Guidelines for the Approval and Management of IPFW International Programs

Purpose

In the spirit of coordinating the development and administration of international programs and to encourage continued growth in this important academic area, these guidelines are provided to ensure that faculty and staff submitting proposals to establish international programs organized for IPFW students, faculty, and staff traveling outside of the U.S. and those organized for international visitors coming to IPFW are reviewed, approved, and maintained in accordance with University policy.

Authority

The Educational Travel Committee (ETC), appointed by the Vice Chancellor for Academic Affairs, is authorized by IPFW to review and recommend approval for all proposals to establish international programs organized for IPFW students, faculty, and staff traveling outside of the U.S. and those organized for international visitors coming to IPFW.

Members of the ETC will be appointed by the Vice Chancellor for Academic Affairs and will include:

- Director of International Education (ex officio)
- Director of Personal and Professional Development, Division of Continuing Studies (ex officio)
- Study Abroad Advisor, Office of International Education (ex officio)
- Two faculty or staff representatives from the College of Arts and Sciences and one faculty or staff representative from each of the University’s other Colleges and Schools
- One student representative

All approved programs will be overseen by the ETC and coordinated by the Division of Continuing Studies and the Office of International Education, who will:

- Maintain and implement the institution’s official guidelines and procedures for establishing international programs in accordance with University policy
- Administer approved programs
- Provide guidance and oversight to faculty and staff in budget and administrative manners
- Ensure the highest standards of safety and security
- Provide orientation and support services for all program participants
- Oversee the assessment, evaluation, and review of all programs on a regular basis
- Review and approve proposals to renew recurring programs

The ETC supports the Standards of Good Practice of the Forum on Education Abroad and endeavors to use them as a guideline when creating, monitoring and evaluating IPFW programs.

Program Types

There are four types of international programs that fall under the purview of the Educational Travel Committee:

1. Short-term programs led by IPFW faculty and staff that are offered either for credit or non-credit and are open to IPFW students and community members. The budget and administration of these programs are required to be overseen by the Division of Continuing Studies.

2. Programs administered by the Office of International Education operating under the authority of a cooperation agreement with an international partner institution. These types of programs include bilateral student
exchanges and inbound student direct enrollment arrangements that fall exclusively under the responsibility of the Office of International Education.

3. Outbound study abroad programs co-sponsored through the Office of International Education that are administered by external organizations or institutions with which IPFW is affiliated.

4. Inbound international visitor programs hosted by IPFW which are school or unit-specific and organized by other offices or units at IPFW. The budget and administration of these programs are required to be overseen by the Division of Continuing Studies.

Note: Students traveling to international conferences will continue to use Form 17 and Form 25 and continue following Purdue University Travel Procedures.

Program Proposal

The program approval process is designed to maintain the integrity of IPFW’s international programs. Before initiating any international program or study abroad activity, IPFW faculty and administrators must obtain approval. Activities requiring approval include:

- Programs open to all students as well as single courses designed by individual schools or units, overseas courses offered on a non-credit or independent study basis, including faculty led programs, and organized trips by clubs or teams
- Programs for international visitors hosted by IPFW faculty, staff, departments, academic support units, or schools/colleges/divisions

Guidelines for Proposals

The Educational Travel Committee is authorized to recommend approval or disapproval of all proposals to the Vice Chancellor for Academic Affairs for any type of international program organized for IPFW students, faculty, and staff traveling outside of the U.S. and those organized for international visitors to IPFW. The major criteria applied in evaluating proposals for new programs are academic quality, cultural enrichment, participant costs, impact on existing programs, administrative efficiency, financial solvency, and health and safety. Proposals will be prepared by one or more faculty or staff members with assistance from the Office of International Education, the Division of Continuing Studies, and their home department(s).

The Approval Process

Draft proposals for new programs are first submitted to the Office of International Education and the Division of Continuing Studies for a preliminary review by experienced staff, who can answer questions about program organization, budgets, credits and university regulations. They can help identify problems or ambiguities so that the proposal is clear and complete. Proposals for new programs will be reviewed by the Educational Travel Committee (ETC). The faculty or staff sponsor may be asked to meet with the members of the Committee to discuss the proposal. Programs are approved with the proviso that the sponsor must adhere to the monitoring process in order to receive reauthorization for the program.
Program designs can vary significantly, and could include short-term, stand-alone programs (during a summer term or a semester/winter break), semester-long courses with some component overseas (spring or fall break or after the end of term), long-term (semester or academic year) study abroad, or other models. Courses could be designed for limited audiences (a select group of pre-determined students) or open to students across schools or units. Courses that award academic credit may have an additional option of being offered as non-credit to non-IPFW students.

**Deadlines for Submission of Proposals**

Draft proposals may be submitted in electronic format to the Office of International Education and the Division of Continuing Studies at any time. Estimated time for completion of the review and approval process is a minimum of 30 days after submission of the formal proposal.

Advance planning is essential. The Educational Travel Committee must approve all proposals before entering into any contracts and before any recruiting, advertising, or scheduling for the proposed program begins. Organizers should recognize and consider the time required to obtain necessary course approvals, guarantees of financial support, and to make the necessary logistical arrangements both here and overseas.

Ideally, the planning process should begin 14-16 months in advance of the program’s projected start date.

**Preparing the Proposal**

Completed proposals must include a clear description, following the guidelines outlined below.

**Supporting Letters**

Proposals should be accompanied by a letter of support, sent under separate cover, to the Educational Travel Committee signed by the chairperson and the Dean of the sponsoring faculty member. The letter should confirm:

1. that the proposed program has been approved by the faculty member’s academic unit and by the relevant college, school or campus;
2. that the proposal is considered a valuable academic program which will enhance their course offerings;
3. that the faculty member has demonstrated strong leadership, been a good role model and would be capable of responding to a crisis on site, with examples that would speak to these skills (see description of the position responsibilities); and
4. what the department’s financial contribution to the program will be, if any. (The salaries and reasonable travel-related expenses for accompanying faculty directors/instructors may be provided by the home department/school and/or included in the budget based on student fees.)

5. [Sample letter template](#)

**After the Program is Approved**

Once ETC approves the program for its first occurrence, the program sponsor should contact the Office of International Education or Division of Continuing Studies, as appropriate, to coordinate application and registration procedures, obtain Student Agreement and Release Forms, and for access to appropriate student insurance while participating on the program.
Continuing Program Authorization

After each program occurrence, the program sponsor must submit a written report and student evaluations from all student participants to the Office of International Education/Division of Continuing Studies so that continuing program approval can be considered. For more information about ETC's program evaluation policy and continuing program authorization, please see the Faculty Leader Abroad Handbook.

Proposal Cover Page

Sponsors of proposed programs should complete a Cover Page to provide contact information and basic program details.

Resource Materials

IPFW supports the Forum on Education Abroad and its Standards of Good Practice. Forum members developed these standards for the field so that there would be an agreed-upon set of best practices on all aspects of study abroad, including student selection, academics, policies and procedures, health and safety, ethics and integrity, etc. These can guide you as you develop your program.

For reference, please see IU Bloomington’s abbreviated outline of the Standards. For the full set of Standards and queries, see the Forum on Education Abroad Web site.

Proposal Outline

Follow detailed instructions to prepare a proposal below. Consult the Office of International Education for assistance and guidance.

Outline for Proposals

Meeting the requirements of and conforming to the general guidelines for proposals, sponsors of proposed programs should provide as much of the following information as possible, but not every question will apply to every proposal so respond only to those which are applicable. Consult the Office of International Education and/or the Division of Continuing Studies for assistance and guidance. Proposals should be submitted in electronic format.

A. Basic Description of the Program

1. Briefly describe the proposed program and its location. Provide a program mission statement.

2. For overseas program, at what academic institution abroad will the program take place, if any?

3. Sponsoring academic units at IPFW

4. Co-sponsoring institutions or organizations, if any

5. Dates of the program and frequency of repetition [Note: policy discourages overseas program overlap with regular home campus classes that result in students missing classes.]

6. Estimated number of participants; minimum and maximum numbers that program can accommodate

B. Rationale

1. What is the academic rationale for conducting this program?
2. Is there any conflict or overlap with existing IPFW programs?

3. What evidence is there of demand/need for this program?

4. Explain how the site was chosen and evaluated.

C. Eligibility

1. Academic requirements for participation in the program (minimum GPA, prerequisites, class standing, language level) [Note: IPFW policy prohibits participation of students on academic or disciplinary probation]

2. For outbound programs, is the program open to students from other IU/PU campuses? Students outside IPFW? Members of the Community? [Note: It is not common to open IPFW bilateral student exchange programs to outside students due to the complex logistical issues.]

D. Orientation Programming

1. For outbound programs, describe the pre-departure orientation (how many sessions; who will conduct them; content). The Office of International Education will assist in conducting all pre-departure orientation programs for outbound programs.

2. Describe the on-site orientation (who will conduct it; content). Distinguish between academic preparation sessions and those that focus on logistics.

E. International Academic Programs

[Note: Proposals for inbound non-credit programs need only respond to item E.8]

1. Briefly describe the overall instructional program

2. How many credits will each participant be required to take?

3. Indicate whether students will be enrolled in:

   1. Courses taught by an accompanying U.S. faculty member
      
      1. Provide syllabi for courses that will be taught and the IPFW equivalent course number for each.
      
      2. Provide CV and/or list of qualifications for each program leader.

   2. Regular host university courses
      
      1. Provide description of university, range of courses offered, and illustrative courses descriptions.

   3. Special courses for international students taught by host country faculty
      
      1. Provide course descriptions for courses that will be taught and the IPFW equivalent course number for each.
      
      2. Provide CV’s and/or list of qualifications of instructors.

4. Which major, distribution or other requirements can be satisfied on the program?
5. Outline the instructional schedule and provide the classroom contact hours [Note: IPFW travel courses involve 12.5 hours in a classroom setting per 1 credit hour and incorporate lab hours at a 50% value. Therefore, pedagogical time outside of a classroom setting (museum tours, meetings with local authorities, etc.) should probably be factored in at a 2:1 ratio.] Create a pedagogical chart to show classroom hour equivalencies. See this example. See some additional guidance on planning time abroad from IU.

6. Describe classroom or other teaching facilities on site

7. Who will determine students' grades and on what basis?

8. If non-credit, describe the program's purpose and activities

F. Student Learning and Development

1. Describe how the program will bring participants into direct contact with the host culture in meaningful ways.

2. Indicate how the program incorporates the program site into its pedagogy.

3. How will the program link discipline-specific learning outcomes to the location of the program?

4. How will the program provide language development appropriate to the mission of the program?

5. How might you build in reflection exercises so that students become more aware of the cultural differences around them and how they are responding to them? (Research has shown that when program interventions take place – such as reflection assignments – students experience deeper learning. For examples, see the faculty toolkit from the University of Kentucky.)

6. Describe how the students' international experiences will be integrated upon return to campus (re-entry activities, student publications, exhibits, etc.).

G. Support Services

For Outbound Programs

1. Will there be a U.S. faculty resident director on site?

Please note that if the faculty or staff member does not have additional on-site staffing, he/she must attend to a wide range of student issues, including logistical, academic, personal, medical and emergency response. (Some program models provide for additional on-site support to handle these circumstances.) There will be resource materials and an annual workshop for those who have received approval to teach for or direct a program.

It is recommended that all programs include two responsible individuals so that there is always someone on hand to deal with crisis matters. The second-in-command might be another faculty member, a staff member or an advanced graduate student.

Is the IPFW faculty or staff member prepared for the responsibilities associated with education abroad programs?
2. If there will not be a U.S. faculty resident director, describe the office or individual overseas who will address students’ logistical, academic, personal, medical, and emergency concerns.

For Inbound Programs

1. Will there be a resident director from the partner institution or organization on site at IPFW?

   *Is the IPFW sponsoring faculty or staff member and academic or administrative office prepared for the responsibilities associated with hosting the program?*

2. If there will not be a resident director from the partner institution or organization on site at IPFW, describe the office or individual who will address students’ logistical, academic, personal, medical, and emergency concerns and communicate them to a liaison at the home institution or organization.

H. Health, Safety and Security

For outbound programs, review the complete Country Specific Information Sheet(s) for your destination(s) at the Web site of the U.S. Department of State and the Health Information for Travelers of the Centers for Disease Control and respond to issues raised.

Note: Except in special circumstances, IPFW will not offer or support study abroad in countries that are under a State Department Travel Warning. Request for exemptions based on "special circumstances" are evaluated on a program-by-program basis through a process established by the Purdue University Office of International Programs.

Reminder: As needed, program leaders are required to consult the Institutional Review Board (IRB) about Human Subjects Research. All IPFW investigators (including students) who are engaged in human subjects research while abroad remain accountable to the Purdue Institutional Review Board (IRB) and Purdue’s Human Research Participant Program, Office of Research Administration. It is advised that all forms be completed before departure since email signatures are not legally acceptable. Contact IRB https://www.irb.purdue.edu/ for more detailed information about conducting international human subjects research.

The IPFW IRB Liaison is available to help human subjects researchers at IPFW as they prepare IRB applications for submission and respond to recommendations from Purdue. For questions, please contact IPFW Office of Research Engagement and Sponsored Programs. resp@ipfw.edu (260) 481-6971

What safety and security preparation will be provided for the group? What security measures will be taken on their behalf?

I. Supplementary Activities

Describe excursions or group activities and how they directly complement the academic program.

J. Room and Board

Describe student housing accommodations and meal arrangements in detail.

K. Student Budget
1. What fee will IPFW charge for this program?

2. What costs will the IPFW fee include? (fees to host institution, room & board, health insurance, excursions, books and other materials)

3. If not included in the IPFW fee, what are estimated costs for room and board, personal expenses and international airfare?

L. Program Budget

Contact the Office of International Education and the Division of Continuing Studies for assistance in preparing a realistic budget projection. You will need to consider costs for the following:

- Salaries for instructional and/or support staff
- Staff travel to program site
- Staff displacement allowance
- Tuition & fees
- Fees for use of instructional space
- Administrative costs (publicity, office expenses)
- Group excursions (bus rental, hotels, guides, admission fees, etc.)
- Student housing (if paid through program fee)
- Student meals (if included in program fee)

Note that although each program operates a little differently, there are some general financial rules that apply. Each program should plan accordingly to make payments in advance or to make financial resources available for accompanying staff members to pay for various program expenses as they arise. Please note that University policies prohibit mixing personal and program funds, so you should not count on using your own personal bank account as a vehicle for transferring funds abroad. As per University policy, all funds payable and receivable must flow through accounts established and managed by the Division of Continuing Studies.

M. Program Administration

Describe the procedure for registering students, collecting fees, paying program costs, enrolling participants in student health insurance, conducting checks of academic and disciplinary records, collecting and retaining documents (Agreement and Release forms, emergency contact information, medical history forms), etc.

- Who will establish program policies, including withdrawal and refund policies?
- Who will establish the protocol for behavioral expectations, including developing a clear definition of behavior that warrants dismissal of a student from the program?

Download a Word version of the proposal outline and guidelines [here](#).

Program Evaluation Policy
Evaluation of Programs

In order to ensure ongoing quality assurance, ETC has a Review Committee that works with the Office of International Education and Division of Continuing Studies staff, as appropriate, to determine procedures for ongoing evaluation of all IPFW programs.

Given the number of programs and the diversity of their administrative structures, the Review Committee has determined three levels of evaluation for IPFW programs:

- Monitoring involves assessing a program through required resident director, faculty/staff/administrative leader reports, student evaluations and debriefings of directors and students.
- Site visit involves Office of International Education, Division of Continuing Studies staff, and/or IPFW faculty members who visit a program site and write a follow-up report.
- Review consists of an individual or a team, usually comprised of faculty member(s) and professional staff who systematically evaluate a program on-site using an established protocol.

All three levels of evaluation should focus on the critical aspects which have been recommended by the Standards of Good Practice of the Forum on Education Abroad.

1. Mission
2. Student Learning and Development
3. Academic Framework
4. Preparation for the Learning Environment
5. Student Selection and Code of Conduct
6. Policies and Procedures
7. Resources
8. Health, Safety and Security
9. Ethics and Integrity

Evaluation Guidelines

Monitoring Process

At the very minimum, all programs must be evaluated by a periodic monitoring process.

In order to monitor a program, the Office of International Education collects written resident director reports (for faculty-led programs), and student evaluations and, where possible, conducts debriefings with the director and/or the students.

All directors of faculty-led programs, either administered through the Division of Continuing Studies, the Office of International Education, or their own units, receive guidelines for resident director reports. They are asked to submit a report within a month of the end of the program describing it in detail, including a description of the participants, the
pre-departure orientation, the academic program (description of courses, teaching methods, impact and influence of the overseas setting on the academic experience, etc.), grade distribution, description of student housing and meal arrangements, issues concerning student health and safety and recommendations for the program in the future. They are also asked to provide a detailed program schedule, course syllabi, handbooks or handouts distributed to students prior to departure and student evaluations.

Co-sponsored, exchange or direct enrollment programs are monitored through student evaluations and student debriefings, as well as close contact with the program administration (in the U.S. and/or abroad, depending on whether there is a third party provider).

Site Visits

The Office of International Education, Division of Continuing Studies staff, and IPFW faculty may periodically conduct site visits to administered and co-sponsored programs. These site visits are conducted in a methodical way and always entail a detailed report. These reports should address the categories that have been outlined in the Standards of Good Practice of the Forum on Education Abroad.

Reviews

On occasion, the Office of International Education may organize a formal review of a program. Programs may be reviewed in pre-determined cycles, or the need for a review might be determined by issues that arise during the monitoring process or a site visit.

The review team is comprised of one or more faculty and/or professional staff. For IPFW programs, the categories that have been outlined in the Standards of Good Practice of the Forum on Education Abroad should guide these reviews.

Co-sponsored programs are systematically reviewed by a formal process organized by the agencies themselves and often include IPFW staff or faculty. In all cases IPFW has access to the written reports resulting from co-sponsored program reviews.

NOTE: All IPFW programs are subject to monitoring as a condition of their approval by ETC. Should program organizers not submit required reports or supporting materials, they will be subject to losing ETC approval which would automatically result in the cancellation of the program.

Program Guidelines & Handbooks

Overseas Study provides resources to assist in program development, assessment and management.

- Program Leader Report
- Program Leader Handbook
- Student Handbook
- IPFW Study Abroad Emergency Response Plan

Forms

Data collection, reporting forms, and waivers.
• Data Sheet for Participant Information
• Financial Aid Budget Form
• Agreement & Release Form
• Incident Reporting Form

These policies have been adapted from guidelines used under permission granted from the Indiana University Office of Overseas Study and Purdue University Office of International Programs.