



## Study Abroad Program Development Workshop for Faculty Leaders

Washburn University • Office of International Programs

1700 SW College Ave • Topeka, KS 66621

(785) 670-1051 • (785) 670-1067

[studyabroad@washburn.edu](mailto:studyabroad@washburn.edu)

<https://washburn.studioabroad.com>

### Program Development

#### [Faculty Resources:](#)

- A. Faculty-led Study Abroad Program Development Guide
- B. Faculty-led Study Abroad Program Proposal Packet

### Approval Process & Program Support

- A. International Education Committee
- B. Travel Safety Summary to VPAA
- C. Program Accounts & Program Payments (Finance Office & Bursar)
  - a. Program Account (Bursar)
  - b. Program Account & Payment Schedule (OIP, Bursar)
  - c. Payments to Travel Agencies/Program Providers (Purchasing)
  - d. IE-WTE pre-approved awards (WTE Budget Director)
  - e. Financial Aid deadlines and disbursement of awards (FAO)
- D. [WU Study Abroad](#) Online Application & Risk Management System (OIP)
  - a. Program Brochure Page
  - b. Program Application Process/Phases
  - c. Scholarship Application Process
- E. International Education –Washburn Transformational Experience
  - a. [Give Pulse](#)
  - b. [Program Requirements](#)

### Health & Safety:

- A. Student Health:
  - a. [Study Abroad COVID-19 Information and Resources](#)
  - b. Health Self Disclosure (Inside Program Application)
  - c. [Study Abroad Travel Health Consultation](#) (Student Health Services)
  - d. Chronic Illness, Medication (Student Health Services)
  - e. Mental & Emotional Health Issues (Counseling Services)
  - f. HIPPA/FERPA/ADA – Reasonable Accommodations for Study Abroad (Student Services Office)
  - g. [Smart Traveler Enrollment Program \(STEP\)](#)
  - h. [Study Abroad Pre-Departure Orientation](#)
- B. Safety
  - a. Specific to location
  - b. Student drinking
  - c. Physical assault/theft
  - d. Sexual assault/harassment

- C. Insurance Types and Risk Management Considerations
  - a. [WU Study Abroad Insurance](#)
    - i. Medical Evacuation & Repatriation Coverage
  - b. Optional: [Travelers Insurance](#) (Trip Cancellation/Interruption)

## **Risk Management**

- A. [Crisis Management Plan](#)
  - a. Pre-departure prepare on-site communication
- B. [Incident Report Form](#)
  - a. Study Abroad Incident Report: Fact gathering, notification, communication, follow-up
- C. Communication Plans
  - a. Faculty with student before, during and after the program
  - b. Faculty with institution frequency & type, emergency
  - c. Institution to Faculty
  - d. Scenarios: What actually happens?
- D. [Legal Policies](#) (University Counsel and Student Life)
  - a. Study Abroad Consent Release & Assumption of Risk
  - b. Study Abroad Code of Conduct: Expectations & Consequences
  - c. Academic Impropriety Policy
  - d. University Policy on Sexual Harassment