



University
of Windsor

Faculty Leader Handbook for
Study Abroad Programs
Go Global

Table of Contents

Overview 3

Definitions 4

Roles and Responsibilities 4

Faculty Leaders 4

Deans and Department Chairs 6

Go Global Office 6

Risk Management 6

Student Conduct 7

Student Eligibility – Go Global 8

Drug and Alcohol Policy 9

Student Complaints 10

Faculty Leader Trip Information 10

Necessary Information 10

Health and Accident Insurance 11

Personal Property Insurance 11

Passport and Visa Requirements 11

General Short-Term Study Abroad Program Policies & Guidelines 12

Proposing a Study Abroad Program 13

Program Development and Delivery Timelines 13

Program Proposal Deadlines 14

Proposal Requirements 14

Approvals 14

Proposal Components 15

Program Description 15

Course Syllabus (Academic Credit-Bearing Programs Only) 15

Preliminary Program Itinerary 16

Preliminary Budget for Students and Program Leaders 16

Payment & Booking Plans for Students 17

Marketing and Recruitment Plan 18

Health & Safety Plan 18

Program Development Milestones 19

Study Abroad Program Design 20

Choosing a Location/Risk 21

Academics 21

Itinerary, Events, and Excursions 21

Institutional Partners or Third-Party Providers 22

Study Abroad Program Logistics 23

Flights 24

Accommodations 25

Instructional Space 26

Ground Transportation 26

Study Abroad Program Risk Management 26

Risk Assessment 26

Risk Management and Mitigation 27

Insurance 28

Health Preparation 29

Emergency Response 30

Communication While Overseas 30

Staying in Touch with Go Global and Department 30

Family and Emergency Contacts 31

Post-Program Responsibilities 31

Program Debrief 31

Return of Go Global and University Property 32

Faculty Leader Expense Report 32

UWindsor Study Abroad Resources 32

Overview

This handbook provides guidelines, recommendations, and requirements for faculty who plan and lead short-term study abroad programs at the University of Windsor. Study Abroad programs involve international travel and may offer optional academic credit.

Any UWindsor faculty member can propose a study abroad program and participate as the faculty leader; however, all faculty will need to follow the two-step application process and receive approval from their department chair and faculty dean.

Directing a study abroad program is a challenging and rewarding experience, where faculty leaders take on the roles of counsellors, legal representatives of the University, administrators, accountants, guides, mediators, mentors, and so much more. The job requires patience, tact, stamina, and humour. Faculty leaders must be skilled in diplomacy, group dynamics, risk management, logistics, and problem-solving.

While faculty leaders provide the creativity and expertise to make these programs happen, it is essential to understand the responsibilities of all parties involved. It is strongly recommended that all programs utilize two leaders, so one leader may address the issue in a crisis, and the other can stay with the group. Graduate assistants may be program co-leaders but cannot be considered the primary program leader. Below, you will find more complete descriptions of the responsibilities of all parties involved in the study abroad process.

Definitions

Program

Any faculty led international experience, such as a study abroad course, field school, research trip, or service-learning opportunity, where a faculty member takes a group of students to another country. These programs can be either home designed, or host designed.

Home Designed Program

A program that is designed by the leading faculty member or another faculty member at the University of Windsor.

Host Designed Program

A program that is not created by the leading faculty member but rather conducted in partnership with either another post-secondary institution or a third-party program that specializes in creating international experiences for university students.

Roles and Responsibilities

Faculty Leaders

- Create and develop a study abroad program proposal (which includes international travel), including the content with learning objectives, itinerary, logistics, budget, etc.
- Set selection protocol for how students will be accepted into the program.
- Review student applications and decide if the student can be admitted to the program.

- Work with the appropriate UWindsor offices to plan group travel, accommodations, site visits, and other logistical matters, OR with an affiliated program provider to arrange travel logistics and design the program itinerary.
- If the program is home designed, faculty leaders must process required invoice payments and financial requests through their department's budget manager.
- Hold pre-departure orientation sessions with students to build a positive group dynamic, discuss the location's culture and any specific risks to the region, and discuss course expectations and logistics. During these sessions, faculty leaders may also distribute readings and other assignments necessary for preparation for the program (if offering the program for academic credit).
- Coordinate pre-departure sessions with the Go Global Office to discuss health and safety, risk management and visa requirements with students.
- Provide the FINAL program itinerary to the students and Go Global Office four (4) weeks before departure. Once overseas, maintain contact through texting and email with Go Global Office.
- Meet with the Go Global Office staff to review Emergency Response/Health and Safety policies and protocols.
- Submit receipts and final travel expense report within 14 days of the program end date with their department budget manager.

Deans and Department Chairs

- Ensure that all academic requirements for study abroad courses are met and that faculty leaders act following relevant UWindsor policies and procedures.

Go Global Office

- Ensure all participants and faculty leaders' health information forms are complete.
- Provide mandatory pre-departure information sessions that include health, safety, security, international travel, behaviour guidelines, the code of conduct, and culture shock.
- Provide participants with emergency contact cards, a checklist of things to do before international travel, the [International Experiences Student Resource Guide](#), and [Safety When Traveling Abroad Guide](#), and faculty leaders with the Faculty Leader Handbook for Study Abroad Programs.
- Brief faculty leaders on emergency protocols and create emergency contact lists for each program location.
- Monitor the [Government of Canada's travel advisory websites](#) and media sources for relevant information in program countries and locations where groups will travel. Coordinate with faculty leaders to adjust programs for health, safety, or security factors.

Risk Management

The Department of Legal Services will conduct a risk assessment for each proposed study abroad program and review established ones. Legal Services will evaluate each program,

with the director providing the final approval. These risk assessments will be shared with faculty leaders to align and implement suitable risk management strategies for each program.

Student Conduct

Student conduct during a study abroad program is governed by the same rules and policies for students in the [University of Windsor Student Code of Conduct](#). Students must understand that studying abroad is an academic experience, not a vacation and that academic responsibilities take priority over personal interests during the program. Perhaps most importantly, UWindsor students in study abroad programs serve as “cultural ambassadors.” Students’ conduct may be seen as representative of Canada and UWindsor. Additionally, faculty leaders and the Go Global Office should remind students that while inappropriate behaviour on UWindsor premises may reflect solely on themselves, their misconduct abroad could be attributed to the entire group.

Faculty leaders will develop a protocol to determine how they will select their students. This may include conducting an individual interview with each student applicant during the program application process, having students submit written application, or similar. During selection, the faculty leader will attempt to ascertain the student’s interest in the program course and the destination country. The faculty leader will stress to interested students that study abroad programs take place in a group setting, that group priorities take precedence over individual preferences, and that students must be willing to participate in group activities.

In addition, the Go Global Office and faculty leaders will encourage students to enjoy the experience of discovering a new culture while exercising good judgment regarding their health

and safety and maintaining a positive attitude toward the cultural differences they may encounter in the destination country.

During the pre-departure orientation session, the Go Global Office and faculty leaders will review appropriate student conduct in the program country, student rights and responsibilities, and the student disciplinary process. If a student's behaviour while in the destination country becomes so detrimental to the program that the student may not be allowed to continue.

Student Eligibility – Go Global

The University of Windsor's Go Global programs, Go Global STEPs and iWIL Go Global, provide financial support to eligible undergraduate students to participate in an international study or work experience to strengthen their global skills and competencies, especially low-income students, students with disabilities, and Indigenous students.

The Global Skills Opportunity Program is funded by Employment and Social Development Canada and provides funding for the Go Global program until March 2025.

For this scholarship the eligibility categories are outlined as follows:

- Indigenous Student - Defined as a student that self-identifies as an Indigenous person based on their connection to their Indigenous community and through their lived experience as an Indigenous person.
- Student with a Disability – Defined as a student that has an accommodation plan on record with the University of Windsor's Student Accessibility Services (SAS) or in lieu of being registered with SAS be able to provide the necessary documentation to the Go Global office.

- Low-Income Student – Defined as a student that is eligible for the Ontario Student Assistance Program (OSAP) or equivalent in other Canadian provinces/territories. Students do not need to accept or be in receipt of OSAP, they only need to be deemed eligible and be able to provide proof of eligibility if requested.
- Eligible – Defined as a student that is a Canadian citizen or permanent resident, over 18 years of age, and enrolled in an undergraduate program at the University of Windsor.
- Non–Eligible – Defined as international students, graduate students, students under 18, and those not enrolled in an undergraduate program at the time of the trip (e.g., recent graduates).

Note: Students are asked to self-identify as low-income and/or as having a disability, with the understanding that they could be asked for their consent to verify their eligibility.

Drug and Alcohol Policy

UWindsor prohibits using illegal drugs on university premises and at university-sponsored events. Students shall not use drugs during required program events and activities in Canada or abroad. Go Global and faculty leaders will inform students that criminal penalties for the possession, use, consumption, sale, or distribution of illegal controlled substances may be more severe in the host country than in Canada.

Go Global and faculty leaders will emphasize responsible alcohol use in the host country. Students should be encouraged to use good judgment if consuming alcohol. During the pre-departure information session, Go Global staff and faculty leaders may discuss perceptions of alcohol use in the host country.

Student Complaints

The faculty leader acts as the spokesperson for the group while abroad. Go Global and faculty leaders will remind students that one of the faculty leader's responsibilities is to address and evaluate student concerns and complaints. Faculty leaders will communicate students' needs and requests to the appropriate parties, such as staff from a third-party provider or institutional partner, a tour guide, or a driver. All efforts should be made to resolve student complaints regarding program logistics with Go Global, a third-party provider, or an institutional partner.

Faculty leaders should document student complaints and any actions taken to resolve them. They should also inform Go Global of any complaints during the program. The faculty leader will complete an Incident Report form, included in the Faculty Leader packet, and submit it to Go Global electronically, if possible, or within two weeks of returning to Canada.

Faculty Leader Trip Information

Necessary Information

Faculty leaders will complete a Study Abroad Faculty Leader Information form and provide it to Go Global. The form will include personal and emergency contact information and basic health information. This form will be stored in a password protected folder and will only be accessed in case of illness or injury to the faculty leader. The file will be deleted after the faculty member returns to Windsor.

Faculty leaders may want to consider obtaining a medical power of attorney in the case of a medical emergency in which they are incapacitated and unable to make rational decisions regarding medical treatment.

Faculty leaders may need to have vaccinations for their trip. Faculty leaders can consult the [Public Health Agency of Canada website](#) for the latest travel and program country health information.

Health and Accident Insurance

Faculty leaders should check their health insurance policies to ensure that the [Greenshield Travel Plan](#) adequately covers their international travel. It may be necessary to purchase additional international health and accident travel insurance. If a faculty leader is injured while abroad, they should contact Go Global, which will start the necessary emergency response protocols.

Personal Property Insurance

Faculty might consider buying extra insurance for personal equipment they bring to the program, such as cameras, video equipment, and laptops. Before doing so, they should check if their homeowner's insurance policy covers these items in the destination country.

Passport and Visa Requirements

Go Global will guide faculty leaders on passport and visa requirements for their destination country and advise international faculty leaders on additional entry and Canadian re-entry requirements. However, each faculty leader must have a valid passport and the

necessary visas for their destination. Faculty leaders must present their passports and visas to Go Global for verification before the scheduled student pre-departure information session.

General Short-Term Study Abroad Program Policies & Guidelines

- It is strongly recommended that all study abroad programs (whether for academic credit or not) utilize two faculty leaders (UWindsor faculty or staff). This provides additional support with logistics and crisis management, should the need arise. Graduate assistants may be co-leaders but are not considered the primary faculty leader.
- A qualified faculty member (determined by the academic department) must teach the course if a study abroad program is offered for academic credit.
- Most affiliated program providers require a minimum number of participants for program viability. Faculty leaders developing homegrown programs are encouraged to consider establishing a minimum number of participants to ensure costs stay manageable for all travellers.
- Faculty leaders, in consultation with their department chair and college dean, may allow non-UWindsor participants (e.g., community members) in their study abroad program. All non-UWindsor participants must provide the same required documentation as UWindsor students, faculty, and staff (e.g., waivers, consent forms, passport documentation, etc.). Non-UWindsor participants are NOT eligible for travel stipends or scholarships to assist with funding program participation.

Proposing a Study Abroad Program

Program Development and Delivery Timelines

Minimum months before departure	Tasks
10 – 12 months	<ul style="list-style-type: none"> • Submit formal Study Abroad Program Proposal Application
8 – 10 months	<ul style="list-style-type: none"> • Launch marketing and recruitment • Began accepting traveller applications/payments per department or affiliated provider deadlines & timeline
2 – 6 months	<ul style="list-style-type: none"> • Student course registration • Submit required forms/info (agreements/waivers, health info, emergency info, passport copy).
3 – 4 months	<ul style="list-style-type: none"> • Finalize/book travel, accommodation, and programming details
Two months	<ul style="list-style-type: none"> • Submit the final travel roster to the Go Global Office • Confirm submission of all required forms for all travellers to the Go Global Office
One month	<ul style="list-style-type: none"> • Conduct pre-departure orientation for all travelers • Order international health & travel insurance • Register with the Canadian government through Registration of Canadians Abroad

	<ul style="list-style-type: none"> Record the unique health and wellness needs of each traveller
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Program Proposal Deadlines

Timeframe of Program	Proposal Deadline
Intersession/Summer	September 1
Fall	January 1
Winter	May 1

Proposal Requirements

The following elements are required when proposing a faculty-led study abroad program for academic credit:

- Program Description
- Course Syllabus
- Preliminary Program Itinerary
- Preliminary Budget for Students and Faculty
- Payment Plans for Students
- Description of Marketing & Recruitment Plan
- Health & Safety Plan

If a faculty leader wishes to offer a study abroad program that does not earn academic credit, all proposal elements listed above, except for the course syllabus, are required.

Approvals

The following entities must approve the study abroad program before it can be offered:

- Department Head
- Faculty Dean
- Go Global Committee

Proposal Components

Program Description

Faculty leaders will answer the following questions regarding the following topics on the proposal form:

- Faculty Leader Information
- Course Information
- Rationale
- Design
- Health, Safety and Security
- Risk Assessment
- Recruitment and Pre-Program Preparation
- Related Previous Experience

Course Syllabus (Academic Credit-Bearing Programs Only)

Study abroad programs for academic credit must include typical course elements.

Faculty should establish learning outcomes for the program, prepare course content for pre-departure, during travel, and post-travel phases, and assess student learning. Faculty leaders should identify the intercultural or global skills and knowledge students will gain from the study abroad experience and design the program to ensure these learning objectives are met.

Creating a well-structured study abroad companion course ensures the experience is more than just an enjoyable trip for students. Instead, study abroad programs should aim to develop cross-cultural competence, in general, or within the context of a specific discipline. The course syllabus should include the following:

- Course description
- Learner outcomes
- Pre-departure content/requirements (e.g., readings, assignments, etc.)
- Post-travel content/requirements (e.g., readings assignments, etc.)
- Curriculum map, demonstrating connections between course content and study abroad activities
- Course schedule, displaying required activities for pre-departure, on-site, and post-travel
- Course policies (e.g., grading, late assignments, participation, etc.)

Preliminary Program Itinerary

Faculty leaders using a host designed program should submit the itinerary designed by the company. If developing a custom program, provide a detailed written itinerary. This should include travel times, planned meals, specific excursions or activities, and periods of student free time.

Preliminary Budget for Students and Program Leaders

For faculty leaders using an affiliated program provider, include the general fee structure, what it covers, and any additional expected costs for faculty and students on-site. Also, provide details on non-refundable deposits and cancellation policies.

For those developing a custom program, provide a preliminary itemized budget covering expenses such as airfare, on-site transportation, lodging, food, excursions, insurance fees, and miscellaneous personal expenses. A [budget template](#) can be found on the Go Global website.

Payment & Booking Plans for Students

Faculty leaders using an affiliated program provider should provide details on the payment plan or procedure. Explain all elements the provider will arrange on behalf of the participants, such as lodging, activities, and meals, and specify if airfare needs to be booked separately.

For those creating a custom program, outline the payment options available to students through UWindsor and the process for collecting payments and issuing receipts. Indicate whether students must make smaller, more frequent payments (e.g., monthly or bi-weekly) or larger, less frequent installments. Additionally, describe how you will arrange travel, lodging, and activities at the destination. Below are examples of payment plan options you could implement for your program.

- Pay in full
 - Pay the entire balance at the time you enroll.
- Pay over time
 - Students make payments monthly or bi-weekly; these are smaller but occur more frequently. The program leader may establish a required payment frequency for their students.
- Manual payments

- Students pay for the program in more significant but fewer installments. This is an excellent plan for travellers applying for funds from their institution, financial aid, grants, etc.

Marketing and Recruitment Plan

Describe how you will market your program and recruit students to participate.

In addition to the upcoming trip directory on the Go Global website, faculty leaders are encouraged to conduct thorough marketing and recruitment for their course. Some marketing and recruitment options include but are not limited to:

- Information sessions
- Department-wide communications
- Targeted classroom visits
- Information tables
- Building TV screens
- Daily News Article
- Student Experience newsletter
- Posters

Responsibility for marketing and recruitment belongs primarily to faculty leaders; however, the Go Global Office can assist leaders if needed.

Health & Safety Plan

Medical & Travel Insurance

All students are required to have sufficient medical and travel insurance and will be required to submit their policy information. Describe the medical and travel insurance plans associated with

your program. If an affiliated program provider offers the program, this may be included in the overall program fee; confirm this with your representative.

Vaccinations

According to the Public Health Agency of Canada, what vaccinations (if any) are required for participants in this program? What vaccinations are recommended (if any)? Refer to the [Public Health Agency of Canada](#) guidelines on preparing your travellers with recommended and required vaccinations.

Responding to Emergencies

What procedures will be in place to respond to an emergency or in case of student or faculty leader illness? What steps will be taken if one of the program leaders is incapacitated?

Program Development Milestones

The following milestones provide general guidance for developing study abroad programs. Go Global will establish specific deadlines once a program has been approved.

- Faculty leaders work with Go Global on program design and development, marketing, and recruiting.
- Legal Services conducts initial risk and physical needs assessments for each program and then reviews with Go Global and faculty leaders.
- Go Global coordinates with faculty leaders during negotiations with host institutions and third-party providers to ensure transparent budgets and cost-efficient programs.

- Faculty leaders complete necessary training (e.g., first aid, CPR, blood-borne pathogens, mental health first aid, sexual harassment training).
- Go Global assists faculty members with marketing and outreach, conducts student advising appointments, processes program and scholarship applications, and organizes and manages program logistics.
- Faculty leaders select students from those who have applied for study abroad programs.
- Go Global and faculty leaders plan and conduct student pre-departure information sessions.
- Faculty leaders attend faculty pre-departure information sessions.
- Department chairs and faculty leaders ensure course schedules accurately reflect study abroad courses.
- The faculty leader provides Go Global with a binder or digital file containing student information, flight itineraries, student health profiles, emergency contact information, and a detailed final itinerary.
- Faculty leaders return UWindsor-issued equipment to Go Global or the appropriate department.
- Faculty leaders submit the final program report and expense report.

Study Abroad Program Design

Faculty preparing study abroad proposals will have much to consider in designing the right balance of locations, activities, excursions, and in-country travel requirements that enable the faculty leader to achieve the program's academic objectives, maximizing the participants'

cultural experience, and ensuring participants' health, safety, and security. In addition, study abroad programs require a financial commitment from students beyond taking a Windsor course. The choice of elements in the proposed program will directly impact the budget and student costs.

Choosing a Location/Risk

Are you aware of the safety and security risks at the program location, including any Government of Canada travel warnings? Is the area prone to natural disasters? Study abroad trips will only be permitted to travel to places deemed in the 'green' or 'yellow' zone by the Government of [Canada's Travel Advice and Advisories Report](#).

Crises and emergencies can occur anywhere, but some places are inherently more dangerous. When selecting a program location, it's essential to evaluate the actual and perceived risks of the area. Even if a location is relatively safe, students (or their parents) may be reluctant to enroll if they perceive it as dangerous. Additionally, it's essential to assess the safety of neighbourhoods when selecting hotels and other accommodations.

Academics

Faculty should consult with their department head and dean early in the proposal process to ensure the course offerings conform to department and university guidelines and are suitable for a study abroad context.

Itinerary, Events, and Excursions

Besides the academic component, the itinerary is the most crucial element of a study abroad proposal. Faculty have the chance to create an academically enriching and culturally

immersive experience for students, many of whom may be travelling internationally for the first time. Faculty familiar with the proposed destination may find it easier to develop specific ideas. In contrast, those less experienced or new to studying abroad will need more support from the Go Global Office to craft a suitable itinerary. Seasoned faculty members who have previously led study abroad programs can offer valuable advice and guidance to first-time faculty in this area.

The itinerary is a framework for program design in which various activities, events, and excursions can be combined to create an intensive academic and cultural immersion. A proposed program itinerary may include:

- A fixed base location or multiple locations;
- Traditional class instruction time;
- Guest lecturers from local universities, colleges, or other institutions;
- Service learning with local organizations relevant to the program's academic objectives;
- Visits to museums and cultural and historic sites that support academic objectives; and
- Special events that give students an academic experience that could not be had at UWindsor.

Institutional Partners or Third-Party Providers

Faculty members will want to consider the advantages and disadvantages of working with an institutional partner or third-party provider. Institutional partners are often colleges, universities, or cultural organizations that can host faculty-led study-abroad programs. These partners typically offer access to classroom space, residence halls, and other resources at lower costs than those charged by third-party vendors. They can be valuable and cost-effective if faculty have pre-existing relationships with them, which can be expanded through a UWindsor

study abroad program. However, institutional partners usually do not include health and accident insurance in their program costs.

Third-party providers, on the other hand, are private businesses that offer their own study abroad programs for various durations and customized logistical and support services for higher education institutions. They often provide health and accident insurance for program participants.

The primary benefit of working with institutional partners or third-party providers is that they assume the logistics burden, risk, and liability, easing these responsibilities for faculty leaders.

Study Abroad Program Logistics

Go Global will collaborate with faculty to choose and plan the logistics of study abroad programs during both the proposal preparation and post-proposal development phases.

Numerous options are available, depending on the specific program and the risk tolerance of the faculty leader and the University. Each option has pros and cons, which must be evaluated during proposal preparation and program development. The combination of the program duration, activities, and selected logistics will determine the overall program costs.

Go Global will assist faculty in addressing risk and liability issues, and Legal Services will prepare formal risk assessments for approved programs to share with faculty leaders. Based on the chosen logistics, Go Global will manage risk and liability through appropriate risk management practices in coordination with faculty leaders and Legal Services. This will include student participation agreements, codes of conduct, waivers, and liability releases to ensure that all participants in UWindsor study abroad programs are informed and protected.

Flights

Faculty developing study abroad programs must determine appropriate flight arrangements for their proposed programs. A range of flight options will respect students' rights as adults while minimizing University and faculty risk and liability. Faculty developing study abroad program proposals should consider program country, academic objectives, in-country logistics, risk management, and personal responsibility threshold when selecting an appropriate flight option.

Depending on the proposed study abroad program, student flight options to and from the destination country may include:

- **Individual Flight:** Students are responsible for booking flights to and from the destination country and purchasing plane tickets. This option provides students maximum flexibility in arranging their travel, including the use of frequent flyer miles. Faculty leaders will give students the program's specific start and end dates. Students must ensure they arrive at the designated location, such as the program city and host institution, by the time required program activities begin. Airfare is not included in the program fee.
- **Mandatory Group Flight:** Sometimes, a program may mandate that students travel together to and from the destination country. A faculty leader will accompany the group on the specified flight to the destination country and back to Windsor, assisting with flight connections and airport procedures. In this scenario, airfare is included in the program fee.

Accommodations

Faculty developing study abroad proposals will determine suitable accommodation arrangements for their programs. The default housing option will be included in the program budget and base fee, while other available housing options will incur additional costs.

Students will be housed in facilities that meet the program's needs. Accommodation options may include residence halls, hostels, hotels, bed and breakfasts, host families, and apartments. Faculty leaders will select what is the most appropriate housing method for students for students. For example, the faculty leader may arrange all housing and organize sleeping arrangements, or students may be given the parameters in which they can secure their own accommodations (e.g., hotels or hostels within a certain area, everyone must stay with at least one other student). The latter method is only recommended for use when travelling to a destination where this is feasible and with upper-level students that are mature enough to make these decisions. Depending on the trip's risk assessment faculty leaders may be required to arrange all student housing for the trip. A host institution in the destination country or a third-party provider might also be responsible for assigning and managing student housing.

The default housing option will be double occupancy, same-sex accommodations. Single occupancy accommodations may be available for students, depending on availability. For non-traditional students (such as retirees or older participants), separate accommodations might be an option, with any additional costs the participant covers.

Faculty leaders will also arrange appropriate accommodations for themselves during the program development phase. Faculty leaders may be housed in accommodations near or

located with student accommodations. Under no circumstances will faculty leaders share accommodations with students.

Instructional Space

When preparing study abroad proposals, faculty should consider the type of instructional space needed to meet faculty contact hours and ensure students can fulfill the course's academic requirements. As study abroad programs move students out of traditional classroom settings, instructional spaces can be diverse, including classrooms, museums, public sites and buildings, and open spaces. Faculty should also consider any specific or specialized technology needed for instruction when planning the study abroad program proposal.

Ground Transportation

Study abroad programs typically have a mix of activities and locations requiring specific ground transportation support. Ground transportation can include walking, public transportation such as buses, metro, and railway; contracted motor coaches or vans; and taxis. Faculty leaders will carefully consider the logistics and safety of ground transportation required to support proposed program itinerary locations and activities.

Study Abroad Program Risk Management

Risk Assessment

Study abroad programs involve a variety of potential health, safety, and security risks, which may result in a range of liability issues. Therefore, these mobilities require coordinated planning among all partners to minimize and mitigate risk exposure.

When preparing study abroad proposals, faculty should consult with Go Global about risk assessments for the proposed country, locations, itinerary activities, events, excursions, and ground transportation.

Legal Services will create a comprehensive risk assessment for each proposed study abroad program and conduct periodic reviews and updates for established programs. These risk assessments will be shared with faculty leaders to facilitate coordinated risk management efforts tailored to the specific program.

Risk Management and Mitigation

During the program development phase and before the program launch, Go Global and faculty leaders will be responsible for a variety of risk management initiatives, including:

Go Global Office

- Ensure all participants and faculty leaders' health information forms are complete.
- Provide mandatory pre-departure information sessions that include health, safety, security, international travel, behaviour guidelines, the code of conduct, and culture shock training.
- Provide participants with emergency cards, a checklist of things to do before international travel, and the *Student Handbook for Study Abroad Programs*.
- Brief faculty leaders on emergency protocols and create emergency contact lists for each program location.
- Confirm that program participants and faculty leader(s) are registered with the Government of Canada's Registration of Canadians Abroad.

- Monitor the Government of Canada's travel advisories and media sources for relevant information on program countries and locations where groups will travel. Coordinate with faculty leaders to adjust programs for health, safety, or security factors.
- Obtain all relevant forms and waivers from study abroad participants at the program pre-departure information sessions.

Faculty Leader

- Attend mandatory pre-departure information sessions and risk management meetings. Submit any changes to emergency contact information, itinerary, and syllabus to Go Global before departure.
- Attend necessary training which could include first aid, CPR/AED, blood-borne pathogens, mental health first aid and sexual harassment training. Maintain current certifications for all training.
- Assist Go Global with mandatory pre-departure information sessions for students. Deliver destination specific information such as cultural etiquette to students and prepare them for any assignments on the trip or equipment they will be using while abroad.

Insurance

Go Global strives to address gaps in student insurance by requiring all students in UWindsor study abroad programs to provide proof of insurance and overseas coverage before the program departs. The insurance requirements will vary depending on the designated country and duration of the program.

It's important to distinguish between health insurance and travel insurance.

- **Travel Insurance:** This type of insurance is designed for short trips abroad and covers various concerns for tourists and vacationers, such as lost luggage, trip cancellations, and short-term emergency medical treatment. The medical coverage is limited and typically only provides necessary care to stabilize you enough to return home for further treatment if needed. These plans may also include coverage for death and repatriation.
- **International Health Insurance:** This insurance allows routine check-ups extended hospital stays and offers multiple healthcare provider options. It is more comprehensive and should be purchased for longer-term study abroad programs.

Students covered under a student association plan (i.e., UWSA, OPUS, GSS) will have some travel insurance included. Still, their responsibility is to ensure a sufficient amount for their trip specifics. Students covered by private insurance, such as insurance provided through a parent's employer, should verify whether or not this insurance provides coverage during overseas travel and in the destination country. Any student who does not have sufficient coverage will be required to purchase international travel health and accident insurance. Students should also purchase the necessary cancellation insurance in case extenuating circumstances prevent them from participating in the program, as most deposits associated with their trip will be non-refundable.

Health Preparation

Medical services can vary significantly in foreign countries compared to Canada. Students and program leaders will also encounter diverse environments, people, and climates that could pose various health challenges. Understanding the health environment of the destination country is crucial when visiting or living abroad.

The [Public Health Agency of Canada](#) and the [World Health Organization \(WHO\)](#) provide valuable information about specific health conditions in the destination country. Program leaders and students should consult their physicians about how travelling abroad may affect their health needs. Physicians can also recommend necessary vaccinations in conjunction with [Public Health Agency of Canada](#) guidelines. Remember that medications and prescriptions may not be readily available in foreign countries.

Depending on the destination, specific vaccinations may be required for travel, and some countries require proof of vaccination upon entry. For more information about vaccination requirements for your destination, visit the [Public Health Agency of Canada travel health website](#).

Emergency Response

As part of the program proposal, faculty members will create emergency response plans for the following scenarios: faculty leader incapacitation, student medical emergency, destination specific natural disaster or severe weather event, and destination specific political or civil unrest. These emergency response plans, once approved by the Dean, Department Head, and Go Global Committee will be provided to students as well.

Communication While Overseas

Staying in Touch with Go Global and Department

Faculty members should contact Go Global and their department head via email, text, or telephone while overseas and provide weekly updates on the program. Faculty leaders should follow the emergency communication protocols detailed in their emergency response plan. The

[Special Constable Service](#) serves as the primary UWindsor point of contact for faculty leaders who are overseas and can be reached anytime, day and night, at +1 519-253-3000 ext. 444 for emergency issues and +1 519-253-3000 ext. 1234 for non-emergency issues.

Family and Emergency Contacts

Faculty leaders and Go Global will have the contact information for students' families, spouses, and emergency contacts in a binder and/or digital file. The faculty leader will be the first point of contact in case of an emergency. They will then contact the Go Global Office to assist with communications in Canada while they handle the emergency abroad. Once the trip is completed faculty members will return the physical binders to Go Global for the information to be destroyed and will delete any digital files containing confidential student information.

Post-Program Responsibilities

Program Debrief

Returning faculty leaders will meet with the Go Global team to discuss the following:

- Program logistics;
- Third-party provider or institutional partner support and services;
- Academic delivery (i.e., any syllabus changes/learning outcomes/problems);
- Group dynamics (i.e., problems/immersion issues/culture shock);
- Disciplinary issues; and
- Recommendations

Faculty leader feedback will be valuable for future planning and program development.

Return of Go Global and University Property

Any equipment or items provided to faculty leaders must be returned to Go Global or the relevant department within 14 days after the study abroad program returns to Windsor.

Faculty Leader Expense Report

Faculty leaders must complete and submit an expense report to their department head, dean, and the Go Global Office within 14 days after the study abroad program returns to Windsor.

UWindsor Study Abroad Resources

- [Faculty or Staff International Travellers, Office of the Provost and Vice-President, Academic](#)
- [Travel Security Guide for University Researchers and Staff](#)
- [Human Resources – Out of Province/Country Coverage](#)
- [Safety When Traveling Abroad Guide](#)

Parts of this handbook were adapted from Austin Community College International Programs and Fort Hays State University.