

Handbook
prepared to assist ISU
faculty interested in
leading a TRAVEL
SEMINAR



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Introduction



Leading a travel seminar requires a lot of planning and effort. In order to assist you in bringing your ideas to fruition, and to meet the challenges involved in taking a group overseas, this Handbook has been prepared by the Office of Academic Programs Abroad. Hopefully it will serve not only as a resource and provide the necessary forms, but also as a reminder that you have support from our office.

As a faculty member, you play a crucial role in supporting study abroad. You have the strongest voice in getting the message to students that study abroad should be an important component of their undergraduate education at ISU. Many ISU students have never been abroad, and the possibility of a short-term program with a faculty member and other ISU students may be the only way to take the first step.

Developing and leading an ISU program abroad gives you the unique opportunity to interact with students in ways that you may not have experienced on campus. You will be serving both as the course instructor as well as the program director, and perhaps even as counselor. You will see your students grow in the short time that you are overseas together, and you will have a lasting impact on their education and their lives.

This Handbook offers advice for planning and implementing a high-quality program abroad. It outlines the timeline for submitting a proposal, the responsibilities and expectations of the program director and the offices involved in the administration of the program. Procedures for submitting a course proposal and the routing form are also included. It is important to follow the guidelines and make sure all forms are complete to ensure that the University requirements regarding legal and financial liability are satisfied.

A record of each travel seminar will be created, not only for you, the faculty director, but also for the Office of Academic Programs Abroad to create a data base for study abroad. The records will also serve to demonstrate how we are trying to meet the President's goal of sending 2% of our students abroad and to demonstrate program quality to accrediting bodies. The data could then be used to apply for funding to help students with expenses in future programs. To maintain consistency all faculty follow the format for submitting the proposal included in this packet.

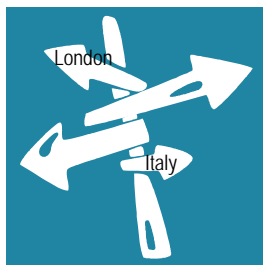
To quote from former participants in faculty- led programs.....

“I selected this program because my professor was going and I felt safe”.

“The best part of the program was the experience of being in another country completely out of my normal routine”

“ There is no comparison because you are in the culture experiencing the culture. You can't learn that 3 hours a week in a classroom”

Getting Started



Feasibility Considerations

The question of feasibility is one that should be asked early on in designing a program. Before the proposal is written, you need to evaluate whether the program can get off the ground. Is there a realistic timeline for developing the program? Has the idea been presented to potential participants? Basically, the key to success is to ask, is the program marketable? Consider the following:

- **Location:** Does the chosen site match the proposed content and learning objectives? Are there health or safety concerns related to the site such as US State Department travel advisories. Will students need a visa to enter the country? Cost? Ease of obtaining? Does the location allow for only one discipline or can it be used for a general cultural course open to students in a variety of fields?
- **Site visit:** Have you visited the proposed location and established on-site contacts? If not, it is imperative to do so. It is possible to apply for a travel grant to explore the feasibility of a particular location.
- **Time of year:** Are you planning an embedded program in the middle of the term to coincide with a course or considering a summer program?
- **Duration:** What is the program's length and will it fit with the intended audience. Consider the number of contact and experiential hours needed per credit hour. If a shorter program with fewer hours is academically appropriate and attractive to students, consider offering a 1 or 2 credit-hour travel seminar.
- **Cost:** This may be the deciding factor in a program's success. Will students be able to afford to participate?
- **Support and Resources:** Does the program have departmental support? How will travel arrangements be handled?
- **Student recruitment:** Who will participate?? Will you be recruiting from out of ISU?¹ out of state?¹ Graduate students??²

¹ Non ISU and out-of-state (undergraduate) students pay the same program costs and tuition is assessed at current rate per credit hour. An application as a non-degree-seeking student must be submitted. The cost is \$25, and the application can be downloaded from the ISU website at: www.indstate.edu

² ISU Graduate students do not receive a tuition waiver, and are required to pay the per hour fee at the current rate. Non ISU graduate students must also submit a non-degree-seeking application (available on line) and a \$35 application fee.

Timeline



- Discuss the feasibility of a program with the Department Chair and Dean at least 18 months prior for information regarding the minimum number of participants that would be needed as well as the salary provisions.
- Meet with the Coordinator for Academic Programs Abroad at least one year prior to program start. This would be sufficient time to get everything in place if you have already developed the course proposal and received departmental/college approval.
- Proposals must be submitted to the Department Chair and Dean for signature at least nine months prior to the program start date.
- Budget approval needs to be in place at least nine months prior to the program start date in order to begin to advertise and recruit.

Responsibilities

This section outlines the responsibilities of the faculty directors, department chairs, coordinators, foundation office, and students.

Faculty Directors

Provide the academic content of the course(s) following the guidelines for number of contact hours per three-credit course³, and completing the course proposal form included.

Submit a detailed **syllabus and itinerary** for the program at least 9 months prior to program date.

- Propose a **budget** at least 9 months prior to program date
- Arranges for air, local travel, accommodations and appropriate excursions. (IT Travel must be contacted first. If they can not provide an adequate package, and another agency is used, it will be necessary for that agency to provide a letter of credit attesting to the sound financial condition of the Tour Association handling the trip and a certificate of insurance (foreign liability coverage) naming Indiana State additional insured. (This should be arranged as part of the budget process)
- Recruit and screen students
 - It is possible to recruit students from outside of Indiana- all students are charged the same program fee.
 - There is no out-of-state fee for Travel Seminars.
- Staff a table at the Study Abroad Fair in mid October (opportunity to promote the program)
- Make sure that all students have completed and signed the **necessary forms** (provided by the Coordinator of Academic Programs Abroad) at least two weeks prior to departure

³ Courses meet for 15 classroom contact hours per hour of credit assigned. As a general principal, a minimum of 2 hours of observation, under professional guidance, is considered equal to one hour of regular classroom participation. As an example, for a one-hour study abroad course to meet the guideline of 15 classroom hours, it would consist of: 1) 15 regular classroom hours; 2) 30 hours of observation under professional guidance or any equivalent combination of classroom contact and observation.

- Two weeks prior to departure will provide a **final itinerary** with pertinent data of name, address, phone number and email of on-site contact, and names, addresses and passport copies of participants
- Reviews and follows **safety guidelines and emergency information**
- Provides evaluation form to students and submits evaluations to Coordinator
- Maintains **expense journal** and turns in all receipts to Foundation Office within two weeks of return
- Submits grades within two weeks of return
- Complete a **faculty evaluation** within two weeks of return

Department Chairs/Deans

- Approve(s) the course proposal, budget and salary at least nine months prior to program
- Determines the “make or break” date by which the minimum number of students need to have submitted the first installment (this is after the initial deposit of at least \$300)

Coordinator of Academic Programs Abroad

- Assists Faculty Directors with budget, and setting up an account for the trip
- Provides all forms needed at least nine months prior to program
- Assists with recruitment at The Study Abroad Fair, through class presentations, portal advertisements and relevant mailings
- Prepares and distributes a one-page flyer with
 - Travel Seminar information for distribution in conjunction with Faculty Director at least nine months prior to program
- Conducts a pre-departure orientation for students and faculty
- Sends a letter to each participant regarding their responsibilities and payment schedule
- Coordinates with Office of Financial Aid by providing a worksheet for each student making sure that aid can be applied to program
- Updates Faculty Director on payments made by students, and assists by contacting students regarding program payment due dates.
- Notifies the Assistant Treasurer and University Bursar/Account Analyst of the planned program eight months prior to program departure.
- Submits registration forms with a check attached from Foundation to Bursar Operations/Account Analyst 3-4 weeks prior to departure.
- Notifies Risk Manager of program and provides list of participants 2 weeks prior to prior to program
- Assists students with scholarship information and applications
- Works with Faculty Director and Foundation Office in determining payment dates
- Maintains all records (signed forms, payment information)

Foundation Office



- Sets up account for Travel Seminar once the program has received approval (at least eight months prior)
- Maintains records for payments by participants
- Collects all fees and handles all disbursements
- Updates Coordinator regarding deposits made
- Transfers the \$35 collected for liability insurance to the appropriate account (Fund A 10020 # 13050)
- Closes account once all receipts have been turned in and all payments made

Students

- Submit application and non-refundable deposit by deadline
- If a passport is needed, students must apply in a timely fashion
- Complete all necessary forms (liability waiver, emergency, data)
- Provide information about health insurance/ purchase insurance if needed (information available from Coordinator)
- **Make sure his/her account is not encumbered for any reason (for ISU students)**
- Pay all program fees according to deadline program must be paid in full PRIOR to departure.
 - Deadline for application and non -refundable deposit (end of January for a program beginning in June).
 - First payment installment due 12 weeks prior to start date and 6 weeks after application deadline.
 - Final payment due 6 weeks prior to departure.
- Follow ISU policies for conduct while overseas (information included in letter to students from the Coordinator)
- Submit program evaluation





Safety, Liability, Health, and Crisis Management

In today's current world climate, the safety of our students abroad is of utmost importance. The following information is essential:

State Department Definition of Terms (from <http://travel.state.gov/>)

- **Travel Warnings:** are issued when the State department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel warnings as well as Consular Information Sheets.
- **Public Announcements:** are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travels as a particular target group. In the past, Public Announcements have been issued to deal with short-term coups, bomb threats to airlines, violence by terrorists and anniversary dates of specific terrorist events.
- **Consular Information Sheets:** are available for every country in the world. They include such information as the location of the U.S. Embassy or Consulate in the subject country, unusual currency and entry regulations, crime and security information and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security". On limited occasions, we also restate in this section any U.S. Embassy advice given to official employees. Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.

ISU Travel Seminar Program Cancellation

1. Students who wish to cancel or return home in response to a war-related or terrorist action do so of their own accord UNLESS the U.S. State Department has issued a travel warning for the area in which the program takes place.
2. In the case of a "worldwide state of war", which would be declared by the U.S. State Department, all programs would be canceled. However, it must be understood that having U.S. military involved in conflict DOES NOT constitute a world war.
- 3.

**A State Department Public Announcement is a short-term warning of possible danger and does not constitute the cancellation of a program by the university

Risks and Liabilities

It is understood that when students are studying abroad the risks for injury and liability are greater, and thus the responsibility of the program director is higher. The following procedures must be followed:

- All students and faculty directors attend a pre-departure orientation led by the Coordinator for Academic Programs Abroad.
- Students must read, sign and return the liability waiver.
- Faculty must disclose risks involved in the case where an activity during the course of the program may necessitate a warning.⁴
- A list of faculty and students must be sent before the trip to the country's U.S. Consulate with itinerary and contact information.
- Program directors are responsible for having a copy of the front page (photo page) of each participant's passport on hand in case of emergency.

Program Directors are not responsible for a student's behavior during their free time (students are held responsible for their own actions) this must be made clear to students before and during a program.



Health and Insurance Coverage

ISU Faculty and Staff are insured through the University's CIGNA International Advantage policy for accidental death/repatriation and evacuation as well as general liability (policy terms described in Attachment ___) Faculty/Staff will receive a sticker to be applied inside his/her passport that includes emergency medical assistance telephone numbers worldwide.

ALL program participants must be covered for accidental death/repatriation/ evacuation emergency, and a \$35 fee must be added to the budget. All participants receive the sticker to be placed inside the passport.

Health insurance is not provided by this policy. Each individual should check with his/her insurance provider to be sure coverage is applicable. (Short-term health insurance is available and information may be obtained from the Coordinator for Academic Programs Abroad).

Crisis Management/Emergency

Program directors must have an emergency response plan in case of an unforeseen event.

1. Consider how you would regroup (faculty member and students) and let students know the plan.
2. Participants should have the information on the location and phone number of the nearest U.S. Consulate or Embassy.

⁴ Keep in mind that as part of the pre-departure orientation students are made aware of risks inherent to travel to the country involved as well as alcohol and drug use while abroad, but it is up to the Program Director to inform students of particular risks while the program is in progress.

3. Participants should have the information on the location and phone number of the nearest U.S. Consulate or Embassy.
4. Be sure and send a list of faculty members and students to the country's U.S. Consulate with a copy of the itinerary and contact information.

Emergencies fall into two categories:

1. Perceived emergencies, which result from news events, which may or may not be immediately threatening to the group. Perceived emergencies are often more seriously viewed by those at home than those participating in the program.
In the event of a perceived emergency, it is always advisable for participants to contact parents, relatives, or concerned individuals. This can immediately alleviate fears and concerns on the part of those individuals at home.
2. Real emergencies, which are caused by outbreaks of violence, natural disasters, arrests, injuries or such event which pose immediate threat to participants and staff.

In the event of a real emergency:

- Contact the US Embassy or Consulate
- Gather information on the situation from the Embassy and alumni/ influential friends in the host country
- Document the problem carefully as it arises
- Call the group together to discuss the problem and draw up a list of acceptable actions:
 1. Continuation of program/classes as scheduled
 2. Methods of not calling attention to the group
 3. Ways to contact families once an agreed-upon course of action is established
 4. Possible need for moving or evacuation
 5. Reporting of any suspicious persons or activities
 - Inform students that they may have to make alternative plans. However, assure them that every effort will be made to salvage the course to the extent feasible.
 - Have students contact family/friends back home, so that concerned persons are informed of their welfare.
 - Contact the Coordinator for Academic Programs Abroad at home if necessary (812-877-4692) who will contact the appropriate university officials about the situation.
 - Alternatively, to make sure that ISU officials are notified, the 24-hour number for the ISU police is: 812-237-5555.

Travel Safety Guidelines

Travel has always had its joys AND its hazards. In general, American students haven't been the specific of hostile activity. Terrorism has been directed usually at government officials and business people representing large US firms. One still has more chances of getting in an automobile accident or hurting oneself at home than being involved in a terrorism incident.

However, there are certain precautionary measures that can be taken to minimize potential risks. Many of these are common sense measures, ones that should be followed not only for one's safety but for one's immersion and enjoyment of the host country as well.

Be Alert:

- Do not watch other people's luggage in the airport or leave your bags or articles unattended.

- Do not check bags for anyone else or carry gifts/packages for anyone you do not know.
- Get in and out of airports, trains, buses, and subway stations as promptly as possible.
- Avoid suspicious, abandoned packages in the airport and elsewhere and REPORT them to security personnel.
- Watch for and report suspicious behavior and don't be shy about it.
- Do not call undue attention to yourself as an American (ex. clothing, etc.)
- Do not carry your camera around your neck at all times. This quickly identifies you as a tourist.
- Register with the US Embassy or consulate within 2 weeks of your arrival so they can alert you to any dangers and help.
- Maintain regular contact with host coordinator/program director.
- Integrate as fully as possible into the university community.
- Avoid large crowds or demonstrations. Get out of the area immediately. Do not photograph them.
- Take care of what you photograph for many individuals and groups do not want their picture taken.
- Avoid situations and locations properly identified with Americans. Exercise caution when in or near US military/civilian facilities.
- Do not travel to countries the State Department advises you not to travel to. Review existing travel advisories concerning the country or region to which you will be traveling.
- When traveling, notify the host program coordinator/program director or a friend of your travel itinerary.
- Maintain regular contact with home so parents and others are assured of your safety.
- Keep informed through radio and television broadcasts. Develop political awareness.

Forms for Students



Dear _____

Date _____

Early planning is key to a successful study abroad experience, and this letter is a confirmation of your interest in a future program.

It is my pleasure to contact you with information regarding the Travel Seminar to be led by _____ to _____, planned _____ . As Coordinator of Academic Programs Abroad, I want to congratulate you on taking advantage of this unique opportunity to experience first hand what most students can only see in the pages of their textbooks.

The program fee of _____ can be paid in two installments. The additional cost for the 3 credits for your course _____ will be posted to your student account upon registration next May. If you are eligible for financial aid, I will complete a worksheet for the financial aid office, and will assist in arranging for you to meet with the counselor in charge of study abroad.

Any scholarships or aid you receive will be disbursed directly to your student account unless it is a plus loan, which goes to the parent borrower. Any excess monies available after the travel seminar tuition/fees have been paid may result in a refund check being sent to your mailing address of record. The only travel seminar -affiliated transactions on your student account will be tuition/fees per credit hour and general payments, and electronic aid/scholarship disbursements. All other travel seminar charge/payment transactions and resulting records will be maintained by the ISU Foundation Office.

PAYMENT OF PROGRAM FEES SHOULD BE MADE ACCORDING TO THE FOLLOWING SCHEDULE:

First installment of: _____ will be due by: _____

Final payment of _____ due by _____

CREDIT CARD PAYMENT can be made in person at the ISU Foundation Office (Gillum Hall 320) or by phone (812) 237-3732.

Payment can also be made by check payable to the ISU Foundation and submitted to the ISU Foundation in person or by mail:

ISU Foundation

Indiana State University

Terre Haute, IN 47809

(please indicate Travel Seminar Title on your check- **CROATIA 2009-**

"The University Board of Trustees reserves the right to change fees at any time in the future. The right to correct errors is also reserved."

(Please contact me if you have questions: Janis Halpern, 237-3427, jhalpern@indstate.edu)

Forms for Faculty

and interesting article:
“Reflection on Field Experience”



TRAVEL SEMINAR ROUTING FORM Date of submission_____

Sponsoring unit _____

Faculty name and title_____

Campus address_____ Phone and Email_____

Program name_____

Program site(s) _____

Duration (in weeks) _____ Dates (approximate) _____

How many faculty/staff members will accompany the group? _____ Please provide name and contact information for ISU faculty/staff other than the Director

Will there be non-ISU faculty teaching? _____

If yes, please provide the name, contact information, and how the salary/payment for this person will be made

Is this program being offered in cooperation with another institution? _____

If yes, please explain (include the name of the institution, contact information and the relationship of this institution to ISU.)

Number of credit hours per student: _____ min # of participants____ max#_____

Will students enroll in an institution on site? _____ yes _____ no

If yes, please provide:

Name of host institution: _____

_____ The institution is an accredited, degree-granting institution. Students will receive an official transcript or certificate from the host institution upon completion of courses

_____ The institution is a local language school, or other specialized, non-accredited institution. The faculty member will serve as instructor of record and provide all grades

Please provide the following course information:

ISU Course/Section # (581-584)	Title	Credits	Level

Foreign Institution Course Title	(ISU equivalent)	Credits	Level

Will you be using the preferred ISU travel provider to arrange for airfare? _____
If not, please provide information regarding the provider

Briefly outline plans and contacts for on-site arrangements including accommodations and excursions

I have met with the Faculty Director regarding recruitment, orientation and the various forms needed to assure that university policies are being followed regarding health, safety and liability.

Coordinator, Academic Programs Abroad

Date

APPROVAL OF PROGRAM and BUDGET:

Program Director _____ **Date** _____

Department Chair _____ **Date** _____

Dean _____ **Date** _____

_____ **Date** _____

Comments:

Copies to: Foundation Office

Assistant Treasurer/Bursar

Bursar Operations/Special Programs

Bursar Operations/Account Analyst

Financial Aid

Registrar

Risk Manager

Attachments to be included:

Budget form

Course Proposal/Syllabus

Tentative itinerary

TRAVEL SEMINAR/ISU-SPONSORED PROGRAM FINAL CHECKLIST

Program Director _____

Dates and location of program _____

Course title(s) _____

Date of pre-departure orientation _____

The following will be provided to/by the Coordinator of Academic Programs Abroad and kept on file :

_____ A list of all participants and instructors with addresses and passport numbers

_____ Evidence of payment of appropriate ISU insurance fee

_____ Waiver of liability (signed) for each participant (This also includes non-ISU participants)

_____ Health Insurance/Emergency information for each participant

_____ ISU insurance information for Faculty Director/ Passport stickers for faculty and students with emergency phone numbers

_____ A letter of credit attesting to the sound financial condition of the Tour Association if other than the preferred ISU travel provider.

_____ A certificate of insurance (foreign liability coverage) naming Indiana State additional insured from the tour association working with the trip (if other than the preferred ISU travel provider)

Coordinator, Academic Programs Abroad

Date

Indiana State University
Foreign Travel Waiver of Liability and Hold Harmless Agreement

I, _____, do desire and intend to participate in Indiana State University's Travel Seminar program in _____ ("Program").

I understand that there are certain dangers, hazards, and risks inherent in international travel and the activities included in the program, and I agree to assume all risks and responsibilities related thereto. I hereby waive and release all claims against Indiana State University, its Trustees, the officers, agents, employees, the Indiana State University Foundation and its Travel Seminar program, from any and all obligations to me, my heirs, executors and assigns for any injury, loss, damage, accident, delay or expense resulting from my participation in the Program, including, but not limited to, that which may result from the use of any vehicle, strikes, war, weather, sickness, quarantine, or government restrictions or regulations.

I do further agree to indemnify and save harmless Indiana State University, its Trustees, officers, agents, employees, the Indiana State University Foundation, and the Travel Seminar program, with regard to any financial obligations or liabilities that I may personally incur or any damage injury to my person or property or to the person or property of others that may occur while participating in the Travel Seminar Program including attorney's fees and court costs.

I understand that Indiana State University, its Study Abroad program, officers, agents, employees, and the Indiana State University Foundation are not responsible for any injury or loss whatsoever suffered by me during periods of independent travel, and the Travel Seminar Program has full authority to take whatever action it may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability for such decisions or actions as may be taken in connection therewith. In the event that the Travel Seminar Program or its agents advance or loan any monies to me or incur special expense on my behalf while I am abroad, I agree to make immediate repayment upon my return.

I hereby assure Indiana State University that I have consulted with a medical doctor with regard to my personal medical needs such that I can and do further state that there are no health related reasons or problems, which preclude my participation in the Program.

I understand that I am responsible for and that I am required to maintain adequate health, life, accident, and repatriation insurance coverage while I am a participant in the Travel Seminar Program.

I understand that in the event that I choose to cancel my enrollment or voluntarily withdraw from the program at any time, I agree to abide by the terms set forth under the "Cancellation Policy" in the itinerary/brochure or other related documents. I understand that it is my responsibility to read the itinerary/brochure and related documents carefully before signing this agreement.

I understand that Indiana State University, its Travel Seminar Program, Trustees, officers, agents, employees, and the Indiana State University Foundation reserve the right to cancel trips, and to make alterations in trip and itineraries as may be required for Travel Seminar Programs.

In signing this Release, I acknowledge and represent that I have become fully informed of the content of this waiver of liability and hold harmless agreement by reading it before signing it, and by signing this document as my own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement have been made.

**THIS IS A RELEASE OF LEGAL RIGHTS
READ AND UNDERSTAND BEFORE SIGNING**

Signed this _____ day of _____, 20 _____.

Signature of Participant

(Co-signature of parent or guardian
if participant is under 18 years of age).

Printed Name

Witness: _____
Signature

Printed Name

Indiana State University

Travel Seminar Information Release Form

Federal and State law prohibit the University from revealing certain information about its students. These laws would prevent the University from revealing information about your whereabouts, health, and safety while you are studying abroad. The following release would permit the University, if an emergency occurs, to notify specific persons about your whereabouts and condition. The second paragraph would authorize the University if an emergency occurs, to confirm or deny media reports, in order to prevent the dissemination of false information to shield you family and friends from press inquiries.

RELEASE

In the event of an emergency during my the time I am a participant in the _____ Program, (for example if I should suffer any physical injury or other threat to my mental or physical well being), I hereby give permission to representatives of Indiana State University and this program to notify the following names persons of my whereabouts and/or my conditions.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Signature

Date

In the event of an emergency during the time I am a participant in the program, I hereby give permission to the representatives of Indiana State University and this program to provide the following information to the news media: to confirm or deny my status as a student of Indiana State University; to confirm or deny information concerning my whereabouts, health and safety.

Signature

Date