

Guidelines for Faculty with Interests in Study Abroad Programs

I. Proposing a new program:

Binghamton University offers a rich array of study abroad programs which include a wide range of program types with geographical and disciplinary diversity for semesters, summers and short periods of time. The programs have been developed in close partnership with academic departments and many faculty have taken a leadership role in the planning and design of program and by guiding group of students on study tours. If you are interested in in this effort either by contribution to an existing program or initiating a new endeavor, there are procedures to follow and issues to consider.

We recommend that you begin with a conversation with the Associate Director for Study Abroad. If you are considering starting a new study abroad program, here are the features that would need attention:

- What academic coursework would be offered? What discipline(s) would it be relevant to? How long would the program last – semester, winter intersession, summer session or x days?
- What is the student audience to which the program would likely appeal? What kind of background and preparation do the students need? What would be the qualifications for participation?
- Is there already an existing program offered by SUNY that is similar to this idea? Or does the newly proposed program genuinely fill a niche in study abroad offerings? To be sure your program is not a duplicate of something already in SUNY, consult <http://www.suny.edu/studyabroad/>
- What are the supporting features of the site? Who in the location being considered would host our program? What services would they provide?
- What are all the logistical arrangements that would have to be put in place?
- Safety – What are the identifiable risks for personal safety at the destination? What medical facilities would be available? What are the cultural adjustments that students must make to be safe?
- What will the budget be for this program?
- How will this program contribute to the study abroad mission of Binghamton University. Is it a duplicate in any way of existing programs? Does it open up access to a broader array of majors or to other student populations that are not well served by the existing programs?
- What departments would support this endeavor? Are there other faculty members who would share in the work to develop this program? What is the capacity of the department, the college, other academic units at Binghamton and the Office of International Programs to make this program a success?
- Student interest
- Federal and state financial aid can be used by students for study abroad. To qualify for financial aid, students must enroll for a minimum of 12 credits during the semester, 6 credits during the summer, and 3 credits during winter intersession.
- Is the proposed program a model that is self-sustainable? Will the program be a worthwhile endeavor that will be able to run multiple times across several years?
- International students can participate in study abroad programs but must follow special immigration procedures which can be handled with advance planning.

The process of planning a new study abroad program is a highly consultative one. An initial meeting with professional staff in the Office of International Programs is essential. Departmental and College support are also important. After these initial steps, the faculty must meet with the International Educational Advisory Committee to formally propose the program and the feasibility of the program is determined before much work goes into its planning. The IEAC will formally approve or deny a proposal. All programs must next be approved by SUNY System Office of International Programs. We normally find that one year lead time is needed to plan a new program until program implementation may begin.

II. Implementing a program

a. What is the role of OIP?

- i. Each program has an OIP advisor assigned to manage it. This involves a variety of responsibilities that will assist faculty in program implementation. Program advisors will create a program budget in consultation with faculty, design publicity materials, organize informational sessions, create various messages to advertise the program, compile the application, collect and process the applications, and assist with on site arrangements as needed.

b. What is the role of faculty?

- i. Faculty design the coursework to be credited to students, build their program itinerary, provide information needed for publicity materials, budget construction, and work together with OIP staff to advertise the program to target audiences. Faculty must have expert level knowledge of the proposed host country.

III. Timeline

In order for the OIP and faculty member(s) to implement a program together successfully, planning timeline must be adhered to. This timeline is attached/available via the OIP website [her](#).

Strong proposals will address the following programmatic features.

University Partnerships

1. The proposed partner university provides a learning opportunity that contributes something new and valuable to the portfolio of Binghamton study abroad programs. The proposal identifies which Binghamton academic programs (majors) will be well served. If curriculum mapping will be needed to determine what courses students can take for certain majors, that process needs to be explained.
2. The program has active support of a department(s) and at least one college dean.
3. The study abroad program proposal at this site has academic and intercultural learning outcomes identified.
4. There is evidence that the university is a peer institution or better.
5. The program will offer access to courses that complement academic programs offered at Binghamton University and access to courses that are not represented by other study abroad.
6. Information about the level of language proficiency that is needed is provided as well as mention of language pre-requisites.

7. The program represents a different destination from other study abroad offerings at Binghamton.
8. There is an assessment of the risks involved in and associated with study abroad and the specific program and its location.
9. The support services to assist students with health care and personal needs and manage an emergency are explained.
10. The proposal presents the costs of the program.
11. There is a faculty advisor who will provide academic oversight. There should be evidence that there are other faculty members who could rotate through this role.
12. The program is not a duplication of a program already existing in SUNY.
13. It can be managed in the work load of OIP.

Faculty-Led Program

1. The program is designed with a complete plan for the academic and intercultural learning outcomes. There are clearly planned academic goals that are connected to and enhanced by the site location(s).
2. The program is a unique opportunity not provided by other programs offered by Binghamton University.
3. The program curriculum is approved by a department(s) and the dean of at the relevant college. There is a plan for long term faculty involvement, including the recruitment of faculty leader successors, with the expectation that if successful, the program will be offered repeatedly.
4. The criteria for awarding credit is explicit: contact hours, teaching time before and after the program, on-line component. Faculty Senate guidelines for credit are at: <http://www2.binghamton.edu/faculty-senate/docs/032514-motion-syllabus-statement-on%20credit-hours.pdf>
5. Program activities and field trips complement the academic goals of the curriculum and have learning outcomes associated with them.
6. An on-site partner(s) is identified, the criteria for selection is explicit, and the expectations for a long lasting relationships are explained.
7. A detailed day-by-day itinerary is provided and the plan for each day's activities is well planned, realistic, and manageable. Housing, classroom locations, field work locations, and the logistics of movement throughout the program are well planned.
8. There is a clear statement about the qualifications, including language pre requisites and preparation of students.
9. There will be two group leaders from Binghamton University or a group leader and supporting personnel from the host country who have been vetted through a procedure administered by the Office of International Programs and are available to our group 24/7.
10. Program leaders are expected to have strong ties to and familiarity with the program site. There is language expertise in the leadership or management staff for the program.
11. The course being taught for the program is approved through faculty governance. Appropriate cross-listings are recommended to encourage participation.
12. Research projects have gone through approval of Human Subjects Review Board where appropriate.
13. There is an assessment of the risks involved in and associated with study abroad and the specific program and its location. There is an emergency management planspecific to the destination.
14. A detailed budget lays out the cost of the program.

15. A plan for pre-departure orientation is ready which lays out safe practices for students and cross-cultural preparation.
16. The program is not a duplication of another program in SUNY.
17. The program can be handled within the work load of OIP..
18. The program aligns with scholarly academic directions of the University.