

UC Riverside Faculty-Led Education Abroad Program (FLEAP)

Memorandum of Understanding (MOU) Summer 2024

Dear FLEAP Faculty,

We are delighted you expressed interest in participating in UC Riverside Faculty-Led Education Abroad Programs (FLEAP) for summer 2024. Previous FLEAP faculty have found this opportunity to be one of their most rewarding experiences!

To streamline the process, approved FLEAP faculty will work directly with Third-Party Providers (TPP) to develop their programs. The **deadline** to review and submit this signed MOU is **Friday, December 15th, by 5:00 PM**.

What follows is a list of considerations for leading a FLEAP:

Student Outreach

First, we need to work closely and collaboratively if we are to enroll enough students to run a program. Our outreach efforts in the Spring, Summer, Fall, and Winter quarters will require a substantial and sustained commitment from all of us. Successful recruiting requires perseverance and patience. It is not unusual to have multiple contacts with a student before they commit to applying, and many prospective students never apply. Please do not be discouraged if your class does not begin filling immediately. Students may gather information during the Spring and Summer quarters but then make commitments in the Fall or Winter once finances are clear.

Access and Affordability

Access and affordability are critical to FLEAP, a type of education abroad program that may reach students who would not otherwise go abroad, including first-generation students, transfer students, and more. For many, college costs are increasingly difficult to afford, and summer financial aid is limited. Additionally, rising costs increase the price of airline tickets and other items. If FLEAP is too expensive, we may not meet the minimum enrollment limit of 15 students. Therefore, we must focus on reducing costs. Some ways to reduce costs include considering a single destination, trimming excursions, or omitting a teaching assistant. Walking tours and free museums are preferable to expensive, overnight excursions out of town. Additionally, we will guide FLEAP students toward numerous education abroad scholarships and awards, such as the Gilman Scholarship or Fund for Education Abroad. Some FLEAP faculty have held fundraisers for student scholarships or located departmental or grant funds to help pay for excursions.

Teaching Requirements

Students tell us they enroll in a FLEAP because of the small class size and one-on-one interaction with UCR faculty. Because of the small class size, faculty are expected to teach and grade assignments, papers, exams, etc. However, some courses may require a teaching assistant (e.g., classes with a lab requirement) or guest lecturers. Faculty make decisions about a TA and guest lecturers based on conversations with their academic department and total FLEAP course enrollment.

What follows are the responsibilities of the UCR Education Abroad Office, FLEAP faculty, and any TA. The deadline to review and submit this signed MOU is **Friday, December 15th, by 5:00 PM**. Please contact us if you have any questions.

UCR Education Abroad Responsibilities:

UCR Education Abroad and the Financial and Administrative Solutions Team (FAST) have final authority over all administrative matters and ensure your program meets all UC policies and procedures. They may:

1. Review the final proposal received from FLEAP faculty and their selected TPP. The goal is to obtain the highest quality program at the most affordable price.
2. Consult with UCR Risk Management and UCR Emergency Health & Safety (EH&S) to assess the safe operation of the program, and faculty may need to assist in developing and executing contingency plans and implementing risk management policies to protect the health and safety of students and faculty.

3. Collaborate on outreach activities with FLEAP faculty and any other institutions (e.g., TPPs). Outreach includes information sessions, online resources, flyers, emails, and information sessions. Along with the TPP, we will help FLEAP faculty build professional outreach campaigns for your program. The UCR Education Abroad office will track enrollment data with the understanding that all programs must have at least 15 students to send the program abroad.
4. Develop and update the UCR Education Abroad website and MyUCRAbroad application portal with FLEAP information, with assistance from FLEAP faculty and the TPP.
5. Uphold administrative procedures, including overseeing applications, checking for student conduct code violations, assisting with billing, financial aid, and coordination with departments, the Registrar, Financial Aid, Student Business Services, Student Health Services, college deans, and Summer Sessions.
6. Review and finalize final program budgets based on program components, like excursions and faculty expenses. UCR Education Abroad has definitive authority to determine logistics, excursions, accommodations, etc., to maintain the program's affordability.
7. Advise numerous prospective and enrolled students in individual appointments, group sessions, and by email.
8. Develop and maintain a welcoming environment that encourages participation by groups often under-represented in education abroad, such as first-generation students, transfer students, diverse student populations, undocumented students, and more.
9. Collaborate with faculty, students, and TPP to facilitate reasonable accommodations for dietary restrictions, disabilities, health conditions, and housing for students.
10. Work with FLEAP faculty to review and admit students into the program. Students must meet the minimum 2.0 GPA requirement, have good academic standing, submit a MyUCRAbroad FLEAP application, and submit a \$300 non-refundable deposit to be considered. However, the faculty will have final decisions over admissions criteria.
11. Promote education abroad scholarships and review scholarship applications for FLEAP students. Collaborate with Financial Aid to manage funds and the scholarship process for students.
12. A program must have no less than a minimum number of 15 students to run who have applied for and paid the non-refundable deposit. Fewer than 15 students is likely to create a program deficit. However, a program may run if the FLEAP faculty's academic department will financially support the deficit, and the Assistant Provost of Strategic Initiatives and International Recruitment and the Vice Provost of International Affairs approves this exception.
13. Cancel programs if the enrollment minimum of 15 is not reached. Reserves the right to cancel programs the office deems to pose serious safety and security risks for program participants. Advise students about program alternatives.
14. Manage student drop requests and enforce refund policies.
15. Work with the TPP to prepare any faculty workshops and handbooks for training and support of FLEAP faculty.
16. Advocate for students and faculty working with TPP before, during, and after FLEAP.

FLEAP Faculty Responsibilities

1. Commit to teaching and grading all assignments and exams and assigning the final grades for FLEAP course(s).
2. Maintain Academic Senate standards for academic rigor and effective use of the destination(s).
3. Work collegially with the UCR Education Abroad Office, Financial and Administrative Solutions Team (FAST), and the Third-Party Provider (TPP), and conform to the [UCR Principles of Community](#). Establish a mutually respectful relationship with the TPP, follow their policies and procedures, and maintain open lines of communication with the provider and the UCR Education Abroad office to avoid misunderstandings or discrepancies. The TPPs are our partners with whom we strive to establish long-term professional relationships.
4. Fully complete all requirements and assignments by the deadlines noted in the [FLEAP timeline](#) and those that will arise during the coming year. Our efforts to successfully launch your program are dependent on your timely attention to these critical tasks and responding to email communications.
5. Preserve the spirit of the FLEAP program, which is to offer students an outstanding global academic experience and interpersonal communication with UCR faculty.
6. Actively recruit students for the FLEAP at UCR and with outreach to colleagues at other UC and non-UC campuses. Collaborate with the UCR Education Abroad team on student outreach efforts, such as holding information sessions.
7. Be available to answer student questions in person and by email.
8. Manage a competitive bidding process involving at least two TPPs to obtain the highest quality program at the most affordable price. Please see the [list of providers on this website](#).

9. Remain flexible with your program itinerary. For example, we may have to trim excursions in the development phase to keep your program cost affordable for students.
10. Submit a course syllabus with course descriptions outlining weekly events and a list of excursions scheduled for each of the weeks in the summer session. Students, especially those from outside the UC, will need detailed syllabi for transfer course evaluations. Additionally, many students make decisions based on favorable transfer evaluations. Incomplete or missing materials place your program at a distinct competitive disadvantage compared to other education abroad options and will complicate our recruiting efforts.
11. Work with your academic department and college to obtain Academic Senate course approvals for your FLEAP courses. Ensure the courses are submitted to UCR Summer Sessions in the Fall or Winter quarter before your program and provide information about your teaching assistant, if applicable.
12. Attend all FLEAP faculty events, such as pre-departure orientations, on-site orientations at your destination(s), and other vital events, such as information sessions for your program, FLEAP planning meetings, and outreach activities. Note: An on-site student orientation may be part of a "Welcome Reception" provided by the TPP. This orientation should include local contact information, emergency procedures, and safety recommendations.
13. Finalize itinerary and price in advance. FLEAP faculty are not permitted to modify significant elements of the program (e.g., change of country) after the information has been publicized, except in the case of emergencies. Because we must have final approval from the Chancellor's Office on the program fees, you must finalize excursions and logistics in collaboration with the UCR Education Abroad, FAST, and TPP before the FLEAP runs. Changes that impact the program fees will require you to re-submit course materials and a revised proposal for review and administrative approval (a process that can take months). The UCR Education Abroad Office must approve any late changes to a FLEAP, such as dropping or adding an excursion, only if the program fees do not change. Program modifications must not increase the price of the program or remove essential itinerary items that helped to recruit students. Multiple changes also raise the program costs for students and require much work for us and our partners abroad.
14. Notify the UCR Education Abroad office and TPP if you intend to or are contemplating bringing a guest or guests. FLEAP faculty may wish to have accompanying family members (e.g., partners, children). However, you will be responsible for all expenses associated with these participants. While students often benefit from the personal dimensions of interactions with family members, UCR cannot financially support the participation of those family members in any way. The UCR faculty member must cover travel and living expenses and additional costs related to program activities such as event and museum tickets, meals, and housing costs - for instance, the difference between a one and two-bedroom - and public transportation. While occasional participation in cultural events is permitted - if the program provider policies allow - family members cannot represent UCR in any official capacity. Family members should also refrain from participating in program activities, orientations, class lectures, etc., if their participation interrupts the pedagogical outcomes of the program. In addition, faculty must provide a caretaker for dependents under the age of 18. All family members must sign the [UCR activity waiver of liability](#) before starting the program. Finally, follow TPP guest policies. For example, providers may not allow the participation of guests in excursions because of liability concerns.
15. Fully comply with all risk management policies to protect your and your students' health and safety. Immediately report all student and faculty emergencies, such as illness, accidents, hospitalizations, or health and safety issues, to your TPP, the UCR Education Abroad staff, and any other UCR stakeholders. Please take responsibility for student emergencies and work with the local provider for on-the-ground responses.
16. Immediately report all instances of behavioral and/or academic misconduct, such as violations of the UCR Standards of Conduct, the University of California Policy on Sexual Harassment and Sexual Violence, and/or academic integrity policy, to the UCR Education Abroad, Title IX, and Student Conduct offices where appropriate. Include a statement regarding academic misconduct in your course syllabi. Collaborate with UCR Education Abroad and the TPP to follow established UCR and provider procedures to deal with such occurrences.
17. FLEAP faculty who travel outside the program location during active program dates must be accessible by cell phone, be able to return to the program site on short notice, designate an emergency contact on-site, and provide the emergency contact's information to Education Abroad staff, TPP staff, and all program participants via the program contact list.
18. All FLEAP faculty, teaching assistants, and students of FLEAP must register with the U.S. Embassy or Consulate (or whichever country the participant is a citizen of) so consular officials can contact them during an evacuation or other emergency. Before departure, U.S. citizen travelers should register with the Smart Traveler Enrollment Program (STEP): <https://step.state.gov>.
19. Submit receipts to FAST to process your reimbursement upon the conclusion of your program and your return to the U.S., as required by the travel policy. All receipts must be sorted by category and by date. For example, if faculty uses a taxi twice a day for four days, two receipts should be taped on a piece of paper each day, with the category and date at the top of the sheet. This process will expedite reimbursement. We are only

able to process receipts that are correctly sorted. If faculty members have questions about the reimbursement process or the required receipts, they should contact the Financial Analyst assigned to their program. Per UC policy, receipts must be itemized and may not include alcohol or charges for non-FLEAP participants.

20. Complete any FLEAP assessments about your experience.

21. Assist in future outreach to current and prospective FLEAP faculty, as necessary. Leading a faculty-led program is not an individual effort; your collective participation is fundamental, especially in events such as faculty information sessions. For example, returning faculty or those with other global experiences may serve as mentors to new FLEAP faculty.

Teaching Assistant (TA) Responsibilities

If a teaching assistant exists in your FLEAP program, this TA will assist in preventing and managing potential crises. To ensure the safety and welfare of students, the TA must have access to emergency contact information for students, yourself, and any local person who can assist in an emergency and provide you with immediate communication during the program. In addition, the TA must attend and actively participate in all in-country orientations, excursions, and other program activities. The TA must be available to students during all program dates and stay in or near the students' accommodation. If the TA travels outside the program location during active program dates, they must be quickly and easily contacted. In addition, the TA must return to the program site immediately, designate an emergency contact on-site, and provide that contact information to you, the UCR Education Abroad staff, TPP staff, and all program participants.

We thank you for your cooperation with these policies. Please comply with all these requirements to avoid discontinuing your FLEAP program. Together, we can build an extraordinary educational experience for UCR students and a rewarding professional opportunity for the faculty.

By signing, we agree to comply with all terms in the above Memorandum of Understanding. The deadline to review and submit this signed MOU is **Friday, December 15th by 5:00 PM**. Please contact us if you have any questions.

FLEAP Faculty (Print Full Name)

Date

FLEAP Faculty (Signature)

Date

Jun Wang

Assistant Provost of Strategic Initiatives and
International Recruitment

Date

Marko Princevac

Vice Provost of International Affairs

Date