



BABSON

Electives Abroad

Faculty Manual

2016-2017

Section One: Proposal Process

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What Makes a Successful Elective Abroad Program

Academic Integrity

Education Abroad programming is a serious and meaningful academic learning consisting through academic study. The course syllabus should include coursework as well as experiential learning and should be lead in a manner that enables participants to connect with the local culture and society in which the course takes place.

Babson's elective abroad programs must adhere to the same high standards of content, delivery, and assessment as courses taught on campus.

Cultural Integration

Strong programs facilitate participants' integration into the local culture, so that students engage with that culture and society at fairly sophisticated and complex levels and, by means of this connection, arrive at a deeper understanding of its people and culture.

The course should incorporate some content relating to the host country, culture, economy, and history. From this integration and engagement, the student should learn not only about the host country and region, but also about how it compares to their home country and society.

The hope is that this process of integration and engagement will teach the student a great deal about themselves as well.

Without this academic integrity and cultural integration, the student remains merely a tourist and, although tourism is sometimes educational, it is rarely "credit-worthy."

The goal of Babson Electives Abroad is to encourage and engage students so they can become more than tourists visiting the city and region where the program is located. We want to go beyond "educational tourism" and avoid giving students the feeling that they



Undergraduate Japan Elective Abroad, Winter 2016

are just passing through the society in which they find themselves. All education abroad programs, especially short-term electives abroad, must find ways to enable students to interact with and engage in the host culture. This is perhaps the greatest challenge for faculty when designing and leading an elective abroad.

The Safety and Security of Participants

The safety and security of our students, faculty and administrators while they are overseas is critical. For this reason, Babson's International Travel and Return Policy outlines additional waiver request requirements for proposed courses in regions where a U.S. department of State Travel Warning is in effect. In addition, because emergencies can occur anywhere in the world, each elective abroad program must adhere to Babson's emergency preparedness protocols.

Fiscal and Budgetary Responsibility

We recognize that many students face considerable financial pressures in completing their studies at Babson and that an education abroad experience may create additional financial burdens. The Glavin Office works to control the costs of all international programs it administers. We work closely with Student Financial Services Office and other offices on campus to assist students to identify possible financial options so they are able to consider an abroad experience as part of their educational goals. Understanding that program costs are somewhat outside our control, we do ask faculty when developing an elective abroad, that they strive to find a balance between fiscal responsibility, logistics, and academic content, to maximize both the opportunity for student learning and the opportunity for participation by any interested student regardless of their financial constraints.

Faculty proposing new elective abroad courses must have investigated the associated expenses (i.e. average cost for airfare, accommodation, daily meals, etc.) and then determine if it is feasible to provide the highest quality program in the most cost effective manner. Given that faculty expenses are included in the program fee paid by the students who are participating in the elective abroad, faculty should expect that expense reimbursement will differ from the guidelines outline in the college's travel policy. Funds expended for programs are carefully monitored and accounted for, and each faculty is expected to reconcile his/her expense report within two weeks upon returning to the United States following the guidelines in the Post-travel Section of this manual.

The Needs of the Student

One of Babson's goals is to provide our students with programs (short-term, semester, and year-long) that reflect the academic strengths of the college. We also must seek to offer programs that appeal to students.

In developing new programs, Babson places a priority on proposals that demonstrate



Undergraduate Chile Elective Abroad, Fall 2015

explicit support of these principles, and encourages faculty to identify new content areas and locations rather than duplicating opportunities that already exist on campus. The effort in selecting new courses is to augment and complement the existing curriculum. In this way we will be providing our students with an even stronger academic experience.

Additionally, the faculty must be prepared to provide a high level of personal support for students on their course (significantly higher than on the campus) as traveling outside the United States often requires a higher level of care.

An Appropriate Orientation

Elective Abroad students should not arrive in the host country ignorant of things that they need to know in order to understand the host culture and its people. The pre-departure orientation and academic sessions are best viewed as an ongoing process, starting well in advance of departure and continuing in-country, and if possible after students return to campus.

To prepare the students adequately for living and studying abroad, the proposal should include time provision for pre-academic sessions as well as pre-departure orientation (led by the program manager) that includes preparation for both content area visits as well as logistical and travel expectations.

Likelihood of Success

When proposing an Elective Abroad, the faculty should have thought through the factors that increase the likelihood of success. This would include identifying a content area of interest, an adequate pool of students that have expressed interest, and an appropriate location for the course.

Multiple Site Programs

For Elective Abroad courses that involve multiple sites, additional considerations include:

- The program balances the need to provide effect of several cities/countries on the specific academic content with the need to an in-depth experience in each of the locations.
- The program has an itinerary that neither exhausts the students nor inflates the cost of the course unnecessarily.
- The program provides opportunities for students to interact with residents of the cities/countries visited.

It's A Partnership

The Role of the Glavin Office, the Faculty, and the Third Party Provider

Planning and implementing elective abroad is labor intensive and requires a team effort. The faculty member and administrator must work in partnership with the Glavin Office Electives Abroad Team. In addition, successful implementation requires cooperative working relationships with Student Financial Services, Registrar Office, Alumni Relations, Accounts Payable, Purchasing, Risk Management and the academic advisors from both the Graduate and Undergraduate schools. Finally, in many cases, a Third Party Provider will work with Babson to assist with the design and/or delivery of the program.



Undergraduate Malaysia Elective Abroad, Winter 2015

It is helpful to outline the role of the Faculty, the Administrator, the Electives Abroad Team, and the Third Party Provider.

While every program is unique, this outline provides an understanding how all parties are involved in the planning and implementation of an Elective Abroad at Babson.

The Glavin Office Elective Abroad Team

The Glavin Office Elective Abroad Team is responsible for coordinating all elective abroad programs at Babson College. Faculty members who would like to propose and design an elective abroad course are encouraged to contact the Glavin Office as early in the proposal process as possible. The Glavin Office will provide faculty with assistance during all phases of program development through implementation.

The Electives Abroad Team agrees to do the following:

- Assists faculty to develop an elective abroad proposal and budget.
- Familiarizes the faculty with Elective Abroad program objectives and assessment tools.
- Assists faculty with suggested activities that will facilitate cross-cultural skill acquisition.
- Convenes a meeting to provide an opportunity for the graduate dean, undergraduate dean, associate provost for multicultural & international education, as well as, the Elective Abroad team to review all proposals, ask questions, and discuss concerns prior to presenting proposed electives abroad to the Advisory

Committee for Education Abroad (sub-committee of UAPC) for selection of course offering for the next academic year.

- Assists faculty with program planning once proposal is approved.
- Facilitates the RFP process with third-party provider/partner institution (as needed).
- Negotiates with the third party provider/partner institution matters relating to the contract and pricing, marketing of the program, on-site orientation, etc.
- Determines program fees and establish program budget in collaboration with faculty.
- Designs and implements the marketing of elective abroad courses with faculty's assistance. This would include:
 - Creates and produces brochures, flyers, posters, etc.
 - Coordinates with faculty to schedule information sessions/receptions.
 - Communicates all elective abroad course information using collateral via email, online announcements board, campus calendar, enewsletters, classroom visits, education abroad fairs, and other recruitment events.
- Distributes other publicity materials throughout campus.
- Answers logistical student inquiries.
- Liaisons with the offices of Student Financial Services, Community Standards, Registrar's Office, Office of Graduate Programs, and Undergraduate Academic Services.
- Develops and manages the application process.
- Coordinates application review process with faculty (as needed).
- Notifies students of acceptance, waitlist or withdrawn status.
- Informs faculty of enrollment during recruitment period.
- Collects all required documentation from student participants.
- Bills and collects all program fees (excluding tuition).
- Develops program itinerary with faculty, and continuously updates and coordinates all logistical details with in-country contacts or third-party providers leading up to the departure.
- Creates, develops and implements Faculty Risk, Health & Safety Workshop.
- Prepares resource binders for faculty containing risk management procedures, student health forms, health insurance information, emergency contact information, and passport copies.
- Processes P-card and/or travel advance paperwork for faculty.
- Receives and processes program related invoices.
- Coordinates scheduling for pre-academic sessions led by faculty.
- Works with faculty to plan content for pre-departure orientation.
- Conducts orientation in collaboration with Administrator to review health, safety, student conduct and logistical expectations with students.
- Meets with faculty and administrator within two weeks of departure to review final logistical details.

- Distributes an online program evaluation following conclusion of the program.
- Provides re-entry programming for program participants.
- Arranges meeting with faculty, administrator and third party provider (as needed) to debrief all aspect of the course within one month of return from travel.

Faculty

Faculty who choose to lead an elective abroad course often make the commitment because they believe that study abroad experiences can significantly enrich a student's



Graduate Brazil Elective Abroad, March 2016

undergraduate education. Education abroad can also be fulfilling for faculty as it enables them to provide students a hands-on, exciting experience in a different cultural environment.

The faculty's role is crucial. He/she must develop academic content, set student expectations on course delivery and student conduct. He/she will also work with Glavin Office Program Manager on logistics and itinerary, and then lead the course abroad responsibly from the standpoint of risk management.

It is a big job, and the Glavin Office as well as the Administrator traveling with the group, is committed to handling as many of the logistics as possible enabling the faculty member(s) to focus on the academic aspects of the program.

Faculty leading an elective abroad needs to be willing to do the following:

- Prepares a program proposal and preliminary budget.
- Answers any questions raised by dean or Glavin Office regarding elective abroad proposal.
- Obtains approval for the elective abroad from division chair.
- Completes and submits all required forms on Studio Abroad by required deadlines.
- Works with division chair and department administrator to complete compensation requirements.
- Prepares necessary paperwork for experimental course proposal (first time elective abroad is offered) and prepares necessary materials for the course approval process with assistance of Elective Abroad Team (prior to third offering of course.)
- Provides additional details needed for RFP process to Electives Abroad team within one month of approval (if a third-party provider or international academic institution is being utilized for on ground logistics/academic programming.)
- Designs academic aspects of the program, including academic, professional, and/or cultural site visits, tours, and lectures.
- Responds to program manager requests for logistical details in a timely manner to minimize issues in the quality and delivery of the program due to missing planning windows established

by vendors (i.e. airlines, hotels, bus transportation, event ticket vendors, third-party providers, etc.)

- Collaborates with program manager to prepare (edit) summary of program for publicity materials and websites.
- Works with program manager to schedule information sessions, and then conduct the session.
- Attends the Faculty/Administrator Risk, Health & Safety Workshop.
- Develops and leads a minimum of five hours of pre-travel academic content to prepare students for their time in-country.
- Collaborates and attends the pre-departure orientation session led by Glavin Office Program Manager and Administrator.
- Develops working knowledge of Electives Abroad's risk management plan.
- Develops working knowledge of Babson's protocols related to traveling with student group abroad.
- Develops code of conduct with student input and clearly articulate consequences of noncompliance to participants.
- Submits final itinerary to Elective Abroad program manager no later than 30 days prior to travel.
- Meets with Glavin Office program manager and administrator within two weeks of departure to review final logistical details.
- Arrives at destination one day prior to students to insure all details are in place (note: for Thanksgiving and March break courses faculty will travel on same flight as students.)
- Leads academic content delivery while abroad and maintains academic focus of program.
- Serves as a guide, academic advisor, and responsible counselor to students while abroad.
- Takes appropriate action, in collaboration with Administrator as well as contacts on campus, when participant violates code of conduct.
- Takes appropriate action, in collaboration with Administrator, when student becomes ill or is injured.
- When risks arise, initiates risk management plan, in collaboration with Administrator, as appropriate while providing leadership, making decisions, clarifying risks to students, and providing options and choices as appropriate.
- Documents the following, in collaboration with Administrator, to ensure appropriate paper trail: academic issues, student illnesses, code of conduct violations, and steps taken in response to any and all emergencies or risks.
- Promptly alerts Babson College and Third Party Provider of any concerns while abroad via phone.
- Conducts post travel academic session (when back on campus or on last day in country.)

- Returns Glavin Office cell phone within one week of return (if used.)
- Submits expense report to Elective Abroad program manager within two weeks of return.
- Returns travel binder and P-card to program manager within two weeks of return.
- Assigns and posts academic grades.
- Meets with Electives Abroad program manager, administrator and third party provider (as needed) to debrief all aspect of the course within one month of return from travel.

Administrator

The Elective Abroad Administrator role begins with pre-departure and concludes with post debrief. The Administrator, as an employee of Babson College, travels with the course to assist the faculty with group management and logistics. In addition, he/she can speak on behalf of the college in response to incidents related to health, safety and risk management which allows the faculty to focus on the academic aspects of the course at all times.



Undergraduate France Elective Abroad, March 2015

Administrator responsibilities include but are not limited to the following:

- Acts as a representative of Babson College and as such follows the College's expectations for professional conduct during all aspects of the course.
- Understands the responsibilities of and supports the Lead Faculty Member.
- Completes and submits all required forms on Studio Abroad by required deadlines.
- Prepares for travel through self-education on country culture, facts, basic language, etc.
- Attends the Faculty/Administrator Risk, Health & Safety Workshop understanding that new and updated material will be presented each year.
- Reads travel binder materials thoroughly.
- Becomes knowledgeable about Babson Emergency Protocols.
- Attends all pre-travel academic sessions and posts course meeting(s).
- Conducts pre-departure orientation in collaboration with Administrator to review health, safety, student conduct and logistical expectations with students.
- Meets with Glavin Office program manager and administrator within two weeks of departure to review final logistical details.
- Travels with the student group for the duration of the program including group flight (if applicable).
- Carries and manages thank you gifts, handles gratuities at group events and distributes materials, as needed.
- Addresses travel logistics (in country) for the group, including resolution of issues as they occur 'on the ground.'
- Provides on-site assistance with emergencies or illness.
- Acts as 'point person' to Elective Abroad Program Manager for travel, logistics and course updates.

- Participates in the course wrap-up session led by faculty.
- Follows Glavin Office/Babson College policies and procedures for expenses and expense reports.
- Meets with Electives Abroad program manager, administrator and third party provider (as needed) to debrief all aspect of the course within one month of return from travel.
- Partners with Glavin Office to share experience with the Babson College community after the course.

Third Party Providers/Partner Institution

When a faculty member would prefer to have some assistance with the in-country planning



Graduate Singapore/Hong Kong, Winter 2016

and execution, the Glavin Office will work with them to determine whether a Partner Institution or Third-Party Provider best meets their needs. Both Partner Institutions and Third Party Providers are able to draw on their expertise and in-country staff, business contacts, and facilities (classrooms, residence halls, etc.) to assist with program design and logistics, as well as health and safety risk management.

The Third-Party Provider typically does the following:

During Proposal Process:

- Submits written proposal to the Electives Abroad Team based on the details given in the RFP.
- Answers any questions raised by faculty or electives abroad team after reviewing proposal.

Once Awarded the Business:

- Enters into written contract with Babson College through Glavin Office.
- Carries necessary liability insurance and provides binder with signed contract.
- Meets with faculty and Glavin Office program manager during design process to develop understanding of program goals and financial constraints of the program.
- Assists with determining location(s) that will reinforce the academic focus.
- Assists with developing a schedule that maximizes time overseas.
- Finds and reserves appropriate classroom and living spaces.
- Bills Glavin Office for payment according to agreed-upon payment schedule.
- Conducts in-country student orientation and provides on-site information.
- May arrange flights and airport transfers upon arrival and departure.
- Arranges in-country travel and obtains transportation passes.
- Organizes and oversees hotel arrangements for both students, faculty and administrator.
- Rents classroom space and equipment needed.
- Arranges all logistics for cultural and academic visits.

- Meets with Electives Abroad program manager, administrator and faculty to debrief all aspect of the course within one month of return from travel.
- Other miscellaneous duties.

As you can see, organizing and implementing an elective abroad requires a great deal of work, but it is manageable if each party does their part. The Glavin Office Elective Abroad team is always happy to discuss the design and implementation of a program with you, so please give us a call at 781-239-4482.

The Ideal Timeline for Elective Abroad

Approval Process: 14-18 months in advance of program departure

A faculty who is interested in proposing a new elective abroad:

- Begins to assess what is needed for a program (academically, location, timeframe) as well as the potential for sufficient enrollments.
- Contacts the Director of Electives Abroad to discuss his/her interest in leading an elective abroad, to ask any questions and to request feedback for moving forward.
- Meets with faculty colleagues who have led electives abroad to gain some insight or to ask for advice.
- Drafts an elective abroad proposal and preliminary budget with assistance from the Glavin Office.
- Meets with division chair to discuss proposal and request for their approval to submit.

Development Process: 12–14 months in advance of program departure

Faculty:

- Submits Elective Abroad Proposal form and preliminary budget to Glavin Office via Terra Dotta system.

Glavin Office:

- Convenes a meeting to provide an opportunity for the Graduate Dean, Undergraduate Dean, Associate Provost for Multicultural & International Education, as well as, the Elective Abroad team to review all proposals, ask questions, and discuss concerns prior to presenting proposed electives abroad to the Advisory Committee for Education Abroad (sub-committee of UAPC) for selection of course offering for the next academic year.
- Glavin Office notifies all faculty whether their submission was accepted, deferred or declined.
- Accepted course faculty complete required forms in Terra Dotta system.
- Electives Abroad (EA) Program Manager and faculty determine if Third Party Provider (TPP) will be used and solicit bids.
- EA Program Manager collects bids and reviews with faculty for final TPP selection.
- EA Program Manager and faculty finalize budget and set program fee.
- EA Program Manager develops contract with TPP, requests legal counsel review as necessary, and obtains final signatures from Associate Dean and TPP.

- EA Program Manager and faculty discuss marketing plan, including content for flyers and brochure page, information session date and content, as well as, identifying other promotion opportunities.

Recruitment Process: 6–12 months in advance of program departure

- EA Director works with faculty to select EA Administrator.
- Glavin Office prepares program flyer, program poster, and student application.
- EA Program Manager, EA Program Coordinator and faculty commence program promotion through information sessions, flyers, posters, LCD monitors, emails, newsletters, website, Education Abroad Fair, etc.
- EA Program Manager processes student applications and works with faculty and other offices to qualify and select students.
- EA Program Coordinator bills student participants for non-refundable deposit.
- Students complete all required forms and submit non-refundable deposit.
- Faculty and EA Administrator attend workshops on emergency preparedness, health and safety, financial procedures, and assessment of cross-cultural learning outcomes.
- EA Program Manager will reserve flights for group travel, if applicable.

Student Logistics: 3–6 months in advance of program departure

- Elective Abroad applications close; EA Program Manager and faculty finalize program cost based on participant number and determine if program can run.
- EA Program Manager works with both the TPP and faculty to coordinate logistics.
- EA Program Manager monitors budget.
- EA Program Coordinator bills student participants for final program fee; EA Program Assistant monitors student payments and notifies EA Program Manager of outstanding balances.
- EA Program Coordinator send student participant list to Registrar Office.
- TPP invoices the Glavin Office for program costs; Glavin Office utilizes funds collected as program fees to paid TPP.
- EA Program Manager advises students on next steps in logistics planning, i.e. dates/times of pre-travel sessions, purchase of air tickets, passports and visa acquisition, immunizations, rooming requirements, etc.
- EA Program Manager finalizes group air tickets and purchases separate tickets on

same flight for faculty and administrator. When course does not have group air tickets, EA Program Manager communicates to faculty and EA Administrator the budgeted amount for air tickets. Faculty and EA Administrator purchased tickets or share flight details for EA Program Manager to purchase on their behalf.

- EA Program Manager creates KeynectUP contact account for program to share with faculty, EA Administrator, and students prior to departure.
- Faculty holds pre-travel academic sessions.
- EA Program Manager holds pre-departure orientation session.

Faculty Logistics: 2 months in advance of program departure

- EA Program Manager issues college purchasing cards and cash advances to faculty and EA Administrator.
- EA Program Manager determines cell phone needs of faculty and EA Administrator.
- Faculty, EA Administrator and students register with International SOS and US Department of State STEP.

Last Minute Procedures: 1-2 weeks in advance of program departure

- EA Program Manager meets with faculty and EA Administrator for final travel preparation and distributes travel notebook.
- EA Program Manager distributes final ground itinerary to students.

Program Takes Place

- EA Program Manager remains in contact with EA Administrator to assist with issues or crisis management.

Program Concludes: 7-14 days after conclusion of program

- Faculty and EA Administrator submit travel expense reimbursement and copies of p-card statements to EA Program Manager.
- EA Program Manager schedules a post-course debrief meeting with faculty, EA Administrator and TPP (if applicable).
- Student complete Registrar's Office course evaluation forms.

Program Final Course Requirements: 1 – 2 months after conclusion of program

- Faculty holds a post-travel academic session (if not held in-country).
- Student complete and submit/present final course academic requirements.

Thinking through everything: The logistics checklist

Travel logistics—flights, hotels, site visits, meals—make implementing an elective abroad course different than teaching on-campus.

While thought-provoking academic content supported by the international location is the core of an elective abroad program, thorough logistical planning and coordination is required for the success of any overseas program.

It is helpful for the faculty leading an international program to be familiar with the countries, cultures, and sites where he/she is taking students. Often even the most experienced faculty will encounter challenges, and the more familiar he/ she is with the site and customs of the destination, the more easily he/ she is able to keep order in the group or situation while offering a quality academic experience.

It is also understood that when leading a group of students abroad, it is helpful for the faculty to arrive in advance of the group to not only feel comfortable with the

surroundings but also to have time to recoup from travel. Faculty should discuss with the EA Program Manager his/her desire to arrive a day in advance of students early in the planning process to insure appropriate funding is included in the budget. NOTE: Further discussion with EA Administrator is required if group travel is involved.

The following questions will help you think through and plan the logistics of an overseas program.

Transportation:

[Does group flight make sense?](#) Group flights are required for Thanksgiving week and March break week electives abroad. All other courses require a conversation with EA Program Manager and faculty.

[Where are students expected to arrive for the program?](#) For non-group flights, faculty must determine the airport for both arrival and departure. Other questions to



Undergraduate London Elective Abroad, Winter 2016

answer: Will there be group transportation to/from airport? If no, is there adequate/safe individual transportation options? When are students expected to be in country? Will participants meet at a pre-assigned location before proceeding to the first night's accommodations?

How is the group traveling within country? Plane? Train? Bus? Ferry? Taxi? By foot? Bike? What size are vans/buses in the country, and will the group need more than one? Are there country-specific regulations on how long coach drivers can drive in a day?

Housing:

Where will the group be staying? hotel, hostel, university residence halls, conference facilities, or other accommodations?

How far in advance do reservations need to be made? If a specific hotel or university residence hall is preferred, it is necessary to determine the reservation timeline. Other considerations: Are the accommodations in the city center? Near a subway/train stop? Is breakfast included daily? Is internet access included?

Meals:

Will there be group meals? How many? A welcome and/or departure dinner?

When students are expected to get meals independently, will there be adequate time allotted in the schedule? Often in an effort to provide students with a robust schedule of company visits, planning for meals is lost when travel time between visits is miscalculated. It is important to include independent lunch and dinner in the schedule and to remember that this includes 15-30 people dispersing to dine and reconvene, hence when allotting one hour it may actually be 75-90 minutes.

Classroom and Office Space and Equipment:

When will classroom(s) be needed while abroad? Everyday? Morning? Afternoon? On specific days? Will hotel conference room work? Is media needed?

Do the accommodations have meeting space? If not, where will the group meet?

If renting a classroom, is there a charge? If yes, make sure it is included in the budget.

Excursions:

What relevant academic, professional, and/or cultural site visits, tours, lectures, or interviews might be planned **in order that the location of the program informs the course content?** Will you work with a university abroad? What contacts do you have that might be of assistance?

Who will make the arrangements for these excursions? How will payment be made for the excursions? Will payment for services be required to the entity or person making the arrangements? **NOTE:** All universities, service providers and individuals providing services/excursions need to be

Passports and Visas:

Will visa(s) be needed? If yes, students must be given detailed information about what a visa is and how to apply for one. If traveling to more than one country, students need to be alerted to the timeframes and requirements for obtaining visas.

Health and Safety:

Have you checked the U.S. State Department's Travel Warnings? Is the country listed on the DOS Travel Warning or Alert list? If yes, a waiver process is required and must be approved before course will be considered by the Glavin Office, Undergraduate/Graduate Dean, Vice Provost, Multicultural & International Education and the ACEA.

Have you checked the U.S. State Department's Consular information sheets **and International SOS for every country to which you will take students? Are there political disturbances or areas of instability in the country/ies you intend to visit that should be considered?** These sources provide information so that travelers can make informed decisions about travels. The sheets describe entry requirements, currency regulations, unusual health conditions, the crime and security situation, political disturbances, areas of instability, information about driving and road conditions, and drug penalties. The information sheets also provide addresses and emergency telephone numbers for U.S. embassies and consulates.

Have you checked the Center for disease Control's Web site? Are there health concerns that need to be considered? What do the CDC, the State Department and International SOS report about health risks in the country(ies) you intend to visit? Are

particular immunizations or medications required or recommended? How will you minimize health risks for the group?

Elective Abroad Approval Process

Program Approval

There are three levels to the Elective Abroad approval process at Babson:

1. Approval of Division Chair

During the proposal submission process, you should consult with your division chair to receive his/her approval to propose a new course

2. Review and selection by Graduate Dean, Undergraduate Dean, Vice-Provost, Multicultural & International Education and the Advisory Committee on Education Abroad

After the proposal process closes, all submissions are reviewed, evaluated and approved by the appropriate Dean's office, the Electives Abroad Team, the Vice-Provost, Multicultural & International Education, as well as the Advisory Committee on Education Abroad for their innovative approaches and curricular fit for the intended student population.

3. Approval of Experimental Course Proposal (Year 1& 2) and Permanent Course Proposal (Year 3) by the UPAC or GAPC.

Once the elective abroad has been selected to be offered, the faculty is responsible for submitting the experimental course or permanent course proposal form to the Graduate or Undergraduate Dean's Office. The proposal will be presented to the UPAC or GAPC for approval.

Course Number Assignment

After the UPAC or GAPC has approved the experimental course, the respective Dean's Office forwards the course proposal form to the Registrar's Office and a course number is assigned.

Student Registration:

Students will not registrar in electives abroad until the course is fully enrolled (a minimum number of 15 students is required for the course to be offered) and final payment is made.

The Electives Abroad Program Coordinator will register students for the course when criteria above has been met.

Creating an Elective Abroad Program Budget

The goal of the Elective Abroad budget is to be self-sustaining, hence a well-crafted program budget is necessary to ensure that there is sufficient income to run a quality program safely. Typically, the EA Program Manager and faculty will work in collaboration to create and manage the budget.

It is important for the faculty to draft a preliminary budget during the proposal process.

NOTE: This budget is for program expenses only. Faculty compensation is handled directly through his/her division.

The Components of a Budget

Program expenses fall into three categories:

1. Administrator expenses
2. Faculty expenses
3. Direct student expenses

Program revenue falls into two categories:

1. College budgeted funds (for Administrator expenses)
2. Program fee income

Faculty Expenses

Faculty expenses are those incurred during the course of the program, including airfare (coach fare), ground transportation, accommodations, meals, entry fees to cultural visits, internet access, cell phone, etc.

NOTE: Each elective abroad will vary based on duration, location and timing of travel. It is important to take the time during the budget planning stage to fully discuss both your needs and expectations and those of the course, as once the budget and program fee is set changes resulting in additional expense would likely require compromising in another area of the program.

Student Program Fee Expenses

Student program fee is assessed to cover all group expenses and faculty expenses. This program typically includes:

- Student in-country ground transportation.
- Student accommodation (double occupancy).

- Group meals planned in the itinerary.
- Student costs for group events or excursions, i.e. museum entry fees, theatre tickets, city tours, etc.
- Textbooks, cases or other reading materials.
- Faculty travel expenses.
- Third-party provider fees.

For programs requiring group flights, the program fee also includes air ticket costs and US ground transportation to/from Logan Airport.

Hidden Costs

The Glavin Office adds 2-5% to the student program fee to cover international fee charges assessed by credit cards, international wire fees and to offset minor currency fluctuations.

What's Not Included in the Program Fee?

It is important for the faculty to know what is not covered in the Program Fee if a student inquires. The Electives Abroad team make clear to students at all phases of the marketing, application and acceptance process that tuition is not part of the program fee. In addition, it is communicated that the following are not typically included:

- Personal internet access.
- Personal cell phone costs.
- Passport and visa fees.
- Immunizations.
- Lunches and dinners.
- Personal spending money.
- Non-group air tickets.
- Transportation costs during personal time.
- Airport transportation for non-group travel programs.

The Glavin Office does provide a budget guideline of additional expenses for students on the elective abroad brochure page.