



STUDY & INTERN ABROAD PROGRAMS

Ph. 1.212.931.9953 • Fx. 1.212.528.2095 • Info@KEIabroad.org • www.KEIabroad.org
63 Sackett Road • West Nyack • New York • 10994 • USA

INTEGRATED & CUSTOMIZED PROGRAMS ABROAD HANDBOOK & PROPOSAL FORM for the APPALACHIA COLLEGE ASSOCIATION

TEACHING, RESEARCH, COMMUNITY PROJECTS & PROFESSIONAL DEVELOPMENT

Last modified: September 2016

Interested in teaching a course abroad? Or, leading a community service, internship or research project abroad?

The Knowledge Exchange Institute (KEI) can assist in planning, organizing, managing and supporting faculty interested in customized programs abroad. This document provides an overview of KEI's partnership programs (Customized and Integrated options). A program submission form is available at the end of this document.

Contact Information

We are here to assist you. Do not hesitate to call or email if you have questions about program options, submission guidelines, your responsibilities, or anything else related to international education and programming.

Eduard Mandell
Managing Director, KEI
1.800.831.5095 ext. 3
Eduard@KEIabroad.org

TABLE OF CONTENT

About KEI	2
Program Options for Faculty	2
Proposal Deadlines & Evaluation Process	4
Professor Responsibilities	6
Financing Study Abroad	7
Frequently Asked Questions	8
Program Proposal Form	9

ABOUT KEI

The Knowledge Exchange Institute (KEI) was founded in 1997 as a New York educational organization on the belief that study abroad should go beyond liberal arts education and cultural exchange to include discipline-specific studies and professional development. Today, KEI offers semester and summer programs in 17 locations throughout the world, and manages more than 20 Integrated and Customized programs each year.

KEI's semester and summer programs are discipline-specific, allowing all academic majors to study abroad. Foreign language and liberal arts courses are also offered at each program location. There is no foreign language requirement; courses and internships are conducted in English. Many locations also offer courses taught in the host language (students must have sufficient proficiency to enroll in these courses).

Experiential learning (internship, community service, research, etc.) opportunities are available at most KEI program locations. Students can earn credit for experiential learning if they complete all academic components.

KEI partners with reputable universities and organizations in the host country to deliver high quality programs. KEI Onsite Directors manage program logistics and provide student services.

KEI programs are all-inclusive: tuition, host campus fees, housing, meals (at some locations), excursions, medical and travel insurance, use of cell phone, airport welcome and transfer, predeparture advising and onsite support. The cost of KEI programs is lower than tuition, fees and housing at most liberal arts colleges in the USA.

Visit <http://www.KEIabroad.org> for detailed information about KEI, and KEI's semester and summer programs.

PROGRAM OPTIONS FOR FACULTY

Two program models are available for faculty who desire to teach a course or lead a project (service learning, internship, research, etc.) abroad. Both models are described below. The *Integrated Program* model is strongly recommended as it offers a better value to faculty and students. The *Customized Program* model should only be considered if the Integrated Program model does not fit into the professor's schedule or the professor has very unique program objectives that do not fit within an existing KEI program.

Integrated Programs

Integrated Programs allow a professor and a small group of students to "integrate" into an existing summer or semester program offered by KEI. Professors submit a proposal to teach a course or lead an experiential learning project (service learning, internship, research, etc.) abroad.

The professor's course/project will be incorporated into the existing KEI program curriculum and structure. Students can (but are not required to) enroll in the course/project offered by the professor. In addition, students can enroll in courses and experiential learning projects offered through the KEI program (the courses are usually taught by host university faculty and visiting professors from the USA).

Student recruitment is INDIRECTLY tied to the professor's teaching abroad. Your university will be credited for each student who studies abroad on a KEI program regardless if that program is during the semester or summer. When your university reaches 6 to 8 "credits", depending on program locations, 1 professor will have the opportunity to teach abroad through KEI. This 6 to 8 student minimum can be achieved through a combination of students studying with KEI during the **semester** as well as summer (on the professor's program or a different KEI program).

There are numerous benefits to the integrated program model:

- The professor's main responsibility is to teach his/her course/project. Program logistics, student services, liability, etc. are managed by KEI. Professors have ample time to pursue professional and personal interests. KEI can assist professors in connecting with local faculty and researchers with similar professional interests.
- The 6 students can participate on ANY KEI program. This allows for greater flexibility in students recruitment. It also benefits students since most receive Federal Financial Aid during the academic year, but not for the summer – making study abroad more affordable and feasible.
- KEI will recruit students for the professor's course. If the course does not meet the minimum enrollment of 6 to 8 students, the professor will be given the option to teach a different course in the same or alternate location.
- Students are not limited to the course taught by the professor. Students have the opportunity to enroll in other courses and projects, learn from host university professors, and interact with other students - thereby enhancing their understanding of the educational system and culture in the host country.
- Since professors are integrating into an existing KEI program, the cost to benefit ratio for students is substantially better than with Customized Programs.

Customized Programs

Customized Programs are designed to meet specific educational needs of students and supervising professor. Customized Programs are flexible. The program focus and itinerary are decided entirely by the professor. Programs can be as short as 10 days or as long as an entire semester. Programs can be organized during the summer, Winter break, Spring break, at the end of Fall or Spring semester, or at any other period during the year.

The professor is responsible for coordinating pre-departure preparations, overseeing the academic component of the program, and limited administrative duties. In addition, the professor helps obtain institutional approval, works closely with KEI to develop the program and advises interested students.

Professors are expected to recruit at least 6 students to participate on the program. However, it is recommended that groups consist of 12 or more students to minimize the cost/benefit ratio.

KEI provides support during the entire process - including program design, development, implementation and evaluation. However, due to the nature of Customized Programs, the professor has more responsibilities and greater liability than with Integrated Programs.

Customized Programs should be considered only if the Integrated Program model does not fit into the professor's schedule or the professor has very unique program objectives that do not fit within an existing KEI program.

KEI's administrative fee, which averages \$300 per student, is usually covered by the savings we are able to leverage through our network of partners and providers abroad. We do not take on a

project unless we are confident in our ability to provide the highest quality program and service in the desired location.

KEI Support Services

KEI assigns a team of skilled professionals to assist in the design, development, marketing, implementation and evaluation of the program. The team consists of a Program Manager who is based in the USA and an On-Site Coordinator who is based at the program location. The KEI staff works closely with you and your institution to provide pre-departure materials and advice, marketing services, assessment tools, and logistic support. A KEI On-Site Coordinator will oversee the day-to-day operations for all Integrated Programs and ensure that the program runs smoothly.

KEI provides a wide range of support services. Not all services will apply to your program.

Logistic Services

- Assistance with making travel arrangements: international and regional
- Airport welcome and transfers
- Housing
- Meals
- Orientation
- Pre-departure and on-site guides and support
- Cultural activities and excursions in the host region
- Medical and travel insurance
- On-Site Coordinator (all Integrated Programs and some Customized Programs)

Academic Services

- Academic facilities – classrooms, libraries, computer labs, etc.
- Design of courses that integrate subject-specific and region-specific content
- Integration with local students
- Seminars, workshops and short courses
- Guest speakers
- Reference information on the educational system of the host country
- Internship and community service placement
- Research coordination

Other Services

- Assistance with program promotion and/or student recruitment
- Mid-term and post-program evaluation

PROGRAM PROPOSAL & EVALUATION

Professors (or study abroad offices) must submit a proposal for teaching a course or leading a project abroad. Proposals for *Customized* programs should be submitted at least 8 months prior to the start of the program. Proposals for *Integrated* programs should be submitted 12 months prior to the start of the program. Contact KEI for specific submission deadline dates.

The submission deadline for Summer Integrated programs is May 20 of the year prior to the program start date.

Completed proposals must be emailed to Eduard@KEIabroad.org or mailed to:

Knowledge Exchange Institute
63 Sickletown Road
West Nyack, NY 10994

Please note that your home university may have its own deadlines and policies for program submission. Make sure to check and coordinate with the International Education Office on your campus.

Coordination between KEI and Home University

Many universities have set policies and procedures regarding faculty-led programs. In such cases, KEI will coordinate with the home university on all aspects of the program. We encourage professors to consult with KEI and their home university before submitting a program proposal.

Proposal Review for INTEGRATED Programs

Proposals for Integrated Programs will be reviewed based on the following criteria:

- How well the proposed course or project integrates into the existing program being offered at the desired location(s).
- Can the host location(s) accommodate the proposed course or project, including, but not limited to logistical factors such as facilities and housing.
- Interest from students in the proposed course or project?
- Support from your university.

Professors are encouraged to visit the KEI website for information about existing programs, including information on host universities abroad and academic concentrations offered at each location. This information may be useful in determining which locations are best suited for your course or project. Note that you do not have to propose a course that is offered by the host university. In many cases, KEI prefers that your course is different from those offered by the host university.

KEI will provide feedback to the professor throughout the review process. Professors may be asked for clarification and supporting materials. KEI may request modifications based on student interest, program demands or logistics.

Compensation for Professors

Professors may be compensated by KEI or their home university, depending on the policies and agreement between KEI and the home university. In general, KEI's compensation consists of the following:

- Teaching stipend of \$2000 plus \$100 per student recruited into the program.
- Voucher for roundtrip airfare between the USA and program location
- Housing for the professor for the program dates

Stipends are paid upon and airfare vouchers redeemed upon successful completion of the program and professor's responsibilities (including submission of grades and program evaluation).

PROFESSOR RESPONSIBILITIES

Professors pledge to administer the course/project/program they sponsor according to the highest professional standards. More specifically, professors agree to fulfill the following responsibilities:

Commitment:

Professors must commit to the program once their course or project proposal has been approved by KEI. Cancellation will result in considerable disruption to the program and students' plans.

Furthermore, professors agree to conform to all KEI policies and guidelines. Visit the KEI website for more information.

Academic Credit:

Professors shall have in place procedures to facilitate the award of academic credit by their home institutions, including the timely transmittal of academic records provided by the host institution.

Information & Communication:

Professors agree to maintain accurate and up-to-date information about all aspects of their course or project and to inform KEI of any changes immediately. Changes may or may not be approved by KEI, depending on when the request is made.

Professors must maintain communication channels with KEI to ensure there is a timely and continuous flow of information about all aspects of the program and any problems that develop can be promptly resolved.

Complaints & Problems:

Professors participating in an Integrated Program must immediately inform the KEI Onsite Director of any student complaints and problems that may occur during the program. Professors may be asked to assist the KEI onsite staff in resolving such problems and concerns.

Professors leading a Customized Faculty-led Program may not have the support of a KEI Onsite Director. As such, professors are responsible for informing the KEI staff in the host region or in the USA, and responding promptly to all complaints and problems during the program.

Health & Safety:

Professors agree to work closely with KEI to protect the health and safety of participants to the greatest extent possible.

Medical & Travel Insurance:

Professors are required to have their own comprehensive medical and travel insurance for the duration of the program abroad. All students will be covered by the KEI sponsored medical and travel insurance. Professors pledge to become knowledgeable about the KEI sponsored insurance in order to better assist students in case of medical need or travel emergency.

Emergencies:

Professors participating in Integrated Programs pledge to become knowledgeable about KEI's emergency contingency plan for the host location. Professors leading a Customized Faculty-led Program pledge to have an emergency contingency plan in place to deal with unanticipated emergency situations, including a 24-hour-per-day contact with telephone access for each program.

Student Recruitment:

Professors are expected to recruit at least 6 students to participate on the program. For Integrated Programs, students recruited by the professor are not required to enroll in his/her course or project. KEI will assist with the recruitment process for Integrated Programs. For Customized Programs all students must enroll in the professor's course or project. It is suggested that groups consist of 12 or more students to minimize the cost/benefit ration.

Financial Management:

Professors leading Customized Faculty-led Programs will maintain sound financial management policies and procedures, including accurate accounting of all funds and the timely transmission of payments relating to their program.

Policies & Procedures:

Professors must become familiar with KEI policies and procedures needed to ensure the administration of the program including but not limited to policies regarding maintaining discipline, using alcohol and drugs, providing refunds of program fees, releasing information, and dealing with program emergencies. Professors must also be familiar with and follow the policies and procedures at their home university.

Program Evaluation:

KEI shall conduct a program review to ensure quality educational experiences. Professors and students are required to submit an evaluation at the end of the program. KEI will utilize the outcomes of such evaluations to implement program improvements.

Travel Documents:

Professors are expected to have a valid passport for travel outside the USA. Passports must be valid for at least 6 months after the program end date. Some host countries require an entry Visa. It is the professor's responsibility to apply for and secure an entry Visa (KEI will provide the necessary letters of invitation) well in advance of the program start date. Professors are expected to inform KEI (when submitting a program proposal) of any and all potential difficulties that may arise with obtaining a Visa.

FINANCING STUDY ABROAD

Ninety percent of students participating on KEI programs finance their study abroad with federal and/or state financial aid. Universities that adopt policies and procedures streamlining the use of government aid towards study abroad usually achieve higher student participation in education abroad. Below are things to consider

1. Facilitating the use of government financial aid for study abroad is the most feasible and sustainable form of financing. Most students are eligible one or more of the following: Pell, FSEOG and TEACH grants, and Perkins, Stafford and PLUS loans.
2. The general belief is that study abroad programs during the SUMMER are more affordable than during the SEMESTER. This assumption is not true for most students. Semester programs are actually more affordable for students who are eligible for government aid. In addition, semester programs are a much better value than summer programs when analyzed based on the number of academic credits earned or the number of days spent abroad.
3. Most students attending universities in the USA receive federal aid during the academic year (Fall and Spring semesters), but not during the summer.
4. Federal aid (and in most cases State aid) can be applied towards study abroad as long as the academic credit earned abroad is approved for transfer to the home university.

5. KEI's semester study abroad programs are in line with the cost of attendance (tuition, fees, housing, etc.) at most state universities and small liberal arts colleges. Hence, study abroad does not have to cost more than attending a university in the USA.
 - a. KEI programs outside of Western Europe range from \$8,950 to \$9,950 per semester.
 - b. KEI programs in Western Europe range from \$12,950 to \$13,950 per semester.
 - c. Program fees are inclusive of tuition, academic fees, housing, meals (many, but not all locations), medical/travel insurance, extensive cultural excursions, use of mobile phone, onsite Director and support, and airport welcome and transfer.
6. With advanced planning, students can apply for additional federal aid by incorporating the cost of study abroad in their academic year budget. This may be necessary for:
 - a. Students who attend ACA institutions where the cost of attendance is lower than the cost of a semester study abroad program
 - b. Students who want to study abroad during the summer.

FREQUENTLY ASKED QUESTIONS

1. Are professors responsible for purchasing their own airline tickets?

Once the program is finalized KEI, will send professors a voucher for airfare. The amount of the voucher will cover the cost of airfare as quoted by KEI's partner travel agency for the program dates. Professors have the option of purchasing the ticket from KEI's partner travel agency or from a different travel agency/airline. KEI will reimburse the amount of the voucher or airline ticket, whichever is less. Reimbursements are disbursed after the professor has completed his/her contract with KEI. In certain circumstances, KEI may disburse reimbursement a week prior to the program start date.

2. Can professors arrive before and/or stay after the program?

Maybe. Some locations can accommodate professors 1 to 2 days before or after the program. If faculty housing is not available, we can recommend suitable accommodations.

3. What if, a professor is unable to recruit 6 students?

In general, it would not be possible for the professor to teach abroad since KEI's budgets are based on a minimum of 6 students. There are exceptions. Each situation will be evaluated based on the popularity of the course with other students, location of the program and the expected currency exchange rate (if exchange rates fluctuate in the dollar's favor it may allow KEI to stay within budget with 5 students).

4. What if a professor is denied a Visa by the host country?

Professors are expected to inform KEI of any potential difficulties that may arise with obtaining a Visa for the host country. If a Visa is denied for reasons not under the professor's control, KEI will take it into consideration when reviewing the teaching agreement.

5. Can a professor bring a spouse and/or children?

Maybe. Some locations offer faculty housing that can accommodate a spouse and/or children. Professors should inquire with KEI.

PROGRAM PROPOSAL FORM

Knowledge Exchange Institute

Professors desiring to teach a course abroad or lead a project abroad (service learning, internship, research, etc.) must submit a proposal to the KEI office. Multiple proposals for courses and/or projects are encouraged, but only one proposal will be accepted per program term and location. Please include the following information in your proposal.

If your home university has set policies and procedures for faculty-led programs, please complete the form provided by your university in addition to this form.

- 1. Your contact information, including name, professional title, institution, telephone number, email and mailing address.**
- 2. General description of your course(s) or project(s), including main objectives and goals, student assessment, prerequisites and credit equivalency. Include a syllabus if available.**
- 3. At least 3 locations selected from the list below where you would like to offer your course(s) or project(s).**

CHINA: Beijing

FRANCE: Paris*

ITALY: Milan

PERU: Lima*

SCOTLAND: Edinburgh*

THAILAND: Bangkok*

ECUADOR: Guayaquil

INDIA: Pune*

ITALY: Florence*

PERU: Cuzco

SPAIN: Burgos

TURKEY: Istanbul*

ENGLAND (UK): London

IRELAND: Dublin

KENYA: Nairobi

RUSSIA: Moscow

TANZANIA: Dar es Salaam+

UAE: Ras Al Khaima*

** Integrated program option available during the semester only.*

+ Integrated program option available during the summer only.

- If submitting a proposal for a Customized program, you may indicate other locations.

- 4. Rational for selecting your program locations.**
- 5. Specific needs/requests (professional visits, cultural activities, etc.) for your course or project.**
- 6. Recruitment plan.**
- 7. Evidence of student interest in the proposed course or project.**

Please include the following information if submitting a proposal for a *Customized* program.

- 1. Proposed departure and return dates for the program.**
- 2. Travel arrangements. Will everyone travel as a group or individually to the program location? What is the departure/arrival airport for the group flight?**
- 3. Number of students you expect to participate on this program.**
As you would expect, as the number increases the price per student decreases. KEI quotes Customized programs based on 6-, 12-, 18- and 24- students. The greatest savings tend to come once the group reaches 12 and 18 students.
- 4. Target budget (or range) on a per student basis.**
This information will help us determine, first, if the program is financially feasible and, second, what type of logistical and cultural activities can be included.
- 5. Housing preferences for students and for professor.**
Depending on location, options may include home-stay (partial or full), shared apartments, residence hall, hostel or hotel. We will do our best to match your preference, but housing will ultimately depend on availability and budget.
- 6. Guest speakers, if any, to present on various topics during the program. Please list topics.**
- 7. Cultural/academic/professional visits to be included in the program itinerary.**