

California State University, San Bernardino

Education Abroad Guidelines

for Faculty and Staff Supervising Students



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Introduction

Education abroad programs allow students to enrich their learning experience immersed in the environment of different countries, cultures, and languages, and teach them how to adapt to new environments. Students who participate in education abroad programs gain greater understanding of diverse cultures and broaden their perspective while they begin to develop global competencies. The experience helps them learn how to interact with people from diverse linguistic and cultural backgrounds, increases the capacity to examine local, global and intercultural issues, to understand and appreciate the perspectives and worldviews of others, and prepares them for future careers in a global environment.

Education abroad programs for academic credit ("Study Abroad") require considerable time and effort outside the classroom, provide opportunities for close interaction with faculty and frequent feedback, and encourage collaboration with others. Study Abroad programs are primarily intended for matriculated CSUSB students. For its positive influence on student learning, study abroad has been designated as one of High Impact Practices (HIP). Student participation in study abroad contributes to the fulfillment of Goal 1 (Student Success) of the CSUSB Strategic Plan.

This document has been developed for faculty and staff who travel with students on programs, which are in whole or part conducted outside the United States and serve to advance the mission of the university. The *Guidelines* are applicable for all CSUSB based programs, credit and non-credit bearing. All education abroad programs are required to comply with and follow these *Education Abroad Guidelines* ("Guidelines").

The *Guidelines* cover short-term study abroad, exchange programs, service learning, service learning international program and partnerships with other institutions, research projects, internships, and service learning conferences, field trips, and events that allow CSUSB students to experience a wide variety of educational and academic programs outside of the United States (see Appendix C for definitions and glossary). These *Guidelines* formalize requirements for Study Abroad programs as outlined in [Executive Order 1081](#), [Executive Order 1080](#), as well as Foreign Travel Insurance Program (FTIP) for all education abroad programs.

All education abroad programs operating in countries for which the U.S. Department of State or CSURMA has issued a "Travel Warning" may require additional considerations. For more information consult website: <https://www.csusb.edu/risk-management/travel>.

Purpose

The purpose of the *Guidelines* is to insure students', faculty and staff safety and establish clear communication protocols in the event of an emergency or natural disaster, as well as

to establish administrative and operational controls. The *Guidelines* have been developed for the protection and safety of all participants traveling abroad.

Education abroad programs shall incorporate requirements of other related Executive Orders such as those on air travel, risk management, service learning, internships, field trips, special sessions, etc.

Education abroad programs can be offered by colleges, departments, auxiliaries and other CSUSB entities to support students' education abroad. Such programs may be offered on the state-support side or on self-support through the College of Extended and Global Education.

All education abroad programs and activities should be connected to the university mission, and this connection should be understood by the university's stakeholders.

CSUSB Study Abroad programs "may not duplicate the offerings of the California State University (CSU) Office of International Programs" ([Executive Order 1081](#)).

Responsibilities

1. Center for International Studies and Programs (CISP), Education Abroad

Office: CISP provides prospective students with information about Study Abroad programs, including locations, duration, academic program, and total cost. It also organizes Study Abroad fairs and promotes Study Abroad through other channels, such as its web site. CISP provides training session for faculty or staff who serve as Study Abroad Coordinators. In accordance with Executive Orders, this training includes emergency response training, communication from abroad, student conduct code, alcohol and drug policy, and disciplinary procedures as well as other country or program specific information. CISP also assists faculty in preparing and conducting student pre-departure orientation.

CISP serves as the campus central location for maintaining documentation on Study Abroad programs for auditing and other purposes.

2. Other Education Abroad Administrators, such as Center for Global Management at the Jack H. Brown College of Business and Public Administration, Departments in Academic Colleges, or other units: All other education abroad administrators are to follow these *Guidelines* and incorporate appropriate EO travel process.

All Study Abroad program proposals have to be submitted and approved through a centralized application database to comply with [EO 1081](#).

All other Study Abroad administrators must submit all their documentation and records to CISP, which serves as the campus central location for maintaining documentation on education abroad programs for auditing and other purposes.

For non-credit bearing courses, education abroad administrator in the respective unit is responsible for record keeping.

3. **Risk Management:** Risk Management's responsibilities include the evaluation of risks associated with travel (including destination), acquisition of Foreign Travel Insurance for each traveler, and review international contracts along with the Purchasing Department. Additionally, Risk Management is to assist Purchasing to evaluate contract requirements as to housing, transportation, safety, third parties and excursions.

Risk Management approval requirements will be necessary within the Concept phase, the Final Proposal phase and within the Concur Travel Management system.

4. **Education Abroad Coordinator:** Education Abroad Coordinator is a faculty or staff member who organizes and implements the education abroad program and serves as the primary contact for that program. Responsibilities of the Education Abroad Coordinator are broader than usual teaching assignments. In many ways, Education Abroad Coordinator becomes the representative of the university at-large and serves as the point of contact for the full breadth of campus services available to students. This is not to say that there is an expectation that he/she becomes content experts in every aspect of university life or accountable for having this knowledge; rather, the expectation is simply that the job of the Education Abroad Coordinator is to be the point of contact for all areas of concern for students, and it goes beyond classroom setting and hours. Additional duties might include serving as a crisis and safety manager, housing coordinator, counselor, program budget manager, logistics coordinator, university liaison, etc.

Education Abroad Coordinator serves as an official Campus Security Authority (CSA) as defined by Clery Act for the duration of the education abroad program. As such he/she is responsible for reporting any Clery crimes (see Appendix G p. 6 for the list of Clery crimes).

The Education Abroad Coordinator is responsible for complying with Executive Orders governing international activities ([EO 1080](#) & [EO 1081](#)) and for ensuring compliance with campus policies and procedures, and maintaining records of all program documentation during the program and passing that documentation to CISP after the completion of the program. As such, expectations and communication plans are also very different. Regular email and text message updates in the event of a student incident and other emergencies are expected. For further details, refer to (Appendix G: Trip Specific International Travel Emergency Plan).

Students have the opportunity to self-disclose health concerns they may have as part of their pre-departure paperwork. The Education Abroad Coordinator has access to this information and is responsible for reviewing it.

Process

Any education abroad administrator/sponsoring department must follow the steps outlined below.

Step 1:

Education Abroad Coordinator makes an appointment and meets with the Center for International Studies and Programs (CISP) Associate Director to discuss the education abroad program, Guidelines, receive training and, for Study Abroad programs, to establish an OnBase account.

Step 2: Initial Approval

A. For Credit Bearing Programs: The Study Abroad Concept Approval

Each Study Abroad program (e.g., research project, study abroad, service learning, or internship) must have an Education Abroad Coordinator, who may be a faculty member or staff member.

The Education Abroad Coordinator is responsible for submitting the Study Abroad Concept via the centralized application database or by completing the Concept Proposal form (Appendix A). All Concepts must include the purpose for the students' international travel.

Exchange programs do not require this step.

Concept submission should be done **8 to 12 months prior** to plan departure for education abroad programs for credit courses and **6 months prior** for non-credit courses, conferences, and field trips (see attached Appendix E for timeline).

For a complete review of approval process, see Appendix A.

Once the Concept is approved, the process to transform the Concept into the Final Proposal (Appendix B) shall begin. Additional information is required in the Final Proposal phase. The Final Proposal shall include all the components outlined in [Executive Order 1081](#). The purpose of this two-step system (Concept and Final Proposal) is necessary, as many details that may not be available during the Concept phase (e.g., lodging, excursions, transportation, and number of students traveling) are supplied in the Final Proposal.

B. For Non-credit Bearing Activity (Appendix B.2)

All non-credit bearing education abroad activities must have an Education Abroad Coordinator, who may be a faculty member or staff member.

The Education Abroad Coordinator is responsible for completing the Approval Form (Appendix B.2) and submitting it for approval.

Step 3: Agreements

Education abroad may require agreements or contracts with international businesses, universities, and program providers. Before submitting the Final Proposal, it is imperative to consider what type of agreements will be required. Generally, there are two type of agreements:

1. Type one: Memoranda of Agreement (MOAs) are those agreements established between CSUSB with a host university or a program provider. The Education Abroad Coordinator will work with the CISP Associate Director to develop the MOA according to CSUSB guidelines and [EO 1081](#). All MOAs must be properly vetted by the campus, Chancellor's Office and signed by both parties to be fully executed prior to the start of the program.
2. The second type: contracts for goods and services, which may be required in order to support an education abroad program. The Education Abroad Coordinator shall work with the CISP Associate Director to negotiate these contracts. The contract may include site learning agreements, transportation, accommodations, etc.

Once an MOA and/or agreement for goods are executed, they are to be sent to CISP for record keeping for Study Abroad programs and to respective unit for other non-credit bearing programs.

Step 4: Program Travel Logistics & Budget

Once the Concept/Proposal is approved, the program travel logistics need to be coordinated prior to the Final Proposal. The program itinerary must include:

- Program dates
- Countries and the names of all cities within each country that will be visited
- International and domestic flight information
- Planned excursions
- Ground transportation
- Housing and classroom arrangements
- Emergency contact information

Education Abroad Coordinator must provide information regarding travel arrangements (e.g., flights, hired cars, housing, excursions, and location where classes will be held), and include a brief overview of the neighborhood including location of housing, hospital, police station, local emergency phone number, and contact information for the nearest

embassy.

Education Abroad Coordinator must prepare a program budget. The Budget worksheet is attached in Appendix F and should include all program related costs for students and faculty/staff, such as:

- Per diem (meals & lodging)
- Airfare
- Extra-curricular activities & personal expenses
- Foreign Insurance
- Miscellaneous Expenses

It also should stipulate the minimum number of student participants.

Exchange programs are excluded from this step.

For self-supporting programs, the Budget worksheet also needs to include the following:

- Tuition Fee
- Faculty Pay (based on 2322 or 2357 pay schedules depending on the program)
- CEGE Overhead (CO, campus, CEGE)

Step 5: Final Approval

All education abroad programs must secure all approvals, including the President's, prior to the start of the program.

A. For Credit Bearing Programs: The Final Proposal (sample in Appendix B.1)

The Education Abroad Coordinator must complete the Final Proposal and submit supporting documents for approval via the centralized application database system (OnBase).

The Final Proposal should include:

- I. Narrative description of proposed program (Appendix D: Instructions for Final Proposal)
- II. Draft budget for the program (Appendix F: Budget Worksheet)
- III. Syllabus to include readings, assignments, and field trips. Syllabus/course list not required for internship proposals.
- IV. Itinerary: flights, lodging, excursions.
- V. Final submission through centralized application database (OnBase) or, if the Education Abroad Coordinator is not an OnBase user, submission via the Study Abroad Final Proposal (Appendix B.1).

The Final Proposal shall be approved through the OnBase.

Exchange programs are excluded from this step.

B. For Non-credit Bearing Activities (Appendix B.2)

The Education Abroad Coordinator must complete the Final Proposal and submit supporting documents for approval.

The Final Proposal should include:

- I. Narrative description of proposed program
- II. Draft budget for the program (Appendix F: Budget Worksheet)
- III. Itinerary: flights, lodging, excursions.

The submission for approval is done by securing all signatures on the Final Proposal form (Appendix B.2).

Important note: A program may be cancelled by an appropriate administrator.

Step 6: Travel Request and Travel Insurance

Education Abroad Coordinator is responsible for submitting a travel request for him/herself and the students at least 30 days prior to the departure. The request for Education Abroad Coordinator (and, if possible, for students) must be submitted using the Concur system.

All students, faculty and all other CSUSB personnel must have foreign travel insurance provided by [CSURMA \(RM 2014-01\)](#). Education Abroad Coordinator should contact CSUSB Risk Management for Foreign Travel Insurance at least 20 days prior to departure to ensure timeliness in binding coverage. <https://www.csusb.edu/risk-management/international-travel-insurance>. The Education Abroad Coordinator should be prepared to provide a list of students participating including: first and last name, emergency contact information containing first and last names, relationship to traveler, phone numbers and email addresses.

Step 7: Orientations:

The pre-departure orientation is mandatory for all faculty, staff and student participants ([EO 1081](#)). The orientation for students shall be conducted by the Education Abroad Coordinator or a knowledgeable faculty member, administrator and/or qualified staff member who can demonstrate current in-country experience and familiarity with the host country. The orientation shall include program information, airport arrival and departure, accommodations, excursions, budgeting and currency exchange, public transportation, cell phone information, apps to communicate between Education Abroad Coordinator

and students, how to use CSU travel insurance, health, safety, security, specific legal exposure or political restrictions related to participants' status in the country, CSU or campus policies and procedures for study abroad, emergency response training, emergency plan, in country laws, U.S. Embassy information, communication from abroad, student conduct code, alcohol and drug policy, or host country laws, disciplinary procedures, and country or program specific information, culture, and customs.

The on-site orientation is to be completed by the Education Abroad Coordinator, host university or program provider once the students arrived to the country of destination. The on-site orientation will be conducted preferably the very next day students arrive and no later than within three days of the arrival. The orientation shall include program schedule of activities, transportation, phone applications to communicate between Education Abroad Coordinator and students, brief overview of applicable host country laws, emergency plan and emergency contact information, how to use CSU travel insurance, as well as introduction to the area.

Step 8: Final Information, Forms and Retention

The Education Abroad Coordinator is responsible for the initial selection of students based on the criteria set out in the Final Proposal. Once students apply and pay the application fee for the program, they are pre-accepted into the program. Students are required to complete all items on the Student Checklist below and to obtain all necessary clearances and releases before they can be fully accepted into the Study Abroad program. Once all the items are signed and turned in to the Education Abroad Coordinator, the students will be formally accepted into the program and given permission to purchase airline tickets. Students not cleared will not be able to participate in the program and may have to re-apply when the program is offered next time.

The Student Checklist is as follows with offices responsible for the forms.

Student Checklist

1. Student Agreement with CSUSB outlining trip requirements - CISP/Education Abroad Administrator (EAA)
2. Medical Information and Emergency Contact form - CISP/EAA
3. Title IX – President's Office
4. Financial Aid & Office of the Registrars (program specific GPA requirements)
5. Attend pre-departure orientation - CISP/EAA
6. CSU travel waivers (liability, air and travel) - CISP/EAA
7. Withdrawal/Refund form - CISP/CGM
8. Photo Release - CISP/CGM
9. Permission to study at host university (if required) - CISP/EAA
10. Insurance coverage obtained through Risk Management - CISP/EAA

Students must complete and return all waivers and release forms to the Education Abroad Coordinator.

Education Abroad Coordinator Checklist:

1. For new programs, submit program Concept/Proposal form (Appendix A). For Study Abroad programs, it is done using centralized application database/OnBase.
2. Prepare and, for Study Abroad programs, submit in OnBase a Budget worksheet (Appendix F)
3. Evaluate the need for agreements (MOA or contract) and work with CISP to secure them prior to departure
4. Submit program Final Approval; for Study Abroad programs, using OnBase (sample in Appendix B)
5. Submit Travel Request in Concur
6. Conduct pre-departure orientation
7. Conduct or arrange with the host institution or provider for an on-site orientation
8. Attend Education Abroad Coordinator Training/Orientation
9. Use Trip Specific Emergency Action Plan (Appendix G) and submit a copy to CISP Associate Director prior to departure
10. Secure health insurance
11. Export Control Acknowledgement Form (Appendix I)
12. Keep record of all financial, compliance, travel and program documentation, including but not limited to program evaluation, for all students, faculty and the program
13. At the end of the program, for Study Abroad programs send all documentation to CISP Study Abroad Office. CISP serves as the campus central location for maintaining documentation on Study Abroad programs for auditing and other purposes.
14. To ensure compliance with handling confidential information, including medical information and forms, keep student information in a secured location.

Retention of Documents

Program Final Proposal and supporting documents approved through OnBase are stored in the OnBase system. Documentation regarding the education abroad program proposals shall be retained for three years after the completion of the program. All documents will be retained in CISP as required by the retention policy.

Student documentation regarding the education abroad programs shall be retained for three years after the completion of the program. For education abroad programs using online

education abroad data system, those documents are retained in that system.

Conferences and field trips and other programs, should use the online education abroad data system, and those documents will be retained in that system.

Timeline

To ensure timely approval and implementation of the program, CISP developed a timeline that describes the entire process from Concept to departure (Appendix E). Following the timeline keeps the program on track and ensures that all required approvals are received in a timely manner, and students have enough time to plan for the program.

Safe Travels!

If you have any questions or concerns please reach out to the Study Abroad Office the main line is 909-537-5193.

Appendix A: Concept Approval Form for Academic Credit Study Abroad Programs

Educ. Abroad Coordinator(s): _____

Department/College: _____

Program Title(s): _____ Projected Dates: _____

Course(s): _____ Number of Units: _____

Destination(s) (countries & cities): _____

Partner (if applicable): _____

Mode of delivery (Check one): State-support ☐ Self-support ☐ Other/3rd party ☐

Planned activities/excursions:

Briefly summarize how your proposed program satisfies the content requirement and learning outcomes of the course (max. 250 words).

Briefly summarize how the proposed program satisfies the amount of academic work expected of the number of course units (max. 250 words).

Approved by:

1. Department Chair(s) (where course is from and where faculty is)

_____	_____	_____
Name	Signature	Date

2. College Dean(s) (where course is from and where faculty is)

_____	_____	_____
Name	Signature	Date

3. CISP Study Abroad Office, Director

_____	_____	_____
Name	Signature	Date

4. Executive Director for Risk Management

Name	Signature	Date
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5. AVP for International Education and CEGE Dean

Name	Signature	Date
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Appendix B.1: Final Approval Form for Academic Credit Study Abroad Program

EA Coordinator and other faculty/staff
member(s):--- _____

Unit/College _____

Program Title(s): _____

Projected Dates: _____

Course(s) (if any): _____

Number of Units (if any) _____

Destination: _____

Partner(s) (if any): _____

Planned activities:

Please answer the questions below and include additional pages if necessary.

In the space below, describe how your proposed Study Abroad program is designed to serve educational purposes, such as research, community engagement, etc.

In the space below, describe emergency plan and provide emergency contact information for each traveler.

Students are required to sign the approved liability waiver form. Who will be in charge to ensure compliance with this policy and where will the forms be filed and saved?

Students are required to have a pre-orientation session which addresses health and safety, emergency procedures, and student conduct. Please provide date and agenda for this orientation.

Please provide your experience with the host country, a written evaluation of the sites to be visited, and if anyone has conducted a site visit. If a site visit has not been conducted please include sufficient information which can attest to your knowledge of the site. ([See EO 1062.](#))

Include a plan to accommodate students with disabilities (?).

Will any equipment be use, if so, provide what type of training and who will provide the training to students and staff?

If a student is unwilling or unable to participate in an activity, what alternate assignment will be used?

What type of transportation will be use for the program activities?

Explain how the field trips (excursions) will be reviewed and evaluated and how the planning of the program meets the field trip policies?

Approved by:

1. Department Chair

Name	Signature	Date
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2. Academic College Dean

Name	Signature	Date
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3. Director, Office of Study Abroad

Name	Signature	Date
------	-----------	------

4. Associate Dean, CEGE

Name	Signature	Date
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5. Executive Director of Risk Management

Name	Signature	Date
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6. AVP for International Education & Dean, CEGE

Name	Signature	Date
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7. Provost and Vice President of Academic Affairs

Name	Signature	Date
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8. President

Name	Signature	Date
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Appendix B.2: Approval Form for Non-Credit Bearing Education Abroad Program

EA Coordinator and other faculty/staff
member(s):--- _____

Unit/College _____

Program Title(s): _____

Projected Dates: _____

Course/Activity _____

Destination(s): _____

Partner(s) (if any): _____

Planned activities:

Please answer the questions below and include additional pages if necessary.

In the space below, describe how your proposed education abroad activity is designed to serve educational purposes.

In the space below, describe emergency plan and provide emergency contact information for each traveler (use additional sheet if needed).

Students are required to sign the approved liability waiver form. Who will be in charge to ensure compliance with this policy and where will the forms be filed and saved?

Students are required to have a pre-orientation session which addresses health and safety, emergency procedures, and student conduct. Please provide date and attach the agenda for this orientation.

Please provide your experience with the host country, a written evaluation of the sites to be visited, and if anyone has conducted a site visit. If a site visit has not been conducted please include sufficient information which can attest to your knowledge of the site. ([See EO 1062.](#))

Please describe if and how the program can accommodate students with disabilities.

Will any equipment be use, if so, provide what type of training and who will provide the training to students and staff?

What type of transportation will be use for the program activities?

Explain how the field trips (excursions) will be reviewed and evaluated and how the planning of the program meets the field trip policies?

Approved by:

1. Department Chair/Unit Supervisor

Name	Signature	Date
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2. Dean/ Division AVP

Name	Signature	Date
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3. Director, Office of Study Abroad

Name	Signature	Date
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4. Executive Director of Risk Management

Name	Signature	Date
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5. AVP for International Education & CEGE Dean

Name	Signature	Date
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6. Provost or Division Vice President

Name	Signature	Date
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7. President

Name	Signature	Date
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Appendix C: Definitions/Glossary

AUXILIARY TRAVEL – Student travel sponsored by CSUSB auxiliary organizations such as ASI and the Recreation and Fitness Center. Typically they support external student research and sponsored programs, including workshops, or conferences..

COMMUNITY SERVICE - Any work provided by individuals that contributes to the quality of life in the community. Community service work can be provided in several ways and for different purposes. Students may be involved in community service on their own (not covered by this *Guidelines*), with a group or club, or through academic coursework. When the community service is part of the academic course work, and when the service relates directly to the course content, it is considered service learning. ([CSU Resource Guide for Managing Risk in Service Learning, 2011](#)).

EDUCATION ABROAD COORDINATOR- The staff or faculty member of any education abroad program with a group of students or sponsoring students to travel internationally. The Education Abroad Coordinator can also be the supervisor for a research project or an internship program, conference, or field trip leader. Education Abroad Coordinator serves as the university representative to the students for the duration of the education abroad program and is responsible for the learning outcomes of the program as well as for ensuring compliance and reasonable security.

EDUCATION ABROAD PROGRAM– A program that is in whole or part conducted outside of the United States. It can be for credit or non-credit and it encompasses a wide variety of programs from study abroad, to community services, field trips, service learning, conferences, etc.

FIELD TRIPS - A field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. Examples of field trips include the gathering of data for research at a geological or archaeological site, a museum visit, participation in a conference or competition, and visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. For governing document see [EO-1062](#).

FINANCIAL AID AND OTHER SOURCES OF FINANCIAL ASSISTANCE – Students are encourage to apply for financial aid to help meet the cost of education abroad programs.

Funding can be provided by federal and state financial aid, federal loans, CSUSB, the individual colleges, auxiliaries, and a variety of other public and private sources.

FOR CREDIT – Coursework that bears academic credits issued by CSUSB or another university with whom CSUSB has articulated transfer of credits. “For all CSUSB degree program and courses bearing academic credit the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours” (CSUSB Catalog).

NOT-FOR-CREDIT - Any travel outside credit bearing coursework.

HOST INSTITUTION - A foreign institution that sponsors education abroad programs. It might also offer housing and other educational activities for students.

MANDATORY ORIENTATIONS – Student and Education Abroad Coordinator pre-departure orientations and on-site orientations, as well as training for faculty leading a program. These are required for both students and faculty traveling abroad. ([EO-1081](#))

PROGRAM PROVIDER (including Third Party Provider) - An organization that sponsors instructional programs abroad that are open to students from CSUSB colleges and other universities. ([EO-1081](#))

RESEARCH - “Any scholarly or creative activity that leads to the production of new knowledge; to increased problem solving capabilities, including design and analysis; to original critical or historical theory and interpretation; or to the production of art or artistic performance” (Graduate Studies and Student Research).

SERVICE LEARNING COURSE - An academic course that provides students opportunities to participate in organized service activities that meet community needs while linking the community service experiences to the course content. ([CSU Resource Guide for Managing Risk in Service Learning, 2011](#)).

SERVICE LEARNING INTERNATIONAL PROGRAM- A teaching method that promotes student learning through active participation in meaningful and planned service experiences in a community outside the U.S. that are substantially related to course content. Through reflective activities, students enhance their understanding of course content, general knowledge, sense of civic responsibility, self-awareness and commitment to the community. ([CSU Resource Guide for Managing Risk in Service Learning, 2011](#)).

STUDY ABROAD - any California State University or CSUSB credit-bearing program that is in whole or part conducted outside the United States, is part of a degree program, and is normally one year or less in duration. Study Abroad programs are primarily intended for matriculated CSUSB students ([EO-1081](#)).

STUDENT EXCHANGE PROGRAMS – A balanced partnership formalized by a Memorandum of Understanding between CSUSB and an international institution whereby each institution sends students to study at the other institution. Under such an agreement, participating students pay tuition fees to the home institution, not the host institution. (Student Exchange policy signed 8/4/2016).

STUDENT INTERNSHIPS - An internship formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, nonprofit, or government setting. An internship site is the organization at which the internship takes place. ([EO-1064](#))

TRAVEL WARNING – travel alert, or travel advisory is an official warning statement issued by a government agency to provide information about the relative safety of traveling to or visiting one or more specific foreign countries or destinations. For more information visit: <https://www.csusb.edu/risk-management/international-travel-insurance>.

Appendix D: Instructions for Narrative

When considering the step for section I of the Final Proposal please include the following:

- A. Program description: Define the program in terms of subject matter, learning outcomes, modes of delivery and the CSUSB course to be taught on-site. Specify the college and department that is offering the program.
- B. Courses offered, number of units for each, and syllabi: Please include course name and number, as well as a description of the course and indicate whether it will replace a course offered by your department or if it will serve as an elective. Be sure to attach syllabus for each course taught.
- C. Faculty-led: provide the name of the faculty member(s) and indicate whether each faculty member is teaching on-site or not. In case of several faculty teaching a course, provide number of units for which each instructor is responsible. Provide name(s) of other faculty/staff that will accompany the group.
- D. Faculty salary: Faculty pay is governed by the [CEA Collective Bargaining Agreement](#). For details on the applicable pay schedule, please see Faculty Pay Guidelines in Appendix H. On the Budget worksheet (Appendix F), clearly, state which department/college is responsible for paying the faculty teaching the course and any accompanying staff/faculty and have it approved and signed by the dean of the college responsible for faculty pay.
- E. Education Abroad Coordinator travel expenses: Explain how those expenses will be covered.
- F. State-funded or self-support: Identify whether the program is state-funded or self-supported (offered through CEGE).
- G. Location rationale: What advantage (academic, professional, experiential) comes from teaching this course at the selected location?
- H. Local expertise: Describe your direct familiarity with proposed location and/or institution (e.g., you have lived in/worked at/attended the proposed location and/or institution, there will be a substantial research collaboration or professional interactions, etc.) or a program provider that be hired to assist with the program.
- I. Itinerary and field experiences, excursions, and guest lecturers: Provide travel itinerary and, when applicable, list field trips, excursions, local faculty/ guest speakers, and aspects of the host culture and environment that will be woven into the program and courses. Indicate nature and level of contacts already made.
- J. Relationship to existing Education Abroad Programs: If there are already, programs offered in your proposed location or field, explain why your program will not conflict with them.

- K. Program providers: CSUSB Risk Management and Procurement will review all contracts and agreements, including but not limited to all public and private facilities and conveyances (e.g., hotels, buses, trains, taxis, planes, etc.)
- L. Logistical arrangements: Describe logistical arrangements, including student housing, meals, classrooms, and educational excursions/field trips. Provide transportation method for excursions/field trips.
- M. Risk and safety: Describe how you plan to address potential health, safety and welfare issues for students, especially in regard to housing, required activities, and transportation, as well as other safety considerations (e.g., an emergency evacuation plans for the host site).
- N. Emergency Action Plan: The Education Abroad Coordinator is responsible for filling out Trip Specific Emergency Action Plan (Appendix G) , analyzing risks and capabilities during the crisis. The crisis plan should include evacuation, repatriation, and closing a program, after the crisis.
- O. Student Recruitment: Identify the target audience for your program, taking into consideration the number of students who need the course(s) for major/minor requirements, whether the course will satisfy GE credits, and how many students generally take the course on campus.
- P. Student personal travel: Personal travel outside of the program parameters/dates are not to be considered university business and the traveler assumes all risks and this *Guidelines* do not apply. Foreign Travel Insurance may be purchased for up to 14 personal travel days. Personal travel itineraries must be included when requesting Foreign Travel Insurance.
- Q. Once Proposal is approved, move on to step 5, providing final information and forms.

Appendix E: Sample Timeline Guide for Study Abroad Programs

Timeline (for program start in June-July)	Program-related tasks/ activities	Program Concept Approval (for new programs only)	MOA Approval (done simultaneously with Final Approval)	Final Program Approval
September (preferably in Spring term of prior year)	Faculty Orientation (by CISP, or other party if applicable)			
October (preferably in Spring term of prior year)		Faculty prepare and submit Concept proposal to the following parties (through OnBase): <ul style="list-style-type: none"> • Department • College Dean • Study Abroad coordinator or CECE for self-supported programs • Risk Management, including check for High Hazard/risk countries • Rough draft budget proposal 		Budget update Start with draft
November	-Study Abroad Fair during Int'l Week, including Fin. Aid -Must have program cost estimate.			
January	-St. recruitment: Study Abroad & Fin. Aid fair -Students apply for passports -Faculty training on software (Concur)			Full program proposal with budget, itinerary, etc., submitted for approval in OnBase
February	-Financial aid disbursement for program deposit -Program Deposit due		MOA/Addenda submitted to the CO and revisions made	
March	Travel authorization and insurance		MOA approved by the CO.	

	request (Concur/TARF) (for all faculty; st.: only if groups)		Contracts submitted to Purchasing	
April `	-Air fare purchase -Visas -Release of Liability forms		MOA signed by all parties	
May	-Student Registration -Tuition payment -Financial aid		Have fully executed agreement/contract	
June/July	-Student Orientation -Program starts			

Appendix F: Sample Budget Worksheet

Study Abroad Program Name (country, title):

Faculty name(s):	
Staff name (if applicable):	
Location (city, country)	
Program date(s):	
Course(s)	
Tuition fees per unit for CSUSB course	
Credit units (per student)	
Total tuition fees (per student)	
Campus fees	
Expected number of all participants:	
Program fee per student, including application fee	
Application fee	
Program account string:	

PROGRAM EXPENSES (included in Program Fee)	Quantity	Unit Price	Total group price
Faculty expenses:			
Lodging-faculty/staff-hotel			\$0.00
Meals-faculty/staff (xx days)			\$0.00
Airfare-faculty/staff			\$0.00
Transportation to & from airport faculty/staff			\$0.00
Transportation on site-faculty/staff			\$0.00
Welcome/Farewell Meals-Faculty (applicable)			\$0.00
Telephone/internet- faculty			\$0.00
Faculty compensation for non-teaching duties (if applicable)			\$0.00
Total Faculty Expenses			\$0.00
Field Trip Totals			\$0.00
Student Expenses:			
Lodging-Students			\$0.00
Transportation-students (if applicable)			\$0.00
Welcome/Farewell Meals (applicable)			\$0.00
Insurance			\$0.00
Program provider fees			\$0.00
Program provider fees			\$0.00
Cultural & other activities			\$0.00
Rental - facilities/classroom			\$0.00
Visa costs (if applicable)			\$0.00
Administrative processing fee			\$0.00
Other			\$0.00
TOTAL PROGRAM EXPENSE			\$0.00

Estimated Additional Student Expenses

Airfare	
Lodging	
Meals	
Passport	
Passport photo	
Entry tax or visa	
Books/supplies	
Personal expenses	
Other (list . . .)	
Total for Additional Expenses	0

APPROVALS:

Department Chair (for state-supported programs):

Academic Dean:

Study Abroad Prog. Administrator:

CEGE Dean:

Appendix G: Sample Trip Specific International Emergency Plan

HOW TO USE THIS FORM

This form should be completed by Education Abroad Coordinators (EAC) and made available to participants for the duration of travel and reviewed at each unique location (e.g., city or overnight accommodation). Sections I and II should be completed and shared with students prior to departure.

SECTION I: COMMUNICATIONS PLAN

EAC must provide in-country (e.g., international number or prepaid/disposable phone) contact information to all participants prior to travel or immediately upon arrival in country.

PRIMARY EDUCATION ABROAD COORDINATOR
NAME:

CELL PHONE:

EMAIL:

ALTERNATE COORDINATOR NAME:

CELL PHONE:

EMAIL:

COLLEGE/DEPARTMENT CONTACT NAME:

PHONE:

EMAIL:

SECTION II: EMERGENCY BRIEFING POINTS

BUILDING EVACUATION

Whenever an emergency warrants a building evacuation or local officials order a building evacuation, all individuals must begin exiting the building using the nearest exit and proceed to a pre-identified Designated Assembly Area(s). All participants should identify two or more exit routes from their accommodations.

SHELTER LOCATIONS

Shelter locations may be used in the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazards. Travelers are encouraged to monitor local news, media sources and radio for weather and social conditions to remain aware of potential threats.

DESIGNATED ASSEMBLY AREA/EMERGENCY RALLY POINTS

In the unlikely event that travelers are unable to communicate and return to the primary residence/location or designated assembly area an emergency, a meeting location should be established to facilitate reunification and accountability. Although large public venues (e.g., train stations and prominent landmarks) are appealing rally points they are also likely to be overwhelmed during an emergency.

SECTION III: SITE SPECIFIC INFORMATION

SITE ONE		
COUNTRY:	CITY/PROVINCE:	PHONE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS:		
<input type="text"/>		
LOCAL LAW ENFORCEMENT PHONE:	LOCAL FIRE/RESCUE PHONE:	EMERGENCY MEDICAL SERVICES:
<input type="text"/>	<input type="text"/>	<input type="text"/>
NEAREST EMBASSY OR CONSULATE:		
<input type="text"/>		
EMBASSY OR CONSULATE ADDRESS:		
<input type="text"/>		
EMBASSY OR CONSULATE PHONE:	<input type="text"/>	
PRIMARY DESIGNATED ASSEMBLY AREA: (meeting location to facilitate reunification and accountability)	<input type="text"/>	
PRIMARY SHELTER LOCATION: (for the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazard).	<input type="text"/>	

SECTION III: SITE SPECIFIC INFORMATION

SITE TWO		
COUNTRY:	CITY/PROVINCE:	PHONE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS:		
<input type="text"/>		
LOCAL LAW ENFORCEMENT PHONE:	LOCAL FIRE/RESCUE PHONE:	EMERGENCY MEDICAL SERVICES:
<input type="text"/>	<input type="text"/>	<input type="text"/>
NEAREST EMBASSY OR CONSULATE:		
<input type="text"/>		
EMBASSY OR CONSULATE ADDRESS:		
<input type="text"/>		
EMBASSY OR CONSULATE PHONE:	<input type="text"/>	
PRIMARY DESIGNATED ASSEMBLY AREA: (meeting location to facilitate reunification and accountability)	<input type="text"/>	
PRIMARY SHELTER LOCATION (optional): (for the event of severe weather, earthquakes, and manmade threats (e.g., violence or civil unrest) to provide temporary respite from natural and manmade hazard).	<input type="text"/>	

SECTION IV: NOTIFICATION PROCEDURES

At any point during an international educational travel experience it may be necessary to contact the university or services retained by the university to respond to emergency situations.

CONTACT

PHONE

ALTERNATE PHONE

California State University, San Bernardino

International Travel Insurance Provider

Campus University Police

**U.S. DEPARTMENT OF STATE OVERSEAS
CITIZENS EMERGENCY CENTER:**

Provides assistance to American citizens traveling abroad. The center should be contacted by phone at +01-202-501-4444 whenever any of the following occur:

- Death of an American citizen abroad;
- Arrest/detention of an American citizen abroad;
- Robbery of an American citizen abroad;
- American citizens missing abroad;
- Crisis abroad involving American citizens.

UNIVERSITY POLICE:

Should be notified of the following crimes that involve employees or students or occur on property or locations under the control of the university (limited to the space used by CSUSB student, e.g., room numbers, and limited to specific dates) in accordance with the Clery Act.

Report crime to campus police by phone 909-537-5165, email: police@csusb.edu or download report form from [http://_ https://dsa-online.dialogedu.com/csusb/school-forms/files/csa-incident-reporting](http://_https://dsa-online.dialogedu.com/csusb/school-forms/files/csa-incident-reporting).

- Murder/non-negligent manslaughter;
- Negligent manslaughter;
- Sexual assault (i.e., rape, fondling, or incest);
- Robbery;
- Aggravated assault;
- Motor vehicle theft;
- Arson;
- Domestic violence;
- Stalking;
- Larceny/theft;
- Vandalism, destruction of property, or damage to property;
- Intimidation; or
- Simple assault.

CAMPUS RISK MANAGER:

Should be notified whenever the following occur to facilitate services or support as necessary:

- Serious injury, illness, psychiatric situations, death, or hospitalization;
- Reports or occurrence of infectious disease;
- Natural disasters;
- Political unrest or turmoil;
- Missing employee or student; or
- Any other situation deemed an emergency by employees or students.

INTERNATIONAL TRAVEL INSURANCE PROVIDER:

Should be contacted whenever the following services are needed:

- Security evacuation services;
- Emergency medical services;
- Emergency travel services;
- Information services.

SECTION V: NOTIFICATION PROCEDURES

Incident	Incident Response Guidelines				
	Step 1	Step 2	Step 3	Step 4	Step 5
Missing Person	Notify local law enforcement and University Police	Suspend additional travel until the student is located	Brief students, faculty, staff of situation and develop timeline of activities/whereabouts	Cooperate with local agencies regarding searches and investigations	
Localized Violence (e.g., Terrorism, Civil Unrest)	Gather participants or meet at the pre-determined rally point and account for all participants	Determine if it is safe to continue travel or if alternate travel arrangements are required	If necessary request assistance from Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider	Remain sheltered in place or at the transportation terminal until transportation is arranged
Natural Disaster	Follow safety precautions issued by local officials, aid agencies, the Department of State or local embassy / consulate	Determine if it is safe to continue travel or if alternate travel arrangements are required and notify Campus RM/Study Abroad	Contact Campus RM/Study Abroad for assistance with protective measures and to evaluate health and safety risks	If necessary request assistance from Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider
Sexual Assault or Assault	Coordinate medical attention and reasonable alternate travel or alternate accommodations if necessary	Notify local law enforcement and University Police at the survivors discretion	Contact University Police for counseling and psychological services available through CAPS	Contact the university's travel insurance provider to assess and assist with medical, counseling services	Notify Campus RM/Study Abroad if a survivor wishes to withdraw from the program
Communicable Disease or Epidemic	Follow safety precautions issued by local health officials, CDC and the university	Contact Campus RM/Study Abroad for assistance with protective measures and to evaluate health and safety risks	Contact the university's travel insurance provider for additional information about protective measures and health and safety risks	If necessary, request assistance from Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider

SECTION V: NOTIFICATION PROCEDURES (CONTINUED)

Incident	Incident Response Guidelines			
	Step 1	Step 2	Step 3	Step 4
Arrest of Participant	Identify the participant and gather information about the circumstances surrounding their arrest	Contact the United States Department of State Overseas Citizens Emergency Center or local embassy/consulate and request assistance	Notify Campus RM/Study Abroad and inform them of the arrest	Contact the university's travel insurance provider to assess and potentially assist with legal assistance and legal fees
Medical Emergency	Contact local/host country emergency medical services and accompany the participant to the healthcare facility	Assist the participant by contacting the university's travel insurance provider or emergency contact if necessary	If emergency medical attention or an evacuation is required notify the university's travel insurance provider	
In Country Relocation	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Campus RM/Study Abroad for assistance with protective measures and to evaluate health and safety risks	Determine if it is safe to continue travel or if alternate travel arrangements or accommodations are required	If necessary, request assistance from Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations
Evacuation (Out of Country)	Gather participants or meet at the pre-determined rally point and account for all participants	Contact Campus RM/Study Abroad for assistance with protective measures and to evaluate health and safety risks to determine if it is safe to continue travel	If necessary, request assistance from Campus RM/Study Abroad to coordinate alternate travel arrangements or accommodations	If an emergency evacuation is required initiate a request through the university's travel insurance provider
University Police Notification	In accordance with the Clery Act, University Police must be notified whenever the following incidents involve employees or students, or occur on property or locations under the control of the university; murder/non-negligent manslaughter, negligent manslaughter, sexual assault (i.e., rape, fondling, or incest), robbery, aggravated Assault, motor vehicle theft, arson, domestic violence, stalking, larceny/theft, vandalism, intimidation, or simple assault.			

Appendix H: Faculty Compensation

To bring consistency and compliance with CSU pay schedules for all study abroad programs, President Morales approved on February 16, 2018, the following guidelines for faculty compensation for Study Abroad programs.

Study Abroad programs can be offered through the state or self-support and faculty compensation for teaching in those programs is governed by the Collective Bargaining Agreement (CBA) and corresponding pay schedules.

I. CSUSB Faculty Led Programs with CSUSB Courses/Credits

1. For programs offered on the state side:

- a. **Faculty Pay:**
 - i. **Summer term state-supported: schedule 2457** based on units/WTU and enrollments (min. at 13 students @ 65% of regular pay (CBA 21.15))
 - ii. **Other terms during AY: regular pay** based on units/WTU and enrollments
- b. **FTES** are counted toward overall state target FTES
- c. **Minimum enrollment:** same as for other state courses
- d. **Tuition Fees:** State tuition fees
- e. **Financial Aid:** Students are eligible for SUG and other fin. aid

2. For programs offered on the self-support side (through CEL):

- a. **Summer term:**
 - i. **Faculty Pay: Schedule 2357** based on units/WTU and enrollments (min. at 13 students @ 65% of regular pay (CBA 21.15) (similar to 2457) and the same as the rest of Summer session courses.
 - ii. **Tuition Fees:** Approved by the President and set by CEL in consultation with department; in most cases same as for the rest of self-supported Summer session courses.
 - iii. **Minimum Enrollments:** agreed upon between CEL and department or according to college summer minimal enrollments but need to cover all costs.
- b. **Interession or at different times/duration than regular terms:**
 - i. **Faculty Pay: Schedule 2322** for Special Sessions. This option allows for lower enrollments but could result in a lower than 2357 schedule compensation. Maximum pay is regular pay.
 - ii. **Tuition Fees:** Approved by the President and set by CEL in consultation with department to cover all costs and finalized prior to advertising the program.
 - iii. **Minimum Enrollments:** agreed upon by CEL and the department to ensure that the program is financially sustainable.
- c. **FTES** are not counted toward overall AY target FTES
- d. **Financial Aid:** Students are eligible for loans, SAG (only for option (a))

II. CSUSB Faculty-Led Programs with Courses Offered by Host Institution & Credits Issued by the Host Institution but taught by CSUSB faculty

CSUSB does not issue credit for these courses but host institution credits can be transferred to CSUSB with prior approval by the appropriate department.

Since faculty are hired by the host institution and compensated according to their rules and regulations, CSUSB does not compensate faculty for teaching non-CSUSB courses.

III. Compensation for Non-teaching Duties

Faculty accompanying students but not teaching any courses either for CSUSB or the host institution will be compensated for non-teaching duties such as making travel and other logistics arrangements, responding to student requests during study abroad, and performing other duties as needed, according to the following formula:

Compensation = (Number of Students) x (Number of Days) x \$5.

Examples:

for a 2 week (14 days) program for 15 students: $15 \times 14 \times \$5 = \$1,050$

for a 30 day program for 15 students: $30 \times 15 \times 5 = \$2,250$

This compensation is in addition to the covered travel expenses that include:

- Airfare
- Transportation from and to airports
- Housing/hotel
- Meals

IV. For Programs with No Faculty Accompanying Students

Since no faculty members accompany students, no compensation is issued to faculty.

Study Abroad Office coordinates arrangements with host institution.

V. Minimal Enrollments

Minimal enrollments to have a second faculty or staff member assign to the program shall be 15. (attached separately)

Appendix I: CSUSB Export Control Acknowledgement Form

Traveler's Information: First Name: _____ Last Name: _____

Traveler Status: Faculty _____ Staff _____ Student _____ Volunteer _____

Travel Destination(s) and Dates

Date of U.S. Departure: _____ Date of Return to U.S. _____

Destination City: _____ Destination Country: Cuba

(Include all cities and countries)

Export Control:

United States laws regulate the distribution of strategically important technology, services, and information to foreign nationals and foreign countries. Export regulations help to ensure national security and advance U.S. economic interests at home and abroad. Non-compliance with federal requirements can result in fines and other sanctions. To adhere to federal export control regulations CSUSB requires its faculty, staff, and students to comply with the export control regulations of the U.S.

The California State University Export Control Manual and other resources are available from the Office of Academic Research on its website: <https://www.csusb.edu/academic-research/research-compliance/export-controls>. Please review it and sign below your acknowledgement.

Enforcement: For dual-use export control violations, criminal penalties can reach a maximum of \$500,000 per violation and, for an individual person, up to 10 years imprisonment. Dual-use violations can also be subject to civil fines up to \$12,000 per violation, as well as denial of export privileges. It should be noted that in many enforcement cases, both criminal and civil penalties are imposed.

I have reviewed the Export Control website and regulations and confirm that I do not need an Export Control License.

Yes ☐ No ☐

Traveler's Signature

Date