

NEW INITIATIVE: EMBEDDED STUDIES AWAY (STUDY ABROAD & FIELD STUDY)

PREAMBLE

Embedded Studies Away refers to certain UGA courses that offer an optional academic supplemental course with a study abroad or domestic field study component. Students who choose this option will gain short-term global or field study experience in addition to the original course. The supplemental course is designed to take place during the week –Friday evening through Saturday– of Spring Break. Group size must be at least 15 students, and no more than 30, and courses must meet UGA and BOR contact hour policies. Please consult the following sources for more information regarding the contact hour policy:

https://curriculumsystems.uga.edu/sites/default/files/pdfs-and-docs/credit_hour_policy_20140626.pdf

<http://bulletin.uga.edu/bulletin/acad/credit.html>

Departments may develop 1-credit-hour supplemental embedded academic courses that will be offered as an international study abroad or domestic field study component. These courses would have content and activities that supplement the original academic course content. For example, the courses could function like a credit lab associated with the original course.

These supplemental courses would be optional. The student could take the original course as a stand-alone course or opt to take the original course and the supplemental international or field study course. If a student decides not to take the supplemental embedded course option during the term when the original course is taken, the student can request departmental permission to take the supplemental course in a subsequent term if such an offering exists.

When creating an embedded supplemental study abroad or field study course, Departments and Schools/Colleges can approach the process in two ways:

1. Departments and Schools/Colleges can create a 1-credit-hour supplemental course designed to be connected to a specific UGA course, with detailed objectives and learning outcomes explicitly relating the courses to one another.
2. Departments and Schools/Colleges can create 1-credit-hour Special Topics courses with more general descriptions and sets of objectives and learning outcomes, available to supplement various UGA courses. While less specific and not connected to a single course, the created course should complement the approved content of the course(s) with which it is associated. The following is an example of a course that was created following this approach:

INTB 5100 (*Special Topics in International Business*) - Students will have the option of studying for 1 week at the University of Liverpool's London campus using this 1-credit hour component.

This course will be embedded within MIST 5770 (*Cybersecurity and Information Systems Governance, Risk, and Compliance*), which will be taught throughout the semester on the UGA campus. Students **must** be enrolled in MIST 5770, or have taken the course previously, in order to participate in the INTB 5100 embedded component in London.

The chosen format will be dependent on the needs and preferences of each Department or School/College. These supplemental embedded courses will be proposed through the CAPA system and approved in the same manner as all other new courses (see below for detailed instructions). When creating these courses, the following should be considered:

- The embedded course should have the course(s) it is meant to supplement as a required pre-requisite or co-requisite.
- The original course would not need an additional pre- or co-requisite.

Students will be expected to pay for the applicable tuition and a program fee for the 1-credit embedded course based on a budget determined by the faculty member and the OIE International Finance Office as a part of the existing program planning process. OIE will issue an allocation to support instructional expenses of the program, following the same model as regular study abroad programs. The allocation will be based on credit hours generated and anticipated enrollments. The final amount paid by the students will count as a program fee. Students will be charged tuition as normal.

Unless otherwise determined internally by individual Schools and Colleges, faculty receive no additional salary for teaching the 1-credit embedded course, but will have approved expenses paid. The embedded course does not count towards teaching load, as it is considered an optional component of an existing course.

HOW TO PROPOSE AN EMBEDDED COURSE

Embedded Study Away will be piloted in Spring 2018-2019. Proposals for embedded study abroad or domestic field study courses can be submitted now so as they will be approved in time for the pilot program.

Proposing an embedded study away course is a process requiring the involvement of the Office of International Education, relevant Department administration/staff, the Office of Curriculum Systems, and the Dean's Office of the appropriate School or College. The Office of International Education has created an online portal in order to streamline the process. To allow sufficient planning time for a new course, it is best to start the process at least 18 months prior to the estimated program departure date.

Courses can be set up for graduate and undergraduate students, and can potentially be designated as satisfying the Experiential Learning requirement. For the Experiential Learning approval path, see: <http://el.uga.edu/resources/approval-process>. (Note that a number of Schools and Colleges already have blanket statements that any UGA-approved field study/study abroad will satisfy this requirement, in which case further approval will not be necessary).

Below is a checklist to assist with program planning. The various steps in this checklist outline the responsibilities for running an embedded program and serve as official documentation of the program. Additional information for Embedded Programs is available online in the GoAbroad Portal: <http://goabroad.uga.edu/?go=EmbeddedStudyAbroad>

ACADEMICS

Course Set-up and Approval

Faculty should work with their Department and School/College to propose and secure approval for the embedded study away course through the CAPA system. For more information regarding this approval process, please visit the [CAPA](#) site or email Patee Shedd at pashedd@uga.edu. Initial discussion at the Department level should include: the rationale for the embedded study abroad or field study component and its benefits to the academic unit and the University; review and approval of the syllabus for this week-long component; and safety and stability of the area in which the proposed embedded course will take place (see *Risk Management*, below).

Complete the Supporting Signatures Form

This form needs to be signed by the faculty program director of the embedded program, college-level administration, and OIE. The signed form needs to be uploaded into the Embedded Programs documentation in the GoAbroad Portal. This document serves as the official record that the program has been approved: <https://t.uga.edu/3KM>

Complete the Embedded Program Application in the GoAbroad Portal

This online application offers step-by-step information and guidance on the various aspects of setting up and running an embedded study abroad program:

<http://goabroad.uga.edu/?go=EmbeddedStudyAbroad>

Complete the Course Information Template and upload into the GoAbroad Portal

The template is available in the Portal, but can also be accessed here: <https://t.uga.edu/3Kl>

Complete the Program Itinerary Template and upload into the GoAbroad Portal

The template is available in the Portal, but can also be accessed here: <https://t.uga.edu/3KJ>

Upload the embedded course syllabus into the GoAbroad Portal

RISK MANAGEMENT

Review Health & Safety information for the program location(s)

Upper-division (3000-5000 level) supplemental embedded courses can take place in any country that is not under a U.S. Department of State Travel Warning and/or a CDC Level 3 Warning. Courses that can be given at the UGA Cortona and Costa Rica Residential Centers are particularly encouraged.

For the current lists of Travel Warnings, see:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

<https://wwwnc.cdc.gov/travel/notices>

Note that per UGA policy undergraduate students are prohibited from traveling as part of any UGA recommended or facilitated activity to a country that is currently under a U.S. Department of State Travel Warning or CDC Warning Level 3. There are no exceptions to this rule.

Schedule a Program Planning Meeting with Director of Education Abroad

Faculty should contact Yana Cornish (yanac@uga.edu) to discuss program management, a travel itinerary, facilities, and housing/meals details, and the risk mitigation plan for the embedded course.

If 15-30 students participate in a group, risk management ratios and extra logistical support beyond the instructor of record must be taken into account. The Office of International Education recommends the following options for logistical support, in order of priority: (1) Work in tandem with any of UGA's reputable third-party providers, as they almost all have facilities and on-site staff (this also includes university partners) – **NOTE: Faculty should not contact the providers directly, but should always consult with OIE first**; (2) Place the course at one of the UGA Residential Centers (preferably Cortona or Costa Rica, as Oxford is perpetually full year round), which have on-site staff; (3) Take a graduate assistant, possibly as a professional development activity.

OIE does not recommend taking UGA staff to assist with logistical support.

List of approved UGA/OIE providers:

- American Institute for Foreign Study (AIFS) <https://www.aifsabroad.com/>
- Academic Programs International (API) <https://www.apistudyabroad.com/>
- CAPA International Education <https://www.capa.org/>
- Center for International Studies (CIS) <https://www.cisabroad.com/>
- Council on International Education Exchange (CIEE) <https://www.ciee.org/>
- Cultural Experiences Abroad (CEA) <http://www.ceastudyabroad.com/>
- CRCC <http://www.crccasia.com/>
- Global Experiences <https://www.globalexperiences.com/>
- Institute for American Universities (IAU) <https://www.iaufrance.org/>
- Institute for the International Education of Students Abroad (IES) <https://www.iesabroad.org/>
- Institute for Study Abroad Butler University (IFSA) <http://www.ifsa-butler.org/>
- Study Abroad Italy (SAI) <https://www.saiprograms.com/>
- STA Travel (mostly flights and other travel) <https://www.statravel.com/>
- Student Universe (mostly flights and other travel) <https://www.studentuniverse.com/>
- The Education Abroad Network (TEAN) <https://teanabroad.org/>
- WorldStrides/ISA <https://worldstrides.com/>

List of UGA international university partners: <http://international.uga.edu/data/partnerships-map>

The best options for logistical support (third-party provider, university partner, UGA residential center, graduate assistant) will be explored at the program planning meeting.

IMPORTANT: In the case of faculty who select a third-party provider organization to handle program logistics, it is important to note that when a contract is ready for execution, the Business Manager in the faculty member's home Department will submit the contract to UGA mart for processing. Faculty should under no circumstances sign the contract, per UGA policy: <http://www.policies.uga.edu/FA/nodes/view/1290>

Any questions about the purchasing process should be directed to the OIE International Finance Office (oiefinance@uga.edu) or to Derek McTavish, Procurement Specialist (mctavish@uga.edu).

Join the *FACSA-L* and *Study Abroad Directors* listservs

The *FACSA-L* listserv, a communication mechanism through which OIE shares information with those involved in education abroad and field study programs, is maintained by Colleen Larson (clarson@uga.edu). The *SADirectors* listserv is maintained by Jan Smith (janetpsm@uga.edu).

Read the *Study Abroad Directors Manual*

Faculty will need to become familiar with this Manual, which contains critical policies and procedures that govern study away at UGA:

<http://goabroad.uga.edu/?go=StudyAbroadDirectorsManual>

□ **Attend Risk Management Training offered by OIE**

Anyone traveling from UGA in a position of authority (faculty or teaching assistants) will be required to attend a Risk Management training, which is offered twice per semester during fall and spring by OIE.

□ **Complete Destination Details Questionnaires in the GoAbroad Portal**

The questionnaires capture information pertaining to health and safety of program participants. The questionnaires are located on the [Embedded Studies Away program proposal submission](#).

LOGISTICS

□ **Sign Relevant Documentation**

The program director is responsible for facilitating completion of the following two documents by all faculty or staff traveling with the embedded course prior to departure:

- Program Staff Expectations Agreement: <http://oie.uga.edu/fpr/agreements/>
- Travel Authorization Form: Many departments have their own internal process for completing Travel Authorizations. Contact your departmental business manager for your specific Travel Authorization process.

□ **Create program information and application page in the GoAbroad Portal**

Work with OIE staff –Julia Steele (Julia.Steele@uga.edu) and Colin Mckenzie (cgmck@uga.edu)– on setting up the program information page, including the cost of attendance, and online application.

FINANCIAL MATTERS

□ **Budget Template & Meeting with the OIE International Finance Office**

Faculty program directors will be expected to complete the program budget template (see attached) and upload it into the GoAbroad Portal: <https://t.uga.edu/3Kl>

After uploading the budget, directors should schedule a meeting with the OIE International Finance Office (oiefinance@uga.edu) to refine the financial component of the proposal and gauge the appropriate allocation. It is strongly recommended that the business manager who will be working with faculty on the program finances also attend this meeting.

Budgets for embedded courses will be approved on a rolling basis. Once the budget has been finalized and approved, instructions will be provided by OIE International Finance for establishing program accounts.

PROGRAM MARKETING

□ Market the Program

For optimal success faculty should actively promote the program to students via classroom presentations, publications, informational sessions and events. Faculty should also review applicant profiles frequently in the GoAbroad Portal, select candidates, and follow up with selected candidates to increase applicant retention.

Faculty will be expected to conduct at least one Pre-departure Orientation with students who commit to the program – OIE can help facilitate this process.

IMPORTANT DATES

Embedded Program Documentation Submission Deadlines:

- For Spring Break 2019 Programs: September 1, 2018

Student Application Deadlines:

- For Spring Break 2019 Programs: November 1, 2018

Embedded Study Away Ad Hoc Committee:

Noel Fallows, Associate Provost, OIE (chair)

Mark Huber, Department of Management Information Systems, Terry College

Devon Johnson, Curriculum Management Specialist, Office of Curriculum Systems

Yana Cornish, Director of Education Abroad, OIE

Leigh Knapp, Director of International Finance, OIE