

Faculty-Led Off Campus and Study Abroad Program Guidelines

Faculty-Led summer and Spring Break Programs

The Office of International Education and Development provides administrative and logistical support to faculty for spring break and summer programs. These programs are designed to offer academic experiences abroad for FAMU students, and provide an opportunity to infuse an international perspective into specific courses. Experience shows that because of the leadership and advocacy of faculty members, these programs may attract students who are less likely to choose traditional study abroad programs. All faculty-led programs at FAMU must follow the guidelines below and proposals must be submitted through the Office of International Education and Development. The Assistant Vice President for International Education or the Provost may make exceptions to these guidelines if a compelling educational reason can be made.

Planning Guidelines

Program Length and Course Credits

- Faculty-led programs may be conducted during a fall semester, spring semester, spring break or in the summer. Programs must be for academic credit. For each credit awarded students must receive a minimum of fifteen (15) contact hours of instruction.
- Each summer faculty-led study abroad program is a six-week program held in either Summer A or Summer B. Summer C programs may also be proposed and must be at least ten weeks, a maximum of twelve weeks of length, and include a minimum of nine credits, or a maximum of twelve credits. The programs may not commence until the first day of classes in the term concerned, and may not continue beyond the final exam week of the term concerned.
- For summer A & B, the expectation is that the students will spend approximately six weeks abroad but under no circumstances can the time abroad be less than 30 days, unless it is a spring break program.
- In each Summer A or B program, students must receive two three-credit semester courses, or the equivalent. In summer C programs students must receive a minimum of 9 credits and a maximum of twelve credits.
- Spring break programs must be credit bearing and may not commence before Saturday before spring break or end after the Sunday following spring break.

Staffing and remuneration of Personnel

- The faculty program leader must be a full-time faculty member at the university.
- The faculty member and other university staff must be in attendance full-time throughout the duration of the program.
- The normal assumption for summer programs is that the 2nd course will include instruction from local lecturers, faculty members from partner institutions or experts in their field to the benefit of students (this can be a combination of multiple guest lecturers, site visits, language instructors, etc.).
- The faculty leader will earn the same contractual amount as she or he would earn teaching on campus in the summer. (The FTE for summer assignment is multiplied by the faculty member's biweekly salary x the number of pay period during the summer term to get the amount due to the faculty member for teaching that course.) In addition, faculty members leading programs will receive a stipend determined by the number of students in the program, the stipend will be calculated as \$150/student. The total remuneration is for developing the program, teaching one course, being responsible for the second course, and implementing and leading the program. Faculty and support staff travel expenses, flight, housing, in-country travel, meals, will be covered by the program budget. The salary will be paid during the program, and the stipend will be paid upon the satisfactory completion of the program and reconciliation of all administrative details such as budget receipts and the like.
- For a program of 15 or more students, a second person may be used as a resource or support person. These may include non-FAMU personnel or faculty members with expertise appropriate for the program, or qualified FAMU staff, graduate or undergraduate students. Assuming a full six-week participation, the remuneration for these is:
 - Non-FAMU resource or support personnel up to \$1,000.00 including program expenses.
 - FAMU graduate student up to one-half semester at pro-rated TA rates for the department or college concerned, including program expenses.
 - FAMU undergraduate student (or recent alum) up to \$1,000.00, including program expenses.
- Programs will generally be capped at a maximum of 25 students

- Local instructors or guest speakers should be remunerated consistent with local rates and standards. Remuneration, or honoraria paid to local instructors or guest speakers will be included as part of the program budget.
- FAMU policy permits faculty leaders, co-leaders and other support personnel to be accompanied or visited on location by spouses, children, other family members, companions, friends or the like. However, faculty leaders, co-leaders and other support personnel are responsible for all expenses, including local transportation, admissions, excursions and meals, for spouses, children, other family members, companions, or friends. The presence of family or friends must not distract faculty members and other personnel from leading the program and being responsible for the health and safety of students, nor must the presence of spouses or children detract from the academic nature of the program.

Program Budgets

- Faculty members must submit a budget for their program using the budget template developed by the Office of International Education and Development.
- Each program budget will include a charge of 5% of the total program costs. This latter is to address currency fluctuations, airline surcharges, emergency costs and other unplanned expenses that may occur after the budget is finalized. Unused money will be held in a general rollover account to address similar issues the following year.
- Students must register for programs through The Office of International Education and Development and all funds must be submitted by students to the university through The Office of International Education and Development.