





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

#### Budget

A Budget is prepared for each course taking into account the costs associated with the travel component for the faculty leader and course paea0.228 0 T-0.5utp-0.22 0 (t)10.9 p 0 (t revi)-0 e p pr4.75udget is p2 498.48 Tm2.109 -



## Program Fee

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



X PROGRAM DESCRIPTION: A

E. The instructional delivery methods used should

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4. Centers For Disease Control (CDC) website: <http://www.cdc.gov/>
5. CIA The World Factbook website: <https://www.cia.gov/library/publications/the-world-factbook/>
- 6.

3. On-location academic arrangements
  4. Assigned course number and course title
  5. Prerequisite requirements
  6. Overall schedule of short-term courses offered by the college/school
  7. Inclusion of non-credit participants and travel companions
- C. Any new course should go through the appropriate department and school/college Curriculum Committee or Graduate Council process.

@@ Short-Term Faculty Led Review Committee: The review committee is comprised of the Director of Global Program Development, Director of the Office of Study Abroad and a Risk Management representative. The committee is responsible for reviewing the following:

- x Travel and logistical arrangements are reasonable and viable
- x Viability of support required from Webster international campus staff and facilities
- x Overall schedule of short-term courses offered by the University community
- x Country entry requirements
- x Safety of the proposed location and security measures to be addressed based on various sources of information; such as U.S. Department of State, University insurance carrier, World Health Organization, etc. Courses traveling to countries or locations with a U.S. Department of State Travel Advisory Level 3 or 4 may be subject to additional review according to the Webster's Travel Warnings and Alerts Policy
- x Overarching issues related to the University that may affect the proposed course
- x Final approval of the academic quality and integrity of the course proposal

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



II.

A. The faculty leader must submit a request for travel form prior to booking any travel arrangements associated with the course. See form included in the Appendix.

1. Faculty leader travel expenses budget A8 0 0 11.04d1 3.739 0 Td()Tj-0.001 Tc 0.004 1w 16.87 0(3 (r(w)ai

4. The Business Office will reflect all charges including tuition, program fee, and the study abroad fee on the student accounts in accordance with stated deadlines in published course information.
5. A special refund policy for program fees may be implemented if travel expenses are paid

1. College/schools may also publish course information on their websites. To ensure accurate information, it is recommended that all published information links to the Office of Study Abroad program page.
- C. Communication with students leading up to the course is an important aspect of a successful short-term course.
1. Faculty leaders in coordination with the Office of Study Abroad, Global Program Development, and the academic department must provide information regarding the course, travel plans and costs well in advance of the study abroad application deadline.
  2. Each course should have the following available to students well in advance of the study abroad application deadline:
    - a. Study abroad application: Includes student information, emergency contact information, passport details, pictures, scholarship application, if applicable, and study abroad fee.
      - i. Created by the Office of Study Abroad upon approval of the course.
    - b. Course Syllabus: Include course learning objectives, textbook requirements, course activities, prerequisite requirements and basic itinerary for the travel week.
      - i. Created by faculty leader as part of proposal process.
    - c. Program Information Guide/FAQ: Include course details with focus on travel arrangements, cost estimate, housing details, visa requirements and contact information.
      - i. Created by faculty leader and Global Programs Development with input from the Office of Study Abroad.
    - d.

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

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

H. Risk Management

Webster is dedicated to the safety of its students, faculty, and staff. The University has a comprehensive risk management program in place to identify, assess, and mitigate risks. This program includes a variety of measures, such as safety training, emergency preparedness, and insurance coverage. The University also has a strong commitment to maintaining a safe and secure campus environment. For more information, please contact the Risk Management Office.



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

- A. Review all travel and pre-departure information
- B. Provide flight itineraries
- C. Provide cell phone number and/or Skype ID
- D. Register with the U.S. State Department Smart Traveler Enrollment Program (STEP) or

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

I. Course Logistics

- A. The faculty leader is required to facilitate all scheduled visits and activities and ensure that the program quality and content meet the learning outcomes. The faculty leader may have on-ground support from a third party provider
- B. Participants are expected to attend all organized activities on location.
- C. The faculty leader should conduct an initial orientation on location with participants to provide detailed course and safety information.



- C. Logistics: Faculty leaders and program coordinators should provide information on the quality of services used to organize the trip. This could include accommodation, transportation, travel logistics vendors, guides, cultural activities, etc.
- D. Recommendations for Improvement: What worked well and what could be improved for future courses traveling to the same destination.

//X Expense Report

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

- X The expense report must be submitted through Concur.

- X ~~Expenses incurred but not included in the original budget may not be reimbursed.~~

- ~~X~~

- X Expenses incurred but not included in the original budget may not be reimbursed. Faculty leaders should consult with Global

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

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Notes:

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

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

I. Related Webster University Policies:

A. Crisis Communication

<http://www.webster.edu/gmc/emergency-and-crisis-communications/>

B. Code of Conduct and Student Disciplinary Plan