

# STUDY ABROAD PROGRAM FACULTY HANDBOOK



This faculty handbook is intended for faculty leaders, faculty co-leaders and assistants who accompany and teach students abroad on an approved FAU Education Abroad Faculty-Led Program. It is designed to provide you with assistance throughout program planning and in-country experience. Guided by best practices in the field of international education, you will find information outlining the responsibilities of both the faculty and Education Abroad, travel guidelines, student eligibility, budget development, procedures to follow in the event of an emergency, and other important topics.

**All faculty leaders, faculty co-leaders, program assistants, or graduate assistants must read the faculty handbook and sign the signature page.**

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## FAU EDUCATION ABROAD OFFICE

The Education Abroad (EA) office at Florida Atlantic University believes that all students should have the opportunity for global exploration and a study abroad experience can be one of the most inspiring experiences of a student's life. It is also a rewarding experience for faculty leaders. We are excited you have decided to join Education Abroad in offering students this enriching experience!

EA coordinates short-term faculty-led study abroad programs during fall, spring, and summer terms. With nearly 75% of FAU study abroad participants selecting the faculty-led study abroad option, we strive to support faculty and instructors in offering a wide range of destinations, academic subjects, and experiential learning opportunities for students of all backgrounds and programs of study each year. In conjunction with the [Center for Global Engagement](#), Office of the Provost, General Counsel, and the Global Travel Safety & Security Subcommittee. Our priorities and passions are increasing student and employee participation, ensuring the safety and security of all travelers, and creating inclusive and accessible programming.

We are available from start to finish to support faculty leaders, faculty co-leaders, program assistants, and graduate assistants in program proposal and execution. Our services include program development, access to worldwide partnerships, budget and finance support, recruitment and marketing, application and admission management, safety & security training, and 24-7 emergency support. Though many internal and external factors can impact the success of a program, we strive to offer the best possible service and programming to all students, employees, community members, and global partners.

**VISION:** Education Abroad strives to develop globally competent citizens and leaders.

**MISSION:** Education Abroad supports FAU's global initiatives by creating accessible international programming and opportunities for students, faculty, and staff. Through advocacy, advising, research, education, and training, we promote a globally-minded and culturally aware community.

### EDUCATION ABROAD CONTACT

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[www.fau.edu/goabroad](http://www.fau.edu/goabroad)

## APPROVED TRAVEL DESTINATIONS

FAU considers the safety and security of its university travelers a top priority. The University continues to strengthen its policies and procedures to best support the physical, mental, and emotional wellbeing of all our travelers abroad. Travel destinations that is identified by the [U.S. Department of State Travel Advisory Level](#) as a Level 3 or Level 4 must be reviewed by the [Global Safety and Security Subcommittee](#). Travel that meets this parameter will be automatically sent to the Subcommittee by Education Abroad when organized and facilitated through Education Abroad.

Upon receipt, the Global Travel Safety and Security Subcommittee will review the travel elements and in turn provide their recommendation to the respective decision maker. Further information about FAU's travel policies can be found [here](#).

FAU reserves the right to suspend travel to any destination when world conditions alter the safety and security assessment of the country or region, and student travel could affect the physical, mental, and emotional health of travelers.

## STUDENT ELIGIBILITY

Education Abroad requires all degree and non-degree students to submit the appropriate study abroad application and admissions materials through the online study abroad application. Study abroad programs are open to both degree and non-degree students, though first preference should be given to FAU degree-seeking students. Undergraduate students must have a 2.5 overall GPA or higher, and graduate students must have a 3.0 overall GPA or higher to participate. Some exceptions may be considered on a case-by-case basis by the Education Abroad Director. Education Abroad can provide the student GPA and Academic Standing Exception Request Form as needed. If you have additional admission or participation requirements which [do not discriminate against any individual or groups nor violate any state or federal policies](#), you must indicate the request in your program proposal. Student Accessibility Services (SAS) are available if reasonable accommodations are required for program participation.

## PROPOSAL MATERIALS & SUBMISSION

A complete proposal must be submitted by given deadline with all supporting documents including:

- 1) Review of Faculty Handbook and Completed Signature Page
- 2) Faculty-Led Program Application
- 3) List of expected program expenses and quotes
- 4) Faculty-Led Safety & Security Plan
- 5) Tentative program itinerary

The following documents will be required for all approved programs:

- 6) Program budget approved by Education Abroad and Program Leaders
- 7) Final program itinerary
- 8) Syllabi for all courses being offered

- 9) Program Leader Emergency, Health, & Reimbursement Form
- 10) Family & Friends Disclosure Form
- 11) Family & Friends Release and Assumption of Risk Form
- 12) Clear color copy of the biographical page of valid passport

## APPROVAL PROCESS & TIMELINE

All program approvals must be vetted and approved by all participating faculty leaders, faculty co-leaders, program assistants, graduate assistants, Department Chairs, and Deans. Once a complete program application packet has been received, the review process begins.

**Part 1 Review Process:** Submissions will be reviewed by Education Abroad, the Center for Global Engagement, and the Provost office. The required proposal documents and program destination are carefully reviewed to evaluate safety, security, accessibility, diversity, and affordability. Throughout the review process, Education Abroad may request additional information or meetings with faculty leaders and staff regarding the program. By submitting a proposal, approval is not guaranteed.

**Risk Assessment:** Travel destinations that are identified by the [U.S. Department of State Travel Advisory](#) as a Level 3 or a Level 4 must be reviewed by the FAU [Global Safety and Security Subcommittee](#) (GTSSS). FAU's Global Travel Policy can be found [here](#). Program destinations that meet this parameter will be automatically sent to GTSSS for further review by Education Abroad. GTSSS may request additional documents or approvals for further consideration. This may impact the proposal decision timeline.

**Decision Timeline:** Education Abroad will make every effort to provide a decision on a proposal submission by early October. Please note a decision may be provided for some submissions earlier and some may receive a decision later depending on the program.

**Marketing Timeline:** Education Abroad will make every effort to have programs ready to market and applications open to students by November 1 in order to have them ready to market at the annual fall study abroad fair. Please note that program leaders are strongly encouraged to host a table at the study abroad fair. More information will be provided after proposals are reviewed.

## FACULTY LEADER COMPENSATION & TRAVEL EXPENSES

The Education Abroad Faculty-Led Program model is set up such that faculty and co-leaders receive compensation for teaching. The rate of pay is determined by the sponsoring College/Department(s) as approved by HR. Unless otherwise discussed and approved by Education Abroad, **Colleges/Departments are responsible for providing compensation** to faculty leaders for courses taught on the program. In some cases, compensation for a course taught by a faculty co-leader may be funded through the study abroad program. This must be determined prior to finalizing the program budget and advertising the per student study abroad program fee.

The program fees, which are collected from each student participant, cover student expenses as well as any faculty leader or faculty co-leader travel costs and living expenses. Program fees may also cover all or some travel costs and living expenses for a program assistant or graduate assistant depending on their roles and responsibilities. Reimbursable travel expenses may include room and board, flight, in-country transportation, CISI International Health & Travel Insurance, supplies necessary for programming. Please contact Education Abroad if you need clarification on qualifying budget items and reimbursements.

## **FACULTY LEADER ROLES & RESPONSIBILITIES**

### **Academic & Course Registration**

- Develop course content including syllabi and detailed travel itinerary to supplement coursework, including learning goals and outcomes
- Instruct/co-instruct/support in the instruction of students abroad
- Communicate to students that registering for coursework and paying FAU tuition (in-state and out-of-state rates apply) is required for program participation - tuition cost is **not** included in the study abroad program fee
- Collaborate with department/college to make sure program study abroad course(s) are accurately posted to the appropriate term before registration opens for students
- List study abroad courses with the “Department Permission” restriction
- Provide all approved student participants with course permits once roster is finalized
- Submit grades according to University deadlines

### **Communication, Marketing & Program Recruitment**

- Promote program within classroom, department, college, and other relevant areas
- Coordinate and conduct regular program specific information sessions and notify the Education Abroad office of these sessions so they can help promote
- Attend or coordinate representation for tabling at the annual fall Education Abroad Fair
- Support in the content development of Education Abroad marketing materials
- Submit any additional in-house marketing materials to Education Abroad and Creative Services for approval
- Maintain roster of student inquiries and follow up as needed
- Communicate with Education Abroad regarding any changes to proposed and/or approved program itinerary, budget, personnel, etc. before finalizing

### **Application & Admissions Process**

- Any in-house forms beyond the Education Abroad student study abroad application must be first vetted and approved by the Office of the General Counsel and the Education Abroad Director before submitting to students

- Any additional program specific student requirements must first be approved by the Education Abroad Director (i.e. flight requirement, on-campus class participation prior to international experience, vaccines, etc.)

### **Pre-Departure**

- Establish rooming list and provide copy to Education Abroad at least 2 weeks prior to departure
- Coordinate and conduct a Program Specific Pre-Departure Meeting to educate students on program expectations, faculty in-country contact information, cultural considerations and customs, country-specific health and safety concerns, etc. (Education Abroad will provide general Pre-Departure Orientation to all travelers)
- Establish and communicate with student's logistics for arrival and departure
- Communicate how students should notify the Safety Designee of personal travel during program free time (i.e. text, email)
- Communicate with Education Abroad at least two months prior to departure regarding any non-program personnel which will be present or traveling with faculty leaders during program
- Provide Education Abroad a copy of final travel itinerary including destinations, program activities, and accommodation details within 1 month of program start date

### **On-Site Arrival**

- Safety designee must arrange and communicate to students the program on-site arrival meeting that should be conducted within 24 hours of the in-country program start date to check that all students have arrived safely

### **Health & Safety**

- Complete the health and safety plan as part of proposal process and educate travelers on emergency protocols abroad
- Programs should utilize a program vendor that can offer 24/hour in-country safety and emergency support
- Provide Education Abroad onsite contact information for program health and safety designee to liaise with FAU 24/7 in real and perceive emergencies and events abroad
- Document and report student incidents to Education Abroad by submitting the Incident Report Form within 24 hours
- Require students to notify (with dates, destination, contact) the Safety Designee 24 hours prior to any personal travel during program dates outside of program city on free time
- Address and resolve any conduct, physical, or mental health issues while abroad, with guidance from the Education Abroad office and other University resources
- Serve as an on-site travel expert and translator, if applicable
- Follow up with FAU Clery Officer regarding requests for information
- Confirm the successful arrival and departure of all travelers with Education Abroad
- It is required that all program leaders and assistants have a phone that can make and receive international and domestic calls regardless of internet connection or speeds. If your phone does not currently allow this, consider what is needed to make this possible (e.g. sim card, additional coverage). Add related expense to program budget if needed

- All Faculty leaders, co-leaders and assistants are expected to reside in the program city during the entire international program experience and should be available to respond in-person 24/7 to the group or an individual participant in distress. Faculty leaders should also be available to communicate with the Education Abroad Director or University leadership for real or perceived emergencies
- All study abroad faculty/staff leaders and assistants are required to participate in mandatory Safety and Emergency Training - *Training is coordinated by Education Abroad in collaboration with the Global Travel Safety & Security Subcommittee and other essential FAU areas. Training information will be provided the semester before the program departs.*

### **Safety & Security Designee**

The primary program leader will serve as the safety & security designee. This individual's role will include the following responsibilities before and during travel:

- Coordinate and host mandatory program specific pre-departure meeting at least 2 weeks prior to program start date.
- Arrange in-country orientation within 24 hours of official program start date.
- Determine and communicate meeting points and onsite emergency contacts to students.
- Be accessible 24/7 to Education Abroad & student travelers to support and respond to both real and perceived emergencies abroad.
- Ensure incident reports are submitted to Education Abroad in a timely manner.

Education Abroad provides Safety & Security Training for Faculty Leaders, co-leaders and program assistants in conjunction with other FAU departments. All faculty leaders, co-leaders, and assistants are required to attend.

### **Program Leaders and Assistants – *New Guidelines as of June 2023***

All study abroad faculty-led programs must have one primary faculty leader that serves as the safety designee and at least one faculty co-leader OR one of the following serving in a leadership role on the program:

- Program Assistant
- Graduate Assistant

Note that in some cases, the vendor or provider supporting the program logistics may be able to provide an on-site program assistant for an additional fee. In most cases, this is more affordable than hiring an assistant in the U.S. to travel to the program site. In addition, this individual is typically someone who has foreign language skills, resides in the program destination, has experience with program support, and is experienced with the culture of the destination. This offers valuable support to leaders and the program.

A program assistant or graduate assistant is expected to provide the primary faculty leader with in-country program support for the following:

- Assist with program activities and excursions.
- Liaise with students and primary leader.



- Become knowledgeable about the program itinerary and be able to guide the group in the event the primary leader is not able to participate in a program activity or excursion at any point.
- Reside in the same building as the student participants when available from program start to end date.
- Additional support may be needed depending on the program.

The assistant must meet the following requirements:

- International experience - experience in program destination and/or host country language is a plus. Past study abroad students who have completed their bachelor’s degree may be eligible.
- Completion of bachelor’s degree.
- Current FAU employee or meets requirements for FAU hiring.
- Ability to travel internationally with valid travel documentation.
- The assistant cannot be a student participant on the program. Case-by-case exceptions may be made for Graduate or PhD students doing independent study or research separate from the official program courses.

If you need support identifying an assistant for your program, Education Abroad can help facilitate a search. Assistants will be provided financial travel support and a living stipend through the program budget, department/college sponsoring the program, Education Abroad funds, or a combination of funding sources. Individuals who meet the assistant requirements but are not a current FAU employee, will need to be hired as an OPS position by the sponsoring programs department/college.

**NOTE:** Programs that do not include a co-faculty leader should identify a back-up faculty leader who would be available to travel internationally for the duration of the program to lead and teach the course content. This would be a back-up if Education Abroad has already committed student funds, but the primary faculty leader is unexpectedly unable to lead the program internationally due to extenuating circumstances.

### Leader/Assistant to Student Ratio

- This number could vary depending on many factors such as destination, experience leading programs, international experience, and in-country vendor support. In general, programs should not exceed 16 students per leader/assistant.

### Health & Safety Contacts & Resources

| <b>FAU CONTACTS</b>                                                           |                 |
|-------------------------------------------------------------------------------|-----------------|
| Police Department 24/7 Line                                                   | +1 561-297-3500 |
| Education Abroad Emergency Cell                                               | +1 561-212-6320 |
| Jacob Borenstein, Program Analyst, Global Travel Safety & Security Cell Phone | +1 561-759-9980 |
| CAPS 24/7 Crisis Line                                                         | +1 561-297-CAPS |
| FAU Victim Services                                                           | +1 561 297-0500 |
| Dean of Students                                                              | +1 561-297-3542 |

|                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HOST COUNTRY LOCAL EMERGENCY NUMBER (911 Equivalent)</b>                                                                                                     |
| <a href="https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf">https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf</a> |

| <b>CULTURAL INSURANCE SERVICE INTERNATIONAL (CISI)</b>              |                                                |                                                |
|---------------------------------------------------------------------|------------------------------------------------|------------------------------------------------|
| Toll-free within the U.S.                                           | (800) 303-8120                                 |                                                |
| <b>For 24/7 medical, travel, or legal emergency assistance only</b> | <b>Toll-free in the U.S.</b>                   | <b>Outside of the U.S. (Call Collect)</b>      |
| ACE Team                                                            | <a href="tel:(855)327-1411">(855) 327-1411</a> | <a href="tel:(312)935-1703">(312) 935-1703</a> |
| Arch Team                                                           | <a href="tel:(855)951-2326">(855) 951-2326</a> | <a href="tel:(443)470-3043">(443) 470-3043</a> |
| Crum & Forster Team                                                 | <a href="tel:(877)714-8179">(877) 714-8179</a> | <a href="tel:(603)952-2660">(603) 952-2660</a> |

## Emergency Communication and Response Protocol

### Emergency needing immediate assistance:

- **FIRST:** Contact local authorities/emergency personal
- **SECOND:** Contact FAU Police department (available 24/7) if immediate support is needed from FAU
- **THIRD:** Contact CISI
- **FOURTH:** Update Ed Abroad via emergency cell phone by call, text, or WhatsApp as soon as possible but no later than 24 hours following emergency & complete incident report.

### Non-Immediate Emergency, Concerns or Questions:

- Contact Ed Abroad via email or emergency phone.

### CISI alert:

- EA will contact Safety Designated leader by cell to conduct a welfare check on the group.
- Depending on the situation, faculty leaders will be responsible for connecting with each participants and updating the EA team.

## Reporting

Study Abroad Incident Report Form: In the event of an incident abroad, the faculty leader or assistant is required to submit an incident report via email to the Education Abroad Director within 24 hours of incident. The Education Abroad Director can offer support and if necessary, will liaise with FAU leadership for next steps. The incident report is used to identify if additional reporting is required through [Maxient](#), which may be handled by EA Director on the faculty leader's behalf if needed.

Submit a Study Abroad Incident Report Form if any of the below occur:

- Serious injury or illness resulting in hospital visit, emergency response, surgery, etc.
- Filed police report or arrest
- Sexual misconduct
- Student conduct issue resulting in disciplinary action

*\*In the event you are unable to submit an incident report form within 24 hours due to extenuating circumstances, you can call, text, or WhatsApp the Education Abroad emergency phone with information about the incident and who is involved.*

Dean of Students Reporting: Student of Concern/ Student Conduct Incident Reporting (Maxient): [www.fau.edu/dean](http://www.fau.edu/dean). This reporting system can be used before, during, and after study abroad to report students of concern.

## **Budget & Finance**

- Programs must use one approved full-service program vendor. EA will work with program leaders to vet vendors.
- Gather quotes for all group expenses and personal expenses related to the program travel. It is recommended to keep costs low to encourage student enrollment.
- Budget will be based on the minimum number of participants your college will allow the program to run with.
- Provide EA with a direct contact person for vendor(s) being used.
- Student flight cost should NOT be included in program budget since student's book their international airfare independently - in the event a group flight is absolutely needed, EA will work with program faculty/staff to determine possible options.
- Faculty/staff and student participants should not purchase airfare until program has reached sufficient enrollment. This is AFTER ALL participants have submitted first program fee. The EA team will provide confirmation of this to leaders and will communicate permission to book flights via email to students and leaders.
- Faculty/staff initially coordinate the purchase of their international airfare and are reimbursed in their cash advance no more than 10 days prior to departure.
- Adjustment of in-country costs after program budget review and approval must be communicated to the EA Director as early as possible.
- The EA Director, Associate Director and Center for Global Engagement (CGE) Budget Manager are the main points of contact regarding all financial matters throughout program budget development.
- Communicate with EA Director Prior to spending any non-budgeted funds.
- Delegate permissions to (CGE) Budget Manager to create spend authorization and expense report in Workday.
- Faculty/staff are responsible for attending any required financial or safety/emergency pre-departure meetings with EA prior to departure and must understand the University, State and Federal rules pertaining to travel-related expenses.
- Program faculty/staff are responsible for staying within the program budget.
- In the event additional funds or services are needed after a program fee is advertised, faculty leaders must get approval from the Director of EA and CGE Budget Manager
- Faculty/staff leaders MUST get & keep ALL receipts for reimbursable expenses for both themselves & the group - no alcoholic beverages are allowed
- If a faculty leader forgets to get a receipt or it is not available & the expense item is under \$25.00 the traveler must provide EA with a signed statement certifying that the expense was incurred
- Faculty/staff who have family members traveling on programs are not permitted to cover any associated costs such as childcare, meals, transportation, excursions, etc. with program funds
- Faculty/staff MUST return ALL receipts to CGE Budget Manager within 2 days of their return
- Reconciliations are processed in the order they are received, once the expenses are processed they are submitted to the Controller's Office, any reconciliation not received by the

Controller's Office within 10 days of the program end date or faculty return date (whichever is later) will become taxable to the program faculty/staff leaders

## **SPONSORING COLLEGE/DEPARTMENT ROLES & RESPONSIBILITIES**

### **Academic**

- Create course sections and confirm that all courses are listed in the correct term and as "Department Permission"
- Communicate with Advising Departments and follow up with any substitutions or clarifications regarding courses offered
- Approve course syllabi and ensure academic integrity of faculty-led program

### **Marketing & Communication**

- Support program faculty/staff in marketing the program within the College and campus
- Provide links to Education Abroad programming from department/college webpage

### **Budget & Finance**

- Compensate faculty leaders and co-leaders according to institution, state, and federal regulations
- Vet and hire faculty leaders/co-leaders/assistants, if required
- Alert Education Abroad to departmental/program-specific study abroad scholarships
- Education Abroad may ask the colleges to manage the finances for short-term programs

## **EDUCATION ABROAD ROLES & RESPONSIBILITIES**

### **Academic**

- Submit program proposals to Center for Global Engagement Leadership and Office of the Provost for approval as an academic offering
- Communicate to students that registering for coursework and paying FAU tuition is required for program participation
- Communicate GPA and academic status requirements to students
- Review students' academic standing and GPA

### **Marketing & Communication**

- Answer all questions regarding the general Education Abroad application and admissions process
- Respond to initial program inquiries and refer students to program faculty/staff leaders and university departments/resources as needed
- Create program webpages on EA website
- Promote program on EA website, social media outlets and at on campus events

- Develop and share program-specific and general marketing materials for faculty-led study abroad events and programming
- Coordinate and host annual fall Education Abroad Fair

### **Application & Admissions Process**

- Provide online application and admission process
- Process applications, issue acceptance, and communicate participant roster with faculty leaders /co-leaders
- Collect passport copies, flight detail, emergency contacts, consent forms and waivers as needed

### **Pre-Departure & Orientation**

- Provide general support and advising on immigration requirements for entry into country
- Provide Study Abroad Handbook to students
- Host General Education Abroad Pre-Departure Orientation for all student travelers
- Provide faculty leaders and co-leaders pre-departure materials

### **Health & Safety**

- Provide 24/7 emergency response support to travelers in real and perceived emergencies
- Enroll all travelers in mandatory CISI International Health & Travel Insurance
- Liaise with CISI Insurance regarding any incidents which require assistance abroad
- Coordinate risk management and emergency response with FAU Global Travel Safety & Security Subcommittee
- Educate faculty leaders and FAU leadership on University protocols for emergency response management
- Monitor media outlets, government, and professional resources to assess onsite conditions and security in host country as needed

### **Budget & Finance**

- Review budget and collaborate with faculty leaders and Center for Global Engagement Budget Manager to confirm program fee
- Invoice students and process program fees in Marketplace
- Liaise with vendors and Office of General Counsel to develop, vet, and execute program contracts in accordance with institutional policies and procedures
- Issue payment to vendors
- Create spend authorization, process cash advance, and submit expense report for program faculty/staff
- Provide general guidance and referrals for students interested in utilizing Financial Aid and scholarships
- Administer the Education Abroad Scholarship

## RECOMMENDED STUDY ABROAD VENDORS

Education Abroad has worked with companies and universities all over the world to serve as vendors for FAU faculty-led programs. Vendors can assist with a wide range of services including but not limited to; reserving accommodations abroad for students and faculty/staff, coordinating program activities and excursions, local transportation, guest lecturers, site visits, group meals and more. It benefits faculty-led programs to use a vendor that can provide a wide range of services in addition to reserving accommodations. This can help limit risk and allow for a timelier financial and contract process. It also gives faculty support in coordinating program activities and most importantly, it relieves faculty from the responsibility of handling large amounts of student funds internationally.

Below is a list of companies and universities FAU Education Abroad has an affiliation with or has successfully used as a vendor in the past for faculty-led programming. In addition, listed below are international universities that FAU has an exchange partnership with that can offer services. Education Abroad can connect you with the appropriate contact person at any of the vendors or exchange partners listed below.

| Study Abroad Companies (Vendors)                                                                                                                                          | Support Offered            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Anglo Educational Services: <a href="https://angloeducational.com/">https://angloeducational.com/</a>                                                                     | United Kingdom & worldwide |
| World Strides ISA: <a href="https://worldstrides.com/">https://worldstrides.com/</a>                                                                                      | Worldwide                  |
| donQuijote: <a href="https://www.donquijote.org/">https://www.donquijote.org/</a>                                                                                         | Spain & Latin America      |
| Austral Group: <a href="http://www.theaustralgroup.com/">http://www.theaustralgroup.com/</a>                                                                              | Worldwide                  |
| Tumlare Management Destination: <a href="https://www.tumlare.com/">https://www.tumlare.com/</a>                                                                           | Worldwide                  |
| JTB USA Inc. Miami Branch: <a href="https://www.jtbusa.com/">https://www.jtbusa.com/</a>                                                                                  | Japan                      |
| American Institute for Foreign Study:<br><a href="https://www.aifsabroad.com/customized/">https://www.aifsabroad.com/customized/</a>                                      | Worldwide                  |
| Academic Programs International: <a href="#">Faculty-Led Customized Programs   API Abroad</a>                                                                             | Worldwide                  |
| CEA: <a href="https://www.ceastudyabroad.com/custom-programs/why-cea">https://www.ceastudyabroad.com/custom-programs/why-cea</a>                                          | Worldwide                  |
| CISabroad: <a href="#">Faculty-Led Study Abroad Programs   Custom Study Abroad Programs (cisabroad.com)</a>                                                               | Worldwide                  |
| Study Abroad Italy (SAI): <a href="https://www.saiprograms.com/faculty-advisors/faculty-led-custom/">https://www.saiprograms.com/faculty-advisors/faculty-led-custom/</a> | Italy, Spain & France      |
| University College Dublin (UCD): <a href="https://www.ucd.ie/">https://www.ucd.ie/</a>                                                                                    | Dublin, Ireland            |

| FAU University Exchange Partners                                                                  | Support Offered  |
|---------------------------------------------------------------------------------------------------|------------------|
| Universidad Carlos III de Madrid: <a href="https://www.uc3m.es/Home">https://www.uc3m.es/Home</a> | Madrid, Spain    |
| Lisbon University Institute: <a href="http://ibs.iscte-iul.pt/">http://ibs.iscte-iul.pt/</a>      | Lisbon, Portugal |

|                                                                                                                                              |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Anglo American University: <a href="https://www.aauni.edu/">https://www.aauni.edu/</a>                                                       | Prague, Czech Republic         |
| Universidad San Francisco de Quito:<br><a href="https://www.usfq.edu.ec/Paginas/Inicio.aspx">https://www.usfq.edu.ec/Paginas/Inicio.aspx</a> | Quito, Ecuador & The Galapagos |
| University of Northumbria: <a href="https://www.northumbria.ac.uk/">https://www.northumbria.ac.uk/</a>                                       | New Castle, United Kingdom     |
| American Business School in Paris: <a href="https://www.absparis.org/en/">https://www.absparis.org/en/</a>                                   | Paris, France                  |
| Stockholm University, School of Business:<br><a href="https://www.su.se/english/">https://www.su.se/english/</a>                             | Stockholm, Sweden              |

## RESOURCES

FAU Education Abroad Professional/Organizational Memberships:

- NAFSA - <http://nafsa.org/>
- Forum on Education Abroad - <https://forumea.org/>
- Diversity Abroad Network - [www.diversitynetwork.org](http://www.diversitynetwork.org)
- Florida Consortium for International Educators - <http://fcie.org/>
- Florida Association of International Educators - <http://www.faie.org/>
- Institute for International Education (IIE) - <https://www.iie.org/>

Helpful for Program and Budget Development:

- Oanda Currency Converter - <https://www.oanda.com/>
- U.S. Department of State Travel Advisories - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- U.S. Embassies Abroad - <https://www.usembassy.gov/>

External Publications, Presentations, & Articles:

- Institute for International Education (IIE): Research & Insights - <https://www.iie.org/en/Research-and-Insights>
- IIE Open Doors Report - <https://www.iie.org/en/Research-and-Insights/Open-Doors>
- Abroad with Disabilities: Resources - <http://abroadwithdisabilities.org/resources/>
- Forum on Education Abroad Standards of Good Practice for Leading Short-Term Education Abroad Program - <https://forumea.org/resources/standards-of-good-practice/leading-short-term-education-abroad-programs/>
- NAFSA Association for International Educators: Faculty-Led Program Resources: <https://www.nafsa.org/findresources/default.aspx?catId=518262>
- NAFSA: Resources for Core Education Program Workshop: Fundamentals of Short-term Education Abroad Programming - [http://www.nafsa.org/Professional\\_Resources/Learning\\_and\\_Training/Workshops/Resources/Resources\\_for\\_Core\\_Education\\_Program\\_Workshop\\_Fundamentals\\_of\\_Short-term\\_Education\\_Abroad\\_Programming/](http://www.nafsa.org/Professional_Resources/Learning_and_Training/Workshops/Resources/Resources_for_Core_Education_Program_Workshop_Fundamentals_of_Short-term_Education_Abroad_Programming/)