



MANUAL

for Program Leaders regarding Study Abroad & Study Away Programs

Part 1: Development of and Preparation for the Program

**International Academic Programs
Summer 2017 & 2017-18**

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International Academic Programs International Division University of Wisconsin - Madison

The University of Wisconsin-Madison must provide opportunities for students in all majors and fields to join the global community. As they prepare to enter the work force, our students need exposure to the world economy and to international cultures. Because study abroad is widely recognized as an academically and personally challenging way to accelerate global learning, it is a priority for the UW-Madison in the next century. International Academic Program's (IAP) strategic plan is designed to support the campus goal of enhancing cross-national education.

Mission of International Academic Programs

International Academic Programs (IAP), in the International Division, serves as a comprehensive resource for academic experiences worldwide.

International Academic Programs collaborates with academic units to develop and deliver high-quality study abroad programs that foster students' personal, academic & professional growth.

Values

- Study abroad is integral to the learning experience at UW-Madison.
- By fostering global citizenship, study abroad advances the Wisconsin Idea on campus, throughout the state and in communities all around the world.
- All students deserve access to affordable study abroad programs that meet their personal and academic goals.

A variety of program options—over 200 programs in more than 60 countries—have been developed to address the diverse needs of students. Programs vary in length, level, academic focus, teaching format, language requirements, cost and degree of independence demanded of the participant. Each program is expected to meet the University's high academic standards and to integrate with the on-campus curriculum.

Currently, 1,300 students study abroad each year through our office, and around 150 students from our partner institutions abroad come to UW-Madison through exchange partnerships.

IAP's goal is to remove the financial barriers for UW-Madison students to study abroad and to make study abroad accessible to as many students as possible. As an auxiliary unit, IAP receives no additional funding from the state or university to administer its programs and operates its budget on a cost recovery basis. UW-Madison students studying abroad are exempt from paying UW-Madison tuition and academic fees as per UW system policies. IAP participants are assessed a fee which recovers the actual costs of the program which includes the program expenses, IAP administrative fee, and CISI health insurance coverage for the duration of the program

There are a total of two (2) manuals for Program Leaders. This manual, Part 1, details development of the program, pre-departure preparation, and responsibilities of Program Leaders. Part 2 gives the information needed for on-site logistics and program management including emergency procedures.

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I. STUDY ABROAD STAFF CONTACT INFORMATION

International Academic Program's (IAP) main office is the Study Abroad Resource Center located at 106 Red Gym (tel: 608-265-6329; fax: 608-263-6998) which is open from 8:00-4:30pm, Monday-Friday. Peer Advisors (returned study abroad students) staff our Study Abroad Resource Center and are available for walk-in advising during regular office hours. Students can be referred to the Study Abroad Resource Center for general advising, as well as to turn in any paperwork related to their study abroad program. All IAP professional staff members have offices on the third floor of the Red Gym.

CALS Study Abroad has formed a partnership with International Academic Programs and our offices work collaboratively on all CALS study abroad programs. CALS Study Abroad also has Peer Advisors who work in the CALS Study Abroad Office, 116 Agriculture Hall.

Each study abroad program has various professional staff members who work on different aspects of the program. The Study Abroad Advisor (SAA) or Program Coordinator (PC) for your program will be your primary contact. The SAA and PC work with Program Leaders (PLs) on the development & management of the program, student advising, health and safety matters, pre-departure orientation, and program logistics such as contracts/agreements. Each program has a Financial Specialist (FS) who works on the program's budget, billing program fees to students, and reporting cost information to financial aid. All programs have an Enrollment Specialist Advisor (ESA) who works on the application and acceptance process, course equivalents, and grade processing; for some programs these roles will be performed by the SAA. Other professional staff are available to PLs, including a Marketing Specialist and Computer Systems Administrator (for our database).

II. DEVELOPMENT OF NEW STUDY ABROAD PROGRAMS

A. Initial Steps

When a faculty or staff member or academic department of a School or College would like to develop a new program, s/he is encouraged to come speak to IAP and should read this document for a clearer picture of what that entails:

<https://www.studyabroad.wisc.edu/pdf/creatingnewprogram-new.pdf>

IAP staff is available to help faculty or staff members with formulation of the program idea, development of a program plan and budget, and approval on-campus. IAP initially will undertake a feasibility study for each new program idea, which includes but is not limited to such factors as:

- Academic relevance – learning objectives, pre-requisites, redundancy to current program offerings
- Suitability of location – safety, new or redundant to existing programs
- Financial feasibility – location, duration, itinerary, etc.

The entire process from program idea to implementation takes over one year.

IAP has limited funding available to provide to faculty who may need to visit the program site as part of the development of a new program. Faculty may contact Matt Geisler, IAP Associate Director for New Program Development and Enrollment Management, at mgeisler@studyabroad.wisc.edu for details on the process for applying for these funds.

B. Proposal Approval Process

A proposal with all required supporting documents must be reviewed and approved by IAP's Faculty Advisory Committee (FAC). The FAC meets throughout fall and spring semesters. Once the program is approved, the PL will be contacted and will have an initial meeting with the study abroad program staff to begin working on the program development.

III. POSITION DESCRIPTION

The Program Leader (PL) acts as the representative of the University of Wisconsin and, in the case of consortium programs, on behalf of all universities vis-à-vis the program site. As PL, you are expected to be at the program location to assist students for the entire duration of the program, including arrivals and departures. PLs report to the IAP Director or office designate. If you expect to be or need to be away from the program site during the duration of the program, please consult the SAA assigned to your program.

Staffing models vary from program to program, and additional support staff (teaching assistant, program assistant, program coordinator, etc.) on-site may exist to support the running of the program. All staff members will receive an appointment letter outlining their duties and responsibilities from IAP. IAP will share with the PL the duties and responsibilities for each staff member.

IAP staff is committed to working closely with PLs to ensure all programs operate at the highest standards and thus are always available to assist PLs with the program. The following procedural guidelines are intended to aid PLs in the execution of their responsibilities.

A. Benefits and Administrative Matters

1. Appointment Letter

Each PL will receive an appointment letter from IAP that provides details on the terms of the appointment, including dates of appointment, responsibilities, salary and other compensation information. After reviewing your letter, you are asked to return a signed copy of your appointment letter and a copy of your most recent CV/resume to your SAA. For programs which run on a regular basis, PLs will receive an appointment letter for each year they serve in such a capacity.

Most PLs will be teaching a course(s) while serving in the PL position. If the PL does not have a current or past lead instructional role as part of their employment duties at UW-Madison and the PL will be performing instructional duties as part of their IAP appointment, the individual must receive approval from the IAP Faculty Advisory Committee (FAC) before their PL appointment is finalized. The following materials need to be submitted to the FAC for review:

- Letter of support from the sponsoring UW academic unit addressing the suitability and need of the person for the position;
- Letter of support from the applicant's supervisor, approving the applicant's undertaking of this responsibility, when appropriate;
- Letter of interest from the applicant stating interest in the position, a description of instructional and other qualifications for the position; and
- Draft syllabi he/she plans to use on the program.

IAP staff will assist PLs with submitting this information to the FAC. Questions about this should be addressed to your SAA.

IAP has the right to cancel the program (e.g., because of lack of applicants, insecure political situation in host country). If IAP does cancel the program or if the PL withdraws from the appointment, at any point prior to the start of the program, no compensation will be given.

2. Training

All PLs, new and returning, are required to attend the IAP Program Leader Training which will cover emergency procedures, student conduct, general health & safety guidelines, and financial information. Details on the training session date/time are available in your PL appointment letter. Typically, PLs for winter intersession, spring semester, and spring break will have training in November and PLs for summer, fall, and academic year will have training in February.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092 (f)) is a federal law that requires our institution to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’” PLs are categorized as Campus Security Authorities (CSA) at UW-Madison. In order for UW-Madison to be in compliance with federal law, each CSA must undergo training regarding this role. Before the IAP Program Leader Training, you should complete the [online CSA training](#). It takes approximately 30 minutes. Additional information on the Clery Act can be found at the [University of Wisconsin Police Department Clery Website](#).

3. MyStudyAbroad (MySA) Portal

The MySA portal provides on-line access to program and participant information specific to your duties assigned as a PL for an IAP program. You may access MySA using your UW NetID & Password (non UW-Madison PLs will be assigned a login ID and password) and will be given details on how to access this portal in your appointment letter.

MySA features information that includes:

- Participant information, including application, flight itineraries, and contact information;
- IAP documents & program-specific information such as this Manual, budgets, contracts, and financial forms;
- Student health and wellness information & international health insurance details;
- Emergency response documents and incident reporting tool; and
- Syllabus loading and grade submitting tool.

PLs can find the names and contact information for the IAP staff associated with the study abroad program in the [MySA portal](#).

The PL view of MySA is different from what a student sees in their MySA portal. To see a version of the student view of MySA, see Appendix C.

4. Passport, Visa, and Entry Clearance

PLs need to travel to the study abroad country with a current passport valid at least six months past the end date of your program. You are responsible for obtaining your own passport.

A visa is written permission to visit a country granted by the government of the host country. It typically comes in the form of a sticker or stamp placed in your passport. Your SAA will provide you with general information regarding visa and/or entry clearance for your host country. You are responsible for applying for and receiving the appropriate visa and/or entry clearance from your host country’s Consulate or Embassy.

The visa process can be lengthy and time consuming, so it is important to apply as soon as you have all the relevant paperwork. Some Consulates require individuals to appear in person, others require federal criminal background checks, and others have certain medical requirements that must be met prior to the visa being issued. All visa applications require a valid passport when applying. The granting of a visa is completely at the discretion of the Consulate or Embassy, as a branch of the government they are representing. They can choose to issue the visa ONLY for the dates of the program, or they can refuse to issue a visa if your dates of study are shorter than the required time for a visa, even if you wish to extend your time with personal travel. They are free to deny any visa application without any explanation whatsoever. (The U.S. government reserves this same right with any foreign nationals requesting a U.S. visa.)

5. Flights

Per UW-System policy, PL flights must be purchased through Fox World Travel. Please consult your IAP Financial Specialist before booking your flight itinerary.

Most programs do not have a group flight; instead, students are provided with information on when to arrive/depart and they purchase their own flight. For those programs which do have group flights, the IAP Financial Specialist will make the arrangements with Fox World Travel on behalf of the program.

6. Family or Visitors of PL On-site

On short term programs, IAP does not encourage PL friends or family to accompany the PL abroad. For semester and year programs, PLs should carefully consider the difficulty of balancing the responsibilities required of PLs leading programs abroad with family responsibilities. Keep in mind:

- IAP takes no responsibility (logistical, financial, or legal) for family or friends of PLs during a study abroad program.
- PL friends or family are not allowed to participate in any program activities. This includes such activities as:
 - Official arrival pick-up or return to airport for program
 - Program excursions
 - Any reception or meals paid for by the Program
- PL visitors or family members should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants. For example, PL's family members should not text or call students.
- Minor children must be under the supervision of a parent/guardian other than the PL.
- At no time should a program participant be asked to care for or supervise a child of a PL.

7. Registering at the U.S. Embassy / Consulate

IAP advises all student participants and PLs who are U.S. citizens to register online with the [U.S. Department of State Smart Traveler Enrollment Program \(STEP\)](#) prior to departure. This is a free service provided by the U.S. Government to U.S. citizens/nationals who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming time abroad so that the U.S. Department of State can better assist you in an emergency, and also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

If you are not a U.S. citizen, you should register at your nearest Consulate or Embassy.

8. Emergency Contacts

UW-Madison employees should ensure that their emergency contacts are updated within MyUW. Should you experience an emergency during your appointment that would necessitate the need for IAP to contact someone on your behalf, IAP will use the emergency contacts listed within MyUW.

For Non-UW-Madison employees: Please provide the name, phone(s), and email contact information for an emergency contact for you to your SAA.

9. Insurance

PLs who are employees of UW-Madison and currently receive university benefits will remain on their own health insurance for the duration of the position. Please refer to your insurance plan for services or benefits that will be available to you while outside the U.S.

For study abroad programs, IAP will enroll PLs in international health insurance coverage for the duration of the program. For study away (domestic) programs, IAP will enroll PLs in Study Away Insurance coverage for the duration of the program. These are the same insurance plans with Cultural Insurance Services International (CISI) that student participants are enrolled in. Details on these insurance plans can be found [online](#).

When it is available, CISI will send you instructions by email for accessing the portal and printing your personalized ID Card. Information and a link to the CISI portal is also provided in the MySA account, for PLs and students. Be sure to take your CISI card with you and keep it with you during your program.

CISI Portal Tools & Resources:

- View/print/email your ID card, coverage brochure, consulate letter and claim form
- Purchase an extra month of insurance for a period of personal travel
- View/update your online account profile information
- Obtain contact information for emergencies and benefit/claim questions
- Search for hospitals and clinics overseas
- Contact information for English-speaking doctors overseas
- Short-term travel alerts and travel warnings issued by the U.S. Department of State
- Country-specific information and profiles for every country of the world
- Links to overseas U.S. Embassy web sites
- Health and vaccination recommendations compiled by the Center for Disease Control (CDC)

IAP requests information on English-speaking doctors or preferred doctors/clinics in all sites for all faculty-led and UW Study Center locations. This information will be uploaded to your MySA account for your reference.

You can enroll dependents traveling with you in CISI insurance, at your expense. There is a PDF form in your MySA account which you can use to enroll your dependents, after IAP has enrolled you in CISI. You simply need to complete this form which provides CISI with your dependent names/DOB's, coverage dates, and credit card information and then e-mail that directly to CISI at: enrollments@culturalinsurance.com. Within two weeks of receipt, CISI will process the dependent enrollment, charge the premiums to the credit card provided and send dependent materials to the e-mail address provided. Please note that dependent insurance dates can be shorter than but cannot exceed participant insurance dates.

Though dependent rates are different from participant rates, dependent coverage is the same as participant coverage. Rates for UW System dependents are expected to be at or around:

Dependent Rates by length of time	One Week Rate	Two Week Rate	Three Week Rate	Monthly Rate
Cost per Dependent	\$12.00	\$23.00	\$35.00	\$45.00

[EUROP ASSISTANCE](#) is a program provided at no cost to State of Wisconsin (including University) employees while traveling abroad in the course and scope of their employment. This travel insurance program provides medical emergency assistance for worldwide travel while on business. EUROP ASSISTANCE is designed to ensure the availability of competent health care as promptly as possible in situations where health care may not be available or is not up to US standards. Coverage includes medical evacuation and repatriation. EUROP ASSISTANCE is not a health insurance program.

Consortium Program Leaders from other Universities: Please contact your institution's study abroad or benefits office to see what insurance benefits you will have while abroad.

10. Income Tax

IAP urges you to consult a tax accountant or tax specialist prior to your departure to determine if there are any tax implications related to your PL appointment. Further information may also be found in the IRS Publication 54: [Tax Guide for U.S. Citizens and Resident Aliens Abroad](#).

PLs who are UW-Madison employees may direct further questions to the [UW-Madison's Employee Compensation and Benefits Office](#).

PLs who are non-UW-Madison employees should contact your own campus Compensation and Benefits Office. Items to consider in this discussion are foreign earned income and non-reimbursed business-related expenses.

11. Technology Abroad

PLs will want to think about technology use and create a plan for how they plan to use technology while on the program. As indicated in the appointment letter, PLs will serve as an emergency contact person for program participants. To this end, PLs will carry a cell phone with them at all times during the program in case of an emergency. Study Abroad staff can assist PLs with figuring out the ways to manage cell phone coverage for a particular program.

Review DoIT's online resource called [The Academic Professional's Guide to Safe Computing When Traveling Abroad](#).

12. Student Privacy Rights (FERPA)

PLs should be aware of FERPA (the Family Educational Rights and Privacy Act of 1974, as amended), a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them. FERPA can be summarized by the following two points:

1. **Access.** An eligible student is permitted certain rights regarding his/her educational records:
 - a. Right to inspect and review the records
 - b. Right to seek to have the records amended or corrected
 - c. Right to control disclosure of certain portions of the records
 - d. Right to file a complaint with the U.S. Department of Education
2. **Confidentiality.** UW-Madison school officials must protect the privacy of student educational records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his/her written consent unless such action is permitted by FERPA.

Detailed information about FERPA can be found on the [Office of the Registrar website](#).

13. Conduct with Students

Just as students must follow a code of conduct, the PL and program staff must abide by UW-Madison conduct rules and IAP policies & guidelines while on the program. Some, but not all, of the possible examples of unacceptable PL conduct are:

- Working under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on the job.
- Stealing State property of funds, or knowingly misusing State property of funds.

- Jeopardizing the safety of persons or property.
- Inappropriate relations with students. As PLs spend a substantial amount of time with students both in and out of the classroom, PLs and program staff should be careful to avoid any behavior which could be misinterpreted as inappropriate.

A note about alcohol: even though social norms and laws regarding alcohol consumption vary from country to country, alcohol is not permitted at any program-sponsored event for students. IAP strongly recommends against PLs and other program staff to consume alcohol at any time with students present.

B. The PL's Role in Program Logistics & Student Services

1. Marketing & Recruitment

PLs involvement in promoting programs is crucial for enrollment numbers and success.

Study Abroad staff will do the following to assist with promotion of the program:

- Create and maintain the program web site.
- Obtain photos from past participants to use for marketing purposes.
- Develop a program flyer that we will give you for distribution in your department. IAP will hang the flyer in the following locations: various locations on campus (residence halls, academic buildings, student unions, etc.) and off campus (State Street, Lucky Apartments, etc.)
- Have table space available for you and the program at the annual Study Abroad Fair in September, if the program has been approved prior to the Fair.
- Hold Open Houses in the IAP Study Abroad Resource Center (106 Red Gym) where your program will be highlighted. These Open Houses are not program-specific; rather they are based on country/region, language, duration, etc.
- Email all students who attend the Open House and Study Abroad Fair, as well as students who start applications for your program, reminding them of application deadlines.
- Maintain a list of returned students who are willing to answer questions for prospective students and create a Returned Student Profile, which can be found on the IAP program website.
- Put announcements on IAP's social media accounts and place ads when needed.
- Have staff available to do classroom presentations discussing the program
- Chalk about your program in high-traffic areas on campus.

PLs are expected to promote programs in the following ways:

- Provide study abroad staff with your photos from the program or the location and suggested text for the web site and flyers.
- Attend the fall Study Abroad Fair and appropriate Study Abroad Resource Center Open Houses to answer questions.
- Hang the program flyer on their office doors, department bulletin boards, in your classrooms, and give to colleagues to display.
- Go into appropriate classes and talk about your program. Ask colleagues, including TAs to give program information in their classes, if you cannot go in. Host information sessions with department groups, talk with relevant student organizations or dormitories that might be interested in the program.
- Send out information on the program in department newsletters and social media accounts.
- Have a link from your department website to the program website.
- Use past participants to help recruit students and get the word out!

IAP has a Marketing Specialist who will create marketing materials for the program, including flyers, quartersheets, and online advertising. The Marketing Specialist will also send emails and work with you to be sure that your program is promoted in all appropriate venues.

2. Program Logistics

IAP offers a full range of professional support services, in cooperation with academic and administrative units on and off campus, related to the delivery of study abroad opportunities. IAP staff will work closely with PLs on the various administrative tasks associated with running a program.

In addition to marketing and recruitment, study abroad staff provides the following services:

- student advising;
- application & acceptance process management;
- registration and pre-departure services including entry clearance (visas), handbooks, emergency cards & information, and program logistics;
- program budget creation/management and student billing;
- scholarship administration & student financial planning;
- transcript collection and grade submission to Registrar;
- course equivalent identification in consultation with UW academic departments;
- enrollment of students and PLs in international health insurance;
- program management support for PLs and students before, during & after program;
- database to manage student enrollment & forms, program details, and MySA portal;
- manage academic partnerships with foreign universities, study abroad organizations, and travel agencies including contracts/agreements;
- emergency response and assistance; and
- student program evaluation and overall assessment of program.

Contract(s) will be developed and signed with agencies/organizations that are used by each program. Contracts will include program details (e.g., dates, notification), service terms (e.g., academic services, orientation, housing, excursions), financial terms (e.g., fee details, billing, cancellation), and additional terms (insurance and liability, relationship of the parties). IAP staff will oversee the development of these contracts and will consult with PLs to finalize the program details. As part of this process, IAP reviews the agencies/organizations liability and certificates of insurance to ensure they meet UW-Madison requirements. As such, all agencies/organizations are required to provide proof of liability insurance sufficient to meet the requirements UW-Madison sets. IAP works closely with UW-Madison Risk Management to determine what those levels are for each country. Itineraries will be created for all programs. The itinerary will include activities for each day, accommodation information, and transportation details, if applicable.

The program-specific handbook will be written by the SAA in conjunction with the PL.

PLs can clarify any of these processes and procedures with their SAA.

3. Legal Matters

Before signing any document for the program that has legal or financial obligations, you should consult with IAP. Many contractual documents (for example, service agreements or leases) will need to be signed by the Chancellor or UW-Madison Purchasing Services.

If a situation arises in which you think legal counsel may be required, consult with IAP before contracting for services. There are special approval procedures that must be followed before legal counsel can be used.

4. Participant Selection

Each program has specific eligibility requirements for student applicants which are clearly stated on the program website. IAP has an on-line application that all students will complete. Applicant academic information, including GPA, academic standing, completed course work, is collected through this on-line application, as are application essays. There are three standard questions asked of each student:

- a. Describe the goals (academic, professional, personal), which you hope to accomplish through the study abroad experience. How will this particular Program and location help you meet these goals?
- b. What do you expect to be the most challenging aspects of studying in the country you have selected and how do you plan to address them?
- c. Is there any other additional information that would helpful to know about your application to the program? (Optional)

Any number of essay questions can be added. The standard questions above can also be removed and different program specific questions can be asked to applicants.

Your Study Abroad staff will discuss with you the application review process for the program. The Study Abroad staff will review all applicants to determine if they meet the specific eligibility requirements that have been established and advertised for the program. In most cases, Study Abroad staff will make all acceptance decisions. For some, the PL may participate in the selection of program participants by reviewing applications and, when required, conducting interviews. In these cases, Study Abroad staff will forward to you students who meet the eligibility criteria for selection review through your MySA portal. If you are reviewing applications, Study Abroad staff will provide you with applicant review guidelines to use as well. A few programs have a committee of other faculty and staff who share in the application review and/or interview process. If your program conducts interviews with applicants, PLs will work with Study Abroad staff in establishing a frame-work and time-line for those interviews. Please note that most programs do not require interviews for participant selection.

Final evaluation and selection of applicants must be based on the specific and advertised eligibility requirements that are outlined for the program.

The following guidelines are used for evaluating students below the minimum GPA requirement:

1. For faculty led programs, IAP will forward any application submitted with a cumulative GPA over 2.0 for consideration by faculty member. Students who apply with a GPA below 2.0 will be rejected.
2. For faculty led programs if a program has limited enrollment IAP will forward all applications submitted that meet the established cumulative GPA or higher.
3. If the number of eligible applications is higher than maximum enrollment limit IAP will forward all applications and send competitive selection guidelines to faculty.
4. For FIG programs that have competitive enrollment, freshman status would receive priority over higher student status.
5. For summer faculty led programs that are freshman eligible, and that have an application deadline in the fall semester, IAP will allow for conditional acceptances for freshman applicants with the condition that they must maintain the minimum cumulative GPA requirement in spring semester.

For these students who are forwarded to you for consideration, you may wish to consider the following in evaluating their application:

- Asking applicants to submit personal statements where you can evaluate whether the expressed academic, professional, and personal goals of the applicant align with the goals of your program.

- Asking applicants to submit letters of recommendation if not required as part of initial application.
- Conducting an interview with the applicant if not part of your regular process.
- Assessing an applicant's academic progress and improvement throughout college career.
- Assessing an applicant's academic performance in course work that is similar to what students will study on your program.

If your program has more qualified applicants than you are able to accept, Study Abroad staff will work with you to establish an alternate list.

Students will be notified by email of their application status from the Study Abroad staff. Accepted students will be advised to log into the MySA portal to begin reading program-specific materials and completing appropriate next steps related to their program participation. MySA is the location where all program materials and details will be provided to students. Speak with your SAA if you have information and/or documents that you would like to have provided to participants. The materials students will receive at the time of acceptance are:

- IAP Electronic Acceptance Form
- IAP Acceptance Deposit information
- Electronic Statement of Responsibility, Release of Liability, Authorization and Acknowledgement of Risks
- Health & Wellness Information
- Directions on accessing U.S. Department of State Country Information
- Directions on enroll in in the U.S. Department of State's Smart Traveler Enrollment Program (STEP) Flight Itinerary Form
- Online Orientation Link
- Information on IAP Workshops and Pre-Departure Orientations
- Program-specific Handbook or Program-Specific Academic Notes
- IAP Study Abroad Handbook
- Program dates, visa information as applicable, and various travel resources
- Emergency card

Students self-disclose any health/wellness items on the health & wellness form, and the SAA will follow-up with the student as appropriate. This is also where students can indicate if they use McBurney (disability) services. IAP shares information on all McBurney clients with McBurney directly. Should a student need any classroom or other accommodations for the study abroad program, the student may contact you directly. Students may also disclose this to IAP and you will see such disclosure in your MySA portal in the Health/Wellness section.

5. Pre-Departure Orientation

All participants are required to complete an [online general orientation](#) covering cross-cultural, academic, health & safety, and financial issues. PLs are encouraged to go through the materials as well so that you better understand IAP's general procedures and policies.

PLs will be asked to facilitate a program specific orientation meeting. Study Abroad staff tries to have past participants available at this orientation session. Before this meeting you will receive guidelines for the topics to be covered during the session from your SAA, some of which may include:

- Learning objectives and expectations for the program
- Academic preparation before departure and the on-site academic program
- Students' travel arrangements to the site
- Students' housing
- Passport and visa matters
- Health and safety concerns

- Daily life at the program site
- Cross-cultural issues

Past PLs have mentioned that these meetings provide an excellent opportunity to clarify the program's learning objectives, establish clear expectations related to the program, and review site specific safety issues. They also advise to establish a good rapport with students early on. Engage students in conversation about their experiences and take an interest in their lives in and out of the classroom. If you seem interested and open, students will feel more comfortable talking with you about their questions and concerns and thus you'll be the first instead of the last to know when a problem is emerging.

See Appendix D for a Sample Agenda for a Pre-Departure Orientation.

6. Promoting Health & Safety for Students

The safety and security of our faculty, staff and students abroad is of utmost importance to IAP. IAP has emergency policies and procedures that are continuously reviewed and updated. IAP works proactively to provide students with access to information about safety in each program location. From UW-Madison, IAP monitors the world situation daily through various resources and conveys information to students, staff, and faculty as appropriate.

IAP has an emergency phone which is carried by an IAP staff member 24/7 to assist IAP students, staff, and faculty abroad. This number is provided to PLs and students in the MySA portal and is listed on the program's emergency card.

There are different ways IAP monitors safety throughout the year, such as:

- Monitor U.S. State Department Travel Alerts & Travel Warnings and email relevant and significant updates to students and faculty abroad;
- Monitor daily world situation through OSAC (Overseas Security Advisory Council);
- Maintain close contact with our overseas partners and other schools sending students to a particular area;
- Communicate safety updates with University Communications, the UW International Safety & Security Director, and other relevant UW offices, including posting major safety updates to the IAP website;
- Responding to calls received on the IAP 24/7 emergency phone; and
- Maintaining emergency response documents, including the "Managing Real & Perceived Emergencies Abroad".

IAP also encourages students to be aware of health and safety issues related to their study abroad program. Before departure, IAP provides health and safety information to students as follows:

- General & program specific information in their study abroad handbooks
- Information on registering with U.S. State Department via on-line Smart Traveler Enrollment Program (STEP)
- U.S. State Department & CDC travel resources and country information
- International health insurance information
- Emergency Card for program including on-site & local embassy contact information

IAP also does the following:

- Reviews students' health & wellness information and follow-up as appropriate. All students who indicate they take any medications, have a medical condition (mental or physical), or use McBurney Services will receive an email follow-up from the SAA that tells the student steps to take with their personal doctor to make sure the appropriate conversations are happening.
- Collects emergency contact information for participants
- Makes health and safety a focal point at pre-departure orientation sessions

Prior to departure, the PL can assist with promoting health and safety with participants by:

- a) Be familiar with safety information provided in the PL Manuals & Student Handbooks
- b) Set expectations for program during pre-departure and on-site orientation and model these expectations throughout the program

UW-Madison has an “International Travel Resources, Guidelines and Policies” which can be found [online](#). It is full of helpful resources and information and thus PLs should read this document. As stated within the policy, UW-Madison will typically not operate a program in or send a student to any country for which a Travel Warning has been issued by the U.S. Department of State and/or the Center for Disease Control (CDC), and students will not be required to study or do research in a country under a Travel Warning in order to satisfy a course or degree requirement. If a program plans to operate in a Travel Warning location, IAP will do a risk assessment of the location while considering the education reasons of the program. If IAP feels there is a compelling educational reason(s) to operate the program and risks can be averted, IAP may submit a request for consideration for an exemption to this policy to the University International Travel Committee (UITC) for this program. In such cases, IAP will work closely with the PLs to consult on this.

PLs who are U.S. citizens should enroll in the Smart Traveler Enrollment Program (STEP). This is a free service provided by the U.S. government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming time abroad so that the U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate, as well as updates on demonstration, emergency messages, and other breaking events. Register [online](#) before your departure. All study abroad students are required to enroll in the STEP service.

If you are not a U.S. citizen, you should subscribe to the U.S. Department of State updates, emergency messages, and information on other breaking events. You can register for these alerts [here](#). Non-US citizens are also encouraged to check with their home country's embassy for comparable citizen services.

Additional information regarding handling health & safety matters on-site is located in Part 2 of the PL Manual.

7. Student Cancellations

Students sometimes choose or need to cancel their participation on a program (health issues, family concerns, etc.) before it begins. In all cases, students will be required to submit a written statement of cancellation. If you learn that a student has decided or is thinking about cancelling their participation, contact your SAA and inform the student to let study abroad staff know of the cancellation immediately. Cancellations typically have financial considerations so it is important to respond quickly.

IV. ACADEMIC INFORMATION

This section covers some general academic policies that apply for all study abroad participants. Students are provided with detailed academic information in the [IAP Study Abroad Handbook](#).

A. Registration

IAP will register all program participants (study abroad and study away) at UW-Madison for the period of the program through a placeholder course. This allows the student to continue to be an enrolled student at UW-Madison while not being charged regular UW-Madison tuition (instead students are charged their IAP program fee). Students should not register themselves at UW-Madison for the program.

B. Program Learning Objectives & Goals

Each program is designed to complement and enhance on-campus learning at UW-Madison. Programs each have unique learning objectives which are established when the program is created. These learning objectives are articulated to students on the program's website. PLs who are considering modifying or changing the learning objectives of the program should talk with their SAA.

All programs are designed to help students meet a core of common goals:

Personal

- Increase independence, adaptability and flexibility
- Understand and navigate cultural and geographic differences
- Cultivate and reflect on personal values and assumptions

Academic

- Learn about and from the community in which you live and study
- Apply all you've learned abroad to your life at UW-Madison and beyond
- Serve as a cultural and academic ambassador of UW-Madison

Professional

- Prepare for success in a globalized, interconnected world
- Articulate how your experience abroad enriches your life & helps you meet your goals

PLs should keep these common goals in mind as they develop their itinerary and courses.

C. Syllabi

Syllabi are needed for each course taught on the program. Syllabi should include goals and learning objectives; information about graded assignments, such as projects or tests; assessment guidelines and scales; and course policies and any exceptions to said policies. For programs held abroad, it would be beneficial to include information about any class excursions or additional requirements of the course outside of attending the class itself.

See Appendix A for *Guidelines for Syllabi* for PLs who teach on study abroad programs.

Please submit syllabi for the courses you are teaching into the MySA Portal.

D. Academic Credit & Contact Hours

Currently, IAP uses the guideline of 1 awarded credit per week of a program abroad. As courses are developed, keep the [UW on-campus guidelines](#) in mind. Present on-campus policy requires one hour (50 instructional minutes) of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for 15 weeks, which equates to 15 instructional hours and 30 hours of outside work per credit awarded.

See Appendix B for *Guidelines for Assigning Credit in Study Abroad Courses in UW Faculty-Led Programs*.

E. Learn@UW (Canvas)

Learn@UW (Canvas platform) can be used similar to other courses on campus to deliver content and communicate with your students. Since a program through IAP is not a regular timetable course, instructors must email learnuwsupport@doit.wisc.edu to get this set up.

Your SAA can send you a list of campus and NetIDs for the students on the program, which you will use to give your students access to the course.

F. Course Equivalents

To get credit for the courses students take abroad, UW-Madison requires that each course a student takes abroad be assigned an 'equivalent' UW-Madison department, course title, and number. This 'equivalent' course title and number will be recorded on their UW-Madison transcript. A course is determined as an equivalent after approval from the relevant academic department at UW-Madison. Non UW-Madison degree-seeking students who will receive a UW-Madison official transcript at the end of their study abroad program must also receive UW-Madison course equivalents for all the courses they take on their IAP program.

For short term and summer programs: The UW course equivalent is generally pre-determined since the number of courses open to students is limited. Students are informed of the UW academic and course equivalent process in the student program handbook, as well as on the program's course equivalent list available on the [program website](#).

For semester and/or year long programs: Students will need more assistance with the course selection process. Program course equivalent lists are available on the [program website](#). You should consult this list to determine whether or not the students' courses have an established equivalent. Students submit Course Equivalent Requests (CER) using their MySA account. They should do so no later than the end of the fourth week of regular (non pre-session) classes at the program site. They submit requests for both courses that have established equivalents and also for new courses that need to be evaluated. As students submit their CER information and supporting documentation, IAP will forward them to the appropriate UW academic departments.

The following information on the course equivalent process is provided as a guideline for you to use when working with students trying to obtain *new* equivalents. When a student requests a course equivalent, the student will need to provide:

1. The number of classroom contact hours for which the student is enrolled in the course each week and the number of foreign course credits. The student should also indicate whether the class is a semester or a year-long course. This information helps academic departments decide what equivalent is most appropriate to give for each course.
2. A detailed syllabus outlining what is covered in the class, the titles and authors of books that are used, as well as other connected learning opportunities (e.g. fieldtrips). The syllabus should also have a general outline of the expectations for the semester and the basis upon which students are graded. The syllabus should be in English if the department reviewing the request is not a language department.
3. If a course does not have a formal syllabus, students will create a syllabus that contains information from the previous two bullets. Students can create a syllabus through their MySA account as part of their CER.

In general, the course equivalent process runs smoothly. If students do not provide enough information about their course(s), an academic department may deny a student request. You may need to sit down with students and assist them in looking through the [UW-Madison Course Guide](#) for courses on the UW campus that are close approximates to the type of classes they are taking at their study abroad site.

G. Credit Load & Class Expectations

Short term programs: These programs usually have a set credit load and students on these programs should refer to their program handbook. All program participants are expected to do the same amount of work and earn the same number of academic credits. Students are expected to participate fully in all required program classroom activities and excursions. Graduate students are normally expected to do additional work, as would be true for courses taught on campus. Please consult with your SAA if any students request to do extra work for an additional credit.

To limit students' travel during class time, it is important to establish an attendance policy. In other programs of this duration, PLs have allowed up to 2 medical-related absences. The

attendance policy and the impact of classroom attendance on the course grade should be clearly described and given to the students in writing, preferably in the course syllabus.

Semester & Year Programs: Students must carry a minimum of 12 credits each semester and a maximum of 18 credits. However, several study abroad programs require students to take more than 12 credits a semester to be considered full time. Check the academic information in the program handbook for the exact credit load requirements. Exceptions to these limits require written permission *in advance* from your SAA. Students may earn a maximum total of 36 credits for the academic year. *Please be aware that if your site has a pre-semester course, these credits will count toward the 36-credit total for UW-Madison students.*

H. Pass Fail Guidelines

The rules governing pass/fail eligibility are complex, so students should be advised to read the IAP Study Abroad Handbook guidelines carefully. The IAP pass-fail guidelines for programs mirror campus policies and apply to all students participating in an IAP program. PLs serving as instructors are not informed which students have registered for pass/fail and will assign a regular letter grade to all students in the program.

I. Academic Misconduct

Academic honesty requires that the course work (drafts, reports, examinations, papers) a student presents to an instructor honestly and accurately indicates the student's own academic efforts. UWS 14 is the chapter of the University of Wisconsin System Administrative code that regulates academic misconduct. UW-Madison implements the rules defined in UWS 14 through our own "Student Academic Misconduct Campus Procedures."

UWS 14.03 states that academic misconduct is an act in which a student:

- Seeks to claim credit for the work or efforts of another without authorization or citation;
- Uses unauthorized materials or fabricated data in any academic exercise;
- Forges or falsifies academic documents or records;
- Intentionally impedes or damages the academic work of others;
- Engages in conduct aimed at making false representation of a student's academic performance; or
- Assists other students in any of these acts.

Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Additional information on the process for submitting grades and other academic matters are in the Part 2 PL Manual.

V. FINANCES

IAP creates and manages a budget for each program. All programs must be financially viable in the sense that income from student fees must cover all the costs incurred in establishing and operating each program (unless some or all of those costs are covered by an external source such as a donor gift or grant). Our guiding principle of budget creation is to design quality programs that follow university

budgetary rules and regulations and overcome the financial barriers to study abroad for as many UW-Madison students as possible.

IAP has a standard budget template that assists with establishing the program cost for students. The IAP Financial Specialist will build the program budget in consultation with the PL. Prior to departure, the IAP Financial Specialist will meet with PLs to review the budget and answer final questions related to finances. The budget and other necessary financial documents will also be available in MySA.

A. Program Fees & Student Financial Aid

IAP's goal is to remove the financial barriers for UW-Madison students to study abroad and to make study abroad accessible to as many students as possible. As an auxiliary unit, IAP receives no additional funding from the state or university to administer its programs and operates its budget on a cost recovery basis. Students studying on IAP faculty-led programs are exempt from paying UW-Madison tuition and academic fees. Instead, they are assessed an IAP program fee which recovers the actual costs of the program (on-site program expenses, IAP administrative fee, international health insurance, PL salary/fringe and other expenses). Minnesota Reciprocity and Non-resident fees include differentials.

The IAP program fee is determined by calculating the program expenses in relation to the minimum number of participants needed for the program to operate. When enrollment falls below the minimum number of participants, the program may be in jeopardy of running unless adjustments are made to the program budget. IAP staff carefully monitor enrollment numbers for programs and will keep PLs updated if the program's minimum participant numbers are not being reached.

Each program has a program cost sheet that includes program cost details, payment schedule information, and financial policies. The program cost sheets are located on the program website as well as within MySA. On the program cost sheet, the IAP program fee and the estimated additional expenses comprise the total cost of attendance for the program. Expenses not included in the IAP program fee are listed as estimated additional expenses on the program cost sheet and are based on information from past participants, on-site staff, and/or partner organizations and universities. These estimated expenses are to help students plan and prepare for the program. Student expenditures in-country depends greatly on personal spending habits, post-or during-program travel, and available funds. These amounts are also subject to change depending on international economic factors.

Upon acceptance, students pay an IAP Acceptance Deposit to confirm their participation on the program (\$300). The IAP Acceptance Deposit is credited to the total IAP program fee. IAP program fees are billed to student accounts through the Bursar's Office. Students with questions regarding the program fees or the billing process should contact their IAP Financial Specialist.

UW-Madison student may be able to utilize financial aid on UW-Madison study abroad programs. Guidelines on the usage can be found on the [Office of Student Financial Aid \(OSFA\) webpage](#). For students who have not received aid in the past, they may still be eligible for financial aid to help with study abroad expenses. Students interested in receiving financial aid (loans, grants, scholarships) should complete the [Free Application for Federal Student Aid \(FAFSA\)](#). It is possible to apply for aid anytime during the academic year. However, it can often take in excess of 4 weeks to complete the processing with OSFA; therefore, it is best to apply as early as possible. If a student already receives aid, they may qualify for additional funding to offset the extra costs sometimes associated with study abroad. Additional aid often comes in the form of loans, although there are some need-based study abroad grants available annually through OSFA. If anticipated study abroad costs are less than on-campus costs; aid packages can be reduced. IAP provides OSFA with program cost information for each study abroad program to assist with financial aid awarding.

B. Program Expense Payments

Each program budget lists a payment method for each budget line item. Payment methods typically include direct payment by IAP and PL payment using cash advance or personal funds to be reimbursed.

1. IAP Direct Payment

Whenever possible, IAP will be invoiced and pay a vendor directly. PLs should be careful not to pay any expenses for the program for which IAP is paying directly, to prevent a duplicate payment. If a PL is informed on-site about a payment from IAP not being received, the PL should contact IAP before making a payment with cash advance or personal funds.

2. PL Payment

Some expenses for a program may need to be paid onsite by the PL (i.e. a group admission fee for a program excursion) and the budget will indicate these expenses. IAP can provide a cash advance to a PL prior to departure for the purpose of covering these expenses. In lieu of a cash advance, PL's may choose to pay these expenses with personal funds to be reimbursed. If the PL chooses to take a cash advance, the IAP Financial Specialist will work with the PL directly on the set up and reconciliation processes. All payments, using cash advance or personal funds, must adhere to university policies and procedures. It is the responsibility of the PL to ensure any payment they make follows university policy. Receipts must be submitted for all expenses regardless of payment method or amount. Please refer to section F. Accounting Guidelines and Requirements for more information.

Cash Advances

In order to provide a cash advance, it is necessary that the PL designate the IAP Financial Specialist for their program as an alternate in the e-Reimbursement system (not the GET tool). The PL should complete this step as early as possible. For instructions, refer to the ["How to Assign an Alternate in e-Reimbursement"](#) guide made available on the Accounting Services website.

As an alternate, the IAP Financial Specialist will create a cash advance request on behalf of the PL, and the necessary travel authorization. Once this is complete, the PL will receive an e-mail notification and must log in to e-Reimbursement and click "Submit" to complete the cash advance request. In e-Reimbursement, navigate to the "Modify a Travel Authorization" section to submit. Note: this is not in the "Modify" section, it is in the "Modify a Travel Authorization" section.

The cash advance amount is calculated by IAP using the program budget, for the sum of expenses planned to be paid by the PL. UW-Madison employees receive a cash advance by the same method as their paycheck; non-employees receive a cash advance by paper check.

The PL must submit all receipts and supporting documentation to the IAP Financial Specialist within two weeks (14 days) of their return. The IAP Financial Specialist will create an expense report on behalf of the PL in the e-Reimbursement system, listing all expenditures and amounts. The PL then reviews and submits the expense report. The IAP Financial Team manages the approval process.

If the PL has spent less than the cash advance amount, the expense report will indicate this as well as the amount of the difference that the PL must pay back to the university. PL's typically pay back unspent portions of their cash advance by check, made out to UW-Madison. If the PL has spent more than the cash advance amount, and the purchases were approved by IAP and follow university policy, the expense report will indicate this and the amount the PL is to be reimbursed.

E-reimbursement

If a PL chooses not to use a cash advance, they may choose to use personal funds to be reimbursed. All expenses must be program related and approved by IAP, and follow all university policies and procedures for [expense reimbursement](#).

C. Exchange Rates

Program budgets may list expenses all in U.S. dollars or a combination of U.S. dollars and a foreign currency. UW-Madison and IAP use [Oanda](#) for determining current exchange rates. IAP has currency rate estimates to use within a program budget for common foreign currencies which assists with the process of establishing a program fee.

IAP must report all expenses to UW-Madison's Accounting Services in U.S. Dollars. All expenses will be reimbursed in U.S. Dollars. If no documentation is provided showing the exchange rate received for expenses incurred abroad, the foreign currency amount will be converted to U.S. Dollars using the online currency converter feature on [Oanda](#) for the date of purchase.

D. Program Leader Expenses

Within each program budget, IAP builds in anticipated PL expenses. Depending on the details of the program, the following PL expenses may or may not be part of a specific program budget:

1. Salary & Fringe

Before salary and fringe can be determined for a program, the PL's current employment status needs to be verified to ensure that all employment commitments are met and no potential conflict exists. The following are general guidelines which IAP uses for establishing PL positions which include salary benefits.

a. Guidelines for UW-Madison Employees

1) PL Appointments for Semester or Year Programs:

9 month Employees at UW-Madison: The PL's home department covers the salary and fringe for the position and the PL remains on that department's payroll. For programs where the PL appointment dates go into the summer, summer salary and fringe may be provided by IAP as part of the PL appointment.

12 month Employees at UW-Madison: The PL's home department covers the salary & fringe for the position and the PL remains on that department's payroll.

2) PL Appointments for Short-Term or Summer Programs:

9 month Employees at UW-Madison: These employees are under contract with their department for 9 months and are paid in 9 equal installments leaving them eligible for summer salary. For PL appointments on short-term (winter intersession, spring break) or summer programs, salary is either: 1) a flat rate or 2) based on a fraction of 1/9 based on the individual's actual salary. When utilizing a fraction of 1/9, IAP uses the following summer salary compensation caps:

1 week (1/4 of 1/9th)	\$2,375
2 weeks (1/2 of 1/9th)	\$4,700
3-4 weeks (1/9th)	\$9,500
5-6 weeks (1/9th)	\$11,000
7-8 weeks (2/9th)	\$13,000
9-10 weeks	\$15,000
11-12 weeks	\$17,000
13+ weeks (2.75/9th)	\$19,000

[UW-Madison policy](#) requires that any faculty, academic staff, or limited appointee on an academic year (9-month) appointment receiving more than 2/9th salary during a summer appointment must obtain prior approval from the Dean or Director designee. For academic units, the department chair can serve as the designee. In addition, any faculty, academic staff, or limited appointee on an academic year (9-month) appointment may not exceed eight months summer salary over any three-year period. Notify your SAA if you are in this situation so IAP can work with your department on payment options.

For employees receiving summer salary payment, you will not notice a change from the normal academic year payment process. Salary is not paid until after services have been performed; therefore, you will not receive a payment until after the program has completed. IAP will coordinate all salary payments with the PL's department HR representative.

12 month Employees at UW-Madison: Some departments cover the PL salary and fringe as part of their UW-Madison duties. Other departments require IAP to transfer regular salary and fringe calculated to the exact appointment dates, or a set salary amount, to their department to cover the PL's salary. The terms will be determined by IAP and the UW department prior to an appointment letter being sent.

b. Guidelines for Non UW-Madison Employees

Some short-term or summer programs may want to appoint a PL who is not a UW-Madison employee. If the PL position is salaried, then a position description and posting will occur with UW Human Resources which will clearly state the salary terms for the position. For non-salaried PL appointments, a Visiting/Honorary appointment will be set up with IAP.

2. Ground Transportation

For study abroad programs, this is considered travel from PL's residence in the U.S. to the airport in the U.S., and from the airport in the host country to PL's residence in the host country. For study away programs, this is considered roundtrip travel from PL's residence in the U.S. to the program site in the U.S. Any additional expenses for additional persons are the responsibility of the PL and cannot be paid using program funds. IAP requires receipts for all ground travel expenses, regardless of amount. These include taxi receipt with beginning and ending location as well as amount, train ticket or bus ticket with price indicated, etc.

3. International Travel

Per UW-System policy, PL flights must be purchased through Fox World Travel. Please consult the IAP Financial Specialist before purchasing a flight. Additional information can be found on [UW's Air Travel policy](#).

4. Visa Fees & Arrival/Departure Tax

IAP will cover the PL expenses for obtaining a visa and any arrival or departure taxes. Expenses in this category are reimbursable by IAP provided receipts are submitted.

5. Housing

Short-term or Summer PL appointments: Most PL housing is included as part of the program contract and paid directly by IAP on behalf of the PL. In some cases, a PL will make payment(s) on-site using funds received from IAP.

Semester or Year PL appointments: Some programs have PL housing already identified in country. In these cases, what IAP and/or the PL pay in relation to this housing are specified in the appointment letter. For other programs, a housing allowance is provided to the PL to defray housing costs; the allowance is determined by IAP based on program location.

6. Shipping Allowance

For a PL appointed to a short-term program, shipping allowance is not provided.

For a PL appointed to a summer program 10 weeks or longer in length and semester programs, the PL will receive a \$500 shipping allowance. For a PL appointed to an academic or calendar year program, the PL will receive a \$1,000 shipping allowance. Shipping allowance can include forwarding of business mail and/or excess baggage charges.

7. International Health Insurance

IAP will enroll PLs in international health insurance coverage (or study away insurance for domestic programs) for the duration of the program. This is the same insurance plan that all student participants are enrolled in. Details on this insurance plan can be found [online](#).

8. Meals

Meal Expenses Enroute: PLs will be reimbursed for meal and incidental expenses (M&IE) under a per diem allowance for the days they are traveling to/from the program site. IAP uses the [UW TravelWise Rate Calculator](#) as a guide. Family member meal expenses are not reimbursable.

Meals During Program: IAP does not cover meal expenses for PLs, as they have an appointment for the position and thus are not in travel status. However, a PL may be included in meals budgeted for the program, such as meals covered for the program during excursions or receptions. These expenses would be listed under the Student Expense section of the program budget.

E. Gifts

A gift is a voluntary conveyance of something of value as a gesture of goodwill or appreciation. [Per UW System policy](#), gifts may be given to foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost. Normally, all gifts should be items of minimal value that bear the University's logo. No cash gifts are permitted. If gifts are necessary and customary for the program location, please let the IAP Financial Specialist know. IAP keeps some appropriate gifts within our office for PLs to use.

F. Accounting Guidelines and Requirements

Receipts must be submitted for all expenses regardless of payment method or amount. All receipts must be for program expenses and follow university policy. UW-Madison Accounting Services provides a helpful [online index of policies](#).

PLs are to keep a receipt expense log. The IAP Financial Specialist will provide a log for the PL to use, uploaded in My Study Abroad. This log is to keep track of the expense each receipt is for (the business purpose of the expense), what budget line item the expense falls under, and the amount (in the currency paid).

For example, a PL may take a taxi from the airport to their lodging at the program site. The PL pays 5 EUR. The PL receives a receipt. The PL may write directly on the receipt to mark it, "1" or "A" and then write on their receipt expense log (under Ground Transportation): Receipt 1, taxi from airport to lodging, 5 EUR. This organization allows the PL to see their spending for each

budget line item through a program, and it allows for a smooth reconciliation process upon completion of the program.

PLs must submit all receipts and supporting documentation within two weeks (14 days) of their return. This allows the PL and the IAP Financial Specialist sufficient time to discuss expenses and resolve any questions. The Financial Specialist will then create the expense report, and the PL must review and submit the report.

Missing receipts: PLs receive blank receipt forms that can be used to report expenses for which a receipt cannot be obtained, a receipt was lost, or requesting a receipt would be culturally inappropriate. Blank receipt forms needs to include the following information:

- The name of the person or company paid and affiliation to the program
- The service or good purchased (translated to English, if necessary)
- Student's name, if applicable
- Date or duration of service
- Amount of purchase and currency purchased with

The State of Wisconsin does not recognize payment for alcoholic beverages. No receipts may be submitted for IAP program business for alcoholic beverages. Even though social norms and laws regarding alcohol consumption vary from country to country, alcohol is not permitted at any program-sponsored event for students and IAP strongly recommends against Program Leaders and program staff consuming alcohol at any time with students present.

Additional information regarding paying for program expenses in-country and other financial policies is in Part 2 of the PL Manual.

VI. CHECKLIST OF PROGRAM LEADER TASKS

Before Program Leader Training:

- Read the Part I and Part II Program Leader Manuals found in your MySA account
- Sign your appointment letter and submit to your SAA along with a copy of your CV/resume
- [Promote your program to students and colleagues in your department/UW](#)
- [Review applications, if applicable, in consultation with Study Abroad Staff](#)
- [Log-in to MySA to review the resources available for the program](#)
- Review the IAP Study Abroad Handbook found in your MySA account
- Ensure your passport is valid at least 6 months after the program end date
- Apply for your visa, if necessary
- [Complete the Campus Security Authority \(CSA\) online training](#)
- Review DoIT's online resource: [The Academic Professional's Guide to Safe Computing When Traveling Abroad](#)
- Attend PL training (see appointment letter for date/time)

Before Departure for Program:

- [Book your flight with Fox World Travel in consultation with your IAP Financial Specialist](#)
- Provide edits to the program-specific handbook to your SAA
- [Conduct pre-departure orientation in conjunction with your SAA](#)
- Finalize syllabus
- Finalize program itinerary in consultation with your SAA
- [Create a Learn@UW page for the program, if desired](#)
- [Register on-line with the STEP program through the U.S. Embassy \(non U.S. citizens should register at your home country's embassy\)](#)
- Meet with your healthcare provider and/or travel nurse to discuss your travel plans. Get needed immunizations
- Obtain copies of your current prescriptions and coordinate bringing all necessary prescription medications with you abroad
- Know how you plan to handle money while abroad, how much to take, and how to get emergency funds if necessary
- Call bank and/or credit card company and inform them of the dates you will be abroad
- Make photocopies of important documents (passport, visa, insurance card, prescriptions, credit cards, etc.) to bring with you and to leave at home (or in icloud)
- Provide your SAA with the cell phone number you plan to use while in-country
- UW-Madison Employees: Ensure your emergency contacts are updated in MyUW.
- Non UW-Madison Employees: Provide the name, phone(s), and email contact for an emergency contact for you to your SAA or PC.

APPENDIX A: GUIDELINES FOR SYLLABI

Approved by IAP Faculty Advisory Committee September 2015

UW-Madison faculty/staff who teach a course for an International Academic Program (IAP) program must provide a syllabus of the course to IAP. Instructors should provide information in each of the sections outlined below but may include additional information if desired.

Course Name:

Course Equivalent(s) (if any):

Number of credits:

Instructor:

Contact Hours:

Language of Instruction:

Course Description (Provide a 2-4 paragraph descriptive overview of the course):

Course Learning Objectives (List the specific learning objectives for the course. Please note that overall *program* goals need to be listed in the program proposal—which may fully or partially overlap with the course learning objectives. Please note the general learning expectations IAP suggests all program incorporate: www.studyabroad.wisc.edu/):

- 1.
- 2.
- 3.
- 4.

Course Pre-Requisites (List any required pre-requisite courses as well as any special preparation needed):

Course Required Materials (List any required materials for the course. These may include required texts, required readings, etc.):

Expectations of Students (academic, conduct, etc.):

Assessment and Grading Policy (In this section, students must be able to see how they will be evaluated during the course. The weight that major assignments count towards the final grade should be clear. How much an instructor will grade for participation, attendance, special projects, group work, etc. should also be indicated here):

Grading Scale (Grading scales should adhere to policies as outlined by the UW-Madison Office of the Registrar, https://registrar.wisc.edu/grades_and_gpa.htm):

List of Graded Course Components (List the individual graded components of the course and the weight each of the components will be given in constituting the final grade for the course):

Attendance Policy (Due to the intensive nature of study abroad program daily schedules you should be explicit in your expectations for attendance at every type of program activity, including lectures provide by you, guest lectures, field trips, group meals, daily briefings, etc.):

Institutional Policies:

Plagiarism (Include a statement on plagiarism and the consequences that students face if they plagiarize in the course):

Disability Accommodations (in accordance with federal, state, and school or college guidelines):

Sexual Harassment Statement:

Resolution of Disputes with Instructor Statement:

Course Schedule (Please refer to Appendix B: *Guidelines for Assigning Credit in IAP Faculty-led Study Abroad Course*) to assure your course contact hours support the requested credit hours. Please list as many specific activities as possible, even if tentative. A full schedule needs to be included in the program proposal—here you only need to include the activities attached to the course, include class time, lectures, course-related field work and excursions. Provide the information chronologically, with as many specific details regarding when activities will take place, the estimated time for each activity, a description of that activity, when homework and assignments will be due, exam dates, required readings or prep work, and any other details deemed important by the faculty. Instructors should also include any course-related work or activities that would take place in Madison either before or after the study abroad program if applicable. Use the table format below to build your schedule. For courses involving internships or service learning, please consult with IAP for additional criteria):

DAY	ACTIVITY	Description	Time for activity
Day One			
Day Two			

APPENDIX B: GUIDELINES FOR ASSIGNING CREDIT

Approved by IAP Faculty Advisory Committee September 2015

In order to assure that academic standards for study abroad courses are as high as on campus, International Academic Program provides these guidelines for assigning credit based on UW policy and its application to study abroad courses led by UW Faculty and Staff.

UW Policy:










- a. 1 credit hour is assigned for every 15 hours (50 min) of classroom instruction.
- b. 15 discussion sessions of 1-2 hours count as one credit.
- c. 15 2-3 hour laboratories (30-45 hours) count as one credit hour.
- d. Independent study and field study courses require direct supervision by an instructor. Credits cannot be assigned if a student is asked to find a project and receives no substantial supervision on methods, preparatory readings and feedback during the execution of the project.
- e. No more than 12 credits can be granted for work during summer sessions

Additional Guidelines for Study Abroad:

- a. Instruction by the course instructor in situ at a field site, museum, etc., is equal to an instructional hour, exclusive of travel time to the site.
- b. If students visit a site on their own with no guided commentary, no instructional credits can be assigned, since this considered as equivalent to homework.
- c. Credits for independent study should be based on 1 credit for every 45 hours of work assuming that the requirement for direct supervision by an in-country or UW instructor is met.
- d. Provided the above guidelines are met, a general rule of thumb is one credit hour per week abroad. If an instructor or program wants to assign more credits than weeks abroad, then there must be sufficient instructional hours either abroad or before and/or after the experience abroad to meet the number of credits assigned. These hours cannot be about logistics but must be purely academic, ideally involving readings and student participation. The total number of instructional hours per week (based on the UW Policy above) may allow for more credits to be awarded than one per week.
- e. International Academic Programs recommends that all programs involving independent or field research have a component where students present the results of their work to other students and the instructor either orally or shared written work so that all students can learn what each of the others has accomplished.
- f. There are added guidelines for courses involving internships and service learning. Please consult with International Academic Programs for more details.

APPENDIX C: MySA STUDENT VIEW

MyStudyAbroad

 Acceptance Tasks	 Orientation & Preparation	 Handbooks
 Financial	 Academic	 Travel, Passport & Visa
 Health, Safety & Insurance	 Share My Experience	 Contacts

- Home
- Acceptance Tasks
- Orientation & Preparation
- Handbooks
- Financial
- Academic
- Travel, Passport & Visa
- Health, Safety & Insurance
- Share My Experience
- Contacts
- Logout



APPENDIX D: AGENDA FOR PRE-DEPARTURE ORIENTATION

- 1) Introductions of Program Leader(s) and Returned Students (if applicable)
- 2) Introduction of Participants
- 3) Program Overview
 - a. Academics
 - Learning objectives
 - Academic preparation before departure
 - On-site academic program, including course and credit earned on the program
 - Daily class schedule, typical classroom, daily coursework and exams, grading
 - Academic contacts (as applicable)
 - b. Program Leader Expectations of Program Participants
- 4) Health & Safety of Location
 - Internship health insurance participants are enrolled in through CISI
 - Emergency contacts in-country and emergency card
 - Safety in transport
 - Safety in local areas – bad neighborhoods, street crime/theft, etc.
 - Healthcare system in-country
- 5) Daily Life – feel free to incorporate returned students when covering this section
 - Arrival/Departure Information
 - Typical Day
 - Housing
 - Transportation (how the group will get around during the program)
 - Communication (email/phone/Skype)
 - Money (cost of living, how much to take, etc.)
 - Packing Suggestions
 - Cultural adjustment and norms in host country (alcohol; LGBT, gender, race and identity issues; etc.)
 - Things to do & see locally or regionally
- 6) Questions & Answers