

**Faculty’s Guide to Creating a Travel Course**

***Revised 10/19/20***

# FACULTY’S GUIDE TO

# CREATING A TRAVEL COURSE

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**TRAVEL COURSE MANUAL**

## Apply by Submitting the Request to Offer External Course Form

Interested in teaching an academic course in-country context? Taking students abroad for a 1-to-3-week travel course or a whole semester can be a very rich experience and a powerful educational tool. The first step toward leading a travel course is to complete the **Request to Offer External Course**. You can obtain this online or request a hard copy from the Study Abroad Office. The Study Abroad Office oversights all academic travel programs, but it is the role of the Study Abroad Coordinator to work with faculty members to establish the travel courses.

To begin the process, please schedule an appointment to meet with the Coordinator of Study Abroad. During this meeting you will discuss how to complete the Request to Offer External Course form, review budget plans, be provided with travel and logistical resources, discuss marketing plans as well as review the course curriculum. Along with program logistics, Study Abroad will also conduct a safety and health risk assessment. If there are any glaring red flags (lack of plans, obvious safety and security issues regarding the destination, etc.) that might cause the application to be denied, the Study Abroad Office will bring it to the faculty member’s attention. As you can see, faculty members must already have a concrete plan before they seek for approval from the Study Abroad Office.

Review of the application will normally take up to two weeks. Both the Study Abroad Office and the VP for Business Affairs must review and approve the program. The Registrar’s Office will also review the course numbering, title, and confirm course fees. If it is a completely new course, it must be first approved by the Academic and Policy Campus Committee (APCC).

If this is a repeat travel course and minor edits have been made (date changes, budget updates, etc.) please resubmit an updated Request form for approval.

## Guidelines for Completing the Request to Offer an External Course Form

At the top of the application, please select the type of program and also note whether this is a new course/program or whether it has been previously approved. Please review the “Definitions” section and complete the “Course or Program Information” with the exact travel dates. If room and board on campus may be necessary, please discuss with the Study Abroad Office on making living and eating arrangements for students that need it. Sometimes this may be necessary for travel courses scheduled right before or after the semester and there are a few days in between the terms.

Faculty travel course sponsors and/or the Department Chairs should be working with the Study Abroad Office to develop a final budget. Please be mindful of the 11.11% university overhead charge. Make sure that participants’ deposit deadlines meet the needs of reservation and booking deadlines. Do not forget to also include faculty or staff (chaperone) travel, room and board as part of the aggregated budget and to be divided amongst the student participants. Please use the Faculty Compensation Recommendation hand out to determine faculty compensation. Chaperones typically have their trip completely paid for but they are not compensated for their time and effort.

In terms of travel costs and accommodations, the Study Abroad Office recommends using STAtravel, a travel agency that works exclusively with higher education institutions and students. They can help book group international flights, assist with accommodations as well as with local transportation. Please note that you do need as exact quotes as possible in order to complete the budget form. It is understandable that budgets might shift some between the planning stage and the months right before traveling, but in general, approved course fees should never change. If for any reason plane tickets are subject to changes, please separate out the ticket cost from the course fees. Any potential revenue can be used for future travel courses, help faculty with promoting and planning travel courses, etc.

All students traveling on an Asbury-led trip need to purchase the International Student Identification Card (ISIC) through the Study Abroad Office. This card provides identification, discounts, and travel insurance. It is best to include this within the budget than to have the students purchase it separately on their own. For every 10 students, faculty sponsors and chaperones receive a free International Teacher ID Card (ITIC). The ISIC fee is $25 each, with an optional increased coverage plan available.

In terms of “Requirements & Deadlines,” please make sure that deadline for submission of all work and grading adhere to semester or summer term deadlines as set by the Registrar’s Office, which can be found in the University Bulletin.

**Cross-Cultural Engagement**

If the travel course involves traveling abroad or extensive time spent in a cross-cultural setting, it *MAY* be approved as an option for students to use towards their Cross-Cultural Engagement (CCE 073/150EX) requirement. This should be pre-approved by the Cross-Cultural Engagement office before advertised as a CCE option for students.

In order for students to complete their CCE 073 requirement they must attend CCE 073 Orientation *prior* to travel. New students as of Fall 2020-21 must complete CCE150 (1 credit hour) *prior* to the travel course, so pre-planning during semester registration is critical. All students have additional requirements upon their return in order to complete their CCE.

**Marketing**

The Study Abroad Office will assist the faculty sponsor with creating the following marketing materials (designed by the Strategic Marketing and Communication Office):

* 1. Posters (11x14 and 8.5x11)
  2. Digital Signage
  3. Informational Handout (3-4 pages of pertinent information on the travel course)
  4. Webpage (simple landing page)

Study Abroad will assume the cost for the posters (20 11x14 posters = $20). It is the faculty member’s responsibility to provide Study Abroad with the content material for advertising the travel course.

**Required Attachments**

The completed Request to Offer External Course Form must be submitted along with the following:

1. Course Syllabus
2. Proposed Marketing
3. Additional Budget Details (if necessary)
4. Any other pertinent information related to the trip

## Process of Approval

Please bring the entire application with the original signatures to the Study Abroad Office. The coordinator will work with the Study Abroad Office and the Business Affairs office to thoroughly vet the proposal. Study Abroad will also work with the Director of Human Resources and Risk Management to assess the level of travel risk and any safety issues pertaining to the travel course destination.

Once the travel course has been approved, Study Abroad will inform the faculty member along with the following offices to ensure that this travel course is in the system:

* 1. Business Affairs
  2. Controller
  3. Financial Aid Office
  4. Loans Officer
  5. Registrar’s Office
  6. Student Accounts

If this is the faculty member’s first time leading a travel course, it is mandatory for them to meet with Student Accounts and the Business Affairs offices to go over budgetary details, understand the deposit and transferring of monies process, obtain an Asbury credit card if necessary, etc.

## Recommended Application, Marketing, and Pre-Departure Timeline

August - Travel Request Forms for spring and summer term programs must be submitted by the first two weeks of classes of the fall term.

* All marketing requests submitted to StratComm (requires 10 business days turnaround time). Only after the travel course has been approved can marketing begin.

September - Attend the annual Study Abroad Affair

* Provide material to Study Abroad to continue to promote travel course during International Education Week

December - Free First Aid/CPR/AED Certification by the Campus Safety (if you have not been certified in the past)

January - Medical Emergencies & Crisis Intervention Presentation

February - Meet with the VP of Student Development to discuss Student Disciplinary Policies & Safety Presentation

March 1 - Trip Participants must have all travel forms (please see section) completed and submitted to Study Abroad if they are going on a spring break trip

April 1 - Trip Participants must have all travel forms (please see section) completed and submitted to Study Abroad if they are going on a summer trip

## General Information to Keep in Mind Regarding Travel Courses

* 1. A minimum number of students will be needed. This will vary according to the budget but usually at least 9-10 paying students, sometimes more, are necessary to cover the cost of one faculty member.
  2. Please keep in mind that the cost of the program needs to be within reach of Asbury students. Generally speaking, for a 1-2 week trip, keeping cost within $3000 seems to draw a higher number of students than travel courses that cost more than $3000.
  3. Consider the time of year of travel and whether that will mean higher travel cost due to popular travel season, hinder travel exploration due to weather conditions, minimize time spent abroad due to academic calendar constraints, etc.
  4. Faculty members may cap the number of student participation and/or implement a selective application process to recruit student participants.
  5. There must be enough faculty/staff supervision for the number of student participants. There should be no more than 15 students per 1 faculty sponsor. Beyond 15 students there should be a faculty or staff chaperone. Spouses of faculty members may also participate as chaperone, but only if the option of faculty and staff is not available. Chaperones should have their travel, room and board paid for but they will not be compensated for their role.
  6. All non-Asbury participants must be background checked by the H.R. office. It is a simple process that requires notification to the H.R. office with the individual’s name and contact information. Participants have a brief form to fill out in order for the background check to be completed.
  7. It is recommended that faculty or staff chaperone be of a different gender than the faculty sponsor to help counsel both male and female students throughout the travel course.
  8. There are a number of “hidden costs” that should be considered:
     + Passport and Visa fees
     + Transportation to and from campus and airport
     + Gifts for hosts and partners abroad
     + Immunizations, medications, and inoculations
     + International phone

## Travel Forms

For all Asbury-sponsored travel abroad, all traveling participants, including the faculty and/or staff leaders as well as non-AU participants must complete the following forms:

* 1. Health Travel Form
     + This form provides health information and is also a release form. In addition, it provides emergency contact and passport information.
  2. Travel Forms
     + These are legal forms that include: Contingencies for Specific Health Needs; Informal Consent, Release of Liability, and Indemnification; Miscellaneous Understandings and Agreements; Safety and security Information Resources.
     + Please only submit the last page, “Signature Page” to the Study Abroad Office, acknowledging that the individual has reviewed the previous pages.
  3. ISIC/ITIC Application Form
     + The International Student (Teacher) Identification Card provides international identification of the individual, travel insurance, and travel discounts that includes discounts on phone cards, restaurants, museums, etc. Cards are made in house through the Study Abroad Office.

All forms must be submitted to the Study Abroad for processing. Faculty leader will receive a copy of the Health Travel Form for all participants along with a trip roster with emergency contact information and he/she must carry it with them throughout the travel course. The trip roster is also provided to the Provost, VP of Student Development, Academic Dean, and the University Switchboard in case of any emergencies.

1. **Discipline and Safety**

In addition to teaching and leading a course abroad, faculty sponsors have a tremendous responsibility for the health, safety, and well-being of the group as well as each individual student. The conduct of all students on a trip (including to and from the place of destination) should be Christ-like and be in accordance with Asbury University’s lifestyle and behavioral expectations.

In the interest of the groups’ health, safety and well-being, the faculty leader has the right to terminate a student’s participation on a trip, which is stipulated in one of the legal documents that the students will sign (*Miscellaneous Understandings and Agreements*). Reasons warranted for an immediate dismissal from the program includes: violating university lifestyle standards and expectations, blatant non-cooperation, and/or knowingly putting him/herself or the group in danger. The trip leader has the legal right to terminate the trip for the student who has a problem at the student’s expense.

***Study Abroad Office Responsibility***

Prior to Departure:

Study Abroad will submit the names of student participants to the Student Development office. Student Development will inform whether any student on the trip has had any risky health issues, disciplinary actions, or potential lifestyle, relationship, or psychological problems. While these factors may not deem a student ineligible for the travel course, it is important that the faculty member is fully aware issues that may arise during travel. It is the responsibility of the faculty member to dialogue with Student Development to receive appropriate information regarding resolution. Faculty member must also follow up with the Student Development office in case any additional reporting must be made. Study Abroad will also connect the faculty members with the Counseling Center should advisement from our counseling staff be deemed necessary or helpful.

***Faculty Responsibility***

Prior to Travel Course:

For students who have had problems with abiding by the lifestyle standards of Asbury University, it is imperative that the faculty leader have a private conference with the Student Development staff. Based on the outcome of this meeting, the faculty member may feel that he/she needs to speak directly with the student to come to an understanding that such behavior will not be tolerated during the travel course. This conversation must prior to any financial penalty so that the student can still withdraw if so desired. The outcome of this meeting needs to be one of agreement for cooperation with behavioral expectations.

During the Travel Course:

The faculty member should proactively take it upon him/herself to speak private with the student or with the entire group (when appropriate) and identify what behavior is inappropriate and the possibility that the professor may have to send the student home early at the student’s own expense and forfeiting credit for the course unless the behavior changes to the professor’s satisfaction. The faculty member should keep a journal as events unfold and if at all possible, report every incident with the VP of Student Development during the travels. Upon return of the travel course, professor’s documentations should be submitted to the Study Abroad and the VP for Student Development.

In the case that blatant noncooperation continues to develop, the professor would keep the Vice President for Student Affairs and the Coordinator of Study Abroad informed. The VP for Student Affairs would provide advisement on how to handle the student and determine when the student should be dismissed from the program as well as when to inform the parents of the situation if circumstances seem to warrant such. Upon return, the VP of Student Development will also determine whether further disciplinary action is warranted.

## Health, Safety, and Security

The Study Abroad Office at Asbury University takes seriously the fact that faculty members may be traveling abroad with a group of often inexperienced students who may knowingly or unknowingly become involved in unhealthy or unsafe situations. We also acknowledge that traveling abroad comes with inherent risks. Health, safety, and security are issues that are of great importance in selecting a destination and a specific itinerary within a country. Study Abroad relies on a combination of informational resources to determine the health, safety, and security issues for a given destination. These resources include but are not limited to the U.S. State Department, Overseas Security Advisory Council, Center for Disease Control, World Health Organization, and Asbury University’s AIG Insurance providers.

It is important that faculty travel course leaders are aware of how they may help limit the university’s liability as well as keep all participants safe when they are overseas. Study Abroad will educate and inform faculty members about duty of care and how to better manage and mitigate risk. Duty of care is, quite simply this: “The duty of a person or business to act toward others and the public with vigilance, caution, and prudence.”\* As pointed out in a 2012 International Educator’s article titled “Danger Ahead,” these smaller “one-off” faculty led trips – like our faculty led travel courses – actually pose a higher risk to universities because of their ad-hoc nature. Thus, Study Abroad wants to make sure that program leaders are equipped and prepared to respond to emergencies. Faculty members need to realize that they are responsible for considerably more than arranging for transportation and lodging. They also need to account for a wide range of issues before and during the trip. The issues can range from serious health problems, injuries, theft, and other significant health and safety circumstances. Meetings with Study Abroad staff before and after programs aim to help minimize the risks as well as better help prepare faculty and staff members on preparing for their travels with students.

\*”Duty of Care.” Legal Information Institute. Cornell University Law School, n.d. Web. 09 Aug. 2013.

# CHECKLIST FOR PLANNING EXTERNAL PROGRAMS

## APPROVAL PROCESS:

***If this is a new course or program:***

1. Schedule a Program Development meeting with the Study Abroad Office to discuss program logistics as well as conduct a safety and health risk assessment.
2. Complete and submit the Request to Offer an External Course form to Study Abroad. Check that all areas of the form have been completed correctly and all accompany materials are attached:
   * All areas of the form are filled in correctly and completely.
   * All signatures have been procured.
   * The additional materials accompany the form are attached:
     + Syllabus
     + Program Development Plan
     + Proposed marketing
     + Additional budgetary details (if necessary)
3. Wait to receive final approval from the Academic Dean and the Business Affairs Office.

***If this is a previously approved course/program:***

1. Please submit an ***updated*** Request to Offer an External Course form to Study Abroad. Check that all areas of the form has been completed correctly and all accompany materials are attached:
   * Make sure all of the details of the course and the budget are updated.
   * All signatures have been procured.
   * The additional updated materials accompany the form are attached:
     + Syllabus
     + Program Development Plan
     + Proposed marketing
     + Additional budgetary details (if necessary)
2. Wait to receive final approval from the Academic Dean and the Business Affairs Office.

## PRE-TRIP PREPARATIONS:

**Faculty-Lead Preparations:**

* Attend and receive First Aid/CPR/AED certification from AU security\*

*\*Unless previously received training and certification from AU Security or otherwise.*

* Meet with the VP of Student Development to Discuss Student Disciplinary Policies & Procedures\*

*\*Unless previously met regarding a prior travel course.*

* Meet with the Counseling Center to Discuss Mental Health Safety Measures & Services\*

*\*Unless previously met regarding a prior travel course.*

* Meet with the Academic Accessibility Resource (AAR) Coordinator regarding students’ needs\*

\**If applicable.*

* Meet with the Center for Counseling regarding students’ mental health needs\*

\**If applicable.*

* Complete & Submit All Travel Forms
  + Signature Page of the Travel Packet
  + Health Forms with copy of Health Insurance Card
  + ITIC Form & Headshot Photo

## Chaperone Preparations:

* Attend and Receive First Aid/ CPR/ AED Certification from AU Security\*

*\*Unless if previously received training and certification from AU Security or otherwise.*

* Complete & Submit All Travel Forms
  + Signature Page of the Travel Packet
  + Health Forms with copy of Health Insurance Card
  + ITIC Form & Headshot Photo\*

*\*If applicable, only individuals affiliated with a K-12 or higher education institution can receive the ITIC.*

## Student Preparations:

* Receive Study Abroad Travel Pre-Departure Orientation regarding travel safety, distribute/collect travel forms, and complete ISIC card information
* Complete & Submit All Travel Forms
  + Signature Page of the Travel Packet
  + Health Forms with copy of Health Insurance Card
  + ISIC Form & Headshot Photo

## PRE-DEPARTURE CHECKLIST:

* All Travel Forms have been received from all travel participants
* ISIC/ITIC/IYIC Cards have been made and distributed for all travel participants\*

*\*Those ineligible for the travel insurance cards will be given information on obtaining it on their own.*

## Faculty-Lead has submitted their travel itinerary to Study Abroad

* Faculty-Lead has picked up Travel Roster and Travel Health packet

**POST-TRIP DEBRIEF – STUDY ABROAD PROGRAMS:**

* AU Study Abroad Faculty and Students have all participated in a debrief with Study Abroad

# FACULTY COMPENSATION RECOMMENDATIONS

# FOR TRAVEL COURSES

1. A minimum of $2800 as a base pay for all 3-credit Travel Courses as this is the standard for overload. Our faculty members should be compensated for their extra efforts for planning, executing and being responsible for Travel Courses.

- OR -

1. A pay scale based on type of trip, length of trip and number of credits. As noted above, we can begin with a base pay of $2,880 for all 3-credit Travel Courses as this is a standard for overload and adjunct salary.

*1 week plus travel to-and-from destination travel*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 credit | 2 credits | 3 credits |
| Self-directed\* | $1000+500 | $2000+500 | $2880+500 |
| Third Party Vendor\*\* | $1000+200 | $2000+200 | $2880+200 |

*1.5-2 weeks plus travel to-and-from destination travel*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1 credit | 2 credits | 3 credits |
| Self-directed | $1000+700 | $2000+700 | $2880+700 |
| Third Party Vendor | $1000+300 | $2000+300 | $2880+300 |

*Additional pay*

Developed Country $0

Developing Country $200

*\*Self-directed – travel completely planned by AU faculty/staff*

*\*\*Third Party Vendor – travel outsourced to a third-party vendor (i.e. Pilgrim Tours, STA Travel, etc.)*

**PLANNING REVIEW FOR AN EXTERNAL COURSE**

# *Considerations for Program Development:*

# *Travel Courses & Study Abroad/Off-Campus Programs*

|  |
| --- |
| **Student Safety Issues**   Gender Considerations   Sexual health   Women’s issues   First-generation students   * Mature students/ dependents * Mental and physical   health issues/limitations   * Health conditions, travel health, vaccinations, and waterborne/foodborne illnesses * Health and travel insurance * Host family safety * Urban or rural   safety/crime   * Foreign language   proficiency |

**Students:**

* What are the students’ needs?
* What type of housing will the students use?
* Where will the students eat? What dietary options are available?
* What insurance coverage will students/faculty/staff need? ISIC/ITIC’s Basic, Premium or Explorer Package?
* What activities are available during the students’ free time? Will students be allowed to have free time?

**Staff/Curriculum:**

* What are the needs of the faculty/staff?
* Where are the classes held? Before travel, during travel, and after travel?
* What is the curriculum of the program? Has the course already been approved by the APCC?
* What activities and excursions are included in the program?
* How many chaperones should be considered?
* Will non-students (e.g. alumni, other faculty/staff) be allowed to participate?

**Program Location:**

* Where is the program based?
* What information is publicly available about the location?
* What is the length of the program?
* What time(s) of the year is it offered?
* What health risks are present?
* What are the other major risks associated with the program location or activities?
* What are the risks associated with local transportation? What transportation will students use?
* How do local cultural practices differ from those in the US? Will these differences pose any risks for our students? Risks for staff/faculty?
* Has the faculty/staff been on location and had the opportunity to thoroughly conduct research on program feasibility?

**Program Structure:**

* What is the administrative structure of the program?
* Who has decision making authority?
* What Clery Act regulations apply to the program?
* What are your Title IX policies?
* How will the program comply?

# Risk Assessment

**Types of Risk in Education Abroad:**

* **Objective hazards** include those risks present in the environment (e.g., water, urban crime, availability of alcohol, housing choices, the possibility of fire)
* **Subjective hazards** include the hazards the participants, staff, and hosts bring with them (e.g., health issues, disabilities, attitudes, interests)
* **Program hazards** include the context of the programming itself (e.g., excursions involving third-party transportation, program activities such as scuba diving or snorkeling, internships)

# Dynamics of Risk Potential:

*Source: Illustration courtesy of Drew Leemon, NOLS, and adopted from the dynamics of accident model developed by Alan Hale.*

**Subjective or Human Factors** or

**Program**

**Factors**

**Objective or Environmental Factors**

**Risk Potential**

**What are some of the potential risks?** Have we considered all of the potential risks and made plans to minimize potential hazards?

**Prepare a handout for all participants that answers all of the inquiries below to help prepare travel participants.**

|  |
| --- |
| **Safety Instructions for Program Participants**   * Avoid obvious risks (e.g., do not swim where lifeguard is not present) * Know the local emergency phone numbers * Know the first point of contact for safety on-site * Inform program or university staff of personal travel during term and contact information during that travel * Know the safety protocol for treating sexual assault survivors. Is it safe to go to the police? Are sexual assault survivors advised to visit the police in all locations? * Plan for fire and carbon monoxide safety * Know how to handle medications abroad * Know where to go and whom to call for hospitalization abroad |