



Faculty Handbook

Short-Term International Travel Study Program

The Division of Continuing and Global Education (DCGE) administers short-term, faculty-led, international travel study programs and is very committed to helping faculty become successful leaders in providing students with a global perspective. DCGE will help you by providing the information you need to assist you in **planning, budgeting, marketing/recruiting** students to join you on an educational adventure that encourages students to expand their international awareness and gain knowledge and experience while they earn academic credit.

The Division of Continuing and Global Education will support your travel study program by:

- Working with you to construct a budget that will help you meet your travel expenses
- Submitting your final course proposal to the Provost and Vice President for Academic Affairs for approval
- Creating promotional materials to help recruit students for your international travel study program
- Preparing your Travel Application for the accounting department
- Completing a Travel Claim for expenses when you return from your trip abroad
- Providing information and support so that all your travel deadlines and obligations are met

Your academic department will provide support for your travel study program by:

- Follow-up of travel applications for approval signatures
- Follow-up of travel claims for approval signatures
- Processing requisitions for supplies and services
- Make travel reservations for the instructor
- Assisting instructor with IRA fund budgets and expenditures

Five Best Practices for Short-Term Study Abroad Programs¹

1. Start with strong, clear academic content. Answer the question, “Why is it important to teach this course abroad?” Make sure the learning objectives and the site itself are closely integrated. Make sure all short-term programs are connected to an academic course and are at least as rigorous as those taught on the home campus.
2. Make certain you are comfortable and competent with experiential teaching. You might give brilliant lectures, but can you teach experientially, integrating the unique features of the site abroad to ensure students make connections and have authentic learning experiences?
3. Ensure integration with the local community. Professors and students should not simply go from classroom to hotel to site visits on a chartered bus. Students tend to learn best in programs where there is some sort of service or experiential learning project that puts them in contact with the host community.

4. Bring in lecturers from the host country. Professors and academic experts from host country institutions provide perspectives that students' regular professors cannot provide.
5. Require ongoing reflection for both individual students and the group as a whole. If appropriate, students should keep structured journals of their study abroad experience, using guided reflection practices to help them process and understand their experiences. The group should regularly engage in structured discussion.

¹ Sources: Sarah Spencer, director of short-term programs, University of St. Thomas, and coeditor, *The Guide to Successful Short-Term Programs Abroad* (2002); and Lisa Chieffo, associate director, Center for International Studies, University of Delaware.

PLANNING

For a successful program we recommend that the planning process begin one year to 18 months in advance. This will allow you the time necessary to make important contacts and to develop your educational activities in a foreign country. You will also need an ample amount of time to develop marketing materials, recruit students, plan budgets, and submit your course proposal for all required institutional approvals.

STEP 1 Planning – Bring the answers to the following questions ready for your meeting with Continuing and Global Education.

- A. Typically our short-term programs are 2 to 6 weeks long. The best times of year to take students abroad are winter, spring, or summer breaks. Be aware of the time of year you are considering your trip and whether it is a tourist season. This will affect the cost of your travel and accommodations. What dates are you considering for your trip?
- B. Typically, faculty led international travel study trips consist of a group of 12-15 students. What is the minimum number of students you are willing to take on this study tour? What is the maximum number? If you exceed the maximum, will you need another faculty member to accompany you?
- C. What is the cost of your airfare from Fresno or a nearby airport? If you drive to another airport, what will it cost for parking and to reimburse you for mileage?
- D. Will there be any in-country (within the foreign country) transportation expenses for the students? Will the instructor have any in-country transportation expenses?
- E. What is the name of the vendor(s) with whom you will be working to make arrangements for travel, lodging, in-country travel, tours, performances, etc.?
- F. Does the vendor need a deposit? When is the deposit due and what is the amount? When is the balance due to the vendor? Can the payments be wired to the vendor? What is vendor cancellation policy?
- G. What is the exact cost of lodging for one student (usually in a double room), for the entire trip? What is the cost of lodging for the instructor(s) for this trip?
- H. Will the student meals be: 1. Included in the lodging expense; 2. Be part of the program fee; or, 3. Will students pay for their own meals on a daily basis? If the meals will be included in the program fee, provide the cost of the meals.
- I. What is the cost of meals for the instructor(s)? Are any meals included with the lodging?
- J. Are there any entry or excursion fees that need to be in the budget, or that students will have to pay out of their own pockets?
- K. Are you paying for any of your own expenses or will the student fees be used to cover all your expenses?
- L. What day/dates would you like to conduct informational meetings to recruit students?
- M. What day/dates will you hold orientation meetings for students who have paid the trip deposit?
- N. A CD or DVD with photographs of the places you will visit is needed for creating the brochure and poster. Please do not furnish photos that were taken by others or those which are copyrighted. Do you have photographs that you can provide or do you need our Marketing department to obtain pictures for you?

- O. A course description is needed for the brochure and poster that includes a description of the special activities. Do you have a paragraph ready with your course description?
- P. Check the U.S. Department of State website at www.usds.gov. Are there any travel warnings for the country you are planning to visit?
- Q. The budget determines the cost of the program for students. There is a budget spreadsheet at the end of the Budget section of this handbook that will help you organize the expenses. CGE Staff will assist you with this spreadsheet.
- R. Age group of participants –
 - Will your participants be of the same age group or a mix of age groups?
 - Are they undergraduate students, graduate students, or individuals from the community?
 - Are your participants experienced in travel abroad or are they first timers?

STEP 2 Planning - Understanding University policies

When you meet with the department chair to discuss your ideas for an international travel study program, have the following information ready for discussion. The chair of your department and the dean of your school/college will need to endorse your international travel study program.

- A. Will your department chair advocate for your program with the Dean of the school/college?
- B. How will this international travel study program enhance your students' learning?
- C. How will this international travel study program meet the goals of the college or university?
- D. How familiar are you with the country you are planning to visit?
- E. What contacts do you have abroad that can help you make this an academically sound educational trip?

STEP 3 Planning – Things you Need to Know

- A. **Safety and health risks in the country we are visiting.**
Check the U.S. Department of State travel website www.state.gov/travel to find current travel warnings and alerts for countries around the world. This website also has health and safety tips for preparing for a trip abroad, emergency information for Americans abroad, and information for the families in the U.S.

Check to see if travelers need any special vaccinations to visit the country you have chosen.

- B. **How to pay an invoice for a vendor in another country.**
The State of California, Payee Data Record form can be found on Informed Filler and must be completed before you depart on your travel and incur any expenses for which you will be invoiced. This allows us to pay your foreign vendor the deposit and balance we owe. Failure to file a completed Payee Data Record will delay processing payments to vendors outside the country. Contact the Travel accountant in the Accounting Services office if you have any questions about paying vendors.

- C. **Can an instructor take the students on a short trip that is not on the itinerary?**
Absolutely not! Do not make a quick unscheduled stop or go on any unplanned or unscheduled trip that is not on your approved itinerary. Do not cross country borders unless the excursion is on your approved itinerary.
- D. **What if students want to go on an unsupervised trip?**
There may be occasions when students want to go off on their own for an evening out. You should be aware of where they are going and must ensure that they are traveling in a group, never alone. The students should know how to contact you at all times. The instructor should account for all group members before turning in for the evening and conduct a morning check as well.
- E. **Instructor responsibilities while abroad.**
Faculty assignments for international travel study programs are 24-hour/7-day a week. While this can be an enjoyable learning experience for everyone, there may be times when a student needs emotional (e.g. homesickness), legal, or medical assistance. Your experience and expertise may be needed to handle a situation.
- Ask your students to meet with you on an individual basis to let you know if they have any special needs or medical conditions that require specific medications.
- F. **For travel within the United States, the authorized travel agency for VCAL/YCAL state rates is:**
- Sacramento Travel Service, 3121 Arden Way, Sacramento, CA 95825
(916) 974-6855 (888) 645-6437 Fax: (916) 483-2167
- For international travel you are expected to obtain the most efficient services and economical rates, for all related services.
- G. **How instructors are paid.**
In keeping with the approved California State University salary codes, Continuing and Global Education will process faculty payroll for credit classes.
- H. **Instructionally Related Activity (IRA) funds**
The Instructionally Related Activity (IRA) student fee provides funding for activities and laboratory experiences that are partially sponsored by an academic program, discipline, or department and that are integrally related to its instructional offerings. These activities include those which are essential to providing a quality educational program and that constitute a vital and/or enhanced instructional experience for students.
- A faculty member can apply for IRA funding to help support an international travel study program. The SPRING application deadline is for funds that will be disbursed the next fiscal year (July to June) and the FALL late application deadline is for funds that can be used for the remainder of the current fiscal year (date awarded to June). Go to asi.csufresno.edu/index.php/funding for more information on IRA funds.
- I. **Scholarships**
Did you check with any of the following to see what they have available?
- Scholarships and Student Affairs Development Programs – Joyal Administration, room 274.
 - School/College – Check with your dean, chair, and colleagues.
 - Study Abroad and International Exchanges
www.csufresno.edu/studyabroad/resources/index.shtml
 - Local organizations, clubs, chambers, or associations to which you belong.

J. **Instructors should NEVER collect money from students**

Protect yourself from becoming financially responsible for expenses. Always check with DCGE staff to find out what to do if you are asked to personally pay for any travel expenses, otherwise you may be held financially responsible for expenses that are not on the approved budget.

K. **Wire Transfers**

Have your DAA check with accounting for updated information on how a wire transfer should be processed. Allow ample time for the necessary paperwork to be processed in order for any funds to be paid to a vendor.

BUDGET

An instructor must submit a budget for all short-term travel study programs. This budget needs to be approved by the Division of Continuing and Global Education prior to seeking approval by the Provost and Vice President for Academic Affairs.

The goal is to create a budget for your international travel study program that is affordable for all participants. You are responsible for all receipts for reimbursement and submitting a Payee Data form to the accounting department for any outside vendor for whom you will be processing invoices for payment.

STEP 1 Budget – The following questions will help you in filling out the Budget worksheet and help us determine the cost per student for your international travel study program.

- A. Airfare – What is the cost of a roundtrip ticket for your trip? Does this include the airport tax? Add 5% to this amount for unanticipated airfare expenses, e.g. fuel surcharge.
- B. In-country transportation – Will you be using taxis, buses, van rentals, airlines or any other in-country transportation? What are the fees charged to transport your group to/from different locations?
- C. Lodging – Will your group be staying in university housing, private homes, hostels, or hotels? Double occupancy is standard.
- D. Meals – How much will meals for the group cost? Will there be any meals for which your participants will be paying on their own?
- E. Travel Insurance – Instructors and students are required to have travel insurance.

FACULTY/STAFF - Travel insurance for trips that are less than 30 days costs \$60. For trips over 30 days there is a slight increase in the rate. This coverage is good for most foreign travel with exclusions to certain countries, and also includes coverage for expatriation. Check with University Risk Management at 278-7422 for current rates.

STUDENT - Proof of travel insurance must be submitted to the office of Study Abroad and International Exchanges for verification. Travel Medical Insurance booklets are available in the Study Abroad or Continuing and Global Education offices. Student can purchase travel insurance online at www.csuhealthlink.com.

- F. Special lecturers – Will there be instructors at your destination who will need to be paid for teaching?
- G. Museum and field site tours – Will there be any admission fees?
- H. Marketing – Will you need posters, flyers or advertising in the campus newspaper? Posters are approximately \$1.75 per poster, letter size, full color, and used to promote information sessions to recruit students for your travel study program. DCGE advertises your trip on our website and posts an online brochure with the registration form at no charge. Additional marketing is available and will be included as an expense in your budget.
- I. Course fees – Are there any additional course fees for supplies?

- J. OTHER - How much money should students set aside for expenses that are NOT covered by fees collected by DCGE? Student transportation, passports, visas, student travel insurance, entertainment, souvenirs, and extra meals are NOT included in the travel package.

Use this worksheet to create a draft budget.

STUDENT Expenses/Income

Note: If an expense is not listed in the budget it CAN NOT be added after the international travel study program has been advertised.

Lodging – (double occupancy)

\$_____ per person X #_____ Students X #_____ Nights _____

Travel insurance (www.csuhealthlink.com) _____

Airfare – roundtrip _____

In-country transportation _____

Meals _____

Entrance fees, tours, performances _____

Marketing - promotion and publicity _____

Fees for guest lecturers _____

OTHER – course supplies, tips, etc (explain) _____

SUBTOTAL _____

Add 10% to cover unanticipated expenses _____

TOTAL _____

INCOME

Boren Awards for International Study
www.borenawards.org _____

IRA funding _____

Benjamin A. Gilman International Scholarship
www.iie.org/en/Students _____

International Rotary _____

Grant/Scholarship _____

Other _____

INSTRUCTOR Expenses

Instructor salary _____

Lodging single Double occupancy

\$_____ per person X #_____ Nights _____

Travel insurance (mandatory) \$60.00

Airfare – roundtrip _____

In-country transportation _____

Meals _____

Entrance fees, tours, performances _____

OTHER – tips, etc. (explain) _____

TOTAL _____

MARKETING YOUR PROGRAM

The Division of Continuing and Global Education will assist faculty in marketing the travel study program by:

- Listing the program in the International Study section of the Extension catalog
- Listing the program on the Travel Study page of the Division's website
- Creating a brochure/registration piece in PDF format which you can email to students and which will be linked on the Division's website
- Creating full-color, letter-size posters for you to display on bulletin boards in your department or near your classrooms

STEP 1 Marketing - The following is a checklist of items needed to create your promotional materials.

_____ Your program description needs to show the students that your international travel study program will be interesting, relevant, and a rewarding personal experience. Spend some time preparing a program description that will catch the interest of students who may never have thought about traveling and studying abroad.

Know what audience you would like to recruit to participate in your international travel study program. Pick the main topic; outline the content and scope of the course.

Course Title – Create a catchy title, make it specific and brief.

Program Description – Speak to the audience in your writing and make the course description participant-oriented. Some ways to get the attention of the reader is to:

- Identify the benefits that the students will gain from the course. What makes your course unique/compelling?
- List a question, problem, or issue that the course will address. What will the students learn from this experience?
- Describe the opportunities and benefits that this travel study will give the students. How will they use this experience at school or in their future employment?
- Include a fact or statistic about your topic.

Conclude your program description with a statement that shares with the reader how they will grow in confidence and success after participating in your travel study course. This growth can be through new skills learned, information gained, awareness of new cultures, and attitude changes through experiences.

Travel study programs offer the opportunity to connect to our unique world; share that excitement with your potential students in your course description.

_____ Deadlines and amounts for course registration, deposit for international vendor, and final payments.

_____ List of excluded items (what items are not included in the course fee).

_____ Photographs from a previous trip with action shots of students, or of interesting sites in the area you plan to travel. These should be high resolution (minimum 200 dpi), non-copyrighted, and provided on a CD.

_____ Informational Meetings - The best tool for recruiting students to participate in a travel study program is when the instructor talks about the program in class. Encourage your students to tell their friends about this travel opportunity and invite them to an informational session.

_____ One or more informational sessions should be scheduled to give students an opportunity to hear the details about the program and why they will benefit from this learning experience. It also gives the students an opportunity to ask questions.

_____ Plan your first informational meeting as early as possible or at least twelve months in advance. This will give students enough time to get their finances in order for the international travel study trip.

_____ Which grants and scholarships are available?

_____ What are the international vendor **cancellation and refund policies?**

STEP 2 Marketing – Promotional Pieces

Provide the DCGE marketing team photos (on CD) and other details (via email) for the promotional pieces. DCGE marketing will create the following:

- Website – The travel study page for DCGE can be found at ***www.csufresno.edu/cge/programs/travel_study/credit.shtml***.
- Online Brochure – This PDF document can be emailed to students and is linked to the DCGE website. It contains the details of the trip as well as a registration form.
- Extension Catalog – Travel study courses are listed in the international study section of the catalog.
- Poster – Can be displayed on bulletin boards in your department or near your classrooms. They are approximately \$1.75 per poster, letter size, full color and direct students to attend your scheduled information sessions.

SAFETY and SEXUAL BEHAVIOR

Studying abroad offers an exciting opportunity for students to learn about different cultures and meet new people. The following information is intended to help you prepare your students for a positive, memorable adventure. We ask you to include Safety and Sexual behavior in your **orientation session** so that students will avoid situations that could put them at risk.

There are visible parts to the cultures of different countries, like dress, food, language, literature and art. Cultures also have parts that are invisible, such as concepts of personal space, definitions of modesty, levels of friendship, and attitudes about sexual behavior. It is important for the instructor of a travel study program to know what is acceptable in that country and what is not in order to educate the participating students and keep them from making poor decisions.

Review the following information with your students as it pertains to the country you are going to visit.

- Sex and Sexuality
- Religion and Government
- Birth Control
- Sexually Transmitted Infections
- Alcohol/Date Rape Drugs
- Dating abroad

Arm your students with as much information as you can so that they can make better choices while abroad and minimize the risk factors.

- Drink in moderation and don't take drugs – this can make you a target because of your impaired judgment.
- Trust your instincts – never do anything that makes you uncomfortable.
- Be aware of your surroundings – avoid poorly lit or deserted areas, do not walk alone, only use one ear for headphones so that you can hear and know what is going on around you.
- If you are attacked, run and yell so as to draw attention to the situation.
- Students should be reassured that they can go to the travel study instructor if they are a victim of sexual violence or are involved in any situation where they do not feel safe.

If you feel uncomfortable discussing the above issues of sexual behavior with your students, ask your Continuing and Global Education contact for a list of individuals on campus who can present the information to your students for you. Ultimately, it is you, the instructor, who will be responsible for your students while your group is overseas. Continuing and Global Education will support you by providing the following resource:

Booklet – NAFSA Association of International Educators, [Sexual Health Abroad: A Guide to Healthy Practices During Education Abroad](#), NAFSA, 2009

FACULTY CHECK LIST – THINGS TO DO

Eighteen months in advance:

1. Fill out the Special Session Course Proposal form found at www.csufresno.edu/cge/forms .
2. Draft a brief program proposal.
3. Create a preliminary budget.
4. Schedule a meeting with the Department chair to discuss course objectives and get pre-approval.
5. Schedule a meeting with School/College Dean to discuss course objectives and get pre-approval.
6. Schedule a meeting with DCGE to review program content, draft budget, and discuss policies and procedures.
7. Notify the office of Study Abroad and International Exchanges of your intent to offer a study tour.

Twelve to 16 months in advance:

1. Obtain department chair and school dean approval on the course proposal form found at www.csufresno.edu/cge/forms.
2. Submit the approved Course Proposal with department chair, and college/school dean's signatures, to DCGE.
3. Finalize budget and determine student payment plan, in consultation with DCGE staff.
4. Apply for IRA funds (optional).
5. Visit the Study Abroad and International Exchange office website, www.csufresno.edu/studyabroad to look for available scholarships.

Six to 12 months in advance:

1. Submit photos with a program description to DCGE for a marketing plan review.
2. Submit the final travel itinerary to DCGE
3. Check the U.S. State Department web site for any "Travel Warning" issued for the destination country (*check once a month until your departure date*).
4. Conduct an informational meeting to promote your international travel study program to potential students. **NOTE: Your travel study program must be approved by the Provost before you post any announcements or promote your study tour. Check with your DCGE contact before disseminating any information on your travel study program.**
5. Be sure that your passport is current, or apply for a passport.

Three to 6 months in advance:

1. Have students register online with the U.S. Department of State at travelregistration.state.gov/ibrs/ui
2. Locate the closest U.S. Embassy to your travel destination at usembassy.state.gov
3. Verify that students have a passport so group travel can be arranged.
4. If a Visa or immigration documents are required for traveling to your destination, contact your local consulate office for instructions on how to obtain the necessary documents for the country you plan to visit.

Four to 6 weeks in advance:

1. Schedule a group orientation with your students to review:
 - a. Itinerary
 - b. Reading materials
 - c. Course syllabus
 - d. Policy and procedures
 - e. Safety and Sexual Behavior - discussion
 - f. Remind students to make copies of passport and other important documents

WHEN YOU RETURN

Concluding your travel study program

- Obtain written student testimonials (a couple of sentences) and written permission to use them to promote future study tours.
- Online Evaluation – Have students complete a short program evaluation administered by Continuing and Global Education. (Required by the CSU Chancellor’s office)
- Post trip debriefing – Check with students to make sure they are feeling well, physically and mentally. If anyone has a fever, rash, cough, difficulty breathing or any other unusual symptom, advise them to seek medical assistance. For up to one year fevers or flu like symptoms caused by malaria can occur.

If a student experiences “culture-shock” after returning from the trip, encourage them to visit the Fresno State, Student Health Center, Psychological Services for assistance.

Within 2 weeks of your return

- Post grades online
- Complete a travel expense claim and submit receipts for reimbursement. Include a copy of the rate of exchange for the currency you used during the time of your travel.

Within 30 days of your return

- Submit a report to the Division of Continuing and Global Education which summarizes what was positive about your travel study program, if you were able to meet the educational objectives, and what advice you would give other faculty members planning a travel study program.

Information to share at your student orientation

Course Registration and Fees

How do students register for the travel study course through Continuing and Global Education	www.csufresno.edu/cge/programs/travel_study/index.shtml or Instructor Handout
What are the fees	Instructor Handout
When are the deadlines to pay appropriate fees	Instructor Handout
Deadline to purchase airfare from travel agent	Instructor Handout

Forms/Documents

International Study Health and Accident Insurance	www.csufresno.edu/studyabroad/forms/index.shtml
Release & Hold Harmless Waiver	www.csufresno.edu/studyabroad/forms/index.shtml
Obtaining a passport and Visa	travel.state.gov/passport/get/first/first_830.html

Personal Items

Packing Luggage – be conservative, you have to haul around what you bring.	travel.state.gov/travel/tips/safety/safety_1747.html See “what to take”
Make (2) COPIES of your passport, airplane ticket, driver license, and credit cards. Take (1) copy with you, keep it in a safe location; Leave (1) copy with a contact at home.	internationalcenter.umich.edu/swt/travel/checklist.html
Medications and Prescriptions – Carry a letter from your physician describing any preexisting conditions.	www.state.gov/s/cpr/rls/dpl/32122.htm
Medication should be kept in original containers.	www.studentsabroad.state.gov
Check with the foreign embassy to make sure any medications you are taking with you are not considered illegal narcotics.	www.state.gov/s/cpr/rls/dpl/32122.htm

Safety and Health

Respect local laws and customs	Visit the tourism website for the country you are going to visit
Inform your credit card/ATM companies that you will be traveling abroad	www.visa.com , www.mastercard.com , www.capitalone.com , www.americanexpress.com
Notify your cell phone provider and ask about international roaming plans.	www.att.com , www.verizon.com , www.sprint.com etc.
Always be aware of your surroundings and the people around you	travel.state.gov/travel/tips/safety/safety_1747.html
Do not give out personal information, or discuss family information with foreigners	www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt106.shtm
Electronics, if you can do without it, don't take it. Cyber crime is real.	www.onguardonline.gov/topics/computer-security.aspx
Prevention of sexually transmitted infections	www.cdcnpin.org/scripts/std/std.asp
Travel health tips for students studying abroad	wwwnc.cdc.gov/travel/content/study-abroad.aspx
Vaccination guideline	www.cdc.gov/travel

Social Awareness

Know the dress codes – some countries /churches require you to dress modestly	Visit the tourism website for the country you are going to visit
Bathing and flushing toilets, what is available	Visit the tourism website for the country you are going to visit
What kind of food will be available	Visit the tourism website for the country you are going to visit

Updated 8/30/11 mlr