

## Services Provided by the Study Abroad Office

- 1) **Program Design** - The Study Abroad Office works with faculty who are designing overseas study programs, offering suggestions that reflect best practices in the field of international education.
- 2) **Overseas Study Advisory Council Approval Process** - Indiana University requires that all university programs that take students out of the country receive approval from the Overseas Study Advisory Council. OSAC is composed of faculty representing various disciplines and campuses across IU. The IUI Study Abroad Office reviews proposals, offers suggestions, and issues a campus approval before submission to OSAC.
- 3) **Program Promotion** - After a program has been approved, the Office provides assistance in a range of areas including promotion of the program across IUI. The Office produces a web flyer specific to individual programs in the iAbroad online system. The web flyers are accessible from the IUI Study Abroad website as well as the system-wide IU Office of Overseas Study webpage. During the fall semester, a Study Abroad Fair is held to promote study abroad on campus and to recruit students for individual programs. All IUI programs are invited to participate in the fair.
- 4) **Pre-Departure Preparation** - The Office produces a Pre-Departure Handbook that provides important basic information for individuals preparing to travel overseas, no matter what their destination. Office staff regularly hold face-to-face orientation sessions for students about travel skills as well as cultural adaptation. Sessions specific to your group can also be arranged.
- 5) **Application Process and Required Paperwork** - The Office has an online application that faculty directors may choose to use. The system collects complete dossiers for applicants including all letters of support, personal statements, and other required materials, and makes the complete applications available electronically to faculty directors for acceptance decisions. After students are accepted, the system also collects additional forms that Indiana University requires, including emergency contact information and a liability waiver. The online system can also add forms specific to your program to meet the individual needs of your group.
- 6) **Insurance** - IU has a group international health insurance plan for students at a special rate. The insurance applications are handled in the IUI Study Abroad Office for IUI programs and cards are emailed to students with a summary of the insurance and a claim form.
- 7) **Scholarship Management** - The Office of International Affairs as well as the campus as a whole has designated funds for an undergraduate study abroad scholarship program. The Study Abroad Advisory Committee has developed the criteria and guidelines for the scholarship and reviews the applicants, and the Office manages the program according to these criteria.
- 8) **Emergency Support** – Office staff are available to support programs experiencing a crisis overseas. This could include contacting family members, helping to arrange alternative travel, communicating with the Department of State, and coordinating a campus response. A member of the Office of International Affairs carries an emergency cell phone so that a staff member is constantly available for support. The Office has proposed developing a contingency fund that would also provide financial resources in an emergency situation.

- 9) **Data Management and Program History** – The Office serves as a central repository for records related to study abroad for the entire IUI campus. This information includes when a program was offered, who coordinated the program, how the program was designed, what partner institutions were involved, and who participated in the program. The Office also compiles data from all study abroad programs and reports the number of study abroad students and the kinds of programs on which they went to university and national agencies.
- 10) **Evaluation and Follow-Up** - Staff have created detailed program evaluation forms, which students will be asked to complete. The evaluation focuses on program development as well as learning outcomes. The Office collects these evaluations and director's reports after a program has ended.
- 11) **Photo and Video Contest** – There are annual Study Abroad Photo and Video Contests with prizes. Several Faculty Directors have used photos submitted in the contest in their program's promotional materials and these can be made available to your school websites to promote study abroad.
- 12) **Study Abroad Advisory Committee** – The Office coordinates and supports the campus-wide Study Abroad Advisory Committee which draws together faculty from many IUI schools to discuss study abroad issues, develop procedures and policies, and advocate for the needs of study abroad programs on campus.
- 13) **Advocacy** – The Office services an advocacy role for study abroad on our campus, with the university system, and with state and federal agencies. Examples of this type of advocacy includes supporting programs through the Overseas Study Advisory Council process, and requesting waivers to policies when appropriate.
- 14) **Raising the Profile of Study Abroad on Campus** - The Office has a variety of initiatives designed to increase the profile of study abroad on campus. Efforts in this area include regularly holding information tables throughout campus, speaking to campus groups and classes, and keeping an active social media presence to generate interest in studying abroad. The Office also coordinates Study Abroad Outreach Ambassadors, returned study abroad students, whose role is to work within the schools to promote study abroad.
- 15) **Advising Students** – The Office is open for student advising - both walk-in and pre-arranged every weekday to explore study abroad options, seek assistance with their applications, and advice on scholarships and funding.
- 16) **Faculty Development Workshops** - The Office offers periodic workshops on key topics in study abroad (e.g., health and safety, service learning) for interested IUI faculty.
- 17) **Representing IUI's Study Abroad Efforts Externally** – The Office manages the official reporting of IUI study abroad statistics to the annual Open Doors listing. It is also the interface with both national and international study abroad organizations, as well as the system-wide IU Overseas Studies office.
- 18) **Developing New IUI Study Abroad Initiatives** – The Office takes an active role in developing new study abroad options, exploring student exchange possibilities with IUI's international partners, and piloting innovative study abroad methods.
- 19) **Handling Course Credit Issues** – The Office provides assistance in arranging credit transfer from non-IU study abroad programs, exchange credit options, and independent study credit.