Faculty Study Abroad Handbook

International Programs (IP)

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2. It is also recommended that you provide a courtesy copy of your publication to LSC.

3. Specific hyperlinks and/or URLs used should remain active.

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5. You agree to indemnify and hold LSC harmless against any losses, damages and liabilities which may arise out of the use of the information in this handbook.
International Programs (IP)

Mission

The Office of International Programs (IP) is the bridge for many endeavors, whether it be international exploration for American students led by faculty, service learning initiated by students, internationalizing the curricula, faculty exchanges, or collaborative partnerships with international governments or universities abroad.

Vision

The Office of International Programs (IP) excels at providing innovative initiatives, best practices and supportive services for the comprehensive internationalization of all LSC campuses – students, faculty, administrators and the community.
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1.0  Introduction to Faculty Study Abroad Handbook

1.1  Purpose of the Handbook

The purpose of this handbook is to provide all faculty members interested in study abroad with a useful guide to facilitate the development of study abroad programs in their areas of expertise. LSC supports faculty efforts to add an international dimension to students’ educational experience to ensure that they are prepared to compete and succeed in a global environment and gain more understanding of other cultures. The process for developing a study abroad program is not difficult, but it requires careful attention to detail and long-range planning. Also, special rules and regulations apply to ensure the integrity of the program and the safety and well-being of all participants. The specific objectives of the handbook are to:

1. Assist faculty in developing faculty-led study abroad opportunities
2. Ensure compliance with LSC policies and procedures
3. Ensure compliance with the State of Texas, Texas Higher Education Coordinating Board (THECB) rules and regulations
4. Ensure compliance with Risk Management Office recommendations
5. Further the LSC commitment to international education as outlined in the LSC Values Statements.

1.2  Mission of International Education

The Lone Star College System (LSC) recognizes that today's students will encounter issues throughout their lives that transcend national and cultural boundaries. It is important for students to comprehend global issues and the events that shape them. Good citizenship and good scholarship require students to understand and appreciate different customs and cultures throughout the world. To this end, LSC will:

- Expand its existing college curricula to focus on international and intercultural issues
- Promote cultural awareness through involvement with international activities
- Actively encourage international students to attend our colleges and participate in our communities
- Offer credit and continuing education programs that allow students to study in foreign countries
- Develop opportunities for faculty to study and teach abroad
- Establish partnerships with colleges and universities throughout the world
International Education Goals

1. Organize the International Education focus in LSC by creating and maintaining a centralized support office
2. Seek dedicated funding for international education through grants and dedicated System revenues
3. Create policies, procedures and handbooks for the international education programs that need enhanced structure
4. Enhance the support structures for LSC international students
5. Increase LSC's visibility and participation, both internally and externally, in international education programs and organizations

In the Fall Semester of 2004 LSC established the System International Programs and Services Office (IPS) under the leadership of a System International Education Director. Several committees were created including the Global Explorations for Students Committee (currently known as the Study Abroad Council). This committee was asked to revise the Faculty Study Abroad Handbook in conformance with current System Strategic Initiatives, the IPS Council Mission Statement, and new Texas Higher Education Coordinating Board (THECB) requirements. The Study Abroad Council consists of representatives from the six LSC campuses who have either directly or indirectly been involved with study abroad. Council members provide guidance to develop the system-wide study abroad processes. Membership consists of faculty and administrators nominated by their campus Vice Presidents of Instruction. Faculty leading a program are precluded from serving on the council in the academic year during which their program is offered.

Study Abroad Council Mission Statement

Develop and provide recommendations that promote Lone Star College student study abroad programs that are safe, academically rigorous, geographically diverse, and across a wide range of disciplines.

LSC Values Statement Regarding International Education

Commitment to International Education

We believe that Lone Star College demonstrates its commitment to international education by embracing multiple perspectives, promoting understanding and educating students to become contributing members in a culturally and ethnically diverse world.
## 1.3 LSC Study Abroad Programs Traveled

<table>
<thead>
<tr>
<th>Year</th>
<th>Instructor(s)</th>
<th>Destination</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Linda Bryan</td>
<td>England &amp; Scotland</td>
<td>British Literature</td>
</tr>
<tr>
<td>2006</td>
<td>Linda Bryan</td>
<td>England &amp; Scotland</td>
<td>British Literature</td>
</tr>
<tr>
<td>2006</td>
<td>Norseman Hernandez</td>
<td>Mexico</td>
<td>Spanish</td>
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<tr>
<td>2006</td>
<td>James Stubbs &amp; Todd Miller</td>
<td>Italy</td>
<td>Music</td>
</tr>
<tr>
<td>2007</td>
<td>Linda Bryan</td>
<td>England &amp; Scotland</td>
<td>British Literature</td>
</tr>
<tr>
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<td>Spanish</td>
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<tr>
<td>2008</td>
<td>Linda Bryan</td>
<td>England &amp; Scotland</td>
<td>British Literature</td>
</tr>
<tr>
<td>2008</td>
<td>Buck Buchanan &amp; Robert Coyle</td>
<td>Italy</td>
<td>Geography &amp; History</td>
</tr>
<tr>
<td>2008</td>
<td>Norseman Hernandez &amp; David Zimmerman</td>
<td>Mexico</td>
<td>Spanish &amp; English</td>
</tr>
<tr>
<td>2008</td>
<td>Cherith Letargo &amp; Brian Shmaefsky</td>
<td>The Philippines</td>
<td>Geology</td>
</tr>
<tr>
<td>2009</td>
<td>Buck Buchanan &amp; Robert Coyle</td>
<td>Italy</td>
<td>Geography &amp; History</td>
</tr>
<tr>
<td>2009</td>
<td>Carolyn Ho &amp; Robert O'Brien</td>
<td>China</td>
<td>Chinese &amp; History</td>
</tr>
<tr>
<td>2009</td>
<td>Cherith Letargo &amp; Brian Shmaefsky</td>
<td>The Philippines</td>
<td>Geology</td>
</tr>
<tr>
<td>2010</td>
<td>Shawn Miller</td>
<td>Sri Lanka</td>
<td>Accounting</td>
</tr>
<tr>
<td>2010</td>
<td>Collier Patton &amp; Kelley Revuelto</td>
<td>Italy</td>
<td>Art Appreciation &amp; Speech</td>
</tr>
<tr>
<td>2011</td>
<td>Buck Buchanan &amp; Robert Coyle</td>
<td>Italy</td>
<td>Geography &amp; History</td>
</tr>
<tr>
<td>2011</td>
<td>Carolyn Ho &amp; Robert O'Brien</td>
<td>China</td>
<td>Chinese &amp; History</td>
</tr>
<tr>
<td>2011</td>
<td>Ronald Nespeca &amp; Clay White</td>
<td>Costa Rica</td>
<td>Biology &amp; Kinesiology</td>
</tr>
<tr>
<td>2012</td>
<td>Buck Buchanan &amp; Robert Coyle</td>
<td>Italy</td>
<td>Geography &amp; History</td>
</tr>
<tr>
<td>2012</td>
<td>Cory Cryer &amp; Kelley Revuelto</td>
<td>Italy</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>2012</td>
<td>Ronald Nespeca &amp; Clay White</td>
<td>Costa Rica</td>
<td>Biology &amp; Kinesiology</td>
</tr>
<tr>
<td>2013</td>
<td>Cory Cryer &amp; Kelley Revuelto</td>
<td>Italy</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>2013</td>
<td>Molly Cueto</td>
<td>Northern Ireland &amp; Republic of Ireland</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>2013</td>
<td>Lori Richter &amp; Davida Rodgers</td>
<td>Tanzania</td>
<td>General &amp; Social Psychology</td>
</tr>
<tr>
<td>2013</td>
<td>Maria Sanders &amp; Mark Thorsby</td>
<td>England, Northern Ireland, Scotland</td>
<td>Ethics &amp; Logic</td>
</tr>
<tr>
<td>2014</td>
<td>Ronald Nespeca</td>
<td>Costa Rica</td>
<td>Kinesiology</td>
</tr>
</tbody>
</table>
2.0 Leader Selection: Qualifications, Responsibilities, & Expectations

2.1 Faculty Program Director Qualifications

To qualify as the lead professor (called Faculty Program Director) on a faculty-led study abroad trip, the faculty member must meet the following qualifications:

1. Be a full-time faculty member at one of the LSC colleges, preferably with a multi-year contract
2. Be recommended by the Dean and approved by the college Vice President of Instruction and President
3. Have previous experience traveling with students on an international basis, including experiencing leading a study abroad trip at another school
4. Have a good understanding, and make sure the other team leaders do, of areas related to student conduct, sexual assault, safety, LSC policy, and responding in an emergency situation

Full-time faculty who do not meet qualification #3, i.e., international experience with students, but wish to participate in a program, may do so by participating as a teacher of a second course offered as part of the study abroad program led by a qualified faculty member, or by participating as an assistant on a study abroad trip led by a qualified faculty member. It is recommended that faculty apply for a Faculty International Exploration (FIE) Award in order to gain the tools, resources, and experiences necessary to develop their instructional outcomes, mitigate safety risks, and arrange the logistics of their program. Faculty who neither have direct experience leading an international trip with students nor have traveled on an FIE should check with their campus Dean and VPI and may be considered if they:

1. Are mentored by a LSC faculty member on their campus who has previously led a program to help them prepare for the trip.
2. Have “shadowed” a LSC study abroad program
3. Have an established relationship with a partnering organization in the destination country to help prepare them and provide additional support while in country

Adjunct faculty may participate in a study abroad trip as a teacher of a second class or as an assistant but may not be the faculty program director.
2.2 Faculty Program Director Responsibilities

1. Works with supervisor and IP to develop the specific Study Abroad Program
2. Has overall responsibility for developing the program: prepares a detailed itinerary, academic program, brochure copy, budget, class arrangements, accommodations and meals
3. Presents THECB forms, itinerary, academic program and names of associated faculty to the appropriate Dean for recommendation and college Vice President's approval in a timely manner
4. Verifies that a current syllabus for each course is on file with the Dean and is available for each student
5. After obtaining all approvals, presents the program application, itinerary, class maintenance forms for each course, completed budget, and brochure copy to the department Dean and the System Office of International Programs.
6. Has the main responsibility to promote the program, with assistance from the Community Relations Office and other faculty and assistants participating in the program
7. Collects applications and payments for trip and places them in the Business Office for safekeeping. A “50 account” is typically used for collecting and trip deposits and payments and paying travel providers.
8. Sends applications and payments through secure mail to travel company when sufficient enrollments for the courses exist
9. Verifies that all required risk management documents are completed and are submitted to Risk Management.
10. Plans and conducts orientation sessions for program participants prior to departure. Informs students of Study Abroad Scholarship, collects applications, and submits to IP before the deadline
11. Provides a syllabus to the students for each course taught and submits grades in accordance with standard LSC procedures and time schedules
12. Submits all required forms with signatures to the LSC international office
13. Completes and ensures all faculty traveling on the program attend a mandatory IP & Risk Management Training which typically takes place during the spring semester
14. Keeps accurate financial records and all other records associated with the study program. Records will be kept for three years.
15. Shall not act as independent agent while representing LSC in any aspect of the study program
16. Conducts post-departure orientation and submits post-program evaluation in writing to the Dean and Vice President
17. Serves as a resource for other LSC employees who request information about study abroad
18. Immediately after returning, the Faculty Program Director must inform appropriate individuals (Dean, VPI, President, IP, Risk Management) of their arrival, and provide a written recap of any events or incidents while abroad, especially those related to student conduct
2.3 Supporting Faculty Qualifications and Responsibilities

The supporting faculty is recommended by the Faculty Program Director and the Dean and approved by the Vice President. He/she must be SACS qualified to teach the assigned courses.

1. Prepares a course timeline for THECB; a syllabus, including learning outcomes, to students for course taught; and submits grades in accordance with the standard LSC procedures and time schedules.
2. Acts as Faculty Program Director when the Faculty Program Director is absent.
3. Assists the Faculty Program Director whenever appropriate.
4. Actively promotes the study abroad program.
6. Accepts responsibilities as assigned by Faculty Program Director, including taking attendance and handling disciplinary problems.
7. Attends all orientation sessions.
8. Shall not act as an independent agent while representing LSC in any aspect of the study program.

2.4 Program Assistant Qualifications and Responsibilities

1. Is a LSC employee.
2. Completes Risk Management Training.
3. Accepts responsibilities as assigned by the Faculty Program Director.
4. Checks participants’ attendance on the bus, on location, in hotels, and other residences.
5. Actively promotes the study abroad program.
6. Attends all orientation sessions.

2.5 Conduct Expectations for Faculty Program Director, Supporting Faculty, and Program Assistant(s)

All LSC employees who are directly or indirectly involved in study abroad must receive Risk Management training. This includes:

- Deans and staff advisors
- Faculty and assistants who take students off campus as part of their educational programming
- Staff responsible for collecting/handling study abroad forms.
Safety

- Be a positive example as a representative of LSC and the U.S.A.
- Provide a safe study abroad experience. Email a detailed agenda with a list of activities, corresponding locations, and modes of transportation to the Office of Risk Management and campus administration for guidance on potential risk issues; JACannanWeldon@LoneStar.edu or Joan.R.Murdoch@LoneStar.edu. Any subsequent updates to this agenda should be submitted to the Office of Risk Management and your campus for additional review.
- Comply with the rules and regulations of LSC.
- Be available 24 hours a day for emergencies.
- Accompany participants on all scheduled portions of the study abroad program from departure to return.
- Pay specific attention to maintaining the program schedule.
- Keep safety a top priority; keep students abreast of concerns relating to the destination, and be aware of any travel warnings issued by the Department of State. Refer students to the Student Study Abroad Handbook for personal safety information.
- If a student is arrested abroad, do not negotiate release, represent at court, or pay court/attorney’s fees. Contact IP, Risk Management, and your direct supervisor, who will determine how to respond to the incident and determine whether to notify the student’s parents and the local US embassy. If incident occurs outside standard business hours, contact LSC Dispatch at 281-290-5911. Do not represent LSC or yourself as an agent for the student.
- Do not engage in illegal behavior with or without students as doing so opens you up to liability.
- Refrain from drinking or socializing with students. Try to separate academic and free-time activities.
- Inform students of customs restrictions and procedures.

Health

- Inform students of health concerns and issues that may arise while abroad. Refer students to the Student Study Abroad Handbook for health information.
- Students must have health and travel insurance abroad; all program participants, including program faculty, must purchase the LSC travel insurance plan; insurance policy information, can be found on the Risk Management website: Please refer to the travel guidelines on the Risk Management website for information on completing required travel forms: http://www.lonestar.edu/risk-management.htm. For specific application procedures, contact Risk Management.
- Faculty leaders should be aware of insurance matters and how to respond in the event of an illness or injury. Keep policy documentation and contact numbers accessible at all times, and respond to a health or travel issue within appropriate LSC guidelines. It is recommended this information be reviewed again prior to departure, to avoid delays in responding to an emergency.
- Know and have accessible emergency contact numbers and the location(s) of local hospitals.
- Provide college officials with emergency phone numbers for each program location.
- EMERGENCIES: Assist students with medical needs or emergency return passage. If health issues, an accident, or serious incident occurs, immediately notify your campus supervisor, as well as IP and Risk Management. During off hours, or if unable to immediately make contact with either department directly, please call Police Dispatch at System Office, who will refer your call.

LSC POLICE DISPATCH: 281-290-5911
If the event involves a potential public relations issue, please make certain it is handled by the appropriate LSC individuals. Starting Fall 2010, new travel procedures require that specific trip documents be posted in SharePoint prior to leaving, so as to be accessible by Police Dispatch in the event of an emergency. These documents are to be submitted to Risk Management for uploading onto SharePoint.

- Advise students to never pack prescription medicines in checked luggage and carry a note from the prescribing doctor explaining why the medicine is necessary. Also advise students to carry enough of the medicine to last the duration of the journey.
- Advise students to be cautious of uncooked meats, fruits, and vegetables, and encourage the consumption of bottled water.
- Inform students of recommended vaccinations.

### Student Matters

- Inform women, GLBT, and multicultural/minority students of any cultural or social issues relating to the study abroad destination. Refer students to the Student Study Abroad Handbook for information on what to expect and how to deal with unwanted attention or stereotypes. If you need assistance advising students on such issues, please contact IP.
- Inform students of visa entry and exist requirements for the host country. The destination country may have different requirements for non-U.S. citizens. Additionally, international students may need to fulfill certain requirements in order to be able to re-enter the United States. Therefore, research your host country’s immigration requirements and notify international students of any additional requirements. Please contact IP if you have any questions on this topic.
- Try to accommodate individuals with disabilities, and disclose anything about the program that cannot be accommodated. Please be aware that other countries may not be as accessible as the United States, and it is important for the student to be well informed of what is expected. If you need assistance advising students on such issues, please contact IP.
- Encourage all students to participate in the program with conduct that enhances the experience for all.
- Speak to students about exchanging and obtaining currency on the program. Refer students to the Student Study Abroad Handbook for tips.
- Speak to students about the best methods of communicating with home. Refer students to the Student Study Abroad Handbook for tips.
- Educate participants about the culture of the country they will be visiting. It is wise for students to understand customs, cuisine, manners, and overall way-of-life before embarking on the program. Informing students of such things will help prevent misunderstanding and conflict.

Program faculty should copy ip@lonestar.edu on all communication with their campus and other LSC departments for additional support.

### 3.0 Program Development

### 3.1 Study Abroad Business Process Overview
See chart on next page.
3.2 Procedures for Implementing a Study Abroad Program

1. Meet with IP to discuss and receive guidance to develop a study abroad program.

2. Make sure study abroad courses are LSC and Lower-Division Academic Course Guide Manual (ACGM) approved.

3. Create an out-of-country itinerary that will meet the course objectives. Research extensively in books on culture, history, politics, and literature of the country to be visited. Research possible transportation, accommodations, meals, etc.

4. Write a one-page proposal justifying the proposed study abroad program, indicating country or countries to be visited, courses to be offered, and rationale. This proposal should be sent to your Dean, Vice President of Instruction or persons designated by the LEO, and college President for approval.

5. Once approved at the college level, create a syllabus for each course to be taught abroad as well as THECB Timeline/Contact Hours document. Also complete the Out-of-State Credit Course Request (THECB Approval Form) Form F-3 (see sample documents). A checklist on completing the THECB documents is also available after the sample documents in this handbook.

6. The faculty member is responsible for completing all forms necessary to receive THECB approval. Present these documents to the campus Dean, Vice President of Instruction, and College President for approval before forwarding to the LSC Office of International Programs (IP).

7. Once approved at the campus level, submit the forms to the LSC IP Office by the due date (see section 3.3 Timeline to Develop a Credit Study Abroad Program). The IP Office will notify you when THECB has approved the travel courses.

8. Attend a mandatory information session hosted by IP for program faculty to learn about the study abroad scholarship and the program implementation process moving forward.

9. Work with the college’s Community Relations Office to create appropriate advertisements (flyers, brochures, and newspaper ads) that emphasize the academic nature of the courses and the trip. Write articles for submission to newspapers and submit to campus Community Relations Office. Place study abroad details on the college and system’s websites and then “Recruit! Recruit! Recruit!” The LSC Office of International Programs will also assist with marketing and recruitment efforts by featuring program information on the IP Study Abroad website, creating system-wide marketing materials, and conducting student outreach efforts. However, its efforts will focus on marketing all programs offered through LSC and cannot highlight only a specific program.

10. Begin conducting information sessions beginning in October. Inform students of the Study Abroad Student Scholarship. The LSC Office of International Programs is available to attend information sessions to discuss the scholarship requirements.

11. Collect deposits and applications from participants. Speak to your business office about the proper procedures and handling methods. If any students were awarded scholarships, contact IP to coordinate payment and to provide a Release Memo.
Do not send deposits or payments to travel/program providers until you have determined that the trip has enough participants to be economically feasible. Try to negotiate refundable deposits, but this is not always possible. If any portion of the program is non-refundable, inform the student in writing. Faculty can use the templates provided in section 6.1 and input their refund policy per the terms of their programs. Scholarship funds should not be put towards non-refundable deposits and must be returned to IP in the event of program cancellation. Any unreturned portion of an awarded scholarship (due to cancellation fees, non-refundable deposits, etc.) must be reimbursed by the program’s college.

12. Attend a mandatory IP & Risk Management Training which typically takes place during the spring semester

13. Conduct meetings to prepare students for traveling and studying abroad. Discuss packing, culture, customs, and dangers associated with traveling abroad. Discuss academic expectations.

14. Collect all completed Risk Management travel forms from participants, check for completion, make three (3) copies and submit to department Dean. Email a copy to Risk Management. Carry the third set of copies with you on your program.

15. See the Risk Management website for travel forms and mandatory travel insurance enrollment: http://www.lonestar.edu/risk-management.htm

16. Encourage students to obtain International Student Identity Cards.

18. Make copies of the following documents to carry with you:
   a. Copy of passports
   b. Required Risk Management forms for each student. See the matrix in Section 6.1
   c. Copies of students’ airline tickets
   d. Itinerary
   e. Contact information at College, IP, Risk Management, and Dispatch
   f. Risk Management Forms as outlined on the Office of Risk Management website. These forms are very important and should be loaded onto LSC intranet site preceding the trip so LSC Police Dispatch may access these in the event of an emergency. Check with your LEO to determine the administrators who should receive a copy of it. Include their names and telephone numbers at the bottom of the form. Attach the official day-to-day final itinerary, which should include dates, locations, hotel addresses, and telephone numbers. Leave copies with designated administrators and take a copy with you on the trip.
### 3.3 Timeline and Checklist to Create a Credit Study Abroad Program 2016

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Activity</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>January to February 2015</td>
<td>Faculty member works with dean, VPI, and campus President to complete the campus-based proposal and approval process. Use the standard proposal form, which includes rationale, cost, country, duration, course, co-teaching arrangement, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>March 1, 2015</strong></td>
<td>Deadline for approved travel proposals to be submitted to the LSC System Office for Study Abroad.</td>
<td></td>
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<tr>
<td>March 2015</td>
<td>Faculty study abroad team completes system-level approval and coordination of trips.</td>
<td></td>
</tr>
<tr>
<td>April 2015</td>
<td>Faculty and campus administrators with approved trips are notified. Faculty member submits an agenda with a list of activities, locations, and transportation plans to Office of Risk Management. Any significant changes in travels plans must be reported to the Office of Risk Management, as plans are updated. (<a href="mailto:JACannanWeldon@lonestar.edu">JACannanWeldon@lonestar.edu</a>)</td>
<td></td>
</tr>
<tr>
<td>May 1, 2015</td>
<td>Faculty member submits completed and campus-approved THECB paperwork to the Study Abroad Office. (Check the study abroad website for samples.)</td>
<td></td>
</tr>
<tr>
<td>May-August 2015</td>
<td>2016 Study Abroad promotional materials launched system-wide.</td>
<td></td>
</tr>
<tr>
<td>September 2015</td>
<td>Faculty members hold information sessions with interested students. Promotion of trips continues.</td>
<td></td>
</tr>
<tr>
<td><strong>October 10, 2015</strong></td>
<td>Student scholarship applications due.</td>
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<tr>
<td><strong>October 31, 2015</strong></td>
<td>Students notified of scholarship awards.</td>
<td></td>
</tr>
<tr>
<td><strong>November 30, 2015</strong></td>
<td>Second round of scholarship proposals due (if funds are available).</td>
<td></td>
</tr>
<tr>
<td>December 2015-January 2016</td>
<td>Promote programs and conduct follow up information sessions as needed. Any second-round scholarship recipients are notified of awards.</td>
<td></td>
</tr>
<tr>
<td><strong>January 15, 2016</strong></td>
<td></td>
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<tr>
<td><strong>February 2016</strong></td>
<td>Finalize trip enrollments and make determination on any trips to be cancelled.</td>
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</tr>
<tr>
<td>March 2016</td>
<td>Begin sending payments to travel providers.</td>
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<tr>
<td>April 2016</td>
<td>Complete orientation with students, ensure enrollment in study abroad course, carry out risk management trainings and complete paperwork.</td>
<td></td>
</tr>
<tr>
<td>May-July 2016</td>
<td>Trips occur. Students and faculty complete program evaluations at the end.</td>
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</tbody>
</table>
4.0 THECB Application and Course Approval Process

4.1 THECB Application Procedures

Review your proposed study abroad proposal and make sure it is an academic experience.

Each course on the approved main course inventory of LSC and ACGM, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.

Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.

Checklist for Developing a Study Abroad Program

_______ Complete a one-page proposal outlining the proposed program to your Dean, VPI, and college President for approval before completing the steps below.

_______ Annotated List of New Out-of-State and Out of Country Courses Form (Texas Higher Education Coordinating Board Approval Form). *Please note: You may only input one country per form. You must complete a separate form for each country you plan to visit during your program.* (See THECB document Packet Checklist)

_______ Create a timeline of the itinerary with contact hours clearly described. (See Sample documents & THECB Document Packet Checklist)

_______ Provide a syllabus of the course with course requirements and assessment outcomes. (See Sample documents & THECB Document Packet Checklist)

_______ Submit all documents to the Dean, International Education Director (if you have one), for approval.

_______ Once approved by the Dean, forward the documents to the Vice President for Instruction for approval.

_______ If approved by the Vice President, forward this information to your college President for approval.

_______ Once the above steps have been completed email your entire proposal with approvals to the LSC Office of International Programs (IP) by the first Thursday of September. IP will review the proposal and submit it to the Office of Curriculum Instruction for final review and submission to the THECB for approval.

* Please note that the course title and description must match what is written in the course catalog. Faculty cannot change the title of the course and must use the course description as it is listed in the catalog but may add to it. Faculty must also list the Learning Outcomes as they are written for that course verbatim, but a faculty can add as many learning outcomes to that approved list as they deem appropriate. Please consult the Course Descriptions website for a list of minimum Learning Outcomes designated for your course.
IP highly recommends thoroughly reading the Faculty Study Abroad Handbook and study abroad timelines (see Sample documents). It contains important information and resources that will be useful when planning a study abroad program.

Faculty may only offer one course per minimester. Students must attend one week of class per credit hour. Thus, a three credit hour course must meet for a minimum of three weeks while incorporating the contact hours required of a three credit hour course in a full semester. In order for extracurricular activities to apply as a contact hour, the activity must be applicable to course objectives. Example: An Art Appreciation class touring the Louvre or a Nutrition class learning how to make traditional pizza margherita.
TEXAS HIGHER EDUCATION COORDINATING BOARD
Annotated List of New Out-of-State and Out-of-Country Courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
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<tr>
<th>Course Number and Title</th>
<th>Destination and State/Country Code</th>
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<tr>
<th>Length of Course in Number of Weeks</th>
<th>Approx Dates of Travel</th>
<th>SCH</th>
<th>Contact Hours</th>
<th>Approval No. Assigned</th>
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<tr>
<th>Objectives of Course</th>
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<tr>
<th>Rationale for Travel</th>
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CTC Only – If this course is taught by adjunct faculty, describe the unique qualifications of personnel to be employed at the out-of-state site:

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<tr>
<th>Institution</th>
<th>Date</th>
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<thead>
<tr>
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<tr>
<th>Rationale for Travel</th>
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</table>

CTC Only – If this course is taught by adjunct faculty, describe the unique qualifications of personnel to be employed at the out-of-state site:
1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.

2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.

3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.

4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.

5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.

6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.

7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.

8. Multi-course offerings will meet the standards and criteria outlined in Notification and Approval Procedures Distance Education and Off-Campus Programs and Courses approved by the Coordinating Board in October 1999.

9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.

10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.

11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.

12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.

13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.

14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

________________________________________
Signature of Chief Academic Officer

________________________________________
Date

________________________________________
Institution
### TEXAS HIGHER EDUCATION COORDINATING BOARD

#### Annotated List of New Out-of-State and Out-of-Country Courses

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lone Star College - Kingwood</td>
<td>7/6/2011</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Destination and State/Country Code</th>
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</thead>
<tbody>
<tr>
<td>ARTS 1301 Art Appreciation</td>
<td>Italy 560</td>
</tr>
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<table>
<thead>
<tr>
<th>Length of Course in Number of Weeks</th>
<th>Approx Dates of Travel</th>
<th>SCH</th>
<th>Contact Hours</th>
<th>Approval No. Assigned</th>
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<tbody>
<tr>
<td>3</td>
<td>May 19 – May 31, 2012</td>
<td>3</td>
<td>57</td>
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</table>

#### Objectives of Course

- Identify the elements and principles of design and works of art throughout history and across cultures.
- Identify contemporary and traditional media in the visual art and explain basic techniques.
- Visit actual or virtual museums and galleries to increase exposure to art.
- Student is to produce at least one piece of art work in any media of instructor’s choice.
- Each student must produce a written assignment demonstrating personal understanding of artistic principality and elements of design in either a historical or contemporary piece of art work.
- Describe process of making art through the historic and cultural influences on the artist.

#### International/Cross Cultural Outcomes

- To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy.
- To recognize some of the major themes in the art produced by the major Italian cultures.
- To view original works in the context of internationally renowned galleries and museums in Florence, Rome, Vatican City and Siena, Italy.
- To understand the work of artists by visiting the homes and local workshops in the Umbrian region of Italy.
- To increase intercultural competence through travel, interaction with others, and discussion of intercultural topics during travel time, free time and organized outings and guided tours.

#### Rationale for Travel

This course is designed to develop an understanding and appreciation of Western art and its production as it has evolved from Antiquity to Modernity. Much of the development of western art has been based on Greek and Roman models. Students enrolled in this course will have the opportunity to visit important cultural sites in Rome, Assisi, Siena, Orvieto and Florence which have figured prominently in art history. Visiting sites and museums that focus on the cultures from Etruria, Rome, Greece, Early Christianity, the Renaissance and the Baroque will enhance the classroom experience by providing personal opportunities to scrutinize the visual elements of artwork and to immerse themselves in the history of the areas. Also, there will be a learning component stressing the historical content of ceramics and its production which students will experience through visiting local ceramic workshops highlighting indigenous materials and techniques and visiting museums with strong ceramic collections. Furthermore, traveling abroad will enlighten the students to the similarities and differences between the various cultures and their own.

#### CTC Only – If this course is taught by adjunct faculty, describe the unique qualifications of personnel to be employed at the out-of-state site:

This course will be taught by two full-time faculty members. One faculty member is Associate Professor of Art History/Art Appreciation who has conducted two previous Study Abroad trips to Italy through LSC-Kingwood following a similar itinerary and course outline. The other faculty member is Professor of Ceramics as well as Art Appreciation at LSC-Kingwood.
### Online instruction prior to travel

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Assignments</th>
<th>Contact Hours</th>
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</table>
| 5/14  | Introduction to the course.  
Professor 1: Chapters 1 - 4: The Language of Form (elements of art and principles of design), The Influence of Context  
Professor 2: What is Art? Which is Art?  
Chapters 11 – 12 Prehistory through Classical Era                                                                                                           | 4             |
| 5/15  | Professor 1: Discussion Topic 1  
Chapters 5 & 8: Foundation of the two-dimensional arts, Foundation of the three-dimensional arts  
Ceramic processes and techniques: Demonstrations, student participation and lecture/video material covering wheel, coil, slab and mold processes with the inclusion of monochromatic, polychromatic and raku glazing techniques. Also, clay base decoration will be explored  
Creation of a pinch pot  
Professor 2: Discussion Topic 2  
Chapters 13 – 14: Early Christian to Baroque                                                                                                                                 | 4             |
| 5/16  | Exam I: Chapters 1 - 4 online by 9pm  
Professor 1: Discussion Topic 3  
History of ceramics and its functions throughout history and cultures with a focus on Minoan, Greek, Etruscan, Roman and contemporary Italian examples  
Professor 2: Discussion Topic 4  
Chapters 15 – 16 Baroque to 19th century art                                                                                                                                 | 4             |
| 5/17  | Exam II: Chapters 5 & 8 online by 9pm  
Professor 1: Discussion Topic 5  
Emphasis on the processes/techniques and ceramic objects from cultures within Italy: Etruscan, Roman and Greek (wheel, coil and mold processes with a focus on Majolica (indigenous to Umbrian region of Italy), red, black and white glazing techniques.  
Glazing a piece of pottery using the Majolica technique  
Professor 2: Discussion Topic 6  
Chapters 17 – 18 20th century                                                                                                                                  | 4             |
| 5/18  | Exam III: Ceramics online by 9pm  
Professor 1: Student Presentations  
Professor 2: Student Presentations                                                                                                                                                              | 4             |
## Instruction during travel

<table>
<thead>
<tr>
<th>Date</th>
<th>Location and Course Assignments</th>
<th>Contact Hours</th>
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</thead>
<tbody>
<tr>
<td>5/20</td>
<td>Bus tour of Rome focusing on the history and content of various historical sites. <em>(Int'l Outcome: To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy)</em></td>
<td>2</td>
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<tr>
<td>5/21</td>
<td>Guided tour of St. Peter’s Basilica, its Greek, Etruscan and Roman ceramic holdings, and Sistine Chapel. Students will apply the terms from the elements of design and principles of art while viewing artworks in order to understand the cultural relevance. <em>(Outcome: Identify the elements and principles of design and works of art throughout history and across cultures.) (Outcome: Visit actual or virtual museums and galleries to increase exposure to art.)</em> Student engagement with artwork suitable for completion of Stylistic Analysis worksheet. <em>(Outcome: Each student must produce a written assignment demonstrating personal understanding of artistic principality and elements of design in either a historical or contemporary piece of art work.)</em> Opportunity to locate elements for Architectural worksheet.</td>
<td>4</td>
</tr>
<tr>
<td>5/22</td>
<td>Assisi: St. Francis’ Basilica. Students will have the opportunity to discuss with each other the historical and stylistic qualities of the basilica and its interior decoration. <em>(Outcome: Identify the elements and principles of design and works of art throughout history and across cultures.)</em> Student engagement with artwork suitable for completion of Stylistic Analysis worksheet. <em>(Outcome: Each student must produce a written assignment demonstrating personal understanding of artistic principality and elements of design in either a historical or contemporary piece of art work.)</em> Opportunity to locate elements for Architectural worksheet.</td>
<td>2</td>
</tr>
<tr>
<td>5/23</td>
<td>Assisi: Walking tour focusing on Roman ruins and their historical context. <em>(Int'l Outcome: To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy)</em></td>
<td>4</td>
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<tr>
<td>5/24</td>
<td>Assisi: Free Day. Students have the opportunity to navigate the town of Assisi on their own, abide by local customs and interact with local shopkeepers and cafe owners. <em>(Int'l Outcome: To increase intercultural competence through travel, interaction with others, and discussion of intercultural topics during travel time, free time and organized outings and guided tours.)</em></td>
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<tr>
<td>5/25</td>
<td>Visit ceramic studios in Gubbio and Deruta. Students will have the opportunity to visit working ceramic studios that feature works and techniques indigenous to the area which were introduced to students during instruction prior to travel, meet with local artisans and witness the personal and commercial production of ceramics. <em>(Outcome: Identify contemporary and traditional media in the visual art and explain basic techniques.) (Outcome: Describe process of making art through the historic and cultural influences on the artist.) (Int'l Outcome: To understand the work of artists by visiting the homes and local workshops in the Umbrian region of Italy.)</em></td>
<td>4</td>
</tr>
<tr>
<td>5/26</td>
<td>Orvieto: Guided walking tour of Orvieto featuring the Gothic Cathedral and the Claudio Fausina Museum which features ceramic work from Greece, Etruria and Roman empire as explored through lecture material during instruction prior to travel. <em>(Outcome: Identify contemporary and traditional media in the visual art and explain basic techniques.) (Outcome: Visit actual or virtual museums and galleries to increase exposure to art.) (Int'l Outcome: To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy)</em></td>
<td>4</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Contact Hours</td>
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<tr>
<td>5/27</td>
<td>Siena: Guided walking tour of Siena featuring the major historic sites. (Int'l Outcome: To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy)</td>
<td>4</td>
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<tr>
<td>5/28</td>
<td>Siena: Siena Cathedral and Museum (Outcome: Visit actual or virtual museums and galleries to increase exposure to art.)</td>
<td>4</td>
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<tr>
<td>5/29</td>
<td>Florence: Guided walking tour of Uffizi Galerie and local marketplace. (Int'l Outcome: To recognize some of the major themes in the art produced by the major Italian cultures. To view original works in the context of internationally renowned galleries and museums in Florence, Rome, Vatican City and Siena, Italy. To increase intercultural competence through travel, interaction with others, and discussion of intercultural topics during travel time, free time and organized outings and guided tours.)</td>
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<tr>
<td>5/30</td>
<td>Florence: Guided walking tour of Florence highlighting the major piazzas, palazzos and religious buildings of the Renaissance period. (Int'l Outcome: To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy)</td>
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<tr>
<td>5/31</td>
<td>Leave for Houston IAH</td>
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**Upon return**

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<tr>
<th>Date</th>
<th>Course Assignments</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>TBA</td>
<td>Final Meeting with presentation of journals and reflections of course and Study Abroad trip. (Outcome: Student is to produce at least one piece of art work in any media of instructor’s choice.)</td>
<td>2</td>
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</table>

**Total Contact Hours 57***

*Note: The minimum number of contact hours for this particular course is 48. This class schedule surpassed this requirement which is acceptable.*
Faculty Study Abroad Handbook
Sample Syllabus
ARTS 1301
Art Appreciation: Study Abroad

PROFESSOR: (Information has been removed by IP for sample purposes)
OFFICE: (Information has been removed by IP for sample purposes)
PHONE: (Information has been removed by IP for sample purposes)
OFFICE HOURS: (Information has been removed by IP for sample purposes)
E-MAIL ADDRESS: (Information has been removed by IP for sample purposes)

PROFESSOR: (Information has been removed by IP for sample purposes)
OFFICE: (Information has been removed by IP for sample purposes)
PHONE: (Information has been removed by IP for sample purposes)
OFFICE HOURS: (Information has been removed by IP for sample purposes)
E-MAIL ADDRESS: (Information has been removed by IP for sample purposes)

NOTE: Professor Names in the daily schedule below have been replaced with Professor 1 and 2 by IP for sample purposes

I. Textbooks:
Responding to Art: Form, Content and Context
Robert Bersson
Published by McGraw-Hill
Available at the LSC-Kingwood Bookstore

Travel Guide of student’s own choosing

II. Catalogue Description and Rationale: 3 credit hours

Arts 1301 is an introductory course that studies the visual arts (painting, architecture, sculpture, and crafts) through an exploration of their purpose and processes. Occasional field trips are required. This course is for non-majors and art majors or minors who have little or no background in art.
Prerequisites: ENGL 0305 or ENGL 0365 and ENGL 0307 or 0375, OR higher level course (ENGL 1301) OR placement by testing.

III. Attendance and Make-up

1. Class attendance for this course consists of participating in a face-to-face orientation, participation in study prior to travel, travel abroad and punctual attendance at all group events while abroad.
TARDINESS: If a student is consistently late while on the tour, causing others to wait and the tour to be off schedule, the student’s grade will be penalized one letter grade.

2. Late work will not be accepted.

LEARNING OUTCOMES FOR ARTS 1301:

Upon successful completion of the course the students will be able to:

- Identify the elements and principles of design and works of art throughout history and across cultures.
- Identify contemporary and traditional media in the visual art and explain basic techniques.
- Visit actual or virtual museums and galleries to increase exposure to art.
- Student is to produce at least one piece of art work in any media of instructor's choice.
- Each student must produce a written assignment demonstrating personal understanding of artistic principality and elements of design in either a historical or contemporary piece of art work.
- Describe process of making art through the historic and cultural influences on the artist.
Other study abroad outcomes and activities:

- To recognize and appreciate the aesthetic, moral, and intellectual values of the art of the European Classical (Greek and Roman), Medieval, Gothic and Renaissance periods as highlighted in the cultures and artwork of Italy.
- To recognize some of the major themes in the art produced by the major Italian cultures.
- To view original works in the context of internationally renowned galleries and museums in Florence, Rome, Vatican City and Siena, Italy.
- To understand the work of artists by visiting the homes and local workshops in the Umbrian region of Italy.
- To increase intercultural competence through travel, interaction with others, and discussion of intercultural topics during travel time, free time and organized outings and guided tours.

Judith Watson, Counselor for Arts and Humanities, is available in LIB 222A to assist you in meeting your academic, career, and personal goals. Confidential counseling services are available by appointment to help you overcome academic and personal challenges, make career choices, plan your transfer and to gain self-understanding. To schedule an appointment call 281-312-1345, email Judith.watson@lonestar.edu or stop by LIB 222A.
TENTATIVE COURSE ASSIGNMENTS

Instruction prior to travel: May 14 – May 18, 2012

Day 1:
Professor 1: Chapters 1-4: The Language of Form (elements of art and principles of design), The Influence of Context

Professor 2:
What is Art? Which is Art?
Chapters 11 – 12 Prehistory through Classical Era

Day 2:
Professor 1: Discussion Topic 1
Chapters 5 & 8: Foundation of the two-dimensional arts, Foundation of the three-dimensional arts
Learn ceramic processes and techniques through demonstrations, student participation as well as lecture/video material which will focus on throwing using the wheel, coil, slab and mold processes as well as monochromatic, polychromatic and raku glaze techniques. Also, clay based surface decoration will be explored.

Creation of a pinch pot

Professor 2: Discussion Topic 2
Chapters 13 – 14: Early Christian to Baroque

Day 3:
Exam I: Chapters 1 -4 online by 9pm

Professor 1: Discussion Topic 3
History of ceramics and its functions throughout history and cultures with a focus on Minoan, Greek, Etruscan, Roman and contemporary Italian examples

Professor 2: Discussion Topics 4
Chapters 15 – 16 Baroque to 19th century art

Day 4:
Exam II: Chapters 5 & 8 online by 9pm

Professor 1: Discussion Topic 5
Emphasis on the processes/techniques and ceramic objects from cultures within Italy: Etruscan, Roman and Greek (wheel, coil and mold processes with a focus on Majolica (indigenous to Umbrian region of Italy), red, black and white glazing techniques. Lecture/Video based.

Glazing a piece of pottery using the Majolica technique

Professor 2: Discussion Topic 6
Chapters 17 – 18 20th century

Day 5:
Exam III: Ceramics online by 9pm

Professor 1: Student Presentations
Professor 2: Student Presentations
Faculty Study Abroad Handbook

Instruction during travel:
Lectures and guided tours of architecture and museums in Rome, Assisi, Siena, Orvieto and Florence

Sites to be visited:
Rome - Spanish Steps, architecture by Borromini, fountains by Bernini, Trevi Fountain, Pantheon, Forum, Trajan’s Column, Coliseum, Vatican City with St. Peters and Vatican Museums: Etruscan, Greek and Roman

Assisi – Temple of Minerva, Roman ruins, Basilica di S. Francesco, Basilica di S. Chiara, local ceramic workshops

Siena - Siena Cathedral and Cathedral Museum

Orvieto - Orvieto Cathedral and Museo Claudio Faina

Florence - Palazzo Medici, Florence Cathedral and Baptistry, Piazza Sigornia, Casa di Dante, Orsanmichele, Santa Croce, Santa Maria Novella, Santo Spirito, Uffizi Gallery, Galerie Academia

Assignments prior to travel:
Exam I: 50 points
Exam II: 50 points
Exam III: 50 points (ceramic content)

Project: Construct a pinch pot using majolica technique of decoration.
50 points

Student Presentations: Students will choose an example of architecture from the aforementioned list. The student will research and present a 15 – 20 minute talk on their specific building. Included but not limited to will be information regarding unique construction techniques, function, cultural, social and political significance, and a stylistic explanation. Students will need to provide images in a powerpoint format. An outline of their lecture must be provided to their classmates. 50 points

Student Written Assignment: Students will research one of the three ceramic workshops in which we will visit during our trip. In a 2-3 page essay students will explain the processes of the workshop, the history and any other pertinent information. This information will be presented in a 15 -20 minute presentation. 50 points

Discussion Topics: Students will be given 6 discussion topics to aid in developing a meaningful dialogue between themselves, the chapter material, and the personal experiences. These topics are meant for them to think about art related topics or other cultures and how they relate to our culture and society. We all have different perspectives on issues and different ways of seeing and understanding. This is our opportunity to learn about these differences and similarities. 10x6 =60 points

Assignments during travel:

Travel Journal - You will need to purchase a wire-bound sketchbook at least 8.5”x11” with drawing paper not newsprint. It must contain at least 50 pages.

Bring scissors (pack in your luggage, not carry-on baggage) and glue or Scotch-type tape
Throughout your trip to Italy, you will maintain a daily account of your experiences, visits, sights, sounds and any other sensation that has made an impression on you. You will also keep print souvenirs (receipts, napkins, pamphlets, etc.) and tape these into your journal. Make this journal as detailed as possible. It will be a treasured item years from now as you recall your trip. Also, be creative. This is your journal for you, friends and family. You will turn this in to me upon return back to the States. 100 points

This assignment fulfills Outcome: Student is to produce at least one piece of art work in any media of instructor's choice.

**Architecture Identification:** I will provide you with a list of architectural terms. You must define them and list a visited building in which it was present. 25 points

**Stylistic Analysis:** I will provide you with a worksheet in which you must relate the principles and terms of design to a two-dimensional and three-dimensional art piece that you will see while in Italy. 25 points.

*All worksheets must be included within your Sketchbook when submitting it for grading.*

**GRADE SCALE:** grading is based on the accumulation of points.

510 – 440 = A; 439 – 369 = B; 368 - 298 = C; 297 – 227 = D

THIS SYLLABUS IS SUBJECT TO CHANGE. EXAM SCHEDULE IS SUBJECT TO CHANGE. IT IS THE RESPONSIBILITY OF STUDENTS TO MAINTAIN CONTACT WITH THE PROFESSOR TO DISCUSS PROBLEMS AND/OR ANY CHANGES TO THE SYLLABUS.

*Lone Star College – Kingwood provides an Academic Support Center. Please call xtn 1439 for services and hours. I highly recommend that students employ their services especially when writing papers.*

**Course Policies**

It is the student's responsibility to determine whether dropping the class would be in their best interest.

**Attendance Policy:** You are allowed three absences (no questions asked). Upon the fourth and subsequent absences, 5 points for each absence will be deducted from your final cumulative points. If you leave 15 minutes or earlier prior to the end of class, you will be counted as absent.

**Plagiarism:** You are not allowed to copy sentences verbatim and present them as your own. Changing one or two words within a sentence does not constitute a newly created sentence by you. You are not allowed to have another individual contribute to your assignments. A grade of 0 will be assessed to those assignments in which plagiarism has been determined. If you have any questions regarding this topic please feel free to contact me prior to the submission of your assignment.

**Cheating:** The use of material or aids not approved for examinations or quizzes constitutes cheating. Furthermore, relying on any intelligent source not your own will be regarded as cheating. A grade of 0 will be assessed to those exams or quizzes in which cheating has been determined.

*Refer to your catalogue for the appropriate process for appealing a plagiarism or cheating decision.*

**ADA Statement:**

“LSC is dedicated to providing the least restrictive learning environment for all students. LSC promotes equity in academic access through the implementation of reasonable accommodations as required by The Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities.” To be eligible for accommodations students with disabilities must be registered with the Disability Services office here on campus. Please contact Lee Ann Coulson Liebst, Disability Services Counselor, 281-312-1453, room 116 in the Student Fine Arts Building (Counseling and Advising Office).

**Emergency Notification:**
Lone Star College (LSC) is committed to maintaining the safety of the students, faculty, staff, and guests while visiting any of our campuses. See http://www.lonestar.edu/oem for details. Register at http://www.lonestar.edu/12803.htm to receive emergency notifications. In the event of an emergency contact LSC Police at (281) 290-5911 or X5911.

LSC Catalog:
http://lonestar.edu/lsc-catalog.htm

Want to know your learning style? Do you learn better with notecards and outlines or would you rather have a movie? How about graphs and facts? Find out at this website.
Barsch Inventory: ww2.nsecc.edu/gerth_d/AAA0000000/barsch_inventory.htm#reset
The checklist below is a tool for faculty interested in offering a study abroad program for preparing their THECB documents.

**General**

- Program has been approved by college leadership (Dean, VPI, College President)
- Program faculty are full-time faculty members unless otherwise approved by college leadership (Dean, VPI, College President)

**Required Document 1: Course Timeline/Itinerary**

- Course number matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.
- Course name matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there is an addendum available on this page as well. The latest information should be used.
- Length of course (number of calendar weeks), is equal to or greater than the number of credits awarded. For programs with more than 1 required course: The course length, in calendar weeks, is equal to or greater than the total number of credits awarded (For example, at least 6 weeks for 6 credits awarded)
- Classes meeting face-to-face have activities listed by day (if exact dates are unknown, day 1, day 2 etc. may be used.)
- Online class meetings at any point before or after travel are noted as such
- For programs with more than 1 course: Contact hours for each course are listed individually.
- Each course on the program meets the minimum number of required contact hours individually. The number of required contact hours can be calculated by multiplying the number of weekly lecture and/or lab hours for the regular face-to-face LSC course by 16.
- Program activities (i.e. field trips, site visits, volunteer work, etc.) counted towards contact hours are tied back to the course through specific, **required** assignments/academic activities during the specified time period (i.e. journal entries, worksheets, group discussion etc.). These assignments should be noted in the timeline
- Assignments, lectures, labs counted towards contact hours specify topic
- Contact hours earned through lectures are realistic and documented by giving details regarding in class assignments, quizzes, activities, journaling, etc.

**Required Document 2: Syllabus**

- Course number matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.
- Course name matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.
- Course description matches the latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.
Faculty Study Abroad Handbook

Course prerequisites match those listed in the latest version of the course catalog. Please note: The prerequisites listed for courses in iStar may not be correct due to programming issues therefore the catalog should be consulted. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.

Objectives listed in “objectives of course” section match the learning outcomes outlined by the college for each course being offered. These can be found at [http://lonestar.edu/class-search.htm](http://lonestar.edu/class-search.htm) under “Browse Learning Outcomes” and then by selecting your subject. Faculty can add to these objectives but not remove anything.

“Objectives of Course” include the international/cross-cultural learning outcome(s) of the course(s) (in other words, what is the benefit of having the course/portion of the course abroad?)

For programs with more than 1 course: “Objectives of course” section clearly indicates whether students are required to take both courses or can enroll in just one.

Activities and assignments listed on the syllabus correspond and are identical to those listed on the timeline for the same day.

Required Document 3: Annotated List of New Out-of-State and Out-of-Country Courses (2 page document- aka “THECB Form”)

One form per country visited is completed if program travels to multiple countries

Course number matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.

Course name matches latest version of the course catalog. The catalog is available at [http://www.lonestar.edu/lscs-catalog.htm](http://www.lonestar.edu/lscs-catalog.htm). Please note there may be an addendum available on this page as well. The latest information should be used.

Course length (in calendar weeks) is consistent with timeline and syllabus

Approximate dates of travel are consistent with timeline and syllabus

Total contact hours are consistent with timeline

Objectives listed in “objectives of course” section match the learning outcomes outlined by the college for each course being offered. These can be found at [http://lonestar.edu/class-search.htm](http://lonestar.edu/class-search.htm) under “Browse Learning Outcomes” and then by selecting your subject. Faculty can add to these objectives but not remove anything.

“Objectives of Course” include the international/cross-cultural learning outcome(s) of the course(s) (In other words, what is the benefit of having the course/portion of the course abroad?)

For programs with more than 1 course: “Objectives of course” section clearly indicates whether students are required to take both courses or can enroll in just one.

“CTC Only – If this course is taught by adjunct faculty, describe the unique qualifications of personnel to be employed at the out-of-state site” is completed for programs co-led by an adjunct faculty member

Signature and date on page 2 of the document “Certification Form for New Out-of-State and Out-of-Country Courses” are left blank. This page will be signed by the Vice Chancellor for Academic Affairs after Curriculum & Instruction has completed a final review of the documents.

The guidelines above address common necessary changes/corrections to the study abroad proposals submitted to the Texas Higher Education Coordinating Board (THECB). This list is intended to assist faculty in preparing their proposals but is not exhaustive. Proposals are subject to final review by Curriculum & Instruction as well as THECB.
5.0 Program Implementation: Pre-Departure Trip Planning

5.1 Study Abroad Considerations

Follow all procedures as indicated through iStar and other associated processes.

Study Abroad trips require planning for a variety of situations:
- orientations
- emergency action plans
- travel planning
- substance use/abuse
- accommodations (ADA, hotels, etc.)
- disease
- political issues
- food/water, weather, and other emergencies

Please refer to the figure on the next page to review type of incidents that may affect your plans. If needed, please seek further counsel for any situations that make you feel uncomfortable.
5.2 Temporary Living Arrangements and Meals

Living arrangements abroad should be a very important aspect of planning a study abroad program. Location, safety, and price should always be kept in mind when making a choice for students. If you plan to assign roommates, make sure your students are well matched and comfortable with the arrangements. Offer students the opportunity to request a single room if possible. When planning meals, make sure you do your homework.

Things to consider:

- **Hotels** are often used in study abroad programs with extensive travel. It is not uncommon for programs to have a week in a hotel and then combine another style of accommodation (such as home stay, dorm, etc.). Make sure the students are comfortable with their chosen roommates and discourage students from inviting strangers or newly-acquired friends back to their rooms. Just as programs differ, hotels can differ. Here are some common styles of hotels:
  - **Bed and Breakfasts** are often locally owned and operated in a community. They tend to feel very home-like and offer a limited number of available rooms. The rates can vary, but can sometimes be less expensive than traditional hotels. It is wise to do research on bed and breakfasts, and compare rates.
  - **Hostels** are often inexpensive, student frequented, and informal. You will find yourself surrounded by a variety of travelers from around the world, and can pick up tips and friendships along the way. The atmosphere of a hostel can be quite different than a traditional hotel, so it is important to understand the differences before booking. A hostel usually has shared rooms, bathrooms, and kitchen amenities. A lodger will rent a bed and may find they are sharing a room with a co-ed or same-sex crowd. In some hostels, private rooms may be available as well as lockers to store belongings you do not wish stolen. Hostels vary in quality and price and it is best to research before booking or renting a bed. If staying in a hostel, students will need to bring bed linens or a sleeping sack, as well as shower shoes.
  - **Traditional Hotels** can also vary in quality and price. Lodgers usually have private rooms and showers. When traveling abroad, you may find familiar international chains or locally owned establishments. Take advantage of provided safes for safekeeping of documents. Research your choices and make an informed decision.
Dormitories vary by institution and often provide an affordable way to study abroad if staying in one location. Dormitories can be great for making friends, arranging study sessions, and staying cohesive as a group. If staying in a dormitory with local or international students, this can be a great opportunity to broaden your horizons and learn the local language. A student may be sharing a room or bathroom with more than one person(s), and it is best to discuss the living arrangements before the program. Advise students to keep doors locked and bring items not provided by the dorm (shower shoes, soap, linens, etc.). Make sure the students are comfortable with their chosen roommates and discourage students from inviting strangers or newly-acquired friends back to their rooms.

Home stays are a wonderful way to learn local culture and language. Students will often be assigned to a family based on personal preferences and become a member of that household for a specific period of time. As a program leader, it is important to use screened and verified families. It is advised to assign two students per family, and disallow families with opposite-sex children teenagers or young adults. Inform students of the responsibilities and expectations of living with a host family, such as performing chores or going on outings with the family. Establish an understanding with your students about appropriate behaviors in a home stay environment. Home stay families may have household rules such as curfews to which students may not normally be accustomed. Inform students that they must alert you of any improprieties from the host family. Back-up living arrangements must be made available if a problem arises. If utilizing a homestay option it is important to consider accommodations for students with disabilities per ADA guidelines.

Meals can be an easily overlooked aspect during the planning of a study abroad program. If your program is primarily located at a college or university, research meal plans provided by the institution. If the program is on-the-go, research safe and respectable eating establishments that provide group meals at reasonable costs. It is also possible to design a program with no meals provided, and allow students to budget for their own meals. If you do choose to work meal costs into your program, consider student meal preferences (vegetarian, Kosher, Halal, Hindu, gluten-free, diabetic, etc.).

5.3 Logistics, Program Pricing, & Business Office Procedures

Travel Logistics Options
In leading a study abroad program, program faculty have several options for arranging the logistics of the trip. They can book travel directly with airlines, hotels, and vendors; enlist the services of a travel agent for major items such as airline tickets, or contract a full-service study abroad travel provider. Some important considerations are highlighted below when deciding between the various options:

1. Cost
   a. Faculty-arranged study abroad programs provide an opportunity for reduced-costs by eliminating the “middle man.”
b. Travel agents and travel providers may have access to special services or discounts not available to the public such as holding airline seats without full payment or fixed rates.

c. Some travel providers charge cancellation fees which increase as the departure date approaches.

2. Flexibility

a. How long will spots be held if arranged by faculty versus travel agent or travel provider?

b. Is there a penalty by the travel provider/airline if the trip is cancelled?

c. What is the latest date to notify the provider of a cancellation without penalty?

d. Are there a minimum number of participants in order to secure a specific rate?

3. Reliability/Credibility

a. If choosing a travel agent or travel provider, it is important to consider the company’s reputation and solvency to minimize the risk of financial loss. U.S.-based companies allow for greater legal recourse in the event of default.

b. What services are available in the event of a travel interruption or issue?

Regardless of the option chosen, it is critical to inform students of the refund policy in writing in advance. Students who may cancel their participation later can jeopardize the program so the refund policy should take this into consideration. If you are using a study abroad travel provider, having students send money directly to the travel provider is risky before the trip has officially made (decided by the campus administration during the spring semester) if the company does not provide full refunds. Cancellation policy templates for faculty-led and travel provider programs are available in section 6.1. You can use these and adjust accordingly to your program terms.

Purchasing Requirements

Depending on the dollar amounts involved, LSC purchasing policies may require a minimum number of quotes from various travel providers and/or documentation of the reason a particular vendor was selected as well as administrative approval. See the Business Office Procedures section below for more information. If you need additional assistance please email your campus Business Office and copy ip@lonestar.edu.

Program faculty should send IP a one page outline of required payment amounts, destination, and format (i.e. cash, check, etc.) that will be made for the program for guidance on potential payment issues.

Costs

After finalizing the program schedule and type of housing, faculty should prepare a budget for their programs. The program fee should be constructed as a business model. It is important to build a buffer into the program fee for any potential increases in airfare or currency fluctuations. The program faculty’s share of the program costs should also be included in each student’s share of the program fee. For example, if a travel provider quotes a $3000 program fee per person and your minimum number of students to make a program is ten, an additional $300 should be added to each student’s program fee ($3000 + $300 = $3300 = price to student). If there is an excess of funds, (for example, if an increase in the number of participants causes the price per student to decrease after collecting fees), consult your college leadership on how to proceed.

The program fee should include the following:

Airfare:
Housing:
Meals:
In-Country Transportation:
Excursion costs:
Required LSC Travel Insurance:
Visas:
Vaccines (if applicable):
Any equipment or materials required for the study abroad portion of the trip (if applicable):

Tuition should not be included in the program fee as students pay this directly to the Business Office. However, students should be made aware that the program fee does not include tuition. Also notify students of any other costs that are not included such as required books and external costs such as passport fees.

Business Office Procedures

Program faculty should send IP a one page outline of required payment amounts, destination, and format (i.e. cash, check, etc.) that will be made for the program for guidance on potential payment issues.

Generally, students will sign up for a Study Abroad program during the Fall semester for travel the following Spring/Summer. Each faculty member will establish “drop-dead” deposit/payment deadlines. There are no subsidies available, but there is a need-based scholarship program.

Payments for any Study Abroad Course can be made at any campus or center location System-wide. Process:

1) Faculty advisor or person coordinating Study Abroad trip provides student with deposit form, which student will turn in to the Business Office. For sake of ease, please have deposit form pre-filled with account number and identifying trip information. Blank deposit forms can be obtained from your Business Office.
2) Student can then make deposit at any payment center site System-wide. Student should notify Faculty advisor and/or Study Abroad coordinator that payment has been made and provide them with a copy of their deposit receipt (can take a picture of receipt with phone and e-mail it, etc.).
3) Cashier takes payment and applies in suspense account if taken at another campus.
4) Business Office taking payment initiates JE from suspense to corresponding Study Abroad account.

By March or April it will have been determined whether the program “makes” and the number of students enrolled. At that time, the faculty member should begin making the actual arrangements (using the funds paid to the program as deposits). The budget code to charge any program expenses will be provided by your campus business office.

Step 1 – Planning (should be completed by end of September of the current academic)

- Where are you going; what will you be doing there; how much will it cost?
- Research for best pricing
  If a purchase is $10K or more, you are required to get 3 quotes if possible. Some study abroad-related purchases may only have 1 supplier that can provide the service needed. If
Faculty Study Abroad Handbook

that is the case it must be documented (i.e., this is the only vendor that provides this service; this hotel is in the exact location needed, etc.).

- Determine a budget
- Know acceptable forms of payment for your vendors (domestic and international)
- Understand the tax consequences (Form W-9 required for domestic vendors)

Step 2 – Obtain Administrative Approval (by September of the current academic year)

This is a formal request document submitted by your Vice President of Administrative Services via the Purchasing Department to the Associate Vice Chancellor of Business Support Services. Your Business Office can assist you with preparing this document for submission (see attached examples).

Step 3 – Determine the best way to pay the expenses (by January of the current academic year)

It is best to pay for as many services as possible before the program departs the United States. Strive to pay at least 50% - 70% of your expenses in advance.

Methods of Payment

Note: Any fees/costs related to any payment method will be borne by the program

LSC can pay for study abroad travel expenses in one of several ways, listed below in order of preference:

1. LSC T&E card (1% international transaction fee)

   While traveling, it is system policy to use a T&E card whenever possible. If you do not currently have an LSC T&E card, you will need to fill out the application form, have it approved by your supervisor and then submit it to your campus business office for processing. It will take a minimum of 7 working days after the bank receives the application for your card to arrive. If you do not already have one, submit a request for a T&E credit card bearing your name from your campus Pre-pay auditor (pending supervisor approval). If you are unable to get a personalized T&E credit card, ask your campus Pre-pay Auditor about obtaining a Declining Balance T&E credit card for your trip.

2. Bank wire transfer (fees involved) /ACH payment

   LSC can process wire transfers requested via the Wire Request (Manual Check) form; however, they can be expensive. ACH payments are preferred and requested via a Direct Payment Request (see forms attached). Wire transfers and ACH payments should be requested at least 2 weeks in advance and should include:
   - An attached page with the vendor wire or ACH payment information (Bank Name, Routing Number, Account Number and Swift code [if applicable]).
   - A copy of the signed Administrative Approval
   - A completed LSC Vendor Application Form
Faculty Study Abroad Handbook

NOTE: The W-8BEN form, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, is not required for foreign travel. It is required if we are purchasing goods and services from foreign vendors through the normal procurement process. Questions on the W-8BEN should be directed to the Accounts Payable Manager.

3. Check

A Requisition would be entered into iStar by the designated requestor in the paying department (usually a DOM or Division Coordinator) and a Purchase Order issued; or, a Direct Pay Request, if within the guidelines (see attached), would be submitted for the goods/services. As a result, Accounts Payable would process a check.

4. In-person payment(s) while you are overseas (requires a cash advance; multiple cash advances may be an option). We recommend that no individual travels with more than $9K cash. For security purposes, this should be a last resort.

Cash advances are requested in the Expense module, Travel and Expense Center in iStar. Cash advances are limited to $800; larger cash advances must be approved by the campus VPAD. Cash advances should be requested at least 5 days prior but no more than one month prior to the date(s) needed. The cash advance will be direct-deposited into the employee’s direct deposit bank account. If an employee needs a paper check, please contact the Expense Administrator in advance to make this request.

Receipts are required for all expenses.

The cash advance will be included on the expense report for the related travel. New cash advances can only be issued when all previous advances have been reconciled. If any reimbursement is owed to LSC from a cash advance, it must be paid to the prepay auditor prior to submitting the expense report for approval.

Other, less preferred, options:

1. Traveler’s Checks can be issued by your banking institution. Note that when you convert these to local currency overseas, you don’t always get the full value (fees may apply).

2. Western Union (fees apply)
   www.westernunion.com for details; look at the information on Western Union FX (foreign exchange).

3. Locate a bank in the area and make it your ‘banking hub’ when in country. LSC would send funds to the bank and the faculty would then access the funds. (In-country access may be a problem with this option, depending on the location of activities or events. Fees may be involved.)

The expenses below will not be reimbursed by LSC:
   • Post cards
   • Toiletries
   • Laundry
• Spa
• Luxury hotels
• Dining at expensive restaurants
• Art and crafts
• Rental car/limousine vs. public transportation
• Excess baggage
• Snacks *
• Gifts
• Clothing
• Alcohol
• Weapons and ammunition
• Controlled substances
• Goods or services under contract
• Inventory/equipment
• Donations
• 1099 reportable expenses, etc.

* Ask if you plan to purchase items but are unsure if they are allowed. See: Job Aid T&E Card Expense Report at http://intranet.lonestar.edu/istar/finance/

Step 4 – Prepare and submit

• Travel Authorization (TA-1) for estimated pre-travel expenses. Travel purchases on a T&E credit card are considered unauthorized without an approved LSC Travel Authorization.
• Travel Authorization (TA-2) for estimated actual travel expenses (in route)
• If your trip necessitates a cash advance from your funding, prepare and submit a Cash Advance Request ($800 maximum unless pre-authoriz
• Expense Report for pre-travel expenses as soon as the T&E credit card expense appears in MyWallet.
• Be sure to “associate” the TA-1 to the Expense Report.
• Scan and attach the receipts for the pre-travel expenses to the Expense Report.

Step 5 – During trip

• Request a receipt for each expense and keep it (regardless of method of payment). It may also be beneficial to keep a log of all expenses.
• Keep your receipts in a safe and dry place while you travel.
• If you are unable to get a receipt, please complete a Missing Receipt Form recording the time, date, location, merchant name, charges, and items purchased. The form is available on the LSC Intranet at https://intranet.lonestar.edu/Forms/Administration%20and%20Finance/LSCS%20Credit%20Card%20Programs/Applicable%20to%20All%20Card%20Programs/LSCS%20Missing%20Receipt%20Form%2001_24_13.pdf
• The LSC Business Office reserves the right to question a receipt.
LSC T&E (Travel & Expense) Card During Trip

- Each purchase on a T&E credit card must be accompanied by a receipt. Be sure to keep the receipts in a safe place.
- T&E credit cards do not allow withdrawal of funds from an ATM machine or receiving cash back on a transaction.
- Keep the credit card and card number secure at all times
- Do not post the credit card number
- Do not e-mail the credit card number
- Only the Cardholder, Reconciler, Location T&E card Coordinator and System T&E card Administrator should have access to the credit card information
- If the credit card is lost or stolen, immediately call JPMorgan Chase, your Location T&E card Coordinator and the System T&E card Administrator – follow up with an e-mail to the System T&E card Administrator.
- The credit card belongs to LSC, not the individual. The cardholder is not personally liable for payments unless s/he makes an unauthorized purchase.
- The cardholder’s personal credit history is not checked or affected when applying for or using the LSC T&E card.
- Your T&E credit card may be declined if:
  - the expiration date or security code is entered incorrectly when merchant processes transaction.
  - one or more of the limits set on the card is exceeded (standard limits or the limits set by the supervisor).
- If the merchant tries to rerun a card, it is likely to be declined again. Each decline uses up some of the credit limit and number of transactions allowed per day!
- If your card is declined, call JPMorgan Chase to identify the reason for decline and to assist you with getting the transaction through.
The expenses below will not be reimbursed by LSC:

- Post cards
- Toiletries
- Laundry
- Spa
- Luxury hotels
- Dining at expensive restaurants
- Art and crafts
- Rental car/limousine vs. public transportation
- Excess baggage
- Snacks *
- Gifts
- Clothing
- Alcohol
- Weapons and ammunition
- Controlled substances
- Goods or services under contract
- Inventory/equipment
- Donations
- 1099 reportable expenses, etc.

*Ask if you plan to purchase items but are unsure if they are allowed. See: Job Aid T&E Card Expense Report at http://intranet.lonestar.edu/istar/finance/

Step 6 – Upon return

- Organize receipts by date. On each receipt indicate the USD amount, purpose of the expense and the conversion rate.
- Prepare and submit an Expense Report for your travel expenses as soon as the T&E credit card expenses appear in MyWallet.
- Be sure to “associate” the TA-2 to the Expense Report.
- Reconcile any cash advance(s) to the Expense Report

Review instructions for processing expenses

- When processing expenditures in the iStar system, use the 50 account budget code for your program. Failure to input these codes on all Travel Authorizations and Expense Reports could result in the expenses being charged to your campus budget instead of the Study Abroad program’s account.
- When completing Travel Authorizations and Expense reports, select Student Travel as the business purpose and expense type. The correct account code will be automatically assigned by iStar.

50 Account Budget Code:

- The budget code will be provided at a later date by your campus Business Office.
The Expense Report and Currency Exchange

- Use a date-specific currency converter to produce currency conversions for each receipt provided in the travel voucher. Provide the converter print-out for each receipt.

- A good online currency converter (date-specific) is: http://www.oanda.com/ converter/classic

- American credit card companies assess a fee for every transaction made in a foreign currency. On a credit card statement, this will read ‘Foreign Currency Mark-Up’. This fee is usually a percentage of the transaction amount. Be sure to include these fees on your Expense Report.

Approvals and your Expense Report

- Before preparing your Expense Report, T&E credit card charges must first appear in your MyWallet in iStar. Each MyWallet expense must be entered as a separate line item on your Expense Report.

- Before submitting your T&E Expense Report in iStar double-check it for accuracy. Then:
  - Print the T&E Expense Report from iStar and scan it.
  - Complete a Missing Receipt Form for each line item for which you do not have a receipt. Include the form along with receipts.
  - Scan all receipts and Missing Receipt Forms into one pdf document to be attached to the Expense Report.
  - Keep a copy of the report and receipts for your records.
  - The Expense Report must be submitted along with all corresponding receipts immediately upon return from travel.

5.4 Marketing Your Study Abroad Program

There are several methods for marketing your program system-wide. Past study-abroad faculty recommend the following:

- Utilize campus TV monitors to display a PowerPoint or electronic flyer about your program
- Distribute program posters/flyers at all the campuses
- Have the appropriate college official send a mass email to all students
- International Education Week – get student clubs involved
- Visit individual classes to give a 5-10 minute presentation on your program
- Host an information table at Club Rush and other possible student activities/events
- Promote the programs through LSC Facebook page
- Create a webpage dedicated to your program
- Ask colleagues to promote your program in their classrooms on your behalf
- Keep a distribution list of students who express interest and send periodic emails with information about the destination to keep students’ interest

All of these efforts can take a lot of time but are directly linked with the program’s success. IP will support faculty efforts by hosting information tables at student events, designing system-wide TV monitor and myLoneStar ads, posting information on the website, and creating program-specific flyers for all programs.

5.5 Student Recruitment Guidelines

The VPI Council has recommended that study abroad programs adhere to a 15:1 student-to-faculty ratio for single faculty programs and 20:2 for programs with two faculty in order to travel. Exceptions are at the discretion of each college president.

LSC Study Abroad programs are LSC courses. As such, course prerequisites must match those listed in the catalog. If there are any concerns about a student’s ability to succeed on the program, please consult your campus administration and IP.

It is important to recognize that in your initial recruitment efforts, you will receive a great response to students. However, as deadlines for deposits and payments approaches, and scholarship results are announced, you will see the number of prospective participants decrease dramatically. Therefore, you may want to consider continuing your outreach efforts and also develop a waitlist in case any participants originally deemed to be committed cancel unexpectedly.

5.6 LSC Study Abroad Need-Based Scholarship

Through the Office of International Programs, LSC awards a number of need-based scholarships for LSC students interested in studying abroad each academic year. Students can receive the lower of $2000 or 75% of their program fee.

Students must be fully accepted into a LSC study abroad program, meet certain requirements which are outlined on the application to be eligible and also submit an essay, letters of recommendation, and a Free Application for Federal Student Aid (FAFSA) to be considered. The scholarship applicants are then awarded based on their financial need level and the quality of their applications. Representatives from all six LSC campuses are invited to serve on the selection committee.

Students must submit their applications to their study abroad program faculty by 5 PM on the day of the system-wide deadline. The first deadline is on the second Monday of November. If funds remain, a second round of applications will be accepted by the first Monday of February. However, faculty can set an earlier deadline if they wish to review student applications for completeness.
Program faculty then have until 5 PM on the day after the deadline to deliver the applications to IP.

Incomplete or late applications cannot be considered.

Scholarship recipients are required to complete a “follow-up” assignment within one month of their return which they submit to IP.

**Scholarship Disbursement**

Program faculty will be notified of their scholarship recipients at the same time that students are notified. When preparing to make final payment for the program (typically in the spring semester), program faculty should request their students’ scholarship funds from IP. The campus will need to sign a Release Memo before funds are disbursed promising to pay back the scholarship money if the campus cancels the program. Funds are released to the program account on campus. They cannot be released to students. Students who cancel their participation after the funds have been disbursed to travel providers will be responsible for reimbursing LSC.

5.7 Completion of Required Forms for Travel

Please refer to the travel guidelines on the Risk Management website for information on completing required travel forms: [http://www.lonestar.edu/risk-management.htm](http://www.lonestar.edu/risk-management.htm)

5.8 Travel Insurance Guidelines

The travel insurance plan is pre-selected by the Office of Risk Management. Please refer to their website for information on enrolling in the plan: [http://www.lonestar.edu/risk-management.htm](http://www.lonestar.edu/risk-management.htm)
6.0 FORMS, CHECKLISTS, & OTHER RESOURCES

6.1 Forms Matrix for Study Abroad Travel

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Who Completes</th>
</tr>
</thead>
<tbody>
<tr>
<td>THECB Form</td>
<td>Faculty</td>
</tr>
<tr>
<td>SA Cancellation Policy</td>
<td>Students using terms provided by program faculty</td>
</tr>
<tr>
<td>Risk Management Forms*</td>
<td>Faculty, students</td>
</tr>
<tr>
<td>Business Office Forms</td>
<td>Faculty</td>
</tr>
</tbody>
</table>

*NOTE: Upon completion of forms, please provide 1 copy to your immediate supervisor.
Template Study Abroad Cancellation Policy for Programs Using a Travel Provider

Sample Cancellation Policy is shown below. (Program faculty should insert the applicable cancellation policy per agreement with travel provider.)

<table>
<thead>
<tr>
<th>Study Abroad Cancellation Policy</th>
<th>Non-refundable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>91+ days prior to departure</td>
<td>Deposit</td>
</tr>
<tr>
<td>90 - 61 days prior to departure</td>
<td>Deposit + 25% of program fee</td>
</tr>
<tr>
<td>60 - 31 days prior to departure</td>
<td>Deposit + 50% of program fee</td>
</tr>
<tr>
<td>30 - 0 days prior to departure</td>
<td>100% of program fee</td>
</tr>
</tbody>
</table>

Per the agreement with the travel provider for this study abroad program, the cancellation policy outlined above applies. Tuition refunds are based on the Lone Star College System’s refund policy located at http://www.lonestar.edu/refunds.htm.

Student Acknowledgement

I acknowledge that I have read and understand the cancellation policy above. If I cancel my participation, I will forfeit the applicable amount as determined by the date I notify my program faculty in writing. If I receive a Lone Star College Study Abroad Scholarship and a portion or all of my award funds are used to pay for non-refundable program fees, if I cancel without proper notification under the guidelines of the Study Abroad Scholarship, or if I fail to attend the study abroad program, the full amount of the scholarship will be due and the balance will be applied to my student account. I also understand that I am responsible for taking the necessary actions to drop the study abroad course(s) in myLoneStar as I would with any other course. I further acknowledge that, to the extent allowed by Lone Star College System policy, I may have the right to appeal actions resulting from my program cancellation, should it occur.

Student Name (printed) _______________________________ Date __________________

Student Signature ________________________________
Template Study Abroad Cancellation Policy for Faculty-Led Travel Arrangements

Sample Cancellation Policy is shown below. (Program faculty should insert the applicable cancellation policy per the travel arrangements they have made with airlines, hotels, etc.)

<table>
<thead>
<tr>
<th>Study Abroad Cancellation Policy</th>
<th>Non-refundable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any time after submission of application</td>
<td>Deposit</td>
</tr>
<tr>
<td>90 - 61 days prior to departure</td>
<td>25% of program fee</td>
</tr>
<tr>
<td>60 - 45 days prior to departure</td>
<td>50% of program fee</td>
</tr>
<tr>
<td>44 - 30 days prior to departure</td>
<td>75% of program fee</td>
</tr>
<tr>
<td>29 - 0 days prior to departure</td>
<td>100% of program fee</td>
</tr>
</tbody>
</table>

Tuition refunds are based on the Lone Star College System’s refund policy located at http://www.lonestar.edu/refunds.htm.

Student Acknowledgement

I acknowledge that I have read and understand the cancellation policy above. If I cancel my participation, I will forfeit the applicable amount as determined by the date I notify my program faculty in writing. If I receive a Lone Star College Study Abroad Scholarship and a portion or all of my award funds are used to pay for non-refundable program fees, if I cancel without proper notification under the guidelines of the Study Abroad Scholarship, or if I fail to attend the study abroad program, the full amount of the scholarship will be due and the balance will be applied to my student account. I also understand that I am responsible for taking the necessary actions to drop the study abroad course(s) in myLoneStar as I would with any other course. I further acknowledge that, to the extent allowed by Lone Star College System policy, I may have the right to appeal actions resulting from my program cancellation, should it occur.

Student Name (printed) ____________________________ Date ______________________

Student Signature ____________________________
6.2 Study Abroad Itinerary Requirements (Sample)

Your study abroad itinerary should include the following components:

- Heading clearly identifying the document
- Travel to/from the U.S.
- Contact hours for each of the course topics including prior to, during, and after travel
- Dates for each course component
- Total contact hours

Please refer to “Course Itinerary Timeline” in Section 4.3 THECB SAMPLE FORMS
6.3 LSC Study Abroad Student Checklist for studying abroad

Applying for a program

___ Research a study abroad program that interests you by going to http://lonestar.edu/study-abroad.htm
___ Contact the responsible faculty member organizing the trip to learn more about the program.
___ If necessary, meet with an advisor to ensure the study abroad meets your educational needs.
___ Research possible financing options for the program and tuition costs.
___ Complete the study abroad program application and register for the appropriate classes associated with the program.
___ If eligible, apply for the study abroad scholarship and submit the complete application by one of the two deadlines: second Monday in November or first Monday in February. Please note: Due to the limited number of scholarships available, no scholarships will be awarded in February if the funds are exhausted after the November deadline. In order to apply, you must also fill out a FAFSA application.

Pre-departure

___ Apply for a passport (this can take 6 to 10 weeks)
___ Learn if there are special visa requirements for the countries you plan to visit from your study abroad faculty.
___ Make payments to your program cost (please contact your study abroad faculty about where to send payment).
___ Pay tuition costs to cover the courses you will be taking abroad.
___ Submit the required Risk Management forms to your program faculty within the allotted timeframe
___ Purchase any required books or study materials for your trip.
___ Speak with study abroad faculty about arranging payment of any applicable scholarships.
___ Register your travel with the Department of State https://travelregistration.state.gov
___ Check the Department of State’s website on a regular basis for travel alerts and information http://travel.state.gov/.
___ Plan a budget for your spending money and trip expenses. Obtain traveler’s checks and ensure credit cards or ATM cards are accessible from abroad.
___ Visit your family physician and inquire about special vaccinations you may need while traveling.
___ Make sure all medications you will be traveling with are in their original containers with the prescribing doctor's name clearly marked.
___ Make two copies of all essential documents (your itinerary, passport, credit cards that you plan to bring, driver's license, and airline tickets). Leave one copy with family or friends and ensure they know your contact information. Take the other copy and originals with you.
___ Check with your health insurance company to determine if you have coverage abroad. Your travel insurance through the college is not medical insurance and will only cover you in certain cases. Make two copies your medical insurance card and leave one with a friend or family member. Bring the photocopy and the original insurance card along with you on your trip.
___ Pack for travel (see next two pages).
<table>
<thead>
<tr>
<th><strong>Misc (Carry-on)</strong></th>
<th>#</th>
<th><strong>Papers (Carry-on)</strong></th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binoculars</td>
<td></td>
<td>Addresses and stamps</td>
<td></td>
</tr>
<tr>
<td>Cash/traveler’s checks</td>
<td></td>
<td>Copies of passport/credit cards/etc.</td>
<td></td>
</tr>
<tr>
<td>Ear plugs/eye mask</td>
<td></td>
<td>Credit card/bank contacts</td>
<td></td>
</tr>
<tr>
<td>Empty water bottle (fill past security)</td>
<td></td>
<td>Emergency contacts</td>
<td></td>
</tr>
<tr>
<td>Food/snacks/gum</td>
<td></td>
<td>Guidebook</td>
<td></td>
</tr>
<tr>
<td>House keys</td>
<td></td>
<td>Insurance cards (medical/travel)</td>
<td></td>
</tr>
<tr>
<td>Pen and paper/Journal</td>
<td></td>
<td>Itinerary (plane tickets/hotel confirmations)</td>
<td></td>
</tr>
<tr>
<td>Reading materials (Dictionary/phrase book)</td>
<td></td>
<td>Maps/directions</td>
<td></td>
</tr>
<tr>
<td>Tissues</td>
<td></td>
<td>Passport/Visa/Photo ID card</td>
<td></td>
</tr>
<tr>
<td>Travel blanket and pillow</td>
<td></td>
<td>Prescriptions (copies) - include generic names for medications and a letter from prescribing physician for controlled substances and injectable medications</td>
<td></td>
</tr>
<tr>
<td>Umbrella</td>
<td></td>
<td>Under-clothing document holders</td>
<td></td>
</tr>
<tr>
<td>Valuables (such as jewelry)</td>
<td></td>
<td>Vaccination certificate</td>
<td></td>
</tr>
<tr>
<td><strong>Electronics (Carry-on)</strong></td>
<td>#</td>
<td><strong>Toiletries/Meds (Carry-on)</strong></td>
<td>#</td>
</tr>
<tr>
<td>Camera/video camera</td>
<td></td>
<td>Brush/Comb</td>
<td></td>
</tr>
<tr>
<td>Cell phone</td>
<td></td>
<td>Contact lenses/solution</td>
<td></td>
</tr>
<tr>
<td>Chargers for Electronics</td>
<td></td>
<td>Eyeglasses</td>
<td></td>
</tr>
<tr>
<td>Earbuds/headphones</td>
<td></td>
<td>Hand sanitizer/Wet wipes</td>
<td></td>
</tr>
<tr>
<td>Laptop/tablet</td>
<td></td>
<td>Prescription medications</td>
<td></td>
</tr>
<tr>
<td>Memory card</td>
<td></td>
<td>Lip balm</td>
<td></td>
</tr>
<tr>
<td>Music/audio/player</td>
<td></td>
<td>Plastic bags</td>
<td></td>
</tr>
<tr>
<td>Voltage adaptor/_converter</td>
<td></td>
<td>Sunglasses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toothbrush and Toothpaste</td>
<td></td>
</tr>
<tr>
<td>Toiletries/Meds</td>
<td>Clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandages</td>
<td>Belts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental floss</td>
<td>Blouses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deodorant</td>
<td>Coats (jackets/rainwear)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face cleanser</td>
<td>Collapsible totes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lotions, facial cleanser, cosmetics</td>
<td>Dresses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feminine hygiene products</td>
<td>Gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-aid items (bandages, antibiotic ointment, etc.)</td>
<td>Hats/caps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hairstyling products and appliances</td>
<td>Laundry bag and Kit (soap/stain remover)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insect repellant</td>
<td>Pants (jeans/shorts/capris)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makeup</td>
<td>Purses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Makeup remover</td>
<td>Scarves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medications</td>
<td>Shirts (dress/casual/t-shirts)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moisturizer</td>
<td>Shoes (dress)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nail file/clippers</td>
<td>Shoes (leisure/hiking/athletic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Needles/thread/safety pins</td>
<td>Shoes (sandals/flip-flops)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pain relievers</td>
<td>Skirts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shampoo/conditioner</td>
<td>Sleepwear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shaving supplies</td>
<td>Socks/hose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap</td>
<td>Suits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunscreen</td>
<td>Sweaters/sweatshirts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tweezers/nail file</td>
<td>Ties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vitamins</td>
<td>Underwear</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.4 **Student Study Abroad & Scholarship Frequently Asked Questions (FAQs)**

The following FAQs are posted on the Lone Star College Study Abroad website to address common student questions. They are copied below to assist you in responding to the same questions.

**What is the difference between Study Abroad, Global Explorations for Students (GES), and Education Abroad?**

Study Abroad, Global Explorations for Students (GES), and Education Abroad are terms that are used interchangeably and mean the same thing.

**Will I be taking classes at a university in another country?**

Lone Star College study abroad classes are taught by Lone Star faculty just like any class on campus. Depending on the program, your classroom may be located at a university or college abroad, but the course will be taught by a Lone Star professor and your classmates will be other Lone Star students.

**How long will I be outside of the country?**

Time abroad varies by program but Lone Star programs are short-term. Time outside of the U.S. generally can last anywhere from one week to one month. Please contact the faculty member in charge of the trip that interests you for the specifics of that program.

**I am an international student. Can I participate on a study abroad program?**

Yes our programs are open to international students. We just would need to work with you to make sure that you have the necessary paperwork to enter the study abroad country and to re-enter the United States. Please contact IP if you are an international student and wish to participate on one of our study abroad programs: 281-290-2879 or IP@LoneStar.edu.

**What are the costs of participating on a study abroad program?**

Students are responsible for paying 1) the LSC tuition and fees associated with the study abroad class (es) just like they would on campus 2) the program fee which typically covers airfare, housing, some meals, in-country transportation for required excursions, required excursion fees, LSC travel insurance, required vaccines, and any required visas and 3) optional personal expenses such as souvenirs and any meals or excursions that are not covered in the program fee. The faculty member in charge of the program that interests you can give you the specific costs of that particular program.
Are there any scholarships available to help pay for the study abroad program?

Lone Star offers a limited number of need-based scholarships that can be used toward the program fees. Students selected for this scholarship can receive up to 75% of the program fee or $2000, whichever is less.

What is the deadline for the study abroad scholarship?

There are two scholarship application deadlines: (1) second Monday of November; or (2) first Monday of February of each year. The complete application with supporting documents must be received by your program faculty member by the close of business on one of these two deadlines. Due to the limited number of scholarships available, no scholarships will be awarded in February if the funds are exhausted after the November deadline. The deadlines apply for applicants to any of the LSC study abroad programs.

I noticed a program application and a scholarship application on the International Programs (IP) website. What needs to be completed first?

In order to apply for a study abroad scholarship, you must complete the “Study Abroad Program Application” or one provided by your program faculty to be admitted into the study abroad program of your choice. Once you have gained admittance into a program, you must include a copy of the program application with your scholarship application.

Do I need to be accepted into a Lone Star Study Abroad program to be eligible for the scholarship?

Yes, you need to be accepted into one of our study abroad programs first before you can be considered for the scholarship.

I am a new student at Lone Star College System (LSC) and wish to study abroad at the end of this semester. Can I apply for a scholarship?

To be eligible, scholarship applicants must first complete at least twelve (12) credit hours with LSC prior to the scholarship application deadline. Throughout the completion of the twelve credit hours the direction of your education may change your study abroad interests. We welcome you to apply for a scholarship after you have completed the credit requirement.

Can transfer credits be used to meet the minimum credit hour requirement for the scholarship?

Unfortunately, students must have completed the twelve (12) credit hours with Lone Star in order to be eligible.

I have already taken the course offered on the study abroad program. Can I still get the scholarship to go on the program?

In order to be eligible for the scholarship, you will need to retake the course on a for-credit basis (for a grade). Please speak with an academic advisor and financial aid to see if and how this may impact your transfer plans and financial aid package.
I applied for the study abroad scholarship in November, but my G.P.A. dropped after the end of the fall semester. Am I still eligible for a scholarship?

Eligible candidates must have a cumulative grade point average (G.P.A) of 2.5 or higher by scholarship deadline. If you are awarded a scholarship, you must maintain a 2.5 G.P.A (at least) up to the study abroad departure date.

I meet the G.P.A and credit hours requirements. Are the scholarships awarded based on merit or financial need?

LSC is committed to ensuring everyone has an opportunity to study abroad regardless of family income levels. Eligible candidates must demonstrate financial need in order to be eligible for a study abroad scholarship. Financial need is documented by completing a FAFSA application [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). You are also required to write an essay outlining your need for financial assistance when studying abroad. Please include experiences and circumstances that may give the selection committee insight when considering your application. Once a student proves financial need their essay “Why I want to Study Abroad” will be judged by the selection committee.

Where do I need to send my completed scholarship application?

First, please make a copy of your application for your records. Please give the original application to your program faculty. He/she will submit it to the Office of International Programs.

How will my scholarship be paid?

Payment is made directly to the program, not to the scholarship recipient. Each study abroad program is unique, and has its own set of guidelines and deadlines. If you have been awarded a study abroad scholarship, contact the faculty member organizing the study abroad program and inform them of your award. They will then contact IP, confirm that you are signed up for their program, and arrange for the scholarship payment to be made. Scholarship payments are made to a travel company or to an account set up for the study abroad program. Scholarships cannot be used towards deposits. The scholarship can only be used toward the final balance. If the program is cancelled or if you withdraw from the program your scholarship award must be refunded to IP.

My study abroad program was just cancelled. Can I transfer my scholarship to another program?

Once your trip has been officially cancelled, research other current LSC study abroad programs to see if they are compatible with your educational needs. If you find a suitable replacement program with available space, contact IP immediately to discuss transferring your scholarship. You will be permitted to use your scholarship and register for the program if the program is compatible with your educational needs. You will then contact the faculty member and follow the directions in the preceding question to facilitate the payment of your scholarship. Please note that scholarships are awarded for up to 75% of the program cost (excluding tuition and fees) for a maximum of $2,000. If you change programs, your award amount will change to reflect the new program cost totals. Your scholarship will be recalculated and paid directly to the program.
My study abroad program was just cancelled but I do not wish to transfer to another program. Can I defer my scholarship until next year?

Unfortunately, scholarships cannot be deferred and must be applied the same year they were awarded. We welcome you to reapply next year if you do not use your award.

I was awarded a study abroad scholarship and it was applied for my trip last year. Can I apply for a study abroad scholarship again this year?

Unfortunately, students may only receive a scholarship once every three years.

I am ready to go on my study abroad program, but I have never traveled to that part of the world before. What should I do to keep myself safe?

We recommend going to http://travel.state.gov/ and research any travel warnings associated with your destination. The website has information on how to travel safely under “Before You Go” and “While Abroad.” Please make two copies of the following: your itinerary, passport, credit cards that you plan to bring, driver’s license, and airline tickets. Leave one copy with a friend or family member and take the other copy with you. This will be very important if any of those items or documents, are lost or stolen. Lone Star requires you to register your travel with the local U.S. Embassy https://travelregistration.state.gov. The Embassy will be better able to contact you in case of a family emergency, natural disaster or civil unrest.

Should I have special insurance for my trip?

Being properly insured is a necessity. Comprehensive travel insurance is important, especially if you would ever need to be airlifted out of a rural area for immediate medical treatment (which can cost tens of thousands of dollars). Students on a Lone Star College study abroad program are required to purchase travel insurance through the college. Your study abroad faculty member will provide you with more information and details.

I still have more questions regarding studying abroad and applying for the study abroad scholarship…

If you have questions regarding your particular study abroad program, please contact the faculty member organizing the study abroad program. If you have questions regarding the scholarship application, please contact the Office of International Programs (IP) for more information: 281-290-2879 or IP@LoneStar.edu.
7.0 Program Implementation: In-Country Considerations

7.1 Handling Student Issues Abroad

In the event that a student experiences academic or behavioral issues abroad, trip leaders are recommended to consult the LSC Policy Manual sections pertaining to student responsibilities and disciplinary action and procedures in addition to consulting with your supervisors who will finalize the appropriate course of action. In the event that a student’s dismissal from the program becomes necessary, the student will bear the costs associated with the early return. Students who return to the U.S. early due to medical reasons may be covered under their medical or travel insurance policies.

The excerpt below is a summary of a past incident on an LSC study abroad program. It is merely an example of a scenario that may occur and should not be considered standard policy. The final course of action should be determined in consultation with your supervisors.

Example Incident: Italy Study Abroad Program 2010

Summary: The 2010 Italy Study Abroad in History and Geography sent one student home early from the program travel because of acute code of conduct violations. The suspension and return of the student occurred early in the program and was accomplished with minimal disruption to the other students on the program.

The program requires all students to review and agree to, in writing, a Student Code of Conduct Agreement, modeled on a form provided by the LSC Risk Management Director. This agreement includes language that prohibits “the abuse of alcohol” and provides removal from the program with return to Houston as the expected sanction for significant violations. This agreement is provided to the students during the mandatory orientation sessions prior to the program. The program faculty go over the agreement in detail and make every effort to communicate to the students about the conditions that they expect to encounter in Italy, including the boundaries of what they believe constitutes “abuse” in that environment. In particular, they emphasize that any behavior which creates potential safety issues is likely to be deemed abuse. One item that is made explicit in the orientation is that binge drinking, in the style that is common in American colleges and universities, is unacceptable in the Italian culture and is absolutely prohibited to members of the program.

On the second night in residence in Italy, one student, joined students from another university program, residing in the same facilities, in a late night party. According to reports from the other students, the student in question engaged in dangerous binge drinking, described as ‘chugging’. He rapidly became intensely intoxicated and was expelled from the party by the other students because they considered his behavior rude. They reported that in his intoxication, he made aggressive sexual advances to other students regardless of gender.

After leaving the party, he encountered some of his classmates, who were alarmed by his condition and awakened the LSC program faculty, despite it being close to midnight. The faculty located the student in the parking lot of the facility, in the care of the facility staff.
determined that he was incoherent and incontinent. After an evaluation of his condition and a brief interview of student witnesses, the faculty decided to suspend him from the program and to recommend his return to Houston. As soon as the student was secured and began to sleep off his intoxication, the faculty sent an email to the LSC Deans responsible for the program, detailing the incident. This email also recommended suspension and return based upon violation of the Student Code of Conduct Agreement, specifically the prohibition on the ‘abuse of alcohol’.

At this point, the events progressed along two pathways. In Italy, the faculty were able to move the student into a vacant room provided by the facility, where he could recover from his intoxication in isolation from his classmates. As it was well after midnight local time, the email to LSC did not arrive until after close of business in Houston. One faculty member sat up with the student to monitor his condition and remained with him the next day. The other returned to bed because the program had a field trip scheduled for the next morning. In the morning, the student regained consciousness after the class had departed on the field trip. At that time, he was informed, by the professor monitoring him, that he had been suspended from the program and was awaiting arrangements to return him to Houston.

In Houston, the Deans received the email and notified the senior leadership of the college, who convened an emergency meeting early that morning. This was followed by a second meeting later in the afternoon Houston time, which included a telephone call to the program faculty in Italy. In the second meeting, the senior leadership of the college agreed to accept the faculty recommendation for suspension and informed the student of the decision by telephone. Arrangements for a return flight were made by a local travel agent and the student returned to Houston the following morning. One member of the program faculty accompanied him to the airport in Naples and remained with him until he boarded the flight.

The entire incident lasted approximately two days from the time of the student's intoxication on Wednesday evening to his return flight on Friday morning, Italy time.

Two major elements guided the faculty in making their recommendation for suspension and return. First, they believed that the student had placed himself and others in danger with his extreme intoxication. In the initial evaluation, the faculty seriously considered transporting him to a local emergency room for treatment. He was responsive to their inquiries, and able to cooperate in being relocated to bed. Two members of the Institute staff are registered nurses and they advised that he was not in significant danger, if he could be contained and not allowed to injure himself in a fall. He was unable to stand without assistance and had already fallen several times before the faculty and staff could secure him.

Second, the student had been warned on two occasions, prior to travel, for violations. At the conclusion of the orientation session regarding conduct issues, he approached the faculty privately and requested special permission to make private lodging arrangements in Rome so that he would not be subject to the program curfew. The faculty rejected that request and informed him that he would not be allowed to travel on the program if he pursued that idea further. He was given the option at that point to withdraw from the program with a full refund. He promised that he would not pursue those ideas any further and swore to be a model student, even volunteering to be a group leader. Later, as classes began, he was more than 1 hour tardy to two of the three on campus classes prior to travel. Based on these elements, the program faculty believed that he was in an escalating pattern of behavior that put the safety and integrity of the program at risk.
In final analysis, the faculty are very proud of the overall behavior of the class. This particular student’s behavior was an outlier. The other students generally conformed strictly to the code of conduct expectations throughout program travel. More importantly, they followed the instructions outlined in the orientation sessions and informed the program faculty immediately when one student’s behavior created dangerous conditions. In addition, the faculty felt that the college leadership acted very efficiently to evaluate the situation and move to action.

In the aftermath of this incident, the faculty updated their orientation activities to include the lessons learned on this program. In particular, the students are encouraged to remember that when they interact with students from other university programs, they are expected to adhere to the conduct expectations of the Lone Star program outlined in orientation.