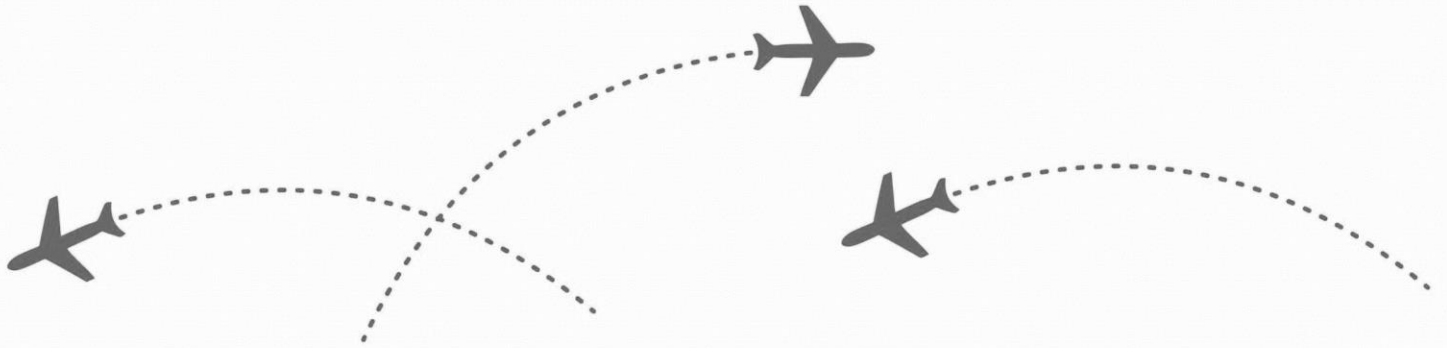


STEPS

Student Engagement Programs

Internships • Mentored Research • Study Abroad



ABAC Study Abroad Handbook

2025 – 2026 Academic Year

Revised September 2024

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Study Abroad at ABAC

Introduction

Engaged learning opportunities play a key role in a student’s educational experience at Abraham Baldwin Agricultural College (ABAC). As an institution, ABAC strives “to provide an excellent education by engaging, teaching, coaching, mentoring, and providing relevant experiences that prepare the graduate for life.” In pursuit of this mission, ABAC is proud to offer a full suite of Study Abroad experiences each year.

ABAC’s Quality Enhancement Plan (QEP) revolves around Student Engagement Programs (STEPS) and focuses on the development and enhancement of engaged learning opportunities.

At ABAC, engaged learning opportunities take many forms. However, the STEPS program specifically focuses on the following four areas:

- Internships
- Mentored Research
- Study Abroad

While students can be considered the primary beneficiary of a study abroad program, participating faculty will deepen their understanding of relevant course material, add global perspectives to their coursework, and expand their peer network to include international educators and researchers. Faculty who are involved in study abroad programs also motivate students to enroll in these kinds of programs.

Whether you prefer to design a faculty-led program through ABAC or wish to apply to participate in programs coordinated by the USG Goes Global initiative, this institutional handbook is designed to guide you through the process. In addition to the ABAC Handbook, the USG Study Abroad Handbook serves as the system-wide guide and reference source for study abroad programs.

USG Goes Global

ABAC Faculty wishing to participate in a USG Goes Global program are encouraged to communicate with the Study Abroad Coordinator to begin the process. USG Goes Global publishes their application calendar on a yearly basis and, in general, new Faculty applications are during in mid-Spring.

For more information on USG Goes Global, Faculty members may visit:

https://www.usg.edu/international_education/usg_goes_global

Study Abroad Proposals for ABAC Faculty-led Programs

Proposing a Study Abroad program is a lengthy process requiring the involvement of your department, your school's Dean, the Study Abroad Coordinator, Study Abroad Committee, and the Vice President for Finance and Operations. In order to give yourself ample time to plan your program, follow the appropriate steps to complete the Request for Proposal (RFP), and fully vet your ideas, we recommend that you begin the planning of your proposal between 18 – 24 months prior to the proposal submission deadline. **This year, RFP submissions will be open from October 14, 2024 – March 3, 2025. At the conclusion of the RFP process, all applications will be reviewed by the Study Abroad Committee and meetings scheduled with each applying faculty.**

Before beginning the proposal process, faculty should consider the impacts the program would have on faculty teaching load and student advising. **It is required that interested faculty schedule a consultation meeting with their department head to discuss and vet all ideas.**

Standards of Good Practice

The Forum on Education Abroad recognizes nine 'Standards of Good Practice' in the field of education abroad. These standards can be used as a tool to guide program development, evaluate program quality, advocate for resources, train new professionals, educate stakeholders (parents, students, faculty, alumni, etc.), as well as establish and maintain respectful, sustainable relationships between partners.

The standards of good practice for education abroad are as follows:

- **Mission and Goals**
 - Each organization/program shall write and distribute its mission, goals, objectives, and outcomes.
- **Collaboration and Transparency**
 - All collaborations shall be equitable and transparent; they shall communicate goals and distribution of responsibilities to each responsible party.
- **Ethics**
 - Each organization/program shall collaborate and operate in accordance with ethical principles
- **Policies, Procedures, and Guidelines**
 - Each organization/program shall define policies, procedures, and guidelines to govern its programs and practices and prepare its personnel to apply them.
- **Financial and Human Resources**
 - Each organization/program shall be fiscally responsible and ensure that each program in its portfolio is funded and staffed to meet its goals.
- **Student Learning and Development**
 - *Before Program*
 - Responsible parties shall prepare all students to be successful abroad throughout the program design, outreach, advising, application, and pre-departure processes.

- *During Program*
 - Responsible parties shall support student learning and development to achieve portfolio/program learning goals and objectives.
- *After Program*
 - Responsible parties shall support post-program integration and application of academic, professional, and personal learning.

It is highly recommended that each faculty submitting an RFP read the [Standards of Good Practice for Education Abroad](https://forumea.org/resources/standards-6th-edition/). A digital copy of the text is available here:

<https://forumea.org/resources/standards-6th-edition/>

Designing a New Program

As a general guide for proposal submission, faculty members should consider the following when structuring/planning a Study Abroad program:

- **Program Format**
 - How long is your program? Would your students benefit from a more immersive experience (4 – 6 weeks) or would a spring break (5 – 10 days) provide enough time?
 - Are there online components to your course? Consider the availability of facilities, student interest in face-to-face vs. online course materials, etc.
- **Budget**
 - How much will it cost for each student?
 - How will you get each student to the airport? Will the student meet you there or will the institution provide transportation?
 - How many students will it take to cover the cost of an attending faculty? Is this price different for a non-teaching, chaperoning faculty?
 - How favorable is the exchange rate in your destination?
 - Does each ‘tourist’ site add to the educational value of the program? If not, why is it included in the itinerary?
 - How much money will you need for incidentals?
 - When, historically, is the best time to purchase airline tickets for the location?
 - Will there be any fees for facility rentals?
- **Classroom Space**
 - Depending on the format of your program, facilities for face-to-face instruction may be required during your trip:
 - Is there an educational institution close to your travel site?
 - Does your lodging facility have a meeting room that would be suitable as a classroom?
 - Is there a unique facility that could be used as a non-traditional classroom setting? (Outdoor theatre, local meeting site, chapel spaces, etc.)
- **Lodging, Meals, and Transportation**
 - Are the lodging facilities affordable, safe, and comfortable?

- If the lodging accommodations are going to be unconventional, are the students aware?
- Will you be staying in one location for the duration of your trip, or will several locations be necessary?
- How far are field experiences (historic sites, learning labs, etc.) from your lodging?
- How will the group travel to field experience sites? If a bus is needed, will the driver need to stay on-site?
- What are the menu options for the trip? Are dietary restrictions and allergies able to be accommodated?
- If lodging will have two or more students per unit, how will assignments be made?
 - Follow standard guidelines set forth by the ABAC Office of Residence Life
- **Health and Safety**
 - What sort of emergency medical services are available in the area?
 - What accommodations are available for any students with a disability who may enroll in your program?
 - What safety precautions will participants need to take prior to, during, and after the trip?
 - Vaccinations, self-isolation, etc.
 - If a student has a regularly required medication, is adequate refrigeration available, if needed?
- **On-site Schedule**
 - As part of the planning process, the following agenda items should be included in your on-site schedule:
 - Orientation upon arrival
 - Must cover trip itinerary, emergency procedures, contact information, and an area-specific customs/expectations review
 - Downtime for students to adjust to each new day's experiences
 - If feasible, responsible, and safe, free time for students to explore on their own
 - Debriefing/evaluation at the end of the program

Lastly, utilize fellow faculty members who have planned/designed a Study Abroad program in the past. These members will have valuable insights into the intricacies of program design, implementation, and facilitation.

A standard template for program proposal is linked below. Please utilize this format to ensure all necessary components for RFP submission are satisfied:

<https://link.abac.edu/studyabroadrfp>

Proposing a New Program

- **Step 1: Letter of Intent and Meeting Request**
18 – 24 months prior to projected program departure
 - Faculty wishing to propose a study abroad program should submit a formal letter of intent to their Department Head and the Study Abroad Coordinator. The letter should include the following:
 - Justification for the proposed program including location and discussion of the expected learning outcomes
 - Course idea, surface-level itinerary, and rough, expected budget
 - Meeting invite for the Department Head and Study Abroad Coordinator
- **Step 2: Meeting with Department Head and Study Abroad Coordinator**
 - After a Letter of Intent has been submitted, a meeting should be scheduled with the faculty member's Department Head and the Study Abroad Coordinator. During the meeting, the following shall be discussed:
 - Review of the submitted Letter of Intent
 - Discussion behind the rationale for the program and its benefits to the students, the academic unit as a whole, and the institution
 - Evaluate the viability of the proposed program and how it will fit among programs that have historically been offered
 - Discuss the safety and stability of the area in which the proposed program will be located.
 - Faculty should consult the Travel Warnings and Country-Specific Information section of the State Department website for more information in advance of the meeting
 - Discuss the purpose and timing of a site visit
- **Step 3: Complete the RFP Submission**
 - Faculty who desire to submit a Study Abroad Proposal should submit their completed application at the following link: <https://link.abac.edu/studyabroadrfp>
 - Proposal submissions for the following academic year will be open from October 13 to March 1
- **Step 4: Study Abroad Committee Meeting**
 - At the conclusion of the RFP period, the Study Abroad Coordinator will schedule a meeting with the Study Abroad Committee to review all program submissions
 - The Study Abroad Committee will consist of two staff members and four, non-participating Faculty members—one from each school. In addition, the Study Abroad Coordinator shall preside over the committee and serve as the group's 7th, tie-breaking vote as needed.
 - If possible, this meeting will be held during the first or second week of March
 - Should the committee have any questions, the Study Abroad Coordinator shall communicate directly with the faculty member to address all questions/concerns in writing
- **Step 5: Second Study Abroad Committee Meeting – Approval/Denial Meeting (If Needed)**

- After the Study Abroad Coordinator has communicated the committee's questions to the faculty and received all responses, a second meeting will be called to finalize program discussions
- The Study Abroad Committee, by secret ballot, shall vote on which programs to approve and deny.
 - While each program submission will have academic merit, offering too many programs in one academic year would cause undue stress in the recruitment process for the Study Abroad suite of programs. The inability to recruit the desired number of students would result in program cancellation. Historically, ABAC offers two - three programs during the Spring and Summer semesters—though other times of the year (Winter break) would be viable options as well.
- **Step 6: Program Approval/Rejection Notification**
 - After the program submissions have been reviewed and approved/denied by the Study Abroad Committee, the Study Abroad Coordinator shall notify the faculty of the committee decision.
 - For all proposal rejections, the committee shall provide the faculty member with a written statement regarding the reason for program rejection and provide feedback for future program submissions.
- **Step 7: Budget Review with VPFO, Bursar, VPAA, and Study Abroad Coordinator**
 - The submitting faculty from all approved programs will schedule a budget meeting with the VPFO, VPAA, and Study Abroad Coordinator.
 - During the meeting, a final, formal budget for the program will be outlined and a payment plan for students will be created.
 - VPFO will set an application fee payment and initial application fee deadline
 - *Until the VPFO and VPAA approve the budget and teaching load for all participating faculty, final program approval will not be granted.*
- **Step 8: Student Recruitment**
 - Immediately following program approval by the VPFO and VPAA, the faculty member may begin recruiting students for the trip.
 - The faculty member will work collaboratively with the Study Abroad Coordinator to host several information sessions for the study abroad program. The program will be sent to all on-campus students and the faculty member may work with the Student Activities Coordinator to schedule tabling events as needed.
 - All students who wish to participate in the trip will complete a program-specific application. The application process is left to the discretion of the Faculty Program Director, but must include the following:
 - A formal, online application that must be completed prior to the student's initial deposit
 - An essay of no less than 500 words outlining the student's interest in the program is to be included in the program application (*optional at the discretion of the Faculty Program Director*)
 - An explanation of the trip and outline of the courses in which the student may enroll

- Full budget for the trip—include the student payment plan schedule
 - Full itinerary for the trip
- **Step 9: Airline Tickets are Purchased**
 - In the majority of cases, the institution will purchase airline tickets a minimum of three-to-four months in advance.
- **Step 10: Schedule a Meeting with your Students**
 - Each Faculty Program Director should schedule a meeting with their students, if not already built into the coursework, to review program expectations, emergency preparedness procedures, and points of contact.
 - This meeting should be held no more than thirty days prior to program departure.
- **Step 11: Enjoy your Trip**

Expected Proposal Review Timeline

Action

Timeline

Letter of Intent is sent to Department Head and Study Abroad Coordinator	18 – 24 Months before proposal submission
Meeting with Department Head and Study Abroad Coordinator	18 – 24 Months before proposal submission
Complete program submission located on the Study Abroad RFP website	October 14, 2024 – March 3, 2025
Submissions reviewed by Study Abroad Committee	March 4 – 7, 2025
Questions from the committee are sent, in writing, to each Faculty Program Director by the Study Abroad Coordinator	March 10 - 11, 2025
Responses to program questions are returned to Study Abroad Coordinator	March 13, 2025
Study Abroad Coordinator calls a second meeting of the Study Abroad Committee to finalize reviews of all submissions. Study Abroad Committee votes to approve/deny all program submissions.	March 16 – 20, 2025
Study Abroad Coordinator notifies Faculty Program Directors of their program’s approval/denial status. All approved Faculty Program Directors are asked to schedule a budget meeting for the following week with the VPFO, Bursar, VPAA, and Study Abroad Coordinator. Until the budget meeting is completed and the VPFO has given approval for the program, each program’s approval will be considered ‘Pending.’	March 23, 2025
Study Abroad Budget Meetings	March 24 – April 4, 2025
Pending budget and full program approval, program recruitment begins	April 4, 2025 – Program Departure Date
Study Abroad Information Session is held in the evening	October 09, 2024 <i>*tentative*</i>

Special Notes:

For new courses, additional time may be required for the course to go through Curriculum Committee approval. If a site visit is required, this adds additional length to the application process. When creating your proposal, please ensure that you will have ample time to navigate these hurdles, if necessary.

In addition, please note the Curriculum Committee approval of your course(s) does not equate to institutional approval of your study abroad program. These processes are entirely separate and do not overlap. **Any study abroad program submission containing a course that has not been approved by the Curriculum Committee will be rejected.**

Study Away Programs: Domestic Studies

These programs are similar to Study Abroad and also result in progress toward a degree. These programs will be taught within the United States in a location that is significantly different from the South Georgia area. Although Domestic Study Away programs will have fewer contingencies for which to account, interested faculty should still consider all aspects of the Study Abroad program in their submission.

All Study Away programs will be vetted and approved/denied on the same timeline as the Study Abroad programs.

Budget Approval and Program Expenditures

After approval of the Study Abroad program has been granted by the VPFO and the official budget meeting has been held, the ABAC Business Office will establish a program account and student payment schedule.

For financial feasibility, budgets and programs should be planned on a 1:10 faculty-to-student ratio. Depending on the economy and exchange rate in your destination, this ratio is subject to change. Final determination of program viability will be determined by the Study Abroad Committee and VPFO.

In general, once there are sufficient funds in the trip's account, the Faculty Program Director can work with the ABAC Business Office to pre-purchase airline tickets. Airline tickets may be purchased, with approval from the business office, using the faculty's school/department P-Card. All other expenses including trips, tours, lodging, etc. must be purchased through Procurement or Accounts Payable.

Participating faculty will work with their school/department's Administrative Assistant (or designee) and the Office of Academic Affairs regarding proper assignment of these charges to the agency account. Personal credit cards may also be used if necessary, **but are highly discouraged**. If utilizing a personal credit card, original receipts will be needed for reimbursement. Copies of credit card statements documenting the expense will not be accepted.

In order to pay for items such as group travel, tour guides, etc. a cash advance may be necessary. If the participating faculty member wishes to receive a cash advance, **receipts should be saved for budget reconciliation upon return and any funds not used must be returned. Failure to reconcile all funds will result in the faculty member being held liable for the difference.** Participating faculty members should work with their department/school's Administrative Assistant (or designee) to request the advance a minimum of two weeks prior to the scheduled departure date.

All vendor contracts should be reviewed and approved by the VPFO. No faculty member should sign a contract on behalf of the college without explicit VPFO approval.

Any items requiring Procurement or Accounts Payable will require, at minimum, three days for processing.

Student Payments

A schedule of payments will be established for all study abroad programs. A non-refundable deposit will be required on a date set by the VPFO, Bursar, and Study Abroad Coordinator. The deposit will be applied directly toward the program cost.

Creating a payment schedule allows students to budget for their trip and allows the institution to cover the cost of high-price items such as lodging and airfare in advance. The ABAC Business Office, during the original budget meeting, will work collaboratively to establish a suitable payment schedule.

Students may make payments through eStallion or in person at the Cashier's Window on the first floor of the Carlton Center. The Cashier can provide the Faculty Program Director and Study Abroad Coordinator with a list of payments made after each deadline has passed. This will allow the Faculty Program Director to track the payment progress for the program and to make special contact with students who may have missed a payment deadline.

Refunds

Students should plan to meet, in person, with their designated Faculty Program Director prior to making their initial down payment for the program. In the majority of cases, ABAC contracts with a tour company to host these Study Abroad programs. *As such, no refunds will be available to students who choose to withdraw from a program after making the initial deposit.*

Administrative Duties for Participating Faculty

Faculty Program Directors will be responsible for:

- Working with appropriate Administrative Assistants to ensure courses are created in Banner appropriately—ensuring that the courses are denoted as a Study Abroad course.
- Working with appropriate Administrative Assistants to register students for the appropriate courses
- Assisting students in signing up for Ghallager travel insurance
 - Contact Dylan Hoski, 908-239-4726 or Dylan_Hoski@ajg.com
- Registering students in the Smart Traveler Enrollment Program through the U.S. Department of State-- <https://step.state.gov/step/>
- Working with Accounts Payable and Procurement to address all expense paperwork necessary for the program
- Working directly with the travel agency to purchase airline tickets or researching airline tickets to purchase airline tickets using a departmental P-Card.

Before you Travel

Anyone traveling abroad for ABAC in a position of authority will be required to attend Risk Management and Safety training coordinated by ABAC Student Engagement. During this training, all ABAC employees and volunteers participating in the study abroad program will be required to review and sign the Study Abroad Expectations Agreement and institutional Alcohol and Drug Acknowledgement.

Be sure to fill out the Prior Approval to Travel form and obtain appropriate signatures before submitting to the Business Office. This form should be completed well in advance, preferably two+ months, but no less than two weeks before the program's scheduled departure date. This procedure documents that you are travelling on official ABAC business and provides the appropriate insurance coverage for you as an employee.

Faculty Program Directors and other ABAC participants are encouraged to review the Travel Warnings and Country-Specific Information Section of the State Department website for up-to-date information closer to the start of the program. This information can be found at the following link: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Additional Participants – Who else may attend?

The only persons attending a Study Abroad trip should be registered students, faculty/staff who are leading the trip, and approved chaperones. It is required that chaperones participating must be adding value to the program and attend all class meetings, orientations, and other related course events prior to departure.

The following must be considered before allowing others to attend and travel on a Study Abroad program:

- Will this individual's participation diminish or undermine the program in any way?
- Will this individual's participation be approved by the Study Abroad Committee?
- Will this individual's participation affect the overall cost of the program?
- Will this individual's participation be accommodated at the site?

Traveling with Family

While ABAC recognizes that a Study Abroad program is a great opportunity for faculty, **we highly discourage the attendance of faculty family members.** A Faculty Program Director's focus during a study abroad program should be the education and safety of students. The inclusion of family members in the travel group could cause conflicting responsibilities. Family members should not prohibit the teaching of students or the faculty member's ability to immerse themselves within their role in the program. If a faculty member is considering traveling with family, they should discuss this possibility with the Study Abroad Coordinator. **The participation of family must be approved by the Study Abroad Coordinator and AVPAA.**

In addition, student participants are not allowed to bring spouses or family members during the program unless they are fully registered for the program and accompanying courses.

Marketing and Recruiting

It is the responsibility of the Faculty Program Director to recruit students to attend their Study Abroad program. Participating faculty are encouraged to do the following:

- Attend the semesterly Club Rush event and staff a table for your Study Abroad program
- Be prepared to make in-class presentations about your program to students in your classes and in other courses that may relate to the subject area
- Work with the ABAC Marketing and Communications Coordinator to share information on ABAC's Social Media Accounts
- Work with the Technical Support office to include information on campus digital signage, Stallion TV, and other broadcast outlets
- Attend and host campus events that include students in relevant majors
- Enlist the help of previous Study Abroad participants
- Host information sessions outside of normal work hours
- Work collaboratively with other Faculty Program Directors to schedule large-scale Study Abroad recruitment events

Student Applications

All interested ABAC students should complete an application packet to participate in study abroad programs. The official format of the application packet is left to the discretion of the Faculty Program Director. Each application packet, at minimum, must include the following:

- A formal application (online) that must be completed and returned prior to the student's deposit

In addition to ABAC students, any University System of Georgia student who wishes to participate as a transient student may also apply.

Requirements and consideration for student participation in ABAC Study Abroad Activities are as follows:

- 2.0 OGPA or higher and in Good Academic Standing
- Not currently serving a judicial penalty nor have a history of student judiciary action that would impede participation
- No outstanding institutional fees or fines
- Program corresponds to the student's educational or career goals
- No record of misconduct, at the discretion of the AVP for Student Affairs

After the student has completed their application and verbally confirmed their attendance, a deposit will be due at a date determined by the VPFO, Bursar, and Study Abroad Coordinator. As a reminder, no refunds are available for Study Abroad experiences. Faculty Program Directors

should frequently, clearly, and consistently communicate subsequent payment amounts and due dates with participants.

Immunizations

At least six months prior to departure, the Faculty Program Director will consult with the Director of the ABAC Health Center regarding any recommended vaccinations and preventative medications necessary to travel to the destination area. Any recommendations or requirements will be shared with the students by the Faculty Program Director. Whenever possible, any required vaccinations will be listed within the application or the study abroad program.

In many cases, student health insurance will cover common, generally recommended immunizations. However, in specialty cases, a vaccination can constitute a significant expense. It is the responsibility of the Faculty Program Director to forecast these costs and include this within the itemized budget for the program.

All vaccination recommendations must be vetted by the Director of the ABAC Health Center prior to communication with study abroad applicants.

Orientation

Faculty Program Directors must schedule and hosts a mandatory orientation for participating students. The Study Abroad Coordinator will assist in the orientation planning and facilitation. Each Study Abroad Orientation session should include, at minimum, the following:

- Review of trip itinerary
- Health and safety review
- Student Code of Conduct review and expectations
- Review of the cultural customs of the destination region
- General rules and regulations of the destination region
- Emergency response protocols and contacts
- Travel liability paperwork completion
- Review and Complete additional, appropriate forms

It is recommended that the Faculty Program Director include teambuilding exercises, case study reviews for interactions with local inhabitants of the area, and emergency response exercises during the orientation session.

During your Trip

In case of emergency, Faculty Program Directors should provide each participant with a list of emergency contacts. The Faculty Program Director should encourage students to share that list with any pertinent family and friends.

This emergency contact sheet should include, at minimum, the following contacts:

- Faculty Program Director cell phone
- Study Abroad Coordinator cell phone
- Local emergency numbers
 - Fire, police, hospital, etc.
- Tour guide service contact number phone
- Nearest American embassy contact number

All participants should be encouraged to download the free LiveSafe app to their phone. This application can be used to keep track of students/leaders and contact emergency services in case of an incident. Students should check with their cellphone service provider to purchase international calling, if desired.

Documentation

Faculty Program Directors should have on hand, at all times, the following:

- A copy of each participant’s travel documents
 - Driver’s License, Student Visa, Passports, etc.
- General medical information
- Emergency contact information for students
- Emergency contact information for ABAC

Faculty Program Directors should make every effort to ensure that this information is kept confidential—sealed envelopes are encouraged. In addition, in order to properly track all financial transactions during the trip, a receipt book is highly recommended. Remember, original receipts will be required upon your return.

On-site Orientation

Upon arrival at the programs final destination, each Faculty Program Director should conduct an on-site orientation. This orientation should reinforce tips for health and safety, emergency protocols, the ABAC Code of Conduct, cultural practices to the region, and any trip-specific rules and regulations. If applicable, it may be beneficial to invite local authorities to speak with the participants during the orientation, as well.

Student Discipline

ABAC students and faculty that are away from the ABAC campus should act in a responsible and professional manner. Absent from standard, familiar social cues and practices, small missteps are inevitable. However, it is important to remember that students and faculty participating in a study abroad experience are serving as representatives of the college, the University System of Georgia, and the United States—poor behavior will not be tolerated. Students should be held to the ABAC Student Code of Conduct at all times during the study abroad experience. Infractions may be reported to the Assistant Vice President for Student Affairs and will be addressed

according to the Student Code of Conduct and Disciplinary Procedures as found in the ABAC Student Handbook.

All participants of an ABAC Study Abroad Program are expected to follow the laws and regulations of the host region. Persons choosing to partake of alcohol and/or drugs that are legally available in the host region are responsible for any behavior while under this influence. All participants must review and sign the Acknowledgement of Alcohol and Drug Policies during the mandatory orientation session.

Participants who choose to break the law may be dismissed from the program and sent home at their own expense. Any participants who are detained or arrested by local authorities for breaking the law should understand that the Faculty Program Director, the institution, and the U.S. Consulate will be of little help in such situations.

Faculty and Volunteer Alcohol and Drug Policies

The following policies apply in overseas settings where U.S. law cannot be enforced. These policies are in addition to the policies outlined in the ABAC Student Handbook and Student Code of Conduct.

- ABAC has a zero-tolerance policy regarding the purchase, sale, possession or consumption of drugs other than those permitted in the program's host country and prescribed by a physician. ABAC employees and volunteers found to be in possession of or who have purchased, sold, or consumed any illegal drugs or to have misused any prescribed drugs, will be removed from the program at the individual's expense and without any refund. In addition, employees may face separation from their home institution and other disciplinary action.
- Alcohol misuse or abuse will not be tolerated and may lead to dismissal from the study abroad program at the employee's/volunteer's expense and without any refund. In addition, the employee may face separation and other disciplinary action.
- Alcohol misuse is defined as alcohol consumption that is harmful or potentially harmful to the program participant or others. Alcohol abuse is misuse that is consistent and systematic. Alcohol misuse may include but is not limited to any of the following behaviors caused by alcohol consumption:
 - Absence from academic activities or events
 - Illness or incapacitation
 - Loud, abusive, inappropriate, or disrespectful behavior
 - Destruction of property
 - Disobeying the host countries' laws and regulations
 - Purchasing or transporting large amounts of alcohol for personal or shared consumption.
- All program participants are expected to abide by the alcohol and drug laws of the country where they are studying or traveling. It is the responsibility of all participants to learn and understand the laws and regulations of their host country.

- In contracting with in-country providers for meal services or other activities, program directors will not include any alcohol with those services. If a student is able to purchase alcohol on their own during a program activity, that purchase should only be allowed if the participant is legally eligible. Directors should also ensure that other options are available besides alcoholic beverages when contracting for services.
- Even when the program has not contracted for services directly, directors should avoid encouraging students and faculty to visit locales or establishments where excessive drinking is known to be common or encouraged.
- Program Directors, Site Directors, Teaching Faculty, and Volunteers should not provide alcohol to or purchase alcohol for any students participating in an ABAC program.
- Although not directly responsible for students' decisions to consume alcohol, directors should monitor student consumption and remind them of possible consequences for misuse or abuse.
- Because the directors and faculty members are role models and their behavior sets the standard for the program, when participating in program functions, directors and faculty members should take care to avoid any appearance of excessive alcohol consumption.

Clery Act Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires U.S. colleges and universities who participate in Title IV federal student financial aid programs to disclose information about crime on and around their campuses, or in off-campus facilities as described by the Act.

Upon return to campus, Faculty Program Directors will be sent a Clery Act Program Report and must be completed and returned to the Office of Academic Affairs within one month of their return to campus.

Student Evaluation

At the end of each trip, the Faculty Program Director will require each student to complete a Study Abroad evaluation available in Qualtrics. Feedback from these evaluations will assist ABAC in improving and expanding Study Abroad opportunities. For assistance with the creation of this evaluation, Faculty Program Directors are encouraged to work with Dr. Amy Warren, if needed.

Returning Home

If your program format allows, conduct a class session or workshop to review the Study Abroad experience and help students transition back into normal routines.

Additional/Supporting Documents

Copies of all supporting documents are available on the internal Study Abroad website located on the InsideABAC website. Feel free to utilize the following link to locate all supporting documentation:

<https://stallionsabac.sharepoint.com/sites/AcademicAffairs/SitePages/Study-Abroad.aspx>

Should you have any questions regarding standard document formats, please contact the Study Abroad Coordinator, Trent Hester, at thester@abac.edu.

Appropriate Contacts

In order to receive the help that you'll need, it is important that you are familiar with the Study Abroad process and common procedures. Below is a short 'Who to Contact' table that may guide your most common questions:

Faculty Study Abroad Application Questions	Trent Hester, thester@abac.edu
Student Study Abroad Application Questions	Trent Hester, thester@abac.edu
Student Payment Plan Questions/Updates	Jessica Miller, jmiller@abac.edu
Travel Insurance Questions	Trent Hester, thester@abac.edu
Purchasing Airline Tickets	Business Office, *****
Contract Signings	Deidra Jackson, deidrajackson@abac.edu

FAQs

- **Who is responsible for processing Study Abroad payments that are needed?**
 - o The Faculty Program Director is responsible and should work to address any questions that they may have about this process well in advance.
- **Who do I contact if I need help determining how I should process payments?**
 - o Faculty Program Directors may contact Tamie Taylor at ttaylor@abac.edu with specific questions regarding their payments to vendors and airlines.
- **How do I recruit students for my program?**
 - o Faculty Program Directors are responsible for the entire recruitment process for their students. Best practices include classroom visits, participation in the Summer Orientation program, flyers, interest meetings, etc.
 - o For specific questions or assistance with student recruitment, Faculty Program Directors are encouraged to work with the Study Abroad Coordinator for assistance.
- **What scholarship opportunities are available to students?**
 - o ABAC offers two, specific, scholarships for Study Abroad—STEPS and Marsicano. Deadlines vary from year to year, but will generally close in early October. All students are encouraged to submit an application!
 - o Other outside scholarships, such as the Gilman Scholarship, are also available to students. Faculty Program Directors are encouraged to research potential scholarship opportunities for student prior to the start of the recruitment process.

- **When is the best time to travel and what semester should my course be taught?**
 - o Depending on the type of program being offered, any time of year is possible for a Study Abroad program. However, ABAC's most common timeframes are Winter Break (December), Spring Break (April), and the period between Spring and Summer semesters (early-May).
 - o *It is important to note that each program must be assigned to a single semester and may not cover a timeframe spanning across semesters.* This is vitally important for Financial Aid! Faculty Program Directors who have questions about the Financial Aid eligibility of a program are encouraged to seek the advice of the Director of Financial Aid.