

## **KSU Faculty-Led Research/Internship Salary Guidelines**

Research, Directed Studies, and Internships include all credit-bearing international education travel outside of the traditional faculty-led or exchange programs such as credit-bearing independent study, research, internship, or clinical rotations. This category does not include independent, non-credit-bearing international travel, as such travel is not considered University-sponsored. Faculty who direct these experiences complete the same proposal and follow the same guidelines as Faculty-Led program directors

In most cases, KSU students independently identify these experiences and must identify a faculty-member to serve as instructor-of-record. In this case, the faculty-member will not travel with the student but provide academic guidance for their experience: For example an EAO student is doing an internship abroad in Australia and found the internship opportunity on his own. He approached a faculty in the business school to support his internship for credit and they create an agreement/syllabus between them for which the student will be graded.

In other cases, such as with the newly-emerging faculty-led internship/directed study the program Faculty Director serves as the designated leader of a faculty-led program. They are responsible for the program design, all academic and curricular decision-making as well as onsite teaching for their program (currently to different degrees of instruction). Faculty Directors are also responsible for the complete in-country administration of their programs. Faculty Directors work collaboratively with their assigned Program Coordinator staff to navigate relevant policies, procedures and protocols of the education abroad process as well as recruit and advise students, develop and manage program logistics and manage risk factors.

The following guidelines have two purposes: 1) To streamline the salary model for these programs and 2) To provide equity in salary based on the range of intensity for the programs. The university has experienced emerging faculty participation in these models and want to ensure all are compensated in a manner that is equitable and consistent.

These guidelines outline the modifications of Education Abroad faculty salary related to compensation for student research and internships for consistency, equity, and to ensure programs remain affordable for students and within USG guidelines related to compensation and student fees and charges.

### **I. Salary Structure**

#### **Faculty-Led Research/Internship Abroad:**

**Current KSU Faculty-Led Research/Internship Abroad Program Salary:**  $\$165 * \# \text{ of Students} * \# \text{ of Credits}$

**Example A:** Student A has learned that Dr. Jones coordinates international internships in Argentina through professional contacts she has there. Dr. Jones submits an education abroad proposal/renewal annually for this experience. Student A speaks with Dr. Jones and they develop a customized internship for her based on the learning goals defined by Dr. Jones that match the Student A's academic needs. Dr. Jones develops a syllabus for Student A and Student A travels to Argentina and communicates frequently with Dr. Jones to support the customized internship's academic requirements. In most cases, Dr. Jones



will travel to Argentina during Student A's experience for a monitoring visit or prior to the experience to ensure all aspects (housing, excursions, and on-site mentorship) are prepared.

**Salary Example A:** \$165 \* 1 internship student \* 3 credits = \$495.00 Education Abroad Faculty-Led Research/Internship Abroad Salary

### **Faculty-Facilitated Research/Internship Abroad:**

In cases where faculty have limited involvement in the internship because they do not develop the course, but liaise with a local contact and thus, did not identify the opportunity, do not teach the totality of the internship or research course on-the-ground because they have partnered with a local institution or organization to teach the course, the faculty remains the instructor of record and administrator/facilitator. The faculty is also still responsible for submitting the grades. In this case, the faculty serves as facilitator but is not the onsite contact, or the program developer.

**Example B:** Student B has identified an engineering internship in Argentina through GlobalLinks and would like to receive academic credit. Student B has worked with GlobalLinks and paid an additional fee to the third-party program to coordinate the internship and the learning goals. The Education Abroad Office has referred Student B to the College of Engineering so that one of their departments can best identify a faculty willing to support the internship load. Student B contacts Dr. Jones who agrees to serve as instructor of record and liaise with Student B regarding a learning contract with the student while he is in Argentina.

**Current KSU Faculty-Facilitated Research/Internship Abroad Program Salary:** *Varies*

With the above scenario, the new salary for administering the course:

**Salary Example B:** \$82.50 \* 1 Internship Student \* 3 Credits = \$247.50 Education Abroad Faculty-Facilitated Research/Internship Abroad Program Salary

### **Additional Considerations:**

1. Exceptions will be approved on a case-by-case basis by the EA Advisory Committee Task Force.
2. In the above-mentioned cases, faculty should be discouraged from offering additional courses to students while abroad if they do not correspond to their major/minor and/or if they do not have space for them in their degree audit.
3. The faculty-led option (A) will need to include an annual proposal or renewal form the Faculty Director and all applicable required trainings.
4. For scenario B, in cases where external programs (3<sup>rd</sup> parties) are utilized outside of the faculty-directed scenario, the student will need to follow all EA policies related to approval of the organization.

**Important Information:** Effective July 1, 2018, Academic Affairs' new overload policy prohibits 12-month faculty from receiving compensation via overload for education abroad programs. Faculty that are teaching on fall or spring programs are also ineligible to receive compensation via overload. Faculty impacted should contact their immediate supervisor to determine eligibility for in-load compensation.