

International Programs Penn State Altoona

The goal of Penn State Altoona is for 20% of those graduating with a baccalaureate degree to have included significant international experience in their degree program. This college defines “significant international experience” as consisting of foreign travel (e.g., travel to countries outside the borders of the 50 states) for a minimum of one week during which time a minimum of one academic credit is earned.

The standard of significant international experience adopted by Penn State Altoona includes travel to U.S. territories and possessions such as Puerto Rico as well as Canada or Mexico. It excludes students working in or traveling to foreign countries when academic credit is not earned. While both of those may be encouraged, the focus of this policy is upon experiences that are demonstrably related to a student's degree program at this college.

The Office of International Programs at University Park is responsible for all programs offered for Penn State academic credit outside the United States. The policies and programs adopted at Penn State Altoona must be consistent with those of the Office of International Programs.

Budgetary Considerations. International programs at Penn State Altoona are budgeted on the basis of self-support. That is, anyone proposing to develop an international program at this college must demonstrate that resources are available to pay all of the costs of the programming. For international programs **not offered** in the context of fall or spring semesters, 68% of tuition dollars generated by an international program may be used to offset the cost of the program.

During fall and spring semesters, faculty leading Education Abroad Programs will not receive additional compensation. Therefore, neither the salary component of program cost nor the tuition dollars generated by the teaching activity are included in the program budget. Other internal resources **competitively awarded** to the activity may be included to reduce program cost to the student (see below).

Two types of internal support are available from Penn State Altoona to fund international programming: individual student support and support of faculty-initiated programs. **All funding in support of international programs will be awarded on a competitive basis.**

Support for Students. An annual allocation of \$15,000 has been established to assist students in meeting the additional costs associated with participation in international programming. Any gift or grant funds acquired by the college in support of international programming will be distributed following the procedures outlined here.

Applications for student travel awards should be submitted to the Education Abroad Adviser (W120C Smith Building). The International Programs Advisory Committee reviews the applications and recommends those who should be funded. Student applications will be evaluated on the basis of:

1. Student must be at least a sophomore in good standing, have cumulative GPA of 2.5 or higher, be currently enrolled as a full-time student at Penn State Altoona and accepted into a Penn State Altoona major.
2. Travel may take place anytime after the end of the sophomore year (the completion of 60 credits).
3. International experience must have a demonstrable relevance to the degree program in which they have been accepted.
4. The program activity must carry at least one academic credit.
5. A maximum award of \$500 is available to students selected for participation.

Students can also apply for the IFSA Foundation Scholarship to receive up to \$2000 for a semester-long study abroad experience. In addition to the above criteria, students should also demonstrate a financial need and be registering for at least 12 credits.

Faculty members are encouraged to submit proposals to the Student Group Travel Fund offered by International Programs at University Park. Through this fund, up to \$5,000 may be obtained to reduce the cost of participation to students in a study abroad experience.

Faculty Support. A separate amount of money is available to support full-time faculty at Penn State Altoona who want to establish international teaching or research opportunities for Penn State Altoona students. This fund will not support requests for international travel for conference presentation or participation.¹ Applications will be submitted to the Assistant Dean. The International Programs Advisory Committee will advise the Assistant Dean on which programs should be funded.

A call for proposals for international programming from the faculty will be made each fall. The rules for the competition are:

1. The maximum award to a faculty member is \$500.
2. Teaching program activities must be a minimum of one week in duration and carry at least one academic credit.
3. No more than one academic credit can be earned for each week of a program.
4. Requests for support for the establishment of international research opportunities must include at least one student registering for a minimum of one credit of course work. Students could be eligible to seek support from the student fund noted above.

All funding for international programming at Penn State Altoona is included in one or the other funds noted above. The level of funding allocated to these purposes should be reviewed on an annual basis to determine whether the college contribution should be increased, decreased, or left the same, based upon the success of gaining student participation.

Faculty compensation for international programming. International programming that takes place during the fall or spring semesters should be included in their teaching load for the appropriate semester. As such, no additional compensation is required. International programming taking place outside of the fall or spring semester will be compensated following the policies governing summer school teaching.²

Costs of faculty travel should be included in the budget proposed for a program.

Per diem and housing allowances. Faculty and students participating in international programming should be housed and fed in approximately the same manner. Housing and food allowances will be the same for the faculty as charged to student participants. When meals are included in program activities, it is assumed faculty will be participating along with the students. Per diem will then be adjusted accordingly.

Particularly for short-term study abroad programs, it is important for the faculty member to reside in close proximity to the students in their charge.

Minimum Number of Students in a Program. A minimum of 10 students is required for an international program to be offered. The practical consideration is this: for programs offered during the regular semester, students will be required to share in covering the cost of transportation and per diem for the faculty member; during summer programs, students will be required to cover both faculty travel costs and salary.

¹ The \$2000 travel allowance available to all full-time faculty is intended to cover the expenses of both national and international conference participation. Needs beyond this amount should be secured from external funding sources.

² As of Fall 2006, faculty teaching during the summer is paid at a rate of \$1300/credit hour taught (8/31/06).

Maximum Number of Students in a Program. The maximum number of students permitted to participate in a short-term study abroad program is guided by both practical and pedagogical considerations. In most instances, no more than **15 students** will be permitted to be enrolled in a program led by **one faculty member**. Should the demand for participation in the program exceed 15 students, a **second faculty member** can be considered if **20 students or more** enroll.

The intensive nature of the short-term course and the unique challenges of traveling and teaching abroad and having responsibility for the welfare of the student group all argue in favor of a reasonable limit on the size of such a class. Additionally, the fact that all travel costs associated with an instructor going abroad are paid for by students who participate, requiring an additional five students before adding a second instructor will serve to minimize the impact of those costs on the students. In any event, adding a second faculty member must be justified in terms of that faculty member's academic involvement with the students

Invoices and Other Charges for International Program Activities. All invoices and other charges against travel budgets must be approved and signed off by the Assistant Dean of Academic Affairs.

Selection of foreign colleges and universities with whom we seek academic exchange. Faculty or administrators may seek to establish an academic exchange relationship with any college or university with whom they believe the students at Penn State Altoona will benefit.

Limitations on academic exchange proposals. All proposed exchanges must be based upon students receiving academic credit for participation. Further, preference will be given in the awarding of financial support to academic exchanges that involve baccalaureate majors, minors, and associate degrees, in that order.

International Education Advisor The International Education Advisor is responsible for the following activities:

- Advise students about international education opportunities and assist them in integrating international education opportunities into their degree plans;
- Conduct workshops and provide other assistance to help faculty advisors be more aware of international education opportunities within Penn State, and in their specific advising areas;
- Serve as point of contact for information about international education programming;
- Assist with the design and implementation of marketing strategy for international education;

Approval Process for International Programming. The university mandates specific review processes for some, but not all, international program proposals. Faculty are strongly encouraged to submit their proposals for short term study abroad projects to review by University Park, even when that review is not mandated.

The review process at Penn State Altoona is quite straightforward and is based upon the assumption that study abroad opportunities should have clear relevance to the degree programs of the college. To insure that this is the case:

- proposed academic exchange programs (for faculty and/or students) should have the support of the program of the faculty member bringing it forward;
- the appropriate Division Head must support academic exchange or travel abroad proposals of the students and/or faculty;
- the Assistant Dean must approve both academic exchange and travel abroad proposals;
- the Chancellor of the college must approve all academic exchange proposals.

Sources of Support for International Program Activities

Full-time faculty at Penn State Altoona have access to a number of different funding programs intended to support international teaching and research activities. Some are offered through University Park, others are offered directly by Altoona College. Among these opportunities are:

1. **Faculty Travel Award.** All full-time faculty at Penn State Altoona are entitled to up to \$2000 to support presentation and participation in national and international scholarly conferences. Consult with your Division Head about the availability of these funds.
2. **Faculty Travel Fund: New Places, New Challenges.** International Programs at University Park will provide up to \$3000 to support faculty travel activities (up to four weeks in duration) that are intended to internationalize the curriculum. Such activities might include learning more about specific locations, collecting materials for classroom use, and establishing relationships with foreign faculty who might jointly offer a course. For further information about this opportunity, visit their website: http://www.international.psu.edu/faculty_staff/faculty_travel_fund.htm. Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.
3. **Student Group Travel Fund.** Up to \$5000 in one-time funding is available from International Programs at University Park to faculty who want to develop new opportunities to include international travel as a component of an undergraduate course. These funds are intended to offset the cost of student travel. For further information and application, visit their website at : http://www.international.psu.edu/faculty_staff/student_travel_fund.htm. Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.
4. **Penn State Altoona Student International Travel Award.** Up to \$500 is available to offset the cost of airfare in order to participate in a Penn State University-sponsored international education activity. Such activity must be taken for at least one academic credit and be at least one-week in duration. To qualify for this support: the student must have completed 60 credits with a GPA of 2.5 or better, be currently enrolled, and accepted into a Penn State Altoona major. The international education activity must have clear relevance to their selected degree program. Applications should be submitted to the Education Abroad Advisor. Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.
5. **Penn State Altoona Faculty International Travel Award.** Up to \$500 is available to all full-time faculty of the college to offset the cost of developing or delivering international teaching or research activities. To qualify for the award, a teaching or research activity must be offered through Penn State Altoona for a minimum of one credit to a minimum of one student who meets the criteria outlined for the Penn State Altoona Student International Travel Award. Faculty proposing to develop exchange programs with foreign universities should first apply to the International Programs' New Places, New Challenges fund. A Faculty International Travel Award from this college can then be used as a partial match that is required by New Places, New Challenges. Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.

Student International Travel Award Penn State Altoona

Up to \$500 is available to offset the cost of airfare in order to participate in a Penn State University-sponsored international education activity. Such activity must be taken for at least one academic credit and be at least one-week in duration. To qualify for this support: the student must have completed 60 credits with a GPA of 2.5 or better, be currently enrolled, and accepted into a Penn State Altoona major. The international education activity must have clear relevance to their selected degree program. Applications are made to the Associate Dean. Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.

Name:	e-mail:
Date:	ID Number:
Describe the activity:	
Who is the sponsoring organization? <i>(attach program announcement)</i>	
Are you registering for university credit?	yes no
Course Number:	Number of academic credits:
How long is this program? <i>(days ,weeks, months, semesters)</i>	
Airline fare (Ex. from Baltimore or Washington, DC):	
Have you completed 60 credits toward your degree?	yes no
Do you have an overall 2.5 GPA?	yes no
Are you currently admitted to a Penn State Altoona major?	yes no
Signature of Applicant:	
Academic Advisor:	approve disapprove
Division Head:	approve disapprove
Assistant Dean:	approve disapprove

Faculty International Travel Award Penn State Altoona

Up to \$500 is available to all full-time faculty of the college to offset the cost of developing or delivering international teaching or research activities. To qualify for the award, a teaching or research activity must be offered through Penn State Altoona for a minimum of one credit to a minimum of one student who meets the criteria outlined for the Penn State Altoona Student International Travel Award. Faculty proposing to develop exchange programs with foreign universities should first apply to the International Programs' New Places, New Challenges fund. A Faculty International Travel Award from this college can then be used as a partial match that is required by New Places, New Challenges. . Deadline for submission is November 30th for spring semester; March 15th for summer sessions and the fall semester.

Name:	e-mail:
Date:	ID Number:
Describe the activity:	
Identify the student(s) accompanying you in this travel?	
Course Number:	Number of academic credits:
How long is this proposed travel? <i>(days ,weeks, months, semesters)</i>	
Airline fare (Ex. from Baltimore or Washington, DC):	
Have the students completed 60 credits toward their degree?	yes no
Do they each have an overall 2.5 GPA?	yes no
Are they all currently admitted to a Penn State Altoona major?	yes no
Signature of Applicant:	
Division Head:	approve disapprove
Assistant Dean:	approve disapprove