

SAIC

**STUDY
ABROAD**

Study Trip Proposal and Development Guidelines

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INTRODUCTION

Welcome to the **Study Trip Course Proposal Process**. Education abroad programs deeply impact both the academic and personal development of our students and are intended to be an integral part of the student experience at SAIC. We are here to support and mentor faculty who are in the various phases of consideration, planning and/or directing short-term programs with advice, policy guidance, and curricular and logistical considerations.

This study trip proposal and 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

Study Abroad Program Level Learning Goal: Cultural Competency

Study abroad aims to provide an experiential learning opportunity for students to reflect on their own cultural values and biases while recognizing and respecting cultural difference in a global context, and to develop the knowledge, skills, and attitudes needed to engage and communicate effectively and respectfully with diverse individuals or groups.

All Study Abroad trip proposals should specifically identify how they meet this program level learning goal **through their own individual course level goals and outcomes**.

1. Course Development

In advance of preparing your application, you should consider the following:

- Study trips should expand 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 opportunities.
- You should develop **3-4 course level learning goals** and **3-4 student learning outcomes**. Course learning goals are broad statements that generally describe what you aim to do as the instructor ("*This course will introduce students to...*"). Learning outcomes describe the knowledge, skills and attributes that your students should be able to demonstrate at the end of your course. Student learning outcomes should be **specific, observable** and **measurable** ("*At the end of this course, students will be able to...*"). Note: If you are offering more than one subject area (ie. Studio and Liberal Arts), there should be distinct student learning outcomes for each disciplinary subject area.
- **Plan ahead** - At least one year of lead-time is integral to the development of a strong proposal.
- Propose a course in a location with which you have a **high level of experience**

and/or expertise.

- Be familiar with the logistics of your destination for organized planning.
- At least one faculty member accompanying the trip should be familiar with **the language of the location.**
- Anticipate the challenges that may be involved in leading a group of students abroad and whether you are comfortable with extending your role as Faculty Leader beyond that of instructor. This includes recruiter, administrator, financial manager, institutional representative, adviser, facilitator, student affairs administrator and potentially a crisis manager. **Please note that a Student Affairs staff person no longer accompanies our study trips, effective 2023.**
- 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.

2. Course Proposal and Review Process

Study Trip applications will now be reviewed by the Dean's Selection Committee on the basis of a two year rotation. In order to facilitate a breadth of curricular offerings, faculty can only submit one proposal per review cycle.

When evaluating a study trip proposal, the Dean's Selection Committee will consider:

- The curricular impact of the geographical location proposed, including its ability to expand students cultural understanding and/or develop intercultural competencies.
- The expertise of the faculty in the geographic region and when applicable their language skills.
- The expertise of the faculty in the subject/content being explored in the course.
- Previous study trip experience of faculty, including outside of SAIC.
- Previous course evaluations.
- Appeal of trip to multiple student constituencies, including across departments and both undergraduate and graduate students (this includes enrollment feasibility especially for undergraduates, as they have the 6 credits off campus study requirement).
- Other feasibility questions: budget, risk, timetable, support. Some locations may have unique needs to be considered.

The following DO NOT constitute study trips: any courses that have not formally gone through the Study Trip proposal, review and approval process. Accordingly, the Study Abroad office is not responsible for the administrative oversight of any overnight trips taken as part of any course that is not formally identified as a Study Trip.

COURSE DEVELOPMENT

This document provides detailed guidelines on your study trip course development and the overall proposal process. You will begin by completing the [Study Trip Course Proposal: Part 1 Google Form](#) which is submitted to Study Abroad. Please address any questions about this form to studyabroad@saic.edu. Please read the following carefully before submitting your form.

A. Guidelines for Faculty

- At least **one** full-time faculty is required to lead any given study trip.
- The number of faculty accompanying a given trip will ultimately be dependent on student enrollment. Please see the table below.
- Faculty can propose to lead a trip on their own or jointly with an additional faculty leader.
- Faculty should be highly familiar with the proposed destinations through **previous experience**.
- Faculty are not permitted to lead a study trip during their sabbatical or in a term immediately following their return from sabbatical. For example you cannot lead a trip in the winter session if your sabbatical concluded in the fall semester immediately preceding.

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 usual academic year per course rate.

In order to maintain the continuity of a multi-year planning process International Affairs in conjunction with the Divisional Deans and the Dean of Faculty reserve the right to make appropriate adjustments or substitutions in the event of any of the following:

- Faculty originally approved to lead the trip become unavailable to do so.
- Requests for semester change or deferral.

Faculty to student enrollment ratio:

Number of Faculty	Course Cap	Student Enrollment
1	20	13 (domestic destination only)
2	20	16 minimum

3	30	21 minimum
4	40	31 minimum

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 (cap) increases; a course with three contracted faculty should enroll 21-30 students with a course cap of 30. At the discretion of the Dean of Faculty, a course may be permitted to run with a slightly lower minimum enrollment if at least 4 of the students registered for 6 credits.

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.**

Trips with low enrollment will be canceled.

Any domestic trip has the option to include a **graduate teaching assistant (TA-B)** as an **alternate** to one faculty if those expenses are incorporated into the course proposal process; however a graduate TA participating in a trip **may not** simultaneously take that class for credit. This is considered a conflict of interest. A graduate student may NOT be an instructor of record on a study trip.

B. Guidelines for Course Type and Study Trip Duration

The duration of a study trip should meet the same curricular standards that apply to on-campus courses:

Expectations for the **overall workload** (effort) for students taking 3 credits in a 15 week semester is 135 hours in total (the equivalent of 9 hours a week for a 15 week semester) regardless of whether the course is a studio or academic course. This is broken down between **experiential learning** (in class contact time, in-person direct instruction) and **applied learning** (student working independently, reflecting, reading, researching, working on assignments, travel, etc.). In calculating the **overall workload for your study trip**, it should be the equivalent work to a 3 credit course undertaken over a 15 week semester. This works out to be a **minimum** of two weeks on site. Be sure to also take into account pre-departure meetings, readings and other preparation that you expect of students in advance of travel, as well as any follow up meetings, critiques or post-trip assignment work. If you are planning to offer students a 6 credit option, you will need to plan for students to undertake the additional work necessary to meet those credits by the same calculation.

Keep in mind that on 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. Please be sure to also build in time for some rest and reflection.

- A **3 credit STUDIO course** should be **2 to 3 weeks long** with a clear final project or series of short-term assignments.

- A **3 credit ART HISTORY OR LIBERAL ARTS course** – should be at least 1.5 weeks long with a longer-term writing assignment to be completed and evaluated after the trip.
- Graduate students can only receive credit for an Art History course at the 4000-level or higher. A study trip offering a 4000-level Art History designation must be approved by the chair of the **Department of Art History, Theory and Criticism** in advance of submitting their proposal to Study Abroad for review.
- A **6 credit STUDIO course** or a combination of **3 credits STUDIO** plus **3 credits ART HISTORY or LIBERAL ARTS** should be 3 weeks long with **distinct disciplinary learning goals, projects and assignments**. All 6 credit proposals must be approved in advance by the applicable Department Chair(s) and clearly demonstrate how the additional requirements and/or contact hours for the award of extra credit will be met.

Note: Undergraduate students must fulfill a 6 credit off-campus requirement in order to graduate from SAIC. Any study trip that offers a six-credit option may be more attractive to students because it would allow participants to meet the off-campus requirement in full.

C. Guidelines for Study Trip Dates

Trips are conducted during the winter and summer interims ONLY.

Winter trips must be scheduled so that departure from the U.S. is no earlier than January 2 and conclude no later than two days before the beginning of the spring semester.

Summer trips dates must be scheduled to depart after spring commencement and conclude by the end of **summer 6 week 1** on the [SAIC academic calendar](#).

International Affairs in conjunction with the Divisional Deans and the Dean of Faculty reserve the right to review and consider course summer term proposals that fall outside of the dates outlined in these guidelines to accommodate unique curricular opportunities.

NOTE: be cost-conscious for students; choose travel times so that extra overnight layovers are not required – these add unnecessary expenses. Be aware of peak travel times that may impact availability and/or cost.

NOTE: Once dates are established, any significant changes will likely result in increased costs for students or their ability to participate. SAIC faculty must adhere to the dates established in conjunction with Study Abroad and the school. There is an expectation that the study trip should take precedence over other professional opportunities that may be pursued by the faculty. See guidelines in section A.

STUDY TRIP PROPOSAL PROCESS: PART 1

This is the first of a two-step proposal process. **Part 1** should be completed through **a google form, [linked here](#)**. You should prepare **and save** your responses to the following prompts in a separate word or google doc and before submitting your final materials online. Please ensure that you share your proposal with all the Department Chair of all applicable departments **in advance** of submitting your proposal.

A. Program Information

- Proposed Study Trip Title
- Proposed Location(s)
- How many faculty members, including their rank and home departments
- First and second choice interim terms (summer or winter and year)
- Proposed start and end dates
- Subject (Studio, Liberal Arts, Art History) and credit options

B. Curricular Information

- I. Overview/Background** information (75-100 words). Provide 2-3 sentences of relevant overview/background information that introduces students to the location and course topic:
- II. Course Content** (75-100 words). Outline more specific information on geographic locations, venues, artists, screenings, readings, subject areas and/or experiences that the course will explore or address:
- III. Assignments** (75-100 words). What types of assignments or work can students expect to complete in this class and what types of final/culminating projects students should expect. If the course offers more than one subject area (ie. Studio and Art History), there should be distinct disciplinary assignments and expectations.
- IV. Course Level Learning Goals**. In bullet-point format, identify 3-4 Learning Goals for your course. These are broad statements that generally describe what you aim to do as the instructor. "This course will introduce students to..."
- V. Student Learning Outcomes**. In bullet-point format, please Identify 3-4 learning outcomes for your students. Student Learning Outcomes should be specific, observable and measurable. "At the end of this course, students will be able to..."
Note: If you are offering more than one subject area (ie. Studio and Liberal Arts), there should be distinct student learning outcomes for each subject.
- VI.** How does this course address issues of **cultural competency** for a diverse student body? Please elaborate:
- VII.** Is this a completely new course or an adaptation of an existing one? If an adaptation, please explain:
- VIII.** Provide a **draft itinerary** (including estimated dates, locations, activities and transportation):
- IX.** What is your familiarity and/or prior experience with the study trip location?
- X.** What activities or coursework will occur at SAIC prior to trip departure?

- XI.** What activities or coursework will occur at SAIC after the conclusion of travel?

C. Supplementary Questions for Repeat Study Trips

- I. Course Improvements:** Reflecting on your experience running the previous study trip and your course 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?
- II. Course Adaptations:** Are there any significant changes planned to the previous dates, duration, itinerary, locations, accommodation, activities and transportation?

D. Departmental Approval

Please share all materials prepared for **Part 1** of your proposal with the correct **Department Chair/s** and collect the necessary approval signature **in advance of submitting your materials through the google form**. Request that Chair/s submit their approval signature via email to studyabroad@saic.edu. If more than one type of credit is offered, proposals **must** be approved and endorsed by all Chairs. Chair approval emails should contain the following information:

- Trip Title and Location
- Term
- Faculty Leader Name/s and Department/s
- Type of credits offered
- I approve this Study Trip Proposal:**
- Department Chair Name
- Department
- Date

Timeline & Next Steps

- **September (please see below) - Proposal Part 1 due.**
Part 1 will be reviewed by the Dean's Selection Committee which includes the Dean of Faculty, Associate 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, Associate 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 - 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, Associate Director of Study

Abroad.

IMPORTANT NOTES:

- Summer 2024, Winter 2025 and Summer 2025 will be outside the established application cycle.
- Summer 2024 - Both parts of the proposal process are due by November 13, 2023.
- Summer 2024 - Faculty notified and approved by December 13, 2023.

Calendar

<i>Study trip Date</i>	<i>Proposal Due date</i>	<i>Notes</i>
<i>Summer 2024</i>	<i>November 13, 2023</i>	<i>Faculty submit both Part 1 and Part 2 Faculty notified and approved for the Summer 2024 by December 13, 2023</i>
<i>Winter 2025 Summer 2025</i>	<i>January 8, 2024</i>	<i>Faculty submit proposals for W25, SU25 Notified by January 29, 2024 Part 2 due by March 1, 2024</i>
<i>Winter 2026 Summer 2026 Winter 2027 Summer 2027</i>	<i>January 13, 2025</i>	<i>Faculty submit proposals for W26, SU26, W27, SU27 Notified by February 10, Part 2 due by March 1, 2025</i>

STUDY TRIP PROPOSAL PROCESS: PART 2

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 and Responsibilities

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

<p>Travel Advisories, CDC updates, etc.</p> <ul style="list-style-type: none"> • Work with Student Financial Services for billing of individual participants. • Publish program course information in Self Service, online and on the SAIC website. • Negotiate in-country partner contracts. • Per SAIC/AIC policy, establish preliminary and final program budgets in consultation with the Faculty Leader. • Assist with student refund policy, if necessary. 	
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Student Recruitment and Preparation

Study Abroad Responsibilities:	Faculty Leader Responsibilities:
<ul style="list-style-type: none"> • Launch a multi-media promotional campaign to actively recruit students. • Advise prospective students on their options and the registration process. • With the Faculty Leader, conduct pre-departure orientation/s. Discuss logistics, expectations, country-specific information, health and safety issues, visas, passports and emergency contacts, and conduct. • Ensure that all participants complete online waiver and health disclosure forms. • Set up initial Canvas course 	<ul style="list-style-type: none"> • Promote the program (in class/studio, e-mail, word-of-mouth, Info Sessions, etc.) with accurate information to actively recruit students. We know from experience that this type of direct engagement can have a big impact on registration and secure the likelihood of the trip running. • With assistance from SA, host at least one mandatory pre-departure orientation meeting that explains course content, readings, expectations, country-specific information, health and safety. • With assistance from 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). • Participate in required faculty pre-departure training and fully review student pre-departure materials required by SA. • Via Canvas: communicate and engage with students pre-departure and provide all the course required reading and other academic materials.

Academic Responsibilities

Study Abroad Responsibilities:	Faculty Leader Responsibilities:

<ul style="list-style-type: none"> • Work with students and Registrar to ensure students are registered for the correct and appropriate credit. 	<ul style="list-style-type: none"> • Distribute course syllabus and materials to students (via Canvas and in pre-departure meetings) • Make course syllabus and draft itinerary available for SA one month in advance of pre-registration (for example, for summer trips this will be at the beginning of January of that year). • Teach course(s) as approved with the appropriate number of contact hours. • Select and arrange for local guest lecturers as described in the proposal to enrich course(s). • Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process.
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During The Study Trip

Study Abroad Responsibilities:	Faculty Leader Responsibilities:
<ul style="list-style-type: none"> • Maintain active communication and provide crisis management support. • Respond to Student Affairs issues and crises reported by faculty and staff leaders during the course of the trip. 	<ul style="list-style-type: none"> • 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. • Monitor group dynamics and activities and intervene as needed. • Document Clerly reportable events. • Adhere to all SAIC policies as delineated in the Faculty Handbook. • Model appropriate conduct and hold students accountable for SAIC Code of Conduct. • Notify Study Abroad of the arrival of all participants at the program site. • Monitor spending and keep required documentation for accounting purposes against the program budget. • Participate in all group excursions and events. • Ensure that all students have all relevant contact information for the duration of the Study Trip. • Proactively assist students with logistical challenges (explain how to use public transportation, exchange money, purchase phones, etc.).

Post-Trip Responsibilities

Study Abroad Responsibilities:	Faculty Leader Responsibilities:
<ul style="list-style-type: none">• Coordinate payment for U.S. honoraria and faculty.• Finalize budgets.• Set-up and Review Study Trip Evaluations.	<ul style="list-style-type: none">• Reconcile cash advances and program expenses as budgeted. Include original receipts within 21-30 days of end of program or via Concur.• Provide written or oral feedback to students related to work created during or after the trip concludes.• Submit grades to the Registrar's Office within one week of the last day of the course. If the last scheduled meeting of the trip occurs after the last day of official travel (example: a final critique or class meeting post-travel and identified in advance in the course syllabus).• Work individually with students to resolve any grades of incomplete (INC) by the Add/Drop of the subsequent term.• Submit Clery reports to Security.• Encourage students to complete online evaluations.

Workflow and Important Dates For Winter/ Summer 2025 Trip Proposals

Academic year 2024/2025 is used as an example below however the timeline and planning progression is applicable for the general planning of any future trips.

<p>September 2023</p>	<p>Prior to January 8 Winter & Summer proposal deadline</p> <ul style="list-style-type: none"> Attend Study Trip Proposal Workshop conducted by Study Abroad/Dean's office (via Zoom) Review the Study Trip Proposal Guidelines and Development document in full to understand the expectation and responsibilities of running a study trip. Meet with Study Abroad staff and/or Dean of Undergraduate Studies, if necessary.
<p>Fall 2023</p>	<p>Prior to submitting your proposal</p> <ul style="list-style-type: none"> Consider developing a potential syllabus/course outline making all learning outcomes and assignment deadlines clear. Research potential destination/s and reach out to contacts for associated visits and activities; consider transportation needs and feasibility of necessary logistics. Think about your itinerary & budget (utilize quotes from contacts and/or websites).
<p>November 2023</p>	<ul style="list-style-type: none"> Share Study Trip Proposal Part 1 with appropriate Department Chairs. Obtain approval signatures from Department Chair/s and have them e-mail studyabroad@saic.edu
<p>January 8, 2024</p>	<p>Submit Proposal Part 1</p> <ul style="list-style-type: none"> Submit finalized Part 1 via google form: (link here)
<p>January 29, 2024</p>	<ul style="list-style-type: none"> You will be notified by Study Abroad whether your initial proposal has been selected (or declined) for further development.
<p>February 2024</p>	<ul style="list-style-type: none"> Develop in full the details of the following; itinerary, budget, syllabus, marketing plan; Study Abroad available to assist as needed.
<p>March 1, 2024</p>	<p>Submit Proposal Part 2</p> <ul style="list-style-type: none"> Submit Part 2 of the Study Trip Course Proposal with all required attachments via a google form (link here)
<p>April 1, 2024</p>	<ul style="list-style-type: none"> You will be notified whether your Part 2 final proposal was accepted or declined.
<p>April 2024</p>	<ul style="list-style-type: none"> Web promotion of Study Trips begins. You should begin promoting your trip to students in your classes. Study Abroad will begin making initial plans for Winter 25 trip/s.
<p>July 2024</p>	<ul style="list-style-type: none"> Winter 25 info sessions for students scheduled and Winter marketing materials finalized.

August 2024	<ul style="list-style-type: none"> ● Winter 25 trip/s print promotions and additional digital/web-based marketing efforts launch.
September 2024	<ul style="list-style-type: none"> ● Winter 25 trip/s Info Sessions for students occur ● Students begin to “pre-register”, completing Step 1 of the online registration process.
October 2024	<ul style="list-style-type: none"> ● Winter 25 trip/s registration. ● Study Abroad logistical planning of Winter 25 trips occurs based on individual participant details.
November - December 2024	<ul style="list-style-type: none"> ● Winter 25 trip/s pre-departure meetings held for students. ● Winter 25 Study Trip Health & Safety Pre-Departure Workshop/s.
December 2024	<ul style="list-style-type: none"> ● Summer 25 info sessions for students scheduled and marketing materials finalized.
January 2025	<ul style="list-style-type: none"> ● Winter 25 trips running. ● Summer 25 trips print promotions and additional digital/web-based marketing efforts launch.
January and February 2025	<ul style="list-style-type: none"> ● Winter 25 faculty submit Concur reports to finalize budgets. ● Summer 25 trip Info Sessions for students occur. ● Faculty should continue to market trip/s in your students. ● Study Abroad will begin making cursory plans for Summer 25 trips. ● Students begin to “pre-register” for Summer 25 completing Step 1 of the online registration process.
March 2025	<ul style="list-style-type: none"> ● Summer 25 trip registration ● Study Abroad logistical planning of Summer 25 trips occurs based on individual participant details.
April - May 2025	<ul style="list-style-type: none"> ● Summer 25 trip pre-departure meetings held for students. ● Summer 25 Study Trip Health & Safety Pre-Departure Workshop.
May - July 2025	<ul style="list-style-type: none"> ● Summer 25 trips running. ● Summer 25 faculty submit Concur reports to finalize budgets.

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
- **Instagram** promotion on SAIC International Affairs and other appropriate department 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 traveling 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 you may book your flight using AIC's preferred travel agent and pay with your Corporate or Personal card.

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) and luggage.

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 must reside 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 may be mixed-gendered if students request each other. 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 Worksheet 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. Study Abroad reserves the right to select and approve which customized education abroad program provider is suitable to work with.

4. Course Syllabus

This section will help guide you in completing the [Course Syllabus](#) . 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 and Student Learning Outcomes** - The 'Study Abroad Learning Goal: Cultural Competency' (see p.2) should be included in your syllabus. What are the course level Learning Goals that you have written for your study trip course? What are the expected Student Learning Outcomes? 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 student learning throughout the course and how will this be measured? We recommend 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.

- **Note:** Grades must be submitted within one week of the course end date. If your last class meeting takes place after the travel portion of the study trip has concluded, these dates should be made clear in advance and will constitute the end date of the course. This means that all post-trip work, meetings and critiques must be completed within a week or two of Winter Interim trips. Incomplete grades for study trips must be reported by Add/Drop of the subsequent term.

Policies

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 canceled 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 (Treasury), 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.

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 unless at the direction of Student Affairs and Study Abroad. 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 Student Life 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 canceled first. Faculty may be asked to adapt their course so it can be conducted by one full-time faculty leader to avoid cancellation; the Provost will make this final determination. **No airline tickets or final conformations 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 freshmen in the afternoon. Freshmen are not eligible to participate in study trips unless a trip is organized and approved specifically for first-year students.

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. 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 options. 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 to Study Abroad in advance. AIC’s Corporate Card advises against ATM cash withdrawals from the Corporate Card unless approved by the Controller. 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 Accounting page.

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 trips 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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Dean of Undergraduate Studies Contacts:

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Study Trip Proposal Process: Part 2

To complete the next step in the study trip proposal process you should fill out Study Trip Proposal Part 2 google form, [linked here](#), together with the required supplemental materials listed below. The documents are in view format, you will need to download it and make edits in your own file. Then save it and upload via the google form.

Study Abroad staff is available to meet with faculty for consultation and support in creating a reasonable itinerary and accurate budget documents.

Required supplemental materials:

- **Itinerary** - [Linked here](#)
- **Course Syllabus** - [Linked here](#)
- **Budget Proposal Worksheet** - [Linked here](#)
- **At least 10 images** - Upload via [google form](#)

Images must be in 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. Images are crucial as Study Abroad uses them for posters/ instagram posts/ and in other ways to promote the trips. Study Abroad have found that strong visual marketing drives more interest in the trips.

- **Course Summary** - Upload via [google form](#)

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