

# Faculty-Led Programs Abroad:

Review and Reflection on Innovative Models and  
Best Practices



# Presenters

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# Learning Objectives

- increase understanding of the different types or approaches to Faculty-led programs abroad
- become familiar with various innovations in this field
- Increase understanding of planning approaches for these programs
- reflect on how these innovative approaches could influence your own institutions

# Faculty-Led Programs Abroad (FLPA)

- Definition: “An education abroad activity involving a group of students under the supervision of a home-institution faculty member” (CBIE, Canada’s Education Abroad Lexicon)
- Parameters for this session’s approach to FLPA:
  - Faculty from sending institution teaches
  - For credit, usually equivalent of one semester course

# Understanding FLPA: program variables

There are a number of variables for each FLPA, such as:

- role of host institutions overseas,
- inter-institutional collaborations,
- alternative financing,
- provision of credits,
- third party logistics
- Role of the international/exchange office

**A principal question for the session:** Can we identify types or models of FLPA through further analysis of these variables?

In other words, can we identify patterns amongst the various cases of such programs?

# Program Variables: Home / Host dynamics

Can we pull out and organize the differences as they relate to the relations between the sending “home” institution and the receiving, partner, or “host” institution?

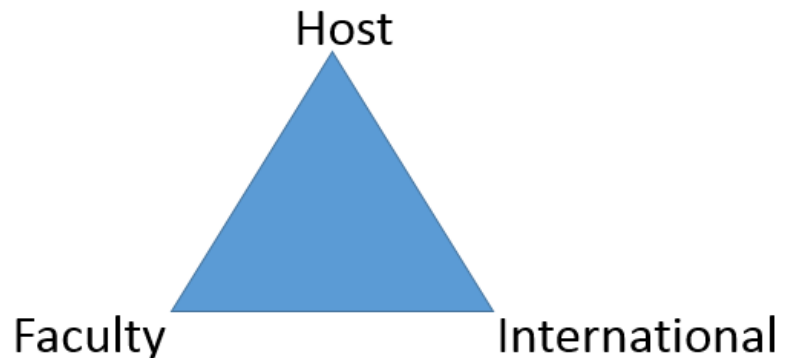
Whose credit?	Role of Host?	Who pays for teaching?	Whose students?
Home – defined course	Basic: space, access to accommodations, etc.	Home – full teaching cost	All home – 1 institution
Home – undefined course (e.g. ISU)	Logistical support and local organizing	Home faculty – in-kind	All home – 2+ institutions
Host – Exchange	Host guest lectures	Host covers travel+	Home + Host – some interaction with class
Host – transfer credit / free	Host co-teaches	Host pays for teaching	Home + Host – Joint, full course participation
Host – transfer credit / revenue generating	Host delivers, Home provides teacher and students	Host pays home for joint program	Host + Home – Host driven, Home students additional

# Program Variables: Funding and Roles

## Funding for students

- Traditional: institutional supports
- Leveraged: scholarships or in-kind
- Flexible: LOP credit at no cost, in lieu of funding

- **Organizing Roles**





# Program models / types

- **Traditional:** Course from curriculum, taught as part of teaching load, for home institution's students
  - Variations on Traditional Model:
    - Consortium
    - College-University parallel
- **Host-driven:** Home teacher & students, but initiated in some way by/for the host. Variations:
  - Host provides credit via exchange
    - Summer Programs – exchange
  - “Host and Home” – organized primarily for host students



# Traditional model

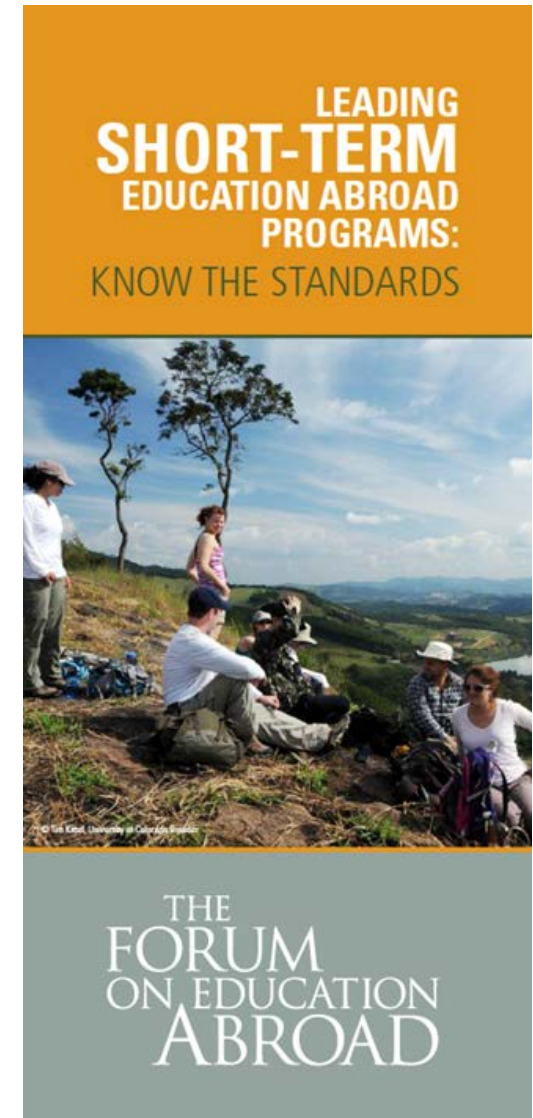
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# Host-Driven model(s)

Whose credit?	Role of Host?	Who pays for teaching?	Whose students?
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# 9 standards of Good Practice related to the Faculty led programs

- Program Conceptualization and Proposal
- Planning and Budgeting
- Student Advising, Recruitment, and Selection
- Student Preparation and Pre-Departure Orientation
- During the Program
- Student Return and Transition



# Program Conceptualization and Proposal

This can be an iterative process:

- Program idea: Faculty member, Chair or Dean, International office, students
- Possibility and plausibility: Academic, International Office, Safety Office
- Development of the proposal: Faculty member with or without International Office
- International office may support the development by identifying partner hosts and collaborators.

# Planning and Budgeting

- Budget is developed with support from International Office
- Budget is approved by Chair and Dean
- Tracking of spending by Administrative Office
- Agreements with partners developed with International office and Legal Counsel.
- Identify resources and training needed – Faculty member, International office and Safety office

# Student Advising, Recruitment and Selection

- Advises on check list for promotions, recruitment and selection by International office.
- Advises on heightened risks related to identities by International Office.
- Supports promotions by International office, Communications, Faculty.
- Provision of application form, offer of acceptance; and acceptance documents. Assistance with interviews. Faculty, International Office and Safety Office.
- Selection decision by faculty member.

# Student Preparation and Pre-departure

- Develops and communicates curricular and non-academic goals and expectations and restrictions by Faculty with support by Dean of Students and International Office.
- Pre-departure online modules, and in person pre-departure session. (Emergency response...) by International office.
- Pre-departure paperwork is conducted by International office and Safety Office



# On the program

- Faculty member with co-leaders
- Partner organization
- International office and communication hierarchy at university

# Upon Return

- Re-entry by Faculty with International Office and Safety Office.
- Follow up opportunities with Faculty and International Office.
- Financial close out with Administrative support.
- Incident reports with Safety Office and International Office.

# Now What?

Catherine Fisher

University of Calgary International  
Group Study Programs Specialist



# WHERE TO START?

- Determine what is the international travel policy
- Talk to Risk Management about process for international travel
- Find out what the health and safety regulations are for your institution



# CONTINUED:

- What are the financial policies and procedures at your university?
- What are the academic and non academic misconduct policies?
- What are the HR policies for staff traveling on these kinds of programs?
- Are there other policies at your university you need to think about?



# LEGISLATION

- Health and Safety legislation
- University Act and supporting regulations
- Applicable legislation in your destination



[www.travel.gc.ca](http://www.travel.gc.ca)

The government of Canada offers lots of useful information such as:

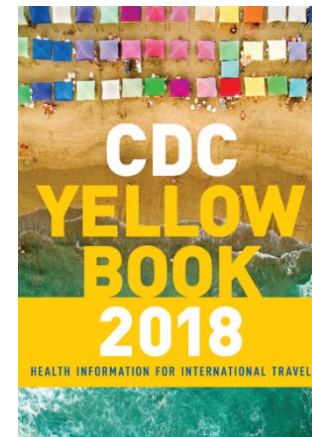


- Travel advisories – where can we travel and where is off limits
- Destination specific information in travel reports
- Assistance Abroad
- Passport information
- Links to health information (Health Canada)



# HEALTH RESOURCES

- **World Health Organization**  
– [www.who.int/en](http://www.who.int/en) – offers global information on outbreaks and epidemics
- **Centres for Disease Control** –  
[cdc.gov](http://cdc.gov) – info on current health issues by country

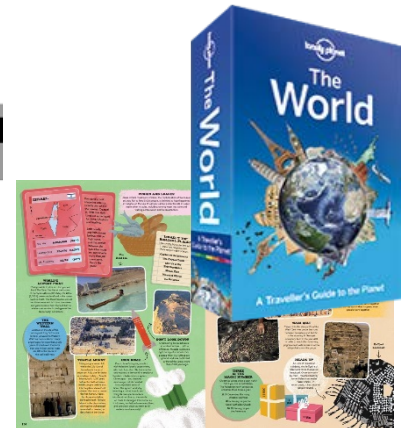
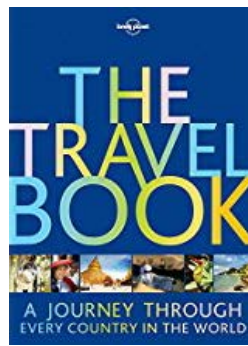
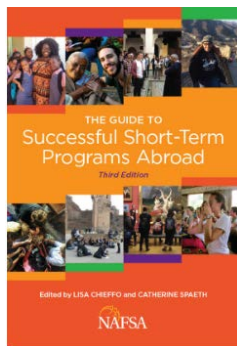


# ADDITIONAL SOURCES

- Advisors in your international office
- CBIE
- NAFSA bookstore for additional resources



Canadian Bureau for  
International Education



# Five Ws and one H



# WHO?

- Who approves your programming on your campus?
- Who approves your plans to take students off campus?
- Who is responsible for financial transactions on your campus?
- Who is the institution's preferred travel agent



## MORE WHO...



- Who is responsible for booking accommodations and other aspects of the itinerary?
- Who is the target audience for your program?
- Who is working with you/the professor while in the field?
- Who can take the courses you are planning to offer?

# WHAT?



- What is the overall strategic plan for the program?
- What do you plan on doing while abroad and
- What is the daily itinerary?
- What is the language spoken in the host destination(s) and do you speak it?
- What are the courses?



## MORE WHAT



- What are the infield barriers that may impede program success?
- What are the environmental conditions of where you are traveling?
- What are the specific health concerns in the destination and what mitigation efforts need to be undertaken to maintain health and well-being of participants?
- What happens if you can no longer travel to your region for risk and safety reasons?



# WHERE?

- Where are you going?



# WHEN?

- When will you travel?



# WHY?

- Why do you need to go to this destination?
- Why would students find this destination interesting?



# HOW?

- How much will this trip cost?
- How will you recruit your students?
- How will you address emergencies abroad?
- How does this program support your institution's broader academic and international plans?



## A few final comments

- These lists are not complete
- Handout for the Call for Proposals for UCalgary plus the outline from this presentation



Leads to happy, safe and  
productive travels!!





# **Your feedback is important to us!**

Please take a moment to submit the evaluation for this session.

Evaluations are found on CBIE's Conference app.

**Thank you!**