

Study Abroad

Travel Seminar Faculty Guidebook



Concordia
UNIVERSITY • SAINT PAUL

INTRODUCTION

This guide is designed to provide you with a practical and helpful tool to plan your travel seminar program for CSP students. This guide is not intended to be prescriptive, but rather offers advice on a wide range of issues to be considered in planning and executing short-term trips.

Before you start to plan, please consider the following questions:

- Which students will likely be interested?
- What will be the perceived purpose (by students) for the trip?
 - Greater understanding of the world issues/affairs and differences in opinion
 - Develop an interest in learning more about other cultures
 - Personal growth
- Is your proposed study abroad site location one that will draw student interest? Is it safe for student travel?
- Does your destination require linguistic abilities beyond the capacity of your students? If so, you will need to consider arranging for translators.
- Do you need to set any admissions prerequisites for the trip?
- Do the dates work to attract students?
- Will the curriculum appeal to your selected student audience?

CSP

CENTER FOR STUDENT ENGAGEMENT

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Travel Warnings

Keep an eye on U.S. Department of State current travel warnings and public announcements at:
<http://travel.state.gov/travel>

Travel to countries declared a “travel warning” level 3 or 4 by U.S. Department of State must be approved by the Off-Campus Travel Advisory Committee.

Step 1: Determine Trip Parameters and Explore Potential Costs

Make sure the goals and expectations you’ve set for this short-term study abroad trip are realistic. This can include cost of course per credit, cost of a passport (and the time to acquire one), cost of a visa (if necessary), meals not included in the overall trip price, transportation fees, and personal purchases.

- Are your initially estimated costs per student within reasonable range for students? (Keeping total cost per student below \$3500 is recommended)

Accommodations/Transportation:

We work with many study abroad program providers who can coordinate the on-the-ground logistics for our group. This typically includes housing, transportation, and excursions. Feel free to consult Center for Student Engagement staff to assist you in this process.

Service component:

Do you want to include a service component in the trip? This practice is highly encouraged as it closely aligns with Concordia’s mission. Make arrangements beforehand with a local contact to ensure that your plans are possible in the target location.

Step 2: Create your trip proposal and budget

Proposals should be submitted to your college dean as well as to the CSE Director via email by the appropriate deadline (see below). All Travel Seminars must have be credit-bearing.

Traditional:

Proposals are due December 1st of the preceding academic year. Summer courses essentially require approval 1 1/2 years ahead of time.

Graduate/Adult Completion:

Proposals are due June 1st two academic years ahead of schedule. So a summer course would require a 23 month pre-approval due to the need to advertise upcoming opportunities to prospective students.

Step 3: Meet with Center for Student Engagement to create marketing plan

Once the trip has been approved, you will meet with the study abroad office to formulate a communication and marketing plan to advertise the trip. Things to consider include your target audience, timeline, and how to reach the most students with the opportunity.

Marketing opportunities the Center for Student Engagement provides include:

- 1) Study Abroad week (this happens one week in September and one week in February each year)
- 2) International convocation (announce trips the third February for the next calendar year)
- 3) Email to the entire student body advertising trips during the first week of classes with a link to register

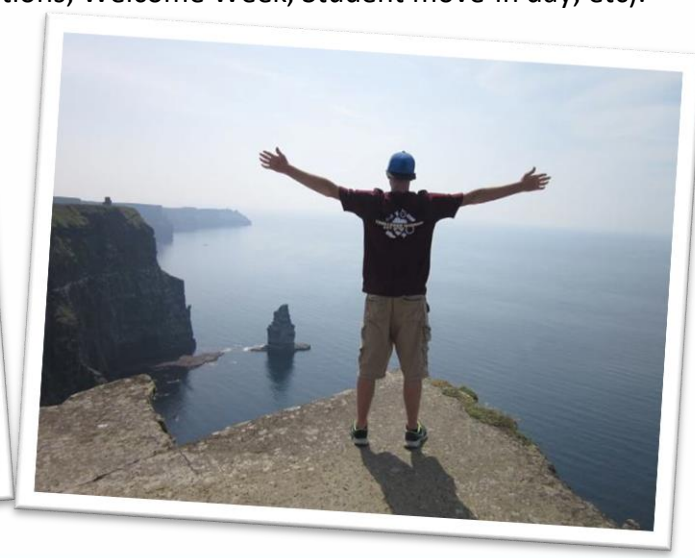
Step 4: Recruit!

Each faculty leader should consider him/herself the best recruiter for the trip. Students you have existing relationships with or who you have in class are most likely to sign up for your travel experience.

Recruitment ideas the CSE can assist you with include:

- 1) Hold informational meetings (recommended 2-3/trip at 6 months, 4 months, and 3 months out)
- 2) Speak to your classes and colleagues' classes
- 3) Email your advisees about the opportunity
- 4) Talk to student clubs/orgs who may have an interest in participating
- 5) Post on your office door the trip flyer

The CSE assists with recruitment by making promotional material and advertising the trip in many different venues throughout the school year (Orientations, Welcome Week, Student move-in day, etc).



Step 5: Participant enrollment

The Center for Student Engagement provides an online registration link that captures participant registration information. These names are shared with you our online software system Terra Dotta. The Center for Student Engagement also manages trip payments tracks student's deposits and payments. You will be have access to the faculty portal where you can view participant lists, payments, and forms completed.

Step 6: Finalize trip details & complete faculty training

By 3 months out, all final in-country details should be worked out and your group should be nearly complete. You will want to be ready to share a final itinerary with student participants at this time.

Faculty leaders are responsible for finalizing all in-country trip details. You will be travelling and thus it is important that you are aware of any last minute changes that need to be made.

We have a faculty-leader training that each faculty member must complete before travelling with a group of students. This training is embedded within the faculty/staff online portal.

Step 7: Paperwork

The CSE manages this aspect but it is important to have the faculty leaders involved in the process. We will collect from every student via our online portal:

- Emergency contacts
- Medical insurance information
- Pertinent medical history (voluntary disclosure)
- Signed liability form
- Passport copy
- FERPA release

The Center for Student Engagement also compiles information for trip leaders to carry (passport copies, contact info, confirmations, insurance forms, emergency contacts, etc.) while they travel.

The Center for Student Engagement purchases trip liability insurance for every participant and will disseminate this information to every participant via email prior to departure.

Step 8: Travel!

Now comes the exciting part!

Travel Seminar Policies:

Travel

Instructor Participation

- *International* trips must have a minimum of two approved Concordia representatives who are college graduates. **At least one trip leader must accompany the group on travel to and from the destination and the group must travel together. This applies only to traditional undergraduate trips.*
- *Domestic* trips may have one advisor if the trip is within 600 miles of CSP, at least one person who is 21 years or older is designated to serve as a second leader in case of emergency, less than 15 students, approval of Off-Campus Advisory Committee.
- Per our employee handbook, spouses and children are not allowed to accompany employees on the trip unless they are serving in an official University-sanctioned role.

Group Size

- *International*, a minimum of 10 people, including leaders, must be involved
- *Domestic*, there is no minimum size, but a group of at least 6 is recommended

Required Documentation

Trip Leader

- *Global Proposal Form*
- *Budget Worksheet*
- *Course Substitution Form*
- *Syllabus* for credit-based trips, turned in 4 weeks prior to trip departure to College Dean.

Student (Center for Student Engagement handles all of these processes on your behalf)

- Study Abroad Application to be completed by all participants.
- Each trip leader should carry a copy of all trip member's application information with him/her while traveling (medical insurance and two emergency contacts)
- *Travel Participation Waiver*

Payments

- Deposits are due at least **60 days** prior to trip (can be set by trip leader) with a minimum of \$500.
- Final payments are due at **30 days prior** to the trip start date.
- All trip deposits and payments go to the cashier or are paid online.

General Timeline:

**12 - 30
months**

- Course Approval (from department)
 - Program Proposal and Approval (from Dean and Off-campus Travel Committee)
 - Budget Proposal
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**12 - 15
months**

- Begin Marketing and Recruitment
 - Disperse Student Application
 - Pre-departure Arrangements (flight, on-site transportation, lodging, cultural activities, etc.)
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**3 - 9
months**

- Select Student Participants
 - VISA/Passport requirements communicated to possible participants
 - Set up Account for Program Deposits
 - Continue recruitment
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**1 - 3
months**

- Required pre-departure meetings with group
 - Cashier collects deposits and final payments from participants
 - Vaccinations/Medications (every participant should consult with their physician)
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- Watch faculty training
 - Finalize all in-country details
 - Wrap-up pre-trip departure meetings
 - Communicate a finalized itinerary to participants
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- Emergency contacts and finalized itinerary with contact information given to security
- Meet with CALL Center staff to receive binder for trip leaders to carry (passport copies, contact info, confirmations, insurance forms, emergency contacts, etc.)
- Obtain important Numbers Card from CALL Center