Developing Study Abroad Programs at The Ohio State University

(Information and Guidelines)
Study Abroad at The Ohio State University

Over 250 programs in more than 70 different countries
Categories of OSU Study Abroad

A. Credit-Bearing Study Abroad
   1. OSU Sponsored Programs
   2. International Exchange Programs
   3. Third-Party Provider Programs
   4. Direct-Enroll Programs

B. Non-Credit-Bearing Study Abroad
   1. Alternative Break Programs
   2. Student Group Travel Programs
Credit-Bearing Study Abroad

1. Students remain enrolled at OSU
   • Access to financial aid
   • Earn graded OSU credit

2. OIA provides support
   • Advising, recruitment, and application management
   • Pre-departure orientation and services
   • Financial administration for OSU sponsored programs
   • Risk oversight & critical support services

3. CoE provides academic oversight
   • Coursework must be approved through CoE channels
OSU Sponsored Programs

• Created by OSU for OSU Students
• OSU Resident Directors
  • Provided by sponsoring dept.
• Cost = OSU Tuition + Program Fee + Other Travel-Related Expenses \( (\text{dependent on program}) \) + Incidentals
  • OIA manages all payments and negotiations with in-country partners
• Students apply through common study abroad application on buckeyelink.osu.edu
• OIA assigns a Study Abroad Coordinator
OSU Sponsored Programs

A. Spring and Winter Break Programs
   • Led by OSU faculty/staff member or GTA
   • Program length = 10 days during spring or winter break
   • Students earn study abroad credit for same semester

B. Semester-Length Program
   • Led by OSU faculty/staff member or GTA
   • Program length = 6 weeks to full semester
   • Students earn full-time, pre-established credit
OSU Sponsored Study Abroad

C. May Session

- Led by OSU faculty/staff member or GTA
- Program length = 9 days to 4 weeks
- Students earn credit for summer term

- **Global May programs**
  - Introduce first and second year students to study abroad
  - Focus on the history, culture, current events and major issues of one specific country or region
  - Led by OSU faculty
  - Students earn credit for summer term
International Exchange Programs

- CoE Student Exchange Agreement (SEA)
  - **Balance** of exchange students (tuition offset)
    - Must be balanced over the length of the agreement
    - Typical length = 3 years

- Coursework Equivalencies Not Pre-Determined
  - Approved on a case-by-case basis

- **Cost = OSU Tuition + Travel + Living Expenses**

- OIA assigns a Study Abroad Coordinator
International Exchange Programs

• Balanced Exchanges
  • Students selected by home department
    • Open to students in their majors (Jrs & Srs) and Grad students
  • Program length varies
  • Students earn full-time, pre-established credit

• Balance must be strictly managed and maintained
Third-Party Provider Programs

- Provider programs selected by OSU academic unit (CoE)
- Managed by 3rd Party
  - Pre-departure and in-country support
  - Housing and excursions
- Coursework equivalencies *not* pre-determined
- Cost = OSU Tuition + Provider Program Fee + Other Travel-Related Expenses (dependent on program) + Incidentals
- Students apply through common [buckeyelink.osu.edu](http://buckeyelink.osu.edu) application and Provider
- OIA assigns a Study Abroad Coordinator
Direct Enroll Programs

• Programs pre-approved by OSU academic unit (CoE)

• Direct Enrollment *not* tied to an SEA

• Coursework equivalencies *not* pre-determined

• Cost = OSU Tuition + Foreign University’s Program Fee + Other Travel-Related and Living Expenses + Incidentals

• Support provided by foreign University
  • Typically Minimal

• OIA assigns a Study Abroad Coordinator
Study Abroad Proposal Process

OIA Study Abroad Program Proposal Form

1. Signatures of the college dean, senior fiscal officer, and the college study abroad liaison are required.

2. Program Description Statement
   - Define program (learning objectives, structure, etc.)
   - Describe primary student audience
   - Address how it fits into UG CoE curriculum
   - Overview of host institution (if applicable)
     - Facilities, logistics, planning and admin.
     - Address health, welfare, safety and security issues
Study Abroad Program Proposal Form

The Office of International Affairs (OIA) serves as a university-wide resource for the access, administration, development and consultation, implementation, assessment and risk oversight of university study abroad programming. We look forward to assisting each Ohio State college reach its study abroad goals through the development of affordable programming that is of high academic quality and curricular relevance.

The new program approval and development process is designed to promote and maintain the integrity of Ohio State study abroad programming. New study abroad programs are initiated through submission of this form and all requested materials to OIA. Please note that OIA reviews proposals for risk, feasibility and other aspects of implementation only. OIA approval is always contingent upon appropriate curricular and fiscal approval(s) in the sponsoring college.

Please send this form with requested signatures and all required materials to Joanie Simmons (simmons.272@osu.edu), Senior Program Specialist, Office of International Affairs.

Proposal deadlines vary by term:

Summer- February 1 of the previous academic year

Spring (including Spring break programs) and May session programs attached to Spring semester course: December 1 of the previous academic year

Autumn- (including Winter break programs) July 1 of the previous academic year

May session “stand alone” programs – February 1 of the previous academic year

Program Information

Proposed Program Title:

________________________________________________________

Program Dates: __________________ Program Country: __________ Program City: ______________

Name and Website of Host Institution (if applicable):

________________________________________________________

Program Term

❑ Summer 20 ______
❑ Autumn 20 ______
❑ Winter Break 20 ______

Program Type (visit oia.osu.edu for details)

❑ Spring 20 ______
❑ Spring Break 20 ______
❑ May Session 20 ______
❑ OSU Sponsored
❑ OSU Sponsored
❑ Third Party Provider/Direct Enroll
❑ Student Exchange

http://oia.osu.edu/pdf/studyabroadproposalform.pdf
Proposal Deadlines

A. Summer: 1 February
   • Ex: 1 Feb.2015 for Summer 2016

B. Spring*: 1 December (*sem., spring break, & May Term)
   • Ex: 1 Dec. 2014 for Spring 2016

C. Autumn: 1 July
   • Ex: 1 July 2014 for Autumn 2015

D. Stand Alone May Session: 1 February
   • Ex: 1 Feb. 2015 for May 2016
1. CoE Global Studies Office
   Don Hempson (.1)  614.292.9487 (3022 Smith Lab)
   https://global.engineering.osu.edu

2. Office of International Affairs
   Elizabeth Angerman (.6)  614.292.2709 (100 Oxley Hall)
   Leslie Callihan (.23)  614.292.6101 (109 Oxley Hall)
   http://oia.osu.edu/study-abroad.html

Current Programs:
   • http://oia.osu.edu/getting-started/search-programs.html
   • https://global.engineering.osu.edu/engineering-study-abroad-programs
Non-Credit-Bearing Study Abroad

1. Not coordinated through OIA
2. **Must** adhere to OSU policy on travel to countries with State Department Travel Advisories
   - Travel to countries on this list is by petition and pre-approval only.
3. **Group International Travel Report Form**
   - Submit *minimum* 90 days prior to travel
4. **Student Obligations**
   - Pre-Departure Orientation
   - Supplemental Health Insurance
5. **Trip Leader Obligations**
   - OIA Resident Director Orientation
   - Supplemental Health Insurance
   - 24/7 in-country cell phone accessibility
   - Register with DoS Smart Traveler Enrollment Program
Approval Process

Group International Travel Report Form

Program Description Statement

• Define program (purpose, objectives, logistics, etc.)
• Describe primary student audience
• Describe in-country resources
• Attach DoS country description & CDC information
• Describe how trip fees collected and issued to providers
Group International Travel Report Form 2013-2014

Read the Office of International Affairs Group International Travel guidelines and best practices prior to completing this form. Save this PDF to your desktop and email as an attachment to the international risk manager at simmons.641@osu.edu. Deadline is a minimum of 90 days before intended travel. For travel within 90 days please inquire about the process for expediting approval. Individual and group student travel to countries under Department of State Travel Warning is by petition only. For further information on the Ohio State Travel Warning policy, see go.osu.edu/TravelWarning or contact Dru Simmons simmons.541@osu.edu.

Trip Information
Trip Name: ________________________________
Country: ____________________________ City: ____________________________
Name of Host Institution and/or Provider: ____________________________
Website of Host Institution and/or Provider: ____________________________
Trip Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Summer 20</th>
<th>May Session 20</th>
<th>Winter Break 20</th>
<th>Fall Semester 20</th>
<th>Spring Break 20</th>
<th>Spring Semester 20</th>
</tr>
</thead>
</table>

Proposed Dates: ____________________________

Sponsoring Unit (e.g., Department, Buck-i-Serve, student org) ____________________________

Trip Leader Information
Name: ____________________________
Title: ____________________________
Employee ID: ____________________________ Email: ____________________________
Phone (local): ____________________________ Cell Phone for 24/7 Emergency Response In-Country: ____________________________
Unit Head or Faculty Advisor Name: ____________________________
Unit Head or Faculty Advisor Email: ____________________________

Trip Description
Attach a supporting statement and include relevant documentation that addresses the following points:
1. Provide an overview of the purpose and objectives of the trip with detailed information on how and who will deliver the travel, in-country arrangements and support services.
2. Describe the primary student audience for the proposed trip and eligibility requirements. Estimate likely student enrollment initially and in subsequent years. Provide a description of the plan to be used for student recruitment, admission, orientation, passport and visa (if applicable) applications.
3. Describe the in-country resources for promoting student health, welfare, safety and security. Read and attach copies of the Department of State Country Description (travel.state.gov) and the Centers for Disease Control information (cdc.gov/travel) for your destination country.
4. Describe how trip fees will be collected from students and issued to trip providers. Will trip leaders carry contingency in event of an emergency?

All participating students are required to:
• Attend OIA health and safety pre-departure orientation and/or request OIA to provide separate orientation for your group
• Self-register travel in the Department of State Smart Traveler Enrollment Program (STEP): step.state.gov/step
• Enroll in the University’s international supplemental insurance: go.osu.edu/internationalinsurance

Trip Leaders are required to:
• Attend an Office of International Affairs health, safety and risk orientation for resident directors
• Provide a list of participants to Office of International Affairs
• Provide a copy of the group travel itinerary and in-country activities to Office of International Affairs
• Self-register travel in the Department of State Smart Traveler Enrollment Program (STEP): step.state.gov/step
• Enroll in the University’s international supplemental insurance available through Office of International Affairs unless he/she is a University employee with university health coverage go.osu.edu/internationalinsurance
• Be accessible 24/7 via cell phone while in-country
1. International Risk Management

- Dru Simmons (.541) 614.247.8351

- [http://oia.osu.edu/faculty-resident-directors/group-international-travel.html](http://oia.osu.edu/faculty-resident-directors/group-international-travel.html)

- Travel Warning List: [http://travel.state.gov/](http://travel.state.gov/)