



University of Missouri-Columbia
The International Center
Study Abroad

2007-2008 Academic Year

Dear Colleague:

Greetings from the University of Missouri-Columbia (MU) Study Abroad Team at the International Center! We are committed to helping MU fulfill its goal of internationalizing the campus by serving as the point office for study abroad programming activity at MU. Part of our responsibility includes assisting faculty to run high quality, academically sound study abroad programs in which reasonable precautions have been taken to ensure the health, safety and security of all participants. With this goal in mind we have created the attached *University of Missouri-Columbia Guidelines for Faculty-Led Study Abroad Programs*. Please read it over and follow the guidelines carefully. If you have any questions or concerns about the material included in the guidebook, please do not hesitate to contact us.

We hope that you will find this guidebook helpful and informative in your quest to provide the MU campus with a quality study abroad program in which our students will learn more about the world. There may be sections of the book that duplicate information you already have. We may have left out other information that you feel is important, in which case please let us know so we can include it in the next edition of this guidebook. We are working hard to be a resource for all faculty involved in running study abroad programs, and your input regarding our services will help us to continue our successes as well as to improve where we are lacking.

Thank you for your enthusiasm for international education and for providing a valuable study abroad option for MU students! We look forward to working with you throughout this process, and hope you will find our services useful.

Sincerely,

Barbara Lindeman
Director of Study Abroad and
Assistant Director of the International Center

**UNIVERSITY OF MISSOURI-COLUMBIA
GUIDELINES FOR FACULTY-LED STUDY ABROAD PROGRAMS**

TABLE OF CONTENTS

Introduction to Study Abroad

Stage 1: Planning Your Study Abroad Program

- Introduction
- Initial Program Planning
- Establishing the Program Curriculum
- Program Standards
- Course Listings and Registration
- Program Location and Timing
- International Center Services
- Study Abroad Advisory Council New Program Development Grant Application

Stage 2: Developing Your Study Abroad Program

- Introduction
- New Study Abroad Program Development Application
- Creating an International Memorandum of Understanding (IMOU)
- Risk Management in Study Abroad Programming
- Health, Safety and Liability Concerns
- Conducting an Initial Site Visit

Stage 3: Administering Your Study Abroad Program

- Introduction
- Program Promotion
- Program Administration
- Program Accounting
- Registration and Billing
- Re-Entry Process

Stage 4: Emergency Response Manual

- Introduction
- Emergency Contact Numbers
- Health Emergencies
- Legal Emergencies
- Report of a Missing Student
- Death of a Student
- Political Emergencies and Natural Disasters
- Guidelines for Media Inquiries

Introduction to Study Abroad

Faculty members who lead study abroad programs make an invaluable contribution to internationalizing the MU campus. Students who might not otherwise consider studying abroad often are willing to participate in a program led by a trusted faculty member. In addition to the fact that faculty-led programs are run by someone whom students know and trust, students and their families are reassured by the fact that students are registered in specific University of Missouri classes during these programs. This removes uncertainty in terms of how courses taken abroad will transfer toward a student's MU degree program.

Any faculty member or university administrator involved in sending or accompanying students abroad is faced with a number of compelling questions. Several of these are quite basic, having to do with the planning, implementation, and administration of any program conducted overseas. Others are more complex, assuming certain levels of institutional responsibility in areas governing not only the academic basis of a program but also the health, safety and security of our students while abroad.

In any study abroad activity undertaken by one of our students, MU naturally assumes a certain level of responsibility for the advising and guidance of the student in assessing and selecting a study abroad program; if we offer credit for the program, we should have confidence in the instruction and experience being offered. We also must play a role in the evaluation of students' experiences upon their return to MU, and in the integration of those experiences into our own curricular and co-curricular activities.

The MU International Center (IC), working in concert with departments and individual faculty members, plays an integral role in this process. The IC administers its own study abroad programs for the MU campus, which consist of three main types of program options. Many IC-run programs are direct enrollment programs, in which MU sends students to a foreign university, and the university abroad provides support services for MU students. Other programs are administered in conjunction with a third-party program provider that offers on-site support services and academic oversight. Finally, the IC hires faculty members with expertise in a particular region of the world to lead some programs. With such varied program administration experience, the MU Study Abroad Team hopes to serve as a valuable resource for faculty members who are interested in developing and leading study abroad programs.

In addition to their administrative knowledge and skills, all MU Study Abroad Team members have studied abroad, and are familiar with the academic issues and stages of cultural adjustments that MU students experience abroad. Membership and active participation in professional organizations devoted to international educational exchange, such as NAFSA: Association of International Educators, have also provided them with insights into the study abroad process as well as knowledge of national standards for health and safety in study abroad.