

Forum on Education Abroad

DRAFT

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Standards of Good Practice for Short-Term Education Abroad Programs

1. **MISSION, OBJECTIVES AND PURPOSE:** The program relates to the education abroad mission of the organization and has well-defined academic and/or experiential objectives.
 - a. **Institutional Policies:** The program is organized according to the mission and policies of the sponsoring institution with respect to overseas programs.
 - b. **Purpose:** The program has a clearly defined purpose and clearly defined academic goals.
 - c. **Appropriateness:** The focus of the program is appropriate to the site chosen
 - d. **Length:** The length of the program is appropriate to the purpose of the program and the amount of credits granted.
 - e. **Personnel:** Personnel are selected according to the policies of the sponsoring institution and their responsibilities are clearly defined.
 - f. **Communications:** Program communications are open, accurate, and honest.
 - g. **Marketing:** The program is marketed in an accurate way.
 - h. **Affordability and Financial Assistance:** The program and/or its sponsor provides proactive assistance to students and families concerning the provision of internal and/or external financial support.
 - i. **On-Site Administration:** The sponsor provides adequate administrative support for the program and its students
 - j. **Program Assessment:** The program is assessed at its conclusion and subsequent programs are improved based on this assessment.

2. **STUDENT LEARNING AND DEVELOPMENT:** The program is reviewed in the light of its stated educational purpose for fostering student learning and development.
 - a. **Student Development:** The program provides opportunities that encourage student development (e.g., leadership skills, service orientation, maturity, tolerance for ambiguity.)
 - b. **Learning Outcomes:** The program fosters discipline-specific and/ or interdisciplinary learning outcomes appropriate to the curriculum and other program goals.

- c. Language Development: The program provides language development opportunities appropriate to its mission.
3. **ACADEMIC FRAMEWORK:** The program's academic provisions are clearly defined.
- a. Academic Credit: The program has been approved by the institution for academic credit according to the institution's policies.
 - b. Academic Guidelines: Policies on registration changes, withdrawal, and the awarding of academic credit are clearly stated.
 - c. Academic Coursework: The program provides an academically challenging program of study.
 - d. Field Study: The program makes effective use of the host locations for structured experiential and academic learning.
 - e. Internships and Field Research: When offered for credit, internships and field opportunities have appropriate academic and field supervision.
 - f. On-Site Advising: The program advises students in their academic endeavors in collaboration with the student's home campus adviser.
 - g. Academic Integration: The program seeks to integrate student overseas learning with requirements and learning at students' home institutions.
4. **PREPARATION FOR THE LEARNING ENVIRONMENT ABROAD:** The program or its sponsoring institution provides advising and orientation support that is consistent with the program's mission and the needs of its students.
- a. Orientation: The program provides orientation for students prior to departure and after arrival that includes discussion of health and safety issues, adjustment to the host culture(s), and information about the location and the local environment .
 - b. On-going Orientation: The program provides on-going "orientation" to the host location and culture in order to maximize the students' experience & learning.
 - c. Advising: The program provides appropriate academic and non-academic advising support to meet changing student needs before and throughout the period abroad.
 - d. Returning Student Support: The parent institution and/or the program provide support for students returning from abroad.

5. **STUDENT SELECTION AND CODE OF CONDUCT:** The program maintains, and makes publicly accessible, its commitment to fair and appropriate policies regarding student selection and conduct.
 - a. **Student Selection:** The recruitment and selection processes are open and fair.
 - b. **Diversity/Non-Discrimination:** The program welcomes and acts with respect towards students regardless of race, color, national origin, age, disability, sex, age, marital status, familial status, parental status, religion, sexual orientation or political belief.
 - c. **Code of Conduct:** The program informs students of its student code of conduct and disciplinary processes prior to the beginning of the program and consistently applies them during the program.
 - d. **Enforcement of Discipline:** The program staff is provided with protocols and procedures for the handling disciplinary issues.

6. **ORGANIZATIONAL AND PROGRAM RESOURCES:** The program has adequate financial and personnel resources.
 - a. **Personnel-Academic:** Program faculty members have the qualifications, knowledge and an appropriate level of engagement to support the curriculum and the learning environment of students inside and outside the classroom.
 - b. **Personnel-Administration, Advising, and Support:** Program staff members have the qualifications, training, knowledge and an appropriate level of engagement to administer the program effectively and provide academic advising and support services to promote the development, learning, health, and well-being of students.
 - c. **Personnel-General:** Academic and administrative personnel are fully informed about their responsibilities with respect to the program.
 - d. **Protocols:** Program personnel are provided with protocols for handling issues that may arise in the course of a program.
 - e. **Personnel-Support:** Academic and administrative personnel receive adequate compensation for their expenses.
 - f. **Training:** Academic and administrative personnel have appropriate training for management of a group abroad.
 - g. **Personnel-On site:** Personnel on site have the requisite academic, student affairs, administrative know how and knowledge of the host location to provide high quality academic, personal, and logistical support for the program.

- h. Communication with the Home Campus: Guidelines are established for communication between the program and the home campus.
 - i. Communication Media: The program has adequate means for effective communication with the home campus and among in-country staff.
 - j. Financial Resources: The parent institution devotes adequate financial resources to the program
 - k. Learning and Academic Support Facilities: The program has or engages adequate facilities as appropriate to the host environment and culture.
 - l. Accommodation: The program seeks to accommodate students with physical or learning disabilities wherever possible.
 - m. Student Housing: Students are housed in safe, clean, and culturally-appropriate lodging and are provided with appropriate orientation to their housing situation.
7. HEALTH, SAFETY, AND SECURITY: The program has established and continuously maintains effective health, safety, security and risk management policies, procedures and faculty/staff training.
- a. Safety and Security: The program follows appropriate safety and security policies.
 - b. Health: The program is well prepared to handle student, faculty, and staff health issues.
 - c. Local resources: The program has contact information at the location to assist with emergencies and health and safety issues including the police, U.S. overseas representatives, physicians, hospitals, and psychologists.
 - d. Liability: The program has adequate insurance coverage.
 - e. Insurance: Students have health insurance coverage that is applicable in-country, in the countries visited by the program.
 - f. Risk Management: The program is organized with close attention to risk management issues
 - g. Emergency Communications: The program has adequate and clearly defined emergency communications plans.
 - h. Emergency Contingencies: The program has contingency plans for emergencies with respect to both individual and group emergencies.
 - i. Emergency Procedures: Students are well informed about what to do in the case of emergencies

- j. Supervision: The program has sufficient on-site staff to provide support in case of emergencies
8. ETHICS AND INTEGRITY: The program is organized in conformity with ethical principles and practices of education abroad.
- a. Operations: The program is organized in accordance with ethical principles.
 - b. Program staff: Program staff advise students in an ethically responsible way.
 - c. Cultural Sensitivity: The Program acts with consideration and respect toward the ethics and culture of countries other than its own.
 - d. Avoidance of Conflicts of Interest: The program avoids conflicts of interest in its operations.
 - e. Law: The program operates in accordance with U.S. and international laws.