

PLANNING YOUR PROGRAM

CUSTOMIZED, FACULTY-LED

Experiential Learning. Academic Integrity.
Collaborative Programming.



WELCOME

We invite you to explore AIFS Customized, Faculty-Led Programs and learn more about our locations and services.

Your Guide to AIFS Customized, Faculty-Led Programs:

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“AIFS worked as close partners in developing a rich, engaging and educational experience and was brilliant at understanding what I hoped my students would get out of their study abroad experience.”

– Stephen G. Hague, Rowan University



INTRODUCING AIFS CUSTOMIZED

AIFS was founded in 1964 and is a leading provider of educational and cultural exchange opportunities. Since we were established, over 1.6 million students have participated in our programs. Each year, more than 5,000 U.S. college students study abroad with AIFS – approximately 2,500 of these on our customized, faculty-led programs. AIFS currently arranges such study abroad programs for approximately 100 U.S. colleges and universities.



96%

OF STUDENTS RATE AIFS PROGRAMS
AS “EXCELLENT” OR “GOOD”

97%

OF STUDENTS ON AN AIFS CFL PROGRAM
WOULD RECOMMEND IT TO A FRIEND

AIFS Customized, Faculty-Led Programs are formal arrangements with educational institutions which enable you to teach your course while we provide academic and logistical support, cultural activities, student services, classroom, and housing facilities at a location abroad, plus medical insurance and \$51M of liability coverage for your institution. This allows you to conduct your academic program at minimal expense and without the financial risk involved in making your own arrangements and commitments.

Our programs are tailor-made. Our staff work with either faculty, administrators, or the study abroad office to determine specific requirements, then send a detailed proposal which lists program components, fees, application deadlines and refund policies so it is clear what is included in the program fee. All land prices are guaranteed in U.S. Dollars and are not affected by currency fluctuations.



CUSTOMIZED PROGRAM DESIGN WITH AIFS

ACADEMIC INTEGRITY

Reliable travel arrangements are a given; ensuring the academic integrity of your study abroad program is where AIFS excels. Understanding the specific academic goals and the desired learning outcomes you have for your students is essential to our collaborative program development. Whether you need to engage with a particular speaker or institution or focus on a particular aspect of the local culture, we will work with you to create an itinerary that helps students explore the relevant trends and issues

EXPERIENTIAL LEARNING

Specialized study and relevant site visits and activities organized by AIFS are fundamental to the experiential nature of our programming. Programs can include visits to local institutions, agencies, companies or museums or guest lecturers from a practicing expert in the field

COLLABORATIVE PROGRAMMING

We can help you adapt your existing program or work with you to build a unique program from scratch. If you are seeking relevant academic sites and resources, assistance building an itinerary or advice on what type of housing to select we will work with you using our knowledge, expertise, and resources to collaboratively build the program that meets your needs.



SAFETY AND SUPPORT

The health and safety of our students, faculty, and staff is our priority as we plan and implement our programs around the world. Central to this is our student health insurance and emergency travel assistance plans, included in the program fee. All AIFS staff implement established risk management and incident response protocols, and we have a wide network of international and local contacts, making us prepared to assist in emergencies.

PROGRAMS LOCATIONS



CENTRAL AND SOUTH AMERICA

ARGENTINA – Buenos Aires

COSTA RICA – San José

AFRICA

SOUTH AFRICA – Cape Town

OTHER LOCATIONS

If your preferred program location is not listed, please reach out to us to discuss additional possibilities.

MULTI-LOCATIONS

If you would like to include more than one location, AIFS is able to work with you on a travel itinerary that includes two or more national or international sites that meet your program objectives.



EUROPE

AUSTRIA – Salzburg, Vienna

CZECH REPUBLIC – Prague

FRANCE – Paris, Grenoble, Cannes

GERMANY – Berlin

GREECE – Athens, Greek islands

HUNGARY – Budapest

IRELAND – Dublin, Galway, Cork

ITALY – Florence, Rome, Sicily

RUSSIA – St Petersburg

SPAIN – Barcelona, Granada, Madrid, Salamanca, Seville, Valencia

UK – London, Oxford, Cambridge, Belfast, Edinburgh, Glasgow

ASIA

JAPAN – Kyoto

AUSTRALIA AND OCEANIA

AUSTRALIA – Sydney, Cairns

NEW ZEALAND – Auckland, Wellington

“HYBRID” PROGRAM SITES

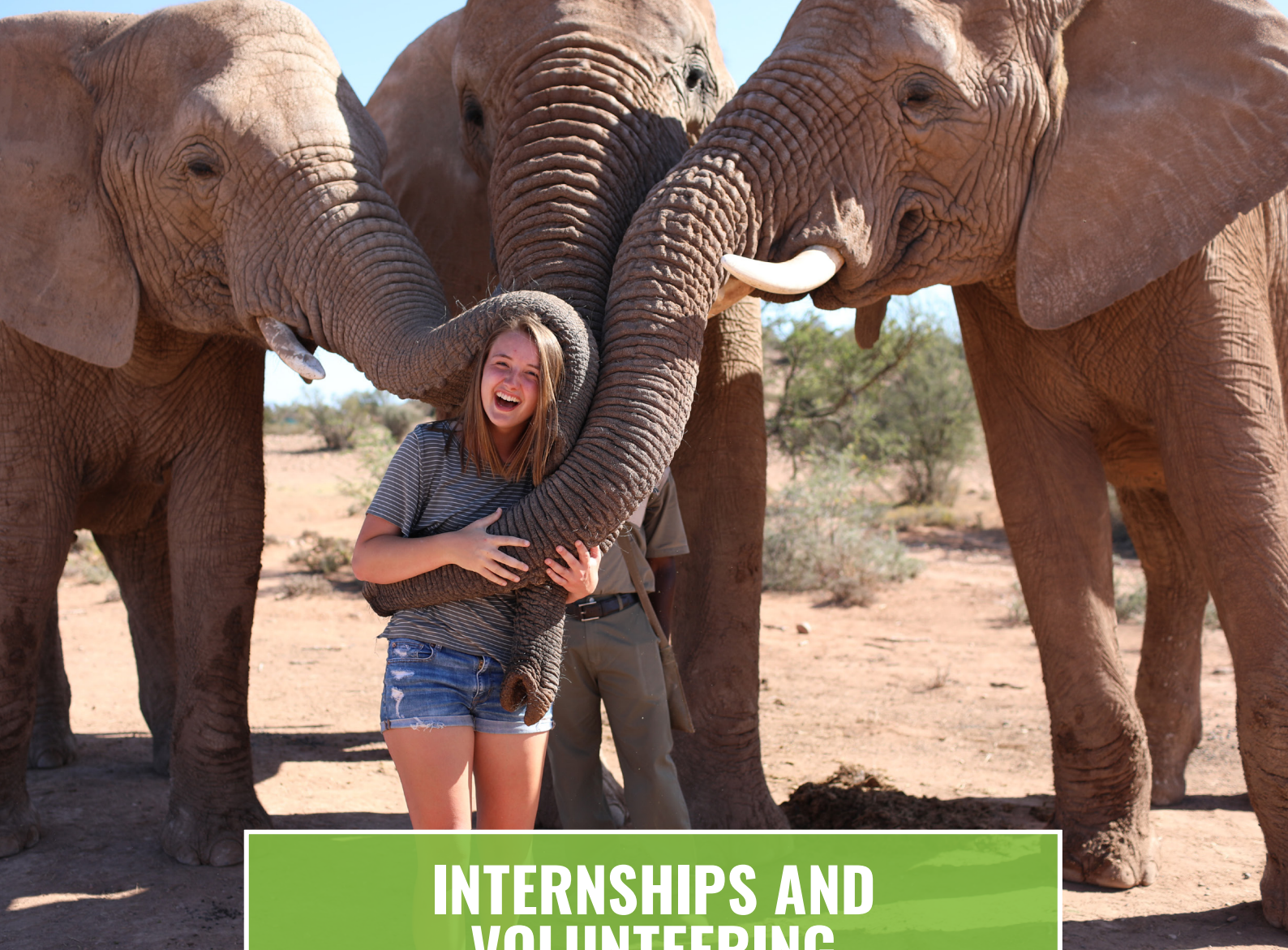
These are programs where a faculty member accompanies a group of students to a location and teaches them one or two courses, but students make up their full-time load by taking additional courses at the overseas (host) university (and most often these are semester programs).

These are possible in the following locations: Buenos Aires, Prague, San José, London, Cannes, Grenoble, Paris, Athens, Limerick, Florence, Rome, Stellenbosch, Barcelona, Granada, Salamanca, Salzburg.

For more information:

visit our website www.aifscustomized.com or email us at customizedfaculty@aifs.com





INTERNSHIPS AND VOLUNTEERING

AIFS can offer internships and volunteering placements at many of our program locations.

Semester programs can include your academic course(s) plus full-time or part-time internship experiences in a wide variety of fields. *UK programs are subject to UKVI requirements.

AIFS Internship Coordinators will work with students to prepare their resume and interview skills, arrange interviews and supervise placements. Credit can be granted by your US institution.

Shorter term programs can include job shadowing experiences or visits to organizations, companies or agencies related to the course curriculum.

Similarly, volunteering placements can range from a semester-long experience to a variety of one-time service learning experiences during the program duration.

Both are designed to provide opportunities for your students to improve their intercultural competencies.



AIFS GLOBAL EDUCATION CENTERS

Our global education centers are dedicated to accommodating faculty and students on their study abroad program. We take pride in offering comprehensive staff services, a comfortable learning environment, and academic and cultural experiences that facilitate intercultural competence.

LOCATIONS:

AIFS's Global Education Centers are located in London, Florence, Rome and Salzburg. Each center is centrally located and easily accessible by public transportation or walking distance from student and faculty housing.

CLASSROOMS, STUDENT SERVICES AND CULTURAL ACTIVITIES:

Each center has several classrooms equipped with audio-visual equipment and Wi-Fi access, student services offices, faculty office, and student lounge with access to computers and printers. AIFS staff offer a full range of student services including daily program management, 24/7 emergency contact, extensive local resources and coordination of academic field trips and cultural activities. This allows faculty the freedom to focus on teaching.

ADJUNCT FACULTY COURSES:

An additional advantage to basing your program at an AIFS Global Education Center are the course offerings by local adjunct faculty. The US institution may offer one or more of these courses to their students as a way to broaden the range of academics given during their semester or summer program.



Zentrum Herrnaue – AIFS Global Education Center in Salzburg, Austria.



Taylor House – AIFS Global Education Center in London, England.



13th century palazzo in the Santa Croce district – AIFS Global Education Center in Florence, Italy

CONSORTIUM MODEL PROGRAMMING:

AIFS partners with numerous consortia of U.S. institutions on semester and short-term programming. While there are different models to consider, generally, several schools send one faculty each and a group of students abroad all together on one program. The faculty teaches one or several courses. Students can take the courses from any faculty they wish. The other program features are shared– facilities & student services, housing, academic field trips, and cultural activities. Contact us for more information about the possibility of joining an existing consortium or forming a new one.”

THE AIFS ADVANTAGE

PROGRAM FEES TYPICALLY INCLUDE:

- » Advance planning services of AIFS program staff, experts in local possibilities
- » Accommodations in homestays, student residences, apartments or hotels
- » Some meals, depending on the accommodation
- » On-site staff services including student services, program management, and faculty support
- » Academic enhancements such as guest lectures, field trips, adjunct courses and service learning opportunities.
- » Orientation program with focus on health and safety
- » Welcome and farewell receptions
- » Access to study center including classrooms, internet access and audiovisual equipment as required
- » Cultural activities both locally and within the region.
- » Transportation pass as required
- » Student medical and personal effects insurance
- » \$51 million liability insurance with U.S. university named as additional insured
- » Pre-departure information services and toll-free contact number in the U.S.
- » Promotional materials including flyers, brochures or posters

AIFS does not charge fees other than the listed student program fee stated in the proposal. Fees are guaranteed in US Dollar and will not be impacted by currency fluctuations.

OPTIONAL COMPONENTS:

- » Optional medical insurance upgrade
- » Optional excursions (for which a supplement is charged since students may 'opt' to participate)
- » Optional internship placements
- » Faculty benefits including full participation on all scheduled academic activities, housing and airfare stipends

HEALTH AND SAFETY SUPPORT

- » On-site orientation with local staff
- » Location specific information on safety and security, and cultural differences.
- » Relationships with local emergency services
- » 24/7 AIFS Emergency phone contact on site and in the US
- » evacuation and repatriation of remains and personal effects coverage
- » CISI student medical insurance policy including health, accident, emergency medical
- » \$51,000,000 liability coverage for the Institution
- » Emergency evacuation plan

PLANNING YOUR PROGRAM

STEP 1

- Identify destination, term and focus
- Create program syllabus
- Seek campus approval

STEP 2

- Request proposal from AIFS
- Start advertising program and assessing interest
- Review AIFS proposal and make revisions
- Sign proposal and return to AIFS
- AIFS will start provisional bookings
- Depending on complexity of program, process typically takes 2-6 weeks

STEP 3

- Start promotion and recruitment of program
- Encourage all interested students to apply for a passport ASAP

STEP 4

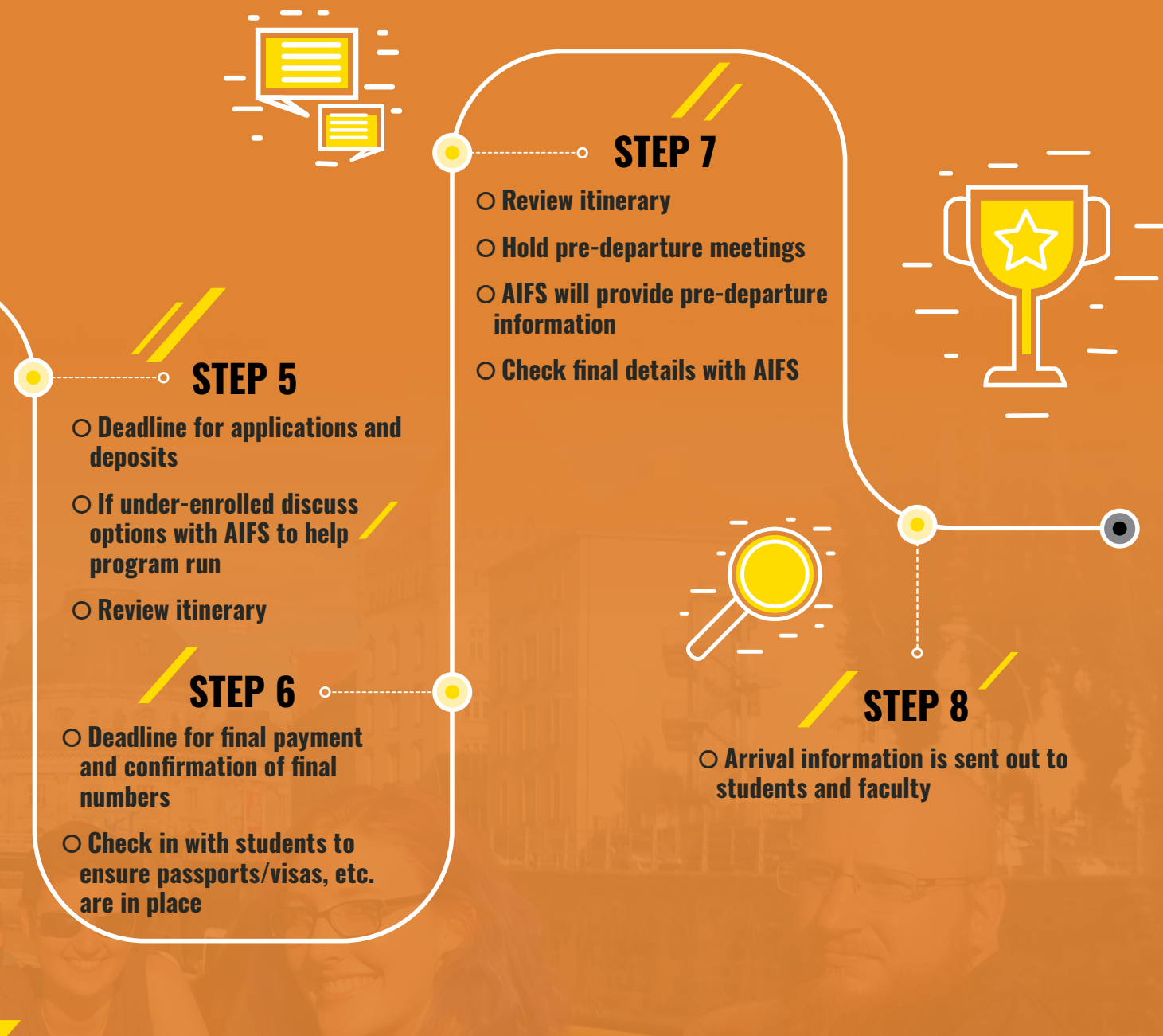
- Liaise with AIFS regarding student numbers and recruitment
- Update AIFS on any scheduling requirements for the program

REQUESTING A PROPOSAL

AIFS will work collaboratively with faculty and advisors to ensure the best possible academic and cultural experience for students. The proposal is a contract detailing all program components in the student fee, faculty benefits (if included in the student fee) and optional components. The proposal will also detail what is not included in the program fee, the application procedure, billing and the refund policy and deadlines. Once you have decided on a location, term and focus, we begin the process with the AIFS Questionnaire.

KEY CONSIDERATIONS:

"Where do you want to go, and when?" "Will your course(s) appeal to a large range of



majors?" "Will it/they count toward General Ed requirements?" "What are the goals of the program and what components are non-negotiable?"

"YOUR TIMELINE FOR GETTING STARTED

The ideal timeline depends on how things are arranged on your campus. Do you need approval from your department or Study Abroad office before requesting a program proposal from us? Or will our program proposal help you get approval? Starting the process as early as possible is recommended, to allow for approval and then plenty of time to recruit. When are study abroad programs advertised on campus? When do students make the decision to study abroad? The longer window you have to promote the program and recruit, the better. It allows students to plan both academically and financially. The AIFS University Relations Team are available to support with recruitment and will provide information on best practices and peer success stories to help you engage interested students.

For more information on AIFS Customized, Faculty-Led Programs, contact your regional University Relations Representative, email us at customizedfacultyled@aifs.com or visit our website: www.aifscustomized.com.

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