

Handbook for Developing a Global Classroom Program



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Table of Contents

<i>How to Use This Handbook.....</i>	<i>3</i>
<i>Introduction</i>	<i>3</i>
<i>Global Classroom Programs</i>	<i>3</i>
<i>Roles and Responsibilities of GLO.....</i>	<i>5</i>
<i>Role and Responsibilities of Students</i>	<i>5</i>
<i>General Timeline for Developing Global Classroom Program.....</i>	<i>6</i>
<i>Insurance for Program Leaders</i>	<i>8</i>
<i>Step-by-Step Guide to Developing Global Classroom program</i>	<i>9</i>
<i>Appendix 1.....</i>	<i>14</i>
<i>Rubric</i>	<i>14</i>
<i>Appendix 2.....</i>	<i>17</i>
<i>Sample Budget</i>	<i>17</i>
<i>Appendix 3.....</i>	<i>19</i>



How to Use This Handbook

These guidelines are designed to assist faculty with the development of a successful Global Classroom (formerly called faculty-led education abroad) program. Along with enhancing the curricula of various academic departments, Global Classroom (GC) programs expand the geographic diversity of education abroad and make the opportunity available to a larger number of students.

Global Learning Opportunities (GLO) works directly with faculty or staff to develop overseas programs. Leading a group of students is indeed rewarding. It is also a commitment of time and energy. Program leaders should realize that they are involved in every aspect of the program and are often on duty 24 hours a day. Study abroad faculty must be true leaders, skilled in diplomacy, logistics, and group dynamics.



Introduction

The goal of Global Learning Opportunities (GLO) is to provide qualified Boise State University students with the opportunity to participate in an experience abroad that will enhance their Boise State degree.

Global Classroom Programs

Formerly called “faculty led programs”, these academic courses operate for less than the standard academic term and take place outside the United States. These programs are also called “short-term programs.” These programs range in length from 1-6 weeks. Courses may be new courses that take advantage of an international setting or existing university courses adapted to a foreign environment and a condensed time frame. They should integrate lecture, site visits, readings and fieldwork and so forth for a rich academic experience. When planning a course, consideration should be given to the locale, the content area and the learning objectives. All participants **must** be enrolled for credit at Boise State. Family members of the faculty member are not allowed to participate in the program or travel with the group.

It takes time to develop and to market a program, planning must begin far in advance. Program proposals should be discussed 12-18 months ahead of the proposed semester the course will be offered. Proposals will be reviewed by a committee. The Global Classroom program rubric can be found in Appendix 1. We recognize that adaptations to the budget and changes to the travel itinerary will occur after the initial proposal is submitted.

Proposal submission deadlines

***Dates are for the calendar year prior to departure**

For Programs in Spring:	May 10**
For Programs in Summer:	May 10**
For Programs in Fall:	September 8**

****Exact dates may vary**

General Information

1. GLO will assist with administrative tasks that include the preparation of recruitment and publicity materials and the collection of applications and fees.
2. All participants must be enrolled for Boise State credit, including non-degree seeking students. Family members of faculty are not allowed to participate in the program. Family members should not join the leader abroad until the program has concluded.
3. Travel expenses for the faculty leader (flights, ground transportation, and lodging) are covered.
4. Courses will be set up by the academic department in conjunction with Extended Studies
5. **Salary information:** Global Classroom programs are paid on the standard summer school schedule.
 - a) Global Classroom programs tend to have smaller enrollments than standard summer school class enrollments. It is more likely you will be paid a prorated salary based on the lower enrollment.
 - b) Programs offered during spring break and registered for spring credit will be paid in accordance with the faculty member's standard Boise State contract unless a different rate is negotiated with their department.

Roles and Responsibilities of Program leaders

1. Creation and teaching of academic course content
 - a. Boise State program leaders must seek approval from their chair and dean or supervisor.
2. Proposals must be approved by the GC review committee.
3. First time leaders will be required to use one of the preferred vendors for program development. A second option is to have the program at a foreign university partner. GLO will advise leaders on possible program providers that can be utilized.
4. The program leader is responsible for much of the communication regarding itinerary, travel, accommodations, for faculty and participants, assignments, grading policies, and final reports. **The program cost may not be advertised until program approval is obtained by the review committee.**
5. Carrying a university provided cell phone for use in emergencies.

6. Assisting students in the case of an emergency.
7. Tracking all expenses and keeping receipts for purchases.
8. Contacting GLO immediately of any emergency or injury of a course participant.

Roles and Responsibilities of GLO

GLO oversees all Boise State proposals for Global Classroom programs. In addition, GLO has administrative responsibility for any credit bearing experience that involves taking students overseas. We welcome any faculty or professional staff member with international contacts, experience, or interest to work with our office to develop a program. Faculty interested in leading programs abroad should meet with a GLO staff member to discuss their ideas. GLO will provide the following services:

1. Provide a handbook and assist with program development
2. Create program on the Via Trm program management system
3. Collect all student forms, register students with the US State Department, enroll students in international insurance.
4. Assist with publicity and promotion
5. Edit and produce university-wide education abroad flyers and brochures
6. Handle all monetary transactions, including collection and disbursement of funds
7. Prepare financial aid budgets for students, as needed
8. Prepare and process faculty reimbursements
9. Facilitate and assist the faculty leader with pre-departure orientation sessions
10. Approve the program budget and determine the final cost of the program
11. Assistance while program is on-site abroad, with emergencies, liability issues, etc.
12. Distribute program assessments at the conclusion of the program
13. Register participants and faculty leader with the US Department of State

GLO reserves the right to alter or to cancel programs as necessary

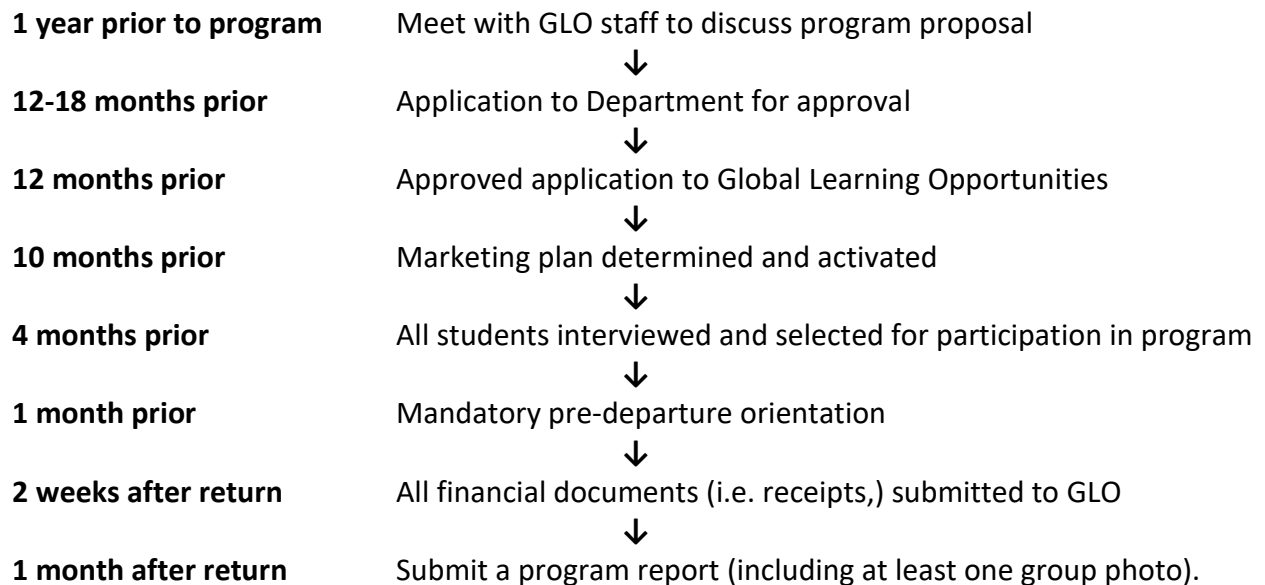
Role and Responsibilities of Students

Program leaders and students on Boise State Global Classroom programs are regarded as ambassadors and representatives of Boise State University. Program leaders are encouraged to outline and to clarify the students' role on the program and expectations regarding academics and appropriate behavior. In general, the basic expectations for participation in any education abroad program are:

1. Attend the mandatory pre-departure orientation session(s)
2. Follow the student code of conduct and laws of the host country
3. Participate in all scheduled program events and lectures
4. Complete all required readings before and during program
5. Complete all required written work by the specified deadline
6. Students are in good academic standing
7. Students do not have any pending or disciplinary action or past criminal activity

8. Students are healthy and able to travel, which may include walking or participating in physically demanding activities.
9. Meet minimum GPA standard of 2.5

General Timeline for Developing Global Classroom Program



Logistics for Program Leaders

Airfare

Group airfare can often complicate the GC program because students may wish to travel before or after the program dates. Airfares must be pre-paid based on specific number of participants, and offer no flexibility. We encourage students and faculty participating on Global Classroom programs to buy their own round-trip airfare individually. GLO will book the faculty member's

flight and share this information with students. GC leaders will need to fly from Boise (not another city) due to the Boise State travel policy.

Financial Procedures

It is important to remember is that program leaders must keep all receipts and records for any program-related expenses. In general, it is best if a majority of the program expenses are paid before the program begins.

Preferred vendors

First time leaders will be required to use a preferred vendor, see appendix 3. Programs must be administered by a third party or offered in conjunction with an overseas university (i.e. NTU Singapore, Oxford University, etc.) GLO will provide guidance on possible program providers.

Travel card

Program leaders will be issued a university Travel card (P-card) prior to leaving for their program abroad. This card is to be used for all expenses and cash advances while abroad. Faculty members are strongly discouraged from using their personal credit cards and being reimbursed later. The P-card is the preferred form of payment.

PayPal

All financial arrangements will be managed by GLO. Program leaders may not utilize PayPal or other services to pre-pay vendors.

Conflict of interest

Boise State is unable to utilize travel agents or vendors who have a family connection to the faculty leader. Please read Boise State policy #1110 regarding conflicts of interest.



Receipts

In order to reconcile programs costs and cash withdrawals receipts must be retained. All receipts are kept by the faculty leader and, upon return to Boise State, are given to GLO staff.

It is advised to note a simple description on a daily basis for the expense on the receipt or in a separate location. Final accounting is much easier if the faculty leader organizes all receipts at the end of each day and records how much has been spent out of the program budget. It is crucial to stay within the budget. All programs are self-supporting and there are no extra funds if a program runs over the planned expenses.

Please note that University funds cannot be used for purchase of alcoholic beverages. There will be no reimbursement for expenses related to such purchases.

Insurance for Program Leaders

GLO will inform Risk Management that the member will be traveling abroad. When on university-approved business, faculty members should be covered by their regular medical insurance provider. Also, when faculty members are traveling internationally, they are covered under an emergency travel assistance and medical evacuation/repatriation policy through the State of Idaho. This coverage is provided by ACE American Insurance Company. More information is available on the Risk Management web site: (<http://rmi.boisestate.edu/>).

The GLO maintains all necessary program documents for Global Classroom participants. In general, disclaimers are added to publicity and promotion materials to protect the faculty leader, the program sponsor (if any), and Boise State against unforeseen changes in program arrangements (i.e. currency fluctuations or increased air fares).

Student Participants

Application

Students must have a 2.5 minimum GPA in order to be eligible for a Global Classroom program. Participants complete all their forms online. The faculty leader and a GLO staff member accept the students into the program through the Via Trm system. Via Trm is an on-line forms and program management system. <http://boisestate.abroadoffice.net/index.html>

The Via Trm system is **not** connected to **My.BoiseState**. Therefore, program leaders need to alert GLO when students are registered for their course. Students will need to create an account and apply for the faculty leader's program on the Via Trm system. Students who fail to submit their forms by the due date may be prohibited from participation without any refund of fees.

Orientation

GLO will conduct at least one pre-departure orientation session for participants that include: logistics, cultural and academic preparation, and safety issues. It is mandatory that students attend orientation. The following topics will be addressed during the orientation:

- General program schedule if group is not traveling together, include detailed instructions on how students will arrive on site.
- Health & safety
- Packing/dress standards
- Culture/Culture shock
- Money (ATM, credit cards, or cash)
- General class expectations

- Student code of conduct (i.e. alcohol, drugs, grounds for expulsion from program)

Withdrawal from the program

Once students are officially accepted into the program, there will be no refund of the program deposit. In certain unusual cases, the refund policy may be altered, in consultation with the Director of GLO. Participants are informed of the risks involved with study abroad programs and are required to read and sign the Terms and Agreement.

Step-by-Step Guide to Developing Global Classroom program

1) General Guidelines

- a) Each course shall have a well-defined academic focus.
- b) Instructors should be aware of how their proposed program fits into departmental majors and how they relate to existing programs. The department chair's signature, as well as the dean is required on the proposal form.
- c) The proposal should provide an accurate and thorough summary of all activities associated with the course, including any experiential activities.
- d) Program should have a strong cultural connection and strive for integration into the host culture.
- e) A draft budget must be submitted with the proposal. The GLO will work with faculty members to develop the budget.
- f) To avoid liability issues, programs must be approved the GC approval committee before the promotion of the program to students

2) Assess the Need for a Program

Before planning and developing a program, a asked:

- a) Does the program fill a curricular need
- b) Does the program enhance a university
- c) Does the program offer something accomplished on campus?
- d) Will this program have a strong
- e) Is there a specific reason that this place in the specified location? What is
- f) Does the time of year when the appeal to students?
- g) Is the length of the program academic content and credits offered?
- h) Are seasonal costs, airfare, lodging, during the time this program will be
- i) Is the political/economic situation destination?
- j) Is there a GPA requirement beyond the 2.5 for program participation? Class standing (i.e. upper division only)? Prerequisites required for language or other courses? Portfolio submission? Minimum level of physical fitness required?



few questions should be

for the department?
major?
unique that cannot be

academic component?
program should take
that reason?
program is planned

appropriate for the

food, etc. higher or lower
offered?
stable in the country of

3) Consider Potential Enrollment

It is essential that there are enough students to sustain the program; if enrollment is low there are budget considerations that can limit the program.

- a) How many majors are in the relevant department?
- b) What are the current enrollments in related courses?
- c) Will the program attract students outside the faculty leader's department?

4) Draft a Program Proposal

The program proposal requires a formal application as well as a course syllabus, itinerary, and budget.

- a) **Course prefix:** Many Global Classroom programs are offered as Special Topics courses (297 or 497). However, faculty members are encouraged to offer a course that would allow a student to receive major or minor credit.
- b) **Credit hours:** In general, it is assumed that for every one credit, students will have 15 hours of contact time. Most of Boise State's faculty- led programs are arranged for 3 credit hours. Instruction hours on an overseas program may include any of the following: lectures; trips to museums, plays, concerts, workshops, educational institutions, guided bus tours; group reflection time; guided walking tours; planned talks by or interviews with knowledgeable individuals; etc.
- c) **Accommodations:** To ensure the health and safety of faculty and students while traveling abroad, Risk Management and Insurance recommends staying at hotels or nationally recognized hostels instead of private residences while traveling abroad.
- d) **Financial aid:** If students wish to use financial aid, they are required to take 6 credit hours during the summer session. This can be fulfilled by taking another class at Boise State before or after the Global Classroom Program
- e) **Cultural Engagement and Learning:** Plan your program to leave a sufficient amount of flexibility and time for participants to have the opportunity for self-exploration, shopping, socializing, and doing what appeals to them. They need time to experience the host culture and to reflect on the experience to get the full benefit of being overseas. Due to the short nature of Global Classroom programs, **setting the context** for the experience is key, as well as **reflection** on the time abroad, and **application and integration** of the learning abroad into larger context of their Boise State degree.
- f) **Cultural Integration**
 - What types of activities exist to help students learn about the new culture (i.e., attendance at local events, fairs, festivals, visits to local museums, historical sites of interest, etc.)?
 - What opportunities exist for students to interact with people from the host country (i.e., homestays, local students, guest lecturers, etc.)?
 - How are students encouraged to reflect on their cross-cultural learning development (i.e., reflective essays, journals, debriefing sessions, etc.)?
 - How does the program demonstrate sensitivity to and respect for differences between local cultural norms and those of the US culture?
 - What are the economic, social, and environmental impacts of the program on the local community?
 - How does the program endeavor to create a relationship that is mutually beneficial, and minimize any negative effects on the host society?

- Does the orientation to students help to make them aware of applicable host and US ethical and legal practices so that they understand the host society, in order to avoid actions that negatively impact that society or the image of the host country?
 - How does the program consider and respond to local environmental, economic, and cultural consequences of its presence in the design and management of its activities?
- g) **Itinerary** should address the following:
- Instruction by local scholars and experts
 - Opportunities for student interaction with members of the host culture
 - Opportunities for experiential learning
 - Exercises for focused reflection on learning experience
 - Plans to connect with any Boise State alumni who are from the host country or currently working in the program vicinity.

4) Budget

- Proposals will not be accepted without the standard GLO excel budget template.
- In preparing a budget, please identify all costs to participants and develop a program price (with support from GLO) that allows for an affordable, high quality program. A sample budget is included in this handbook in the appendix.
- Calculate the cost per participant based on each budget. Remember, these programs are self-supported by student funds, please make the program as cost effective as possible.
- When determining your budget, you should calculate in US dollars as well as the local currency. It is slightly difficult to forecast what the currency conversion will be a year in advance. Please round up all costs and do not remove or reduce the 15% contingency from the budget template.
- Exact programs costs may not be promoted to students until the program has been approved by GLO and the GC approval committee.
- At the conclusion of the program, if there are remaining funds after all expenses have been paid and in excess of \$2,000, GLO will issue refunds to the students. **Faculty should not discuss refunds with students without prior approval of the GLO Director.**
- Pony Up funds will be reimbursed to students after the program returns to the US and when the Foundation determines all criteria have been met. GLO will facilitate this reimbursement.

BUDGET CATEGORIES

Student Expenses		Faculty leader Expenses	
Category	Description	Category	Description
Accommodations	Hotels, hostels, homestays	Airfare	
Meals	Not always included in budget	Accommodations	Hotels, hostels, homestays
Ground	Buses, taxis, trains	Ground	Buses, taxis, trains

transportation	
Health insurance (Geo Blue)	Currently \$13/week
Entrance fees/incidentals	Museums, plays, workshops etc.

transportation	
Entrance fees/incidentals	Museums, plays, workshops, etc.
Meals	Receipts are required. Full per diem cannot be claimed

6) Promote your Program

As a faculty leader, you have to make a personal commitment to get students to participate in your program. Your experience, enthusiasm, and expertise about the program will be your strongest marketing tool. Don't be afraid to share this with students! GLO, along with the faculty leader, will produce a program brochure and/or flyers and posters. Distribution can be any of the following:

- Messages sent through Blackboard
- Bulletin boards on campus
- Information meetings and classroom visits
- Targeted academic departments
- Departmental and GLO web pages
- Emails to prospective participants
- Distribution in the faculty leader's classes and
- Annual study abroad fair held annually, during fall
- Presentations to relevant student groups on

Leaders should communicate the following to program

- What will the program cost? What is not included?
- What is the application process?
- What are the pre-requisites, if any and other
- How much additional money participants need to
- When is the application fee and deposit due?
- When is the final payment deadline?



academic department
term
campus

participants:

eligibility issues?
budget?

Appendix 1

Rubric

Rubric for Reviewing Global Classroom Program Proposals

Criteria	Developing (1 point)	Acceptable (3 points)	Excellent (5 points)
<i>Course plan incorporates university learning outcomes (ULOS) and provides a plan for facilitating teaching and learning and assessing intended outcomes</i>	Course and program plan lacks clarity	<ul style="list-style-type: none"> Syllabus lists ULOs, course objectives, activities (travel, assignments, discussion prompts, assessment rubrics) Progression is clear for students to achieve levels of learning beyond identification or awareness 	<ul style="list-style-type: none"> Clear mapping of all learning outcomes, course objectives and learning activities Assignment prompts are provided Assessments and rubrics are developed Reasonable progression of learning activities planned to accomplish the intended learning outcomes and stated goals within course expectations Location(s) clearly support course and program learning outcomes
<i>Financially accessible</i>	Unrealistic program budget	Program budget is reasonable	<ul style="list-style-type: none"> Identifies strategies to contain costs and potential financial sources Program budget is reasonable Faculty member to student ratio is reasonable and does not add additional burden to students costs
<i>Proposal includes details (planned itinerary) that show how students will be immersed in the host context</i>	Passive participation	Attendance in pre-arranged immersion activities	Active participation in intentional and pre-arranged immersive curricular and co-curricular activities
<i>Outlines topics or course content that will be taught by guest speakers/lecturers/tour guides</i>	Relies heavily on tour guides	Faculty co-teach with local lecturers/tour guides	Local expertise is utilized and faculty member provides additional facilitation so that students can analyze and integrate learning

Criteria	Developing (1 point)	Acceptable (3 points)	Excellent (5 points)
<i>Gives concrete examples how students will integrate their learning from education abroad into their academic, personal, professional, and career goals</i>	Relies on serendipitous pedagogy	Included a variety of assignments that guide students toward integrating learning from education abroad into their academic, personal, professional and career goals	<ul style="list-style-type: none"> Provides prompts for reflective writing and critical thinking Engages the student about international issues/topics prior, during and after the education abroad experience Facilitates opportunities for students to continue learning from the education abroad experience Includes a variety of assignments that guide students towards integrating learning from education abroad into their academic, personal, professional and career goals
<i>Submits work plan and schedule to accomplish faculty responsibilities in preparation for study abroad program</i>	No experience in the countries associated with the proposed program	References faculty knowledge and travel experience in countries associated with the proposed program	Articulates faculty preparedness to take on the additional responsibilities that come with leading a program abroad
<i>Risk Management, health and safety issues have been addressed</i>	<ul style="list-style-type: none"> General mention of health and safety mentioned in the proposal 	<ul style="list-style-type: none"> Health and safety issues will be addressed such as handouts or in the orientation 	<p>Efforts have been made to address health and safety concerns in all of the following areas.</p> <ul style="list-style-type: none"> Transportation Accommodation Meals local customs Pre-departure orientation is addressed
SUBTOTAL			
TOTAL			

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Points summary (35 points maximum)

<7 points means program will NOT be approved

7-20 means program needs improvements

>21 means program can likely be approved as is

Appendix 2

Sample Budget

GLO BUDGET TEMPLATE

Program Name	Term / Dates		# of Weeks	
Art in Italy	Summer 2015, June 5 - June 27		3	
Program Contact Person	# of Credits		# of Participants	
Joe Professor	3		10	

Program Items	Item Description	Vendor name	Cost Detail	TOTAL COST for item
Expenses				
Tuition*	per credits		\$ 252	\$ 7,560
Study Abroad Fee	per student		\$ 325	\$ 3250
Insurance	mandatory, per week		\$ 13	\$ 390
Airport Transportation				
Accommodation 1	Hostel \$20/night, 10 nights	HI- Florence	\$ 200	\$ 2,000
Accommodation 2	Hostel \$20/night, 9 nights	HI-Venice	\$ 180	\$ 1,800
Accommodation 3	Hotel \$50/night, 2 nights	Hotel Roma	\$ 100	\$ 1,000
Welcome Dinner	Pizza dinner \$15/person	Pizzeria Roma	\$ 15	\$ 150
Culmination Dinner	Pasta dinner \$20/person	Bella Nota	\$ 20	\$ 200
Licenced Guide 1	Tour of Venice \$75/person	Molto bene tours	\$ 75	\$ 750
Licenced Guide 2	Tour of Rome \$80/person	Real Rome	\$ 80	\$ 800
Licenced Guide 3	Tour of Florence \$50	Florence discovered	\$ 50	\$ 500
Lecturer / Guest Speaker 1	Artist in residence	Stefano Pizetti	\$ 100	\$ 100
Transportation 1	Buses in Rome (day pass)	Public buses	\$ 15	\$ 150
Transportation 2	Train to Venice	Trenitalia	\$ 125	\$ 1,250
Transportation 3	Train to Florence	Trenitalia	\$ 100	\$ 1,000
Transportation 4				
Entrance Fee 1	Museum-Florence 10 Euros	Uffizi gallery	\$ 15	\$ 150
Entrance Fee 2	Museum-Venice 20 Euros	Doge's palace	\$ 30	\$ 300
Entrance Fee 3	Colosseum, 15 Euros	Colosseum	\$ 23	\$ 230
Entrance Fee 4	Vatican, 16 Euros	Vatican	\$ 24	\$ 240
Communications (cell phone, etc)	Rental		\$ 25	\$ 25
Faculty airfare	Roundtrip from Boise	United	\$ 1,800	\$ 1,800
Faculty Transportation	same as students		\$ 240	\$ 240
Faculty Accommodation	same as students		\$ 380	\$ 380
Entrance fees	same as students		\$ 92	\$ 92

Subtotal \$ 24,007

Contingency		
15% of total	\$	3,6401
TOTAL	\$	27,608
Per student cost	\$	2,761

Appendix 3

Preferred vendors

Education Abroad Providers

The following organizations have a great deal of experience coordinating faculty led programs. Program leaders who have not led a group before will need to use one of the following providers or travel agents unless they are working with an overseas university.

Provider name	Website	Contact Person
Academic Programs International (API)	http://www.apistudyabroad.com/advisors/customized/	Courtney Link courtney@apistudyabroad.com (512) 600-8921
American Institute of Foreign Studies (AIFS)	http://www.aifspartnerships.com/	Michelle Walters mwalters@aifs.com
CIS	http://www.cisabroad.com/customized-programs	Scott Tayloe (413) 582-0407 ext. 5008 stayloe@cisabroad.com
International Studies Abroad (ISA)	http://cp.studiesabroad.com/	Nikki Hemingway 512-480-8522 nhemingway@studiesabroad.com
Peacework	http://www.peacework.org/home.php	Steve Darr (540) 230-8581 steve@peacework.org

Travel agents

Company Name	Website	Phone number
Frosch Travel	http://www.frosch.com	1-800-866-1623
Global Travel	http://Myglobal.com	1-800-584-8888
Harmon Travel	http://harmontravel.com/	1-800-627-1315
JTB	https://www.jtbusa.com/	1-800-882-3884