

## Policy: Study Abroad Policy

### A. Introduction

The College of Art and Design follows University policies for credit-bearing experiences involving travel.

In addition to these policies, the College has established further guidelines for CAD-based faculty-led study abroad programs. Some of these guidelines mean that CAD will have earlier deadlines and require additional materials in comparison to expectations set by RIT Global.

#### 1. College of Art and Design Study Abroad Committee

The CAD Study Abroad Committee exists to improve communication and coordination among University, College, and School entities involved in international travel experiences open to CAD students; to support CAD faculty members who are interested in leading international experiences; and to communicate with students to raise interest and facilitate participation in study abroad opportunities.

- Structure

The structure of the committee is as follows: the committee is led by the dean's designee, and will include a faculty representative from each school of CAD, a representative from CAD student services, a representative from RIT Global, and a representative from the CAD Dean's Office who deals with financial affairs

- Terms

Faculty members on the committee shall serve three-year terms, renewable with the support of the faculty member, School Director, and dean's designee. It is preferable that faculty members of the committee should have experience with study abroad as leaders, participants, or administrators.

- Appointment

Faculty representatives on the committee shall be appointed by their respective School Directors.

- Application Process for Faculty-Led Study Abroad Programs

Faculty applications to create new programs, or run repeated programs, must be vetted and approved by the CAD Study Abroad Committee in consultation with the Dean in order to ensure that CAD is supporting a diverse and balanced slate of study abroad opportunities that provide real educational value to students.

- Criteria

The criteria below will be used to determine whether programs will be approved to continue on with the planning process with RIT Global.

- PEOPLE  
Faculty member is a good leader and knowledgeable on the topic  
Students' level, discipline, etc. are a good fit with the proposed program
- LOCATION  
Location is unique and suitable for the program  
Feasible in terms of cost, infrastructure, risk, etc.
- EXPERIENCE  
Experience is connected to curriculum  
Positive and engaging experience for students day after day  
Logistics and activities are manageable and appropriate for educational experience
- IMPACT  
Students can apply learned experience  
Experience aligns with student learning outcomes  
Broader impact on understanding of culture, society, or environment

- Timeline for New Faculty-Led Proposals:

- Programs occurring in fall semester

Week 5 of previous fall semester: proposal (Phase I form, letter of support from School Director, CV, and letter of interest) to CAD study abroad committee

Week 10 of previous fall semester: Phase II form, budget proposal, and course outlines for associated class(es) to RIT Global office, financial liaison, and CAD committee chair

- Programs occurring in spring semester, or summer

Week 5 of previous spring semester: proposal (Phase I form, letter of support from School Director, CV, and letter of interest) to CAD study abroad committee

Week 10 of previous spring semester: Phase II form, budget proposal, and course outlines for associated class(es) to RIT Global office, financial liaison, and CAD committee chair

- Faculty leading recurring programs do not have to resubmit a CV or letter of interest as part of Phase I. If the Phase I deadline for a recurring program falls before the first run of the actual program, the faculty member should inform the committee of their current intent but may delay Phase I submission until they have a chance to evaluate the program.
- The Study Abroad Committee maintains a handbook for faculty-led program planning. It is available from the chair of the CAD Study Abroad Committee.

## 2. Minimum Enrollment

Faculty-led study abroad programs including course credit must meet current college minimum enrollment in order to move forward. Study abroad programs associated with a course with an enrollment below the minimum as determined by the college will be cancelled.

## 3. Summer Salary for Study Abroad

CAD has a formula for determining salary for study abroad courses held during the summer term.

(Effective AY 2016-17, subject to change for future semesters)

For teaching a credit-bearing non-honors study abroad course with at least eight students that is scheduled entirely during summer semester, CIAS faculty will receive the following compensation:

A base amount of \$2000. per summer study abroad course (for preparation and instruction)

plus;  
\$300. per student enrolled  
plus;  
\$100. per student credit hour

*For example, if a faculty member were to have 10 students enrolled in a 3 credit hour summer study abroad course, the faculty member would be paid the following by*

*CIAS:*

*$\$2000. + (\$300. \times 10 \text{ students}) + (10 \text{ students} \times 3 \text{ credits} \times \$100.) = \underline{\$8,000.}$*

This compensation amount is separate from any funding for travel-related expenses such as airfare, lodging, etc. that may be covered by RIT Global, the faculty member's school, or the student program fees; as detailed in the final approved program budget.

*Effective: April, 2019*