

**COLLEGE OF ART AND DESIGN  
HANDBOOK FOR FACULTY-LED STUDY ABROAD**

**Last Updated 9/30/2019**

### **Developing your idea**

RIT has multiple frameworks in place for student education abroad, including studying at an RIT global campus (Dubai, Dubrovnik, Pristina, Zagreb, Beijing, or Weihai), enrolling in an affiliate program (a program run by a partner institute, so that the student would still earn RIT credit), or participating in an RIT faculty-led program. Every RIT program has a pathway suggesting an optimum semester for students to participate in study abroad, and students may complete more than one study abroad experience. This guide specifically addresses developing faculty-led study abroad programs. This involves a faculty member leading RIT students on programs that incorporate travel outside of the United States. RIT offers different models for faculty-led programs, including:

<b>Model</b>	<b>Keep in mind</b>
Semester courses	<ul style="list-style-type: none"><li>• Students need to be able to earn enough credits at the program destination to make adequate progress toward degree</li><li>• Faculty member has a workload obligation to fulfill during the semester—how will this be managed?</li></ul>
Summer courses	<ul style="list-style-type: none"><li>• Faculty member earns a summer salary</li><li>• With two faculty members, enrollment must be 16 or higher for each to earn a full salary; otherwise, they must negotiate to split the salary</li><li>• Students must pay additional RIT tuition for summer credits</li></ul>
Travel enhancement	<ul style="list-style-type: none"><li>• Travel takes place over breaks or in summer, but is attached to a spring or fall course, with course meetings during the regular term</li><li>• Should be included in faculty workload, not an overload</li><li>• Students pay for travel and program fees, but do not have to pay additional tuition as long as they are not taking more than 18 credits</li></ul>
International research	<ul style="list-style-type: none"><li>• No faculty salary or travel cost reimbursement; faculty travel costs must be self-funded or built into student fees</li><li>• For experiences with an individual student or small group</li><li>• Follows the same application and vetting procedures as other models</li></ul>

Consider which program model would work best for the experience. Read more about the different possibilities [here](#).

Basic parameters:

- Planning for a new program should begin about a year and a half or more before the program would take place. Initial deadlines are typically in mid-fall for programs running the following fall, and mid spring for programs running the following spring or summer.
- In the College of Art and Design, faculty members leading study abroad courses must be under contract and in full-time positions within our college: tenure-track, tenured, visiting, and all ranks of lecturer.
- You cannot have a conflict of interest with any third parties providing services (for example, you cannot be compensated by a travel agent or service provider to direct business to them).
- College of Art and Design programs need a minimum of eight students (with the exception of the international research model).
- Faculty members must establish a compelling connection between course content and the destination.
- RIT may prohibit travel to specific destinations based on risks to student and faculty safety.
- The College of Art and Design can request travel cost coverage for faculty from RIT Global (with the exception of the international research model).
- Courses may be co-taught, though eight students per faculty member are needed to maintain travel cost reimbursement from RIT Global or a full summer salary for each faculty member; with fewer than eight students per faculty member, travel costs for the second faculty member will be divided among the students and faculty members will split the summer salary.
- Courses must meet regular RIT curriculum requirements for credit hours (for example, a three-credit lecture course requires 45 contact hours plus time for work outside of class)
- Credit-bearing courses must be academic in nature.
- To participate, students must be full-time, matriculated RIT students in good academic and disciplinary standing.
- No one may audit a study abroad course.
- Planning and accounting procedures follow RIT and College of Art and Design travel guidelines.

As you are considering developing a program, discuss your thoughts with stakeholders: your program and department chair, advisors in your area, your department's senior staff assistant and College of Art and Design financial liaisons to RIT Global, members of the College of Art and Design committee on study abroad, and administrators at RIT Global. There are multiple issues to consider. Primary among them: do you have the temperament, skills, and patience to plan, advertise, and lead a program where you are responsible for navigating a foreign country with eight or more students? These experiences can be extremely rewarding for all involved, but they involve a great deal of mental and physical effort.

- 1) **Workload:** How will this course be counted as part of your workload? For semester or travel-enhancement courses, you will need to be able to include the course as part of your usual workload. Do you have a backup plan if your program doesn't fill? Have you included it as part of your plan of work? Give special thought to co-taught courses: if you have ten students, can your department afford to have two professors devoted to ten students that term?
- 2) **Salary and travel costs:** For summer courses, College of Art and Design faculty earn a salary based on the following calculation: \$2000 base plus \$300 (number of enrolled students) + \$100 (student credit hours generated). Travel enhancement or regular term courses should be included within the normal workload. Overload pay is not typically available for leading elective study abroad courses. Travel costs (with a maximum for meals equivalent to 21 days of foreign per diem, currently \$1638) can be reimbursed by RIT Global for any model except international research, as long as the program enrolls eight students for each faculty member participating. If two faculty members lead fewer than sixteen students, the second faculty member's travel costs will be incorporated into the students' program fees. As this means higher costs and less predictability for students, faculty should take this into account when planning. See RIT Global's requirements here.
- 3) **Curriculum:** How will the course enhance curricular offerings? Are you offering something new? Are you duplicating an existing program?
- 4) **Program model:** Which program model best suits your idea? If you choose a faculty-led model, what does your presence add that students could not otherwise do on their own?
- 5) **Audience:** Who is the audience for the program? If it is specific to one major, are there enough students to make the course feasible? Can the program fulfill any requirements? Can it be useful to multiple areas of study? Does it require prerequisites that might limit enrollment? Should the experience be limited to undergraduates, or could graduate students benefit from participating?
- 6) **Destination:** Is the destination desirable for students? How many RIT programs involve that destination? Too many in one region may mean too much competition. What special skills or experience do you have to offer for students participating in your program? Do you have local academic connections or cultural connections? Can you demonstrate a particular skill or form of research/creative work while there? Are you familiar enough with the proposed destination to offer some expertise? If you need to cultivate connections, consider applying for a FEAD grant for preliminary research a year in advance, or apply to RIT Global for exploratory funding or a site visit:  
<https://www.rit.edu/academicaffairs/global/site-visits>  
How will the program benefit from the destination? What does the destination offer for student learning that cannot be achieved at RIT? How will students experience the local culture, and how might it enhance their learning? Exposure to cultures outside of their own can be eye-opening for students. You would ideally be a leader for students in this regard. Remember that the culture in some areas may reveal different attitudes toward issues such as racial and ethnic diversity, sexual orientation, religious practice, disability, and gender expression. Can you prepare students to successfully navigate such issues in an ethically sound way? RIT Global has some resources on diversity abroad here.
- 7) **Visas:** Will you need a visa? Will students need visas? If yes, what is the time frame for processing and what is the cost involved?

- 8) **Activities:** What activities will be part of the experience at the destination? You may include non-academic outings as part of the experience, but contact hours for a course should primarily consist of academically-oriented activities. Will you need to make group reservations and arrange travel?
- 9) **Language:** Do you speak the local language? Will students need to speak the language to participate? It is not required, but there are locations where it is not feasible to navigate without local language ability. If cultural immersion is a significant aspect of the experience, language skills will help.
- 10) **Space and equipment:** Where will the academic work take place? Will you need classroom space, lab space, equipment, etc.? Will you need to borrow equipment from the cage, and is that possible? Do students need to bring laptops? Will they need high-speed internet?
- 11) **Partnership:** If you are partnering with a foreign institution, RIT must establish at least a Memorandum of Understanding (MOU) with that institution.
- 12) **Room, board, and transport:** Where will students stay, where will they eat, and how will they get around? Is secure housing available at a reasonable price a convenient distance from your daily activities? Will you stay in the same hotel or residence as students, or separately? Do lodgings have kitchen facilities? Can common requests for US travelers (for example, dietary requests or non-smoking living spaces) be accommodated? Consider day-to-day travel, but also travel to and from the airport on the US side and the destination side. Will students travel as a group from the US? Will they be able to get to their lodging from the airport alone, or do you need to arrange to meet them? Is the destination walkable? Is public transport an option? Will you need a driver or drivers?
- 13) **Safety:** How can safety be managed at the destination? Risk Management will vet all destinations, and you will need to consider student safety and reasonable precautions. You should check with the US State Department, CDC, and World Health Organization for any warnings or recommendations for your destination.
- 14) **Accessibility:** Is the course accessible to students with disabilities? Not all overseas courses can be accessible, but this is something to consider if at all possible, though many countries do not have legislation protecting access to lodging, transport, or other public services for those with disabilities. It is possible for deaf or hard-of-hearing students to request an accompanying interpreter through NTID, which then reimburses the travel expenses of the interpreter.
- 15) **Dates:** When will travel take place? For a travel enhancement course, do you need to travel before the course to gather material to work with, after the course to complement your classroom experience or connect with a foreign partner, or during the course? Have you considered seasonal weather, term times at foreign institutions, seasonal closures, etc.? Note that summer travel is often easiest if it happens at the beginning or end of the summer term, not in the middle. July travel may limit your audience if you have students who need to work, pursue a Co-op or internship, or take other summer courses.
- 16) **Communications:** How will you handle communications while abroad? Will you have access to the internet? How will you be reachable by phone?
- 17) **Finances:** Will this experience be financially feasible for students? Students cannot typically take out loans for summer courses unless they are enrolled full-time; even then, their budget for the year is not increased.

- 18) **Student expectations:** A course bearing academic credit is an academic experience: it may be fun and exciting, but it also needs to have academic rigor appropriate to the subject, site, and course level.
- 19) **Course proposals:** Do you need to propose a new course or submit a new topic? Remember that a new course needs to go through the College curriculum committee according to existing committee deadlines. If graduate students can participate, they need a course to enroll in.
- 20) **Assessment:** How will students turn in assignments? When are grades due?

Seek advice from College of Art and Design faculty with experience leading these programs, including:

Roberley Bell, UAE

Meredith Davenport, Kosovo

Denis Defibaugh, Cuba

Joyce Hertzson, Italy

Angela Kelly, Ireland

Debbie Kingsbury, various destinations for College Honors

Elizabeth Kronfield, China and Italy

Sarah Thompson, France and Italy

Mary Golden, Honduras

Brian Larson and MJ Blanchard, Kosovo

### **Application to lead a study abroad program**

Faculty program application deadlines are typically a year in advance of when the students would need to enroll for such a program (for example, a faculty member wanting to lead a program in spring or summer 2019 would turn in an application early in the spring term of 2018). College of Art and Design faculty applicants need to turn in the [Phase I application form](#), along with a CV, a personal statement, and a letter of support from their department chair. These materials should go to the head of College of Art and Design Global (the college-level study abroad committee). The committee will review the proposal and provide feedback. If the program is approved to move forward, the faculty member should turn in [Phase II form, a budget proposal](#), and a course outline (or outlines, if both undergraduates and graduates can go) to the College of Art and Design committee chair, college financial liaison, and RIT Global. New course outlines and topics must go through the usual curricular procedures for approval.

### **About Phase I**

Note that the section to be signed by the dean will be handled by the college study abroad committee after reviewing your program.

### **About Phase II**

You can find information about visas and health concerns via the US Department of State. Look up your country's recommendations [here](#).

### **Tips on preparing a budget**

- Travel expenses for study abroad must conform to RIT and College of Art and Design travel policies and accounting procedures. Read those guidelines carefully!

- Be realistic. You must look up specific dates of travel aligning with your program, and should base costs on what you and students are likely to be able to purchase. If students would have to eat oatmeal three times a day to meet a \$10/day food budget, don't set the budget at \$10/day.
- Think through your program concept day by day to be sure you aren't missing any expense categories.
- It is possible to bring an assistant, but assistant travel costs will not be covered by RIT Global or College of Art and Design and must be calculated as part of the student program fee. Assistants are not salaried though RIT Global or through the program fee.
- Make sure you remember travel to and from the airport at both ends in your transportation calculations.
- You will certainly need to include an amount for phone/internet access, and students will also need to plan for this. Check with your cell phone provider for international plan costs, and remember that you may need to use quite a bit of data in an emergency.
- Students pay the program fee amount to RIT, and you are then in charge of spending that money on program activities. You have to document these expenditures. To make everyone's lives easier, include in this category only expenses that are required for the program, for which you will pay on the group's behalf, and which do not vary from person to person. If everyone needs a travel pass and you will purchase them in bulk, include that; if you're paying a driver for group excursions, include that. Meals taken separately, groceries, snacks, taxi rides for individual sightseeing, souvenirs, etc. do NOT go in this category.
- Because you must document expenses, minimize any instances where you would need to dole out cash to individual students. If students will need to take taxis from the airport to their lodging individually, have them budget for it in their spending money as opposed to collecting it in a program fee and then having to reimburse students in cash.
- If group expenses are higher than expected once you're abroad, you will need to do what you can to mitigate that. Once the program fee has been paid by the students, that's the amount of money you have to work with for program expenses. You may need to make adjustments while you are there to make sure you stay within the limit. On the other hand, the exchange rate could go your way, and you could add in group excursions or group meals to get the most out of the program fee. Students are only issued refunds of excess fees if the excess is more than \$250/student; otherwise any excess upon return should be used by the College of Art and Design for program development or directed toward a class event.
- Build in a little room for price fluctuations or errors. Don't pad too much, because you want the cost to reflect students' real costs and be as affordable as possible. However, you also don't want to have to hike the cost once students have committed to the program. It is not acceptable to go over budget. If you go over budget, your School will need to cover the deficit and you may forfeit your next round of professional development funding.
- When you're looking up travel costs and entry fees, check to see if students have a reduced cost. If they qualify for reduced price tickets, check on what evidence must be provided to receive the reduction and make sure they can provide it if asked. Since RIT student ID cards do not have dates on them, some sites balk at accepting them.

Sometimes a dated letter from the school or program chair can be an acceptable supplement.

- An RIT-approved travel agent or coordinating institution may help you by bundling expenses. This may be more expensive than booking every event yourself, but will vastly cut down on paperwork and will make expenses more predictable. The more you can pay for in advance, in dollars, the easier the accounting process will be.
- Remember to include gratuities if you're using tour guides or other local service coordinators. Check into local customs and amounts. If you will be tipping a tour guide or motor coach driver for the group, include the amount in the program fee. If students will need to pay their own tips, be sure to include this in the list of students' out-of-pocket expenses.
- If you're traveling with a partner or a child/children, remember that you must be able to account for your personal expenditures; your partner and/or dependents cannot have expenses covered by RIT. Similarly, people not associated with the course should not be included in any group expenses (for example: a graduate student wants to travel with a spouse who is not enrolled in the course—that spouse should not be present for program activities, housed with RIT students, or included in group expenses).
- Look up historic exchange rates and go with the average over five years when planning. When processing receipts, you will use the exchange rate for the day of the expenditure, but when planning, you have to imagine that the rate might rise or fall from the time of planning to the time of travel.
- Initial student deposits are not refundable. If a student withdraws from a program with fewer than six weeks to go before departure, the student will be billed the balance of the program fee. Student funding guidelines are [here](#). Consider how you could work within the budget if a student dropped out of the program after paying the initial deposit but before paying the balance of the program fee, and no alternates joined the program.
- Faculty members' meal reimbursement maxes out at \$1638 (21 days of international per diem). If your program is longer than 21 days and \$1638 won't fully cover your meals, you will have to build the difference into student program fees. If you're staying anywhere longer than three weeks, you're probably better off finding an apartment with a kitchen rather than eating out for every meal; then you won't need to charge students any additional money.
- International research programs may not have faculty travel reimbursement, but the budget process still clarifies the costs for students and allows for an easier division of shared program costs. It also makes it possible to split faculty travel costs over participating students, if desired. The budget should be useful for student or faculty grant or financial aid applications.

You will work with the College's financial liaison and RIT Global to make sure that the budget is accurate, and that any necessary agreements with host institutions are established. You may need to update the program plan to address any issues of safety noted by Risk Management. You will also work with the College and RIT Global to set standards for student applications (you need to determine a fair method of selection, and decide whether you want to require essays, interviews, and the like) and application deadlines. Deadlines have to take into account student registration, billing dates, commitment dates established by travel agencies or host institutions, and dates when deposits are required. The College cannot make deposits without knowing



whether a program will run, so if an agency needs a deposit to hold space, student applications will need to be completed sufficiently in advance of that date for participants to be vetted, confirm participation, and pay deposits to RIT. Once you have an application deadline, RIT Global will add your program to their database.

It's important to promote your program heavily. You can talk to students about the possibility of a program before approval, but should not make specific promises until you have an approved program with an approved budget. Then you can start advertising! Posters need to be approved by College of Art and Design Marketing. RIT Global can help you design posters, or you can do so yourself or work with your department. You'll want to consider advertising over email, via posters and flyers, and through social media for the College and your program or school. There is a study abroad fair every fall; you can attend or create flyers for distribution there. Other strategies: arrange class visits; contact former students who would be eligible to go; arrange information sessions; invite students to office hours; ask your peers if they are willing to promote your class to their students; work with RIT Global to create promotional presentations with voiceovers. RIT Global has recommendations for marketing and selection [here](#). Note that there is an attrition rate of about 50% between application and confirmation: for a program with ten spaces, you should hope for twenty or so applicants.

Students apply through [Compass](#) (scroll down), the RIT Global database of study abroad programs. Familiarize yourself with [this checklist](#) about the application process, and share it with students. Students can apply for a grant from RIT Global at the same time, just by checking a box on the application and following instructions. RIT Global vets all applicants, which takes about two weeks. Students must be matriculated at RIT, and should be in good academic standing (not on probation, with a 2.5 minimum cumulative GPA). They must agree to let RIT Global consult with the Conduct and Conflict Resolution Office; if a student has a former or current behavioral issue, the Conduct Office will provide input on student eligibility. Students also need to meet any prerequisites set by the faculty leader. RIT Global's policy on student eligibility is [here](#).

RIT Global will communicate with you about eligible applicants. If you have more than the minimum number needed, you should make decisions based on criteria you establish when developing the program. Let RIT Global know ASAP who you will accept. If you have additional eligible students who can be waitlisted, you should also let RIT Global know which students and their order as alternates (first alternate, second, etc.) RIT Global sends students acceptance emails, and asks them to confirm within a week and agree to be billed for a deposit. If your set minimum of students confirm their participation, congratulations! You're leading a study abroad program.

Students are billed for program fees (and any tuition) via RIT's billing department. Confirmed students are enrolled by the College of Art and Design Assistant Dean; RIT Global sends a list of names, University ID numbers, and programs to the College of Art and Design Scheduling Officer, who then sends it to the Assistant Dean for enrollment. Students cannot enroll themselves and cannot drop the class on their own.

Between the payment of initial deposits and departure, you'll have lots of planning to do: establishing your syllabus and assignments, finalizing arrangements, finalizing the course agenda, sending students information about course materials or readings, making your travel arrangements, and communicating with students about orientation programs. You will need to be responsive to emails and stay in regular touch with RIT Global, any agencies you're working with, and the College.

### **Parents**

It's not unlikely that parents may contact you with their own questions. Answer respectfully and provide information as appropriate, but remember that if the student in question is an adult, it's really the student who should be asking these questions and communicating with their parents as needed. Encourage the parents to ask their child, and let the student in question know that they should ask you directly for information they may need. Remember, too, that you should not infringe on student privacy (their coursework and personal communications with you are not to be made available to others without the student's written consent). RIT Global has a parents' guide [here](#).

### **Pre-departure**

RIT Global requires students to attend orientation programs before departure. You will be informed about time and content.

Faculty new to leading study abroad also need to attend an orientation, and will be contacted by RIT Global.

You must also require a class orientation specific to your program about your program schedule, particular requirements, behavioral expectations, country-specific information from your own experiences, and course requirements.

If you don't have a PNC card, you should [apply for one right away](#). You should consider how you will be paying for expenses abroad: will you need a credit card from the Dean's Office? A cash advance? Make sure to make those arrangements according to College of Art and Design travel policies. For most destinations, you will probably want to use your ATM card to access cash at the best exchange rate, but you will need to contact your bank and credit card companies to notify them of travel dates and inquire about fees. You should also make sure you have any prescription medication you may need. It's a good idea to arrive at your destination with a few hundred dollars in local currency in case of emergency, and you will need to order this from your bank in advance.

### **During travel**

A recommendation: keep track of expenses and receipts as you go, and note the exchange rate day by day. A daily journal of expenditures and a portable file for receipts can help make processing information at the end much easier. It also means that you're keeping track of what you have left in the budget and can adjust as necessary.

An additional recommendation: Make a specific agenda and set meeting times and locations in advance, taking crowds, visibility, and travel times into consideration. It's much easier to

enforce “be in the lobby at 9AM for an excursion to the Louvre, and plan to be on your feet until noon; we will leave at 9:05” than “be ready to go to the Louvre in the morning.” Trying to get ten students out the door on time is challenging. If you have reservations, leave yourself plenty of time to get there.

You may have to deal with student behavior and discipline issues. Students are told in orientation that they must obey local laws and the RIT code of conduct. For example, if a country has a drinking age of 18, students over 18 may drink alcohol, but that doesn't mean they can behave in ways that would reflect poorly on RIT or miss class activities due to a hangover. Paying to participate in a course doesn't mean an automatic A, nor does it mean that they can't be subject to discipline due to questionable conduct. In extreme cases, a student with a conduct issue may be excluded from the course. There is only one of you, and time you have to spend dealing with an unruly student is time the other students don't get to spend enjoying the program. Before you go, think through what you would do: what might you anticipate as a potential infraction? How would you reasonably discipline a student? What crosses the line into behavior that would exclude the student from continuing to participate in the program? What should you include on the course syllabus? Pay attention at your orientation session and ask questions about any aspect of student conduct that concerns you. Remember that you need to be familiar with local laws and the RIT code of conduct, too!

If you have a disciplinary issue, contact Debbie Kingsbury at (585) 475-5154 (office) or (585) 503-4988 (mobile/text), and Jenny Sullivan at (585) 475-3224.

If you have a sick student, you'll need to figure out whether they need to stay at the residence that day and whether they can make up any missed work. If a student becomes seriously ill, you will need to follow appropriate emergency procedures. Students will have RIT-issued emergency evacuation and repatriation insurance through United Healthcare Global and will be given wallet cards to carry with them. Students are advised to have health insurance that covers them while they are abroad and proof of it in writing. RIT Global can direct students to short term international health insurance options if necessary. RIT Global will provide you with all students' passport and emergency contact information prior to departure. You must carry this with you while abroad.

Familiarize yourself with RIT procedures for international travel emergencies [here](#). Public Safety, at 585 475 3333, is your first call; then contact Assistant Dean of College of Art and Design Student Services Debbie Kingsbury at (585) 475-5154 (office) or (585) 503-4988 (mobile/text), and Jenny Sullivan, RIT Global Director of Study Abroad and Fellowships, at (585) 475-3224.

Title IX procedures are in effect during travel, as is your role as a mandated reporter. If you witness a Title IX offense or if a student reports sexual harassment or assault to you, file a report [here](#). You can direct students to resources about health and safety abroad [here](#), and about Title IX issues (including links to resources for support) [here](#).

### **Upon return**

When you return, you'll need to work with your department senior staff assistant to complete a TER (travel expense report) **within two weeks** (or sooner if your course ends within a week or so of June 30<sup>th</sup>, the end of the fiscal year). You need to follow existing College and RIT procedures for international travel to document expenses. You'll make two receipt piles in date order:

- Your reimbursable expenses (College of Art and Design documents these and requests reimbursement from RIT Global)
- Program expenses (College of Art and Design documents these and is reimbursed from student program fees)

After the expenses are processed, you will be reimbursed for your documented reimbursable expenses (or will pay any balance owed if you took out a cash advance totaling more than your expenses).

Faculty leaders must reflect on their program experiences for RIT Global; you will be contacted via email to complete a Reflection Report. Students are also asked to evaluate the program for RIT Global; you may wish to ask for your own course evaluations or set questions on the STAR evaluation form specific to the experience. You should invite students to showcase your program experience at the annual Global Learning Symposium, which takes place each November. If your program is a travel enhancement course with the travel taking place prior to the course or during spring break, you of course have regular course activities to complete upon return.

### **Repeating a program**

If you wish to run a program again, you should let the College of Art and Design Study Abroad Committee know as soon as you are able; this may be after deadlines for new programs if the current program has not yet ended. You do not need to turn in totally new documentation, but should still turn in a Phase I form and a letter of support from your chair, and then develop an updated Phase II form and budget. You won't need quite as much lead time for a repeat program, but still have to have a budget approved before applications can open. The latest date students can apply for fall programs is April 15; for spring, October 15; and for summer, March 1, so you would need an approved budget several months in advance of that cutoff to give you time to advertise and recruit and to give students the chance to plan.

### **Further resources**

Ross Lewin, ed. *The Handbook of Practice and Research in Study Abroad: Higher Education and the Quest for Global Citizenship* (Routledge, 2009)

Susan Lee Pasquarelli, Robert A. Cole, and Michael J. Tyson, eds., *Passport to Change: Designing Academically Sound, Culturally Relevant Short-Term Faculty-Led Study Abroad Programs* (Stylus, 2017)

## **Links and contacts**

### **Within the College of Art and Design**

Curricular pathways for study abroad for College programs: <https://inside.College of Art and Design.rit.edu/facultyadjunctstaff/curriculum-resources/planning-sheets-curricular-tables-and-study-abroad-pathways/>

College of Art and Design faculty and staff travel reimbursement: <https://inside.College of Art and Design.rit.edu/wp-content/uploads/2017/08/COLLEGE OF ART AND DESIGN-Travel-Reimbursement-Guidelines.pdf>

Travel pre-approval form: <https://inside.College of Art and Design.rit.edu/wp-content/uploads/2017/08/COLLEGE OF ART AND DESIGN-Faculty Staff PreApproval Travel-2.pdf>

Travel receipt page: <https://inside.College of Art and Design.rit.edu/wp-content/uploads/2017/08/COLLEGE OF ART AND DESIGN-Travel-Receipt.pdf>

Chair, College of Art and Design Study Abroad Committee: [Sarah Thompson](#)

College Financial Liaisons to RIT Global: [Lea Stavoli](#)

College of Art and Design marketing: [Kelly Sorenson](#), College Marketing Communications Director; [Aaron Garland](#), Web Content Manager

### **Within RIT Global**

RIT Global: <https://www.rit.edu/academicaffairs/global/>

Director of Education Abroad: [Jenny Sullivan](#)

Program Specialist for Education Abroad: [Cecelia Hencke](#)

Marketing and Billing Specialist: [Michelle Fitz](#)

Faculty application forms and budget worksheets:

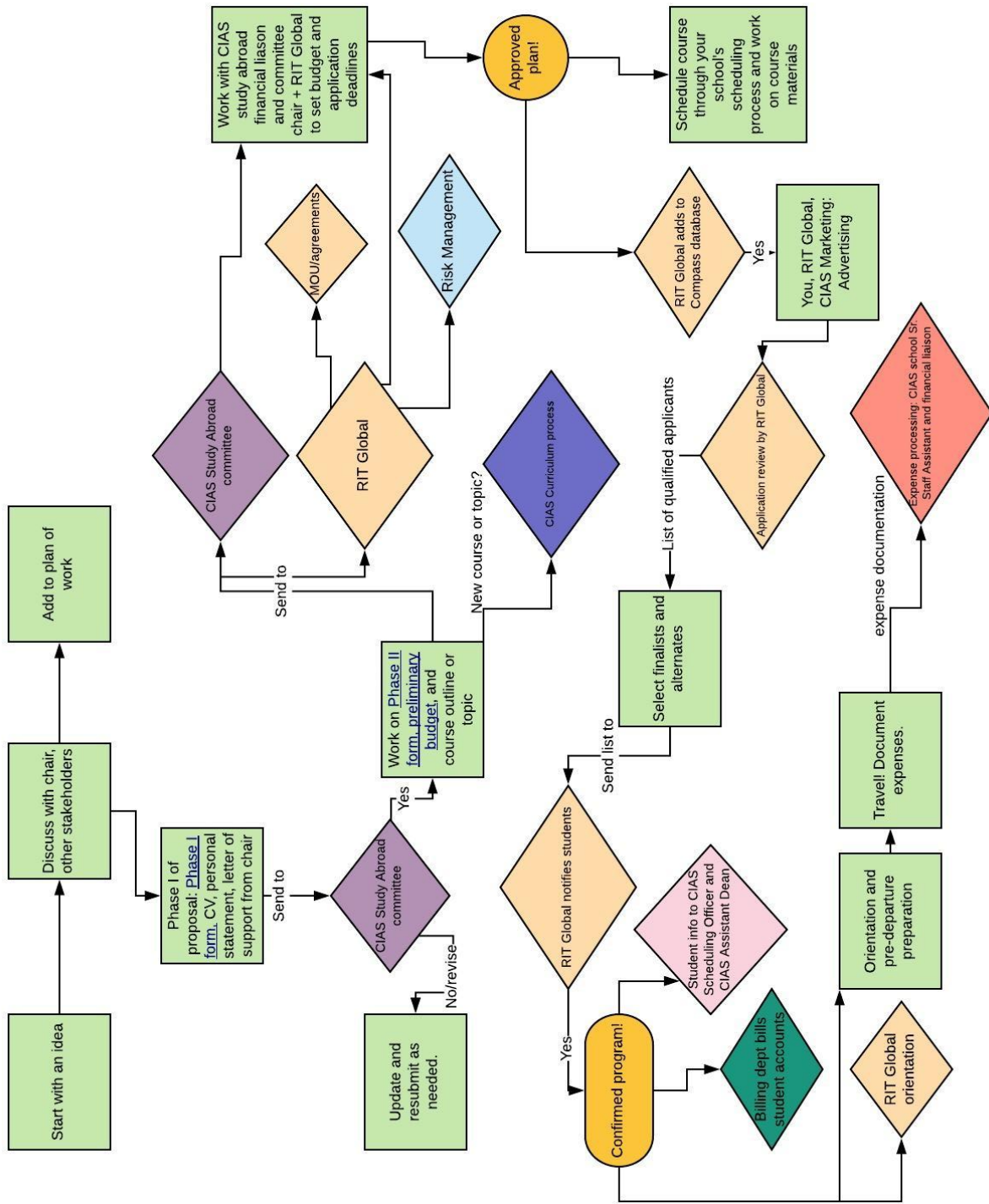
<https://www.rit.edu/academicaffairs/global/lead-faculty-led-program/program-development-and-budget-process>

### **RIT travel policies**

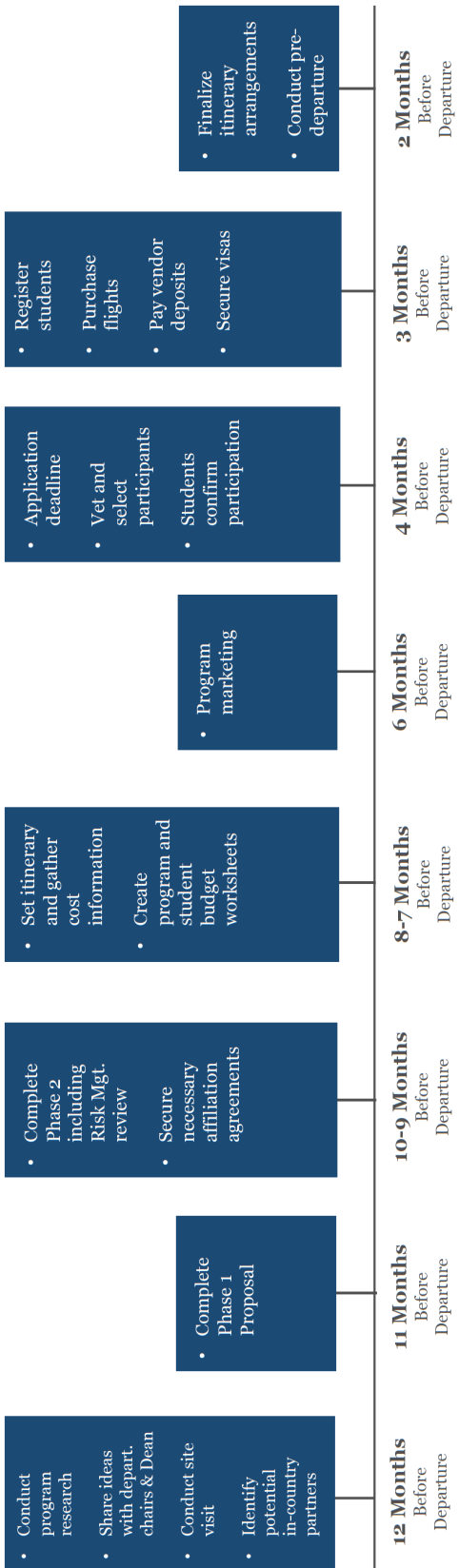
<https://www.rit.edu/fa/controller/travel>

### **US Department of State**

<https://www.state.gov/travel/>



# Faculty-Led Program Development Timeline



Keep in mind that fall programs and travel enhancement programs may require a longer timeline.

