



Questions to Consider When Designing a Program

Preparation

- How many courses will be offered?
- What is the duration of the program?
- Will there be on-campus classes and/or sessions before and/or after the education abroad component?
- How will contact hour requirements be met for each course offered?
- How many faculty will be traveling/teaching? (Each program is limited to three faculty leaders.)
- Will the program include undergraduate and/or graduate courses?
- To which group of students is this course geared? Am I targeting a large enough group to ensure minimum enrollment numbers?
- How will I advertise this opportunity to prospective students?
- Will I be able to bring my family members while leading this program?
UCA Education Abroad Family Policy
- What about visiting students?
Visiting students may apply to UCA through Admissions and then if approved by faculty, attend the education abroad program by enrolling in 3 to 6 hours of education abroad coursework.
- What about non-student participants?
All participants in faculty-led education abroad programs must enroll in at least one credit hour as an auditor. Faculty leaders will be asked to designate at the time of their proposal whether they will accept auditors taking one-credit classes. If so, any non-student auditors considered potential donors could be invited to donate the equivalent of two more credit hours (\$520) or more to either the Foundation Account of their choice or to one from a list proposed by faculty leaders that would include the IE Education Abroad Fund. Faculty leaders would need to designate their program at the time of proposing it as open to non-student auditors. Of course, faculty could also allow the one-credit course to be taken for credit. All participants would pay the full program fee. See also Education Abroad Family Policy.

Place

- Has the U.S. Department of State issued any travel alerts or warnings for the chosen destination(s)?
UCA Travel Policy: UCA students may not use UCA Study abroad scholarships or other university financial aid to travel or study in locations rated at LEVEL 4 DO NOT TRAVEL on the U.S. Department of State's Travel Advisory website. Students traveling in areas or countries with Level 1



and Level 2 ratings should consult the [State Department's website](#) and heed all warnings while avoiding all Level 4 areas or locations that may exist in some countries. All travel to locations or countries with a LEVEL 3 RECONSIDER TRAVEL advisory must be pre-approved by the Associate Vice President for Global Learning and Engagement, Legal Counsel, the Provost and Executive Vice President, and the President of the University of Central Arkansas.

- Will the program be based in one city/town with side excursions, or will it involve traveling within one country or to several countries?
- Does my chosen destination(s) have special entry and/or exit requirements that students should be made aware of in advance?

Price

- Is this program affordable for students?
- What scholarship options are available?
- How is the 3% Cost-Recovery Fee used?
See UCA Board Policy #635. To Support the individual program as unexpected increases in costs occur, to support other programs going abroad that year (increase the number of programs going where possible by supplementing costs for some programs with lower but viable enrollment and to roll over any remaining funds to the following year to support future programs.
- What is the salary for faculty-led program leaders?

Protection of Participants

- What is the alcohol and drug policy for education abroad programming?
Alcohol and Drug Policy for UCA Education Abroad

Partners

- Will the students stay in a homestay, campus dormitory, hostel or hotel?
- How will ground transportation arrangements be managed?
- Which host institution or third party should I partner with for logistical arrangements and risk management support?

As you explore options, staff in Education Abroad will help groups identify trusted partners.