Faculty Guidelines for Study Abroad Program Proposals

Dear Future Faculty Director,

Thank you for your interest in submitting a faculty-led study abroad program proposal. I hope that these guidelines will assist you in creating your proposal. If you have any questions, please contact me.

I hope to add to this list moving forward so your suggestions are greatly appreciated.

Thank you.

Sincerely,

Maureen Brady Coyle
Director, International Studies & Programs

Faculty Leaders
Please note that faculty leaders of study abroad programs must be tenure-track or tenured.

Program location
When you are considering your program location, please be aware that John Jay College as well as CUNY does not permit programs to be held in countries currently under a U.S. State Department Travel Warning or Alert unless special permission is granted by the University Office of Academic Affairs AND the University Office of Environmental, Health, Safety and Risk Management. To see the list of current warnings and alerts please visit: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

CUNY Travel Guidelines
In 2011, The CUNY Board of Trustees approved the issuing of the CUNY International Travel Guidelines. These guidelines were put in place as best practices for the implementation and oversight of international programs. They will be reviewed on a regular basis. All faculty leaders must familiarize themselves and abide by the CUNY International Travel Guidelines which can be found at: http://www1.cuny.edu/studyabroad/wp-content/uploads/2013/09/International-Travel-Guidelines-Forms.pdf. The Office of International Studies & Programs will provide assistance on adhering to these guidelines.
**Courses**
When determining the courses you will offer it is best that original, unique courses or versions of any already approved courses, are developed for a study abroad program. The course(s) should reflect the theme of the program as well as the location.

**Important Note about Winter Study Abroad Program Courses**
*Faculty may teach only one course during the winter session for workload credit.  
*Only students who can complete their degree requirements by the end of the winter or spring sessions AND who have a GPA of 3.3 or above may take more than one winter session course.

**Independent Study Courses**
Please note that faculty members leading a study abroad program are NOT permitted to teach independent study courses to program participants. All students must enroll in the courses offered by the program. Students not registered for the study abroad program courses are NOT permitted to participate in the program.

**Compensation**
Tenure-track or tenured faculty members leading a study abroad program will receive the following compensation:
- **Summer program**: Adjunct salary for the course(s) being taught at the adjunct rate.
- **Winter program**: One course will count toward spring course load.
- A one-time course release of one course prior to running a program for the first time.
- $1,000 stipend for additional work and expenses in administering a study abroad program
- A per diem that includes meals and approved incidentals.
- Program related costs such as airfare, housing, transportation within the country will be covered.

**Program Budget**
*When determining the budget for a program please be aware that faculty costs are included in the program fee charged to student participants.  
*Budgets should include actual costs (where possible) as well as any estimated costs that will not be included in the program fee.

**Classroom Space**
Please make certain that you can secure a safe and clean space large enough to accommodate all program participants.

**Contacts on Site**
In virtually all study abroad programs it is necessary to make contacts on site to assist with needed aspects of the program, such as field trips, accommodations, etc.

**Accommodations**
Secure safe and clean accommodations for students. This could be a hotel, guest house or student residence hall.
Health Insurance
In the spring of 2012, CUNY partnered with Cultural Insurance Services International (CISI) to offer inexpensive health coverage, including emergency evacuation and repatriation to all CUNY study abroad participants as well as faculty leaders. Faculty leaders and student participants will be enrolled in the CISI plan for the duration of the program. Enrollment, plan information and dates of coverage will be provided to each participant via email. The insurance cost for students will be rolled into the program budget.