

FACULTY DEVELOPMENT **ABROAD**



with **AIFS**





Study Abroad: An indispensable educational experience for the 21st century

Colleges and universities, recognizing the increasingly global nature of our society, are engaged as never before in an effort to internationalize their curricula. Many encourage their students to participate in academically sound study abroad programs as a way to provide an international dimension to their degree programs and to enhance their overall educational experience. More and more academic institutions are including study abroad experiences as a required or optional component of their degree programs. Many consider such programs an indispensable educational experience for the 21st century.

For many faculty, this new international emphasis presents a dilemma. Those who desire to internationalize their courses would often benefit from a period abroad, but institutional resources for such an activity are typically severely limited.

In response to the globalization efforts of higher education institutions, the American Institute For Foreign Study (AIFS) has created Faculty Development Abroad (FDA). Under this program, faculty at U.S. institutions who enroll six or more students in an AIFS summer session abroad are provided the opportunity to accompany them as coordinators with no additional expenditure of institutional resources.

Because the non-academic responsibilities of faculty coordinators are limited, faculty have ample time to pursue their research interests, interact with colleagues at the international program site, improve their language skills, concentrate on the international dimensions of their discipline and, in general, benefit from the intellectual stimulation and overall revitalization which living and learning in an international setting provides.



Stipends and the role of a Faculty Coordinator

When a minimum of six students enroll in a program, the faculty member's institution is awarded a stipend to enable him/her to accompany the group at no cost to the institution.

The stipend covers round trip air transportation on the standard program dates, accommodations and meal plan for the faculty coordinator on the same basis as participants. Institutions enrolling more than six students receive an additional enrollment stipend from AIFS of \$300 per student. When 12 students enroll, the institution may elect to send another faculty member in lieu of the additional enrollment stipend.

On the home campus, the Faculty Coordinator typically plays a major role in obtaining any necessary institutional approvals, working closely with the study abroad office in publicizing the program and meeting with interested students.

While abroad, the Faculty Coordinator serves as the liaison between the home institution and AIFS. Because the AIFS Resident Director is responsible for coordinating all support services abroad, the non-academic demands on the faculty member's time are minimal. As a result, faculty enjoy free time while abroad that they can use in a number of different ways. A Faculty Coordinator can supervise the study group and contribute personal knowledge to enrich the student's experience, meet with colleagues at the international campus and elsewhere, work on improving language skills, and at certain campuses, teach a course on behalf of the home institution with students enrolling in this class as well as those AIFS offers. Both options allow ample time to pursue independent research.

U.S. faculty wanting to teach their own courses abroad can arrange curriculum, registration and credit through the home institution. Students should enroll in the course through the home institution. Generally, faculty receive salary from the home college for teaching during the summer. AIFS will coordinate housing and meals, air transportation, insurance, a program of social and cultural activities and enrollment in summer courses offered at the international campus. When more than 12 students are enrolled in certain programs, AIFS provides a classroom at no charge.

Classrooms can be provided at Richmond during the London component of a multi-country program in Europe. By special arrangement, U.S. faculty may teach their courses in Florence (other than studio art), Spain and France.



General information

Included in the program

- Round trip air transportation on the standard program dates and specified travel as detailed in the program description in the AIFS catalog
- Housing throughout the program and meals as specified in the AIFS catalog
- Insurance coverage, sightseeing and entertainment as specified
- Airport taxes and fees
- Airport transfers on standard arrival and departure dates and luggage allowance of one medium-sized suitcase
- 50 percent reduction in the cost of optional excursions
- Spouse discount on land-only program fee

Those who decide to make their own travel arrangements and forfeit the round trip ticket with AIFS will receive no compensation for the unused ticket.

Not included in the program

- Passport and visa fees (unless noted in catalog)
- Beverages with meals
- Any meals not included in the program (see catalog description), transportation to/from home town to point of international departure (including domestic flights and airport transfers in the U.S.)
- Activities in the departure city prior to flight
- Any additional expenses due to airline scheduling or delays
- Laundry
- Excess baggage charges
- Items of a purely personal nature
- Tuition (classes may be audited)
- Extended stay expenses



Visa

Some AIFS programs require students and/or Faculty Coordinators to obtain a visa. In all cases, obtaining the visa/required travel documents before departure is the participant's responsibility. Visa deadlines may precede regular AIFS application deadlines. For information about a specific program's requirements please contact the AIFS college division at (800) 727-AIFS and ask to speak to a summer admissions officer.

Extended stay

Faculty Coordinators may elect to return on a different date or from an alternate international city for an additional fee. Check the AIFS web site at www.aifsabroad.com or see the AIFS summer catalog for alternate return cities. Faculty Coordinators must notify AIFS on their Faculty Development Abroad applications of their travel plans no later than March 15. This option does not apply to the China, Russia or South Africa programs. Please note that Faculty Coordinators who choose the extended stay option will not be able to fly with their students on their return.

Optional excursions

AIFS encourages faculty to join optional excursions offered to students and grants the Faculty Coordinator a 50 percent reduction in the cost of these excursions for the purpose of enhancing the supervision of the group. However, the Faculty Coordinators wishing to enroll in optional excursions must indicate their wishes on the Faculty Development Abroad application and pay for these no later than April 15. All optional excursion payments are non-refundable.

Refunds

Faculty should consult the AIFS catalog for standard refund policy details. However, once the program has started, there is no refund for meals, housing or transportation unused by faculty for absence or any other reason except serious illness as covered by insurance or a U.S. State Department travel warning (see catalog for policy).

Faculty housing, meals and travel

Faculty Coordinators will be housed on the same basis as students. Faculty Coordinators participate in the same meal plan as provided for students. Those coordinators who qualify to bring a second faculty member will be provided a nicely appointed twin room in a student housing facility. Faculty who wish to bring a spouse or partner must indicate their wishes on the Faculty Development Abroad application. Also, faculty who wish to pay for upgraded accommodations may apply to do so on a space available basis.

Travel arrangements are provided on the same basis as students for international flights and/or local travel while on excursions during the program. On multi-country/traveling programs, faculty are provided with accommodations in the same hotels and student residences as the students in the program. If you request AIFS flights, your airline tickets will be sent to your home address once all accounts are settled.

AIFS and its programs

AIFS provides opportunities for college level study at universities abroad for a semester, academic year or summer. Programs are offered throughout Asia, Australia, Europe, South Africa and North and South America and include courses in languages, business, fine arts, history, literature, political science, marketing, communications, art history and other disciplines.

AIFS has more than 40 years experience arranging study abroad programs and cultural exchanges. More than one million students, faculty and adults have participated in AIFS programs since its founding in 1964. During the current academic year more than 500 U.S. colleges and universities worked with AIFS to provide enhanced international education opportunities for their students and faculty.

AIFS offers comprehensive support services to students and faculty abroad through permanent AIFS Resident Directors at campuses overseas. Meal plans, travel, housing, arrival details and orientation are arranged for participants by AIFS staff. An ongoing program of social and cultural activities maximizes the experience abroad. Universities and colleges abroad provide academic programs for AIFS students and issue transcripts.

AIFS College Division summer, semester, quarter and academic year programs are described in our catalogs. AIFS supplies institutions with catalogs detailing summer programs at each international campus, as well as posters, applications and itineraries.

“There is no comparison to immersing yourself in a culture - to learn the language, customs and expose yourself to a new way of life. AIFS has been efficient, friendly and offers a good variety of courses to students.”

Christine Scott, University of California, San Diego

Insurance

Faculty Coordinators who accompany the group abroad are covered by insurance for trip cancellation or interruption, accident and medical care. AIFS arranges group coverage through the Combined Specialty Insurance Company. A booklet detailing this coverage is provided prior to departure. Coverage is a maximum \$50,000 per accident or illness with a \$50 deductible. This can be enhanced with optional Extra Protection coverage. Twenty-four hour emergency assistance services providing lost document and emergency cash assistance is also included which provides added security.

Spouses

The AIFS College Division grants the spouse of a Faculty Coordinator a 50 percent reduction off the land-only program fee for all campus programs or a 35 percent reduction off the land-only program fee for all traveling programs. However, the person receiving the discount cannot be counted as a program enrollee for the purpose of calculating the program size and stipend.

Children

AIFS will not permit children under 17 to participate on college programs or accompany faculty or adult participants. At the Richmond International Summer Session, however, faculty with children may elect to live off campus and provide their own air transportation.



“I’ve never had a better time in my life, nor have I learned more about art and culture outside of my home country. Everything was far beyond my expectations.”

*—Heidi Rabben,
University of
California, Berkeley*

How to proceed

Applying

A Faculty Coordinator desiring to participate in Faculty Development Abroad should select an AIFS summer program of interest and submit the business reply card in this booklet to receive an application. You can also receive an application by contacting the AIFS office in Stamford, Connecticut, (800) 727-AIFS. For your best chance to fly as a group with your students to your program destination, Faculty Coordinator and student applications should be submitted together well in advance of AIFS application deadlines. Please note the application will require a Faculty Coordinator to obtain institutional approval from their college/university president or dean since it is important that the home institution is aware of and supports Faculty Coordinator efforts to promote a study abroad program.

Logistics and deadlines

Prior to enrolling participants, the Coordinator and home institution should establish application deadlines and a fee schedule well in advance of AIFS deadlines. Please note some programs reach capacity before the AIFS application deadlines. Faculty Coordinators should immediately contact a summer program admissions officer regarding visa requirements. The Faculty Coordinator then works with the registrar or other appropriate university official (e.g., Study Abroad Advisor) to assist students with credit transfer approval before departure.

Notifying potential candidates

Faculty Coordinators should identify students who may be interested in summer study abroad. They can approach students by course, major or through honor societies and clubs. Adults may be reached through alumni organizations, college publications and continuing education departments. More and more post-baccalaureate adults enjoy educational travel and find AIFS summer programs meet life-long learning needs.

Informational meeting

Faculty Coordinators should schedule an informational meeting in conjunction with the study abroad office and invite potential participants and interested department heads. The informational meeting provides a forum to answer questions, distribute AIFS catalogs, discuss program prerequisites and outline deadlines and enrollment procedures. The meeting should be held early in the semester, ideally before holiday breaks. This gives students time to discuss plans with their parents during the break.

Publicity

The AIFS College Division supplies institutions with catalogs, posters, applications and itineraries for the summer program selected. The school newspaper may be interested in plans regarding summer study abroad. AIFS can generate a press release or provide publicity information. Any article should give a contact for further information as well as dates of informational meetings. AIFS also provides camera-ready ads and will reimburse for publicity up to \$100.

Why choose?

AIFS for you and your students?



1 Faculty Involvement

Faculty at U.S. institutions who enroll six or more students in an AIFS summer abroad program are provided the opportunity to accompany them as coordinators with no additional expenditure of institutional resources.

2 Experience

AIFS has more than 40 years of experience in arranging study abroad programs—we have the resources and experience to safeguard the welfare of our students.

3 Commitment to Quality

AIFS is recognized as the premium provider of study abroad programs.

4 Variety of Locations

We offer 22 unique summer programs in Asia, Australia, Canada, Europe and South Africa, plus multi-country traveling programs throughout western Europe.

5 Most Comprehensive Fee

Student program fee covers tuition, housing, cultural activities, tours and excursions, tuition, meals (on most programs) and round trip airfare if that option is selected.

6 On-Site Campus Support

Our Resident Directors live and work in the cities where the programs are located. Their level of local expertise will enhance your overseas experience.

7 Insurance and Emergency Assistance

Our participants are covered by the most comprehensive travel insurance package available which includes 24/7 emergency support.

8 The AIFS Price Guarantee

Unlike many other study abroad programs or independent study options,

our program fees are guaranteed. The value of foreign currency fluctuates daily, so the price of your study abroad program can change by hundreds of dollars if the price is not guaranteed.

9 Credits

All courses offered from the host institution are for college credit. If your school is affiliated with AIFS, credit transfer is easy.

10 Courses in English

You don't have to know a foreign language to study abroad. Many AIFS campuses offer courses in English or in foreign languages from beginner to advanced levels.

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