

# Faculty Handbook for Faculty-Led International Courses



At the University of Wisconsin  
Whitewater

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# Definition

**Travel Study Programs (Faculty Led International Courses):** Travel study programs are University of Wisconsin-Whitewater classes that begin at Whitewater with the conclusion being held at an international destination pertinent to the course content led by the faculty teaching the course. The international portion of the class is short term in nature, typically 2-6 weeks. Travel is usually done during breaks in the school year so as not to interfere with the students' course load.

**University of Wisconsin-Whitewater Policy Statement:** The University of Wisconsin-Whitewater affirms the vital role of travel study programs in the total University program. It recognizes that the content and quality of travel study programs is primarily the province of the faculty and academic staff who teach and lead the courses. Faculty-led International courses are self-supporting activities requiring continuous budgetary oversight. The Center for Global Education is charged with the responsibility of administering travel study programs in cooperation with faculty and/or academic staff. Therefore, it is important for anyone planning to offer a travel study program to contact the Center for Global Education prior to submitting a proposal.

**NAFSA: The Guide to Successful Short-term Programs Abroad- 2<sup>nd</sup> ed.:** One of the most common short-term models is to offer a course directed by a faculty member from the home institution. Individual faculty and/or academic departments typically propose an off-campus course that expands existing curricular offerings.

In many cases, the idea for such a course comes from the faculty member's own experience. For example, a theater professor returning from sabbatical in London is inspired to develop a course to introduce students to the multitude of theater experience available there. Or a French department faculty member who recently completed dissertation research in Francophone Africa proposes to take students to this less-traditional region for study.

**Bentley College:** Short-term programs give faculty the opportunity to lead students to a region or country as related to their interests or discipline. Students, in turn, learn from the expertise of the faculty member, through on-site lectures, cultural visits, company and non-profit visits, and through the overall international experience. Many times they are choosing to visit an unfamiliar region or country and look to the faculty member for support and knowledge. Students gain an intercultural perspective as well as practical skills and world knowledge. If done correctly, the experience is immensely rewarding for all.

**www.faculty-led.com** Faculty-led programs are quite different from other study abroad opportunities. First of all, a knowledgeable and experienced professor takes the lead. Through teaching and mentoring, and carefully weaving subject matter into the international location and culture, students are guided through a learning experience that cannot be replicated in a classroom or achieved by traveling alone. The

professor is more than a teacher, but a guide, resource, and friend. Together, faculty and students share and bond through a unique experience abroad.

A faculty-led program is like a mini-university abroad. Everyone who comes in contact with the program learns about the university and everyone who participates in the program learns a great deal about themselves and the world around them. Faculty-led programs are more than a structured opportunity for students; they bond personal growth and development with strong academic learning. This format allows students to take unique courses, understudy well-traveled professors, and glean from their knowledge and expertise abroad.

Faculty-led programs are not only beneficial to students, but also to professors. Because the value of international experience is growing, global competence, coupled with the knowledge and expertise necessary to lead students abroad, can only increase your chances of securing an excellent faculty position, tenure, and/or promotion. Experienced faculty leaders mentor new faculty leaders, while internationalizing their academic departments in the process.

**The Center for Global Education Travel Study Coordinator:** Historically, travel study programs were run more like glorified field trips with little academic value. Due to financial constraints, rigorous degree requirements, family responsibilities and parental safety concerns, students over the past decade have reduced the length of participation in study abroad programs. Participation in short term faculty-led programs have increased dramatically. Now universities have taken up the cause of providing sound academic achievement to these programs. These are now courses with credit that fit the academic mission of the university. We now steer away from the term "trips" and even "travel study". Nationally these courses are now called Faculty-led International Short-Term Programs. We want to emphasize the academic content when promoting these programs. We don't want students, parents or faculty members to think of these as chaperoned field trips or vacations.

# Expectations

## University of Wisconsin Whitewater Policy Statement:

The Travel study programs are expected to meet the standards of all credit-bearing courses. Your duties and responsibilities (which are subject to change by authorized university personnel) are as follows:

- While on the program, you will supervise and be responsible for your students. Their health and safety will be your primary concern.
- You will ensure that your students receive the appropriate instruction to justify receiving academic credits.
- An appropriate syllabus that conforms to all University requirements will be provided for the students.
- Your participation in a pre-departure orientation conducted by the Center for Global Education is required as is a pre-departure orientation for your students, also conducted by CGE.
- You will be responsible for maintaining a proper budget and for not exceeding that budget. You will be responsible for any costs outside your budget that are not the result of unforeseen emergencies.
- Contingency funds will only be accessed in accordance with State-mandated guidelines and not for anything other than bona fide emergencies.
- Refunds to students are NOT at the discretion of faculty members, but will be determined by the Center for Global Education and rarely occur.
- All Travel Study related deadlines are set in collaboration with the CGE.
- Faculty members are expected to deal with disciplinary issues in a timely and effective manner. The behavior of UWW students abroad reflects back upon the University and the United States. Behavior which may cause harm to self and/or others requires immediate action up to and including the immediate return of the student to the home campus. The behavior expectations of students are the same for faculty behavior abroad.

## The Center for Global Education

The Center for Global Education needs the support of faculty/staff to be able to achieve the Chancellor's goal of ensuring that a minimum of 10% of all degree seeking students have an international educational experience during their education at UWW. Travel study programs provide many of our students with a wonderful opportunity to experience international education.

Please note that the leaders are a key component in ensuring the success of the travel study program they are scheduled to lead. Leaders must be vocal about the program, tell students they teach about the program and generally encourage students to participate. The Center for Global Education provides passive publicity for all of the outbound international programs through flyers, university advertising on monitors, table tents and sign boards. Leaders must be responsible for the active publicity of their own programs. Without this promotion from leaders who are well-liked by the students, the travel study program may not achieve the minimum number of participation and be cancelled.

## **NAFSA: The Guide to Successful Short-term Programs Abroad- 2<sup>nd</sup> edition**

Classroom teaching does not in itself prepare a faculty member for successfully leading a faculty-led international course. In addition to the role of instructor, a travel study leader dons several hats. As the title implies, there are administrative duties such as logistics, enrollment, and financial matters. The faculty leader is likely to encounter difficult and ambiguous situations requiring skills of leadership, interpretation, decision-making, and diplomacy that are rarely if ever faced in the classroom. He or she is literally removed from familiar campus support systems, including colleagues and home culture. On top of all this, the faculty leader is working with students who are adjusting physically and emotionally to a new site, their group, and the culture they have come to learn about.

### **In Loco Parentis**

Latin for "in the place of a parent" or "instead of a parent," refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Originally derived from English common law, it is applied in two separate areas of the law. First, it allows institutions such as colleges and schools to act in the best interests of the students as they see fit, although not allowing what would be considered violations of the students' civil liberties. Second, this doctrine can provide a non-biological parent to be given the legal rights and responsibilities of a biological parent if they have held themselves out as the parent.

### **The Faculty Role in Study Abroad**

June 3, 2010 KANSAS CITY, Mo. – The demands on leaders of study abroad programs can be humbling.

"You have to have a willingness to learn and share experiences with students," said Nancy Guthrie, program coordinator for Iowa State University's Study Abroad Center and the center's liaison with the College of Liberal Arts and Sciences. "One of my most profound learning experiences came in Sucre, Bolivia, one year when I was spending the night on a cot in a clinic. It was cold; the student was severely dehydrated. If any of you know clinics in Latin America, some of them are very small, they don't have a lot of staff, so I was there if she needed a drink of water; whatever she needed, I was there to help get.

"That's kind of a reality check when you're a faculty member. I was mom, I was translator, I was health care evaluator to see whether what the doctors were prescribing for that student was really appropriate or not. And if I hadn't lived in Bolivia for six and a half years before that, it would have been very difficult."

"How do we prepare faculty to handle those kinds of situations if they don't have any previous experience?" Guthrie asked. "Of course they can call back to our offices, and we run through all these scenarios, but still, once the rubber hits the road, it's very difficult to predict exactly what skills are needed."

## **Faculty Handbook for Conducting Study Abroad Programs UW-Milwaukee**

Overall Course Design: Faculty is expected to prepare a course that takes into account the international setting. Specific course goals will need to be explicitly stated in the syllabus. Course content will need to be integrated into experiences, trips, tours, etc. that occur in the foreign setting.

Faculty leader responsibilities:

- Understand the culture in which the program is conducted.
- Familiarize yourself with the Faculty handbook containing information provided by the Center for Global Education.
- Exercise caution before engaging in the services of local tour operators or local transportation companies. Err on the side of caution when your students' safety is at stake.
- Plan ahead for potential risks. Know what to do in emergencies. Create an emergency plan
- Explain your role, responsibilities and program requirements to students. Adhere to standards of professional conduct, acting prudently and reasonably.
- Oversee the academic portion of the program.
- Perform appropriate investigation/follow-up concerning behavior issues and complaints.
- Upon returning, account for all expenditures with receipts for your TER.
- Complete an evaluation of your program and share it with CGE for the benefit of future travel study programs.

**All these are expectations the Center for Global Education requires of faculty leaders on our faculty-led short term international programs**

# Pre-Proposal

## University of Wisconsin Whitewater Policy Statement

Curriculum proposals are to be submitted in the prior academic year for review and approval. During the fall and spring semesters, the international travel component of a travel-study course should normally be scheduled when classes are not in session (e.g., winterim, spring break and right after spring semester ends). Students are responsible for making arrangements with their professors for any classes they will miss if the date of departure or return is scheduled when classes are in session.

The curriculum should be expanded to include not only lectures on information from the sponsoring department, but also information about the politics, economy, geography, culture, history, etc of the country(ies) to be visited. The international portion of the class must be educational in content and not merely a touring vacation. You want to balance the sound educational component with some limited downtime for student to explore by themselves. Group meals are recommended at least one in the beginning and one at the end to be at restaurants where the local cuisine is served. Alcoholic beverages are not included in the program fee. Our goal is to have students immersed in the culture as much as possible on a 2 week + program.

**Approval deadlines for programs to be offered are as follows:**

<u>Term</u>	<u>Proposal Deadline</u>
Fall	September 15 (prior academic year)
Winterim	October 15 (prior academic year)
Spring	March 15 (prior academic year)
Summer	June 15 (prior academic year)

### **The Center for Global Education:**

Begin planning your proposal 15 months in advance of departure. You want to start thinking how the educational goals of the class will fit the international destination and itinerary you are planning. You will want to nurture new international contacts and reaffirm old ones. Begin by contacting a university located near your international destination. Perhaps you could contact a professor there in your field that might be willing to help with a lecture or provide additional contacts. Do we have any exchange universities you could contact? Could we create an exchange with your new contacts?

The CGE requires one additional faculty/staff member to assist you. They will be helping you plan and execute the international portion of the class. You now need to start thinking of who you will bring with you. If you are having problems finding someone, you can always ask the travel study coordinator to participate in this role.

Educate yourself by reading through the faculty handbook and ask the coordinator any questions you may have prior to developing your proposal. Familiarize yourself with the local language if you don't know it already, the customs, laws and culture. Will there be any cultural events or holidays while you are at the location? Read up on the political and social events happening. Is it a safe, stable location now and will it be next year? Have any recent natural disasters occurred how prepared is the region for them? Begin thinking about your itinerary, vendor options and the items for your budget.

# Resources for the Proposal:

Educating yourself on what tools you need for a successful faculty-led international program is essential

- **The Guide to Successful Short-Term Programs Abroad 2nd Edition**, Edited by Sarah E. Spencer and Kathy Tuma
- **International Educator Magazine**
- **www.facultyled.com** Contains resources on faculty-led programs
- **www.nafsa.org** Contains resources for international educators
- **www.forumea.org** Contains is from the Forum on Education Abroad
- **www.travel.state.gov** Contains information on how to apply for a passport, visa requirements to foreign countries for U.S. citizens, and tips for travelers for different world regions.
- **www.miusa.org** Mobility International contains information for people with disabilities.
- **www.indiana.edu/~overseas/lesbigay** This Indiana State Univeristy website links to sites dealing with issues involving the LGBT community and international travel
- **www.international.missouri.edu/study-outside-the-us/faculty/plan-a-program/index.php** Contains ideas and tips on how to plan a program from University of Missouri.
- **www.melibeeglobal.com/2010/01/today%E2%80%99s-top-ten-tips-for-faculty-led-study-abroad/** A global education consulting website
- **www.chronicle.com** The Chronicle of Higher Education
- **www.uww.edu/adminaffairs/finance/travel.html** The travel office section of UWW financial services. Info on travel expenses and currency conversions
- **www.uwsa.edu/fadmin/travel.htm** The UW System travel page
- **www.lonelyplanet.com** travel information and guides
- **wwwnc.cdc.gov/travel/** Center for Disease Control and Prevention-Travelers' Health

## Past Faculty-led International Program Leaders

Contacting previous faculty leaders about their experience could be useful

- **John McGuigan:** Ireland~ Irish Literature Spring 2011  
[Mcguigij@uww.edu](mailto:Mcguigij@uww.edu)
- **Brian Lucas:** Ireland~ Intercultural Communication Spring 2012 –  
[lucasb@uww.edu](mailto:lucasb@uww.edu)
- **Sheila Turek:** Paris, France~ Artists and Exiles Spring 2012 –  
[tureks@uww.edu](mailto:tureks@uww.edu)
- **Han Ngo:** Vietnam/Cambodia~ Spring 2012 –  
[ngoh@uww.edu](mailto:ngoh@uww.edu)
- **Larry Neuman:** Japan~ Japanese Contemporary Society Spring 2010–  
[neumanl@uww.edu](mailto:neumanl@uww.edu)
- **Anne Hamilton:** Mexico~ Globalization Mexico Fall 2010 –  
[hamiltoa@uww.edu](mailto:hamiltoa@uww.edu)
- **Andrew Kapp:** Jamaica~ Sustainable Business Winterim 2012 –  
[kappa@uww.edu](mailto:kappa@uww.edu)
- **Elizabeth Oguniola:** Ghana~ Influence on African American Culture Fall 10  
[ogunsole@uww.edu](mailto:ogunsole@uww.edu)
- **Susan Wildermuth:** Ecuador~ Cross Cultural Practicum Spring 2011  
[wilderms@uww.edu](mailto:wilderms@uww.edu)
- **Seth Meisel:** Brazil~ African Diaspora and Brazil Spring 2012  
[meisels@uww.edu](mailto:meisels@uww.edu)
- **Linda Yu:** China~ China Business Spring 2012  
[yuq@uww.edu](mailto:yuq@uww.edu)
- **Jo Ellen Burkholder:** Peru~ Anthropology Spring 2012  
[burkholdj@uww.edu](mailto:burkholdj@uww.edu)

Contact your department deans/chairs to see if they have money in their budgets to help support your travel study, thus reducing the program fee for students!

## Other University of WI-Whitewater Resources

**Risk Management Office:**

**University Health and Counseling Services (UHCS):** For immunizations~ call 472-1300 option #4- no emails please

**The Budget and Finance Office (travel information):** For expenses ~ [travel@uww.edu](mailto:travel@uww.edu), 472-3912

**Travel Study Coordinator:** Dan Colleran 472-5757 [collerad@uww.edu](mailto:collerad@uww.edu)

# Program Providers:

You will be doing the initial budget; here are some past and suggested program providers to solicit for bids on your itinerary. UW-Whitewater recommends using one USA based provider for all logistics. This helps ease the payment and billing process and is better from a risk management prospective. Always consider the safety of our students when looking at providers. "Cheap" doesn't necessarily translate into safe, educational and reliable.

**Flights:** *Request a group rate using 14 participants (12 students + 2 faculty)*

**Whitewater Travel:** Diane- [diane@whitewatertravel.com](mailto:diane@whitewatertravel.com) 1-800-852-4156

**STA Travel:** Danielle- [dconti@statravel.com](mailto:dconti@statravel.com) 1- 800-551-1736

**Value Holidays:** Marianne- [Marianne@valhol.com](mailto:Marianne@valhol.com) 262- 241-6373.

## **Ground, Tours and Accommodations:**

*The more one vendor can provide, the easier it will be for you and your budget. Please consider these vendors.*

**Europe Express** (formerly EEI Travel): [www.europeexpress.com](http://www.europeexpress.com) or [www.eeittravel.com](http://www.eeittravel.com) -For European Travel

**Seminars International:** [www.semint.com](http://www.semint.com) -For worldwide travel

**Custom Ireland:** [www.customireland.com](http://www.customireland.com) -For travel in Ireland

**Kintetsu Travel:** [www.kintetsu.com](http://www.kintetsu.com) – For travel in Japan

**Educational Travel:** [www.edtrav.com](http://www.edtrav.com) – For travel in China and more

**Proworld:** [www.myproworld.org](http://www.myproworld.org) – For travel in; Mexico, Peru, Belize, Ghana, India, Thailand, and Brazil

**Academic Programs International (API):** [www.academicintl.com](http://www.academicintl.com) –For travel in; Argentina, Costa Rica, England, France, Hungary, Ireland, Italy, Mexico, Poland and Spain

**CEA Global Education:** [www.gowithcea.com](http://www.gowithcea.com) – For travel in; Czech Republic, England, France, Germany, Ireland, Italy, Poland, Spain, Mexico, Costa Rica, Chile, Argentina, China, and Australia

**Saigon Tourist:** [www.saigontourist.net](http://www.saigontourist.net) – For travel in Vietnam

**World Endeavors:** [www.worldendeavors.com](http://www.worldendeavors.com) –For travel in Australia, Brazil, Chile, China, Costa Rica, Ecuador, England, Ghana, Guatemala, India, Ireland, Italy, Jamaica, Mexico, Nepal, Philippines, Spain, Tanzania and Thailand

**Van Galder:** [www.vangalderbus.com/vangalder/](http://www.vangalderbus.com/vangalder/) for group rates from Whitewater to the airport. Contact [Betsy.Dodge@coachusa.com](mailto:Betsy.Dodge@coachusa.com)

# Proposal

You have done some preliminary planning; it is time to flesh out your proposal. Feel free to contact the coordinator to look at examples of previous proposals.

- 1) Plan tentative itinerary and dates. Keep in mind; flights are usually less expensive on Tuesday, Wednesday or Thursday departures.
- 2) Identify Audience (interests, academic needs and requirements, budget parameters)
- 3) Prepare travel study curriculum proposal at:  
<http://www.uww.edu/acadaff/facstaff/curriculum/forms>  
(Form #7 –Travel Study Courses)
- 4) The procedures page for form #7 is also located at:  
<http://www.uww.edu/acadaff/facstaff/curriculum/forms>  
(next to form #7 on the website)
- 5) The Budget: In preparing to lead a Short-Term Program, faculty may have questions about the financial portion of the trip. This section will help address these questions.

## How does the budget work? How much do the students pay?

The budget for the course is initially planned by the faculty member. Once research into local logistics and airfare has produced viable estimates, these figures are factored into an overall "budget worksheet". All trip-related expenses need to be accounted for when creating the budget. ***Any required group activity (i.e. museum admission, group meals, tips etc.) must be included in the overall budget.*** Once all expenses are entered, the total expense amount is divided by 15 (the minimum number of students) in order to determine the estimated program fee per student. This figure is then rounded up in order to account for possible currency fluctuations, hotel cancellations, emergencies abroad, etc. Note: the final program fee will be determined once enough students have turned in approved applications, enrollment is closed and all invoices have been received and paid for.

## What's covered for faculty?

In addition to your regular salary, a stipend of \$1000 + \$480 fringe is given to the leader, if you are above load. Your travel expenses are also covered by the overall budget as well as the expenses of the second faculty/staff on the program. The budget may include the following on behalf of the faculty:

- Round-trip airfare (coach class, with the students) and luggage fees
- Single hotel room (*Sharing rooms with students is not allowed*)
- Airport transfers, taxi's and local transportation when with the group
- Meals (No alcohol)
- Entrance fees for any group excursions
- Transportation to and from the US airport
- Limited cash advance needs; gratuities, group meals, etc.
- Insurance (CISI)

- The stipend and fringe when applicable
- Cell Phone when needed (for emergencies and contacting local vendors only)
- Visa's and immunizations when needed

When making the arrangements, please always keep "the bottom line" in mind. Not only is it not permitted to make alternate arrangements for yourself, such as dining elsewhere during group meals or sleeping at a superior location to student accommodation, it reflects badly on you as a group leader. It is important to always keep your arrangements on par with those of the students. Keep in mind that all your expenses are charged to the students via the program fee. We encourage faculty leaders to solicit funds from their college or department. This can offset your expenses being charged to the students thus reducing the overall student program fee. The CGE does not provide funding. If you do not include the items in the budget, you will not get reimbursed.

### **Items not covered in the Student Program Fee.**

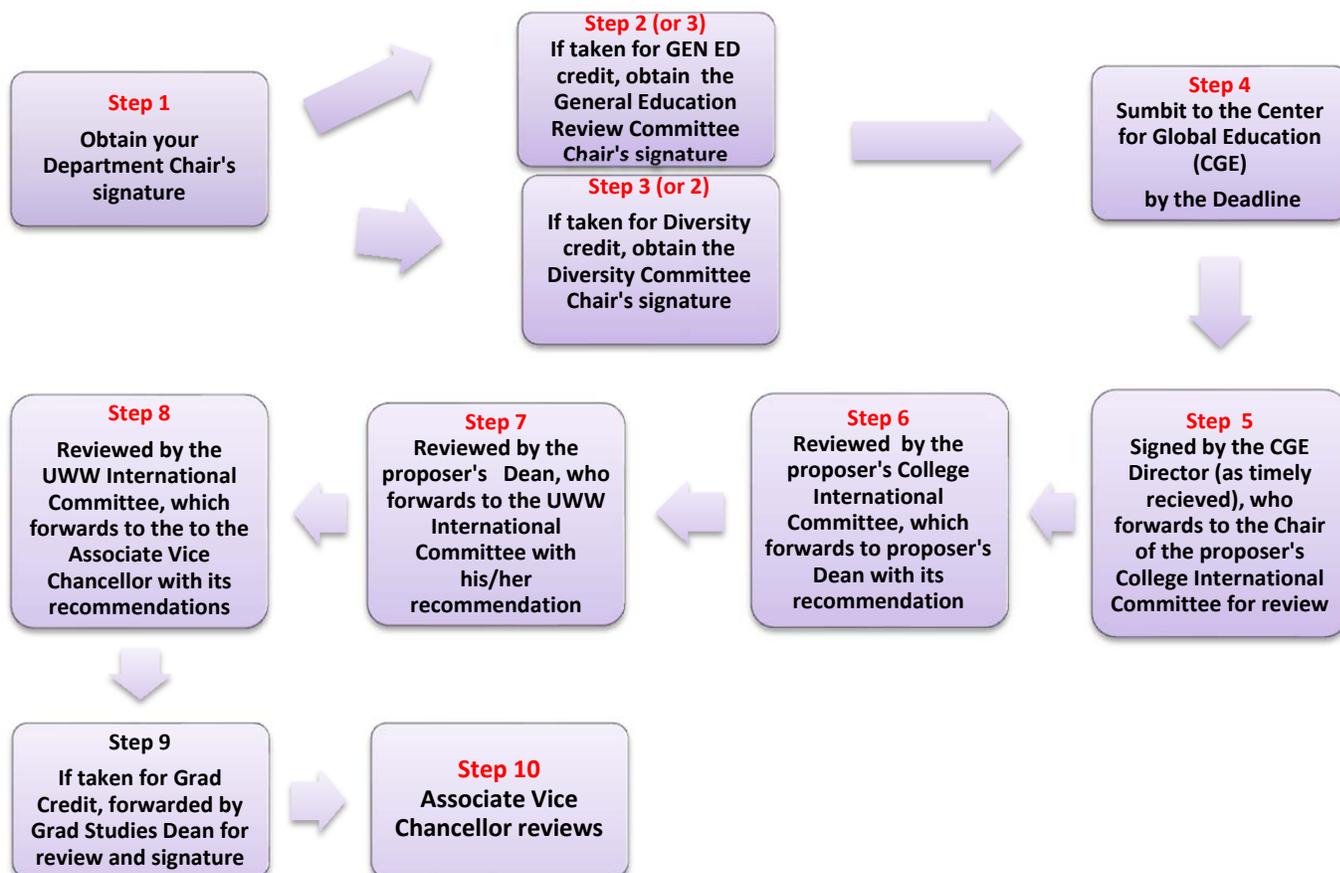
Certain items are typically not covered by the student fee but are included in the overall financial budget not only for the students who are applying for financial aid but also to prepare all students for the exact cost of the class. Passport fees, immunizations, non group meals, luggage fees and roundtrip transportation to the airport are usually in this category. Students would pay directly out of pocket for these types of expenses. You don't want to be the "ATM" for students so prepare them for the outside costs.

### **The Budget Worksheet Template**

Below is a copy of the budget worksheet template. You can download this from the CGE website or contact the faculty-led coordinator to get a copy. You will fill in the red areas. If you are only using one hotel, then you would just fill in the one hotel line. You may need extra lines if you are using multiple hotels and vendors. If you are using one vendor that includes ground, hotel and meals you can mention that in a one line item and describe what is included. If you are willing to cover any non-group meals or other incidentals on your own, then do not include them on the budget, but indicate in a note that you are going to pay for those. You need to get one bid per budget item. The faculty-led coordinator will solicit multiple bids for the airline and ground transportation for the final budget as directed by UW-Wisconsin Systems purchasing guidelines. Contact the coordinator if you need help with the initial budget template. There are several fixed costs; an administration fee of \$125, contingency fee of \$100 and the CISI insurance.

<b>Year and Name of Travel Study</b>	<b># Faculty</b>			<b>Student group 1</b>
	2			12
<b>Services and Expenses Paid by</b>				
<b>Students</b>		<b>Total Group Cost</b>		<b>Cost per Student</b>
Student Airfare (Airline Name)		\$0.00		\$0.00
Hotel (hotel Name)		\$0.00		\$0.00
Hotel #2 (hotel Name)		\$0.00		\$0.00
Ground Transportation (Company Name)		\$0.00		\$0.00
Museum entrance fees: (Museum Name)		\$0.00		\$0.00
Museum #2 entrance fees: (Museum Name)		\$0.00		\$0.00
Lecture (Name of lecturer and topic)		\$0.00		\$0.00
Lecture #2 (Name of lecturer and topic)		\$0.00		\$0.00
Taxis/local transportation (destinations)		\$0.00		\$0.00
Gratuities: Drivers and Porters (who and when)		\$0.00		\$0.00
First Day Group Dinner (Restaurant's name)		\$0.00		\$0.00
Last Day Group Dinner (Restaurant's name)		\$0.00		\$0.00
Other group meals (Restaurant's name B, L or D)		\$0.00		\$0.00
Visa (if needed) (name of visa issuing service)		\$0.00		\$0.00
Group Van Galder to O'hare Rt (if needed)		\$0.00		\$0.00
Other (describe and be precise)		\$0.00		\$0.00
<b>Total</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>UW-W Administrative Expenses Paid By Students</b>				
CGE Administrative Fee		\$1,500.00		\$125.00
UW System Contingency Fee		\$1,200.00		\$100.00
CISI Study Abroad Insurance		\$420.00		\$35.00
<b>Total</b>		<b>\$3,120.00</b>		<b>\$260.00</b>
<b>UW Whitewater Faculty</b>				
		<b>Faculty #1</b>	<b>Faculty/Staff #2</b>	
<b>Expenses Paid by Students</b>		<b>Name/</b>	<b>Name</b>	
Faculty airfare - (Airline Name)		\$0.00	\$0.00	\$0.00
Faculty Hotel (Name of Hotel)		\$0.00	\$0.00	\$0.00
Faculty Hotel #2 - (Name of Hotel)		\$0.00	\$0.00	\$0.00
Museum entrance fees: (Museum Name)		\$0.00	\$0.00	\$0.00
Museum #2 entrance fees: (Museum Name)		\$0.00	\$0.00	\$0.00
Non Group Meals (B#, L#, D#)		\$0.00	\$0.00	\$0.00
Visa (if needed) (name of visa issuing service)		\$0.00	\$0.00	\$0.00
Transportation Rt to Domestic International Airport (gas + pi)		\$0.00	\$0.00	\$0.00
Immunizations (if needed) (Type)		\$0.00	\$0.00	\$0.00
Other (describe and be precise)		\$0.00	\$0.00	\$0.00
Faculty compensation (if applicable \$1000) - Faculty #1 Name		\$0.00	\$0.00	\$0.00
Faculty fringe (if applicable \$480) - Faculty #1 Name		\$0.00	\$0.00	\$0.00
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Sub Total of Student Program Fees</b>		<b>\$3,120.00</b>		<b>\$260.00</b>
Departments paying part of the expenses deducted from program fee (Department name)		\$0.00		\$0.00
<b>Total Student Program Fees</b>		<b>\$3,120.00</b>		<b>\$260.00</b>
<b>Faculty Services and Expenses Not Paid by Students</b>				
Faculty meal allowance - Faculty name and (dept that is pay		\$0.00		
Faculty meal allowance - Faculty name and (dept that is pay		\$0.00		
Faculty stipend - Faculty name and (dept that is paying)		\$0.00		
Faculty airfare - Faculty name and (dept that is paying)		\$0.00		
Faculty transportation - Faculty name and (dept that is payin		\$0.00		
Exchange rate contingency and miscellaneous fees -Faculty name and (dept that is paying)		\$0.00		
<b>Total of Dept payment for faculty services and expense</b>		<b>\$0.00</b>		
<b>Student Costs Not Covered by Program Fees</b>				
meals (Non Group Meals) B#, L#, D#		\$0.00		
passport		\$107.00		
transportation to/from Airport if not part of program fee		\$0.00		
Immunizations (Types)		\$0.00		
<b>Total Costs for students outside program fee</b>		<b>\$107.00</b>		

# The Flow Chart for Signatures



Once approved, you can begin promotion and marketing to students. Create a flyer. Contact the Faculty-led Coordinator for the next steps.

**Note: the proposal process must be done every time you offer a faculty-led international course even if it was approved in previous years.**

# Coordination

**University of Wisconsin Whitewater Policy Statement:** The role of the Center for Global Education in travel study programs is that of administration. The CGE will coordinate limited resources in an efficient manner by avoiding duplication and to enhance the success of authorized programs.

**Applications:** The Center for Global Education will design the application. It will contain an estimated fee based on your initial budget proposal. You can have copies to give to students. Applications will be on hand at the CGE and online as well. Please screen the applicants. You will be their charge for the duration of the program. Students will need your signature of approval. Completed applications with your signature will be turned in to the Center for Global Education. Students will need to turn in a copy of their passport. The CGE will do background checks.

**Marketing and Promotion:** The Center for Global Education will assist you in promoting your program to students. The coordinator is on hand to help with information sessions, student advising and classroom presentations. The CGE will help post your flyer on campus. You are highly encouraged to exhibit at our study abroad fair in September or the travel study fair in November. If limited resources exist, the center could assist in marketing.

**Application Deadline:** The deadline for applying: Fall programs = first week of Sept., Winterim programs – second week of Oct., for Spring – first week of Dec., and for summer – first week of Feb. You need to have at least 15 student applicants for the program to go. You as faculty can make the decision on how many more to take. The recommended cut off is 15-29 students for two faculty/staff on the program. You can close the program once you reach these numbers and begin a waitlist. If you don't receive at least 15 applicants prior to the deadline, then the class will not be financially viable to our students and will be cancelled. You will need to accept that fact. We will not reset the deadline nor go with a smaller number of students.

**Applicant numbers have been met and the class is "a go":** Congratulations! You have succeeded in recruiting enough students on your travel study program. The Center for Global Education will register and bill the students for the first payment installment. The first payment will be the majority of the estimated program fee from your original budget. For example, if you had \$3,599 as the estimated program fee, then we will initially bill the students for \$3000. The second billing will hopefully be the final one and that will be billed once all the invoices have come in and are being paid. If everything was done correctly with the initial budget, then the total program fee should be very close to what the estimated one was. The final billing will be the total program fee less the first billing. For example, if the final program fee ended up being \$3700 instead of the estimate of \$3,599, then the final billing will be for \$700.00. The coordinator will work with you to approve the final bids and budget contents. Students can initially contact the CGE with questions related to billing.

# Pre-Departure

Congratulations! Now you need to plan for the pre-departure. Find out from the coordinator what your cash advance (if needed) and travel expenses will be.

## The Pre-departure Orientation Meeting:

Contact the Coordinator to schedule a mandatory pre-departure meeting for the students. This meeting will take place when all the students are available to meet for about an hour. The coordinator can meet some students individually if need be, but it is important to schedule the meeting when the majority of the students can make it. The Pre-departure Orientation meeting will cover:

**CISI Insurance:** The students will fill out the application; receive the insurance card and a copy of the plan. The coordinator will go over the coverage and the necessity of having the mandatory plan. In this section, the coordinator will talk about prescription medication, body cycles effected by travel, sun, water and other health concerns including mental health abroad.

**Code of Conduct:** The students will sign UW-Whitewater's code of conduct contract. The coordinator will go over what behavior is expected of students abroad and how they are bound by the rules of Whitewater and the judicial laws of the countries visited. In this section the coordinator will discuss alcohol and drugs, and the consequences of disruptive behavior.

**FERPA Waiver:** Students will sign a FERPA waiver indicating that it is ok to give information to a parent/guardian/spouse while on the travel study program.

### **University of WI System Uniform Statement of Responsibility, Release, and Authorization to Participate in International Education Programs.**

Students sign this indicating they are fully responsible for their behavior and financial commitment to the class

**Emergency Contact Information:** Students will fill this out for the CGE records.

**Safety:** The coordinator will discuss safety tips while abroad including; dressing and acting to blend in, public demonstrations and civil unrest, petty crimes and how to avoid being a victim, walking around at night, safe keeping of money and other valuables, alcohol and other drugs.

**Money and Communication:** The coordinator will recommend how to exchange and carry money, tips at the ATM etc. There will be a discussion on methods to communicate back home and when it is appropriate to do that.

**Computers and I-pods:** The coordinator will discuss these devices and how they can distract from the immersion experience and being targets for theft.

**Luggage:** The coordinator will go over the airline checked luggage and carry on rules, and general packing tips.

**Immersion:** The coordinator will discuss the importance of cultural immersion for the educational experience and will stress that this is not a vacation or a field trip.

**Upon Returning:** The coordinator will discuss issues related to physical and mental health when returning to the USA. Students will be expected to promote future travel studies by public speaking and powerpoint demonstrations etc. Students will be encouraged to build upon their experience and seek more international opportunities as they work toward being global citizens.

The Coordinator is open to suggestions on what to cover at the pre-departure meetings. The main goal is to inform the students on UW-Whitewater's expectations and overall group health and safety as well as some travel tips.

**The Faculty Leader:**

The faculty leader is expected to inform the students of the logistics.

**Itinerary:** Give the students the most up to date itinerary. Let them know that "things happen" and the itinerary may need to be tweaked on site and you will immediately inform them if any changes occur.

**Flight Information:** Give students the airline name, flight numbers and itinerary. If everyone is travelling to the airport on their own, find out how they are getting there. You need to find a meeting place and time at the airport prior to check in. Get their cell numbers in case you need to call the late ones. Give them your cell phone number as well. If everyone is taking a bus to the airport, let the students know where and when they should be ready for the bus.

**Hotel Information:** Give the students the names of the hotels/hostels you are using and the websites.

**Ground Transportation:** Give the students the name of the company providing ground transportation and the website.

**Observe:** Observe your students carefully a few days prior to departure are they feeling anxious or depressed? How is their physical health? Working on this with students before hand is better than dealing with it on site.

**Class Content:** Go over what the educational component is and reiterate to them what is expected academically in order to be successful with the international portion of the class.

**Waiver:** Occasionally students will want to travel later on their own or visit relatives etc. Students would contact the travel agent or airline directly to change and pay for an extended flight. The CGE has a waiver for these students indicating UW-Whitewater is not responsible for them once the travel study class is over. Students must attend the entire travel study class prior to travel beyond. The student must be at least 18 years old. The faculty leader and assistant must remain with the class until they reach the USA airport.

# Risk Management

**Risk management\*** is the identification, assessment, and prioritization of risks (defined as *the effect of uncertainty on objectives*, whether positive or negative) followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities. \* Wikipedia

While no one wants to be a “Debbie Downer” or jinx a travel study, it is very important to have a risk management strategy in place prior to departure. UW-Whitewater has been very lucky in the past but other universities have not and here are some things that have occurred with students abroad. Please consider the following when preparing for your future faculty-led international course and student’s safety:

**Mental Health and Substance Abuse:** Are you prepared to deal with home sickness, depression, students not taking meds, bi polar disorder, schizophrenia, eating disorders and sociopathic disorders, alcoholism/drug addiction and withdrawal symptoms?

**Physical Health:** Are you prepared to deal with a seizure, broken limbs, allergic reactions, heart failure, brain hemorrhage, stroke, drug or alcohol overdose, sun stroke, dehydration, assaults and death?

**Acts of Nature:** Are you prepared to deal with an earthquake, volcano, floods, disease outbreak, heat wave, snow storm and tsunami?

**Acts by Humans:** Are you prepared to deal with terrorism, rape, robbery, bus accidents, falls, and toxic spills? Are you prepared to deal with students who get incarcerated for accused crimes committed while abroad?

Students going on international programs face many risks. You want to strategize an action plan in case of any unforeseen events. The better planned you are, the safer your students will be and the better position the University will be if any litigation occurs.

**Participant List:** Prepare a roster of your students. You want to include; names, passport numbers and expiration dates, email address, emergency contact information including name of who to contact and phone number(s). It is important to write down any disclosed health issues or medications the students are currently taking. Keep a copy of everyone’s passport in a secure place but not with this list.

**Action Plan:** Develop an action plan. This can be as simple as creating a second list of contacts for you in case of an emergency involving a student. You want to include, CISI contact information, The US Embassy contact information, the local “911” number, and a local police number. It is recommended to locate an emergency mental health facility number. Include who to contact at Whitewater;

the risk management office, The Center for Global Education, the academic department offering the class, and the chancellor's office. Have the students create an emergency contact list including their parent's contact information, the CISI contacts, US embassy, local police and emergency number, along with your cell number and the hotel address and phone number. Discuss and share strategies with the second faculty/staff member working with you. Consult with the coordinator if need be.

The Center for Global Education will register everyone with the US Embassy. Prior to your departure you can request a first aid kit from the CGE.

## Risk Management Resources

- **Crisis Management in a Cross Cultural Setting**, Edited by Patricia A. Burak and William W. Hoffa.
- **The Rights and Responsibilities of a Modern University** by Bickel and Lake
- **www.cdc.gov** The Center for Disease Control and Prevention. This website contains health information by country
- **www.nafsa.org/knowledge\_community\_network.sec/education\_abroad\_1/developing\_and\_managing/practice\_resources\_36/policies/guidelines\_for\_health/** This link from the NAFSA website is a must read on health and safety
- **www.travel.state.gov** Contains information US State Department warnings and advisories
- **www.marist.edu/international/hoffa.html** Contains information on promoting health and safety for international experiences.
- **www.globaled.us/iri/** The Center for Global Education website, this is their "SAFETI" section with lots of information on risk management and safety.
- **www.asirt.org** Association for safe International Road Travel. Contains condition report and warnings on road travel.
- **www.studyabroad.msu.edu/safety** Michigan State's webpage on safety.

# On Site

The group travel portion will begin either at Whitewater with ground transportation to the airport or at the airport itself.

**At Whitewater:** Make sure all students who are taking the ground transportation are accounted for. Those who are not should be meeting you at the meeting place in the airport. Have them locate their passport. Call and locate the students who haven't shown up yet. While on the bus, talk to the students and observe their behavior and demeanor. The leader and the assistant should separate, one at the back and one towards the front. If you are taking two buses, one should be on each bus.

**At the Airport:** Go to the designated meeting place that you had predetermined. Wait for all the students to arrive and call those who are late. Sometimes they will be waiting somewhere else at the airport. Check in together and walk the students over to security and immigration. Once at the gate students can roam the concourse until boarding. Discourage drinking at the airport and on the plane. While waiting, engage the students in conversation constantly observe them for signs of anxiety, depression, intoxication, etc. When boarding, make sure all your students have boarded before you have. Repeat this if you have to switch planes prior to your final destination.

**Departure and In Flight:** Continue engaging the students in conversation and observing them. Let them know what the process will be for customs and immigration when arriving. Please retain your boarding passes for your TER.

**Arrival:** Let the assistant find the baggage claim area. You stay behind while all the students get their carry-on luggage together and disembark the plane. Once at the baggage claim assist the students, you wait until everyone has their bags, just in case some are missing and the students or you have to file a lost bag report. Have the assistant begin taking the students through immigration and customs. Again you stay behind in case anyone has issues with customs and immigration. The assistant will find the transfer bus. On the transfer bus, you and the assistant separate one near the front and one near the back. If taking two transfer buses, one should be on each bus. From the time of arrival to the transfer bus can be a very stressful time. Be prepared for student "meltdowns" as they lose patience and are hungry, thirsty and tired from the long flight and lack of sleep due to excitement. If students were over drinking prior to departure, this is when their "hangover" begins.

**Hotel Check in:** Make sure the hotel has accommodated all the students before going to your room. Make sure the students know the "Hotel Key" rules and other rules at the hotel. Get all the room numbers and the names of students in each room. Let them know your room number and the assistants. Plan on a meeting after everyone has checked in, emailed their parents and relaxed a bit. Give them the hotel business card and a tourist map, usually provided by hotels.

**Group Meeting:** At the group meeting. Find out how the students are feeling. Reiterate your expectations of them and go over the itinerary and syllabus again. They should all have a copy. Let them know where they can go to exchange money, ask at the hotel desk if you don't know. Find out where the nearest pharmacy is as well. Remind them to keep their passports in a safe location, preferably in a safe box in the hotel room.

**Ground Transportation:** The most common injury for students abroad is related to traffic accidents. Please keep this in mind when travelling with students. Find out from the driver what the road conditions will be like and prepare the students for that. Make sure everyone has had time to go to the bathroom prior to departure. Request the students to wear seat belts if provided. Motion sickness can really be a factor when navigating mountains or poor road and weather conditions. Again, if taking one bus you and your assistant spread out on the bus. If taking two buses (vans), one faculty/staff for each bus or van. Please engage the students and observe them. Homesickness and other issues may be bubbling to the surface at this point. Follow the same protocol if taking a train, public transportation, or domestic flight.

**Academic Activities:** These are mandatory by all students on the travel study. Make sure students are aware of the penalty for not showing up to the academic activities. This basically includes everything from site excursions to group meals since this is all part of the intercultural experience. Students' showing up intoxicated is not tolerated. Student absences due to "hangovers" is not acceptable.

**Group Meals:** These are meals paid for through the student's program fee and are part of the cultural experience. This is often the most challenging part for the students who are used to American food. Often their bodies will crave salt, fat, sugar and other food additives common in American cuisine. These ingredients may not be in abundance on the menu at the restaurant you are choosing for the group cultural meals. Be prepared, meltdowns and an outright refusal to even try the food frequently occur. Let the students know ahead of time that this is part of the class as well and a poor attitude at dinner will reflect on their grade and the group as a whole. Alcohol is not included in the meals, if students want to drink alcohol, they will have to pay for that on their own.

**Hotel Check Out:** Try to check out prior to the students so you can assist them if they have any issues at check out. Get a hotel receipt for your TER. If you had non group meals at the hotel and paid at check out and are claiming them on your TER, please get the receipt! Make sure all the students have their passport when checking out of the hotel.

**Cash Advance:** Gratuities, extra bank fees, group meals etc. Although we highly discourage having to bring cash to pay for services, sometimes this is unavoidable due to wire transfer fees when payment was made or because a vendor wasn't able to put an item in an invoice and payment in cash is required. These items must have been on the budget and you must have documentation when payment is made, either the vendor must provide you with a receipt or you write one out and have them sign it and staple their business card to it if possible. It is a good idea to bring a receipt book with you for this purpose. You can only spend what the cash

advance amount is for so be very careful. Make sure you bring this part of the budget with you so you know what you are to spend it on.

**Travel Expense Report (TER):** Bring along the section of your budget that is for your TER. You will want receipts for all these expenses as well. You will only get reimbursed for the expenses listed on the budget and only if proper documentation is submitted. Please retain your boarding passes for the TER.

**Airport Transfer:** Please have the students organize their checked bag and carry-on so that all the items on the carry-on are allowed on the plane. Again, please have you and the assistant sit in different areas of the bus or if two buses or vans, ride separately.

**International Airport Departure:** At the Airport, check in together. Allow the assistant and the students to go ahead through security and customs you follow in case there are any problems you might need to deal with. While waiting for the flight at the gate, you could use this opportunity to have the students reflect on their travel study. When boarding, make sure all the students have boarded before you do.

**Airport Change:** If you need to change planes in the USA before your final destination, please direct the students and allow the students and the assistant to go through the baggage claim, US customs and immigration before you do just in case at any of these steps there is an issue with the students that you need to take care of. This part can be very stressful as everyone is tired and wants to go home. Often there are long lines and you have little time to get through before boarding the next plane. Let the students know how much time they have; frequently they look for food at the airport and could conceivably miss the connecting flight. Get them all on the plane before you.

**Home Airport:** Make sure students have a way of getting home from the airport if you do not have transportation provided. Often their parents or boyfriend/girlfriend will be waiting for them. Once they leave the airport or arrive at Whitewater with the designated transportation, you are no longer in charge of them. Now you can relax!

# Upon Return

**TER:** Do not wait until later, **immediately** put all your receipts in order for your travel expense report (download TER at: <http://www.uww.edu/documents/international/TER-template.xlsx>). Submit everything to the Center for Global Education program assistant in a timely manner. Those who wait past June 15<sup>th</sup> risk being denied reimbursement!

After you complete your Travel Study program, we hope you will consider some of the following activities

- Acknowledge gratitude to the vendors and international university contacts you worked with and want to work with again in the future.
- Participate in International Education Week's travel study fair conducted by the Center for Global Education.
- Mentor other faculty becoming involved in travel study.
- Report to your Department & College/School regarding your international experience.
- Create a powerpoint or other format for presentation.
- Share your experiences with students via classroom discussions.
- Share information with the CGE to update information for the faculty handbook and faculty and student orientations
- Participate in faculty forums and the CGE events to promote international learning experiences
- Submit photos to the CGE to put on the website and for other promotional media.
- Brainstorm ideas on how to improve the program for next time.
- Submit a mandatory written report on your experience abroad as well as an incident report related to student behavior/activity while abroad. These reports are due in the CGE within 30 days of your return.
- Review the student evaluations.

Thanks for leading a safe and academic short-term faculty-led international program!

Updated August 2012 *G:\FLCA-Travel Study\Faculty handbook contents*