendation**
Students are required to submit at least one letter of recommendation through the online application system.

**Committing to a Program**
Faculty directors leading study abroad programs are required to review student applications and submit their recommendation of whether to approve or reject students from their programs. The deadlines to review students are October 10 (Spring programs) or March 10 (Fall and Summer programs). Once a review is submitted for student applicants, Clemson Abroad will change the status in Terra Dotta accordingly.

If approved for a program, students status will change to “Approved”. In order to confirm their admission and reserve their spot in the program, students will be required to login to their Clemson Abroad application and “Commit” to the program. The deadline to commit to Summer and Fall programs is March 25 and the deadline to commit to Spring programs is October 25. If an approved student has not completed this step by the deadline, they will be withdrawn from the program.

**Transient Students**
If a faculty-directed programs admits non-Clemson students to participate on a summer program, those students must apply as a Transient student. For more information on Transient Students, visit the website: [https://www.registrar.clemson.edu/html/transient.htm](https://www.registrar.clemson.edu/html/transient.htm).

**Tracking Student Applications**
Faculty directors will track student applications to make sure they are meeting the minimum applicant requirement.

To know if applicants are monetarily committed to the program by paying the program deposit, the faculty program director can use a feature called “Progress Audit.” The Progress Audit will allow you to easily track which parts of the application students have completed or still need to complete.

To access the Progress Audit:
Click “Reviewer Home” after logging into Terra Dotta

Click “Filter Options” under “My Reviews”
Select the program term you would like to see where it says “Display”

Select “Program” where it says “Group By”

Click “Filter”

Under “Progress Audit,” open the drop-down box. Select “Pre Decision”
On the Progress Audit Options page, select the items that you would like to appear in the progress audit. These items correspond to the sections students fill out in their online application.

After selecting everything that would like to see, click “Next”. You will get a screen that looks like the screen pictured below. You also have the option to print this report.
Approving Students for a Program

Faculty directors can log into Terra Dotta to review and make recommendations regarding their students’ applications.

Once you click on Reviewer Home, you will see a list of the students who have applied to your program.

Click on each student’s name to review their application and make a decision whether or not to accept them. Click Accept, Reject, or Waitlist, and then click “Mark as completed” to change the student’s application status.
6. Preparing Students Before Departure

Travel Documents

Passports
A signed valid U.S. passport is required to enter and leave most foreign countries. All students and faculty traveling to countries that require a passport to enter should apply for a passport as soon as possible. To obtain a passport, you will need a birth certificate, social security number, proof of identity (driver’s license), as well as two passport sized photographs as part of the application. Rite Aid, CVS or Walgreens, located in downtown Clemson, have the capability of taking passport photos. It takes 3 (expedited services) to 8 weeks to get a passport and currently costs $135 (passport and processing fee). You can obtain a U.S. passport application and information at major post offices, some public libraries and a number of county and municipal offices. You can also obtain them from: http://www.travel.state.gov/passport/index.html.

If a program participant or program leader already has a passport, it needs to be valid for at least 6 months beyond the last day spent abroad.

Visas
Some countries also require U.S. citizens to obtain a student visa before entering. Check with the embassy of the foreign country that you are planning to visit for up-to-date visa and other entry requirements. Each country varies widely on the requirements for a student visa and the length of time it takes to acquire the visa. Therefore, you should start looking into this process now as some can take up to two months to process and others require a personal visit to the embassy.

Program participants must obtain a passport before getting a visa. For participants that already have a passport, it must be valid for at least six months beyond the last day spent abroad, as this will be required by most countries that require visas.

International Student Identification Cards (ISIC)
The Clemson Abroad office suggests that students studying abroad obtain an International Student Identity Card (ISIC). It is a widely recognized student identification card and it will entitle students to a number of discounts on flights, buses, trains, ferries, as well as at museums, hotels, and youth hostels. Students may apply for an ISIC online at www.myisic.com. The cost of the card is $25.

Special Notes for Non-U.S. Citizens
If a student studying abroad is not a U.S. citizen, they should contact the U.S. Citizenship and Immigration Services (USCIS) immediately to ensure that they understand immigration requirements and do not jeopardize their residency status by participating in a program abroad. (See http://uscis.gov) They will also need to contact the embassy or consulate of the host country to obtain the visa requirements for residents of their country of citizenship. Non-U.S. students must bring proper documentation abroad in order to return to the United States after their study abroad program.

International students may also speak with the International Services office to understand their requirements before studying abroad. International Services is located in 108 Long Hall and can be reached at 864-656-3614. Visit their website for more information: http://www.clemson.edu/campus-life/campus-services/international/
Pre-Departure Orientation

All students studying abroad are required to attend a pre-departure orientation conducted by the Clemson Abroad Office. In addition, faculty program directors are required to conduct a country-specific training with their students prior to departure. The format of the orientation is entirely up to the faculty member directing the program, but the training should be designed to support academic and cultural preparation, as well as group cohesion. A list of recommended topics to discuss in the pre-departure orientation is listed below:

- Setting Expectations
  - Buddy System
  - Revisiting Policies and Clemson Procedures
  - Behavior

- Academics
  - Administrative Paperwork
  - Coursework
  - Registration
  - Syllabus/Assessment
  - Pre-trip and post-trip expectations
  - CU Academic Integrity Policy

- Money and Travel
  - Financial Aid
  - Spending Money
  - Contacting banks/credit card use
  - Carrying cash in country’s currency
  - Free day travels (safety & security at hostels, LCC airline’s luggage restriction)
  - Packing list and tips (what to pack and what NOT to pack: clothing, electronic appliances including hairdryer, etc.)

- Health and Safety
  - Country information
  - State Department Registration
  - CDC/WHO information and Health Evaluation
  - Prescription medications/over-counter medications
  - Immunizations
  - Food and safety
  - Clean drinking water
  - Drugs and alcohol
  - Sexual Behaviors and protecting yourself
  - Dating and making friends

- Culture, Identity and Diversity
  - Cross-cultural adjustment, re-entry culture shock
  - Stereotypes and prejudices
  - Personal space and behavior
  - Differences in laws and cultural norms
  - Communication

- Emergency Response
  - Emergency Contact Card
  - Clemson police, local emergency number
  - Responding to emergency safety check emails (Clemson abroad sends out messages to all students in a country in case of natural disaster, terrorist attack, etc.)
Health and Immunizations

Immunizations
Faculty leaders and students should visit the CDC website (https://wwwnc.cdc.gov/travel/destinations/list) for information on immunizations before traveling to a foreign country. It is highly recommended that all program participants visit a health professional 6-8 weeks before traveling abroad to a country that requires vaccinations. Clemson students are able to visit the Redfern Health Center on campus to meet with a nurse to discuss immunizations they need before traveling. Clemson faculty and staff members are able to visit the Sullivan Health Center to obtain travel immunizations. Only certain immunizations are available at these campus health centers, but students, faculty and staff will be recommended to another provider if an immunization is unavailable.

Prescription Medications
Program directors and students should check on the legality of any prescription medication in the destination country before traveling. Certain prescription drugs are banned in other countries (i.e. Adderall, codeine, etc.). When bringing any prescription medication abroad, make sure it is clearly marked and in the original container. If possible, bring a copy of the prescription and/or note from the doctor along with the medication.

Insurance Coverage
All students and faculty traveling for university purposes are required to enroll in university group insurance provided either by Cultural Insurance Services International (CISI) or International Student Identity Card (ISIC).

CISI Insurance
For short-term programs, students and faculty will be enrolled in CISI insurance for the duration of the program. The CISI insurance policy covers basic medical expenses, medical evacuation, medical reunion, repatriation, and a security evacuation rider. The cost is included as a line item on the budget planning sheet and should be included in your budget. The cost is $39/month and the insurance must be purchased in one-month increments. The Clemson Abroad Office completes the faculty and student enrollment for the study abroad insurance. We will send you the list of students so that you may verify its accuracy before purchasing insurance for your program. In order to ensure all program participants and leaders are enrolled in the CISI insurance, faculty directors must fill out the questionnaire on Terra Dotta that requests program leader information.

ISIC Insurance
For long-term programs (semester or longer), students will be enrolled in ISIC Premium insurance. The ISIC Premium Plan covers basic medical expenses, emergency medical evacuation, mental health, repatriation, baggage delay/loss, emergency evacuation and limited trip interruption/delay. The cost of the insurance is included as a line item on the budget planning sheet and should be included in your budget. The cost is $79 and covers the student for an entire year from the date of activation. The Clemson Abroad Office completes the student enrollment in ISIC insurance for faculty-directed semester programs. Any faculty members that will be traveling with the program will enrolled in CISI insurance, as ISIC can only be used to cover students.

Exclusions
Please review each insurance policy to understand what is excluded from coverage. Certain behaviors and activities that carry unacceptable risk to the individual and the University are not supported or condoned by Clemson University. Such high risk activities include, but are not limited to rappelling/canyoneering, bungee jumping, scuba diving, and operating a motor vehicle of any kind. Please note that the insurance policy specifically excludes injury sustained while taking part in mountaineering where ropes or guides are normally used; hang gliding, parachuting; bungee jumping; racing by horse, motor vehicle or motorcycle;
parasailing. Injury sustained while the insured person is riding as a pilot, student pilot, operator or crew member, in or on, boarding or alighting from, any type of aircraft.

Clemson Abroad Requirements
Once approved and committed to a faculty-directed study abroad program, students must complete the following post-decision requirements via the Terra Dotta application system, in addition to attending a Clemson Abroad pre-departure orientation

Signature Documents
- Health Information
- Meeting with Financial Aid

Questionnaires
- Health Information
- Passport Information
- Flight Itinerary
- Visa Information (if applicable)
- STEP Registration (see below for more information)

STEP Registration
All students participating in a faculty-directed study abroad program are required to enroll in the State Department’s Smart Traveler Enrollment Program (STEP). Faculty directors are also encouraged to register with the State Department Smart Traveler Enrollment Program. To register, visit www.step.state.gov and complete the online registration process.

Once students have completed the STEP enrollment, students are required to submit proof of registration in their Terra Dotta application.

7. Safety and Risk Management While Abroad

Setting Expectations
Before departing for your study abroad program, set clear expectations with students regarding Clemson University policies and communicate these expectations to program participants. Ensure that students are
aware that the Clemson Student Code of Conduct applies to the while they are on campus and abroad. A copy of the Code of Conduct is available on the Office of Community and Ethical Standards website.

During the program, reinforce and administer the expectations in a consistent manner with all participants. Start the program with an in-country orientation for students, faculty and staff. Establish a Buddy System for students. By the first day of the field, assign each participant a buddy and these two people (“buddies”) will operate as a single unit so they are able to monitor and help each other. Improved safety is the main benefit of the system. The buddy system will be in operation from the first day of the field/travel portion of the program to the last day of the field and at all field locations during program-related activities (including transportation).

**On-Site Orientation**

All programs are required to hold an on-site orientation when students first arrive in-country. The in-country orientation should reiterate many of the topics covered in the faculty member’s pre-departure training, with special focus on culturally accepted behaviors and safety. Faculty should discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and the types of things that can happen when walking alone at night in a foreign city. It is important to be very specific about safe and unsafe behavior, such as certain types of sexual behavior and how to avoid unwanted attention. Additionally, participants should be reminded of what to do in case of an emergency and that they should carry their Emergency Contact Card with them at all times.

**Preparing for and Handling Emergencies Abroad**

**Emergency Contact Card**

The Clemson Abroad Office provides Emergency Contact Cards for all faculty-directed study abroad programs. The Emergency Contact Cards provide in-country emergency numbers and the number for the nearest U.S. Consulate, as well as the Clemson Police Department and Clemson Abroad phone numbers. All students and program leaders should keep this card on their person at all times.

**Local Contact Information**

While abroad, ensure that all group leaders have functioning phones and students know how to contact you 24/7. Share local phone numbers with all stakeholders including students, staff, faculty and the Clemson Abroad Office. Make sure to email Clemson Abroad your itinerary and local contact information within 24 hours of arrival in-country.

**Emergency Response**

If there is an emergency, contact the Clemson University Police at +1-864-656-2222. In an emergency situation, take steps to address the immediate safety and well-being of program participants. Ensure regular communication with the Clemson Abroad Office to determine the next steps.

If needed, contact in-country emergency/health care providers and obtain medical care for affected participants. If a student becomes ill or cannot travel, do not leave him/her behind alone; at least 1 program leader must stay with the student.

### Emergency Contact Card

<table>
<thead>
<tr>
<th>Local Follow-up</th>
<th>Local Ambulance</th>
<th>Local Fire</th>
<th>U.S. Embassy/Consulate</th>
<th>Clemson Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St., 123 City, SC 12345</td>
<td>123-456-7890</td>
<td>123-456-7890</td>
<td>123-456-7890</td>
<td>123-456-7890</td>
</tr>
</tbody>
</table>

### Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123-456-7890</td>
<td><a href="mailto:johndoe@college.edu">johndoe@college.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clemson Abroad Office</td>
<td>123-456-7890</td>
<td><a href="mailto:clemsonabroad@college.edu">clemsonabroad@college.edu</a></td>
</tr>
</tbody>
</table>

If needed, contact the following:

- **Clemson University Police**: +1-864-656-2222
- **U.S. Embassy/Consulate**: 123-456-7890
- **Clemson Police Department**: 123-456-7890
**Incident Report Form**

When a serious incident occurs, the faculty director should follow the emergency response protocol. Once the safety of all program participants has been addressed, the faculty director must contact Clemson Abroad to report the incident. At that point, the Clemson Abroad office will create an Incident Report Form under your name in Terra Dotta. To complete the incident report form, login to your Terra Dotta account and complete all required information.

If Terra Dotta is unavailable, a fillable PDF or Word document version of the Incident Report form is always available on the Clemson Abroad website: [http://www.clemson.edu/studyabroad/faculty.html](http://www.clemson.edu/studyabroad/faculty.html).

**Managing High Risk Activities**

**Vehicle use**

While abroad, it is strongly recommended that faculty, staff, students, and other program participants do not drive any type of vehicle. Driving laws vary from country to country and driver’s licenses from the U.S. may not be accepted in other countries. Some countries may also require an international driving permit to operate a motor vehicle. Driving laws, roads and traffic patterns are different in other countries, so there is increased risk while operating a vehicle abroad. Additionally, vehicle rentals in foreign countries are generally not covered by U.S. insurance. When traveling on program-related activities, participants should be transported via public transportation or in vehicles rented for that purpose and driven by professional, hired drivers.

**Alcohol Use**

Faculty members should not encourage drinking while abroad and try to minimize alcohol use by students, staff and faculty. Faculty may not purchase alcohol for students and alcohol purchases are not reimbursable. The minimum drinking age varies around the world, so make sure to check the drinking age for the country you are visiting. Students should be educated about legally and culturally appropriate behavior concerning alcohol, as well as the consequences of inappropriate behavior. If any program director or participant consumes alcohol, it must be done so responsibly. Responsible use of alcohol includes the following:

- Abiding by the drinking/alcohol laws of the country
- Not missing scheduled events due to the effects of alcohol consumption
- Being respectful of others sharing the same housing
- Not engaging in inappropriate behavior as a result of alcohol consumption
- Not facilitating, encouraging or ignoring a fellow participant who is abusing alcohol

**Addressing Student Conduct and Behavior Issues**

**Student Code of Conduct on Study Abroad Programs**

In addition to the teaching and academic aspects of the program, faculty leaders of study abroad programs must be prepared to deal with possible student misconduct and disciplinary issues. As a participant in a Clemson study abroad program, each student is a representative of Clemson University and should conduct him or herself in a manner that reflects Clemson’s core values and community standards. You have the discretion and the responsibility to discipline a student for behavior detrimental to the university, the program, the student, and/or other participants.

Students are expected to adhere to the Clemson University Student Code of Conduct while abroad. For more information about the Student Code of Conduct, please visit the Office of Community and Ethical Standards (OCES) website at [http://www.clemson.edu/oces](http://www.clemson.edu/oces).
Disciplining Students on Study Abroad Programs
Both the Clemson Abroad Office and the Office of Community and Ethical Standards are prepared to assist you if you encounter student conduct issues. Study abroad program leaders should address behavior problems as close to the time they occur as possible. In less severe cases, written warnings can be used to address and correct behavior. Only in very serious situations is immediate dismissal from the program appropriate. If you are considering disciplinary action beyond a written warning, contact the Clemson Abroad Office and/or the Office of Community and Ethical Standards as soon as possible for guidance and assistance.

Clemson Abroad Office:
P- 864-656-2457
E- abroad@clemson.edu

Office of Community and Ethical Standards:
P- 864-656-0510

Filing a Report with the Office of Community and Ethical Standards
In some instances, student behavior during a study abroad program may justify filing a report with OCES. In cases where the faculty director is not sure about filing a complaint, he or she may contact the Clemson Abroad Office and/or the Office of Community Ethical Standards to discuss the discipline process and available options.

Referrals to the Office of Community and Ethical Standards require written documentation containing factual and descriptive information and may be submitted via the online form, email, fax or regular campus mail. Incident reports can be filed electronically at www.clemson.edu/oces or mailed to 912 University Union. Once OCES receives a report, a conference will be scheduled to meet with the alleged student in person if possible. In the event it is not possible to conduct a face-to-face meeting, a meeting can be scheduled via telephone or the student can be contacted in writing and given an opportunity to respond to the allegations.

Faculty should be aware that notes of the dates, times, witnesses and details of the incident, and the impact of the behavior on those present may be important in any future proceedings. The student is entitled to see this documentation, including the name of the person who wrote the report, thus it is imperative to provide appropriate information.

In extreme cases where the alleged action of a student may pose a threat to the well-being of the program, any of its members, or him/herself, an interim sanction, including interim suspensions, may be imposed. Following the imposition of an interim sanction, the opportunity for an administrative hearing will be provided as quickly as possible.

Compliance
Title IX
Clemson Abroad is committed to providing faculty-directed study abroad programs that are free from sexual discrimination. Title IX of the Education Amendments of 1972 (amending the Higher Education Act of 1965) is a federal gender equity law that prohibits discrimination based on sex in education programs and activities that receive federal funding. Sexual harassment, which includes sexual violence and other forms of nonconsensual sexual misconduct, is a form of sex discrimination and is prohibited under this law.

All faculty and staff leading study abroad programs are required to attend Title IX & Risk Management training every 3 years. Title IX applies to students, faculty and staff while at Clemson or on Clemson sponsored study abroad programs. As a program leader, faculty and staff members will need to manage sexual discrimination complaints in-country. It is the program leader’s responsibility to ensure that appropriate steps are taken to address the immediate safety of the alleged victim and other students. This may require interim measures such as the termination of vendors or suspension of on-site faculty and/or students from participation in any or all
program activities. In an emergency situation, contact CUPD at 864-656-2222. Upon receipt of a sexual discrimination complaint while abroad, notify the Clemson Abroad Office and the Title IX Coordinator within 24 hours. If the complaint occurs on the weekend or after hours, please contact CUPD.

<table>
<thead>
<tr>
<th>Title IX Coordinator Contact Information</th>
<th>Clemson Abroad Office Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Access and Equity</td>
<td><a href="mailto:Abroad@clemson.edu">Abroad@clemson.edu</a></td>
</tr>
<tr>
<td><a href="mailto:cuae@clemson.edu">cuae@clemson.edu</a></td>
<td>864-656-2457</td>
</tr>
<tr>
<td>864-656-3181</td>
<td></td>
</tr>
</tbody>
</table>

FERPA
FERPA is an acronym for the Family Educational Rights and Privacy Act. Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA mandates that schools, including colleges and universities, maintain students' records in a certain way. Students must be allowed to inspect and review their education records and request the amendment of records that are inaccurate or misleading. Schools are also restricted from disclosing student records except in limited circumstances, which will be described later in this tutorial. The rights under FERPA apply to eligible students. An eligible student is an individual who is, or has been, in attendance at Clemson University. In attendance includes distance education arrangements.

FERPA rights begin on the first day of class in the academic term for which the student is accepted. Applicants who are denied admission or who never attend are not covered under FERPA.

HIPAA
The Health Insurance Portability and Accountability Act, according to the U.S. Department of Health and Human Services (HHS), is a set of standards that address how certain organizations may use and disclose individually identifiable health information (called protected health information or PHI). The Department of Health and Human Services and Office for Civil Rights (OCR) have the authority to enforce the HIPAA Privacy Rule. According to OCR, the Privacy Rule “establishes a foundation of Federal protection for personal health information, carefully balanced to avoid creating unnecessary barriers to the delivery of quality health care.” For more information, visit https://privacyruleandresearch.nih.gov/healthservicesprivacy.asp

Clery Act
The Clery Act requires colleges and universities that receive federal funding to publish a public annual security report to employees and students every October. This report must include statistics of campus crime for the preceding 3 years. Any crime that happens on campus or while on a Clemson study abroad program must be reported according to the Clery Act.

ADA
If individuals with disabilities are participating in a study abroad program, the program must comply with Americans with Disabilities (ADA) guidelines. It is recommended that faculty directors reach out to Student Accessibility Services for guidance on working with these students and any accommodations. For more information on ADA, visit: https://www.clemson.edu/campus-life/campus-services/access/american-disabilities/. For more information on Student Accessibility Services, visit: https://www.clemson.edu/academics/studentaccess/.
8. Post-Program Activities

Post-Program Reports
The Post Program Report and Post Program Review are due within 30 days of program completion. Both reports can be found in the “Questionnaires” section of your Terra Dotta application after your program’s end date. The post program review allows faculty directors to reflect on their program’s success and outcomes. On the post program report, faculty directors provide information regarding the delivery of the program, including:

- Incidents
- Student challenges
- Issues with planning or execution
- Vendors

Post-Program Finances
Once faculty directors return from their study abroad program, they must submit their Foreign Travel Expense form and receipts within 2 weeks to the Clemson Abroad Office. Receipts must contain the vendor name, amount, description (translate to English if not in English), date and time. Expenses without receipts (not including per diem) will require a written explanation of the expense, the reason a receipt could not be obtained, the signature of the employee and the approval of the Director of Clemson Abroad prior to reimbursement. Receipts should be separated by expense category as indicated on the budget (e.g. employee lodging, employee transportation, employee miscellaneous expenses, student/group lodging, student/group transportation, group meals, and miscellaneous group expenses). Receipts for expenses in each of these categories should be taped to a letter size piece of paper. Clemson Abroad will not process unorganized receipts. Expenses in a foreign currency must be converted to US$ using the prevailing exchange rate on the day the expense was paid. The Controller’s website recommends using www.xe.com. For an example of the International Travel Expense form, see Appendix I.

Student Post-Program Activities
The faculty director is encouraged to organize a meeting with program participants after returning to campus to reflect on the program. Collecting student responses and comments is very helpful for planning future study abroad programs and also provides closure for program participants. Faculty directors are encouraged to maintain contact with students after the program to help assist them with their readjustment and possible reverse culture shock. Past student participants can also be asked to help recruit and advocate for the study abroad program in the future.
Appendix A: Guidelines and Criteria for Review of Faculty-Directed Study Abroad Programs

The following guidelines and criteria are suggested for the review of Faculty-directed programs. These are in addition to other unit, departmental and college criteria that govern academic courses and all applicable Clemson University policies that relate to operational and financial procedures. We have included below some sample review questions and a rubric.

Academic:
- Is the rigor of the courses comparable to those on campus? Does the course enhance or supplement, rather than duplicate, on-campus curriculum?
- What are the academic goals of the program? Are these goals feasible given the duration of the program? How does this tie to global learning outcomes?
- What are the academic advantages of conducting this course abroad, and specifically, to the location proposed?
- Does the faculty director have previous experience in the country proposed?

Cultural:
- How will this program integrate students into the local academic and community?
- Do the pre-departure materials and orientations adequately prepare students for the academic and intercultural experience?

Logistical:
- What library and research facilities are available at the program site? Are they sufficient enough for students to do their assigned work?
- Does the program ensure safe, clean, and hospitable student housing; co- or extra-curricular activities that support the program’s educational aims, and responsible health, safety, and security measures?
- How does the program address the health, safety, and security of its students through policies, procedures, advising, orientation, and training?

General:
- How will this program be marketed? What student populations will be targeted for promotional activities?
- Does the program offers students pre-departure and on-site academic advising; ensure placement in appropriate course and language levels; encourage academic planning and integration of coursework abroad and at the home campus; and integrate career and professional planning where possible and appropriate?
### Rubric for Evaluating Clemson Abroad Faculty-Directed Programs

<table>
<thead>
<tr>
<th>Assessment of Program Leaders</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous experience in/knowledge of proposed location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of local language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship with local universities and businesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear plan for recruitment efforts to targeted student population</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates ability to act effectively in emergency situations</td>
<td></td>
<td></td>
<td>/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Academics</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program courses and academic goals meet departmental degree and general University requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear academic advantages of conducting the course abroad, particularly in host location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research facilities are sufficient for students to complete assigned work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensures extra-curricular activities that support the program’s educational aims, and responsible health, safety, and security measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term sustainability of the program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-departure and on-site orientation and academic advising</td>
<td></td>
<td></td>
<td>/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alignment with Department and University Goals</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhances international partnership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhances on-campus curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serves under-represented student population in Study Abroad: students with disabilities, minorities, first generation, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offers unique experience for students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourages academic planning and integration of coursework abroad and at the home campus</td>
<td></td>
<td></td>
<td>/15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Management</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed budget with reasonable estimated cost of program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost is consistent with programs to similar destinations/for similar durations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty has met with program coordinator and/or Clemson Abroad fiscal manager for budget management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated personal student expenses included in budget</td>
<td></td>
<td></td>
<td>/12</td>
</tr>
</tbody>
</table>
### Health, Safety, and Risk Management

<table>
<thead>
<tr>
<th></th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall safety of location (State Department, CDC, WHO reviews)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessibility of health services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe and reliable transportation infrastructure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Housing options (including review of homestays where applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of on-site assistance</td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

3 – Advanced  
2 – Intermediate  
1 – Minimum Required

The Rubric is to help evaluate and ensure that program aspects have been vetted prior to being offered but also how the program has made improvements in subsequent iterations.
Appendix B: Policy for Development & Review Process for Clemson Sponsored Study Abroad Programs

Proposed by Council on Global Engagement
Approved by Academic Council—January 30, 2017

All Clemson sponsored Study Abroad programs, including semester-long, faculty-led summer, and embedded short-term programs for which students earn Clemson academic credit, must be approved for implementation by the Council on Global Engagement (CGE).

The CGE will accept recommendations from each college at the published deadlines and review them according to published criteria.

Prior to inclusion in the College’s portfolio of recommended programs, new and repeating faculty directed study abroad programs must meet all operational requirements established by Clemson Abroad, as well as criteria set by:

- Department offering credit
- College Internationalization Committee, or other entity appointed by the Dean of the College. If sponsored by multiple colleges, review by all participating colleges/units is required.

The Council on Global Engagement will not review proposals submitted directly by faculty or departments that have not been reviewed by Clemson Abroad nor recommended by sponsoring college. Program development discussions with Clemson Abroad should begin as early as possible and no later than 14 months prior to anticipated program date.
Appendix C: Faculty Senate Study Abroad Proposal Review Process

Study Abroad Proposal Review Process

The Clemson Abroad Office will review pre-proposals (conceptual ideas) for logistical/legal input. These pre-proposals should be submitted as per indicated timelines (typically 18 months before program operation). For renewing programs, faculty will submit their proposals via the online application software. Those proposals completed by the deadline will be forwarded to the departmental curricular committee (according the prefix of the courses). The department curriculum committee will review the proposals according to their bylaws. If the proposal is approved, the departmental curriculum committee will forward this recommendation to the college curriculum committee. The college curriculum committee will review the proposal according to the college’s bylaws. If the proposal is approved by this committee, the college curriculum committee will forward the decision to the college global engagement committee. The college global engagement committee will review the proposals according to their bylaws. If the proposal is approved by this committee, it is returned to the Clemson Abroad Office. If the proposal is denied at either the departmental or college level, the committee will provide feedback to the Clemson Abroad Office. Clemson Abroad will review proposals for logistical/legal issues, and forward the college global engagement committee recommendations to a committee within the Council for Global Engagement. The Council for Global Engagement will review the college feedback and make the final decision on programs. Clemson Abroad will give this feedback to the proposer. The Clemson Abroad Office is responsible for communicating decisions and feedback to the proposer.

New proposals have a pre-proposal submission via the online application software that is reviewed by the college global engagement committee and moved forward for full proposal or denied.

Note: New proposals have a pre-proposal submission that is reviewed by the college global engagement committee and moved forward for full proposal or denied.

Note: If the proposer is proposing a course outside of their home department, it requires a MOU between the home department and outside department.
## Appendix D: Faculty-Directed Program Proposal and Implementation Timeline

### Fall/Fall Break Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>(year before the program)</td>
<td>September 30: Fall/Fall Break pre-proposal applications for new programs due</td>
</tr>
<tr>
<td>October</td>
<td>(year before the program)</td>
<td>College committees review Fall/Fall Break pre-proposal applications for new programs</td>
</tr>
<tr>
<td>December</td>
<td>(year before the program)</td>
<td>December 15: Full proposals due for new Fall/Fall Break programs December 15: Full proposals due for Fall/Fall Break renewal applications</td>
</tr>
<tr>
<td>January</td>
<td>(year of the program)</td>
<td>College committees review Fall/Fall Break proposal applications for new programs CGE reviews Fall/Fall Break proposals for new programs that were approved by college committees Programs are either approved, rejected or faculty directors can be asked to revise and resubmit for March CGE meeting</td>
</tr>
<tr>
<td>February</td>
<td>(year of the program)</td>
<td>Study Abroad Fair February 15: Post-Decision Items due Faculty Expectations signature document Foreign Travel Authorization Form Finalized course syllabi Graduate Assistant form (if applicable) Vendor contracts</td>
</tr>
<tr>
<td>March</td>
<td>(year of the program)</td>
<td>March 1: Deadline for Fall/Fall Break student applications March 10: Deadline for faculty to review student applications and submit recommendations March 15: Post-Decision Items due Final budget Detailed itinerary Pre-departure orientation materials Health, Safety and Risk Management questionnaire Insurance/Funding Questionnaire March 25: Deadline for students to commit to Fall/Fall Break programs</td>
</tr>
<tr>
<td>April-July</td>
<td>(year of the program)</td>
<td>Fall program planning underway</td>
</tr>
<tr>
<td>August-December</td>
<td>(year of the program)</td>
<td>Fall programs depart and are running Expense reports due within 2 weeks after program returns December 15: Full proposals due for Fall/Fall Break renewal programs</td>
</tr>
<tr>
<td>January</td>
<td>(year after the program)</td>
<td>Final reports due within 1 month after program returns Post-Program Report Post-Program Summary</td>
</tr>
</tbody>
</table>
### Summer Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
</table>
| **April** (year before the program) | **April 1:** Summer pre-proposal applications for new programs due  
College committees review Summer pre-proposal applications for new programs |
| **June-July** (year before the program) | Faculty directors complete full proposal for new programs and renewals |
| **August** (year before the program) | **August 1:** Full proposals due for new Summer programs  
**August 15:** Full proposals due for Summer renewal programs  
College committees review Summer proposal applications for new and renewal programs |
| **September** (year before the program) | CGE reviews new and renewal Summer applications that were approved by college committees  
- Programs are either approved or rejected  
Study Abroad Fair |
| **October-January** (year before/of the program) | Summer program planning and student recruitment underway |
| **February** (year of the program) | Study Abroad Fair  
**February 15:** Post-Decision Items due  
- Faculty Expectations signature document  
- Foreign Travel Authorization Form  
- Finalized course syllabi  
- Graduate Assistant form (if applicable)  
- Vendor contracts |
| **March** (year of the program) | **March 1:** Deadline for Summer student applications  
**March 10:** Deadline for faculty to review student applications and submit recommendations  
**March 15:** Post-Decision Items due  
- Final budget  
- Detailed itinerary  
- Pre-departure orientation materials  
- Health, Safety and Risk Management questionnaire  
- Insurance/funding questionnaire  
**March 25:** Deadline for students to commit to Summer programs |
| **April** (year of the program) | Summer student bills go online |
| **May** (year of the program) | Students bills due  
Summer programs depart and are running  
- Expense reports due within 2 weeks after program returns  
- Final reports are due within 1 month after the program returns  
  - Post-Program Report  
  - Post-Program Summary |
| **June-July** (year of the program) | Summer programs depart and are running  
- Expense reports due within 2 weeks after program returns  
- Final reports are due within 1 month after the program returns  
  - Post-Program Report  
  - Post-Program Summary |
| **August** (year of the program) | Summer programs depart and are running  
- Expense reports due within 2 weeks after program returns  
- Final reports are due within 1 month after the program returns  
  - Post-Program Report  
  - Post-Program Summary  
**August 15:** Renewal applications due for Summer programs |
## Spring/Spring Break Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>April 1: Spring/Spring Break pre-proposal applications for new programs due</td>
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<tr>
<td></td>
<td>College committees review Spring/Spring Break pre-proposal applications for new programs</td>
</tr>
<tr>
<td>June-July</td>
<td>Faculty directors complete full proposal for new programs and renewals</td>
</tr>
<tr>
<td>August</td>
<td>August 1: Full proposals due for new Spring/Spring Break programs</td>
</tr>
<tr>
<td></td>
<td>August 15: Full proposals due for Spring/Spring Break renewal programs</td>
</tr>
<tr>
<td></td>
<td>College committees review Spring/Spring Break proposal applications for new and renewal programs</td>
</tr>
<tr>
<td>September</td>
<td>CGE reviews new and renewal Spring/Spring Break applications that were approved by college committees</td>
</tr>
<tr>
<td></td>
<td>• Programs are either approved or rejected</td>
</tr>
<tr>
<td></td>
<td>Study Abroad Fair</td>
</tr>
<tr>
<td>October</td>
<td>October 1: Spring/Spring Break student application deadline</td>
</tr>
<tr>
<td></td>
<td>October 10: Spring/Spring Break faculty deadline to review students and submit recommendation</td>
</tr>
<tr>
<td></td>
<td>October 15: Spring/Spring Break Post-Decision Items due</td>
</tr>
<tr>
<td></td>
<td>• Faculty Expectations signature document</td>
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<td></td>
<td>• Foreign Travel Authorization Form</td>
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<tr>
<td></td>
<td>• Finalized course syllabi</td>
</tr>
<tr>
<td></td>
<td>• Graduate Assistant form (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• Vendor contracts</td>
</tr>
<tr>
<td></td>
<td>October 25: Deadline for students to commit to Spring/Spring Break programs</td>
</tr>
<tr>
<td>November</td>
<td>November 15: Spring/Spring Break Post-Decision Items due</td>
</tr>
<tr>
<td></td>
<td>• Final budget</td>
</tr>
<tr>
<td></td>
<td>• Detailed itinerary</td>
</tr>
<tr>
<td></td>
<td>• Pre-departure orientation materials</td>
</tr>
<tr>
<td></td>
<td>• Health, Safety, and Risk Management questionnaire</td>
</tr>
<tr>
<td></td>
<td>• Insurance/funding questionnaire</td>
</tr>
<tr>
<td>December</td>
<td>Spring student bills go online</td>
</tr>
<tr>
<td>January-February</td>
<td>Spring programs depart and are running</td>
</tr>
<tr>
<td>March</td>
<td>Spring Break programs depart</td>
</tr>
<tr>
<td></td>
<td>Spring programs are running</td>
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<tr>
<td>April</td>
<td>Spring Break programs return</td>
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<td></td>
<td>• Expense reports due within 2 weeks after program returns</td>
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<td></td>
<td>• Final reports are due within 1 month after the program returns</td>
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<td></td>
<td>• Post-Program Report</td>
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<tr>
<td></td>
<td>• Post-Program Summary</td>
</tr>
<tr>
<td>May</td>
<td>Spring programs return</td>
</tr>
<tr>
<td></td>
<td>• Expense reports due within 2 weeks after program returns</td>
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<td></td>
<td>• Final reports are due within 1 month after the program returns</td>
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<td></td>
<td>• Post-Program Report</td>
</tr>
<tr>
<td></td>
<td>• Post-Program Summary</td>
</tr>
</tbody>
</table>
Appendix E: Developing a Faculty-Directed Program Flowchart

Developing a Faculty-Directed Program

So, you have an idea for faculty directed study abroad program. How do you move it forward? Please follow the following steps, and review our program development calendar.

The Idea

Estimated time 30 minutes – 2 months depending on location and complexity of idea

- Discuss the idea with your department/unit to determine whether/how it meets strategic goals/objectives of the unit, college, and/or university and to ascertain the level of interest.
- Discuss the idea and strategic objectives with the Program Management Team of Clemson Abroad or your College Global Engagement Manager to assess viability, learn about the necessary processes, and determine whether the idea duplicates existing initiatives.
- Faculty will also gain some understanding of a study abroad budget, vendor selection, as well as timeline for program development

Pre Proposal

Estimated time 1-2 conversations with OGE

After the faculty member(s) have discussed and developed their idea for a proposal, the proposal process can begin. This occurs 18 months prior to the intended start date of the study abroad program.

- Work with Clemson Abroad Program Management Team and/or College Global Engagement Manager to complete the required pre-proposal documentation which includes the following:
  - A tentative program outline and faculty qualifications
- A working course description, including a break-down of classroom vs. research/travel/tourist hours
- A proposed cost for the program
- Recommendation(s) from the Chair or Supervisor of the sponsoring unit(s)

- This pre-proposal will be presented to the College Global Engagement Committee for initial approval. If the program is approved, it will then be presented for full proposal.

The full proposal includes a presentation of the logistical and operational aspects of the program, as well as development of the online brochure to appear on the study abroad website. In order to complete this, faculty will need to work with Clemson Abroad’s Program Management Team and/or their College Global Engagement Manager to do the following:

- Determine an appropriate vendor for the study abroad program. This can be done using the pre-proposal and tentative course outline and itinerary. Vendors must follow [Clemson Abroad and Clemson University procurement guidelines](#).
- Once faculty have determined an appropriate vendor, the full proposal can be completed including:
  - Logistics and Operations Questionnaire
  - Terra Dotta Brochure Creation
  - Preliminary Budget creation
- Programs that have been accepted for full proposal will be presented to the Council on Global Engagement for final approval

Recruitment

Maximum 7 months
The most successful programs are those that have active faculty recruiting for them. Faculty will have the following opportunities organized through Clemson Abroad to recruit students:

- Fall Study Abroad Fair (3rd week in September)
- Spring Study Abroad Fair (End of January/Beginning of February, depending on university start date)
- Faculty will receive email updates with a student saves or begins an application to their program
- Terra Dotta software allows faculty to create tasks, send group emails to all students who have expressed interest in their program, and audit student’s activity on the application
- Faculty can also reach out to Clemson Abroad and College Global Engagement Manager to assist in organizing classroom visits, information sessions, etc.
- Clemson Abroad will host a lunch and learn at the beginning of every academic year with tips for student recruitment
- Office of Global Engagement offers student advising services, as well as sessions on study abroad specific scholarships including the Gilman, Boren, and offers their own scholarships for Clemson students from any college attending any program.

**Finalizing the Program**

1-5 months depending on program requirements

As soon as faculty confirm they have enough students to run their study abroad program (number is based on budget projections) they can begin to confirm budgets, and finalize their itinerary with an on-site vendor. Here are the necessary action items:

- Approve student applications no later than the application deadline
- Finalize budget based on number of students approved
- Students will commit and confirm their participation in the program two weeks after receiving their faculty’s approval
- Reach out to on-site vendor to finalize student numbers, accommodation, and travel (be specific on Clemson payment deadlines)
- Complete Foreign Travel Authorization and purchase airline ticket
- Complete Health, Safety, Risk Management workshop
- Complete Title IX for Study Abroad Workshop
- Hold Pre-departure orientation(s) for committed students
- Provide detailed itinerary and health safety information to Clemson Abroad
- Clemson Abroad purchases International Health Insurance
- Complete Travel Advance Form
While on site, faculty are responsible for the academic content of the courses they are instructors for, as well as for the health and safety of the students traveling on the program. Here are some things to keep in mind:

- Check in with Clemson Abroad if there is an incident abroad
  - Students and Faculty will all be required to check in via the Alert Traveler App
- Always let students know if you are traveling and how to reach you
  - Faculty are responsible for students outside of classroom and structured program time
- Keep a log of student personal travel destinations (weekends)
- Keep a list of local doctors/hospitals in the event of a student or staff emergency
- Collect receipts and keep a log of program expenditures
- In case of emergency call the Clemson Campus Police: 864-656-2222, this activates the Crisis Management Team

Upon return

1-2 meeting(s)

You did it!! Within two weeks of your return, please set up a meeting with the Fiscal Management Team of OGE to turn in your reimbursement. We will answer any of your financial questions, and set up a time to debrief with you on the program. We also request that you complete the following:

- A Review and Operational Report of the program (available in Terra Dotta)
- Complete a renewal proposal to run your program again
- Use your experience to develop a refined course outline and proposed itinerary that can be used to seek a better vendor, or better communicate with your current vendor for future initiatives
Appendix F: Faculty-Directed Renewal Application in Terra Dotta

1. Use this link to access the renewal program application:

2. Once you click this link, you will land on the page shown below. Click “Apply Now” and sign in with your Clemson username and password.
3. Select the term for your program and then click “Apply” on the bottom of the page.

4. After you have begun the application, your Applicant Home page will look like this:

5. Click on each “Application Questionnaire” and “Signature Document” and complete the sections inside.
### Semester Program Budget Worksheet

#### Program Information

**Program Title**: Semester Program Budget FY16-17 (Undergraduate Traditional)

**Faculty/Staff Costs**

- **Salary**
  - Faculty 1
  - Faculty 2
  - Faculty 3
  - Faculty 4

- **Fringe**
  - Faculty 1
  - Faculty 2
  - Faculty 3
  - Faculty 4

- **Other**
  - Faculty 1
  - Faculty 2
  - Faculty 3
  - Faculty 4

**Tuition Revenue & Related Expenses**

- **Total Tuition Allocation**: $79,042

**Tuition Expenses**

- **Tuition**
  - Site 1
  - Site 2
  - Site 3
  - Site 4

**Other Costs**

- **Meal Tips (total group cost)**
- **Meals (total group cost)**
- **Housing Tips (group total by site)**
- **Housing (group total by site)**
- **Excursion 1 (total group costs)**
- **Excursion 2 (total group costs)**
- **Excursion 3 (total group costs)**
- **Educational Tours & Excursions**
- **Train**
- **Airport**
- **Camping**
- **Logistics & Local Tours**
- **Other (tips, etc)**
- **Other personal Travel/Excursions**
- **Foreign Amt**.

**Variable**

- **Foreign Exchange Rate**
- **Exchange Rate**
- **USD**

**Summary**

- **Tuition Revenue**: $79,042
- **Tuition Balance**: $79,042

### Student Program Expenses

**Tuition**

- **Tuition Rate Allocation per Semester**
- **Total Number of Credits**
- **Minimum Number of Credits per FT Student**

**Marketing and Promotional Material**

- **Books & Supplies (per student)**
- **International Student ID Card (per student)**
- **Visa Expenses**
- **Passport, Visa**
- **Insurance $39/month**

**Emergency/contingency Total Funds for program**

**Program Expense Balance**

- **Program Expense Balance**: $5,039

**Other Estimated Student Expenses (Personal)**

- **Books & Supplies (individual)**
- **International Student ID Card (individual)**
- **Passport, Visa**
- **Insurance $39/month**

**Excursions**

- **Excursion 1**
- **Excursion 2**
- **Excursion 3**

**Vaccinations**

- **International Student Fee**
- **Facility(s) Rental**
- **Marketing and Promotional Material**
- **Telephone**
- **Other personal Travel/Excursions**

**In-country Transportation (total group costs)**

- **Medical & Hospitalization**
- **Hospital Mileage**
- **Per Student**
- **Foreign Amt.**
- **Foreign Currency**

**Summary**

- **Tuition Revenue Allocation**: $79,042
- **Tuition Revenue Allocation**: $79,042

**Cost and Fee Summary**

- **Program Fee Per Student**: $3,522
- **Program Fee Per Student**: $3,522

### Appendix G: Budget Worksheets
## Short Term Budget Worksheet

### PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Faculty/Staff Name</th>
<th>Faculty 1</th>
<th>Faculty 2</th>
<th>Faculty 3</th>
<th>Faculty 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Foreign</td>
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<td>$0</td>
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<td>Hair</td>
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</tr>
<tr>
<td>Meals (use below per diem rates to calculate total amount)</td>
<td>Faculty 1</td>
<td>Faculty 2</td>
<td>Faculty 3</td>
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<td>Incidentals</td>
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<td>Faculty 2</td>
<td>Faculty 3</td>
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<td>Excursion 1 (Ticket + Other Costs)</td>
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<td>Visa Expenses (per student estimate)</td>
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<td>Health Insurance (if applicable)</td>
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<td>Other Expenses (printing, etc.)</td>
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<td>Bursars &amp; Supplies (per student)</td>
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<td>Tuition Revenue Allocation</td>
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<td>In-Country Transportation</td>
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</tbody>
</table>

### REVENUE

| Budgeted Costs
| Foreign Amt. | Exchange Rate | USD Amt. |
|-------------|--------------|-----------|----------|
| Tuition Rate Allocation + Credit Semester | $0 | | |
| Total Tuition Allocation | $0 | | |

### FACULTY/STAFF COSTS

| Budgeted Costs
| Foreign Amt. | Exchange Rate | USD Amt. |
|-------------|--------------|-----------|----------|
| | | | |

### STUDENT PROGRAM EXPENSES

| Budgeted Costs
| Foreign Amt. | Exchange Rate | USD Amt. |
|-------------|--------------|-----------|----------|
| | | | |

### MARKETING AND PROMOTION

| Budgeted Costs
| Foreign Amt. | Exchange Rate | USD Amt. |
|-------------|--------------|-----------|----------|
| Marketing & Promotional Material | | | |

### SUMMARY

| Tuition Revenue | | |
| Total Expenses | | |
| Tuition Balance | | |

### OTHER ESTIMATED STUDENT EXPENSES (PERSONAL) *These are not part of the Program Fee but part of the Total Cost of Attendance* 

| Budgeted Costs
| Foreign Amt. | Exchange Rate | USD Amt. |
|-------------|--------------|-----------|----------|
| | | | |

### COST & FEE SUMMARY

<table>
<thead>
<tr>
<th>Total Cost Per Student</th>
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<tbody>
<tr>
<td>$147</td>
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</tbody>
</table>
Appendix H: Graduate Assistant Form

Graduate Assistant for Study Abroad
Position Information

INFORMATION RELATED TO GRADUATE ASSISTANTS ON STUDY ABROAD

If you intend to hire a graduate student (Masters or Doctoral student) as the Graduate Assistant for your study abroad program then please read all the information contained in this document and complete the necessary details to share with Clemson Abroad and the Graduate School.

The Graduate Assistant cannot be the faculty director for a program but be in the secondary leadership role. The Graduate Assistant must be provided with clear written communication of job roles and responsibilities including performance assessment criteria and compensation by the faculty director.

QUALIFICATIONS:
The Graduate Assistant should be a student in good standing and eligible to serve as a Graduate Assistant for on-campus positions. The Graduate Assistant must also complete all required training including Title IX, Health, Safety and Risk Management etc. The Clemson Abroad office in coordination with the program Faculty-Director will provide the Graduate Assistant necessary training and development in preparation for this role (workshops, reading material, etc.). Additional considerations that are desirable in candidates for the unique context of study abroad programs include that they demonstrate exceptional organization skills and attention to detail; flexibility, professionalism, and ability to work quickly under pressure and juggle multiple tasks; excellent written, verbal and interpersonal communication; and experience with budgeting and/or accounting is preferred.

COMPENSATION:
The compensation for the Graduate Assistant generally consists of travel expenses including lodging (own separate room), flights, insurance, and group program cost that will be covered by the program, in addition to a per diem meal allowance (determined based on program/location). They will be provided with a cellphone (and required calling minutes) for logistical and emergency use related to the program. Additionally, programs are recommended to offer a modest stipend.

COMMITMENT:
Graduate Assistants on study abroad programs should be available to work up to 28 hours/week (or 20 hrs for international students) during the semester prior to the study abroad program. They must be available to travel with the program during its duration abroad; however, they will be guaranteed a reasonable amount of time off from responsibilities for the group and will not be required to be on call 24/7. Graduate Assistants will be responsible only for enrolled students (NOT guests, accompanying family members of faculty, etc.). They may additionally assist with post-return program support.

☐ Please check box to indicate that the Program Director understands the information related to Graduate Assistants on Study Abroad programs

PROGRAM NAME:

LOCATION(S):

DATES FROM: ____________ TO: ____________

FACULTY DIRECTOR:
## GRADUATE STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME:</th>
<th>FIRST NAME:</th>
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<table>
<thead>
<tr>
<th>EMAIL:</th>
<th>CUID:</th>
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<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>MAJOR:</th>
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</tbody>
</table>

### CURRENTLY ON ASSISTANTSHIP:
- [ ] YES
- [X] NO

### IF YES, THEN ASSISTANTSHIP DEPARTMENT:

### ENROLLING IN PROGRAM COURSES:
- [ ] YES
- [X] NO

### PROFICIENCY IN HOST LANGUAGE (HL):
- [ ] YES
- [X] NO

### SPEAKING (HL):

### COMPREHENSION (HL):

## GRADUATE STUDENT ENGAGEMENT INFORMATION

### APPT. DATES FROM:

### TO:

### HOURS PER WEEK:

### HOURLY WAGE:

### TOTAL SALARY:

### FLIGHT COST:

### TRANSPORTATION:

### LODGING:

### MEALS PER DIEM/DAY:

### TOTAL PER DIEM:

### INSURANCE:

### EXCURSIONS:

### CELLPHONE:

### OTHER MISC.:

### ADDITIONAL EXPENSES:

### PAID BY:

## SIGNATURES

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<thead>
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<table>
<thead>
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</tbody>
</table>
EXAMPLE OF ROLES/RESPONSIBILITIES (not comprehensive, only suggested):

☐ Please check box to indicate that the Program Faculty Director has attached a copy of the Graduate Assistant roles/responsibilities related to the study abroad program.

*We have included below some examples of typical roles/responsibilities for Graduate Assistants*

Pre-departure

- Provide direct support to study abroad faculty-director
- Contribute to advertising of the program
- Serve as contact point for students in the program
- Arrange and facilitate pre-departure meetings with participating students
- Serve as liaison with Clemson Abroad office and International Services
- Assist faculty-director in arranging itinerary, lodging and travel logistics

While Abroad

- Provide direct support to study abroad faculty-director
- Manage scheduling and coordination of daily activities
- Oversee communications with other parties (e.g., tour operators, bus drivers, etc.)
- Monitor student performance and morale including providing support together with faculty-director
- Track program budget and receipts
- Represent Clemson and manage activities in the absence of a faculty member
- Serve as emergency program contact in faculty-director's absence

Post-Return

- Assists with program documentation
- Provides feedback for program improvement

-------------------------------------------------------------------------------

CLEMSON ABROAD INTERNAL USE ONLY:

DATE RECEIVED: __________________ DATE BUDGET PROCESSED: __________________

PROJECT CODE: __________________

DATE FACULTY-DIRECTOR NOTIFIED: __________________

CLEMSON ABROAD REVIEW (SIGNATURE/DATE): __________________

GRADUATE SCHOOL REVIEW (SIGNATURE/DATE): __________________

ADDITIONAL COMMENTS: __________________
### International Travel Expense Form

**Account Information**

<table>
<thead>
<tr>
<th>Account</th>
<th>Meals</th>
<th>Lodging</th>
<th>Mileage</th>
<th>Registration</th>
<th>Airfare</th>
<th>Rental Car</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct:</td>
<td>6019</td>
<td>6020</td>
<td>6021</td>
<td>6025</td>
<td>6022</td>
<td>6024</td>
<td>6024</td>
</tr>
</tbody>
</table>

- **TOTAL**: $0.00
- **TOTAL DUE**: $0.00

**Name:**

**Employee ID Number:**

**Departure**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Return**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trip Destination:**

**Project # for Payment:**

**Purpose of Trip:**

**Expenses Incurred:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meals</th>
<th>Lodging</th>
<th>Mileage</th>
<th>Registration</th>
<th>Airfare</th>
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<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Meals

<table>
<thead>
<tr>
<th>Depart Before:</th>
<th>Return After:</th>
<th>Date</th>
<th>Breakfast</th>
<th>Date</th>
<th>Lunch</th>
<th>Date</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 am</td>
<td>11:00 am</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>11:00 am</td>
<td>1:30 pm</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5:15 pm</td>
<td>8:30 pm</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Lodging:**

- $0.00

**Registration Fee:**

- $0.00

**Air Travel:**

- $0.00

**Rental Car:**

- $0.00

**Auto Travel:**

- **Personal Car Mileage @ $.535**
  - Miles: $0.00
- **Airport Mileage @ $.535**
  - Miles: $0.00

**Other (please list):**

- **Taxi**
  - $0.00
- **Parking**
  - $0.00
- **Baggage**
  - $0.00
- **Tolls**
  - $0.00

**Miscellaneous Expenses as allowed per policy.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Taxi</th>
<th>Parking</th>
<th>Baggage</th>
<th>Tolls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Due:**

- $0.00

I certify the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and conforms to the requirements of the State laws, rules and regulations. I understand any reimbursements by Clemson University are subject to terms of payment maintained by CU Payroll office. It is the responsibility of the payee to verify with his/her financial institution when funds are available.

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) listed above. I also certify these expenses are in compliance with established policies and procedures of Clemson University and that they have not been (nor will not be) reimbursed in duplicate. I certify price is fair and reasonable.

**Signature of Traveler**

**Signature of Approver**

**Notes:**

- Updated on 1/3/17
Appendix J: Student Application Process Letters

Students will receive the following letters when they start an application, are approved for a program and when they commit to a program, respectively.

**Begin an Application**

Dear Student,

We are excited that you are interested in participating in a faculty-directed study abroad program at Clemson University. Please read this letter carefully as there are important steps you should take in order to better understand your program and complete your application. Please be aware of application deadlines associated with your program. Program deadlines are listed on the individual brochure page.

**Initial Steps**

- Attend a Study Abroad 101 session—they take place on Mondays from 3:30-4:30pm and Thursdays from 12:30-1:30pm in E-304 Martin Hall
- Meet with the faculty director, college Global Engagement Coordinator, or a Clemson Abroad Coordinator in the Clemson Abroad Office to discuss the program
- Meet with your academic advisor to discuss academic requirements
- Review program requirements (class standing, GPA, language, etc.) and prerequisite courses
- Review the budget sheet and plan financially for your program. Check your program’s homepage to see what is and is not included in your program fee. Program fees do not include Clemson tuition and fees
  - Meet with the Financial Aid Office to discuss the applicability of your Clemson University financial aid package
  - Discuss the program financials with your parents or the persons financially responsible for your education
- Visit our Scholarship Page for information on study abroad scholarships—deadlines are often earlier than you think!

**Ready to Complete Your Application?**

In order to be considered for a faculty directed program, you must:

- Complete all required questionnaires, materials, and signature documents in your online application
- Request a recommendation. It should be completed by someone who is familiar with your academic performance, such as a professor or academic advisor
- Pay the application deposit (this deposit will be credited toward the program fee. It is non-refundable with the exception of students who are not admitted to the program, or in the event of program cancellation)
- Complete all required components of the application by the required deadline

**Questions**

If you have any questions, please discuss with your faculty program leader, college Global Engagement Coordinator, or a Clemson Abroad Coordinator in the Clemson Abroad Office. Click here to schedule an appointment.

***If you are a non-Clemson student and are approved for this program, you will be required to apply to Clemson University as a transient student for summer programs or as a special student for semester programs. Please do not apply as a transient or special student until you have received confirmation of your approval to the program.***
Approved for a Program

Dear Student,

Congratulations on being approved to participate in a Clemson Abroad faculty-directed study abroad program! Please read this letter carefully, as there are important steps that you need to take in order to complete your acceptance and committal process.

Commit to the Program

In order to confirm your admission and reserve your spot in the program, you will need to log into your Clemson Abroad Application and click the purple COMMIT™ button. The deadline to commit to Summer and Fall programs is March 25 and the deadline to commit for Spring programs is October 25, unless otherwise specified on your program's brochure page. If you have not completed this step by the deadline, Clemson Abroad and the faculty member will assume that you are no longer interested in participating and will withdraw you from the program.

By committing to the faculty-directed study abroad program, you are acknowledging that:

- You intend to participate in the program
- You have reviewed and understand your financial obligations to the program
- You agree to complete all required materials
- You agree to attend all required pre-departure orientations

Courses and Final Payment

Students participating in Clemson faculty-directed programs are required to register for the academic courses associated with their program. If you are unsure of what to register for, please contact your faculty director or global engagement coordinator. Students are responsible for the tuition and fee payments associated with credit hour registration, in addition to the program fee and study abroad fee. Tuition, fees and the final program fee will be added to your iRoar bill and will be paid during the normal billing cycle for the term for which you have applied. For additional information on tuition and fee costs and payment deadlines, please review the Student Financial Services webpage. Make sure your student account balance is paid in full by the deadline, otherwise you will be dropped from your courses, and be required to pay a late fee. The Clemson Abroad Office abides by the Clemson University Academic Fees Refund Policy for tuition costs. For all other costs associate with your program, please review the Clemson Abroad Withdrawal Policy.

If you choose not to commit to your Clemson Abroad program, you will forfeit your non-refundable deposit.

Questions

If you have any questions, please discuss with your faculty program leader, college Global Engagement Coordinator, or a Study Abroad Advisor in the Clemson Abroad Office. Click here to schedule an appointment.

***If you are a non-Clemson student and are approved for this program, you will be required to apply to Clemson University as a transient student for summer programs or as a special student for semester programs.***
Commit to a Program

Dear Student,

Congratulations on committing to a study abroad through a Clemson faculty-directed program! Please read this letter carefully, as there are important steps you should take immediately in order to prepare for your study abroad program.

- Log in to your Clemson Abroad Application and complete all post-decision questionnaires, materials, signature documents, and pre-departure requirements
- Reach out to your study abroad faculty-director for program-specific information
- Attend one of Clemson Abroad’s mandatory pre-departure orientations, as well as pre-departure meetings required by your faculty director
- Visit the Financial Aid office to plan financially for your program (if you haven’t already done so)
- Register for your study abroad program courses

Course Registration and Final Payment

Students participating in Clemson faculty-directed programs are required to register for the academic courses associated with their program. If you are unsure of what to register for, please contact your faculty director or global engagement coordinator. Students are responsible for the tuition and fee payments associated with credit hour registration, in addition to the program fee and study abroad fee. Tuition, fees and the final program fee will be added to your iRoar bill and will be paid during the normal billing cycle for the term for which you have applied. For additional information on tuition and fee costs and payment deadlines, please review the Student Financial Services webpage. Make sure your student account balance is paid in full by the deadline, otherwise you will be dropped from your courses, and be required to pay a late fee. The Clemson Abroad Office abides by the Clemson University Academic Fees Refund Policy for tuition costs. For all other costs associated with your program, please review the Clemson Abroad Withdrawal Policy.

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Questions

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