SHORT-TERM FACULTY LED PROGRAMS POLICY

Faculty led short-term study programs enrich the curriculum by taking learning to new dimensions outside the classroom. These programs allow participants to understand the world around them by immersing them in other languages and cultures. The learning experiences afforded by these programs help support the University's mission of transforming students for global citizenship and individual excellence. They are also a necessary alternative for students who cannot accommodate year-long or semester programs outside their home campus location. Members of the Webster faculty are invited to plan and propose short-term study courses.

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OVERVIEW

This policy applies to the consideration and approval of faculty led short-term study programs originating from any Webster campus, all of which are to be endorsed by the submitter's Department Chair and Academic Dean. A committee including Global Program Development, Office of Study Abroad & Risk Management, will review all proposals and provide recommendations to the Vice President for Academic Affairs who will give final approval. Approval must be confirmed before the program is offered or advertised to the campus community.

DEFINITIONS

Budget
A Budget is prepared for each course taking into account the costs associated with the travel component for the faculty leader and course participants.

Emergency Action Plan (EAP)
An Emergency Action Plan (EAP) is a guideline for faculty leaders and program coordinators in managing emergency situations such as medical, political or environmental incidents that may occur during the travel component of the course.

Faculty Leader
The faculty leader is the person designated to teach the short-term course and is the official Webster authority and participant supervisor during the travel portion of the course. While the faculty leader is performing this function when traveling with students, he/she will be considered a Campus Security Authority (CSA) for Webster University for the duration of the travel portion of the program. If any crimes are reported to the faculty leader while he/she is serving as a CSA, he/she must immediately report the crime to the Webster University Director of Public Safety. The faculty leader will be required to complete the CSA Crime Statistics Report Form within 30 days of his/her return from the trip (see the Course Follow Up Section of this manual).

College/School Representative
Each College/School may designate a representative to facilitate the execution of short-term courses. This representative maintains the college level procedures and approval process for short-term courses.

Full or Part time Faculty

This references the employment status of the Webster faculty leading the course. Both full and part time faculty may lead a short-term course and such person shall then take the role of faculty leader, as such term is defined in this Policy.

Non-credit Participant

Non-credit participants include persons who will join the on-location portion of the course but are not students and will not receive academic credit for the course. Non-credit participants attend all course activities during the on-location portion of the course and are responsible for all fees associated with the trip. This may include Webster faculty, faculty from other institutions or select students who are contributing to the academic experience of the course. Non-credit participants must receive appropriate approval to attend.

Online Learning Center (OLC)

The Online Learning Center (OLC) is the Webster department that assists faculty leaders in the development and delivery of the online course component, including training, instructional design, course development, and online technical support.

On-Location

On-location refers to the global component of the course that typically occurs outside the traditional or on-line classroom.

Participant

Participants in a short-term course include all parties who may travel with the course and participate in official course activities. This includes faculty leaders, students, non-credit participants and program coordinators.

Partnering Institution

A partnering institution is another university or educational institution involved in the course. They may send students or provide academic and/or other resources.

Program Coordinator

A program coordinator is a Webster staff or faculty member who travels with the group and assists the faculty leader with the logistics and administration of activities during the trip. This may include staff from an extended campus. While the program coordinator is performing this function when traveling with students, he/she will be considered a Campus Security Authority (CSA) for Webster University for the duration of the travel portion of the program. If any crimes are reported to the program coordinator while he/she is serving as a CSA, he/she must immediately report the crime to the Webster University Director of Public Safety. The program coordinator will be required to complete the CSA Crime Statistics Report Form within 30 days of his/her return from the trip (see the Course Follow Up Section of this manual).

Program Fee

Program fees refer to the required course expenses other than tuition. Typically program fees include the expenses associated with travel and on-location resources. Fees may vary by location and structure of the short-term course. All students and non-credit participants must pay all program fees associated with each course.

Short-Term Course

Short-term courses are faculty-led courses with a travel component required by the course objectives. They are designed to broaden educational opportunities through first-hand learning experiences in locations away from the student's home campus. Short-term courses typically include less than 6-weeks of travel and may occur in any location around the world. All short-term courses are credit bearing, must be led by Webster faculty and may include but are not limited to global hybrid format (an online course with travel component), condensed on-location courses, and other approved structures.

Short-Term Course Online Template

The template that includes information regarding participant safety, logistics and preparation required for the travel component of the course. The template can be found in the University online learning platform course shell for online courses or in the web-enhanced course shell for all others. The template is completed for each course by the faculty leader in consultation with other Webster resources.

Student

Students are participants who are registered for the short-term course for credit. All students are designated as Webster students pursuing Webster credit which will be recorded on an official academic transcript for the course.

Study Abroad Application

The Study Abroad application is the packet of forms and documents that all participants must complete and submit by the stated deadline in order to participate in a short-term course. The application can be found online through the Terra Dotta study abroad system. Participants must also submit a copy of their passport, two passport-size photos and the study abroad fee to complete their application.

Study Abroad Application Deadline

The date determined for each course that participants are required to submit their complete Study Abroad application in order to participate in the course.

Study Abroad Fee

The fee varies by program and is set by the Office of Study Abroad. It includes required health insurance, guidebook, international student ID card and other support services for the student participants.

Third-Party Provider

A third party provider is any vendor, service provider or organization outside of Webster who arranges some or all components of the travel and programs associated with a short-term course. This may include travel logistic providers, car rental companies, hotels, tour group operators, non-profit organizations, etc.

Travel Companion

A travel companion is an individual traveling with a participant during the on-location component of the course. A travel companion cannot participate in course activities. Webster has no responsibility or liability for travel companions. Travel companions are strongly discouraged.

Travel Logistics Provider

A travel logistics provider is a full-service third-party provider that organizes all of the on-location travel arrangements for a particular course. This may include accommodation, local transportation, cultural activities, course activities and health & safety resources. Travel logistic providers provide an additional level of risk management and insurance coverage.

Tuition

Tuition refers to the academic fees associated with the short-term course and is charged per credit hour. Rates vary by course type, college, campus and program. Please see the current Graduate or Undergraduate Course Catalog for current rates.

PROPOSAL PROCESS

All short-term courses require full and final approval prior to making any arrangements or advertising the course. Short-term course proposals should contain all components, and follow the guidelines outlined below.

I. PROPOSAL COMPONENTS
    All proposals must include the following documentation, which can be found at
    http://www.webster.edu/global-program-development/internalmobility.html ,or obtained from the
    Director of Global Program Development.
    A. APPLICATION: Includes basic information about the course, location, academic rationale for
        travel and faculty leader.
    B. SYLLABUS: A detailed syllabus describing the academic focus, learning outcomes, assignments,
        etc. Each proposal should contain specific course content and specific goals, including readings.
    C. INTINERARY: An itinerary describing class activities on each day of the trip. These activities
        should align with and support the academic goals of the course.

D. PROGRAM DESCRIPTION: A brief description of the proposed program, addressing academic issues, administrative issues and risk management issues.

E. RISK ASSESSMENT AND SAFETY & SECURITY MEASURES: A formal assessment form used to determine the safety and health factors that may affect participants.

II. PROPOSAL SUBMISSION DEADLINE:

To be considered, all program proposals must be submitted to Global Program Development by the corresponding deadline. The proposal must include Department Chair/Campus Director and Deans approvals at time of submission. The deadlines are designed to allow sufficient time for approvals, advertising and promotion, course finalization, and student registration and orientation. Faculty should check to see if there are college level deadlines for Dean and Department Chair approval.

A. Proposal Deadlines:

Program Timing	Fall Break	Winter Break	Spring Break	May Term & Summer Term
Submission/Proposal to Office of Study Abroad	October 15 (12 months before break)	October 15 (14 months before break)	February 15 (13 months before break)	February 15 (15 months before break)

III. PROPOSAL ACADEMIC GUIDELINES:

The academic benefits and viability of the course are paramount. A successful proposal will address the following considerations:

A. The academic integrity of the short-term program must not be compromised. The program must be clearly educational in nature.

B. Academic standards and requirements for a short-term program must be the same as those offered on campus.

C. The program's content, level and disciplinary focus suits the targeted student's level and discipline.

D. The on-location component must be clearly relevant and beneficial to the stated course learning outcomes.

E. The instructional delivery methods used should support the academic objectives of the course and may include a variation of the following: classroom lectures, tours, site visits, guest speakers, online course work, presentations, multi-media activities, etc. It should be clearly stated how each of these supports the learning outcomes of the course.

F. Each college/school may have additional academic requirements for short-term programs. Faculty should refer to their college/school for further requirements and best practices.

G. New courses, not listed in the respective course catalog, must be approved by Graduate Council or Curriculum Committee prior to submission or have a planned date for review by Graduate Council or Curriculum Committee.

IV. PROPOSAL ADMINISTRATIVE GUIDELINES:
The administrative and logistical issues generally associated with the on-location portion of the course should be considered. A successful proposal will address the following considerations:

A. On-location resources that will be used, such as teaching facilities, academic or cultural resources, transportation, and housing/accommodations.

B. External and internal resources required such as third-party providers, Webster campus support, and other resources that may be required to deliver the on-location portion of the course.

C. Any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.

D. Visa requirements for particular location, including how easy and realistic it is for participants to acquire necessary travel documentation.

V. RISK ASSESSMENT AND SAFETY & SECURITY MEASURES:
A risk assessment and safety & security measures must be completed and the faculty leader must consider the health and safety issues of the on-location site. A successful proposal will address the following:

A. That student safety and security will not to be compromised by the travel experience.

B. Liability issues must be considered when planning and implementing the program.
   1. Global Program Development will work closely with Risk Management to review information provided and gather additional information in relation to safety and liability in order to safeguard the faculty leader and the university from potential liability in case of an accident.

C. Information about public health, medical facilities, diseases, health care; road, traffic and transportation safety; civil unrest, socio-economic and cultural conditions; political climate; terrorism and crime; weather, natural disasters and forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.).

D. The faculty leader should review information for each proposed country from the sites listed below:
   1. U.S. Department of State website: http://www.state.gov/
   2. Country Specific Information: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html
   3. Travel Advisory Level: https://www.state.gov/r/pa/prs/ps/2018/01/276945.htm

4. Centers For Disease Control (CDC) website: http://www.cdc.gov/
5. CIA The World Factbook website: https://www.cia.gov/library/publications/the-world-factbook/
6. World Health Organization: http://www.who.int/ith/en/
7. World Health Organization (Country Specific): http://www.who.int/countries/en/
8. International Association for Medical Assistance to Travellers: https://www.iamat.org/

E. Countries or regions with a Travel Advisory Level 4 will not be approved for travel. Countries or regions with a Travel Advisory Level 3 will automatically initiate a more in-depth review and may not be approved depending on the risk to faculty and students. The faculty leader should be thoughtful in choosing locations and be aware that additional safety precautions may be required. Both the faculty leader and program administration should regularly monitor the situation for any changes leading up to the trip.

PROGRAM APPROVAL PROCESS

All course proposals must be submitted for approval according to the process described in this document and in addition to any process outlined by each college or school. Faculty leaders may proceed with course creation and promotion only after full approval by all departments and individuals listed here:

I. College/School Endorsement: Proposals should be submitted according to applicable college/school procedures and will involve the Department Chair and Office of the Dean.
   A. If a course is cross-listed with more than one college, it must be approved by all applicable departments and deans. This approval must take place prior to the stated proposal deadlines and must follow the normal cross-listing procedure.
   B. Colleges/Schools are responsible for approving the following:
      1. Academic quality and integrity
      2. Qualifications of the faculty leader

3. On-location academic arrangements
4. Assigned course number and course title
5. Prerequisite requirements
6. Overall schedule of short-term courses offered by the college/school
7. Inclusion of non-credit participants and travel companions

C. Any new course should go through the appropriate department and school/college Curriculum Committee or Graduate Council process.

II. Short-Term Faculty Led Review Committee: The review committee is comprised of the Director of Global Program Development, Director of the Office of Study Abroad and a Risk Management representative. The committee is responsible for reviewing the following:
- Travel and logistical arrangements are reasonable and viable
- Viability of support required from Webster international campus staff and facilities
- Overall schedule of short-term courses offered by the University community
- Country entry requirements
- Safety of the proposed location and security measures to be addressed based on various sources of information; such as U.S. Department of State, University insurance carrier, World Health Organization, etc. Courses traveling to countries or locations with a U.S. Department of State Travel Advisory Level 3 or 4 may be subject to additional review according to the Webster's Travel Warnings and Alerts Policy
- Overarching issues related to the University that may affect the proposed course
- Final approval of the academic quality and integrity of the course proposal

III. Course Approval: The Review Committee will make recommendations for final approval to the Vice President for Academic Affairs. Upon final approval of the course, Global Program Development is responsible for notifying the college/school, the department chair, and the faculty leader of program approval or denial.

PROGRAM IMPLEMENTATION

Upon approval of a course, the faculty leader will work closely with Global Program Development, the Office of Study Abroad and the designated college/school representative to establish and facilitate a successful course experience. Global Program Development will collaborate closely with faculty leaders on all aspects of program development and implementation. The Office of Study Abroad will collaborate with faculty on student recruitment, processing, and support (e.g. student orientation) for the course.

A.   Program Planning
In constructing the program, the following process should be followed by all faculty leaders and program coordinators:
   A. Introductory Planning Session: The faculty leader should meet with Global Program Development, Office of Study Abroad and the designated college/school representative to discuss the program particulars and establish what kind of support and resources are available. This meeting should address:
      1. Program and travel dates
      2. Student registration deadline
      3. Budget requirements and student expenses
      4. Roles and responsibilities
      5. Course creation/development
      6. Marketing and recruitment
      7. Travel and logistics resources
      8. Country specific health and safety considerations
      9. Visa requirements
      10. Policy review

B.   Course Development: A quality academic experience is crucial to the success of a short-term faculty led program. The faculty leader is responsible for creating an academically viable course aligned with department standards and learning outcomes. Please refer to the appropriate school/college for specific academic guidelines and best practices.
      1. Online Course Development: If the program has an online course component, the department or college/school representative will communicate the course details and approval to proceed with the Online Learning Center (OLC).
         a. The faculty leader will work with the OLC to develop the course structure. This must be done according to the timeline provided by the OLC to ensure that the course is complete prior to deployment.
            I.   The OLC typically requires 6 months advance notice to create and deploy a course.

        II.   A meeting will be scheduled with the OLC to discuss what resources and support they will provide and to introduce the assigned course development specialist.

        III.   The OLC is responsible for scheduling any online course and entering the required details into the university's information system.

2. Non-Online Course Development: If the program does not include an online component, faculty leaders are responsible for all course development in accordance with appropriate department procedures.

    a. The department is responsible for scheduling the course and entering the required details into the university's information system. The department will coordinate with Global Program Development on attaching a program fee.

C. Travel Logistics

Safe, well-organized travel arrangements are an integral part of short-term faculty-led programs. Travel and logistics arrangements will be made in coordination with Global Program Development.

A. Faculty leaders are responsible for ensuring safe, practical and affordable travel arrangements for students. This may include one of the following options:

1. Faculty leaders may work with a travel logistics provider.
2. Faculty leaders may opt to take responsibility for travel arrangements, including on-location accommodation and transportation.

B. Firm details regarding cost, housing and transportation arrangements, and information regarding the safety and reliability of any third-party providers used must be provided well in advance of the course registration deadline.

C. Global Program Development will engage university procurement services if contracts are required by third-party providers.

D. Travel expenses that are arranged for students may be paid by Webster and included in a program fee which will be charged to the student account.

E. Faculty leaders must book their travel in accordance with the Webster Travel and Entertainment Policy.

1. Travel should be booked after the course registration deadline, only after receiving confirmation that the course has enough enrollments to proceed.

F. Faculty leaders should stay in the same accommodation with other course participants, if at all possible. If not possible, then faculty leaders should stay as close as reasonably possible to the rest of the group.

CI. Budget

A course budget will be created by Global Program Development with input from the faculty leader and any vendors used. The budget will include faculty leader expenses, projected participant expenses and program costs, which include, but are not limited to, course materials, marketing, events, rentals, honorariums, third-party providers, and Webster campuses. This may require information and collaboration from the faculty leader, the Office of Study Abroad and any applicable third-party providers or Webster campus.

A. The faculty leader must submit a request for travel form prior to booking any travel arrangements associated with the course. See form included in the Appendix.
1. Faculty leader travel expenses budgeted (airfare, ground transportation, accommodations, meal allowance, entry fees and other out-of-pocket travel costs) must comply with the University travel policy.
a. https://webster.policytech.com/dotNet/documents/?docid=170&public=true
B. The budget will identify a target enrollment count with a minimum number of students required to cover the cost of the faculty leader travel expenses and other identified program expenses.
C. All short-term study programs must cover their expenses, that is, the program must at a minimum "break-even" according to University guidelines. Other budget considerations include:
1. The minimum and maximum numbers of students are determined by logistical limitations, financial considerations and academic considerations. Because each program will have a number of variable expenses, the size of a group will affect the budget.
2. Faculty leader and program expenses will be charged to Global Program Development which receives the short-term study program fee. All tuition revenue is directed to the home department/campus.
3. While it is expected that expenses may vary due to currency exchange rates and other factors, faculty leaders are required to work within the approved budget.
D. The faculty leader will be paid at their current compensation rate in accordance with the University's compensation policy. Other faculty leader compensation considerations include:
1. Full-time faculty may opt to include the course in their annual course load with approval from their department chair and dean.
2. If more than one faculty representative is teaching the course, all said instructors must split the course compensation based on a predetermined percentage, in accordance with their school/college procedures.
3. A course development stipend may be granted for a new course created according to the Online Learning Center guidelines, if approved by the appropriate college/school.

E. Participant Billing and Collection
Participants are expected to pay for the additional expenses associated with travel to and from the on-site location as well as any mandatory program activities organized by the faculty leader.
A. Program Fee: Based on the budget process that the Faculty leader will engage in during the program implementation phase, which includes student and faculty expenses associated with the travel portion of the course, a program fee will be assessed and applied to each student account.
1. Program fees may be determined for each individual course, to include many or all of the on-site expenses incurred by students.
2. The program fee and other anticipated expenses should be communicated to prospective participants prior to the course registration deadline.
3. Global Program Development in collaboration with the academic department will inform the Business Office of the program and its related fees. This is typically done as a program fee request.

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4. The Business Office will reflect all charges including tuition, program fee, and the study abroad fee on the student accounts in accordance with stated deadlines in published course information.
5. A special refund policy for program fees may be implemented if travel expenses are paid in advance on behalf of students. Cancellation after the course deadline may result in charges of some or all of course program fee.
    a. If a special refund policy is required, it should be included in the study abroad application and course information/FAQ.
B. Webster University requires a deposit, from each participant to guarantee a place in the program.
    1. The deposit is due at the time the study abroad application is submitted in order to confirm a place in the program.
    2. The deposit is refundable only upon completion of the program, if the student meets all requirements for the deposit refund.
    3. If the course is cancelled due to low enrollment or factors outside the student's control, the deposit will be refunded to the student.
    4. If the student withdraws from the program, the deposit is non-refundable.
C. Tuition is charged at the established University rate based on the type of course, and the status and home campus location of the student.
    1. Students are responsible for paying tuition and fees according to the timetable provided by Webster's Business Office.
    2. If the course is cancelled or if students withdraw, tuition refunds will be handled in accordance with Webster's tuition refund policy as stated in the Graduate or Undergraduate Catalog.
    3. Students who receive tuition remission and tuition exchange benefits are eligible to participate in a short term study travel program; however, they are responsible for all program fees and any related expenses that are not covered by their tuition benefit package.
D. Non-credit participants may not be charged tuition but will still be responsible for all associated program fees.

F. Communication and Course Promotion
A. Course recruitment and promotion will be a collaborative effort between the Office of Study Abroad, the faculty leader, the home department & college/school and Global Program Development. The faculty leader must support the marketing and recruitment efforts to ensure sufficient enrollment in the program. Faculty leaders may engage in class visits and also other special recruitment events, work with their department on promotional emails and other marketing materials, but should make sure that all information and branding aligns with Office of Study Abroad materials.
B. Course information will be listed on the Office of Study Abroad website and will include course dates, course number and title, program description, applicable fees, syllabus and other course documents.

1. College/schools may also publish course information on their websites. To ensure accurate information, it is recommended that all published information links to the Office of Study Abroad program page.

C. Communication with students leading up to the course is an important aspect of a successful short-term course.

1. Faculty leaders in coordination with the Office of Study Abroad, Global Program Development, and the academic department must provide information regarding the course, travel plans and costs well in advance of the study abroad application deadline.

2. Each course should have the following available to students well in advance of the study abroad application deadline:

a. Study abroad application: Includes student information, emergency contact information, passport details, pictures, scholarship application, if applicable, and study abroad fee.

i. Created by the Office of Study Abroad upon approval of the course.

b. Course Syllabus: Include course learning objectives, textbook requirements, course activities, prerequisite requirements and basic itinerary for the travel week.

i. Created by faculty leader as part of proposal process.

c. Program Information Guide/FAQ: Include course details with focus on travel arrangements, cost estimate, housing details, visa requirements and contact information.

i. Created by faculty leader and Global Programs Development with input from the Office of Study Abroad.

d. Prior to the program's departure, faculty leaders must inform participants of any physical activity that may be required during the program (i.e. bicycling, hiking, walking, etc.). This information should be incorporated in the program information guide.

D. Faculty leaders and the Office of Study Abroad will be the primary point of contact for student questions. Student questions related to the course content will be directed to faculty leaders. Student questions related to the study abroad application and process will be directed to the Office of Study Abroad.

E. Online Course Template: All short-term faculty led programs should use the short-term online course template for both on-line and on-ground courses. The template includes categories related to the travel component, including health & safety, country-specific information and Webster policies relevant to participants enrolled in the program.

a. This should be completed by the faculty leader as part of the course implementation process with the Online Learning Center (OLC) and may require support from Global Program Development.

b. If the program is not established as an online course, it will still be set up as an online course enhancement.

G. Students with Disabilities

Webster University is committed to accommodating documented disabilities so that all Webster students enjoy equal access to and opportunity for learning and success.

A. Students are provided the opportunity to disclose any disabilities during the application process. Students who self-disclose should be directed to the ADA Coordinator in the Academic Resource Center. Students are also reminded to contact the Academic Resource Center directly should they need accommodations.

H. Risk Management

Webster is dedicated to the safety and wellbeing of its students, faculty and staff. Faculty leaders are expected to become familiar with the Short Term Crisis Management Plan and the emergency response protocols for the travel destination, which will be part of the Emergency Action Plan. Faculty leaders will be required to attend a faculty training in which this information will be reviewed.

A. Faculty leaders and program coordinators are expected to manage emergency situations that arise during the travel portion of the course.

B. Faculty leaders and program coordinators represent Webster and are expected to uphold all related policies and procedures relevant to any situations that arise during the trip.

C. Global Program Development and Office of Study Abroad, along with other relevant units, will provide resources for the faculty leader and program coordinator to prepare for emergency situations.

D. The faculty leader must complete an Emergency Action Plan prior to leading the travel component of the short-term program. This will be done as part of the mandatory training for all faculty leaders and kept on file with Global Program Development, Risk Management, and the Office of Study Abroad.

1. Emergency Action Plan template can be found at: http://www.webster.edu/documents/study-abroad/resources/ student_emergency_action_plan_2013-01.pdf

I. Final Preparation Meeting

Prior to departure, the Global Program Development will coordinate a meeting with the faculty leader, Office of Study Abroad, Risk Management and other relevant stakeholders to address any final matters. This meeting will include the following:

A. Review of final itinerary, including confirmation of all accommodation and transportation info

B. Review of complete and final Emergency Action Plan (EAP) and emergency contact list

C. Confirm any updated or additional contact information

D. Receive student information packet with medical release forms and emergency contact information

E. Address any remaining questions or concerns regarding the program

F. Review of budget

G. Address any student concerns (medical, behavioral)

J. Faculty leaders are responsible for the safety of all participants during the on-location component. With support from Global Program Development, the Office of Study Abroad, the

college/school, and the OLC, faculty leaders should ensure that participants do the following within the Short-Term Course Online Template:

A. Review all travel and pre-departure information
B. Provide flight itineraries
C. Provide cell phone number and/or Skype ID
D. Register with the U.S. State Department Smart Traveler Enrollment Program (STEP) or other relevant consulate. U.S. Department of State STEP website: https://step.state.gov/
E. Complete the Student Emergency Action Plan. See appendix for sample form.

K.   Course Cancellation
Short term courses may be cancelled for a variety of reasons. If a cancellation occurs, faculty leaders should work with Global Program Development and the Office of Study Abroad to notify students and cancel any arrangements made. Cancellation may occur for the following reasons:

A. Low Enrollment: If the course does not meet the student enrollment minimum required to cover the faculty leader expenses and program expenses, it will be cancelled.
    1. The Global Program Development Director will make this decision with input from Office of Study Abroad, the faculty leader and the academic department, following the study abroad application deadline.
    2. The college/school Dean may approve a course to proceed with low enrollment or with modifications to the course budget.
    3. The study abroad application deadline may be extended with approval from Global Program Development and the Office of Study Abroad.
B. Emergency situations: If an emergency situation arises in the intended travel location before departure, the course travel component may be cancelled or diverted to a safer location.
    1. This decision is made in accordance with the Webster's Travel Warning and Alert Policy.
    2. Faculty leaders should monitor the situation in the travel location leading up to the trip and share any issues with Global Program Development.
    3. Webster administration including Global Program Development, the Office of Study Abroad and Risk Management will also monitor each location and may cancel or amend a course if the environment presents substantial risk to course participants.
C. If the travel portion of the course is cancelled after the course has started, the faculty leader will work with the college/school to determine the status of the course and how to proceed.

ON LOCATION

During the travel component the faculty leader is the official representative of Webster University. Leading a course requires oversight of the academic quality and integrity of the course activities on location, and also acts as the first point of contact for any issues that arise.

I. Course Logistics
   A. The faculty leader is required to facilitate all scheduled visits and activities and ensure that the program quality and content meet the learning outcomes. The faculty leader may have on-ground support from a third party provider
   B. Participants are expected to attend all organized activities on location.
   C. The faculty leader should conduct an initial orientation on location with participants to provide detailed course and safety information for the trip and remind participants that the faculty leader is the primary point of contact in the event of an emergency.
   D. If any changes are made to the itinerary while on location, the faculty leader is responsible for communicating the changes to program participants and the appropriate Webster departments.
   E. It is recommended that faculty leaders schedule into the itinerary a daily debrief to check with the group about their experiences.

II. Participant Conduct
   A. The faculty leader is designated as the primary Webster representative and is expected to uphold all Webster policies. Participants are expected to comply with all Webster policies while on location.
   B. Faculty leaders may establish additional requirements that are essential to the students' achievement of their educational goals. These should be clearly communicated to students prior to and throughout the trip.
   C. The faculty leader and program coordinator should respond to all student issues or concerns that arise on the trip in accordance with the EAP created during the faculty leader orientation.
   D. The faculty leader may dismiss from the program any student who does not comply with the relevant regulations and requirements and warn participants if they are not acting in compliance with program regulations.
      1. The faculty leader must consult with Global Program Development, the Office of Study Abroad, and Student Affairs before a student is asked to leave the location.
      2. Additional Webster administration may be involved to address a student issue that arises while the group is on location.
   E. Participants are expected to take responsibility for changing their behavior or risk early dismissal and consequent loss of time, money, and academic credit. Webster University does not grant program fee refunds to students who are dismissed from their programs.
   F. An Incident Report must be completed by the faculty leader or program coordinator for any incident that arises. The Incident Report should be submitted with the Final Program Report.
      1. See Incident Report Form in the Appendix

III. Participant Disability

A. The faculty leader should provide assistance to any student with disabilities in accordance with the pre-approved documentation provided by the Academic Resource Center. Participants are expected to disclose any disability prior to departure.

B. The faculty leader should respond to any student issues or concerns that arise on the trip. If a participant presents an issue that has not been addressed in advance, the faculty leader should work with the participant to resolve any immediate needs and put them in touch with the Academic Resource Center.

C. The faculty leader is required to document any issues that arise on the Incident Report Form. The Incident Report Form should be submitted with the Final Program Report.
   1. See Incident Report Form in the Appendix

IV. Emergency Response
   A. It is the faculty leader's responsibility to respond appropriately to any emergency situations that arise during the travel portion of the course.
   B. Faculty leaders are expected to contact local emergency resources as necessary and to implement the Emergency Action Plan (EAP) developed prior to departure.
   C. Faculty leaders should keep their designated international cell phones available and on at all times during the trip so that students and Webster staff can reach them if necessary.
   D. Once an emergency situation has been resolved, an Incident Report must be completed by the faculty leader or program coordinator for any incident that arises to be submitted with the Final Program Report.
      1. See Incident Report Form in the Appendix

COURSE FOLLOW UP

Upon return from the course trip, faculty leaders must submit a course report and expense report. Participant surveys will be distributed by Office of Study Abroad and responses used to determine the success of the program and to extract pictures and testimonials for promotional purposes.

I. Course Report
   Faculty leaders and program coordinators are expected to submit to Global Program Development the Final Program Report within 30 days of their return from the trip. The Final Program Report should outline the following:
   A. Incident Documentation: Any emergency situations or student academic or behavioral incidents should be included in the report.
      1. Faculty leaders should use the Incident Report Form found in the appendix for each incident that occurred.
   B. Visit and Activity Overview: Faculty leaders should document the visits and activities conducted on the trip. Faculty leaders should summarize the success and value of each activity with reference to participant interactions, organization and how well it supported the course learning outcomes.

    C.   Logistics: Faculty leaders and program coordinators should provide information on the quality of services used to organize the trip. This could include accommodation, transportation, travel logistics vendors, guides, cultural activities, etc.

    D.   Recommendations for Improvement: What worked well and what could be improved for future courses traveling to the same destination.

II.   Expense Report

The faculty leader and program coordinator must submit an expense report within 30 days of return from the trip.

    A.   The expense report must be submitted through Concur.

        1.   Expenses should be in line with the budget created during the course implementation process.

        2.   Expenses incurred but not included in the original budget may not be reimbursed. Faculty leaders should consult with Global Program Development prior to incurring such expenses to obtain approval, if possible.

        3.   All receipts must be kept and submitted with the Concur expense report.

III.   Clery Act Logistics Form

Faculty leaders and program coordinators are expected to submit a Clery Act Logistics Form within 30 days of their return from the trip. The report should outline the following for each location visited:

        1.   The location of the accommodations in each city/country.

        2.   The number of nights the group stayed in each location and if Webster University or a vendor (on behalf of Webster University) coordinated the housing (as opposed to the individual students coordinating their own accommodations)

        3.   If the faculty leader or program coordinator coordinated any locations where on ground courses were conducted, he/she needs to indicate if that academic space was owned by Webster University, leased or rented, or whether there was a written agreement with an external entity to use the space.

IV.   Study Abroad CSA Crime Statistics Form

    A.   If a crime was reported to a faculty leader or program coordinator while they were participating in a short-term program, he/she is required to immediately contact the Director of Public Safety for Webster University via telephone (call dispatch at 1-314-968-7430).

    B.   The faculty leader will be required to complete the CSA Crime Statistics Report Form within 30 days of return from the trip to document the crime.

V.   Student Survey

    A.   A survey will be provided to all participants by the Office of Study Abroad following the course trip reviewing the following:

        1.   Quality of the course visits and activities

        2.   Knowledge and ability of the faculty leader to lead a course in the trip location

        3.   Quality and organization of course logistics and travel arrangements

        4.   Recommendations for improvement: what worked well and what could be improved for future courses.

APPROVALS

Original document was presented at the Dean's Council Meeting and formally approved on Wednesday, August 29, 2012.

Notes:

1) Minor revisions were made on February 7, 2013 and Clery Act information was added on January 17, 2014.
2) On March 27, 2014, the proposal timetable was adjusted moving the dates up two weeks to allow enough time for the approval review process to be completed before the start of registration.
3) During fall 2016 the proposal deadlines were adjusted as follows: February 15 for Spring and Summer breaks, and October 15 for Fall and Winter breaks.
4) Updated to reflect new administrative units and duties, April 10, 2018.
5) Budget Estimate section of the Proposal Forms was removed effective fall 2021 applications, April 25, 2020.

APPENDIX: RELATED POLICIES FORMS

All related policies and forms, listed below, can be online as indicated.

I. Related Webster University Policies:
    A. Crisis Communication
        http://www.webster.edu/gmc/emergency-and-crisis-communications/
    B. Code of Conduct and Student Disciplinary Plan
        http://www.webster.edu/student-handbook/conduct.html
    C. Human Resources Policies
        http://www.webster.edu/human-resources/policies/
    D. Travel & Expense Policy
        http://www.webster.edu/finance-and-administration/procurement-services/travel.html
        https://webster.policytech.com/dotNet/documents/?docid=170&public=true

II. Forms:
    A. Short-Term Faculty Led Proposal
        http://www.webster.edu/documents/study-abroad/resources/faculty/shorttermfacultyledprogramproposal.pdf
    B. Student Survey templates
        http://www.webster.edu/documents/study-abroad/resources/short_term_faculty_led_program_student_survey_2013-01.pdf
    C. Final Program Report
        http://www.webster.edu/documents/study-abroad/resources/short_term_faculty_led_program_final_program_report_2013.pdf
    D. Incident Report
        http://www.webster.edu/documents/study-abroad/resources/short_term_faculty_led_program_incident_report_2013-01.pdf
    E. Course Information and FAQ – samples can be found here:
        http://www.webster.edu/study-abroad/programs/
    F. Travel Registration Form
        http://www.webster.edu/documents/finance-and-administration/travelrequest.pdf