



March 2010

Education Abroad in the News

The Chronicle of Higher Education recently published this article regarding the dichotomy between the region's significance and student interest in Asia as a study abroad destination: <http://chronicle.com/article/Americans-Shy-Away-From-Stu/64613/>

Announcements

Breakfast Series: Accommodating Students with Disabilities on Education Abroad

We hope you'll consider attending a special session to discuss the Americans with Disabilities Act in the context of study abroad. Representatives from Legal Affairs and Disability Services will be present to explain the law and answer questions. The session will be offered April 22 from 8 a.m. – 10 a.m. and some light breakfast foods and coffee will be served. Please RSVP to Erin Cavine, cavinee@ohio.edu if you are able to participate.

Personnel: Janice Bailey-Magill Maternity Leave

Janice's plan is to take four weeks of maternity leave off completely and return part time for two weeks. Her expected delivery date is in early May, but we all know that this is subject to change! If you need any assistance while she is away please contact Catherine Marshall or Lori Collins.

EAIS Online Application System – Expect Changes to the Reference Procedures

Thanks to feedback from several of our faculty directors, we will be making changes to the reference procedures in the new online application system. The first change you can anticipate is that references will no longer receive a form attached to the e-mail. They will receive an e-mail explaining the directions on how to write the reference but not have to fill out any form. In the long term, we hope to offer an on-line evaluation that is fully integrated with EAIS.

New Policy Requiring Additional Substantiation for Purchases with Personal Credit Cards

Mark Hopton in the Business Service Center sent out the following correspondence last week regarding the required documentation for personal credit card reimbursements.

To prevent duplicate reimbursements and to bring our operations into compliance with recent audit requirements, effective immediately, we will require a copy of the cardholder's credit card statement to reimburse transactions when the purchase was made with a non-university credit card. The credit card statement MUST be attached to the direct payment form or scanned into the Concur Travel & Expense application.

The cardholder may redact any personal information and transactions as long as the name on the statement and the transaction for which reimbursement is being requested is visible.

Any reimbursement requests with a credit card receipt attached for substantiation will be returned unless the credit card statement showing the transaction is also attached. We will require both the itemized receipt and the statement for processing.

We have discovered that a printed electronic statement is acceptable for the credit card statement. If you have any questions regarding this new requirement please contact Janice Bailey-Magill.

Accepting Students on Academic and/or Judicial Probation

Please remember that students on academic probation (undergraduate students below 2.0, graduate students below a 3.0) are not allowed to participate in education abroad programs. We also ask that you carefully consider nominating any student who is on active judicial probation and consult with the OEA should you wish to nominate someone with an extensive judicial record or on active judicial probation.

Hiring GAs and TAs for your program

The OEA strongly encourages you to have an application and an interview process for selecting GAs or TAs for your study abroad program. Please also note that we will be providing all hired GAs or TAs with a written contract that outlines their responsibilities and compensation for program participation. We have a template and will work with you to fill in these details. We also require that all GAs and TAs fill out the online application.

Brochure Redesign

In order to update the look of our brochures and improve the marketing of our programs, our graphic design student has updated the look of our brochures. The new brochures are one-sided front and back and in color. You can view samples of the brochures at http://www.ohio.edu/educationabroad/faculty_staff/index.html and make comments at cob.ohio.edu/s.aspx?s=440.

Diversity Scholarship Deadline Approaching –April 1.

The Office of Education Abroad Diversity Scholarship is awarded to graduate and undergraduate students from diverse backgrounds in order to encourage their participation in education abroad programs. African-American, Asian-American, Hispanic/Latino, Multi-racial and Native-American students are strongly encouraged to apply for this scholarship.

Gliman Scholarship Deadline Approaching –April 15

This nationally-competitive scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to participate in study abroad programs worldwide. The program aims to diversify the kinds of students who study abroad and the countries and regions where they go by supporting undergraduates who might otherwise not participate due to financial constraints. Interested students should contact Beth Clodfelter in the Office of Nationally Competitive Awards.

A Taste of Study Abroad – May 12th

Mark your calendars now for one of our biggest events of the year! A Taste of Study Abroad will be held on Wednesday, May 12th from 5:00 – 7:00 pm in Grover Atrium. We'll be sending out invitations with more information shortly.