



# THE OHIO STATE UNIVERSITY

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## COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

### Study Abroad Handbook

for advisors, resident directors and administrators

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This handbook was created as a resource for resident directors, advisors and department chairs so that you have much of the information you need to know about study abroad in one central handbook. It is not meant to be fully comprehensive, but enough to help College faculty and staff better understand study abroad guidelines, procedures, etc. More details are available from the CFAES Study Abroad Director and Coordinator.

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## Proposing a New Study Abroad Program

The study abroad proposal process is two-fold and should happen in parallel:

- Academic
- Office of International Affairs (OIA)

Academic:

- You should first meet with your department chair or director to garner his/her support of the program. Make sure that you are meeting a strategic need of the unit.
- Create a syllabus and submit it for consideration as you would with any other new course in your academic unit.
  - This will include working with your department contact for adding courses to the master schedule (see course numbering section).

Office of International Affairs:

- In general, [proposal forms](#) are due 16 months prior to the first program offering.
- Narratives about the program audience, purpose and credit will be required.
- Sample itinerary, a syllabus (or syllabi) and estimated costs are also required.
- Proposals will be considered and approved by both the OSU Director of Study Abroad and the University Study Abroad Risk Manager.
- Programs may not be offered in countries that are on US Department of State Travel Warning, CDC Level 3 alert, not approved by Ohio State's international travel insurance provider or countries with other federal level restrictions. Petitions for consideration are allowed and must be approved by the University International Travel Committee annually if the program host country remains on restriction. The link to find additional information is: <http://oia.osu.edu/application-and-policies/travel-to-risk-designated-countries.html>.

When programs may be offered

- No program may overlap the offering of any campus based coursework, including exams or finals. This means that, programs offered in August, must return by the time fall semester begins. No program may leave before the last final is complete for fall semester. Winter break programs must also return before the start of spring semester. Spring break programs may not plan a flight that leaves prior to early Saturday morning and it must return by the time class start on Monday morning.
- May term may not exist in the new university calendar, but the month of May is still a convenient time for students to travel and upon return still carry out research, an internship or summer job. It appears that there will be multiple summer terms in the future schedule, thus students will still register during the summer for study abroad credit, not during spring semester.

### Posting study abroad courses in the Master Schedule

The same procedures used to list campus based courses should be used for study abroad courses. The master schedule is typically reviewed in July for the spring semester and in December for the summer and autumn semesters.

When a study abroad course is posted, the attributes are slightly different than standard courses.

- Session: Regular Academic Term\*
- Units: Credit hours offered for this particular course (typically 3)
- Instruction mode: In Person
- Class Components: Field Experience Required
- Career: if a 3797, only UG section will be opened; if 5797, Grad section will be created
- Dates: Beginning of term- end of term for a regular session
- Grading: A-E
- Location: International Location
- Campus: Columbus (unless it is ATI)
- Instructor: Should be listed as the RD(s) of the program
- Group associated (registrar sets this up, but you need to prompt it): IASA

\*If the program is short term, after the semester, it should still be listed as regular academic term, but the meeting dates should reflect the expected travel dates. If the program is actually during a semester, it should be posted as such (i.e. Brazil AZP during 1<sup>st</sup> session, spring term).

## Study Abroad Credit

### Numbering of study abroad courses

All study abroad courses, regardless of department, should use 797 as the last three digits of a course offering and reserve 797 for courses offered abroad. CFAES currently uses either 5797 for programs that have pre-requisite coursework to be offered to more advanced students or would welcome graduate students on the program. All other study abroad programs are numbered as 3797. If an academic unit is offering more than one program, a decimal may be added, i.e. 5797.01.

Pre-departure courses may use group studies course numbering on a limited basis. If the course will be offered more than once, it is recommended that the campus based course be submitted as a stand-alone course and course number. In some cases, the time abroad is limited and campus based meeting time may count toward the number of contact hours needed to offer three credit hours for a study abroad program.

Some departments/schools have created a numbering system for pre-departure courses. Horticulture and Crop Sciences uses #097 and the School of Environment and Natural Resources uses #790.

### Determining the number of credit hours to award for a program

Study abroad credit hours are set in accordance with the Ohio Board of Regents guidelines.

- 1 hour of lecture = 1 hour of contact
- 1 hour of discussion = 1 hour of contact
- 1 hour of a guided tour with an expert in the field = 1 hour of contact
- 3 hours of self-directed but guided learning = 1 hour of contact
  - Scavenger hunt
  - Home stay (limited to time engaging with family members)
  - Academic exercise in a community
  - Service learning activity
  - Observation, laboratory time, community service, unguided time in a museum, cultural performance, hiking, canoeing, zip lining, kayaking, etc.

Free time, meals (unless a demonstration is taking place), traveling (unless bus time is used for discussion or lecture), sleeping, etc. do not count toward contact hours.

Once a final itinerary is provided, the CFAES Director of Study Abroad will audit the hours of contact. 12.5 hours of contact = 1 credit hour or 37.5 hours of contact = 3 credit hours

### How does a course receive General Education (GE) approval?

Courses must be reviewed by specific GE committee tasked with approving coursework to meet GE requirements. Proposals must also include an assessment plan for the course, and as it relates to the GE category. Course objectives must align with the GE outcomes, in addition to meeting major/minor requirements. Potential GE categories include:

- Historical Study
- Visual and Performing Arts
- Literature
- Cultures and Ideas
- GE Education Abroad or Service Learning (for Arts and Sciences majors)
- Global Studies
- Diversity

For additional information, go to: [ascas.osu.edu/curriculum/ge-goals-and-learning-outcomes](http://ascas.osu.edu/curriculum/ge-goals-and-learning-outcomes)

Kelly Newlon and Dr. Neal have a number of resources to help with this process. Receiving GE approval is a rigorous process, and one should not assume their program will be accepted easily.

### Applying study abroad credit to a student's degree

**General Education (GE):** If a study abroad course is an approved GE and programmed into the degree audit as such, it should automatically appear in that GE category as complete. As of January 1, 2015, CFAES Academic Programs are not able to apply study abroad credit to meet GE requirements without the program being approved as a GE by the College of Arts and Sciences. If a student completes a program that he/she feel meets the spirit of a specific GE, that student needs to complete an official petition, with a detailed rationale for the credit use, and submit it to the College or School Office.

**Majors and Minors:** Many **majors and minors** allow for study abroad credit to count within the major or minor if the credit is within the academic unit offering the program, but it should not be assumed. Check major/minor sheets to verify how credit may be applied.

*International Studies Minor: Students who seem to be very interested in study abroad may want to consider a minor in International Studies. The program and campus based courses should fit into a theme. Students should contact Karlene Foster (.24) to inquire about declaring this minor.*

**Contemporary Issues (if required):** Students who have achieved rank 3/junior or higher by the time of their study abroad program can petition to use the program to meet their contemporary issues requirement if they seek prior approval and write an additional paper. Additional instructions can be found in the appendix of this handbook.

## **Minimum Requirements for Student Study Abroad Participation**

At the University level, the baseline for study abroad participation is good academic standing. This varies widely between programs, but it should be assumed that this means a cumulative point hour ration of at least a 2.0/4.0 at the time of application and travel as well as no current or pending Student Conduct issues. The College of FAES recommends a minimum of a 2.5/4.0 CPHR at the time of application and travel. It is up to the resident directors discretion to consider a student's application if the CPHR is lower than a 2.5. The student's advising report to determine if a student's grade trend is generally improving, the student had extenuating circumstances or other factors need to be taken into consideration. Programs may require a higher CPHR if desired.

The university also requires that no student have current or pending judgment with Student Conduct. Students may also not travel if they have committed a felony or are on the sexual predator registry. The Office of International Affairs carries out these clearances based on the central study abroad application.

If there is a pre-departure course for the program, it must be stipulated that students pass that course with at least a C to be eligible for the study abroad program.

## Study Abroad Funding, Scholarships, and Fees

### Study Abroad Funding Model

It should be noted that this is an on-going discussion due to on-going university level decision making.

Study abroad programs garner tuition and subsidy income for an academic unit as any other course offered by the academic unit. Prior to the academic year starting in August 2014, this income was collected by the Office of International Affairs and used to offset program fees to make study abroad more affordable for students. This process changed to the academic unit receiving the funding in May 2014. CFAES convened a committee of faculty members who recommended that each department receive their funding as with other courses and each department decide how much of the funds should be used to offset program fees charged to students. This means that departments are subject to all financial risk of programs, but also receive all revenue generated from programs.

Program fiscal management practices such as program budgeting, purchasing, student cancellation fees and appeals, flight booking, etc. will be managed by the Office of International Affairs study abroad staff to ensure consistency and utilization of best practices. All budgeting is done in a conservative nature to reduce fiscal and safety risks on the programs. Once a program budget is determined and a program fee set, academic unit chairs/directors are given an opportunity to sign off on the budget and provide an amount of program supplement on either a per student basis or to offset resident director or other shared costs.

### CFAES Study Abroad Scholarship Program

As of August 2015, The College of FAES has approximately \$70,000 in study abroad scholarship funds to award to students annually. This is a combination of more than a dozen different endowments created to support study abroad. One central application is used and students are awarded specific scholarships based on meeting the requirements of a particular endowment.

Students are required to fill out both the CFAES General Scholarship Application on-line as well as the application sent to the student via e-mail. The scholarship application is sent to all eligible applicants during one of three application windows each year upon being admitted to a CFAES study abroad program. Scholarships are awarded based on a competitive review of applications and awards are at least \$500 each. They are posted to a student's bursar account prior to the program fee deadline.

### Setting program fees

The following three categories are used in determining a study abroad program fee:

- Student's direct costs (could include): Flight, lodging, meals, entry fees, gratuities, etc.
- Group's shared costs: Buses, lectures, cell phone minutes, group meeting space, guides, meals for hosts, host gifts, etc.
- Resident director costs: Flight, lodging, meals, entry fees, gratuities, per diem, airport parking or taxi, etc.

Both the group and resident director costs are summed and then divided by the minimum number of students planned for a program. For example, consider the following scenario for a program with a minimum of 10 students:

- Student direct cost: \$2000
- Shared costs: \$3500 (each student's share is \$350)
  - Group shared costs: \$1000
  - RD costs: \$2500

Program fee= Shared costs \$350 each + Student direct cost of \$2000 = \$2350

### Buffering fluctuating exchange rates and inflation

Each program fee takes into account the volatility of currency and the likelihood of price increases when the program fee is set. This protects the University, namely the department, from having the program run at a deficit and be required to pay that difference to OIA after the program accounts are balanced.

Contingency/Emergency fund: Each program will have a \$100 contingency/emergency fund per person to cover minor emergencies (cab fare to go to a store with a student to buy over-the-counter medications, water for the group, or slight increases in currency exchange rates)

Airfare fuel buffer: If airfare is included in the program fee, \$100 is typically added to buffer against potential increases in fuel costs. When group tickets are reserved, only the base fare is locked in. Fuel charges could adjust between the group reservation and the time names are placed on the tickets.

Currency Exchange rates: When a program vendor quotes the university in a foreign currency, the OIA business office sets the exchange rate used for the budget by evaluating the exchange rate over the previous year and choosing a conservative rate. If a resident director chooses to question that rate and selects a less conservative rate, the department chair will be required to sign off on that decision. This represents more risk to the department due to the less conservative rate being chosen.

### Student costs

The program fee is only one cost to the student. Students also pay for tuition, meals not included, gear and academic supplies needed, a passport, health planning doctor visit, vaccinations and airfare (if not included). Every effort should be made to minimize the cost of study abroad, provided the reduction does not impact the academic structure or quality of the program.

### Timeline for setting a program fee

*This timeline may be extended or compressed based on the timing of a program and the necessary application due date for a program. For instance, winter break programs have a deadline of no later than April 1, which requires that budgets be finalized nine months in advance, but flights cannot be booked until ten months prior to the return date of the program.*

12 months prior- Draft itinerary set by RD(s) with CFAES Study Abroad Staff

11 months prior- Approval of dates and itinerary by host

10 months prior- Specifications for airfare and travel agent submitted to request bids

9.5 months prior- Bids for services returned and provider selected by CFAES Staff and RD

9 months prior- Budget for program compiled by CFAES Staff and audited by OIA

8.5 months prior- RD approves the OIA approved budget

8 months prior- Department Chair/School Director approves budget and indicates if any supplement will be provided to the program fee using instructional income expected from the program.

7.5 months prior- Program fee published

## **CFAES Study Abroad Staff Support**

The CFAES Study Abroad staff members (Director and Coordinator) are joint appointments between the Office of International Affairs and the CFAES Academic Programs staff. This is done to ensure that CFAES faculty and staff have complete and thorough support locally and in the context of our College's unique culture. The support they provide includes:

### **New Program Development and Consultation**

- Provide expert assistance to academic and other Ohio State units interested in setting up new curricular and co-curricular international opportunities
- Assist departments in identifying and implementing appropriate study abroad options and program models in alignment with curricular needs for majors and minors
- Source opportunities and study abroad venues based on academic unit need and interest

### **Comprehensive Application Process Management**

- Manage study abroad program offerings in the Student Information System (SIS)
- Manage common study abroad application in SIS
- Communicate admittance or denial decision to students
- Maintain student applications (withdrawal, change of admission status)
- Advise students on registration and enrollment as related to study abroad
- Prepare individual budget sheets for admitted students according to guidelines approved by the Office of Student Financial Aid
- Post study abroad program fee on individual student accounts

### **Study Abroad Program Coordination**

- Coordinate Ohio State faculty-led programs, provider and direct enroll programs and student exchanges (an Office of International Affairs study abroad coordinator is assigned to each program)
- Provide guidance on study abroad application review and admission process
- Recruit and promote study abroad programming
- Manage relationships and communications with host institutions, exchange partners, providers and vendors
- Make international travel and in-country arrangements for study abroad programming
- Apply for group and individual visas as needed
- Organize the CFAES Study Abroad Reunion twice per year to welcome back students and provide them with an opportunity to reflect on their experience
- Create Carmen shell to manage student information and document collection
- If needed by a particular program, see the group off at the airport to ensure ease of departure and return
- Maintain a supply of College branded gifts to be used as host gifts during programs

### **Business and Financial Expertise**

- Process payments for study abroad programming and airfare in compliance with university requirements and expectations
- Initiate and process cash advances, Travel "T" numbers and per diem for study abroad resident directors
- Establish study abroad program fees in collaboration with relevant academic units
- Coordinate all fiscal interactions related to study abroad programming

### **Risk Management**

- Offer university-wide health and safety pre-departure orientations.
- Collect student identification and health documents to ensure safety while abroad.

- Collate student emergency contact information, health forms and identification materials into travel ready binders for resident director use.
- Enroll all students and resident directors in international supplemental insurance
- Perform risk assessment and abatement for new and pre-existing international opportunities
- Maintain emergency database
- Monitor activities and decisions made by the International Travel Policy Committee. The committee, appointed by the provost, establishes guidelines and policies to maintain the health and safety of Ohio State students, faculty and staff studying abroad or conducting research or business in another country

#### **Outreach**

- Promote study abroad through presentations in classrooms, student organizations and residence halls
- Provide customized study abroad presentations for academic and support units, academic advisors and other stakeholders interested in learning more about Ohio State study abroad opportunities
- Plan, manage and promote the annual Study Abroad Expo

#### **Marketing and Communications**

- Produce study abroad flyers, e-newsletters and PowerPoint presentations
- Provide students with the information necessary to help guide them through the necessary steps to study abroad via on-line presence (<http://cfaes.osu.edu/studyabroad>)
- Share student stories and repost photos through social media channels: Facebook, Twitter and Instagram
- Collaborate with communicators in the colleges to cross promote study abroad as well as student experiences while abroad
- Create a BuckeyeBox to collect program photos
- Manage student organization that support study abroad, the CFAES Voyager Team

#### **Statistical Reporting**

- Prepare and disseminate statistical reports to departments and schools by request

#### **Strategic Planning**

- Identify needs for study abroad and fill them
- Manage the CFAES Study Abroad Advisory Committee
- Provide timely communication with reminders regarding study abroad deadlines
- Direct the CFAES study abroad strategic planning process

#### **Scholarship management**

- Work cohesively with the CFAES Development Office and Scholarship Coordinator to manage the CFAES Study Abroad Scholarship portfolio
- Carry out stewardship activities with study abroad scholarship donors
- Organize two 5K fund raisers each year for personal fund raising by CFAES program participants

#### **Academic Affairs**

- Ensure that study abroad courses are posted correctly with the registrar and on the master schedule
- Verify enrollment of all students in study abroad courses.
- Assist Assistant Dean in communicating policies and updates related to study abroad coursework.
- Provide support and resources such as templates for study abroad syllabi and itineraries to resident directors
- Coordinate collection of syllabi and itineraries for each program as reference materials
- Oversee Study Abroad Advisory committee recommendations regarding guidelines for study abroad
- Carry out assessment of study abroad learning outcomes
- Identify needs and opportunities related to study abroad academic programming and fulfil those needs

- Serve as the CFAES Study Abroad Liaison to the Office of International Affairs
- Oversee the annual continuing study abroad program reauthorization process
- Assist academic units seeking GE course approval

**Advise college-level student organizations to ensure knowledge of and interaction with a broad spectrum of students:**

- CFAES Student Council
- CFAES Voyager Team
- CFAES Student Recognition Program

## CFAES Guide for In-Country Activities

In addition to the health and safety considerations covered during the OIA resident director orientation and [handbook](#), the College of FAES has a few additional considerations for program leadership:

1. Maintain an open mind and provide education from the multiple perspectives of students in the College. Our students represent a wide breadth of perspectives and backgrounds. You should ensure that all students feel open and supported in sharing their personal views and reflections related to program activities and content. This could include a student's social ideals, political views, race and/or ethnicity, socioeconomic status, sexual orientation, disability and all other forms of diversity.
2. Reflection and synthesis of the material covered is imperative to learning. Guided activities should be part of every itinerary whether they be individual journals, group meetings or a combination of several means.
3. Resident directors should never drink to excess with students. They should remain beyond reproach at all times during a program.
4. When a program comes in contact with livestock, you must require that students mark that they did on their customs forms and make themselves available for USDA customs procedures. Flight layovers at the US port of entry are always provided at least 2.5 hours for CFAES program flights to ensure time to do so. Every effort should also be made to ensure proper protective coverings (plastic boot covers) are provided in areas with particular concerns.

Other resources for current resident directors can be found on the OIA website [here](#).

## Assessment and Evaluation

### Assessment

Assessment of learning outcomes is of increasing importance at The Ohio State University. The various means of assessment of a study abroad program may include:

- Major Learning Outcomes
- Study Abroad Learning Outcomes and Program Assessment
- Global Option Learning Outcomes
- General Education Learning Outcomes if your course is approved as a GE (optional)

When the program syllabus and itinerary is developed, it should be designed to meet the learning outcomes of any associated major. A program offered by an academic unit should meet at least one learning outcome for the major for which the course credit is listed. In the broader perspective (study abroad and GE) the program should meet all of the learning outcomes. Typically, means of measuring student growth are identified in an assessment plan.

### Contacts for learning outcomes

To determine your major's learning outcomes, work with your department chair or undergraduate program coordinator or learning outcomes assessment contact.

To determine the most current study abroad learning outcomes, e-mail Kelly Newlon at [Newlon.7@osu.edu](mailto:Newlon.7@osu.edu).

If the College adopts the Global Option, an assessment plan is being developed that will not vary dramatically from those outcomes developed for study abroad. Contact Kelly Newlon for current details regarding this program.

General Education Learning Outcomes and guides for a GE assessment plan can be found on the Arts and Sciences webpage at [ascas.osu.edu/curriculum/ge-goals-and-learning-outcomes](http://ascas.osu.edu/curriculum/ge-goals-and-learning-outcomes).

### Evaluation

At the completion of each program, an evaluation is carried out by the Office of International Affairs regarding the program logistics via Qualtrix after the program is complete. Those results will be shared with resident directors and department chairs once a critical mass of evaluations have been gathered. Additional evaluations of the program may be carried out by the host institution. Those evaluations can be incorporated into an overall program review. Students should also be encouraged to fill out the SEIs for the study abroad program instructor.

## Appendix 1: Contemporary Issues



## THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
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### Study Abroad Credit Fulfilling the Contemporary Issues Requirement

Using three hours of study abroad credit to substitute for the Contemporary Issues degree requirement may be considered. Students must be rank 3 or 4 at the time of the study abroad and will be required to have departmental approval. In addition, because courses in the Contemporary Issues category require a significant amount of writing, students must submit an additional research paper integrating the study abroad experience with a contemporary issues topic.

#### Requirements:

##### Prior to departure:

1. Student must petition to substitute the study abroad course for the Contemporary Issues requirement by submitting a completed "Petition for Change in Requirements" signed by both the advisor and the instructor/Resident Director of the study abroad to Dr. Steve Neal, Assistant Dean, rm. 100 Ag. Admin.
2. Receive approval for the topic of the research paper from the study abroad program Resident Director at least 1 month prior to departure.

##### After study abroad:

1. Student submits the Research Paper to the Resident Director and Dr. Steve Neal, Assistant Dean, rm. 100 Ag. Admin. no later than one month after the program. The Resident Director will evaluate the Research Paper and inform Dr. Neal of the grade.
2. Course substitution will be recorded once all requirements have been met.

**Research Paper Guidelines (must be at least 8 pages, double spaced with at least five references):** Contemporary Issues courses at OSU are designed to bring students together from diverse majors, thereby creating an integrative learning environment in which, through interaction, the students themselves demonstrate the interconnectedness of information derived from different perspectives. Since this assignment will be done individually, it is expected that the issue be addressed and presented from a variety of perspectives in order to meet the spirit of the contemporary issues requirement.

An appropriate topic of the paper must be an issue of worldwide significance and illustrate global interdependence. Topics from which issues might be drawn (but are not limited to) include: energy, urbanization, food production, race and gender, societal unrest, education, literacy, cross cultural communication, role of religion, governmental regulation, environment, disease and hunger, industrial and/or technological development, and social impact. The expectation is that the student will research the topic before leaving for the study abroad experience. During the study abroad it is expected that the student engage in additional activities (interviews, site visits, etc.) to gather information for their research paper.

The paper should establish the context of the issue/problem/situation in the country visited in comparison to that of the U.S. and other selected areas of the world. A discussion of the historical perspective, current situation and potential future developments should be included and be presented from varying perspectives (e.g. social, political, demographic, production efficiency, economic, environmental, etc.).

For additional information contact Kelly Newlon(.7) 614-688-4144 or Dr. Steve Neal(.2) 614-292-1734.

## Pattern of Administration CFAES Study Abroad Advisory Committee

### Statement of Purpose

The CFAES Study Abroad Advisory Committee (hereafter Committee) shall act in an advisory capacity to the Director of Study Abroad (hereafter Director) and Dean, or designee, for the College of Food, Agricultural, and Environmental Sciences.

*The purpose of the Committee is to:*

- Provide a formal vehicle for faculty and academic staff participation in the betterment of the College by shaping the strategic plan and guidelines for study abroad;
  - Serve as the faculty/staff voice/liason to the Academic Programs Director and Dean
  - Provide feedback and direction related to new policies and academic programs that pertain to study abroad
  - Create the College's Strategic Plan for Study Abroad
  - Provide recommendations when larger issues arise in study abroad that require group council.
- Support the CFAES Core Goal "To be the standard of excellence for colleges of food, agricultural, and environmental sciences."

*Membership of the Committee:* The membership of the committee will be chaired and coordinated by the Director of Study Abroad and will consist of the following members:

- A faculty or academic staff representative from each academic unit (department, school or institute) in the College (voting member)
- Ex-officio members shall include
  - CFAES Director of Study Abroad
  - Director of International Programs in Agriculture (when available)
  - CFAES Coordinator of Study Abroad
  - University Director of Study Abroad (when available)
  - Associate Dean for Academic Programs (when available)
  - An undergraduate CFAES student representative

Membership of faculty or academic staff representatives should take place via appointment by the Associate Dean of Academic programs, after the appointment is approved by a Department Chair or School Director. Appointments will take place during the summer term with half of the members transitioning each year and are two years in length.

Members who are unable to attend meetings should make an effort to send a replacement representative from their unit who has a commensurate role of the committee membership.

*Meetings of the Committee:* The membership of the committee will meet every other month or more often if working on a specific project that may require more regular meetings.

*Decisions and voting:* All decisions requiring a committee vote will be passed by a simple majority vote and will be made via ballot, hand-written during meetings or electronic voting if not during regular meetings.