

# Study Trip Proposal Development

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# Welcome and thank you

SAIC is fortunate to have dedicated faculty willing to invest the extra time, resources and care needed to develop and conduct short-term education abroad programs for our students. Faculty-led study trips deeply impact both our students' academic and personal development.

We are here to support faculty who are in the phases of consideration, planning and/or directing short-term programs with advice, policy guidance, and curricular and logistical considerations.

## Study Trip Course Development

Study trips utilize greater resources and present greater risks. They should enhance on-campus curricular offerings, not duplicate them. Courses offered as study trips should have the same rigor and viability as on-campus courses, offering content that appeals to and motivates students to participate in these unique learning contexts.

SAIC recommends you:

- Plan ahead - over a year of lead-time is integral to the development of a strong proposal and trip
- Propose a course in a location with which you have a high level of experience and expertise
- Be familiar with the logistics of your destination for organized planning and the ability to offer a quality academic experience
- Be familiar with the language of the location, or consider how you will address any associated communication needs
- Consider the challenges involved in leading a group of students abroad and whether you are comfortable with extending your role as Faculty Leader beyond that of instructor - to recruiter, administrator, financial manager, institutional representative, adviser, facilitator, student affairs administrator and crisis manager
- Expect to be fully engaged in what can be a significant amount of time-consuming logistical preparation and promotion, beginning far in advance of your trip and regardless of whether or not your proposal is ultimately selected.

When evaluating a study trip proposal, the Dean's Selection Committee looks at:

- Geographic diversity
- Expertise of the faculty in the geographic region
- Expertise of the faculty in the subject/content
- Previous study trip/course evaluations
- Appeal of trip to multiple student constituencies (enrollment feasibility especially for undergraduates, as they have the 6 cr off campus study requirement)
- Other feasibility questions: budget, risk, timetable, support.

This development guide is intended to:

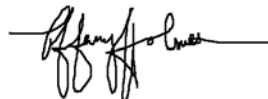
- communicate guidelines on course development and SAIC travel policies
- explain the full proposal process
- provide fill-able/printable proposal forms for submission to Study Abroad for new study trips and for re-proposals.

Please do not hesitate to connect with us as you find the need to do so.

Thanking you in advance,



Lawrence Rodriguez  
Director of International Affairs



Tiffany Holmes  
Dean of Undergraduate Studies

# Part 1 Development

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This document is intended to provide detailed guidelines on course development and the full proposal process. Fill-able areas will begin to auto-populate the **Study Trip Course Proposal: Part 1** form (pages 5-9), which you will submit to Study Abroad. Please address any questions about this interactive form to [studyabroad@saic.edu](mailto:studyabroad@saic.edu).

## Faculty leaders

Full-time faculty may propose to lead a trip on their own or jointly with an additional faculty leader. Each trip must have at least one full-time faculty leader. Faculty should be highly familiar with the proposed destinations through previous experience.

With the permission of the Department Chair and the Dean of Faculty, full-time faculty may elect to lead a winter or summer study trip:

- as part of their academic year course load requirement (6 courses), with no additional associated salary
- as an additional (7th) course in which case they are compensated at the rate of 12% of their full-time equivalent salary
- Part-time faculty are compensated at their academic year per course rate.

Please enter trip title and the faculty member/s who plan/s to teach the proposed course. If you scroll to page 5 you can see how the information carries over.

Trip Title \_\_\_\_\_

Faculty Name	Title/Rank	Department/s	

## Course Type

Undergraduate students must fulfill a 6-credit off-campus requirement in order to graduate from SAIC; your priority should be to provide an option that is attractive to undergraduates. Trips offering more than one type of credit (or a six-credit option) are more attractive to them and to the Study Trip Committee because they allow participants to meet the off-campus requirement in full.

The duration of a study trip is generally governed by the same curricular rules that apply to on-campus courses:

- 90 contact hours for 3-credit studio classes
- 45 contact hours for 3-credit academic classes

During a study trip, a considerable portion of learning occurs outside the usual 9 a.m. to 4 p.m. day, so variations to the total length can occur. Your contact hours should include multiple required pre-departure lectures, evening and weekend activities, and post-trip critiques.

In general:

- 3 cr. STUDIO – should be 2 to 3 weeks long with a clear final project or series of short-term assignments.
- 3 cr. academic class – should be at least 1 week long with a longer-term writing assignment to be completed and evaluated after the trip.
- Graduate students may only receive credit for 4000-level and higher Art History classes. A 4000-level designation must be approved by the chair of the Art History Department.

Some 3-week trips offer 6-credits of STUDIO; the Department Chair must approve and finalize the additional requirements and/or contact hours for the award of extra credit before Info Sessions begin.

## Study Trip Dates

Trips are conducted during the winter and summer interims. Winter trips must be scheduled so that departure from the U.S. is no earlier than January 2. Try to schedule summer dates within the 3 or 6-week session blocks on-campus to allow participants the option of taking an on-campus course during that summer term.

Please be cost-conscious for students; choose travel times so that extra overnight layovers are not required – these add unnecessary expenses.

**Note:** Any professional opportunity that might arise **must be postponed** until study trip obligations have been completed or you will be required to find a faculty to replace you. Once dates are established, any change will result in increased costs for students or their inability to participate. SAIC faculty must adhere to the dates established with Study Abroad and the school.

International trips only: <b>Student Departure Date</b> (from U.S.; typically one day before program start date)	<b>Program Start Date</b> (First meeting on-the-ground at the destination)	<b>Program End Date</b> (Departure date; typically morning after final on-the-ground class meeting)

## Participant considerations

SAIC normally requires a sixteen student minimum for a study trip course with two contracted faculty. If you propose to co-teach with additional faculty, the enrollment minimum increases; a course with three contracted faculty should enroll 30 students.

On occasion, faculty may choose or be **required** to over-enroll a trip by one or two students, if logistics permit. The **Undergraduate Dean has the authority to over-enroll any study trip at any time to accommodate student interest and to reduce overall costs.**

**Note:** Trips with the lowest enrollment will be cancelled first. To avoid cancellation faculty may be asked to adapt their course to allow one full-time faculty leader to teach it.

# Study Trip Course Proposal: Part 1

This is the first of a two-step proposal process. Information you entered above has populated in the fields below. **Download the document and edit it in Acrobat; do not edit in Preview** (edits will not save). Complete the rest of the document, print pages 5-9, obtain approval signatures from the correct department(s), and submit the signed 5-page proposal digitally to [studyabroad@saic.edu](mailto:studyabroad@saic.edu) or directly to the office in SU 1203. **Handwritten proposals will not be accepted.**

### Timeline & Next Steps:

- September 15 - Proposal Part 1 due.**  
*Part 1 will be reviewed by the Dean's Selection Committee which includes the Dean of Faculty, Vice Provost, Dean of Undergraduate Studies, Dean of Graduate Studies, Chair of the Faculty Senate, PT Senate Faculty Representative, FT Senate Faculty Representative with input from the Director of International Affairs, Assistant Director of Study Abroad and other SAIC staff as appropriate. A limited number of proposals will be selected based on expected student interest, variety of destinations and associated costs.*
- October - Faculty notified regarding decisions on initial proposals.**  
*Faculty whose proposals are accepted then have 6 weeks to submit Part 2 with consultation and help from SA staff.*
- January 15 - Proposal Part 2 due from those selected for further development.**  
*Initial proposals must be fully developed (complete with itineraries and budgets) for full consideration by the Dean's Selection Committee with additional input from the Provost, Vice President of Student Affairs, Director of International Affairs, Assistant Director of Study Abroad.*

### Program Information

Title \_\_\_\_\_ Course Dates \_\_\_\_\_

Location(s) (City, Country) \_\_\_\_\_

Course Term  Winter 20\_\_\_\_  Summer 20\_\_\_\_

Credit type <i>check all that apply</i>	Credit Amount <i>check all that apply</i>	Course Level <i>choose one</i>
<input type="checkbox"/> Studio	<input type="checkbox"/> 3 cr. <input type="checkbox"/> 6 cr. <input type="checkbox"/> ____ cr.	<input type="checkbox"/> 3000 <input type="checkbox"/> 4000
<input type="checkbox"/> Art History <small>* Must be 4000-level for grad participation</small>	<input type="checkbox"/> 3 cr. <input type="checkbox"/> 6 cr. <input type="checkbox"/> ____ cr.	<input type="checkbox"/> 3000 <input type="checkbox"/> 4000*
<input type="checkbox"/> Liberal Arts: _____	<input type="checkbox"/> 3 cr. <input type="checkbox"/> 6 cr. <input type="checkbox"/> ____ cr.	<input type="checkbox"/> 3000 <input type="checkbox"/> 4000
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 cr. <input type="checkbox"/> 6 cr. <input type="checkbox"/> ____ cr.	<input type="checkbox"/> 3000 <input type="checkbox"/> 4000

### SAIC Faculty Leader (One Full-Time Faculty at Minimum Required)

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_  
 Department/s \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Additional SAIC Faculty Leader

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_  
 Department/s \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Additional SAIC Faculty Leader

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_  
 Department/s \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_



4. What is your familiarity with the trip location?

5. What activities or coursework will occur at SAIC prior to trip departure?

6. Are courses currently offered in the SAIC curriculum that you feel would benefit students to take in advance? If not, what kinds of courses could be designed to make this trip more connected to the existing curriculum?

**FOR FACULTY RE-PROPOSING A REPEAT STUDY TRIP complete 7—11.**

7. Briefly outline your repeat trip.

8. Are there any significant changes planned to the previous dates, duration, itinerary, locations, accommodation, activities and transportation?

9. Reflecting on your experience from the last study trip and students' evaluations, what worked well and what, if anything, didn't work so well? How will your new proposal build on successes and address any issues?



10. What activities or coursework will occur at SAIC prior to trip departure?

11. Are courses currently offered in the SAIC curriculum that you feel would benefit students to take in advance? If not, what kinds of courses could be designed to make this trip more connected to the existing curriculum?

### Departmental Approval

Print pages 5-9, only. Submit this 5-page proposal to the correct Department Chair/s for completion; request that they scan and submit the final proposal digitally to [studyabroad@saic.edu](mailto:studyabroad@saic.edu) or directly to the office in SU 1203. If more than one type of credit is offered, proposals must be approved and endorsed by all Chairs.

<b>Trip Title</b>	_____	<b>Term</b>	_____
<b>Faculty Leader 1</b>	_____	<b>Dept.</b>	_____
<b>Faculty Leader 2</b>	_____	<b>Dept.</b>	_____
<b>Faculty Leader 3</b>	_____	<b>Dept.</b>	_____

I approve this Study Trip Proposal. **Printed Name** \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

I approve this Study Trip Proposal. **Printed Name** \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

I approve this Study Trip Proposal. **Printed Name** \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed Study Trip Course Proposal: Part 1 to Study Abroad by September 15.

# Part 2 Development

Use the information below to help guide your program development. Please read through each section carefully, as certain policies are outlined in detail. Contact Study Abroad and/or the Dean of Undergraduate Studies with any questions.

Consider the roles of Study Abroad (SA) and each Faculty Leader and your timeline for planning in order to allow for a productive partnership.

## Roles

	<b>Study Abroad Responsibilities:</b>	<b>Faculty Leader Responsibilities:</b>
<b>Study Trip planning and design:</b>	<ul style="list-style-type: none"> <li>• Adhere to the highest standards of program development consistent with SAIC's mission and best practices in the field of education abroad.</li> <li>• Ensure that SAIC/AIC legal counsel has reviewed all partner organization contracts according to institutional policies before they are signed.</li> <li>• Verify compliance with SAIC's responsibilities according to partner organization contract requirements.</li> <li>• Assist faculty with program logistics and development, pre-departure preparation, setting program budget, etc.</li> <li>• Schedule and co-present Info Sessions.</li> <li>• Assist with pre-departure and re-entry programming (if requested).</li> <li>• Facilitate Study Trip Health &amp; Safety Workshop (crisis management, insurance, security, legal, etc.).</li> <li>• Manage student registrations; facilitate academic/disciplinary history review.</li> <li>• Report students with significant academic/disciplinary histories to the Faculty Leader.</li> <li>• Provide Faculty Leader with participants' emergency contact, insurance information and any medical history that has been disclosed.</li> <li>• Facilitate accommodations with the DLRC for participants with disabilities.</li> <li>• Monitor U.S. State Department Travel Advisories, CDC updates, etc.</li> <li>• Work with Student Financial Services for billing of individual participants.</li> <li>• Publish program course information in Self Service, online and on the SAIC website.</li> <li>• Negotiate in-country partner contracts.</li> <li>• Per SAIC/AIC policy, establish preliminary and final program budgets in consultation with Faculty Leader.</li> <li>• Assist with student refund policy, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• In consultation with SA, establish preliminary and final program budgets.</li> <li>• Further develop and finalize trip itinerary.</li> <li>• Plan outline of dates of all group trips and events (tour guides, excursions, welcome and farewell dinner locations, etc.).</li> <li>• Design the academic aspects of the program and plan academic, professional and cultural tours and lectures according to a detailed schedule.</li> <li>• Identify potential overseas support system, including agents and vendors (such as hotels/hostels, guest speakers, local transportation, travel agency, etc.).</li> <li>• Attend mandatory Study Trip Health and Safety Workshop.</li> </ul>

<b>Student recruitment and preparation:</b>	<ul style="list-style-type: none"> <li>• Launch multi-media promotional campaign to actively recruit students.</li> <li>• Advise prospective students on their options and the registration process.</li> <li>• With Faculty Leader, conduct pre-departure orientation/s. Discuss logistics, expectations, country-specific information, health and safety issues, visas, passports and emergency contacts, and conduct.</li> <li>• Ensure that all participants complete online waiver and health disclosure forms.</li> <li>• Set up initial Canvas course</li> </ul>	<ul style="list-style-type: none"> <li>• Promote program (in class/studio, e-mail, word-of-mouth, Info Sessions, etc.) with accurate (free from exaggerated claims) information to actively recruit students.</li> <li>• Organize at least one mandatory pre-departure orientation meeting that explains course content, readings, expectations, country-specific information, health and safety.</li> <li>• With SA, disseminate accurate, clear, site-specific orientation materials to students, including faculty pre-departure and on-site contact information and student housing information (via Canvas and in-person).</li> <li>• Be informed about student pre-departure materials required by SA.</li> <li>• Communicate with students via Canvas.</li> </ul>
<b>Academic responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with students and Registrar to ensure students are registered for the correct and appropriate credit.</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute course syllabus and materials to students (via Canvas and in pre-departure meetings).</li> <li>• Teach course(s) as approved with the appropriate number of contact hours.</li> <li>• Select and arrange for local guest lecturers to enrich course(s).</li> <li>• Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process.</li> </ul>
<b>On-site responsibilities:</b>	<ul style="list-style-type: none"> <li>• Maintain active communication and provide crisis management support.</li> <li>• Respond to Student Affairs issues and crises reported by faculty and staff leaders during the course of the trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to students in crisis (accident, illness, family problems at home, etc.); follow the SA Communication Plan in critical situations; promptly report to SA and document inappropriate or concerning student behavior).</li> <li>• Monitor group dynamics and activities and intervene as needed.</li> <li>• Document Clery reportable events.</li> <li>• Adhere to all SAIC policies as delineated in the Faculty Handbook.</li> <li>• Model appropriate conduct and hold students accountable for SAIC Code of Conduct.</li> <li>• Notify Study Abroad of the arrival of all participants at program site.</li> <li>• Monitor spending and keep required documentation for accounting purposes against the program budget.</li> <li>• Participate in all group excursions and events.</li> <li>• Provide students and SA with contact information during program's "free time".</li> <li>• Proactively assist students with logistical challenges (explain how to use public transportation, exchange money, purchase phones, etc.).</li> </ul>
<b>Post-trip responsibilities:</b>	<ul style="list-style-type: none"> <li>• Coordinate payment for U.S. honoraria and faculty.</li> <li>• Finalize budgets.</li> <li>• Review Study Trip Evaluations.</li> </ul>	<ul style="list-style-type: none"> <li>• Reconcile cash advances and program expenses as budgeted. Include original receipts within 21-30 days of end of program or via Concur.</li> <li>• Provide written or oral feedback to students related to work created during or after trip.</li> <li>• Submit grades to Registrar's Office by Add/Drop of the subsequent term.</li> <li>• Submit Clery reports to Security.</li> <li>• Encourage students to complete online evaluations.</li> </ul>

## Important Dates

		Winter Study Trip	Summer Study Trip
1 ½ YRS BEFORE DEPARTURE	Spring Semester	<p><b>Prior to September 15 Winter &amp; Summer proposal deadline</b></p> <ul style="list-style-type: none"> <li>Attend Study Trip Proposal Workshop conducted by Study Abroad/Dean's office</li> <li>Meet with Study Abroad staff and/or Dean of Undergraduate Studies, if necessary</li> </ul>	
	Spring-Summer	<p><b>Prior to proposal submission</b></p> <ul style="list-style-type: none"> <li>Consider developing potential syllabus/course outline making all learning outcomes and assignment deadlines clear</li> <li>Research potential destination and reach out to contacts for associated visits and activities; consider transportation needs and feasibility of necessary logistics</li> <li>Think about your itinerary &amp; budget (utilize quotes from contacts and/or websites)</li> </ul>	
1 YEAR BEFORE DEPARTURE	Sept 15	<ul style="list-style-type: none"> <li>Obtain approval signatures from Department Chair/s</li> <li>Submit finalized Part 1 digitally to <a href="mailto:studyabroad@saic.edu">studyabroad@saic.edu</a> or directly to the office in SU 1203</li> </ul>	
	Oct — Jan	<p><b>October</b></p> <ul style="list-style-type: none"> <li>You will be notified by Study Abroad whether your initial proposal has been selected (or declined) for further development</li> </ul>	
		<ul style="list-style-type: none"> <li>Develop in full the details of the following; itinerary, budget, syllabus, marketing plan; Study Abroad available to assist as needed.</li> </ul>	
		<p><b>January 15</b></p> <ul style="list-style-type: none"> <li>Submit Part 2 of the Study Trip Course Proposal with all required attachments</li> </ul>	
	Feb	<ul style="list-style-type: none"> <li>You will be notified whether your final proposal was accepted or declined</li> </ul>	
	Mar	<ul style="list-style-type: none"> <li>Web promotion of study trips begin</li> </ul>	
		<ul style="list-style-type: none"> <li>You should begin promoting your trip to students in your classroom/studio</li> <li>Study Abroad will begin making initial plans for Winter trips</li> </ul>	
	July	<ul style="list-style-type: none"> <li>Winter Info Sessions booked</li> <li>Winter marketing materials finalized</li> </ul>	
Aug	<ul style="list-style-type: none"> <li>Winter trip print promotions and additional digital/web-based marketing efforts launch</li> </ul>		

DEPARTURE YEAR	Sept	<ul style="list-style-type: none"> <li>Continue to market your trip in your classroom/studio</li> <li>Winter trip Info Sessions occur</li> <li>Students begin to "pre-register", completing Step 1 of the online registration process</li> </ul>	
	Oct	<ul style="list-style-type: none"> <li>Winter trip registration</li> <li>Study Abroad logistical planning of trips occurs based on individual participant details</li> </ul>	
	Nov-Dec	<ul style="list-style-type: none"> <li>Winter trip pre-departure meetings held for students</li> </ul>	
	Dec	<ul style="list-style-type: none"> <li>Winter trip pre-departure meetings held for students</li> <li>Winter Study Trip Health &amp; Safety Pre-Departure Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Summer Info Sessions booked</li> <li>Summer marketing materials finalized</li> </ul>
	Jan	<ul style="list-style-type: none"> <li>Winter Trips occur</li> </ul>	<ul style="list-style-type: none"> <li>Summer trip print promotions and additional digital/web-based marketing efforts launch</li> </ul>
	Feb	<ul style="list-style-type: none"> <li>Submit Concur reports to finalize budgets</li> </ul>	<ul style="list-style-type: none"> <li>Summer trip Info Sessions occur</li> <li>Continue to market your trip in your classroom/studio</li> <li>Study Abroad will begin making cursory plans for Summer trips</li> <li>Students begin to "pre-register", completing Step 1 of the online registration process</li> </ul>
	Mar		<ul style="list-style-type: none"> <li>Summer trip registration</li> <li>Study Abroad logistical planning of trips occurs based on individual participant details</li> </ul>
	May		<ul style="list-style-type: none"> <li>Summer trip pre-departure meetings held for students</li> <li>Summer Study Trip Health &amp; Safety Pre-Departure Workshop</li> </ul>
	May-Aug		<ul style="list-style-type: none"> <li>Summer trips occur</li> <li>Submit Concur reports to finalize budgets</li> </ul>

# 1. Marketing

Promoting study trips is a shared responsibility between faculty leaders and Study Abroad. Plan to promote your trip in the class/studio, via e-mail and word of mouth, with accurate (free from exaggerated claims) information to actively recruit students.

**Study Abroad will create and initiate the following marketing efforts for each study trip:**

- **SAIC website** will include full text details and photos, plus links to any additional blogs/websites you create
- **General Study Trip Promotional Poster** distributed campus-wide and in Residence Halls (includes all study trips for that term)
- **Digital Signage** displayed campus-wide to promote individual trips and associated Info Session details
- **Individual Study Trip Promotional Poster** for campus-wide distribution; you will receive copies
- **Campus-wide emails** promoting Info Sessions and Registration
- **Targeted emails** to students who have attended Info Sessions and/or completed "Step 1" of Study Trip Online Registration promoting Registration
- **Facebook** promotion on multiple SAIC pages
- **Academic Advising** promotes trips to undergraduate students while advising on meeting their off-campus study requirements during registration and other appointments
- **Study Abroad** promotes trips to students exploring study abroad options

## Info Sessions

Study Abroad schedules at minimum two Info Sessions to promote your trip in the weeks leading up to registration. Sessions incorporating visuals and audio will attract and retain student interest (i.e. Images, videos, music, maps, trip highlights). Study Abroad staff will co-present in each Info Session to explain logistics, as well as registration and financial aid application details.

## 2. Itinerary Development

Your daily itinerary should consistently reflect your course syllabus. Consider the following when planning your itinerary:

- Activities lacking connection to course content should be kept to a minimum
- Avoid excessive time on buses, planes and trains; in some countries, overnight road travel is not permitted
- Venture beyond the obvious tourist activities to provide your students the opportunity to absorb their surroundings and relate them to their work, but bear in mind this might be the only opportunity for students to see global icons
- Consolidate your destinations/visits to provide a more compact trip. Consider choosing a city as a base with the option of day trips to additional sites
- Build in down time for the students, however, half-days are preferable and weekends off are not permitted; encourage them to schedule any personal travel before or after the class
- Include some method of check-in each morning so that each person is accounted for (e.g. group breakfasts)
- Scheduling morning activities will discourage students from potentially disruptive extracurricular activities

The excursions you plan will also have an impact on the overall cost of the program. Is the cost of traveling to a particular site and the associated expenses worth it based on its connection to the course content?

## Travel Agent Assistance

Travel agents may be very helpful when planning a trip to:

- A remote location
- A location where English proficiency is not common
- Multiple locations with travel between them

If you need to use a travel agent, Study Abroad can provide the names of travel agents who have successfully arranged trips in the past. Any quotes must be emailed or faxed to Study Abroad. Be prepared to provide the following:

- Full details regarding **expected** numbers of participants
- Size and standards of rooms (confirm that all beds are separated, singles)
- Travel between countries/cities, if applicable
- Any other requirements as specified by SA

## Student Travel

Students typically arrange their own travel to and from the start/end of the trip to allow for maximum flexibility. They like to find the cheapest flight and may want to extend their travel before or after the course (especially in the summer term). If your group is travelling to different countries or cities during the trip, SA will help make those on-the-ground arrangements. Look into visa requirements for U.S. citizens, and keep in mind SAIC's large population of international students.

## Faculty Travel

The AIC Comptroller does not require exclusive use of AIC's travel agents (Intranet > Departments > Travel & Entertainment), however ticketing through the AIC travel agents allows for direct payment by SAIC. You can contact the travel agent directly to get a quote- SA will then provide the account number to process the booking.

First-class flights, business flights, fees for extra legroom, personal layovers, detours, etc. will not be covered by the student program fees.

## On-the-Ground Travel

Estimate public transportation, chartered bus, internal flight, taxi, and any other possible costs. Locate reasonably priced, feasible transportation for each stage of your trip and remember to plan for the maximum size of the group (including trip leaders).

Students are **never** permitted to drive other students in vehicles; only trip leaders may drive rental vehicles and will have their driving records reviewed in accordance with SAIC policy before being permitted to transport students. If you plan on renting vehicles, you must speak with Study Abroad as soon as your trip has been accepted.

## Accommodations

When considering hostels/hotels use the following standards to guide your search:

- **Trip leaders** – all should plan on residing with students in all locations.
- **Room conditions** - inexpensive but clean rooms, with an acceptable level of security and safety. Study Abroad/Risk Management can provide guidance.
- **Hostel vs. hotel** - hostels provide budget-oriented, sociable accommodation where guests can rent a [typically bunk] bed, in a dormitory-style setting with shared bathroom, lounge and sometimes a kitchen. Rooms must be single-sex, although private rooms may also be available. Hotels may be nicer but they can increase cost.

- **Multi-bedded rooms** - "double" rooms should have 2 beds, "triple" rooms, 3 beds, etc. Students *cannot* share a double/full bed. Students should expect to share rooms with each other, while trip leaders typically have their own rooms.
- **Breakfast** - it is preferred that breakfasts are included to help students get started and to provide a place where everyone can "check-in" before the day begins.
- **Single Supplement** - while not a common option, some students may request a single room for an additional cost. Ask the accommodation if they offer this single room option, which we could offer to interested students upon registration. SAIC *never guarantees single rooms as an option.*

Should you request rooms be held in advance of a formal reservation, book for the full number of anticipated students, plus trip leaders, and request the hotel email or fax their quote and terms to Study Abroad for further management of the reservation.

Trip leaders may arrive **one day prior to students** to overcome jetlag, become acclimated and begin preparing for student arrival. The extra night in the hotel will be included in student program fees.

### 3. Budget Development

Study Abroad is available to provide guidance with the design of program budgets. Faculty leaders are responsible for researching all program costs prior to scheduling a meeting with Study Abroad. Use the **Budget Worksheet** to determine a **Program Fee**: the fee students pay that covers both on-ground and faculty expenses. Only faculty salaries are covered by **Tuition Fees** (i.e. the fee per credit for the class). The Budget Spreadsheet can be used to experiment with different amounts and/or participant numbers to compare costs.

#### Partnering with a Customized Education Abroad Program Provider

Depending on the nature and location of a trip, SAIC may choose to partner with a customized education abroad program provider. A program provider is an organization that offers a range of services to educational institutions, typically because it has established on-site infrastructure for accommodations, lecture/meeting space, orientation, travel arrangements, potential faculty lecturers, organizing visits and entrance fees, coordination of cultural activities, and liability insurance. Although most program providers offer all these advantages, we have the liberty to pick and choose among their services to suit your trip's needs.

### 4. Course Syllabus

This section will help guide you in completing the **Course Syllabus** (Word Document attachment). A syllabus must be distributed to students during Info Sessions so they are aware of course expectations. Past participants have been highly critical of trips consisting mainly of sightseeing and tourist activities with minimal structure and instruction. The Committee will not approve proposals of this nature.



When designing your course, be thoughtful about the following areas:

- **Preparation** - What are you asking or providing students on-campus, before the trip leaves? What kinds of courses are currently offered [or would be useful to design] to make this trip more connected to the existing curriculum?
  - **Course goals** -What is the overall goal of your study trip course? Please be very specific and put this in writing on your syllabus.
  - **Experience** - What do you want your students to experience and how will you facilitate that? What do you want them to walk away with and why is that relevant? How will you create context for those experiences?
  - **Assignments** - What assignments are realistic for students to complete during the trip and which ones would be more appropriate to complete post-trip? How can more specific and less open-ended assignments help students to process the trip experience more fully? How will you evaluate each assignment?
  - **Expectations** - Clearly indicate your expectations of the student to successfully complete the course on the course syllabus. Explain each requirement and method of assessment. The following may weigh into your criteria: class participation, participation in critiques and the successful completion of all assignments.
  - **Assessment** - How will you monitor what is being gained throughout the course and how will this be measured? The Committee recommends written narrative evaluations for all student trip participants that clearly communicate the faculty response to their effort, participation, and quality of work produced.
  - **Providing time for reflection and independent work** - Faculty who include guided reflection in their course design have found that it heightens the opportunity for students to process their cultural observations and engagement and it provides another way to assess learning and development. In addition, reflective coursework will assist students who may feel overwhelmed by their new experiences and unsure of how to process them. Reflection can be accomplished via many mediums; 2D/3D, video or performance based, group discussions, journaling, bookmaking, reports, papers, etc. By documenting and bringing these experiences back to SAIC to share visually (physically or virtually), you will be contributing to visible representation of internationalization efforts and can assist yourself in building an audience of prospective students for future programs. Please consider requiring a reflection activity as an exercise in your official course syllabus.
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- **Note:** All grades for study trips must be reported by Add/Drop of the subsequent term. This means that all post-trip work, meetings and critiques must be completed within a week or two of Winter Interim trips.

# Policies

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## SAIC/AIC International Travel Policy

International educational experiences can provide invaluable learning and should be available to our students, however, SAIC recognizes that all travel involves risks that may or may not be present in the United States and employs the following international travel policies:

Study trips are not approved and/or may be cancelled in the event that travel involves a country where any of the following conditions exist:

- a) U.S. Department of State Bureau of Consular Affairs has issued a Travel Warning
- b) World Health Organization or U.S. Centers for Disease Control have issued a Travel Advisory
- c) Department of Treasury Office of Foreign Assets Control has imposed Travel Restrictions

Faculty leaders coordinating student travel outside the U.S. as part of an academic course or SAIC sponsored co-curricular experience must work with the offices of Study Abroad, Risk Management, Campus Security, and General Counsel to ensure that conditions at the host site are conducive to maintaining the health and safety of participants and to achieving the academic goals of the study trip/program. Careful consideration should be made of the location and type of accommodations and transportation (including airline safety records) used during the course of any trip. SAIC seeks to ensure that all education abroad practices are lawful and compliant by SAIC standards including employment, visa, registration, tax, insurance and contract issues.

## Student Affairs Health/Safety Support

The VP/Dean of Student Affairs and the Study Trip Committee are particularly concerned that best practices and Student Affairs policies be adhered to during each study trip. The committee may direct that a student affairs professional or academic staff member accompany the group to assist you and provide assistance in the event of student or group crisis/emergency. Staff expenses are not typically factored into Program Fees, and no additional wages are paid since they are salaried employees.

Occasionally trip leaders inquire whether a family member/s can accompany the group. This is not viewed as best practice as your priority/focus must be the students. Dependents add risk in that they themselves may experience a crisis/emergency. A minor child may only accompany the group if you arrange suitable supervision for him/her during all group activities. You must pay in full for any expenses of anyone accompanying you (i.e. the difference between a single and a double room) and complete liability waiver/s. Note that anyone who is not SAIC faculty/staff is strictly prohibited from handling student affairs issues and student health crises/emergencies. Study Abroad **will not** handle travel arrangements or bookings related to non-SAIC faculty/staff/students. These must be arranged directly with accommodations, airlines, etc., and associated payments must be made directly with the appropriate vendors, organizations, etc.

Student Affairs will schedule a two-hour, mandatory pre-departure **Study Trip Health & Safety Workshop** toward the end of the semester prior to your departure. Plan to gather with other trip leaders as a group, along with General Counsel, Counseling Services, Campus Security and Risk Management staff to review how Student Affairs and SAIC will support you during your trip. We will review what you can expect of the students and the communication plan you should follow in the event of emergencies, minor or major.

It is the ideal opportunity to raise any student affairs questions you might have. **All faculty/staff leading a study trip must attend**; you will ultimately be expected to consult together should an emergency/crisis arise.

Prior to departure, trip leaders will meet individually with SA to receive information on accommodations, transportation, payments that have been made and that are due, student emergency contacts and health disclosures, student flight details and passport copies, emergency/crisis communication plan, student conduct, mental health crisis intervention articles, contact sheets for all hotels/hostels, course evaluations, tax and receipt forms, and more.

### **Student Conduct**

As a trip leader, in consultation with the Dean of Students and Study Abroad staff, you have the full authority to act in the event that a student does not meet the standards of behavior and/or conduct agreed to during the online registration process.

### **Student Registration Information**

Online registration for winter trips begins in mid-October and for summer trips in early March. It will then take a couple of weeks to confirm the final list of participants. Trips with the lowest enrollment will be cancelled first. Faculty may be asked to adapt their course so it can be conducted by one full-time faculty leader to avoid cancellation; the Vice Provost will make this final determination. **No airline tickets or final confirmations may be made until Study Abroad has confirmed it is time to do so.**

On the first day of registration, graduate students, seniors and juniors register in the morning and sophomores and freshman in the afternoon. Freshmen are not permitted to register for study trips without faculty and Study Abroad permission.

Students register online, paying a **non-refundable** \$525 deposit and agree to a cancellation policy. Students must be free of any and all registration holds, which may include those on disciplinary probation or subject to other disciplinary sanctions, or those who received a NO CREDIT for a previous study trip. Kurtich and SAIC Travel scholarship winners receive priority registration.

Continuing Studies and Adult Continuing Education students are permitted to register if places are still available on the second day of registration. They must pay both the applicable tuition fees and the program fee.

Participants cannot take study trip courses 'Not for Credit' unless a class is specifically designated to include these students. It is SAIC policy that only registered students can participate. Friends and family who happen to be in the same location/city and want to accompany the group **should not** be permitted to do so.

Study Abroad will prepare a handout for registered students, sent to you for review before email distribution by Study Abroad. It may include information about your mandatory pre-departure meeting/s, visas, immunizations, health considerations, airfare offers. It is important to emphasize that pre-departure meetings are mandatory and that participants need to check their email regularly for important updates.

## Faculty Payment

**AIC Corporate Credit Cards** – AIC's Controller supports the use of AIC credit cards for study trip leaders. Submit an application from (Intranet > ArtME > Forms) in advance. AIC's Corporate Card allows ATM cash withdrawals of up to \$2,500 during a billing cycle. Alternatively, you can choose to charge trip expenses on your personal credit card. All expenses are reported and reimbursements are claimed using the Concur system. Note that you must always provide receipts for non per-diem purchases made with the corporate card, your own credit card, or cash. Study Abroad will pay as many bills as practical and possible directly to limit your need for funds to smaller items.

**ACH payments** – SAIC's preferred direct deposit payment system. If you have not set this up, **you must do** so in order to receive travel advances. This is separate from direct deposit salary payments. You can find the form on the Intranet > Departments > Travel & Entertainment.

**Per Diems** – This is determined in consultation with SA. The maximum rate advanced is usually set at 50% of the U.S. Department of State's foreign per diem "Meal and Incidental" rate. These rates are based on local costs and are adjusted monthly for worldwide destinations. Domestic trip per diems are set at the applicable U.S. city rates. This amount will be reduced if breakfasts or group meals are provided.

You will **not** have to account for your personal per diem expenses with receipts and you may elect to use a lower rate than this maximum.

**On-the-Ground Money** – Will you use a credit card to pay for expenses abroad? Will credit cards be readily accepted where you are going? Will you be withdrawing cash from ATMs? Expect to reconcile program expenses against receipts both during and after the trip is concluded when you submit your Concur reports – keep track of whether exchange rates varied during your trip and/or you used a number of different currencies. **Keep all receipts related to the trip advance.**

## Study Abroad Contacts:

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**Tiffany Holmes**, Dean of Undergraduate Studies  
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## Study Trip Course Proposal: Part 2 Cover Sheet (page 1)

Complete this document and submit with supplementary documents to [studyabroad@saic.edu](mailto:studyabroad@saic.edu).

### Part 2 Checklist:

Please submit the following documents to SA [studyabroad@saic.edu](mailto:studyabroad@saic.edu) by **January 15**. SA staff is available to meet with faculty for consultation and support in creating a reasonable itinerary and accurate budget documents.

- Study Trip Proposal Part 2 Cover Sheet** - PDF: pages 21 - 22
- Itinerary** - Word Document: *Proposal\_2.Itinerary.doc*
- Course Syllabus** - Word Document
- Budget Worksheet** - Excel Document: *Proposal\_4.Budget.xls*
- 10 images** - High-resolution, non-copyrighted for promotional purposes; the best images are visually appealing and give students an idea of how they might engage in the location while on the trip. Avoid overly touristy images.

### Program Information

Title \_\_\_\_\_ Course Dates \_\_\_\_\_

Location(s) (City, Country) \_\_\_\_\_

Course Term  Winter 20\_\_\_\_  Summer 20\_\_\_\_

Number of students Min. (usually 16 for 2 faculty) \_\_\_\_\_ Max. (usually 20 for 2 faculty) \_\_\_\_\_

**Credit type** *check all that apply*

- Studio
- Art History  
\* Must be 4000-level for grad participation
- Liberal Arts: \_\_\_\_\_
- Other: \_\_\_\_\_

**Credit Amount** *check all that apply*

- 3 cr.  6 cr.  \_\_\_\_ cr.
- 3 cr.  6 cr.  \_\_\_\_ cr.
- 3 cr.  6 cr.  \_\_\_\_ cr.
- 3 cr.  6 cr.  \_\_\_\_ cr.

**Course Level** *choose one*

- 3000  4000
- 3000  4000\*
- 3000  4000
- 3000  4000

### SAIC Faculty Leaders (One Full-Time Faculty at Minimum Required)

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

## Study Trip Course Proposal: Part 2 Cover Sheet (page 2)

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### Marketing

Write a short summary that will entice students to join your trip. Include trip highlights and what will make it a unique opportunity for students.

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