



Office of International Studies and Programs

Faculty Guidelines for Study-Abroad Program Proposals

Dear Faculty,

Thank you very much 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 need assistance or have any questions, please be in contact with me.

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

Sincerely,
Ken

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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 on the State Department Travel Warning or Alert list 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 current warnings and travel alerts, visit: <https://travel.state.gov/content/passports/en/alertswarnings.html>

CUNY Travel Guidelines

At the end of 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://www.cuny.edu/about/administration/offices/ehsrp/riskmanagement/travel/IntlTripandTravelGuidelines10.10.2014.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 are developed for a study abroad program. The course(s) should reflect the theme of the program as well as the location.

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:** Course will count toward 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 which includes meals and incidentals, and excursion costs that faculty accompany students on. The per diem will be determined based on program budget.
- Program related costs such as airfare, housing, transportation within country will be covered.

Program Budget

When determining the budget for a program please be aware that faculty costs will be included in the program fee charged to student participants. Budgets should include actual costs 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, homestays through a credible third-party provider, or student residence hall.

Health Insurance

CUNY partners 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 members. All faculty members 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 by the International Studies & Programs Office. The insurance cost for students will be rolled into the budget the faculty member will provide. The current rate for faculty and students is \$45 per month.