



WAKE FOREST
UNIVERSITY

Center for Global Programs and Studies

**WFU Summer and Short-Term Faculty Handbook
2020-2021**

We are pleased that you have chosen to take learning outside of the classroom and the country. Over the course of the upcoming academic year the Center for Global Programs and Studies (GPS) is looking forward to assisting you with the preparations for your program as well as providing support for you while you are abroad.

This handbook is a guide for you to refer to over the next year. It contains valuable information that will prove useful through the different phases of your program. Please take the time to read everything carefully. This handbook can answer many of your questions and contains suggestions for running a successful program.

If at any point you have questions, concerns or are not sure what to do next, please contact me or my colleague, Sean McGlynn, in GPS. We will be your points of contact throughout the study abroad process.

Michael Tyson
Assistant Director for Study Abroad: Summer and Short-Term Programs
116 Reynolda Hall
tysonmj@wfu.edu
336.758.4072

Sean McGlynn
Study Abroad Advisor
116 Reynolda Hall
mcglynsd@wfu.edu
336.758.3194

Contents

I. Summer and Short-Term Faculty Director Requirements.....	3
II. GPS Services Offered to Summer Faculty Directors.....	7
III. Guidelines for Family Accompanying Faculty on Programs.....	7
IV. Program Budgets.....	8
V. Marketing and Recruitment.....	10
VI. WakeAbroad and Student Applications.....	12
VII. Accepting Students and Deposits.....	12
VIII. Courses and Registration.....	13
IX. Faculty Travel Forms.....	14
X. Paying Program Expenses and Submitting Receipts.....	14
XI. Pre-Departure Steps.....	16
XII. Health and Safety Abroad.....	16
XIII. Upon Arrival.....	17
XIV. Returning Home.....	18
XV. Appendix A Contacts Reference Guide	19
XVI. Appendix B General Summer Timeline.....	20
XVII. Appendix C General Short-Term Spring Timeline.....	23
XVIII. Appendix D Sample Budget.....	25
XIX. Appendix E GPS Summer Marketing Example.....	27
XX. Appendix F Navigating WakeAbroad.....	28
XXI. Appendix G WorkDay Job Aid: Create Expense Report.....	34
XXII. Appendix H WorkDay Job Aid: Create Spend Authorization (Travel Advance).....	38

Summer and Short-Term Faculty Leader Requirements

The faculty Committee on Study Abroad has adopted the following policy regarding the responsibilities of faculty leading credit bearing study abroad programs.

Requirements for Wake Forest University Faculty Leading Credit-bearing Undergraduate Study Abroad Programs – Adopted by the Committee on Study Abroad on December 9, 2011 [Amended January 22, 2014]

Purpose: As the number of study abroad programs increases and as new faculty become involved in study abroad programs, this document is intended to:

1. Set expectations for faculty planning to lead a study abroad program in terms of budgeting, safety, planning, reporting, program coordination, and evaluation
2. Safeguard the quality of the academic and co-curricular aspects of programs abroad
3. Provide a forum for coaching and mentoring faculty who have an active role in leading or coordinating study abroad programs
4. Convey best practices

Requirements:

Wake Forest University faculty who lead credit-bearing undergraduate study abroad programs, either for a semester, summer, or short-term program, are required to perform the following duties as part of their service teaching abroad.

1. Establish and manage a program budget that is in keeping with university policies and procedures, and submit receipts for program expenses in a timely manner;
2. Recruit students for the program, in collaboration with study abroad advisors in the Center for Global Programs & Studies (GPS) and the Program Director (where applicable);
3. Review and follow the student and faculty handbooks for the study abroad program;
4. Hold pre-departure and on-site orientations for students on the program, in collaboration with Center for Global Programs & Studies staff, the Program Director (where applicable), and on-site administrators (where applicable);
5. Attend required training orientations on health, safety, security, crisis management and mental health conducted by the Executive Director of Global Risk Management prior to departure;
6. Submit all required international travel forms for faculty, and verify with GPS that students have submitted all their required forms and information;
7. Interact regularly with students while abroad and assist in watching after their health and well-being; where appropriate, advise students regarding problem behaviors and assist with disciplinary measures specified in university policies and procedures;
8. Participate in the crisis management process on-site; review and follow university policies and procedures for managing overseas crises;
9. For programs at Worrell House, Flow House, Casa Artom and Salamanca: work with the Program Director to review responsibilities associated with the property and fulfill duties assigned to resident professors and summer faculty leaders;
10. Ensure students have the opportunity to complete course evaluations for your courses, and assist in the evaluation procedures for students to evaluate all courses taught by locally-hired faculty;
11. Submit a formal, written report within six weeks after the end of the program.

APPENDIX

Definitions:

Resident Professor: A Wake Forest University faculty member who leads a credit-bearing study abroad program for undergraduates for a semester.

Summer Faculty Leader: A Wake Forest University faculty member who leads a credit bearing study abroad programs for undergraduates in the summer.

Program Director: A Wake Forest University faculty member appointed to oversee academics and logistics at certain Wake Forest-administered programs. At the present time (Fall 2011), the following programs have a Program Director: Dijon, London (Worrell House), Salamanca, Southern Cone (Chile), Venice (Casa Artom), and Vienna (Flow House).

1. Establish and manage a program budget

Each study abroad program must establish and manage a program budget that conforms with university policies and procedures. Semester programs have a budget system that is different than for summer or other short-term programs. Program budgets have already been established for semester programs, and resident professors will obtain information about the budget system and financial expectations from the Program Director and Assistant Provost for Budget and Planning. Summer faculty leaders must use the budget template and process set by the Center for Global Programs & Studies and other offices. Resident professors and summer faculty leaders must follow FAS and other university policies and procedures, especially with regard to travel advances and submitting receipts in a timely manner.

2. Recruit students for the program

Resident professors and summer faculty leaders must be actively involved in publicizing their program, meeting with students regarding the program, and selecting them for the program.

Program Directors and staff in the Center for Global Programs & Studies are available to assist with publicity efforts. Many faculty find students for their program among their own majors and minors. GPS staff have examples of what others have used in the past and can give additional suggestions about effective strategies and time lines. Resident professors and summer faculty leaders are encouraged to recruit at Study Abroad Fairs held each semester.

3. Review and follow student and faculty handbooks

Resident professors may obtain program-specific faculty handbooks and guidelines from the Program Director or Center for Global Programs & Studies and student handbooks from the study abroad advisor for WFU semester programs. Summer faculty leaders may obtain the student and faculty handbooks from the study abroad advisor for WFU summer programs.

4. Hold pre-departure and on-site orientation sessions for students

Pre-departure orientations (PDO) are important for getting to know students and helping them meet each other. These in-person meetings are the best way to provide detailed information about the program, including expectations and schedules. GPS staff must lead at least one PDO in order to cover a range of topics, such as a health, safety, security, money and banking, and culture shock and cultural adjustment. Program Ambassadors or other students recommended by GPS staff can provide additional suggestions for students. Many faculty find that multiple PDO meetings are useful. PDO's run by GPS staff are typically held in November for spring programs and in March or April for fall and summer programs. On-site orientations should be coordinated with the Program Director and relevant on-site administrators

or staff.

5. Attend required orientation on health, safety, security and crisis management

The Executive Director of Risk Management conducts required training orientation meetings on health, safety, security and crisis management for faculty who serve as resident professors or summer faculty leaders. A session on mental health and study abroad is led by Counseling Center staff. Resident professors and summer faculty leaders who are unable to attend such training meetings must schedule a time to meet with the Executive Director of Risk Management to cover the necessary material and information.

6. Submit all required international travel forms

University policy requires all faculty, staff and students traveling outside the U.S. to submit international travel forms. Resident professors and summer faculty leaders must submit travel forms required for groups traveling abroad for credit, including the “Guidelines for Wake Forest University Faculty/Staff Directors.” Travel to countries that are on the U.S. Department of State’s travel warning list requires separate application and approval.

7. Interact regularly with students while abroad

Among the greatest benefits of Wake Forest-administered study abroad is the possibility of close interaction between students and faculty. Many faculty members find that getting to know students during a study abroad program is one of the highlights of the experience, and even one of the highlights of their time at Wake Forest. It is expected that resident professors and summer faculty leaders will find ways to spend meaningful time with students outside the classroom, during both planned excursions as well as unplanned free time.

8. Participate in the crisis management process

Resident professors and summer faculty leaders play an important role in assisting with on-site emergencies and the health, safety, and security of Wake Forest students, faculty and staff, as well as emergencies involving Wake Forest property. An Overseas Crisis Management Plan is in place, and resident professors have a defined role in that plan. A copy of the plan is available from the Executive Director of Risk Management. This plan will be discussed during the orientation meetings on health, safety, security and crisis management (see #5 above).

9. Management of Wake Forest Properties (London, Venice, Vienna, and Salamanca)

Program Directors for Worrell House (London), Casa Artom (Venice), Flow House (Vienna) and Salamanca are responsible for overseeing the local staff and coordinating administration of the academic programs and physical facilities. Where appropriate, resident professors and summer faculty leaders may have a role in administering the day-to-day affairs of the house (in coordination with the on-site administrator) and collaborating with the Program Director regarding routine and emergency repairs and upkeep.

10. Ensure students have an opportunity to complete course evaluations

Wake Forest University requires that students have the opportunity to submit course evaluations for each course they take. In programs where some courses are taught by regular WFU faculty abroad and other courses are taught by locally-hired faculty, the method of conducting course evaluations may vary between paper forms completed in class and an online survey completed while the students are still on the program. Resident professors and summer faculty leaders are expected to assist in distributing course evaluation forms or instructions to students and ensuring that a confidential process is followed for

collecting and returning course evaluations to the Program Director and relevant department chair.

11. Submit an end-of-program report

Resident professors and summer faculty leaders are required to submit a formal, written report within six weeks after the end of their study abroad program. Confidential issues may be discussed separately with appropriate individuals. The audiences of this report include:

- The Program Director (where applicable);
- The Associate Provost for Global Affairs;
- Members of the Committee on Study Abroad, including the Director of Global Abroad Programs;
- The Dean of the College or Dean of the Schools of Business (depending on where the resident professor or summer faculty leader is appointed);
- The Chair of the Romance Languages Department (Dijon, Salamanca, and Tours);
- Future resident professors or summer faculty leaders.

For Wake Forest semester and summer programs with a Program Director (i.e. Dijon, London-Worrell House, Salamanca, Southern Cone, Venice-Casa Artom, and Vienna-Flow House), this report should be submitted to the Program Director who, in agreement with the Resident Professor/Summer Faculty Leader, will forward to the Director of Global Abroad Programs, together with his/her comments. The Director of Global Abroad Programs will ensure that the report is then circulated to the other individuals listed above within two weeks of receipt.

For Wake Forest summer programs that do not have a Program Director, this report should be submitted directly to the Director of Global Abroad Programs. Reports submitted during the summer will be sent to both out-going and in-coming members of the Committee on Study Abroad.

Place your name, semester/term abroad, and the program name and location(s) at the top of the report. Topics that should be covered in the end-of-program report include:

- Description of recruiting methods, including any suggestions to aid future faculty in recruitment;
- Description of the academic program (courses taught and by whom);
- Description of excursions or field trips taken as part of the program, what went well and what you would change in the future;
- Description of the on-site orientation activities and information presented to students;
- Assessment of students' engagement with the local environment;
- Description of any critical incidents or issues (names of individuals students should not be included to ensure students' privacy);
- Recommendations for the future (for yourself or other faculty).

Failure to comply

Wake Forest faculty who refuse or fail to comply with these requirements may be disqualified from serving as a resident professor or summer faculty leader in a future semester or term. The Committee on Study Abroad may recommend disqualification to the Associate Provost for Global Affairs, Director of Global Abroad Programs, the Dean of the College, and/or Dean of the School of Business.

Standards of Good Practice

The Forum on Education Abroad, of which Wake Forest is an active institutional member, has established standards for the field of study abroad. Faculty may obtain a copy of the Forum's "Standards of Good Practice for Education Abroad" from the Center for Global Programs & Studies.

End of Document

GPS Services Offered to WFU Summer and Short-Term Faculty Leaders

The Center for Global Programs and Studies (GPS) is available to assist and support faculty throughout the development, coordination, and implementation of their abroad programs. The points below are a summary of many of the specific services we offer, but are by no means exhaustive. Please feel free to contact GPS at any time with questions, requests or concerns.

- GPS coordinates the program budget process, which includes providing the budget template, reviewing and approving final budgets, and approving all expenses through WorkDay. You play the key role in building the budget and managing finances while abroad. See the "Program Budgets" section for more information.
- GPS assists with the marketing of the program and recruitment of students. See the Marketing and Recruitment section for more information.
- GPS creates your program website in the WakeAbroad application system and provides you training on the system. See the WakeAbroad section or Appendix F for more information.
- GPS registers all of your students for the course(s) tied to your program.
- GPS works with the Registrar's Office to set up the courses you will be teaching abroad in Banner.
- GPS maintains and updates student and faculty handbooks.
- GPS receives the following items from students and check them off in the WakeAbroad system:
 - i) Health questionnaires
 - ii) Deposits
 - iii) Intent to Participate Forms
- GPS provides a mandatory training session on health, safety, security and crisis management, and organizes other health and safety workshops to prepare faculty directors for their program abroad.
- GPS conducts a pre-departure orientation for your class, outlining general health and safety, travel preparation, and cultural adjustment.
- GPS will provide faculty directors with copies of all student health questionnaires prior to departure. Copies of students' passports will be provided upon request.
- Upon request, GPS will provide visa support for students to the best of their knowledge. This includes the creation of visa support letters if needed.
- GPS will offer support with regard to any logistical or programming questions or issues as needed.

Guidelines for Family Accompanying Faculty on Summer and Short-Term Programs

Faculty can bring family members on summer and short-term programs as long as their presence and/or behavior does not in any way affect the quality of the program. Family members are expected to abide by the same WFU policies as participants on the program.

Given that all summer and short-term program fees billed to the student are built on actual program expenses, only faculty expenses can be included in the budget. All family expenses are the responsibility of the faculty leading the program. If appropriate, your family members can join you and the participants on program activities, but faculty leaders are responsible for any additional costs incurred.

Minor Children

Children under the age of 18 must be accompanied by an adult other than the faculty leader or a program participant. It is not acceptable for student participants/WFU onsite staff to provide childcare during the program.

International Insurance

GeoBlue

WFU will provide GeoBlue international health insurance for faculty and students on their summer and short-term programs. See the policy [here](#) and the section on Health and Safety Abroad. Although it is called the student policy, it applies to faculty as well. Coverage may be purchased for family members at an additional cost. Contact GPS for more info.

iNext

Family members also have the option of purchasing a policy through [iNext](#). Travelers must be 13 or older in order to be eligible. The policy costs ~\$32.00. The coverage is valid for one year from date of purchase. If you wish to purchase iNext insurance for your family, please contact GPS.

Program Budgets

All summer and short-term programs require a submission of a budget that includes all costs associated with the program. All programs are self-supporting meaning faculty can only spend what they have budgeted and what has been taken in through student program fees (expenses must not exceed revenue). Mike Tyson serves as the budget officer for summer and short-term study abroad programs and will sign off on all expenses and travel advances through WorkDay.

GPS will provide you a budget template at the beginning of the Academic Year. All known possible expenses including accommodations, in-country transportation, excursions, faculty expenses, etc. should be included in the budget. It is strongly recommended that you work on the projected costs of your program and submit a best estimate of the program fee in time for the Fall Study Abroad Fair held in late September. GPS will be happy to sit down with you one-on-one to help you through this process. Please use the provided template when calculating your projected costs, as it lists a number of suggested expenditures you may not initially think of when putting together your program fee. It is likely you will be uncertain about many of your expenses at this early in the process, so researched estimates are acceptable. The purpose of submitting a budget this far in advance is to give students as accurate as possible idea of total program costs for the Study Abroad Fair. For summer programs, your final program budget is due to FAS on April 1. For short-term programs, budgets are due by the middle of October.

A minimum of 8 students must be included under the student section when calculating costs. Most programs should use 8 as the expected number of students for the initial program budget, so that students receive realistic estimates of program costs in advance. Most costs are calculated on a per student basis. The program fee is calculated based on the faculty expenditures plus the student expenditures divided by the number of student participants.

The following italicized headings follow the various parts of your budget template (a sample budget is found in Appendix C). Please use this section as a reference if you are uncertain about a section.

Program Revenue (Part A)

- This section summarizes the revenue that will be needed to cover the costs of your program. The *Total per student* column is what students will be charged as the program fee. This section will fill in automatically based on what you enter in Parts B and C (see below) and how many students you have entered under *# of Undergraduate Students* and *# of Graduate Students* at the top of the form.

Program Expenditures – Student (Part B)

- All known, reasonable student expenses should be included in this section on a per student basis. Costs generally included in the program fee reflect mandatory parts of the academic program, such as housing, program excursions, mandatory activities, group meals etc. Any known expenses students will pay out-of-pocket should be estimated in section E (see below). Please be as detailed as possible while filling in line items, for example, if your accommodations are \$50 per night per student for 12 nights, please use the *#days* and *Amt/day* columns.

Program Expenditures – Faculty/Staff (Part C)

- All reasonable program related faculty expenses should be included in this section. As with the Student Program Expenditures section, please be detailed when entering figures, breaking down as many expenditures as possible for clarity.
- In accordance with university travel policy, the budget may only support faculty costs during the program itself and may not include costs for personal vacation, family members, or travel outside of the program. A reasonable estimate for faculty meals is \$35-50 per day, depending on the location and cost of living.
- *Program Contingency*: This line item is intended to allow the faculty leader flexibility in planning the academic and cultural parts of their program. The faculty leader has the flexibility to decide how to spend these funds, subject to university travel policy and reasonable judgment.
- *Emergency Overhead held by GPS*: This line item is charged to every program in the event that an emergency takes place that would negatively impact your program budget. It is held in a separate account by the GPS and should not be considered revenue that is available for you to spend. The fee is set at 3% of 3 hours of WFU summer session tuition regardless of the number of hours your students take. For example, if summer tuition is \$900 per credit hour the total charged per student would be \$81 ($\$900 \times 3 \times .03$). Access to these funds is only through permission of GPS. Please contact Mike Tyson or David Taylor if an emergency arises.
- *Stipend to Faculty/Fringe Benefit*: Summer faculty leaders are eligible for an additional stipend of \$1,500 assuming they have 8 full paying students on their program. Faculty have discretion to set the rate lower or waive it all together. If a faculty member goes significantly over budget or has a history of doing so, the stipend may be used to cover any shortfalls. It should be noted that the stipend is taxed in line with university standards.

Revenues-Expenditures (Part D)

Part D summarizes and compares the program revenue and expenditures. The revenue will be based on the program fee and the number of student participants. The total expenditures are pulled from Parts B and C and then summed. The total revenue to expenditures should be equal to \$0 shown on the final line of this section.

Estimated Student Out-of-Pocket Expenses (Part E)

The program fee charged for each program is only a portion of the actual cost a student incurs. In an effort to be more transparent with prospective students, we have added a section that attempts to estimate additional program costs. Please fill out this section with your best estimates based on past programs, if applicable. We understand that students spend money very differently, so an average estimate, like students will need \$35/day for meals, will be fine. To ensure a more accurate reflection of the actual cost, please include anything you can think of that is not included in the program fee, but would be required for a student to purchase before or during the program like books, visa, vaccines, etc.

Summary of Student Costs per Student (Part F)

This section summarizes the four main costs associated with your program: program fee, tuition (summer only), international airfare, and other out-of-pocket student expenses. These will be totaled at the bottom for the estimated costs of the program per student. When advertising your program, it is important to be as transparent as possible about the estimated total costs. Please be clear about all four sections when talking to students so there is no confusion about the student's ability to afford the program. It should be noted that this is the field that the Office of Financial Aid uses when calculating the total cost of attendance for students going on your program. Accuracy is important as it will affect the amount of aid your student is eligible to receive.

For budgets that run a surplus at the end of their program, Wake Forest University is unable to issue refunds or reimbursements of any kind to students. This is one reason why it is important to budget accurately and also keep track of what you are spending in country.

For new program leaders, it is advised that you set up an appointment with GPS to go over the various pieces of the budget template. You may also submit early drafts for review and suggestions.

When your budget is finalized and approved, it is submitted to Student Financial Services who assigns the program fee as indicated on your budget. Your students are then coded and billed the appropriate program fee. It is important to know the final number of students as early as possible to adjust the budget accordingly. Once the final budget has been submitted to SFS, it cannot be adjusted for student numbers or changes of itinerary.

Please remember that you may not spend more money on the program than what the program takes in as revenue through student fees. Please see Appendix D for a sample budget. **IT IS YOUR RESPONSIBILITY TO STAY WITHIN THE LIMITS OF THE BUDGET YOU SUBMIT.**

Marketing and Recruitment

As the faculty leader, you are responsible for recruiting students for your program. GPS recommends starting that process at least nine months to a year in advance and is available to assist you should you need it.

According to expectations set by the Dean of the College, you are required to have a minimum of 8 full-tuition-paying students in order for a program to be permitted to run. Based on past experience, the GPS strongly suggests you set a personal goal of 10 students to cover all of your program costs, including incidental costs that are often not anticipated in study abroad programs. The program fee will decrease as the number of students increase, therefore making your program a more attractive option for students.

GPS has a template for all WFU summer program marketing material. Please send GPS your program information including course descriptions, excursions, housing, etc. as soon as it is known so it can be added to flyers and to your application website. These program flyers are in line with the University Visual Identity Standards and the GPS's marketing standards for WFU programs. Appendix E includes an example of a standard program flyer.

It is important that you maintain contact with your students throughout the application process. Many students will apply to multiple programs and will be receiving constant contact from other programs which could influence their final program decision. When a student first applies for your program, it is recommended that you send him/her an introductory email and offer to meet with the student one on one for an interview. Throughout the semester, it is a good idea to periodically communicate with prospective students in an effort to maintain their interest and gauge their level of commitment to your program.

Suggestions for Marketing/Recruitment for Your Program

1. Identify student populations that would be interested in your program and promote accordingly in classes, departments, university offices, and around campus.
2. Hold multiple interest sessions. Coordinate with GPS so they are aware of the date and time. GPS can help post the information on social media, on WakeAbroad, flyer the campus, and send out targeted emails.
3. Utilize past participants (if applicable). Often word of mouth is one of the best resources for student recruitment.
4. Staff a table at the biannual Study Abroad Fair in the Fall and Spring semesters (see below).
5. Post flyers/handouts for your program around campus and in your department.
6. Visit and send out targeted emails to specific classes that would be interested in your program.
7. Provide GPS with information on upcoming recruitment efforts so that we can inform interested students.
8. Provide GPS with program dates, course information and highlights, excursions, or group trips so they can be showcased to interested students.
9. Utilize campus resources, student media, list-servs, past participants, classroom promotion.
10. Contact colleagues from peer institutions to recruit non-WFU students, if applicable.

Fall and Spring Study Abroad Fair

GPS hosts one Study Abroad Fair in the Fall and another in the Spring. The Fall fair generally takes place the third week of September and the Spring one is generally at the end of January. The study abroad fairs attract hundreds of WFU students each semester and are one of the best ways to get the word out about your program to new students and student populations outside your specific discipline. Please plan on attending both fairs if possible. It is important to have as much updated information at these fairs as possible to give prospective students a clear picture of your program. If you personally are unable to attend the fair, you may want to consider staffing a table with previous program participants who can speak about their experiences on your program.

GPS will send out reminders periodically to let you know when the fair is coming up and to reserve a table. GPS will also provide you with individualized program flyers, so please provide updated details of your program so it is included on all marketing materials. For the fair, you should bring any supplemental information that is specific to your program abroad (course information, itineraries for any planned excursions or activities), as well as your contact information. You are responsible for decorating your table if you are so inclined. Photographs of your location or famous sites in the country and local souvenirs often are nice touches and will help attract students to your table.

WakeAbroad and Student Applications

<http://studyabroad.wfu.edu>

GPS uses a website, WakeAbroad, to inform students of their study abroad options and track their applications. Students wishing to participate on your program must complete a WakeAbroad online application. Visual guideline for how to navigate WakeAbroad are included in Appendix E.

Your program will have its own page within the WakeAbroad website. All program pages have the same format; however you are responsible for providing GPS with information that is specific to your program abroad, including course descriptions and any additional excursions on which you will be taking your students.

As the faculty leader, you will need to be trained on the WakeAbroad system and set up as a “reviewer.” As a reviewer, you will be able to login to the system, review student applications, check off submitted materials, and make decisions about acceptance. Faculty leaders are responsible for ensuring that each student application is complete. The students have two main sections in their WakeAbroad folder: pre-decision (before acceptance) and post decision.

In the pre-decision phase, students are prompted to complete a general questionnaire and meet with the faculty leader for an interview. If you have additional application questions or requirements that you would like students to answer or submit, please notify GPS so we can address them.

In the post-decision phase (after acceptance), students are prompted to complete forms and sign documents electronically. Your students will be asked to submit a photocopy of their passport, a health form, and their program deposit with an accompanying Intent to Participate Form. They will also be asked to electronically sign several documents, including a Risk and Release form, a Financial and Accounting Services form, and other important documents. If you have anything else you would like collected, please notify GPS.

It is possible for non-WFU students to participate on most summer faculty-led programs. Non-WFU students will be directed to fill out a Summer School application and must first be accepted by WFU Summer School before you can fully accept them into your program. Once they have been accepted by the Summer School, GPS will notify you. Non-WFU students also must complete all application materials in WakeAbroad similar to WFU students.

Accepting Students and Deposits

Faculty leaders may start reviewing applications and accepting students into their program via WakeAbroad once students have completed their online questionnaire and have met with the faculty leader for an interview (additional application requirements can be requested).

When you accept a student, they should receive communication from you telling them of their acceptance along with a request for a deposit. GPS can provide you with a sample acceptance email if needed. Deposits are typically \$500, but can be set higher if preferred. It is recommended that deposit deadlines be set for two weeks after acceptance. In most cases, extensions can be made for students who are awaiting scholarship announcement, but it is in your best interest to have a core group of deposited students as early as possible. All deposits are non-refundable.

Along with their deposit, students are required to sign and submit an Intent to Participate Form. This form confirms the student's participation in the program and that s/he understands that the deposit they are submitting is non-refundable. Students also agree to pay any other non-recoverable expenses. Both proof of payment and the Intent form should be turned into the GPS office, Reynolda 116.

Please notify GPS when you accept a student so we know to look out for deposits, and so we can change their WakeAbroad status from Pending to Accepted. This will open a new section of the student's WakeAbroad application and prompt them to complete more important checklist items.

Student Eligibility

The faculty Study Abroad Committee has adopted the following policy regarding student eligibility to study abroad:

1. Have completed two semesters of coursework before beginning the program unless approved by the appropriate dean in the College and the Center for Global Programs and Studies
2. Have a cumulative grade point average of 2.0 or above
3. Not be on probation or suspension from Wake Forest
4. Obtain approval of the program from the Center for Global Programs and Studies before applying to any affiliate program (consult a study abroad advisor for the program approval process)
5. Fulfill all required steps of the study abroad process as outlined by the Center for Global Programs and Studies
6. Attend a mandatory pre-departure orientation

Please check each student's GPA to confirm they meet the eligibility standard (2.0 or higher). You will accept students into your program subject to the eligibility policy and any other criteria you deem relevant.

Courses and Registration

GPS will work with the Registrar's Office to enter your courses into Banner and register your students. This usually takes place in April for summer programs. For Spring short-term programs, this happens mid to late Fall semester. As soon as you have it, please provide GPS with the following information:

1. Course numbers and titles
2. Term course(s) will be offered (Spring, Summer I or II)
3. Whether the course is graded or P/F
4. Any other additional info (like if there is a separate charge for a specific course)

For Summer programs, GPS will contact you for your final roster of accepted students with their corresponding course(s) late March, and will check your roster against the applications in WakeAbroad to make sure they are in accord. Please let us know of any special cases as soon as possible so we can make necessary adjustments. Students will be registered in mid-April in order for tuition and program costs to be billed accurately.

Bills for both Summer Sessions go out May 1st with a June 1st deadline for payment. If you allow any student to participate in your program after April 15th, please contact the GPS immediately.

Spring registration and billing follows the same schedule as the established Reynolda campus dates. Registration typically takes place late Oct or early Nov and students are billed on Nov. 1 with a due date of Dec. 1. Additional students can still be added to your roster up until your class begins despite these deadlines.

Faculty Travel Forms

As a member of the Wake Forest community you are required to complete international travel forms for yourself and any dependents who will be traveling with you. ALL international travel forms must be submitted to the Center for Global Programs and Studies a month before departure. All travel to countries with a US State Department travel advisory of 3 or higher requires approval through the Crisis Management Committee. Contact GPS for more details on how to start this process.

International Travel Forms can be found [here](#). In most cases, you would select Group Travel for Faculty/Staff Led Groups with Student Participants for Academic Credit.

Paying Program Expenses and Submitting Receipts

You are responsible for your budget while you are abroad as well as organizing and submitting receipts and expense documentation upon your return. All expenses with the exception of wire transfers are handled through WorkDay. You will be given a Cost Center (6 digit account code) from GPS that is specific to your program. All program related expenses will be submitted using this Cost Center.

Payment options for your abroad program

The primary methods of payment you will use for your program expenses are wire transfer, PCard and cash. For invoices that require a wire transfer, please forward the invoice to GPS and they will process it. For expenses you expect to pay in cash (transportation expenses, admission tickets, per diem), it is recommended that you get a cash advance through FAS prior to departure. Cash advances can be requested in WorkDay under Expenses → Create Spend Authorization. More information on this can be found below

Receipts must be submitted for all expenses except per diem meals and personal travel under \$50. If you received a travel advance, you will need to submit receipts to reconcile it in WorkDay. If your expenses exceed that advance you took, you will receive a reimbursement for any overages. If you did not spend the entirety of your advance, you will need to repay WFU the difference, preferably by check. If you did not take a travel advance and used your own money for expenses, you will submit for reimbursement in WorkDay. Follow up with GPS with any questions you may have. See below for more information regarding each form of payment.

- University Purchasing Card (PCard)

You are required to have an active WFU purchasing card (PCard) for program expenses and in the event of an emergency. When possible, FAS asks that you use the PCard both domestically and abroad. Common expenses you will use your PCard for include: transportation tickets, hotels, excursions and meals. All PCard expenses must be reconciled through WorkDay and should be done in a timely manner (around 30 days). Note that there is a 1% fee for international transactions, but this can be built into the budget beforehand to accommodate the additional expenses. If you do not have a PCard, information about obtaining one can be found [here](#). PLEASE NOTE: University policy does not permit the withdrawal of cash using a WFU credit card.

Before you go abroad, GPS will work with the PCard office to raise your credit and single transaction limits. Your credit will usually be raised to about \$2000/per person on the program to give you enough credit to use in the event of an emergency.

- Travel Advances (Spend Authorizations)

You may incur some expenses abroad that will need to be paid for with cash. If you do not want to use your own money and submit for a reimbursement, you can elect to receive a travel advance prior to going abroad. To request a travel advance, you must login to WorkDay and select the Expenses worklet. Under Expenses you must select Create Spend Authorization and complete the required form. Appendix H contains detailed instruction on how to request a travel advance through WorkDay. Please contact GPS or AP if you are having trouble navigating the system. FAS requires 10 business days to issue a travel advance and it will be deposited into the bank account you receive your paycheck. NOTE: If you submit a travel advance and it says it has been sent to your chair instead of Michael Tyson in GPS, it has not been submitted correctly.

Upon return to the US, you must reconcile or clear your advance in WorkDay. You will also do this through the Expense worklet. All expenses must be accompanied by a detailed receipt (except for personal meals if you receive a per diem or personal taxis/transportation under \$50). If you did not use the full amount of your advance, any unspent funds must be returned. Please discuss repayment options with GPS.

- Personal Cash or Card (reimbursement)

If the other payment options above will not work for you, or if you exceed your Travel Advance, you will likely need to spend your personal money. As with other expenses, you will need to save all receipts and submit for reimbursement through WorkDay upon your return. Note that if you purchase your flight with your personal credit card, FAS will not reimburse you until after you return from your program which will likely be many months down the line. See the appendix regarding Expenses.

- Per Diem

FAS allows program leaders to use a per diem in lieu of submitting receipts for each individual meal while abroad. Taking a per diem is highly recommended as it will reduce the number of receipts you need to collect and submit. Please note, you still need to submit any receipts for group meals. If your meal costs are also included in a receipt for a group meal, you will need to deduct the appropriate amount from your per diem as you would be essentially be receiving payment for two meals. For example if your per diem is \$45/day (\$10 breakfast, \$15 lunch, \$20 dinner) and you have a group dinner with your class, you will just need to deduct \$20 from your per diem when we settle receipts at the end of the program. GPS will assist you with this process.

With regard to per diem amounts, we ask that you be reasonable about what you set as your daily rate. Please remember that this expense is paid by the students through their program fee. In most locations, \$35-\$50 a day should suffice if you have kitchen access. This amount will be set with the GPS while building your program budget.

The end of the fiscal year and Summer Session I

The end of the fiscal year is June 30th. If your program runs during the first summer session, please try to submit all your expenses by the closing dates as released by FAS (usually the 2nd week of July). The GPS will communicate the exact date to you once it is released. This leaves you with little time between the end of your program and when your expenses are due. Please try your best to make sure all items are submitted by the dates FAS has provided. If you know you will not be able to submit your receipts until later in the summer, please communicate this to the GPS and we will notify FAS.

Pre-Departure Steps

Periodically review the progress of your students in the WakeAbroad system to ensure fulfillment of all requirements. Students must complete all items in the checklist before departure. Students will frequently be reminded by an automated email and periodically by the GPS, but faculty reinforcement is always appreciated and often necessary (unfortunately).

We recommend that you hold at least one meeting (if not multiple) with your students once they have been accepted so that they have the opportunity to get to know you and the other participants prior to departure. This will also be an excellent opportunity to invite past participants to come and speak to current students about what to expect and to answer any questions.

As the program leader, you are responsible for ensuring that all students are aware of whether they need to obtain a visa. GPS is happy to assist students with their visa applications if necessary to the best of their ability.

Prior to departure, GPS will conduct a Pre-Departure Orientation (PDO) for your program. The PDO covers general health and safety, WFU policy, cultural/situational awareness, alcohol consumption, travel tips, sexual misconduct, and other important study abroad related items. PDOs are general in nature as opposed to specific for every program. If you prefer that GPS holds an individual PDO for your class, please let GPS know. If you do not prefer an individual group PDO, GPS will invite your students to a group PDO. If you have opted to conduct an individual PDO, having a prior student participant present is useful so students can get perspectives from their peers. GPS will contact you about setting up a date for your program's pre-departure orientation in February. The PDO is mandatory for ALL students studying abroad. The students will receive the Study Abroad Summer Student Handbook at or just prior to the PDO.

WFU's Student Health Services has an International Travel Clinic Nurse with whom you can arrange a group health and safety meeting if your location requires or recommends travel vaccinations. In this meeting the nurse will provide your students with information regarding recommended and required vaccinations for your destination country. Group meetings are free, individual student appointments will cost your students a per person fee. Some vaccines are available at the Student Health Center. Please contact shstravel@gg.wfu.edu at least 6 months in advance to ensure enough time to meet.

You should contact your department to determine how course evaluations should be conducted for your program abroad.

Please encourage your students to take lots of pictures while they are abroad so they can enter the Study Abroad Photo Contest when they return.

Health and Safety Abroad

You, as the faculty leader, play a key role in helping your students stay safe and healthy during their overseas study. GPS is your first points of contact for risk and crisis management. Ensuring student safety should be central to your program and WFU expects you to use your best judgment if an incident were to occur. An emergency orientation session will be offered 1-2 months before the end of each semester to review crisis management procedures and to assist you in your planning.

GeoBlue International Travel Insurance

Wake Forest will purchase GeoBlue travel insurance for you and all students, paid for through the program fee. The [GeoBlue policy](#) for Wake Forest students includes accident and sickness insurance, as well as political security and natural disaster evacuation services. Cost will be assessed based on the length of your program. Coverage will be for the duration of the program abroad.

WorldAware (WorldCue Mobile App) – Emergency Support Services

WFU has partnered with [WorldAware](#), a risk management company who will provide assistance for all international travelers in case of emergency. Services provided include pre-departure details, such as health and safety information, political conditions and security issues. They also ensure that if a significant safety or security incident happens in your area of travel, GPS can confirm your wellbeing.

Prior to your departure you and your students will receive an email from WorldAware notifying you that you have been enrolled in their service and prompting you to activate your profile and download the WorldCue Mobile App. The app provides the following helpful crisis management features:

- Hotline Button: Use to connect directly with WFU's emergency hotline.
- Check-in Button: Use to confirm your location and safety during a security event.
- Crisis Button: Use if you need immediate assistance and cannot speak on the phone.

Travelers will also be signed up to receive email alerts for the country of travel. The alerts cover notable safety, security and travel issues.

If a significant safety or security incident occurs in or near your area of travel, you and your students will be required to confirm your safety. You will receive an email notification of the issue by an alert, followed by an SMS text message and email requesting you to confirm your safety (you can use the check-in button on the app).

In the event of an emergency, verifying the health and safety of all your students is paramount. Please be in touch with GPS as soon as possible if an incident were to occur.

Upon Arrival

Within the first day or two in-country, please email GPS to let us know that you and your students have arrived. Please notify GPS of any travel issues or of students arriving late, as we often receive calls from parents.

It is required that faculty leaders conduct an in-country orientation once all students have arrived. This can take the form of a formal meeting or something more casual like a group dinner. The point is to get the entire group together so they can get to know one another, and to go over in-country details like important phone numbers, addresses, the class schedule, itinerary, and any other important things that should be addressed from the start. Safety abroad should also be stressed, emphasizing responsible behavior and staying in groups of two or more when exploring the area.

Please keep GPS updated with any student incidents abroad. In most cases, low level incidents will need to be handled by you since you are the one in-country with the students, but GPS is happy to offer support and guidance as needed. For more severe incidents, please consult with GPS immediately. In all cases, please use your best judgement.

Returning Home

Faculty leaders are required to submit a short report upon completion of their program (see p. 6) that summarizes the program abroad. This should include challenges and any recommendations you may have for future program leaders or for the program itself. This report will be used as a reference tool for GPS, Program Directors, future faculty leaders (if your program were to have a different faculty leader), and you. This document is due 6 weeks after your return.

If you have not started already, begin settling all expenses from abroad. This includes PCard transactions, travel advance clearings, and reimbursement requests. Please try to submit all expenses within 30 days after your return.

You will also need to submit grades for your students and deliver completed course evaluations to your department based on established guidelines of the Office of the Registrar and your department, respectively.

Students will be asked to complete a program evaluation by GPS. This evaluation covers program details, logistics, cultural experiences and questions relating to the GPS services. Summaries of student evaluations are usually shared with the faculty leader by the beginning of the Fall semester.

Summary

Leading a summer or short term program abroad can be a very time and energy consuming endeavor, but it can also be very rewarding, and often provides students with one of their most memorable experiences at Wake Forest. It is our goal in the Center for Global Program and Studies to help you navigate this process and to be readily available to assist you with whatever questions or concerns that arise. If at any time you are uncertain about the next step or have a general question about who you contact about a specific item, feel free to contact us and we will be happy to assist you in any way necessary. Our goal is ultimately the same as yours, to provide an enriching international experience to students that is both academically rigorous and safe. We look forward to working with you.

116 Reynolda Hall
PO Box 7385
P -336.758.5938
F- 336.758.4809

David Taylor
Assistant Dean for Global Study Away
taylordf@wfu.edu
336.758.4884

Jessica Francis
Director, Global Abroad Programs
francija@wfu.edu
336.758.3890

Mike Tyson
Assistant Director for Study Abroad: Summer
and Short-term Programs
tysonmj@wfu.edu
336.758.4072

Sean McGlynn
Study Abroad Advisor - Summer programs
mcglynnsd@wfu.edu
336-758-3194

Anna Marter
Study Abroad Advisor - Affiliate programs
martera@wfu.edu
336.758.3196

Ashley Brookes
Study Abroad Advisor- Affiliate Programs
brookeap@wfu.edu
336.758.6122

Cody Ryberg
Study Abroad Advisor - WFU semester
rybergcj@wfu.edu

336.758.6194

Marcia Crippen
Study Abroad Advisor - WFU semester
crippemk@wfu.edu
336-758-5939

Taylor Burdette
Study Abroad Advisor
burdett@wfu.edu
336-758-5938

Tina Deloglos
Office Manager – International Travel Forms
deloglc@wfu.edu
336.758.5938

Other Contacts

Kline Harrison
Associate Provost for Global Affairs
harrisjk@wfu.edu
336-758-4907

Nicolle Galliard
Procurement Card (PCard) Administrator,
Procurement Services
ngaillar@wfu.edu
336.758.5998

Elizabeth Sandy
Financial Aid – Study Abroad Officer
sandyeg@wfu.edu
336.758.3254

Appendix B

General Timeline for Summer Study Abroad Programs

August

- (New programs) Summer faculty leaders meet with GPS to discuss program marketing, recruitment, preparing a budget, WakeAbroad and other program related items.
- (Returning programs) Summer faculty leaders (from previous summer) submit receipts upon completion of program.
- (Returning) Meet with Mike to reflect on the past summer's program, discuss possible changes and any budget issues.
- (Returning) Submit a report of your past summer's program to the GPS, within 6 weeks of return.
- Faculty who intend to run programs the following summer are encouraged to have information available at their departmental open houses.

September

- Confirm existing program status for the next Summer prior to the Fall Study Abroad Fair, ideally before the start of the semester.
- Inform GPS of any changes to your program so we can update your WakeAbroad page and program flyers.
- Submit projected cost of program before the Study Abroad Fair to update fair materials and WakeAbroad page.
- Summer program applications open in WakeAbroad.
- **Last Tuesday in September** - Fall Study Abroad Fair. You are strongly encouraged to staff a table as this is our largest and most heavily attended recruitment event.
- Contact GPS about coordinating information sessions. It is often beneficial to have a date established to promote at the Study Abroad Fair.
- Program evaluations from previous summer programs are compiled and given to faculty leaders.

October

- Continue to recruit. Send periodic messages to maintain contact with interested students.
- Hold an information session for prospective students.
- Attend a WakeAbroad training session with the GPS if you have not already.

November

- Continue to recruit. Send periodic messages to maintain contact with interested students.

- Start planning program logistics and excursions. Collect appropriate expense quotes.
- You may begin accepting students into your program when you see fit. This may be done on a rolling basis if you so choose. It is recommended that you request a deposit when the student is accepted.
- Hold at least one information session before the holidays when students are likely to discuss program options with their family.

December

- Continue to recruit. Send periodic messages to maintain contact with interested students.
- Start solidifying any logistics for your program. Collect appropriate expense quotes.
- You may begin accepting students into your program when you see fit. This may be done on a rolling basis if you so choose. It is recommended that you request a deposit when the student is accepted.

January

- Continue to recruit. Send periodic messages to maintain contact with interested students.
- Hold an information sessions to recruit prospective students.
- Submit updated budget and program information prior to the Spring Study Abroad Fair.
- **Last Tuesday in January** - Spring Study Abroad Fair, program leaders are strongly encouraged to staff a table to promote their program and recruit students.
- If student numbers are low, program leaders are encouraged to contact colleagues from peer universities to recruit students.
- You may begin accepting students into your program when you see fit. This may be done on a rolling basis if you choose. It is recommended that you request a deposit when the student is accepted.

February

- Continue recruiting for your program.
- **February 15** – Initial student program application deadline (faculty leaders can chose to extend their deadline, but the final roster is due April 15th).
- **February 15** – Application for the \$5,000 Access scholarship and first round of \$1,000 GPS scholarship due to GPS.
- Begin accepting students if you have not already

March

- Send all course numbers and titles to GPS so they can be entered into Banner.

- **March 15** - GPS default deadline for student deposits. Minimum \$500 is due to the GPS with an Intent to Participate Form. It is recommended to set the deposit deadline much earlier to have a core group of participants at this point.
- Solidify your program rosters if not already set.
- Contact Student Health Services International Travel Clinic to find out if your students will need vaccinations and to schedule a consultation if necessary.
- Contact the GPS to set a date for your PDO if you would like to have an individual one.
- (Late) GPS asks for complete student rosters including respective courses.
- Program PDOs are held by GPS and student handbooks are distributed.

April

- **April 1** – Final budgets due to Student Financial Services
- **April 15** – Final program rosters and course details due to GPS for registration.
- Meet with GPS to discuss different methods of payment while abroad.
- Program PDOs are held by GPS and student handbooks distributed.
- Emergency Health and safety orientation for faculty held by GPS.

Late April – Deadline for all students to be registered for courses.

May/June/July

- **May 1** – Student are billed for program fee and tuition by Student Financial Services.
- Upon arrival to your destination, send an email to GPS letting them know everyone has arrived and is accounted for and whether there are any issues.
- Maintain contact with GPS and let them know of any incidents (medical, judicial, etc.) that occur.
- **June 1** – Tuition and program fee payments due to SFS.

Upon Return

- Submit receipts and reimbursement requests through WorkDay.
- Submit a short report of your trip and experience to the GPS with 6 weeks.
- GPS will send out program evaluations to the students that have just returned.

Appendix C

General Timeline for Spring Short-Term Study Abroad Programs

August

- Faculty leaders meet with GPS to discuss program marketing, recruitment, preparing a budget, WakeAbroad, and other program related items. It would be preferable to do this in the previous spring or summer if possible.
- Begin recruiting students as early as possible.
- Have information available at departmental open houses.

September

- **Last Tuesday in September** – Attend Fall Study Abroad Fair. You are strongly encouraged to staff a table as this is our largest and most heavily attended recruitment event.
- Contact GPS about coordinating information sessions. It is often beneficial to have a date established to promote at the Study Abroad Fair.
- Attend a WakeAbroad training session with the GPS if you have not already.
- Continue planning program logistics and excursions. Collect appropriate expense quotes.

October

- Continue to recruit. Send periodic messages to maintain contact with interested students.
- Hold an information session for prospective students.
- Mid October – Program budget due to GPS to establish program fee.
- Begin accepting students if you have not already.
- Students who have submitted deposits will be registered late Oct/early Nov.

November

- Continue to recruit. Send periodic messages to maintain contact with interested students.
- Students who have submitted deposits will be registered late Oct/early Nov.
- Students billed program fee on Nov. 1 with other Spring semester fees.

December

- Continue to recruit if your program is not at capacity.
- Communicate with GPS about any new additions to roster.
- Dec. 1 – Deadline to pay student fees.

January

- Continue to recruit if your program is not at capacity. If your program runs over Spring Break, you will have until the first week of classes to add students. If your program runs in May, you will have until the week after Spring Break to recruit.

February

- For Spring Break programs, contact GPS about holding a PDO.
- For May programs, continue recruiting if you are not at capacity.

March

- For Spring Break programs, maintain contact with GPS and let them know of any incidents (medical, judicial, etc.) that occur while abroad.
- For May programs, classes start after Spring Break. Last chance to add students to the program.

April

- For May programs, contact GPS about holding a PDO.
- For Spring Break programs, submit receipts and reimbursement requests through WorkDay.

May

- If your program begins in May, maintain contact with GPS and let them know of any incidents (medical, judicial, etc.) that occur while abroad.

Upon Return

- Submit receipts and reimbursement requests through WorkDay.
- Submit a short report of your trip and experience to the GPS with 6 weeks.
- GPS will send out program evaluations to the students that have just returned.

Wake Forest University Study Abroad Budget Form - Summer 2021

WFU Study Abroad Program Name, Location:

Belgian and Bavarian Economics

Dates of Program:

May 25 - June 30

Summer Faculty Director:

Franz Rodenbeck

Destination/Destinations:

Germany and Belgium

of Undergrad Students:

8

of Staff:

1

of Graduate Students:

Total Cr. Hrs:

3

Total Number of Students:

8

Projected exchange rate

1 USD ___

[currency]

Part A

Program Revenue (Program fee to be charged)

*Do not include WFU tuition revenue in budget

Source		Total per student	# of Students	Total Prog Rev
Undergraduate Program Revenue		3,708.50	8	29,668.00
Graduate Program Revenue		3,708.50	-	-
Total Program Revenue - This figure must be = to expenses (Part D)				29,668.00
Total revenue available for faculty to spend (minus overhead, insurance and stipend)				26,850.00

Part B

Program Expenditures- Student

Item	#days	Amt/day	Total per student	# of Students	Total
Airfare (if included in program fee)				8	-
Housing location #1: Munich	25	45	1,125.00	8	9,000.00
Housing location #2: Brussels	7	40	280.00	8	2,240.00
Housing location #3: Koln	3	35	105.00	8	840.00
In country transportation			150.00	8	1,200.00
Entrance to Educational Venues (CE)			50.00	8	400.00
Tuition Paid to Another Institution (CE)			200.00	8	1,600.00
Meals included in program (Welcome/Farewell dinners)	5	25	125.00	8	1,000.00
Books and course materials			35.00	8	280.00
Program Contingency (available for faculty to spend) (CE)			100.00	8	800.00
Other: River cruise			60.00	8	480.00
Emergency Overhead held by GPS (CE)			81.00	8	648.00
GeoBlue Insurance			95.00	8	760.00
Stipend to faculty in recognition of additional work (CE)					1,500.00
Fringe benefit (10% of stipend taken by HR)					150.00
Total					20,898.00

Part C

Program Expenditures- Faculty/Staff (Course Specific)

Item	#days	Amt/day	Total per person	# of Staff	Total
Honoraria for Guest Speakers			100.00	3	300.00
Classroom Rental	8	200			1,600.00
Entrance to Educational Venues			50.00	1	50.00
Books and Course Materials					50.00
Other (give detail)					-
Teaching Sub-Total					2,000.00
Faculty/Staff					
Airfare			1,600.00	1	1,600.00

Housing location #1: Munich	26	90	2,340.00	1	2,340.00
Housing location #2: Brussels	7	80	560.00	1	560.00
Housing location #3 Koln	4	70	280.00	1	280.00
Meals	37	40	1,480.00	1	1,480.00
In country transportation	35	10	350.00	1	350.00
Phone			50.00	1	50.00
ATM/Credit card transction fees			50.00	1	50.00
GeoBlue Insurance			60.00	1	60.00
Faculty/Staff Expenses Sub-Total					6,770.00
Total					8,770.00
				Per student total (CE)	1,096.25

PART D		
Revenue-Expenditures		
Program Revenue		29,668.00
Program Expenditures- Student Part B		20,898.00
Program Expenditures- Faculty Part C		8,770.00
Total (Revenue-Expenses)		-

This amount must be equal to \$0.

PART E			
Estimated Student Out-of-pocket expenses			
Item	#days	Amt/day	Total per student
International airfare			1,600.00
Other Out of Pocket			
Meals	35	35	1,225.00
Local transportation not included in fee	35	10	350.00
Visa			
Vaccines			
Books/Course supplies			50.00
Miscellaneous daily expenses			-
Personal Emergency fund			100.00
Total other out of pocket			1,725.00

PART F		
Summary of student costs per student		
Program Fee		3,708.50
Tuition		2,700.00
International Airfare		1,600.00
Other out of pocket		1,725.00
Total Student Cost		9,733.50

FOR FAS Use Only

Faculty /Staff Expenditures per student		1,096.25
Program Fee- 1098-T Reportable (Course Specific)		526.00
Program Fee- Non 1098-T Reportable (General)		2,086.25
Total Program Fee per Student		3,708.50

Program Fee Concession-Eligible (CE) Amount Per Student		1,622.25
---	--	----------



WFU Short Term Abroad Program

SCOTLAND

REL 290(3hrs): The Art of Medidation: Walking the Ancient St. Cuthbert's Way

This course offers a site-specific study of early medieval Christianity and one of its core spiritual traditions, pilgrimage. The course will reflect on the flexibility of early medieval Christianity to accommodate non-Christian cultural traditions and the relevance of such religious tolerance for today. Secondly, another timely aspect of the course is Celtic Christianity's respect for the natural world as exemplified in St. Cuthbert's hagiography and in the Lindisfarne Gospels' unique manuscript illuminations and calligraphy. The daily activity of walking along the Way and conversing with local experts offers a whole person pedagogy. It invites students to immerse themselves into the intersections between ecology, the history of Christian spirituality, personal growth, and academic work.

Dates	Cost	Housing	Location	Faulty Director
May 9th to May 21st, 2021	Estimated Total: \$4,700 *Details on Website	Hostels or BnB's	Edinburgh to Northumbria, Scotland	Ulrike Wiethaus 336-758-7169 wiethaus@wfu.edu

WAKE FOREST UNIVERSITY
CENTER FOR GLOBAL PROGRAMS & STUDIES

REYNOLDA HALL 116 | WWW.STUDYABROAD.WFU.EDU | 336.758.5938 | STUDYABROAD@WFU.EDU

Quick Reference Guide:

How to Navigate WakeAbroad for Faculty Directors

I. Logging in to WakeAbroad

1. Visit <http://studyabroad.wfu.edu>
2. Select WFU Users Login on the right side of the top toolbar.
3. Select your WFU Google Account to login.

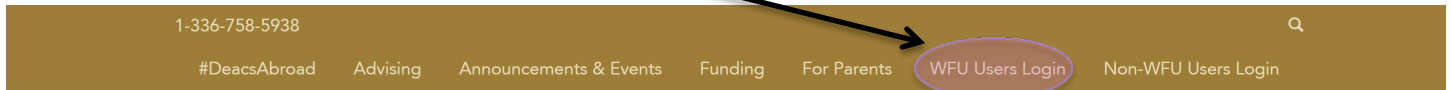
II. Accessing student applications

1. Once logged in select “Administrative” (located under the house icon on the left side of the toolbar).
2. Scroll down until you see the menu item “Shared Queries”. There you will see a link for your group. Select this link and you will be taken to a list of active student applications.
3. Click on the program name in the row with the student’s name to access the individual applications.
4. Under the student’s name, you will use the following tabs:
 - i. **Questionnaires** – View student responses to the “General Application for WFU Program.” If student has submitted this questionnaire, it will be underlined with a date submitted in parentheses. Click on the link to view. NOTE: you can select the printer icon, if you would like to actually print the application questionnaire.
 - ii. **Materials** – Items that the student must submit or actions students must take. Most of these items will be received by the Center for Global Programs and Studies, checked as received, and forwarded to you. NOTE: you are responsible for checking off the step “Meet with Resident Professor.”
 - iii. **Profile** – Contains student information imported from Banner; i.e. GPA, student ID number, major, minor, etc.
 - iv. **History Log** – An audit trail of any action taken on a given application.
 - v. **Email** – Contact the student while you are in his/her file (see page 6). Option to use “System Email” or “Local Client.” Benefit of System Email is that it will store all correspondence with the student under this tab.
 - vi. **Status** – Use this tab to Accept, Withdraw or Waitlist students. Make your decisions under the dropdown menu. When you have made your selections, be sure to hit the “Update” button at the bottom of the page. An email notification will automatically be sent to the student on the “Decision date.” If this date has passed, then the email will be sent the following day.

III. Making acceptance, withdrawn, waitlist decisions

1. After reviewing student application materials, select the “Status” tab (see page 5). You can change student from pending to Accepted, Withdrawn, or Waitlist. Click “Update.”
2. Remember you can accept students before the official deadline, but the automated notification email will not be sent until the decision date. If you select a student early, it’s a good idea to notify him/her by email.

Go to **studyabroad.wfu.edu** to log into **WakeAbroad**.
Click **"WFU Users Login"** in the top-right.
Select your WFU Google Account to login



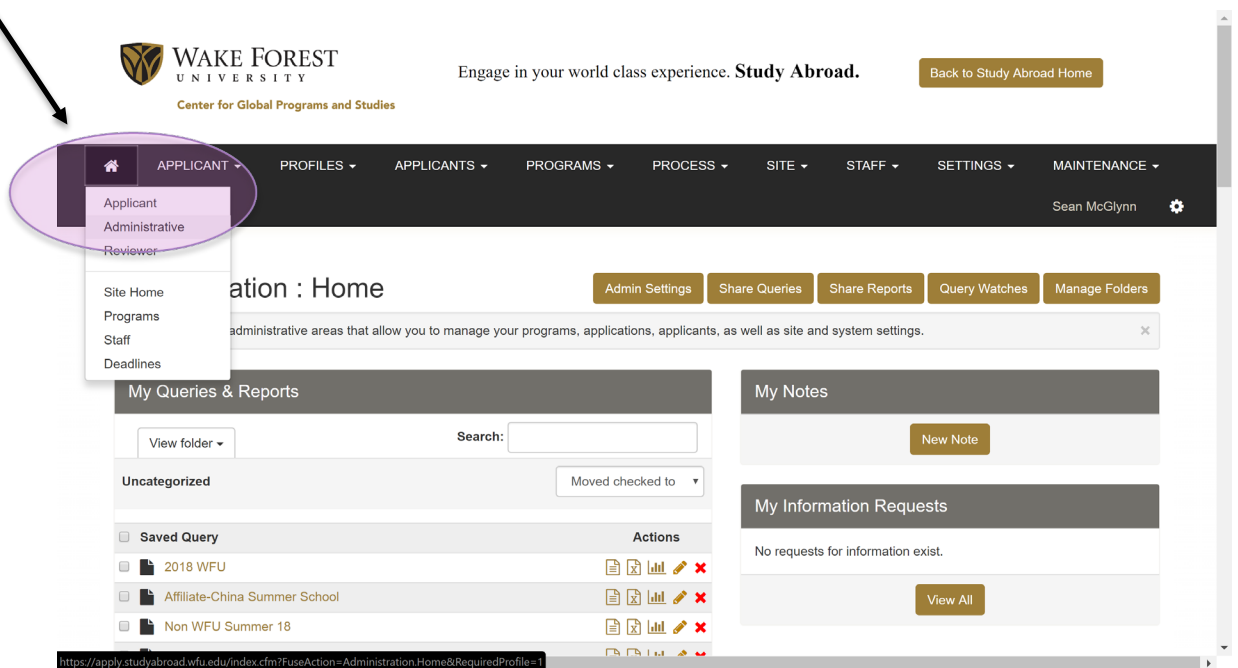
WAKE FOREST
UNIVERSITY

Center for Global Programs and Studies

Engage in your world class experience. **Study Abroad.**



You will then be taken to the **Admin Home** page.
If you wish to quickly return to this page, select
Administrative by clicking on the house icon on the
left side of the toolbar.



Within Admin Home, the programs you direct will appear under **Shared Queries**.
Select the program name's link to view a list of active student applications.

The screenshot displays the Admin Home dashboard. At the top is a dark navigation bar with menu items: **APPLICANT**, **PROFILES**, **APPLICANTS**, **PROGRAMS**, **PROCESS**, **SITE**, **STAFF**, **SETTINGS**, and **MAINTENANCE**. The user's name, Sean McGlynn, and a settings icon are on the right. The main content area is divided into several sections. On the left, under the 'Uncategorized' header, there is a 'Saved Query' section with a list of queries: '2018 WFU', 'Affiliate-China Summer School', 'Non WFU Summer 18', 'SU2017', and 'SU2018'. Below this is a 'Shared Queries' section, which contains the link 'Australia Summer 2018 (McGlynn)' with a sub-link 'Shared by Michael, Tyson'. A purple oval highlights this link, and a black arrow points from the text box above to it. To the right of the 'Shared Queries' section is a 'My Information Requests' box stating 'No requests for information exist.' with a 'View All' button. At the bottom, there is a 'My Reviews' section with the text 'Reviews For: WFU/Australia: Ecology & Resource Management (Summer)'.

To view a student's individual file, select the program name link in the same row as his/her name.

You can **Group** applications by **Application Status** (Pending, Accepted, Committed) here.

Administration : Australia Summer 2018 (McGlynn)

Following are the results of your saved search.

Results for saved query "Australia Summer 2018 (McGlynn)"
You searched for all applicants, within **Outgoing** programs for the program name WFU/Australia: Ecology & Resource Management (Summer) that have applied for the term **Summer 2018**.

Options ▾ Progress Audit ▾ **Group by ▾**

Search results based on application itinerary:

Name	Status	Program	Term
Beatty, Monet Renae	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37980 - not ranked)	Summer, 2018
Clark, Annabel Caren	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37521 - not ranked)	Summer, 2018
Dobbins, Mary Elizabeth	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37792 - not ranked)	Summer, 2018
Fanelli, Jessica Elizabeth	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36895 - not ranked)	Summer, 2018
Feng, Jue Xiao	Accepted	WFU/Australia: Ecology & Resource Management (Summer) (ID 37660 - not ranked)	Summer, 2018
Fischer, Benjamin Riley	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36971 - not ranked)	Summer, 2018
Graham, Sarah Elizabeth	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36555 - not ranked)	Summer, 2018
Hambright, Sarah Kasell	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36795 - not ranked)	Summer, 2018
O'Donnell, Regan Mahoney	Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36859 - not ranked)	Summer, 2018

Use the tabs to access student materials/information.
The most important tabs are **Questionnaires**, **Materials**, **Profile**, **Email**, and **Status**.
Refer to page 1 of this handout for an explanation of these tabs.

Clark, Annabel Caren (complete) (Edit Profile)
WFU/Australia: Ecology & Resource Management (Summer) (Brisbane)
Summer, 2018
Status: Committed
Outgoing Applicant

Created: 01/21/2018 (by Applicant)
Last Updated: 05/03/2018 @ 01:32:33 PM
Last Viewed by Applicant: 05/04/2018
ID# 37521: no label (Edit)
Start Date: 05/24/2018
End Date: 06/15/2018
(add principal application)

Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary | **Questionnaires** | Materials | Learning Content | Assessments | Documents

Recommendations | Journal | Credit Transfer

Attended PDO
click to remove tag

-- Add tag to application -- ▾

Print Application

Application Summary:

Item:	Received					Total
	Advising	Pre-Decision	Post-Decision	While Abroad	Returnee	
Signature Documents	0/1	1/1	3/3	0/0	0/0	4/5
Material Submissions	0/2	1/1	4/4	0/0	0/0	5/7
Questionnaires	0/1	1/1	2/2	0/0	0/0	3/4
Assessments	0/0	0/0	0/0	0/0	0/0	0/0
Learning Content	0/0	0/0	0/0	0/0	0/0	0/0
Recommendations						0/0
Reviews						1

Status tab is where you will make acceptance decisions.
You can **Accept, Reject, or Waitlist**.
Students will be able to change their status to **Committed** after they have been accepted. Refer to page 1 for details.

Email tab allows you to email this specific student. It records any correspondence sent via WakeAbroad with this student.

The **Email** tab will provide the following options:

E-mail Options

Users E-mail Address: clarac17@wfu.edu

- **Use system e-mail form** This allows you to send messages through the server instead of an external e-mail client.
- **Use local email client program** This will open a message window from your locally-installed e-mail software (e.g., Outlook, Eudora), with this applicant's email address in the To: line.
- **View email log for this applicant** You can view all email traffic an applicant has received using this option.

You can choose to send an email to a group of student applicants.
Return to the list of active applications for your program.
From the **Options** drop down, select **Send email**.

APPLICANT ▾
PROFILES ▾
APPLICANTS ▾
PROGRAMS ▾
PROCESS ▾
SITE ▾
STAFF ▾
SETTINGS ▾
MAINTENANCE ▾

Sean McGlynn

Following are the results of your saved search.

[Results for saved query "Australia Summer 2018 \(McGlynn\)"](#)
You searched for all applicants, within **Outgoing** programs for the program name WFU/Australia: Ecology & Resource Management (Summer) that have applied for the term **Summer 2018**.

Options ▾
Progress Audit ▾
Group by ▾

Send email

Send SMS (text message)

Text export

Excel export

Create report

Batch status change

Batch review status

Batch info edit

Batch app tags

Recs Pending

Batch Material Edit











Batch Attach File


on application itinerary:



Status	Program	Term
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37980 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37521 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 37792 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36895 - not ranked)	Summer, 2018
Accepted	WFU/Australia: Ecology & Resource Management (Summer) (ID 37660 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36971 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36555 - not ranked)	Summer, 2018
Committed	WFU/Australia: Ecology & Resource Management (Summer) (ID 36795 - not ranked)	Summer, 2018
O'Donnell, Regan Mahoney	Committed WFU/Australia: Ecology & Resource Management (Summer) (ID 36859 - not ranked)	Summer, 2018
O'Donoghue, Rose Catherine	Committed WFU/Australia: Ecology & Resource Management (Summer) (ID 36891 - not ranked)	Summer, 2018
Pacios, Genevieve M	Committed WFU/Australia: Ecology & Resource Management (Summer) (ID 36069 - not ranked)	Summer, 2018


Click on the arrow next to **Email Recipients** to open a dropdown of the student applicants. You can choose to select specific or all students.


NOTE: The default list of recipients selects every student with an open application regardless of status (i.e. Pending, Accepted, Committed).

Sean McGlynn 

Batch Processing : Email  

This form allows you to send email to an applicant or group of selected applicants. 

 Email Recipients (14 Total)

(view copiable address list - includes ALL addresses)

<input checked="" type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Beatty, Monet Renae	beatmr16@wfu.edu
<input checked="" type="checkbox"/>	Clark, Annabel Caren	clarac17@wfu.edu
<input checked="" type="checkbox"/>	Dobbins, Mary Elizabeth	dobbme17@wfu.edu
<input checked="" type="checkbox"/>	Fanelli, Jessica Elizabeth	faneje16@wfu.edu
<input checked="" type="checkbox"/>	Feng, Juexiao	fengj17@wfu.edu
<input checked="" type="checkbox"/>	Fischer, Benjamin Riley	fiscbr15@wfu.edu
<input checked="" type="checkbox"/>	Graham, Sarah Elizabeth	grahse17@wfu.edu
<input checked="" type="checkbox"/>	Hambright, Sarah Kasell	hamsk15@wfu.edu
<input checked="" type="checkbox"/>	O'Donnell, Regan Mahoney	odonrm17@wfu.edu
<input checked="" type="checkbox"/>	O'Donoghue, Rose Catherine	odonrc16@wfu.edu
<input checked="" type="checkbox"/>	Pacious, Genevieve M	pacigm15@wfu.edu
<input checked="" type="checkbox"/>	Parker, Lillian Victoria	parklu17@wfu.edu

If you have any questions on using WakeAbroad or would like to set up time for individual training, please contact Michael Tyson in the Center for Global Programs and Studies at tysonmj@wfu.edu.

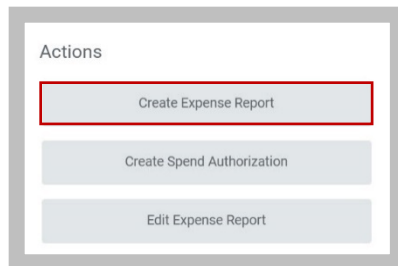
CREATE AN EXPENSE REPORT

Expense Reports are submitted so that you are reimbursed for business-related costs, such as airfare or hotel expenses. Employees with a University credit card will reconcile their transactions in Expense, too.

1. Click the **Expenses** worklet



2. Select **Create Expense Report** under **Actions**.



Note: You can also type **Create Expense Report** in the Search field at the top of the screen and select **Create Expense Report** from the task results.

3. The **Create Expense Report** window opens. Select the Creation options:
 - **Create New Expense Report:** Creates a new expense report.
 - **Copy Previous Expense Report:** Allows you to copy a previous expense report you have submitted.
 - **Create New Expense Report from Spend Authorization:** Allows you to create a new expense report using a spend authorization. This is also how you will relieve an advance.



Note: If you select, **Create New Expense Report** from Spend Authorization, the line item detail will not flow through to the Expense Report.

4. You will need to complete all fields marked with a red asterisk. Under **Expense Report Information** you will need to complete:

Expense Report Information

Expense Report For * Employee: Clancy, Bridgett Tarazona

Creation Options

- ☒ Create New Expense Report
- ☐ Copy Previous Expense Report
- ☐ Create New Expense Report from Spend Authorization

Company * X Wake Forest University

Expense Report Date * 02 / 13 / 2018

Cost Center * X 112303 Finance Systems

Division * X D_FNCE Finance

Expenditure Treatment

Additional Worktags * X Fund: FD1111 Unrestricted Operating X Program: 40 Institutional Support

Enable Tax ☐

- **Company:** This field defaults to your WFU company.
- **Expense Report Date:** This field defaults with the date you begin the expense report. Select the date for the expense report.
- **Cost Center:** Identifies which cost center will pay for the item or service. This field defaults in with the users **Cost Center**.

- **Division:** Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Additional Worktags:** Identifies what Fund and Program the item or good is being charged to. This field defaults in with the worktags associated to the user.
- **Enable Tax:** Please check this box. It will be needed if you are submitting Pcard reimbursement items. If the reimbursement item is not a Pcard expense it will not impact the item.

5. Click OK

OK



Note: You will not see previous expense reports or spend authorization without the company being populated.

6. On the **Create Expense Report** window under **Expense Report Information**, complete the required fields:

- **Expense Report Date:** (Required) Defaults with the date you are creating the report.

- **Business Purpose:** (Required) Click in the field and begin typing the name of the **Business Purpose**, select the field you would like to add.

7. On the **Create Expense Report** window under **Expense Report Reference Information**, complete the required fields:

- **Reimbursement Payment Type:** (Required) Faculty and staff must select direct deposit.
- **Spend Authorization:** Select this box, if you are submitting a Spend Authorization Expense Report and forget to select that option on the first screen.
- **Final Expense Report for Spend Authorization:** Select this box, if it is the last Expense Report you are submitting using a Spend Authorization.
- **Memo:** (Required) Enter your detailed business purpose, remember to answer the questions, Who, What, When, and Where.

The screenshot shows the 'Expense Report Line' form. At the top left, there is a date field with '03/20/2018' and a value of '0.00'. The form is titled 'Expense Report Line' with a trash icon. Below the title, there are several fields: 'Date' (03/20/2018), 'Expense Item' (empty), 'Quantity' (1), 'Per Unit Amount' (0.00), 'Total Amount' (0.00), and 'Memo' (empty). Below these are dropdown menus for '*Cost Center' (112303 Finance Systems), '*Division' (D_FNCE Finance), 'Expenditure Treatment' (empty), and '*Additional Worktags' (Fund: FD1111 Unrestricted Operating, Program: 40 Institutional Support).

8. Scroll down on **Create Expense Report** window under **Expense Report Line**, complete the required fields:

- **Date:** (Required) Select the date of the expense.
- **Expense Item:** (Required) Click in the field and begin typing the name of the **Expense Item**.
- **Quantity:** (Required/Optional based on Expense Item) Enter the number of item(s).
- **Per Unit Amount:** (Required/Optional based on Expense Item) Enter the dollar amount for each item.
- **Total Amount:** (Required) This is a system calculated field that you will not need to edit.
- **Memo:** (Optional) Provides additional information for those processing the expense report.
- **Cost Center:** (Required) Identifies which cost center will pay for the item or service. This field defaults in with the users

- **Division:** (Required) Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Expenditure Treatment:** This field will be required if a travel expense type is selected.
- **Additional Worktags:** Identifies what Fund and Program the item or good is being charged to. This field defaults in with the worktags associated to the user.

9. Add any attachments, as needed. Attachments are required based on expense type.

The screenshot shows two sections for adding attachments. The top section, 'Attachments from File', has a light blue box with 'Drop files here' and a 'Select files' button. The bottom section, 'Attachments from Mobile Application', has an 'Add' button and a 'Receipt Included' checkbox.

SPLITTING YOUR EXPENSES

You may need to split your expenses between funding sources. Clicking **Itemize** will allow you to split based on the amount. If you are not splitting your expense, go to step 13.

From the Expense Report Lines tab within an expense report:

10. Click **Itemize**. Itemization fields display based on the expense type.
11. Enter the necessary information based on the expense type you are splitting. The split expense must equal the total of your expense or the total item amount.

12. Click **Done**

13. Click **Submit**

VIEW AN EXISTING EXPENSE REPORT

From the Expenses worklet:

1. Click the **Expense Reports** button under View. You have the option of filtering expense reports by status or date.
2. You could also click the date of the expense report you want to view in the Recent section.

CREATE SPEND AUTHORIZATION REQUEST

Spend authorizations are used to grant permission for future expenses. These authorizations are initiated by faculty, staff or student workers. Selecting the **Cash Advance Requested** box is the only way to request a cash advance in Workday.



1. Click the **Expenses** worklet.
2. Select **Create Spend Authorization** under **Actions**.



Note: You can also type **Create Spend Authorization** in the Search field at the top of the screen and select **Create Spend Authorization** from the task results.

The **Create Spend Authorization** window opens. You will need to complete all fields marked with a red asterisks (*).

3. In the **Spend Authorization Information** section, complete the following:
 - **Company:** This field defaults to your WFU company.
 - **Start Date:** Select the start date of the **Spend Authorization**.

- **End Date:** Select the end date of the **Spend Authorization**.
- **Description:** Enter the purpose for the **Spend Authorization**.
- **Business Purpose:** Select the worktag associated to the **Spend Authorization**. This field is searchable by typing the name of the worktag.

4. In the **Spend Authorization Details** section, complete the following:
 - **Reimbursement Payment Type:** Faculty and staff must select direct deposit.
 - **Justification:** Business purpose.

5. On the **Spend Authorization Lines** tab, click the **Add** button to create a line for each expense, including cash advance requests.

The screenshot shows the 'Spend Authorization Lines' tab in the Workday interface. A red rectangular box highlights the '+ Add' button, which is used to create a new spend authorization line.

6. The Spend Authorization Line section will open for you to enter the following details about the expense:

- **Expense Item:** (Required) Enter the name of the expense item or service. This field is searchable by typing the name of the item.
- **Quantity:** Identifies the quantity of items or services.
- **Per Unit Amount:** Identifies the dollar amount for each item or service.
- **Total Amount:** (Required) Enter the dollar amount for each item or service.
- **Memo:** Enter additional information to those processing the **Spend Authorization**. This field is optional.
- **Cash Advance Requested:** Check the box if a cash advance is requested.



Note: Selecting the **Cash Advance Requested** box is the only way to request a cash advance in Workday.

- **Cost Center:** Identifies which cost center will pay for the item or service. This field defaults in with the users **Cost Center**.

- **Division:** Identifies the cost center that will pay for the item or service. This field defaults in with the users **Division**.
- **Expenditure Treatment:** This field will be required and if Domestic or International travel is selected.
- **Additional Worktags:** Identifies what Fund and Program the item or good is being charged to. This field defaults in with the worktags associated to the user.

The screenshot shows the 'Spend Authorization Line' form in Workday. The form includes the following fields and values:

- Expense Item:** (Required, marked with a red star)
- Quantity:** 1 (Required, marked with a red star)
- Per Unit Amount:** 0.00 (Required, marked with a red star)
- Total Amount:** 0.00 (Required, marked with a red star)
- Memo:** (Optional)
- Cash Advance Requested:** ☐
- *Cost Center:** 112303 Finance Systems
- *Division:** D_FNCE Finance
- Expenditure Treatment:**
- *Additional Worktags:**
 - Fund: FD1111 Unrestricted Operating
 - Program: 40 Institutional Support

7. You do not need to add attachments because they are not required.
8. Drag and Drop attachment files from your desktop, or click **Select Files** to upload.
9. To include additional attachments, click **Upload**.
10. Click **Submit**

Submit

5. Click **Done**

Done

A Confirmation page will be displayed that shows who is next in the routing process to approve. A process tab is also available to view the entire routing process.



11. Click **Done**

Done

VIEW AND EXISTING SPEND AUTHORIZATION

1. Type **"My Spend Authorizations"** in the Workday search field.
2. Select **My Spend Authorizations Report** from the list.
3. Click the **Change Spend Authorization** button to modify an existing spend authorization.
4. Click **Submit**

Change Spend Authoriz...

Submit