From: Jim McGlothlin, Ph.D., Project Lead, International Programs
To: Faculty and Staff in the College of Health and Human Sciences
Date: April 15th, 2014
Re: Brief outline for International Program Study Abroad Course Development in the College of Health and Human Sciences.

This document is a guideline for helping Health and Human Sciences Faculty develop, plan, and execute a successful study abroad program. This will be a “living” document because it will be improved as by the faculty, staff, and students who help shape its form and function so that not only faculty can explore the world and make their courses richer, but to improve the lives of their students through the study abroad experience. Because this is a “living” document, we want your input based on your experiences so that others may benefit and become successful in their study abroad courses.

http://www.ippu.purdue.edu/

• “The Office of International Programs at Purdue University is dedicated to the development of educational opportunities, research, and other services essential to Purdue's ability to perform its land-grant university mission in the context of the global environment of the 21st century.

• Combine your desire to travel overseas with your desire to learn - participate in Study Abroad! Purdue's Study Abroad Office has more than 200 programs available, lasting from one week to one academic year. Academic credit earned will transfer toward your major, minor or general education requirements. Most programs do not require fluency in a foreign language, but many excellent foreign language programs are available. Supplement your classroom instruction with firsthand experience! “

http://www.studyabroad.purdue.edu/

• The Study Abroad Office is located in Room 105 of Young Hall, South of the Krannert building. Office hours are 8-5 Monday - Friday. Call to schedule an appointment or stop in to use the resource room and browse through materials about study destinations.
• Mailing Address:
  Young Hall, Room 105
  155 S. Grant Street
  West Lafayette, IN 47907-2114
• Telephone: (765) 494-2383
  Fax: (765) 496-1989
  Email: studyabroad@purdue.edu
http://www.purdue.edu/hhs/studyabroad/index.php

Study Abroad Programs
- “If you love to travel, meet new people, and see new things, then apply for a Study Abroad program! Through HHS Study Abroad, you can experience the excitement of living, studying, and even working in another country while you earn credits toward your Purdue degree. Most study abroad programs have no foreign language requirement.

- Like our Facebook page to find pictures from past programs, callout dates, and announcements.

- This video shows pictures from recent programs in Portugal, China, Switzerland, Argentina, Chile, Japan, Korea, Australia, Ireland, and many other locations.

- Several types of programs are available. Programs vary in length, cost, and location. Remember to discuss the options with your Academic Advisor in order to determine which program works for your plan of study.”

Departmental Programs
- “Currently planned HHS Study Abroad Departmental Programs are usually shorter itineraries that consist of an on-site Purdue faculty member who travels with and teaches a group of Purdue students. The length and number of credits earned depends on each program. There are exceptions to the rule, however, so details should be reviewed thoroughly.”

The next section is a broad outline for guiding HHS faculty in developing their study abroad program. It is expected that this outline will be enriched from other faculty as they add their experiences and outcomes from their own study abroad programs.

The following steps are how absolutely necessary to move a study abroad course from idea to reality. Five of the most important human resources HHS faculty will need to be successful in conducting a study abroad course are:

1) A brief and clear step by step guide on how to set up a study abroad course. A PowerPoint slide deck has been prepared for HHS faculty and can be accessed through the following website: http://www.purdue.edu/hhs/studyabroad/index.php ;

2) A faculty mentor who is willing to spend the time with you (perhaps over lunch) to explain what they know and how they set up their study abroad program;

3) a secretary who is willing to help you fill out forms, keep them in a file (electronic and hard copy), and keep track of the students registering for your course;
4) a business office person who is willing to help you fill out the expense reports (how much each student has to pay for their study abroad experience), and related business issues in handling the money between students and the Bursar’s office; and

5) a reliable and reasonable tour coordinator who will handle the transportation, lodging, food, and related costs for the students to have a great study abroad experience. This can be relatively easy if the study abroad experience is in one place, but can be very complicated if there are several different places in the travel itinerary. Sometimes a 3rd party planner can be helpful in developing the itinerary; sometimes a local planner can do the same. If you have these 5 resources, then you are more likely to be successful in the development and execution of your study abroad course.

Steps from study abroad idea from faculty to study abroad adventure

- Develop syllabus for core course offering from HHS?

- Numbers of credits – core course – follow established learning objectives so class can be substituted for core class. In my case the SA 10601 Public Health Course can be substituted for HSCI 20100. Also, it can be taken as a SA 59000 for HSCI 59000 when graduate students are taking it. The work load is greater and deliverables (research paper) are expected over the undergraduate students?

- How the class will be taught – lectures, tours, hands on, service work, etc. (take along a laptop computer and portable projector for lectures) Rooms to teach are usually provided by the hotels where the students are staying?

- How the students will learn and be evaluated: photo journal, papers, PowerPoint presentations, other media?

- How many students will go?

- Determine minimum number of students to make the trip a go. Experience has been no less than 12 students and no more than 30 (bus size and control of students drive this).

- Select the country.

- Determine the time of year and length of stay in country visited.

- Foster partnerships faculty in host country.

- Determine agenda – stay at one place or have several excursions as study abroad experience.
Find reliable 3rd party to set itinerary and provide preliminary costs.
   ○ Transportation, lodging, food, field trips, etc. (include safety of students in all aspects of planning).

Fill out paperwork for study abroad course with study abroad office (be mindful of deadlines by the study abroad office).

Develop a flyer to promote the course – use HHS and Unit websites to promote course.

Work with business office to collect money and a timeline for deposit deadlines.

Work with a travel rep for airline tickets. Do the same thing for collecting money for airline fees through the business office as they will pay the airline by check.

Have pre-trip meetings with the students, gather their insurance medical forms (usually done by having a pizza dinner meeting in a classroom).

Final arrangements for trip – lots of emails reminding students of the pending trip what to plan for what to pack, etc.

Take trip – have fun, but be safe.

Return from trip and write a debriefing of successes and challenges to share with other faculty.

If you have any questions, please contact me at jdm3@purdue.edu and I will try to answer them.

Sincerely,

[Signature]