

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Faculty-Led Education Abroad
Regulation and Procedure Number: (1.17) II.03.##
Applicable Regent Policy: B.03 Educational Delivery

STATEMENT OF PURPOSE

Texas Woman’s University endeavors to provide students with education abroad opportunities related to their academic degree areas through faculty-led courses abroad. TWU’s education abroad offerings aim to provide students with the opportunity to shape their identity as a global citizen and positively impact their academic, personal and professional development.

REGULATIONS

Education Abroad Participants

Participation in education abroad is available to students through credit-bearing courses and to non-credit-seeking participants. All participants must follow TWU policies and procedures for education abroad and must be covered by university liability insurance. The following groups are eligible to participate:

- **Credit-seeking Students:** Students age 18 and older enrolled in designated Education Abroad classes who have met all eligibility requirements for studying abroad.
- **Non-credit-seeking Participants:** All participants (e.g., spouses, partners, children, friends, alumni, etc.) age 18 and older who have met eligibility requirements for travel but are not enrolled in TWU courses.
- **TWU Faculty and Employees:** Anyone recognized as an official employee of Texas Woman’s University.
- **Minor Dependents of TWU Faculty and Employees:** In certain circumstances, minor dependents of TWU employees will be permitted to participate in travel associated with faculty-led programs. See **Minor Dependents** under **RESPONSIBILITIES of Faculty** for the specific details, regulations and eligibility requirements.
- **Students with Disabilities:** The Americans with Disabilities Act (ADA) applies in the United States; many countries do not have the levels of access available in the U.S. (e.g., historic buildings that do not have elevators). Disability Support Services works with TWU staff and faculty as well as the staff at the international sites to provide reasonable accommodations where

appropriate and feasible. According to the law, accommodations are determined on a case-by-case basis and are not required if they would require a fundamental alteration of the program or would present an undue hardship to the university. If students are not able to perform the essential requirements of the course (with or without accommodations), they are not qualified to participate in the program.

Responsibilities

Office of Education Abroad Programs

1. Verify each student's eligibility and appropriate enrollment status.
2. Verify class has met the minimum enrollment requirements.
3. Ensure that all Coordinating Board requirements are met.
4. Complete a funds transfer (IDT) to cover the liability insurance fee for all travelling TWU faculty or staff.
5. Monitor State Department Warnings and Alerts before and during travel; and, if a Travel Warning for the faculty-led program destination is issued before or after the program arrangements have been made or after the group has departed, the abroad portion of the program must be cancelled. See additional details under the HEALTH & SAFETY/Travel Warnings section of this policy.
6. Notify participants if there is a Travel Alert issued so that participants can decide whether they want to cancel.
7. Work with the faculty and department offering the course on travel logistics.
8. Provide direction on malpractice insurance options which offer coverage in the destination country for clinical/therapy courses which require it.
9. Offer a Health & Safety Orientation for all faculty-led program participants prior to departure.

Faculty

Before course travel:

1. Report plans to lead education abroad courses for the coming academic year to Education Abroad Programs by July 1st.
2. Submit all required information and forms to Education Abroad Programs prior to travel as outlined on the online Education Abroad Programs website (www.twu.edu/education-abroad).
3. Understand approval of the course is contingent on the completion of a Risk Management Training offered by Education Abroad Programs. Certification for this training must be renewed every 2 years.

4. Understand clinical courses for which malpractice liability insurance would be required at TWU must not be scheduled unless malpractice insurance can be found, purchased, and documented for all course participants. Seek the assistance of Education Abroad Programs for help in locating malpractice insurance options.
5. Ensure course enrollment meets the university standards: minimum of 12 students for undergraduate courses; minimum of 8 students for graduate courses.
6. Ensure course enrollment for bracketed courses. Minimum bracketed enrollment is 8 graduate students or a total of 12 undergraduate and graduate students combined.
7. Understand the salary for bracketed courses will be equal to that of teaching one course.
8. Work with academic department chair to ensure sufficient funds exist to cover the cost of faculty/staff leaders' travel expenses and re-imbursment of expenses incurred by faculty/staff while abroad.
9. Provide Education Abroad Programs with at least one cell phone number that will be accessible while abroad.
10. Distribute and discuss the emergency management plan/information provided by Education Abroad Programs to all travelers prior to departure.

During course travel:

1. Follow the TWU emergency plan presented during the Health & Safety Orientation and in Risk Management Training, including maintaining cell phone communication with the University at all times. Become familiar with the emergencies covered by university insurance. These details can be found in the Risk Management Training materials in Blackboard.
2. Implement all TWU policies while traveling abroad. Faculty shall have the authority to dismiss a credit- or non-credit-seeking participant from the program for violations of the code of conduct or failure to follow instructions given by a faculty/staff leader. All student conduct violations must be reported to the Office of Civility and Community Standards.
3. Leave no student behind unattended.
4. Be supported/assisted by a second TWU employee unless an exception is approved by the Provost. If student enrollment exceeds 25, an additional TWU employee must assist for each 15 additional students or fraction thereof.

Minor dependents

Minor dependents are only those children under the age of 18 who are related to TWU faculty and staff. Minor dependents of credit-seeking students or non-

academic credit-seeking participants may not participate in faculty-led education abroad programs.

Faculty-led education abroad programs are academic programs; therefore, these courses are never designed to cater to the needs of individuals who are not part of the academic experience. Accompanying minor dependents should not interfere with the function of the education abroad program in any way. However, TWU recognizes the importance of family and allows faculty and staff members leading programs to include their children as part of the education abroad experience bearing in mind the need to adhere to the following guidelines.

1. No minor dependents will be allowed to accompany faculty/staff during programs that last three weeks or less.
2. TWU faculty and staff may seek approval from the Provost to allow their minor dependent children to accompany them when teaching/leading a course abroad for more than three weeks.
3. The faculty/staff leader is responsible for the students participating in the course first and foremost.
4. Faculty/staff must provide a caretaker for their minor dependents. This caretaker must be 18 years of age or older.
5. Faculty/staff must cover all expenses for the caretaker and children.
6. Faculty/staff cannot be considered the caretaker at any time during the program.
7. Other faculty/staff members involved with the program cannot serve as a caretaker at any time during the program.
8. Students on the program shall never be asked to serve as a caretaker at any time during the program.
9. Faculty/staff and the caretaker must sign and submit the Waiver, Indemnification, and Assumption of Risk form to Education Abroad Programs.
10. The caregiver must follow all of the requirements laid out for **non-credit-seeking participants**.
11. Faculty/staff must provide evidence of international health insurance coverage for their minor children.
12. Faculty/staff must purchase liability insurance for minor dependents through the Education Abroad Programs [online payment website](#)

Credit-seeking Student

1. Enroll in the faculty-led education abroad course.
2. Be at least 18 years old.
3. Not be on disciplinary probation at TWU.

4. Hold a GPA minimum of 2.5 as an undergraduate or 3.0 as a graduate student.
5. Have no outstanding financial liabilities with TWU.
6. Apply by the deadline specified on the application so that reviews of eligibility can be completed.
7. Complete and submit all student travel forms.
8. Provide evidence of international health insurance coverage during the time of travel.
9. Meet with Disability Support Services if accommodations need to be arranged for special needs.
10. Attend a Health & Safety Orientation offered by Education Abroad and/or the faculty leader prior to traveling.
11. Comply with all TWU student policies in the *TWU Student Handbook*.

Non-credit-seeking Participant

- Be at least 18 years old.
- Apply by the deadline specified on the application so that reviews of eligibility can be completed.
- Complete and submit all travel forms to Education Abroad Programs.
- Provide evidence of international health insurance coverage during the time of travel.
- Conduct himself/herself in a manner which represents TWU with dignity and follows laws of the countries visited.
- Attend a Health & Safety Orientation offered by Education Abroad and/or the faculty leader prior to traveling.
- Purchase liability insurance through the Education Abroad Programs online payment website.

Students with Disabilities

1. Meet the standard university eligibility requirements in applying for faculty-led education abroad courses/programs.
2. Begin planning for education abroad with Disability Support Services in advance of the planned trip to identify challenges existing in particular countries.
3. Be registered with Disability Support Services in order to receive accommodations in advance of participating in education abroad. If the student chooses not to disclose any disability-related needs until abroad, he/she is subject to the same policies and procedures for course participation as any other student.

4. Identify disability-related potential barriers that could affect participation in the course, and consider the impact on:
 - a. Classroom participation
 - b. Housing
 - c. Transportation
 - d. Academic supports (e.g., testing, writing, and reading)
 - e. Health services (e.g., counseling, medication)
 - f. Assistive technology

HEALTH & SAFETY

Travel Warnings

1. TWU faculty/staff and Education Abroad Programs will not offer or support education abroad in destinations that are under a State Department Travel Warning.
2. Students, faculty, and staff participating in faculty-led education abroad programs should consider purchasing travel cancellation/interruption insurance in the event that either:
 - a) a program is cancelled prior to departure due to a Travel Warning being issued or
 - b) TWU asks participants to return while in route or after arrival to their education abroad destination because a Travel Warning is issued.
3. Visit the [State Department Travel Warning](#) website for a current list of countries under Travel Alerts and Warnings.

Liability Insurance

1. All participants of faculty-led programs must be covered by TWU liability insurance.
 - a) A fee for liability insurance will be included in students' tuition and fees for the course.
 - b) Faculty/staff liability should be funded by the academic department supporting the faculty-led program. Education Abroad Programs will IDT the academic department to cover the fee for all participating faculty/staff leaders.
 - c) All non-Credit-seeking participants including caregivers and minor dependents will purchase liability insurance through the Education Abroad Programs [online payment website](#).

Medical Insurance

1. All participants in faculty-led programs must provide evidence of international medical coverage

2. Education Abroad Programs can point participants needing to purchase appropriate medical coverage to education abroad insurance providers.

Emergency Information/Plan

1. All participants will be informed of the emergency plan during their Health & Safety Pre-departure Orientation
2. All participants will also be provided with an Emergency Information card for their specific faculty-led program prior to departure.
3. In the event of an emergency, it is the responsibility of the faculty/staff leaders to immediately contact TWU's Chief of Police at the number provided on the Emergency Information card.
4. The Chief of Police will contact the Director of Education Abroad who will then notify the appropriate TWU authorities and administrators.

APPLICABILITY

- TWU Students, Faculty, Staff, and Guest
- TWU Student
- TWU Faculty
- TWU Staff
- TWU Guest

SPECIAL NOTES –

Operational Procedures needed to implement this policy are found on the Education Abroad Programs website www.twu.edu/education-abroad

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