



Faculty-Led Travel Policy and Procedures

WELCOME

Participating in a faculty-led course with a travel component at Stevenson University is not only a great opportunity for students, but for faculty as well. Initiating and/or participating in one of these courses with travel is a great way for faculty to find new ways to connect with students and share invaluable life and career advice.

In order to create and execute a successful travel experience, you must plan ahead. The earlier you start planning the easier it will be. Planning these courses should not be a burden, it should be exciting! This handbook is designed to walk you through the process of executing a successful course-related travel experience from start to finish. If you have any questions about planning your course, do not hesitate to contact the Study Abroad Office.

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GETTING STARTED

In this section: Writing a course proposal.

Early Planning

Start planning as soon as possible - it will benefit you to have certain aspects of your experience finalized in the early stages. The goal of initial planning is to establish a strong foundation for the experience to be built upon, so the early decisions on logistics **cannot** be neglected or put off until later.

No travel is permitted in or through countries on the State Department Travel Alert or Travel Warning list. These countries are listed on the following website: <http://travel.state.gov>.

What details should you plan in the early stages?

- Mission Statement: What is the academic nature of the experience?
- Number of students participating: What is the minimum and maximum number of students that will be allowed to go?
- Chaperones: How many faculty members will participate?
- Cost: What will the cost be for the entire trip? (stipend, logistical costs, insurance, etc)
- Student cost: What will the cost be for student participants?
- Dates and duration of trip: What are the dates of the trip? Include details like the time of departure from campus and layovers.

At this point, all course ideas should be approved in writing by your Department Chair before submitting the proposal to The Study Abroad Office.

Please complete the attached proposal form, and submit it to your Department Chair or Program Coordinator. Once the Department Chair has approved the proposal, including the budget, it will be forwarded to the Faculty Led Trip Committee (FLTC).

Chaperones

- Only Stevenson employees are permitted to act as chaperones on for University sponsored travel.
- The recommended ratio of faculty/staff to students is one faculty/staff member per ten students. The ideal ratio is one to seven.

- It is further recommended that at least one male and one female SU employee chaperone mixed-gender trips.

Mission Statement

A mission statement is a very effective way of communicating the purpose and goals of the Learning Beyond component for your trip.

- The mission statement must clearly convey the academic nature of the experience.
- The details of how the destination and experiences can supplement the students' coursework should be unique to each Learning Beyond travel experience mission statement.
- The mission statement must be submitted to the Department/Program Chair and the AVP of Experiential Learning and Career Services. If your travel experience is related to service-learning, you must also submit your mission statement to the Faculty Leader of Service-Learning.
- The mission statement must also be included in the Learning Beyond component overview given to students.

Syllabus

A syllabus must accompany the proposal. It should include information regarding travel components including:

- Expectations and outcomes
- Schedule of learning activities
- Assignments related to the travel experience
- Grading criteria

People/Offices to Contact

- Romas Laskuskas
Faculty Leader for the Study Abroad Office 443-352-4158
- Leeann Bell
Faculty Leader for Service-Learning 443-334-2857
- Chris Noya
Assistant VP of Career Services and Learning Beyond 443-352-4497
- Thomas Romanoff
Learning Beyond Program Assistant 443-352-4479

Budget

In this Section: Creating a workable budget.

Determining Your Budget

Your initial budget proposal should be an estimation of total cost per student, based on thorough research. While determining your budget, you must contact and coordinate with the Faculty Leader for Study Abroad.

You should consider meeting with other faculty members who have led Learning Beyond travel experiences in the past. They can give you insight into how to use the budget effectively, unexpected costs, etc.

When planning your budget, you must consider all of the following expenses:

- Traveling to and from the destination.
- On-site transportation.
- Lodging.
- Food.
- Admission prices to sites/museums.
- Supplies for students during the experience.
- Emergency situations.
- Currency exchanges.
- International taxes for leaving and entering a country.
- Customs taxes (if taking equipment.)
- Luggage and airline fees.

Remember: The cost of a faculty member(s) participation should be split evenly among the fees for each student participating in the program.

MAKING TRAVEL ARRANGEMENTS

In this section: Booking Travel, Choosing Flights, and Choosing Lodging.

Booking Travel

During the approval process for each course, faculty is encouraged to research travel arrangements. **Official booking decisions cannot be made until the course has been approved by the Faculty Led Travel Committee.**

The following information must be finalized before booking:

- Budget (See budget section.)
- Exact dates of travel and lodging.

- Number of students including breakdown of females and males.
- Number of chaperones.
- Number and type of hotel/hostel rooms (single, double, etc.)
- Meals to be included with accommodations.

Choosing Flights

The sooner you book your flights, the cheaper the fare will be. When comparing prices it is important to look at each Airline's fees to get a clear picture of what the actual costs are to book a flight. Many airlines require a fee for a second bag or carry on. Often you can find cheaper flights by booking online or negotiating a group price discount. Some websites to purchase tickets include:

- <http://www.expedia.com>
- <http://www.travelocity.com>
- <http://www.ryanair.com/en>
- <http://www.southwest.com/>
- <http://www.jetblue.com/>

Choosing Lodging

You need to ensure that the host/hotel/motel/hostel/organization can accommodate your students' special needs. Other considerations include:

- Accommodations must separate male and female students.
- Students have access to running water and bathroom facilities.
- Will students need to sanitize drinking water?
- Do students need to bring their own bedding?
- Is the lodging reasonably close to program sites?
- Do the check-in times or curfews interfere with program events?
- What are the local laws and customs for people staying in the area?
- Do students have a place to lock up their valuables?
- Would there be any reason for concern over student safety?

Costs for lodging can mount, especially during peak seasons. Hotels may overbook their rooms. If possible, you should have a backup lodging plan. In Europe and other countries, you will be asked to present a passport while checking in. Some places ask to "hold" passports. You should ask to give copies of a passport instead.

On-site Travel

While planning your trip, keep in mind how you are going to get around. Public transportation is cost effective but can lead to complications. Charter services will provide reliable transportation, but are generally expensive. If traveling to a politically active country, keep in mind the possibility of a transportation strikes. In some areas transportation is not very reliable. Always give yourself plenty of time for traveling in new areas.

STUDENT PARTICIPANT INFORMATION

In this section: Faculty-Student Meetings, Information for Students.

Faculty-Student Meetings

Faculty and student participants must schedule a time early in the semester to meet and discuss the details of travel components. Students need to be given as much information regarding the details of the experience as possible.

- At the first meeting, faculty and student participants must devise a schedule of mandatory meetings throughout the semester.
- The number of meetings should be based on the amount of information/student research that needs to be shared.
- There must be 1 meeting per month leading up to departure, and 1 meeting within 2 weeks of departure for the Study Abroad Office's mandatory Pre-Departure Orientation.

Information for Students

Students must receive the following information at the first meeting:

- Mission Statement.
- Syllabus.
- Important dates and deadlines sheet:
 - Payment deadlines.
 - Meetings dates.
 - Travel dates.
 - Deadline for proof of health insurance.
 - Deadline for valid passport
- Student Handbook

STUDENT REQUIREMENTS

In this section: The Student Information Form, Pre-departure Research Assignments, United States International Travel Requirements, Passport Information, and Health Insurance Information.

Student Information Form

All students participating in a faculty-led course with travel are required to complete a Student Information Form. This form will ensure that faculty advisors, the Study Abroad Office, and the Office of Experiential Learning have each student's contact information on file and are notified of any pre-existing medical conditions, prescription drugs the students might have to bring, and other important factors for student travel.

It is important that each student fill out this form in its entirety. During your planning, you must take into consideration any medical conditions students in your group have listed. This form will also provide important information for planning meals – for example, some students may be vegetarian, may require food to be kosher, or may have food allergies.

Pre-departure Research Assignments

Students that are required by faculty to complete research assignments prior to departure must fulfill this expectation. If a student fails or cannot complete the assignment, The Learning Beyond Office will support any decision the faculty leader(s) make. Faculty members are encouraged to clearly state the reasons for disqualification from participating in the trip on their syllabus.

Health Insurance Information

All students and faculty participating in a Learning Beyond travel experience are required to have valid health insurance for the duration of the travel component. It may be necessary to purchase additional international health insurance.

Students must show to the Office of Experiential Learning they are covered under their current health insurance policy or that they have purchased supplemental health insurance.

For overseas travel – students must be given information about International Student Health Insurance. (www.isoa.org)

INTERNATIONAL TRAVEL REQUIREMENTS

International Travel Requirements for U.S Citizens

All United States citizens traveling outside the United States are required to have a signed, valid passport for the entire intended duration of your stay in that country. Please see the Country Specific Information section of the State Department website for more information.

The Western Hemisphere Travel Initiative requires all US citizens traveling by land and sea to Canada, Mexico, Bermuda, and the Caribbean to have a valid passport. Please see the State Department's website for more information.

Passport Information

Obtaining a passport can take as long as 3 months. Students and faculty members who do not have a passport must start the process immediately. It is possible to expedite the process, but it is significantly more expensive.

Please direct students/faculty to the following website for passport information:
<http://travel.state.gov/passport>

Each student and faculty member is also required to have four color copies of his/her passport. Each copy must go to the follow people or places:

- Office of Experiential Learning.
- Faculty advisor.
- Kept in student's/faculty's luggage at all times.
- Kept on the student's/faculty's person at all times.

Visa Information

Many countries do not require a visa if the total planned time in the country is less than 90 days. However, some countries (particularly in Africa, Asia, and Australasia) require American citizens to present a valid visa upon entry and exit of the country regardless of the planned entry and exit dates. Visit the State Department website for more information on visas.

Vaccinations

Travel in certain countries will require all participants to be properly vaccinated and may require that each individual traveler present a Proof of Vaccination Certificate upon entry. Many countries also have a list of recommended vaccinations for travelers. For diseases such as malaria, participants may also be required to continue preventative medication upon return from the experience, as directed by a physician.

Participants should speak to their primary care physician about vaccinations as soon as possible, as many vaccines require 4-6 weeks to take effect.

All participants will be required to pay the entire cost of any necessary and/or recommended vaccinations for the experience.

Visit the Centers for Disease Control and Prevention (CDC) website for more information about the vaccination requirements for specific countries.

<http://www.cdc.gov/>

BILLING AND ACCOUNTS

In this section: Tuition and Financial-Aid.

Tuition and Financial-Aid

Students under the 18 credit limit for that semester will not have to pay additional tuition nor will financial-aid be affected upon registration for a Learning Beyond course, provided that the course is designated by the Registrar's Office as a Spring or Fall semester course. Students who exceed the 18 credit limit will be required to pay the normal per credit rate established by the University for each credit over 18. All students

will be required to pay the normal per credit rate for Learning Beyond courses designated as May-term courses or Summer-term courses.

Submitting Course Payments

All student payments must be submitted to a previously designated and agreed upon member of the Office of Experiential Learning before or on the deadline established by the course professor.

- All checks must be made out to Stevenson University and must have the course number and the course semester written in the memo line.
- The student's name must also be included if it is not already printed on the check.

The Office of Experiential Learning will keep records of all student payments submitted.

Student Deposits

All student participants will be required to pay a predetermined amount to cover the cost of travel, on-site transportation, lodging, and other course-related costs.

- Students must submit a nonrefundable deposit at a set date during the semester.
- This deposit date should be set according to the due dates for any airline, lodging, or other travel-related deposits.
- **The student deposit deadline must be set at least two weeks before the first travel-related deposit is due.**

It is very important that the student deposits be submitted and processed in time for you to draw a check from the account to pay the travel-related deposits.

Withdrawing from the Course Account

In order to withdraw money from the course account, you must file a check request through the Office of Experiential Learning.

ON-SITE INFORMATION

All faculty/staff participants must know the exact location of the following:

- United States Embassy (for international travel.)
- The nearest hospital (for domestic or international travel.)

All participants should be provided with the address/location and phone numbers for the hotel/hostel, the United States Embassy, and the nearest hospital.

Faculty-Led Course with Travel Proposal

Name: _____ E-mail _____

Department: _____

Faculty Status: Full-time Part-time

Additional Faculty: _____ E-mail: _____

Course Information

Proposed Course Name: _____

Type of Course(s): Traditional 3- or 4-credit One Credit Option

Proposed Date and duration of trip: _____

Location: _____

Anticipated number of participants (students and faculty/staff chaperones): _____

Attachments

- Mission Statement
- Syllabus
- Budget

Signatures

Department or Program Chair: _____

Director of Study Abroad: _____

Asst. VP of Experiential Learning and Career Services: _____

Director of Service Learning* _____

* For Service Learning course