JWU Global

**Office of Study Abroad Resources for Faculty Planning Programs Abroad**

The Study Abroad Program Management team is a university resource for streamlining the logistical development of academic programs abroad and providing consistency across legal and safety standards. In addition, Study Abroad can also facilitate promoting visibility of the program to the larger campus community through the Study Abroad website.

Program logistical planning

* Share partner and location options, based on academic intent
* Develop program budget
* Ensure that program contact hours correlate to academic credit
* Ensure program has been approved by the relevant departments
* Book, confirm and process payments for housing, on-ground transportation, entrance fees and other pre-paid program expenses.

Safety & security planning

* Provide a student participation agreement
* Ensure all major providers (housing, transportation) have been vetted for liability & insurance issues
* Ensure that a consistent university-wide crisis management plan is in place
* Monitor any risk through resources including: US State Department, Overseas Security Advisory Council (OSAC), HTH Worldwide (insurance), other providers or universities running similar programs, program host, JWU International Travel Risk Management Committee

Recruitment, enrollment, and training

* Provide program information to students and parents
* Recruit students, using Terra Dotta (studyabroad.jwu.edu)
* Review applicants for eligibility based on predetermined requirements
* Issue acceptance decision to student, clarifying the terms of acceptance
* Collect applicant information and documents (emergency contact & passport info, flight itineraries)
* Facilitate faculty leader application process, using Terra Dotta
* Provide faculty leader training, using Terra Dotta, Safety & Security protocol, etc.

Pre-departure

* Collect signed participation agreements
* Provide pre-departure orientation, including checklists, destination country cultural and legal information, insurance information, conduct regulations, CDC health recommendations, US State Department consular sheets
* Ensure appropriate visas to be in legal status at the destination
* Register at US Embassy, or provide advice to non-US students about registration
* Provide final copies of itinerary to students and parents, and give all program information and emergency contact information to Safety & Security
* Provide wallet cards to students with insurance, emergency, local police & fire, and chaperone contact info
* Ensure faculty have program credit cards with high limits for access to emergency funds
* Ensure faculty have cell phones to facilitate direct communication with university