



# **Faculty Handbook**

**for**

# **Travel Study Programs**

**Spring 2014**

**Lewis University  
Study Abroad Office**

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## **I. Getting Started**

### **A. Identifying a Travel Study Program Leader**

Travel Study programs are initiated and conducted by full- or part-time faculty members who are on an annual Lewis University faculty contract. The faculty leader is the instructor of the course. He/she develops the syllabi and takes full responsibility for course teaching and learning and is responsible for the specific travel study. On some occasions, other personnel may be involved but their participation is limited and must be approved by the appropriate Dean before any program arrangements take place.

### **B. Researching the Idea**

The Travel Study program must have a well-defined focus, correspond with the faculty leader's area of expertise, and relate the travel to the course objectives. Programs directed toward a larger audience, whether it is a General Education course or one directed toward majors, non-majors, or both, generally require less recruiting and yield a higher number of applicants. Being mindful of how the course will fit into students' academic career and meet their degree requirements will also make recruiting for the program more successful.

There are a number of ways that faculty can research possibilities for a Travel Study program idea. Below are some suggestions on how to get started:

#### **1. Consider the Intended Course**

A Travel Study program is regarded as a travel component integrated within the context of a full course. It is not travel for travel's sake. Therefore, it is important to begin answering basic questions about the planned course and the area of the world envisioned for the program. How does the travel support and enhance the course objectives? How can the learning opportunities provided by the travel be maximized? How will learning be assessed? The course should determine the travel and activities; the travel should not determine the course.

#### **2. Confer with the academic department and Dean**

Speak with chairs and the Dean about Travel Study program ideas early in the process. Focus on the logistics, the practicalities, and especially the student learning opportunities available through the program. These discussions will allow the leader to determine how receptive they are to the program idea how much support there will be from them in conducting the program.

#### **3. Contact the Study Abroad Office**

The director of the Study Abroad Office provides many different kinds of support during the process of turning an idea into a fully implemented program. These forms of support will be outlined in this handbook. The director can help in deciding whether the idea is feasible as a Travel Study program and can help in laying the groundwork for the program, such as developing a budget, projecting costs, making contacts, and helping decide what forms of marketing will be most effective for recruiting students.

The director also has information about other Travel Study programs that have been conducted at Lewis and at other institutions. Examining other programs can give insight into program costs, program length, and how much can reasonably be done. Investigating whether other institutions are running programs similar to the one in mind

will also help in planning the program by seeing what they are doing and how it might be adapted.

**4. Meet with other current and former Travel Study program faculty leaders**

Seek advice from other faculty who have led or are leading Travel Study programs. Ask them how they administered their programs and how would they run the program if they were to do it again. What would they change? What worked? What did not? How many students would they suggest for a first time program? Advice from these colleagues is extremely useful because they have led these types of programs and know first-hand what works – and what does not.

**5. Talk to colleagues and students**

Talk to colleagues and students to see what they think of the idea. Find out if they would be interested in participating in such a program. If so, what is considered to be a reasonable cost? What would they want to do? What would make them want to participate in the program? How could the program be changed to meet both the leader and the participants' interests?

## **II. Travel Study Program Responsibilities**

Travel Study programs require a great deal more work than a course taught in the classroom on campus. The Study Abroad Office can assist faculty develop and plan a travel study project; complete the necessary paperwork, coordinate with the travel agent and the Lewis administration, promote to prospective students, and develop a budget according to University policies and procedures. However, there are a number of offices and people working together to make your Travel Study program a success. In order to reduce any confusion or misunderstandings later in the process, it is important that you know how the responsibilities are divided.

### **A. STUDY ABROAD OFFICE**

Study Abroad is responsible for ensuring the quality and safety of Lewis travel study projects; providing information, resources, and guidelines; advising faculty and students; and providing administrative support while the faculty focuses on providing relevant academic coursework. The Study Abroad Office:

1. Reviews Travel Study proposal in consultation with the Travel Study Advisory Committee and presents proposal to the Office of the Provost and Executive Vice President for final consideration.
2. Provides faculty and students with appropriate applications and forms.
3. Collects student applications for the program and informs students of missing application materials.
4. Contacts Student Services, the Business Office, and Financial Aid to ascertain any financial or disciplinary concerns about applicants.
5. Informs applicants of faculty leader's decisions concerning participation.
6. Assists faculty leader in following up with students who have questions.
7. Provides a list of students and their program charges to the Business Office to have the fees and charges applied to the students' accounts.
8. Coordinates program budget and arranges billing with the travel agent, faculty, and Business Office.
9. In support of the faculty leader's efforts, assists in promoting the program throughout campus or to the target market the leader is trying to attract.
10. Prepares content for and conducts pre-departure orientation.
11. After the completion of the program, works with faculty to reconcile expenses.
12. Provides an evaluation of the program.

## **B. FACULTY**

The primary faculty leader has the overall responsibility for the program. Any additional faculty or assistant leaders provide critical and necessary support. The faculty leader:

1. Completes the Travel Study Faculty proposal and submits the supporting documents to the Study Abroad Office after approval of department chair and Dean.
2. Provides the course/seminar syllabus, a basic program itinerary, and a preliminary program budget to the Study Abroad with the completed proposal.
3. Develops the program itinerary and, in consultation with the Study Abroad Office, makes travel arrangements through the appointed Lewis travel agent.
4. Promotes and recruits students for the program.
5. Reviews applications, makes decisions concerning participation.
6. Ensures that all participants are registered for the program course.
7. Keeps the Study Abroad informed of correspondence with outside vendors to avoid duplications.
8. Follows all University rules and requirements including offering academic content consistent with College, Department, and University standards and faculty by-laws.
9. Provides the Study Abroad with accurate information about the final travel arrangements, including final itinerary and contact information at every stage of the trip.
10. Prepares and conducts the requisite number course sessions before and after program travel.
11. Keep receipts and track program expenses and work with the Study Abroad Office to reconcile expenses after the completion of the program.

## **C. DEANS and DEPARTMENT CHAIRS**

1. Review curriculum of the proposed Travel Study course to ensure that it meets department and college standards.
2. Review, and if appropriate, approve and support the faculty member's involvement in the program.
3. Review and approve the overall program.
4. After program proposal is fully approved, department chairs create and activate appropriate the program courses and sections. Courses should be by permission only and be set to 0 students.

**D. PROVOST, EXECUTIVE VICE PRESIDENT, and ASSOCIATE PROVOST FOR ACADEMIC SUPPORT**

1. Review and, if appropriate, approve the program.

**E. BUSINESS OFFICE**

1. Once the program is approved, create revenue and expense accounts for the program, which will be used to handle all finances for the program.
2. Check applicants' accounts to ensure that they do not have any outstanding financial issues.
3. Applies program fees and charges to the students' accounts based on the list provided by the Study Abroad Office.
4. Shortly before program departure, provides faculty with travel advance for conducting the program.

### **III. Decisions about Logistics**

Once some initial research is done about the program idea and there is a sense of what administering a program will entail, decide on the logistical basics of the program. These decisions will be necessary to complete the Travel Study proposal and will help provide a stronger focus to the program idea. While making deciding on the logistics of the program, remember that the primary goal of the program is student learning so visits to sites must have relevancy to the course content.

The Study Abroad Office can work with faculty and can put them in touch with travel agents and study abroad program providers identified and approved by Lewis to help in planning. Faculty may consult the online resources to determine some of the preliminary cost estimates. However, once the program is approved all final arrangements for travel must be arranged through the Study Abroad Office using travel agencies vetted by Lewis University. No individual travel can be secured outside this arrangement. The Study Abroad Office will coordinate the travel arrangements with both the travel agent and faculty leader and will set the final program charge. Pricing for the trip will be competitive and tailored for the specific needs of the program.

#### **A. Make an Initial Itinerary**

To get started in planning the basics for a program, a veteran faculty leader at Iowa State University, Warren Dolphin, suggests the following method. It will give a general idea about many aspects of the program:

1. Take a sheet of paper and list the dates and days of the week to be gone.
2. Determine which days the program will be at which sites.
3. For each day, indicate the academic goals for the day and where the participants will be fed and bed.
4. Along the right margin of the page, estimate costs for the meals, transportation, accommodations, and admission fees for what is listed on the left.

This method will be useful in completing the itinerary template located in Appendix G and for putting together the budget for your program proposal.

#### **B. Develop a budget and make cost projections**

The cost of each Travel Study program will vary according to several factors: number of students participating, the number of faculty leaders participating, the cost of living in the program locations, the season of the year, the number of meals to be provided, and the type of accommodations. In addition, the cost for local transportation varies and depends upon number and type of tours, company visits, museum entrances, and/or events planned.

A good way to project the budget and keep track of the costs for the program is to use the method outlined above in section 3.1, then using the Travel Study Program Budget Worksheet located in the appendix of this handbook. The worksheet can be a handy reference throughout the process of implementing the program and will be used for the Travel Study proposal. There is also an electronic version in Excel with formulas built into the cells to determine the program fee charged to the students. To obtain the electronic copy of this worksheet, please contact the Study Abroad Office.



**C. Decide where, when, and how long the program will be**

Decide the locations the program will visit, how those locations will help achieve the objectives of the course, how long to stay at each location, and what time of year the program will be (winter break, spring break, or summer). Keep in mind the estimated budget for the program, since all of these factors may be limited by it.

Factors to consider in deciding when to schedule the program include the weather in the host country, when celebrations or other special events take place in the possible areas to visit, and seasonal variations of airfares and lodging. The time of the year will obviously limit the length of the program, especially if the program is planned to be conducted during the winter or spring breaks. Other considerations are the number of sites to visit, the geographical proximity of those sites, and the time spent travelling between them. Generally, the more travelling involved the higher the cost of the program.

**D. Check the Travel Advisories for the intended program sites**

Travel advisories and consular information sheets can be extremely helpful in assessing what kinds of risks and dangers may be present. Travel Study programs are not allowed to be conducted in countries or areas of the world where the US Department of State has issued a Travel Warning.

## **IV. Travel Study Faculty Proposal**

First submit the proposal and supporting materials to the department chair and the Dean for their review and approval. Once they have approved the proposal, submit it to the Director of Study Abroad. The Director and the Travel Study Advisory Committee will then review the proposal to ensure that it meets all university and Travel Study guidelines. Once it has successfully passed this review, the Director will then initiate the final approval process by the Associate Provost for Academic Support, the Provost, and the Executive Vice President.

No implementation, marketing, or recruiting of the program may occur until the program has been fully approved. Once the program has been approved, the Study Abroad Office will contact the faculty leader and the arrangements can proceed toward creating a successful Travel Study program.

Along with the basic proposal, the faculty leader will be asked to provide the following supporting materials:

**A. Travel Study Proposal Cover Sheet** (Located in Appendix F)

**B. Travel Study Approvals Sheets** (Located in Appendix F)

**C. A syllabus for the planned course(s)**

All Travel Study or any type of teaching involving travel away from campus must be reviewed and approved for curricular application and appropriate program alignment by the academic department chair and the Dean. A plan for the Travel Study must be submitted to both the department and the Dean, which includes a syllabus prepared according to college standards. The syllabus will include a course description, goals, objectives, requirements, grading policy, textbooks and materials, assignments, and schedule.

Travel Study is regarded as a travel component integrated within the context of a full course or seminar that already exists in the catalog and/or has been approved through the appropriate college process. The majority of the coursework will happen during the travel component of the program. However, the travel must be preceded by a minimum of four class meetings of 50 minutes each and followed by at least one class meeting of 50 minutes for a course. For a seminar, the faculty leader is required to conduct at least one full class session of ninety minutes before program departure and at least one course session after the program's return. The class meetings will be regular teaching sessions in which the students gain needed content and synthesis in which to frame and understand both travel experiences and the learning content presented on-site.

The objectives and content of the course must be covered with the same level of rigor that would be expected in a traditional delivery of the course. Readings, preparatory research or writings, even testing are a normal part of the course design. A single reflective paper at the end of the trip cannot be considered adequate for the assessment of teaching and learning in the course.

Special consideration must be also paid to how the sites may best be used to enhance the participants' learning. It is vital for the sites to be an integral part of the course content and the learning experience.

**D. A itinerary for the program** (Template located in Appendix G)

An itinerary using the template in the appendix should be submitted with the proposal. The itinerary for the proposal does not need to be scheduled down to the minute, but will include expected dates, program length, number and names of sites, and possible planned excursions.

Once the program is approved, all final arrangements for the program must be coordinated through the Study Abroad Office using travel agencies that have been vetted and approved by Lewis University.

**E. A preliminary budget for the program**

A budget worksheet is used to determine a preliminary budget for the program (included in the appendix). The Study Abroad Office can also provide a version of the budget worksheet as an excel spreadsheet.

The faculty leaders establish the per student expenses for the program. Most estimates for the student expenses are provided by the travel agent. Other expenses to be included in the budget may not be in the travel agent quote, such as visa costs, medical insurance, and additional educational materials.

Once the student expenses have been totaled, estimate the faculty expenses. These can be obtained from the travel agent. More than one faculty member on the program generates additional expenses, so factor this into the calculations. The total faculty expenses should then be divided by the estimated number of students to ascertain the cost of the faculty expenses per student. This number is added to the total per student charge.

A \$150 Travel Study charge will be assessed for each participant to support administrative expenses and potential budget overruns for the program. This charge will be added and imbedded into the total per student program charge so that the participants will pay only one charge for the trip.

## V. Implementation

### A. Budgets and Billing

Once the program has been fully approved, the Study Abroad Office will contact the Lewis University Business Office to set up revenue and expense accounts for the program. All transactions for the program will be handled through those accounts.

The program billing will be coordinated by the Study Abroad Office. Bills and invoices from the travel agent will come to the Study Abroad Office and will be paid using the program's accounts. Student billing will be coordinated by the Study Abroad Office as well. After the student participants have been accepted and confirmed their participation by committing to the program and signing the Program Payment Agreement form online, the Study Abroad Office will send a list of the students and the program charges to the Business Office. They will then place the program charges onto the students' accounts and the revenue will be directed into the program's accounts to pay the costs of the Travel Study program.

It is extremely important that the leaders keep track of expenses while on the program and retain all receipts so the program's accounts can be properly reconciled at the end of the program.

### B. Course Creation/Activation

The faculty leader will work with the chair of the department to have the course created in the university system and put into the schedule of courses. The department chair should set the course as "by permission only" with the student number set to 0.

### C. Marketing and Recruitment

A minimum number of eight (8) students will be required for the Travel Study program to go forward. This number is based on standard Lewis course enrollment requirements and the amount of financial burden incurred per student for faculty leader expenses. If the minimum is not made the trip will be cancelled or postponed. More than twelve students will the cost of travel for two leaders will be shared among the students. If there are less than twelve participants, travel for one faculty leader will be borne by the students and the travel for the second faculty leader will be reviewed on a case by case basis. Because the cost of the faculty travel is shared among the students, more students on a program help diminish the costs per student and support the value of the course. Therefore, recruiting for the program by the faculty leader is vital.

**Recruiting, marketing, and conducting information sessions for the program are the responsibility of the faculty leaders.** Once the program is approved, talk to the students in current classes, to former students, and to advisees. Share information about the program with colleagues and ask to make announcements in their courses. If colleagues are willing, visiting their classes for a few minutes to talk about the program is also an effective way of recruiting students.

The Study Abroad Office can help create marketing materials, such as flyers and information sheets, and attend information sessions to assist in answering and administrative and financial questions for the program. The Study Abroad Office will

make a webpage for the program on the Lewis University Study abroad website to help disseminate information about the program.

#### **D. Student Applications and Acceptance**

While recruiting for the program, the faculty leaders will direct students apply to the program on their program page on the Study Abroad website.

The Lewis Study Abroad application process has three steps. The first step is application to the program, the second step is the participant selection by the faculty, and the third step is committing to the program and filling out of the necessary forms online after being accepted. The Study Abroad Office will handle the collection of all student forms for the program and will coordinate the application process. It is very important, though, that the faculty leaders read all of the forms mentioned in this section since they contain critical program policies and procedures.

When students apply for the program, they will click on the Apply Now button on the program page on the Study Abroad website. The applicants will then enter their Lewis username and password on the login page that appears next. Once this is complete, they have applied for the program. A screen shot of the webpage after applying is included in the appendix of this handbook.

In addition to applying, they will also need to submit the following materials either on the online application or to the Study Abroad Office:

- A digital photo
- Two Recommendations from faculty who are familiar with the students' academic work (these can be requested electronically through the online application page or by paper depending on the recommenders' preferences)
- Unofficial transcripts

The Study Abroad will send the list of applicants to Student Services, Financial Aid, and the Business Office to ascertain if there are any disciplinary or financial issues. The applicants' unofficial transcripts are also checked to determine if they meet the 2.75 GPA requirement.

During the recruitment stage, the Study Abroad Office will add the faculty leader to the Study Abroad website as a Reviewer. This will allow the faculty leader to see and review the applications for the program. Once the application deadline for the program has passed, the faculty leader will review the applications online to decide who is accepted into the program and informs the Study Abroad Office through the website, by e-mail, or in person. The Study Abroad Office will then inform the students.

The Study Abroad Office recommends that the leader conduct interviews with those applicants about whom they have concerns, such as those with GPA's near the borderline of the requirement or where the academic appropriateness of the program is unclear. Interviewing those students will allow the leader to better judge the merits of their application and have a better sense of the students as well, including their maturity levels and seriousness about participating.

The applicants are informed promptly of the decisions (accepted, not selected, conditional). Accepted applicants will then need to access their online application on the Study Abroad website again to either confirm their program acceptance by clicking Commit or decline the invitation by clicking Decline. Once they have confirmed their participation, they will have a new set of forms to complete including:

- Program Payment Agreement
- Cost Information
- Withdrawal and Penalty Policy
- Participant Agreement
- Hold Harmless Agreement
- Health & Emergency Contact Information

Applicants submit the forms electronically on the Study Abroad website.

Confirming their participation on the online application and electronically signing the Program Payment form is the applicants' acceptance of Lewis' offer to study abroad on one of its programs. These allow the Business Office to bill the student's account and allow the Study Abroad Office to make arrangements with travel agents and host institutions on the participants' behalf. Once the students have submitted the form and clicked Commit, they are then considered to be program participants and will be bound by the program Withdrawal and Penalty Policy.

#### **E. Student Billing and Registration**

Deposits are not collected for the program. Program fees will be placed directly onto the student's accounts and the payment schedule will be the same as the normal Lewis student tuition payment schedule.

The faculty leader will work with the college office to register students for the program course. Because the program is a Lewis University academic experience, all participants on a Travel Study program must be registered for Lewis coursework or they must be Lewis University faculty or staff.

People who are not currently Lewis students or employees may participate in a Travel Study program as non-degree seeking students. They are required to take the program course and complete all program application and acceptance materials. They must also meet all of the standard requirements for admission to Lewis University as a non-degree seeking student and to the Travel Study program.

#### **F. Course and Orientation sessions**

The faculty leader is expected to conduct at least four full course sessions of fifty minutes each session before program departure and at least one course session after the program's return. For a seminar, the faculty leader is required to conduct at least one full class session of ninety minutes before program departure and at least one course session after the program's return. The class meetings will be regular teaching sessions in which the students gain needed content and synthesis in which to frame and understand travel experiences.

The faculty leader will contact the Study Abroad Office to schedule an orientation session, usually in conjunction with one of the program's course sessions, in order to

provide a consistent message to all Lewis students studying abroad about basic policies, passports, forms, and general health and safety items. In order to reinforce these topics, the faculty leader should know and discuss these issues during the course sessions as well. A number of the students may have limited travel experience, so it is important to be as realistic about the country to where the program is going and the risks involved with studying abroad and travelling.

Some of the areas to discuss during the course sessions are:

**1. Academic expectations**

Discuss the syllabus, grading, evaluation system, readings, assignments, and other course requirements in detail. It is important to remind the students that they are participating in an academic program, and therefore will be held to the same standards as a class held on campus.

Set the tone of the program as an academic one. The faculty leaders are not leading a tour; they are teaching an academic course with a travel component.

**2. The climate and conditions at the sites the program will be visiting**

Explain to the participants that the services and conditions in the target country will not be the same as those at Lewis or the US and explain what those differences are. Also, discuss what the weather will be like and tell them what kind of clothing they should pack.

**3. Any possible health hazards and immunization requirements**

Inform students about any health hazards that may exist in the country and the quality of medical services there. Make sure the participants have any immunizations that may be required for entry into the country.

The Study Abroad Office will provide the participants with information and advisories from the Centers for Disease Control (CDC) for the countries that the program will visit, but it is a good idea to review the information with the students as well.

**4. General safety and personal security**

Since the levels of travel experience of the participants may vary, try to teach them some “street smarts” relevant to the country and to travel in general. Also, tell the students not to travel anywhere alone at any time. Since the faculty leader will not be able to constantly monitor all of the students, travelling together will increase their safety when they are not with the leader. It is impossible to know where the participants are at all times, so instead the leader inform them where they will be so students can contact them immediately if something happens.

The Study Abroad Office will provide the students with both general and country-specific information and advisories from the US Department of State. In addition to this information, it is important to remind the participants that the laws in the target country may differ from the US and that the US standards of due process may not apply there.

**5. Behavioral Expectations**

Set clear standards and expectations prior to departure. Inform the students that they are ambassadors of Lewis University and their country. They must, therefore, be on their best behavior. Review the Study Abroad Agreement they signed as well as the Lewis Student Behavioral Code and explain the potential consequences of noncompliance.

Also discuss the issue of alcohol, drugs, and controlled substances, since the laws in the host country concerning them may be different than the US. Although it will be almost impossible to prohibit the participants from drinking alcohol, at least urge them to drink responsibly. Consider not including alcohol at official Lewis functions and gatherings.



## **VI. Final Preparations**

### **A. HTH Insurance Cards**

All participants in a Travel Study program, including the faculty leader, will be provided with comprehensive medical insurance from HTH Worldwide that includes medical evacuation and repatriation of remains. Participants may not opt out of the insurance.

### **B. Forms from Study Abroad Office**

Prior to the departure of a Travel Study program, the faculty leader will receive a folder the following items from the Study Abroad Office:

- A photocopy of each participant's:
  - passport
  - Health Information
  - Emergency Contact Information
  - HTH insurance card
- A list of hospitals and doctors in the areas to where the program will be travelling
- An emergency procedures document with a list of important phone numbers in case of emergency, including telephone numbers for Campus Security and all of the numbers for the Director of Study Abroad
- A detailed copy of the itinerary including flights, times, dates, hotel information, and local transportation arrangements

It is critical the faculty leader take these materials along while travelling and keep the materials secure. They will be invaluable in the event of an emergency.

### **C. Responsibility**

Responsibility lies with the primary faculty leader. In case a situation arises where the primary faculty leader is unable to perform his/her duties, the assistant leader will have full access to the emergency information for each student on the program. If the faculty leader is not travelling with another faculty member, the assistant leader may be a responsible, mature student or even a local national. The assistant leader is determined before departure and all people involved in the program are informed, including the Study Abroad director.

## **VII. In the Field**

### **A. Be the Responsible Leader**

The hard work of the faculty leader finally comes to fruition. Lead, learn, and enjoy. Be a responsible leader while on the program. Keep track of expenses, retain all receipts, be mindful of local laws and customs, and show respect to students and to staff providing services for the group.

While it will be impossible for the faculty leader to keep track of all participants at all times, the participants should always know how to contact and where the faculty leader is in case of a crisis or emergency.

### **B. Carry the Forms from the Study Abroad Office**

Again, it is critical the faculty leader take these materials along while travelling and keep them secure. They will be invaluable in the event of an emergency.

### **C. Emergency Procedures**

While there is a network of people at Lewis responsible for the coordination of emergency procedures on campus, it is the faculty leaders of a Travel Study program who assume much of this responsibility off-campus. Since they will be playing such an important role in these situations, they are to use the following steps when reporting an emergency:

## **VIII. After the Program**

### **A. Reconcile the Program Expenses**

Promptly after the program's return, faculty must contact the Study Abroad Office in order to reconcile the accounts for the program. Faculty should provide documentation, including receipts, for expenses incurred while on the program for which they would like to have reimbursement. The faculty leader is also responsible for undocumented expenses.

### **B. Conduct Final Course Sessions**

Faculty leader will conduct at least one course session after the program's return. This will be a good opportunity to allow students to complete final projects and give presentations. It is also an excellent time to "debrief" the participants and discuss their experiences now that they have had some time to reflect on the program's travel component.

### **C. Program Evaluations**

Assessment of the travel study programs is critical to the continuing improvements of the programs. The Study Abroad Office will distribute evaluations to the participants after the completion of the program. The faculty leader will also arrange to provide the students with standard college course evaluations as well during the final course session according to college protocols. All participants are expected to complete the evaluations.

### **D. Submit a Report-**

Within two months after the program has returned, the faculty leader must submit a report to the Director of Study Abroad. The director will share the report with the Provost and Associate Provost for Academic Support, as well as with the faculty leader's chair and Dean. The report will include the following to provide a general summary and assessment of the program:

- Overview of the experience
- Orientations
- Course sessions, curriculum, and other experiences
- Students as a group
- Any outstanding issues or matters that may have arisen while away
- Travel, housing, excursion, and food arrangements
- Sites visited
- Length of the program and time of year
- Grading, evaluation system, and credits earned
- Student learning outcomes
- Recommendations for future travel that may be helpful to other faculty administering these programs

## Appendices

### A. Timeline for Travel Study Programs

Faculty Activity	Timeline dates	SAO Activity
<b>Pre-travel preparation</b>		
<ol style="list-style-type: none"> <li>1. Generate the idea</li> <li>2. Schedule initial meeting with Study Aboard Office (SAO)</li> <li>3. Review courses for potential Travel Study applications</li> <li>4. Review travel applications for potential courses—student learning</li> <li>5. Initial conversation with colleagues, program chairs, and SAO</li> <li>6. Get and examine the <i>Faculty Leaders Travel Handbook</i> from SAO</li> </ol>	Anytime – Recommended 18-24 months before intended travel	<ul style="list-style-type: none"> <li>- Provide general orientations for faculty</li> <li>- Provide initial orientations for interested faculty</li> <li>- Distribute and discuss <i>Faculty Leaders Travel Handbook</i></li> <li>- Provide faculty with appropriate forms</li> </ul>
<ol style="list-style-type: none"> <li>7. Begin Course development or application</li> <li>8. Contact travel agent(s)</li> <li>9. Develop draft itineraries</li> </ol>	18 – 12 months	<ul style="list-style-type: none"> <li>- Identify travel study trips in consideration</li> <li>- Provide guidance for proposal development</li> <li>- Provide travel agent suggestions</li> </ul>
<ol style="list-style-type: none"> <li>10. Develop Course syllabus (include needed approvals, publication)</li> <li>11. Begin Travel Study proposal</li> <li>12. Develop itinerary</li> <li>13. Develop budget</li> <li>14. Complete proposal</li> <li>15. Develop initial marketing and advertisement plan</li> <li>16. Discuss implications w/ Dept. chair—class dynamics, course load, etc.</li> </ol>	18 – 10 months	<ul style="list-style-type: none"> <li>- Oversee itinerary and budget development</li> <li>- Collaboratively assist faculty as requested and warranted</li> <li>- Assist faculty with initial marketing and advertisement plan</li> </ul>
<ol style="list-style-type: none"> <li>17. Submit final proposal, budget and syllabus for approval</li> </ol>	12 months	<ul style="list-style-type: none"> <li>- Accept final proposal any time, by deadline</li> </ul>
<ol style="list-style-type: none"> <li>18. Address concerns as indicated during proposal approval process</li> </ol>	12 – 10 months	<ul style="list-style-type: none"> <li>- Review final proposal in consultation with Travel Study Advisory Committee and communicate any concerns to faculty leader</li> <li>- Approve proposal and initiate full approval of proposal once concerns addressed</li> </ul>

		<ul style="list-style-type: none"> <li>- Monitor proposal approval progress</li> </ul>
<p>19. Approved proposal (all concerns addressed)</p> <p>20. Work with department chair to activate course and include in Schedule of Courses</p> <p>21. Begin and continue active marketing</p> <p>22. Schedule meeting with SAO—updating, orientation content planning</p>	10 – 8 months	<ul style="list-style-type: none"> <li>- Approved proposal (all concerns addressed)</li> <li>- Establish webpage and online application for the program</li> <li>- Request program revenue and expense accounts from Business Office</li> <li>- Set program charge</li> <li>- Meet with faculty leaders</li> <li>- Assist faculty with active marketing</li> <li>- Assist students with application process</li> </ul>
<p>23. Monitor student applications (Study Abroad website)</p> <p>24. Student Application due</p>	~ 8 months	<ul style="list-style-type: none"> <li>- Monitor student applications</li> <li>- Assist faculty in monitoring and reviewing student applications</li> <li>- Contact students with incomplete applications</li> <li>- Send applicant list to Student Affairs for any student disciplinary issues</li> </ul>
<p>25. Accept or reject students for participation (Study Abroad website)</p> <p>26. Inform Study Abroad Office of application decisions</p>	8 – 7 months	<ul style="list-style-type: none"> <li>- Contact students regarding faculty decisions for participation (accept/not selected)</li> <li>- Follow up with accepted students concerning forms and participation</li> </ul>
<p>27. Establish contact with students regarding info sharing</p> <p>28. Ensure that all participants are registered for the appropriate courses.</p> <p>29. Schedule student orientations with SAO</p>	7 – 6 months	<ul style="list-style-type: none"> <li>- Request Business Office place program charges on student accounts</li> <li>- Confirm participant information with travel agent</li> <li>- Process travel agent deposits as needed</li> </ul>
<p>30. Teach the course: conduct pre-travel course sessions</p> <p>31. Finalize pre-departure details</p> <p>32. Arrange final meeting with SAO</p> <p>33. Depending on time of travel, post I grades for participants.</p>	5 – 0 months	<ul style="list-style-type: none"> <li>- Schedule final student orientations with faculty</li> <li>- Confirm names with participants and send passenger list to travel agent</li> <li>- Send roommate list to travel agent</li> <li>- Finalize pre-departure details</li> <li>- Final meeting with faculty</li> <li>- Provide security with all travel</li> </ul>

		<p>pertinent information</p> <ul style="list-style-type: none"> <li>- Register program with US Department of State</li> <li>- Make final payments to travel agent</li> <li>- Prepare and provide packets for leaders</li> </ul>
--	--	---

During		
1. Adhere to learning objectives, itinerary, safety and risk management	Throughout-daily	<ul style="list-style-type: none"> <li>- Maintain 24/7 access, personal &amp; security</li> </ul>
2. Assess and evaluate	Throughout as planned	
3. Communicate with SAO <ul style="list-style-type: none"> <li>a. Emergency</li> <li>b. Crisis event, situation</li> <li>c. Student issues</li> <li>d. General updating-basic status report</li> </ul>	As needed	<ul style="list-style-type: none"> <li>- Communicate with faculty leaders, travel agent, campus police</li> <li>- Emergency</li> <li>- Informative re. event/situation               <ul style="list-style-type: none"> <li>o General updating-basic status report</li> <li>o Respond as indicated to enquiries</li> </ul> </li> <li>- Respond to and manage crises</li> </ul>

Post- travel		
1. Final class meeting 2. Assessment and evaluation 3. Closure meeting with SAO 4. Submit final report		<ul style="list-style-type: none"> <li>- Closure meeting with faculty</li> <li>- Distribute electronic evaluation to participants</li> <li>- Insure all details are complete</li> <li>- Resolve program expenses with faculty leader and Business Office</li> </ul>

## **B. Faculty-led Travel Study Program Policies Summary**

### **1. General Program Policies**

- Travel Study programs can only be initiated and conducted by full- or part-time faculty members who are on an annual Lewis University faculty contract.
- On some occasions, personnel other than the faculty leader may be involved in conducting the program but their participation is limited and must be approved by the appropriate Dean before any program arrangements can take place.
- The Travel Study program must have a well-defined focus, correspond with the faculty leader's area of expertise and relate the travel to the course objectives.
- No implementation, marketing, or recruiting of the program may occur until the program has been fully approved. Once the program has been approved, the Study Abroad Office will contact the faculty leaders and the arrangements can proceed toward creating a successful Travel Study program.
- A minimum number of eight (8) students will be required for a Travel Study program to go forward. If the minimum is not made the program will be cancelled or postponed. For more than twelve students, the cost travel for two leaders will be borne by the students. If the program has less than twelve participants, the cost of travel for one faculty leader will be borne by the students and the travel for the second faculty leader will be reviewed on a case by case basis.
- Travel Study programs may not be conducted in countries or areas of the world where the US Department of State has issued a Travel Warning.
- Student applicants must have at least a 2.75 GPA for acceptance into the program.
- The Travel Study application and supporting materials must first be submitted to the department chair and the dean of the program leader's college for their approval. Once they have approved the application, it is sent to the Director of Study Abroad, who will then review the application in consultation with the Travel Study Advisory Committee. The Director will then initiate the final approval process by the Associate Provost for Academic Support, the Provost, and the Executive Vice President.
- Along with the Travel Study application, the faculty leader must provide supporting materials, including a syllabus, a basic itinerary for the program, and a preliminary budget.

### **2. Academic Policies**

- The faculty leader is the instructor of the course or seminar. She/he develops the syllabus and takes full responsibility for course or seminar teaching and learning and is responsible for the specific travel study program.
- All Travel Study or any type of teaching involving travel away from campus must be reviewed and agreed-upon by the academic department and approved by the Dean. A

plan for the Travel Study must be submitted to both the department and the Dean that includes a syllabus complete with expectations of students, a preliminary itinerary, special academic needs or expectations, and preliminary delineation of the cost of the trip.

- Short-term Travel Study is regarded as a travel component integrated within the context of a full course or seminar that has been approved through the appropriate college process and/or already exists in the catalog.
- The faculty leader is expected to conduct at least four full course sessions of fifty minutes each session before program departure and at least one course session after the program's return. For a seminar, the faculty leader is required to conduct at least one full class session of ninety minutes before program departure and at least one course session after the program's return. The class meetings will be regular teaching sessions in which the students gain needed content and synthesis in which to frame and understand both the travel experiences and the learning content presented on-site. .
- The objectives and content of the course must be covered with the same level of rigor that would be expected in a traditional delivery of the course. Readings, preparatory research or writings, even testing are a normal part of the course design. A single reflective paper at the end of the trip cannot be considered adequate for the assessment of teaching and learning in the course. Special consideration will be paid to how the sites will best be used to enhance the participants' learning.
- All participants must be a student registered for Lewis coursework while on a Travel Study program or an employee of Lewis University.
- People who are not currently Lewis students or employees may participate in a Travel Study program as non-degree seeking students. They are required to take the program course and complete all program application and acceptance materials. They must also meet all of the standard requirements for admission to Lewis University as a non-degree seeking student and to the Travel Study program.

### **3. Program Implementation Policies**

- No implementation, marketing, or recruiting of the program may occur until the program has been fully approved.
- All final arrangements for travel must be organized through the Study Abroad Office using travel agencies vetted by Lewis University. The Study Abroad Office will coordinate the travel arrangements with both the travel agent and faculty. Pricing for the trip will be competitive and tailored for the specific needs of the program. No individual travel can be secured outside this arrangement.
- All students participating in a Travel Study program will be assessed a \$150 travel study charge by Lewis University. The charge supports study abroad administrative expenses and potential budget overruns for the program. It will be imbedded into the total per student program charge so that the participants will pay only one charge for the trip.



- The faculty leader is responsible for marketing the Travel Study program. The Study Abroad Office will help in creating marketing materials, such as flyers and information sheets, and in developing information sessions for the program. The Study Abroad Office will also place information about the program on the Lewis University Study Abroad website to help reach a wider audience.
- Study Abroad will collect all applications and acceptance materials.
- Primary responsibility lies with the program leader. However, the faculty will appoint an assistant leader to take charge in case the leader is incapacitated or unable to perform his/her duties. The assistant will have full access to the emergency information for each student on the program. If the program leader is not travelling with another faculty member, the assistant leader may be a responsible, mature student or a local national. Appoint him or her before the departure and make sure that all people involved in the program, including the students and the Study Abroad, know who the assistant leader is.
- The list of applicants is sent to Student Services, Financial Aid, and the Business Office to ascertain if there are any disciplinary or financial issues. The applicants' GPA's are also checked for accuracy and to determine if they meet the minimum requirements.
- The Study Abroad Office will inform the applicants in writing of the faculty leader's decisions concerning acceptance into the program.
- Accepted applicants will be required to sign additional forms that must be submitted to the Study Abroad Office electronically or in person. The packet will include the Program Payment Agreement, Hold Harmless Agreement, Participant Agreement, Health & Emergency Contact Information, and the Withdrawal and Penalty Policy forms.
- The Study Abroad Office will provide an orientation session, usually in conjunction with one of the program's course sessions, to provide a consistent message to all Lewis students studying abroad about basic policies, passports, forms, and general health and safety items.
- Prior to the departure of a Travel Study program, the faculty leader will receive a packet of materials from the Study Abroad Office. The faculty leader must take these materials along on the program as they will provide important information in the event of an emergency. The materials include a list of phone numbers in case of emergency, such as telephone numbers for Campus Security and all of the numbers for the Director of Study Abroad, and a photocopy of each participant's passport, Health and Emergency Contact form, and HTH insurance card.

#### **4. Financial Policies**

- The billing of the program will be coordinated by the Study Abroad Office. Bills and invoices from the travel agent will come to the Study Abroad Office and will be paid using the program's accounts.
- The Study Abroad will coordinate the student billing with the Business Office. After the student participants have been accepted and confirmed using the Program Payment Agreement form, the Study Abroad Office will send a list of the students and the program

fees to the Business Office. They will then place the program fees onto the students' accounts and the revenue will be directed into the program's accounts to cover the costs of the program.

- Once the program has been approved, the Study Abroad Office will contact the Business Office to set up revenue and expense accounts for the program. All transactions for the program, including payments to the travel agent and cash advances for the faculty leader, will be handled through those accounts.
- Prior to the program's departure, the Study Abroad Office will make arrangements with the Business Office to provide the faculty leader with a travel advance to cover expenses that were not in the travel agent's arrangements.
- The faculty leader must keep track of expenses while on the program and retain all receipts so the program's accounts can be properly reconciled at the end of the program.
- Appropriate faculty expenses will be incorporated into the participants' program fee. The total faculty expenses will be divided by the estimated number of students to ascertain the cost of the faculty expenses per student. This number is added to the total student expense to determine the expected program charge. If there is more than one faculty member on the program, do not forget to factor this into the calculations as well.
- Deposits from applicants for the program will not be collected. By signing the acceptance forms, participants will be bound by the Withdrawal Penalty Policy.
- The Study Abroad Office will coordinate with the Business Office to have the program charge placed onto the student's accounts. The payment schedule will be the same as the normal Lewis student tuition payment schedule.

## C. Travel Study Proposal Template



# Faculty-led Travel Study Proposal

Course Title(s): \_\_\_\_\_

Course Number(s): \_\_\_\_\_

Program Location(s): \_\_\_\_\_

Program Dates: \_\_\_\_\_

Faculty Leader(s): \_\_\_\_\_

Faculty Department(s): \_\_\_\_\_

Faculty College(s): \_\_\_\_\_

Faculty Signature(s): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Study Abroad**  
Lewis University  
One University Parkway, Unit 270  
Romeoville, IL 60446  
Tel: 815-836-5993  
Fax: 815-838-4614  
E-mail: [swansoch@lewisu.edu](mailto:swansoch@lewisu.edu)

## **Travel Study Proposal Signature Page Addendum**

Dear Department Chair/ Program Director and Dean:

The *Faculty-led Travel Study Proposal* provides an opportunity for all signers to suggest improvements to the faculty or decline approval due to any significant concerns. The faculty is then able to consider the suggestions, adjust the proposal, and resubmit to obtain approval. The proposal consists of two major components for your approval:

**1. The proposal form**

The proposal form asks for information indicating that the faculty has clearly prepared for the travel and course elements of the travel experience. The information assists the Study Abroad Office in assuring the intended trip meets university risk management requirements, follows policy of the registrar and finance offices, has a viable travel itinerary, and can be further developed to secure a successful learning experience outside of campus. The information in the proposal indicates where and how Study Abroad Office can further assist the faculty in the development of the travel experience.

**2. The attached course syllabus/syllabi**

The syllabus is a contract between the academic program, the faculty, and the students. As such, the Study Abroad Office and the Office of the Provost depend on the chair/program director and dean to review the academic course content and procedures to ensure strong pedagogy, alignment to program and college learning objectives, and support by the travel experience.

We ask that you review both before signing the document. Your signature gives the Study Abroad Office and the Office of the Provost the understanding that you support this travel and course. Your approval also indicates that the planned travel adequately and appropriately addresses the interests and concerns of your students, faculty, course and program.

The Study Abroad Office and the Office of the Provost is asking that you complete the following check list addressing course concerns. As you review the proposal and syllabus, please, consider the following list syllabi requirements. If you have concerns, please return the proposal to the faculty or contact them for clarification and suggested changes. This will greatly assist the office in procuring the appropriate approval of the proposal. We recommend that the syllabus follow college standards for syllabi development and the original program-approved course syllabi. In cases where the course is not a standard program course but a created course, it is your prerogative to approve the course and travel.

Note that the additional signers are also reviewing the documents and have the right and responsibility to question the proposal before approval.

Thank you for your attention to and support of the Lewis University Travel Study programs.

Chris Swanson  
Director of Study Abroad

## Travel Study Proposal Signature Page Addendum

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Program Location: \_\_\_\_\_

### Department Chair's/Program Coordinator's Checklist:

Required Elements In Travel Study Syllabi	Significant concern, returning to faculty	Yes
<b>Syllabus heading:</b> includes title, course number, instructor, semester, credits		
<b>Course description:</b> included, as in catalog		
<b>Course description:</b> Specific description as developed by lead faculty addressing travel study component		
<b>Course objectives:</b> included (as in standard syllabus) with additional for travel study component		
<b>Course objectives:</b> travel study sites have direct relation to course objectives		
<b>Course requirements:</b> In addition to standard course assignments, assignments pertain to and make use of the travel sites		
<b>Course requirements:</b> any readings, pre-departure assignments, in-field assignments, final projects/papers, etc.		
<b>Course on-campus timeline:</b> including orientations, pre-travel and post-travel classes. [travel itinerary is separate attachment]		

## Travel Study Proposal Signature Page Addendum

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Program Location: \_\_\_\_\_

### Dean's Checklist:

Required Elements In Travel Study Syllabi	Significant concern, returning to faculty	Yes
<b>Syllabus heading:</b> includes title, course number, instructor, semester, credits		
<b>Course description:</b> included, as in catalog		
<b>Course description:</b> Specific description as developed by lead faculty addressing travel study component		
<b>Course objectives:</b> included (as in standard syllabus) with additional for travel study component		
<b>Course objectives:</b> travel study sites have direct relation to course objectives		
<b>Course requirements:</b> In addition to standard course assignments, assignments pertain to and make use of the travel sites		
<b>Course requirements:</b> any readings, pre-departure assignments, in-field assignments, final projects/papers, etc.		
<b>Course on-campus timeline:</b> including orientations, pre-travel and post-travel classes. [travel itinerary is separate attachment]		

## TRAVEL STUDY PROPOSAL APPROVALS

Note: Faculty directors must receive all approvals before making any commitments to outside vendors or students.

Department Chair \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Dean \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

## TRAVEL STUDY PROPOSAL APPROVALS (continued)

Note: Faculty directors must receive all approvals before making any commitments to outside vendors or students.

Director of Study Abroad: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Associate Provost for Academic Support: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:



## TRAVEL STUDY PROPOSAL APPROVALS (continued)

Note: Faculty directors must receive all approvals before making any commitments to outside vendors or students.

Provost: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Senior Vice President: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:



## **FACULTY-LED TRAVEL STUDY PROPOSAL**

To ensure that Lewis University Travel Study programs are aligned with University standards and policies, faculty must submit a proposal describing the intended program. Prior to submitting the proposal, faculty should consult the Travel Study Faculty Handbook, which describes Travel Study policies and procedures in detail.

In addition to providing a general outline of the program, the proposal must also answer the following items:

1. Name(s) and contact information of the faculty proposing the Travel Study program. Please include names, departments, colleges, office phones, office faxes, and e-mail addresses.
2. Course/Seminar Number(s) and Title(s).
3. Proposed dates.
4. Location(s) of travel (please list all cities and sites the program intends to visit).
5. A description of faculty member(s)' past involvement in coordinating Travel Study programs.
6. A description of any prior travel to this location in the past, including the type of trips (pleasure, travel study, research, etc) and duration of visits.
7. Estimated number of students participating.
8. Estimated number of faculty/staff participating. Please include their names.
9. Name of Host Institution, if applicable.
  - a) Contact person(s) at the Host Institution. Include the names, address, phone, fax, and e-mail addresses.
  - b) Is this an established contact person with whom you have regular communication? If so, please explain.
10. A description of the course(s) for the program.
  - a) How does travel to this location relate to the course?
  - b) Why is travel there necessary to achieve the course objectives?
  - c) How will the travel support and enhance those objectives?

- d) How will learning be assessed?
  - e) Which graduation requirement does it satisfy? (major, minor, general education, elective)
  - f) How many credits will students receive for completing this travel study?
11. The number of contact hours the group will meet prior to the travel component and after returning.
  12. Any additional requirements (year in school, major, etc.) beyond the 2.75 GPA requirement.
  13. Involvement by undergraduate students, graduate students, or both.
  14. Any advisories or warnings by the US Department of State issued for the proposed sites.
  15. Any other issues related to safety and risk that are particular to this travel study location, such as transportation, immunizations, food and water safety, and limited access to medical care.

## **SUPPORTING MATERIALS**

The following supporting materials must be included with proposal:

- Travel Study Proposal Cover Sheet (attached)
- Travel Study Approvals sheets (attached)
- Course Syllabus
- Program Itinerary
- Preliminary Budget (Please use the Budget Worksheet as a template)

## **APPROVALS**

First submit the proposal and supporting materials to the department chair and the Dean for their approval. Once they have approved the proposal, submit it to the Director of International Study Abroad. The director will then review the proposal and initiate the final approval process by the Associate Provost for Academic Support, the Provost, and the Executive Vice President.

**Study Abroad**  
Lewis University  
One University Parkway, Unit 270  
Romeoville, IL 60446  
Tel: 815-836-5993  
Fax: 815-838-4614  
E-mail: swansoch@lewisu.edu

## D. Travel Study Program Budget Worksheet

Travel Study Budget Worksheet*			Lewis University
<b>A. Student Expenses</b>			
1)	Airfare	<input style="width: 90%;" type="text"/>	
	Local transportation	<input style="width: 90%;" type="text"/>	
2)	(taxi, bus)	<input style="width: 90%;" type="text"/>	
3)	Hotel	<input style="width: 90%;" type="text"/>	
	Meals (not included in	<input style="width: 90%;" type="text"/>	
4)	hotel)	<input style="width: 90%;" type="text"/>	
	Site visits (companies,	<input style="width: 90%;" type="text"/>	
5)	schools, museums)	<input style="width: 90%;" type="text"/>	
6)	Tours	<input style="width: 90%;" type="text"/>	
7)	Events	<input style="width: 90%;" type="text"/>	
8)	Travel materials	<input style="width: 90%;" type="text"/>	
	Medical Insurance (\$14	<input style="width: 90%;" type="text"/>	
9)	X # of weeks)	<input style="width: 90%;" type="text"/>	
	Lewis Travel Study	<input style="width: 90%;" type="text"/>	
10)	Charge	<input style="width: 90%;" type="text" value="\$150.00"/>	
11)	Other (specify)	<input style="width: 90%;" type="text"/>	
<b>Sub-Total: Student Expenses</b>		<input style="width: 90%;" type="text"/>	
<b>B. Faculty Leader Expenses</b>			
1)	Airfare	<input style="width: 90%;" type="text"/>	
	Local transportation	<input style="width: 90%;" type="text"/>	
2)	(taxi, bus)	<input style="width: 90%;" type="text"/>	
3)	Hotel	<input style="width: 90%;" type="text"/>	
4)	Group meals	<input style="width: 90%;" type="text"/>	
5)	Other Expenses	<input style="width: 90%;" type="text"/>	
6)	Site visits (companies,	<input style="width: 90%;" type="text"/>	
	schools, museums)	<input style="width: 90%;" type="text"/>	
7)	Tours	<input style="width: 90%;" type="text"/>	
8)	Events	<input style="width: 90%;" type="text"/>	
9)	Travel materials	<input style="width: 90%;" type="text"/>	
10)	Medical Insurance (\$14	<input style="width: 90%;" type="text"/>	
	X # of weeks)	<input style="width: 90%;" type="text"/>	
11)	Host Institution	<input style="width: 90%;" type="text"/>	
	expense (if applicable)	<input style="width: 90%;" type="text"/>	
	Teaching/honoraria	<input style="width: 90%;" type="text"/>	
	Equipment/Room	<input style="width: 90%;" type="text"/>	
	rental	<input style="width: 90%;" type="text"/>	
	Other (specify)	<input style="width: 90%;" type="text"/>	
<b>Sub Total: Faculty Leader Expenses</b>		<input style="width: 90%;" type="text"/>	
<b>C. Expected Program Charge</b>			
1)	Student Expense (total from A)	<input style="width: 90%;" type="text"/>	
2)	Faculty Expense per Student (Sub-Total Faculty Expense divided by # of students)	<input style="width: 90%;" type="text"/>	
3)	Lewis Travel Study Charge	<input style="width: 90%;" type="text" value="\$150.00"/>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div><b>D. Total: Expected Program Charge</b></div> <div style="border: 1px solid black; width: 150px; height: 40px; background-color: #d3d3d3;"></div> </div>			

**Example (15 Students):**

A.	Sub-Total Student Expense: \$2900	
B.	Sub-Total Faculty Expense: \$8000	
C.	Total Expected Program Charge:	
	a. Sub-Total Student Expense:	\$2900.00
	b. Faculty Expense per student:	\$533.34
	(\$8000 divided by 15 students)	
	c. Travel Study Charge	\$150.00
D.	Expected Program Charge (a+b+c):	<b>\$3583.34</b>

\* Excel sheet with formulas is available

## E. Itinerary Planning Template

Day: # \_\_\_\_\_

Date: \_\_\_\_\_

Locations/sites: \_\_\_\_\_

Time	Event – experience	Event focus	Course objective
Morning			
Afternoon			
Evening			

Day: # \_\_\_\_\_

Date: \_\_\_\_\_

Locations/sites: \_\_\_\_\_

Time	Event – experience	Event focus	Course objective
Morning			
Afternoon			
Evening			

## F. Student Application Screenshot

The screenshot shows a mobile browser interface for the Lewis University Studio Abroad application system. The user is logged in as Danielle Vitagliano. The page displays the application status for the 'Seville, Spain - Business and Society (CIEE)' program for Fall 2014, with a deadline of 02/28/2014. A message indicates that the application is in the pre-decision phase and that certain materials are still required for completion. The page is divided into several sections: a left sidebar with navigation links, a main content area with a program overview, and three columns of required materials and announcements. The materials section includes 'Material Submissions', 'Recommendations', and 'Application Questionnaire(s)', each with a table showing the status of required items. The announcements section includes a notice about new semester programs.

**University: A Lea...** **Your Home...** **Blackboard Learn** **University Mail** **Dress For Succe...**

**LEWIS UNIVERSITY** **ACADEMICS**

[HOME](#) [PROGRAMS](#) [STAFF](#) [DEADLINES](#)

[Logout](#) | [Applicant Home](#) | [Admin Home](#) | User: **Danielle Vitagliano**

Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

**Program Application Page (Pre-Decision)** [Hide Tips](#)

**Danielle Vitagliano**

**Program:** **Seville, Spain - Business and Society (CIEE)**

**Term/Year:** Fall, 2014

**Deadline:** 02/28/2014

**Dates:** TBA

**Material Submissions**

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
<a href="#">Official Transcript</a>	<input type="checkbox"/>

**Recommendations**

Requests	Received
Faculty (2 required) <a href="#">View / Print Recommendation Form</a> - <a href="#">Request Electronic Recommendation</a>	
1 or more required recommendations has not yet been requested.	<input type="checkbox"/>
1 or more required recommendations has not yet been requested.	<input type="checkbox"/>

**Application Questionnaire(s)**

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
<a href="#">Application Essay</a>	<input type="checkbox"/>
<a href="#">Application Questions</a>	<input type="checkbox"/>
<a href="#">Unofficial Transcript</a>	<input type="checkbox"/>

**Announcements**

**Study Abroad announces new semester programs!**  
Lewis now has semester programs to Krakow, Paris, Tokyo, Costa Rica, and Australia. Check them out and apply today!

[View All Announcements](#)

**TERRADOTTA**  
[POWERED BY]

## G. Faculty Reference Form



### Study Abroad

## Faculty Recommendation Form

**Student Name** \_\_\_\_\_

**Program (Location & Term)** \_\_\_\_\_

The above-named student is applying to study abroad and has listed you as a reference. The Lewis University Study Abroad application requires all students applying for study abroad to obtain letters of recommendation from two faculty members. Your assessment of the candidate's potential for living and studying abroad would be greatly appreciated.

Please check one of the following in terms of this applicant's admission to a study abroad program:

<input type="checkbox"/>	<b>I strongly recommend</b> this applicant.
<input type="checkbox"/>	<b>I recommend</b> this applicant.
<input type="checkbox"/>	<b>I recommend</b> this student <b>with reservation</b> .
<input type="checkbox"/>	<b>I do not recommend</b> this applicant.

1. How long, and in what capacity have you known the applicant?

2. Please indicate your assessment of the applicant by checking the appropriate boxes below:

	Outstanding	Above Average	Average	Below Average	Poor
Maturity					
Emotional Stability					
Ability to Work Independently					
Ability to Work Cooperatively					
Ability to Work under Pressure					
Intellectual Curiosity					
Acceptance of New Ideas					

**Please Continue to Next Page**

3. How would you expect the applicant to adapt to the pressures of living in a different culture for an extended period of time?
4. If you were leading a group of students to study abroad, would you want the applicant in the group?
5. Please add any comments or information regarding the applicant that you feel the Lewis Study Abroad Office should consider.

**Thank you for your time and assistance!** If you have any questions, please contact the Study Abroad Office.

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

**Please send this form directly to:**

Study Abroad  
Lewis University  
One University Parkway, #270  
Romeoville, IL 60446  
Fax: (815) 838-4614  
studyabroad@lewisu.edu



## H. Student Acceptance Forms



### Study Abroad

## Study Abroad Participant Agreement Form (Assumption of Risk, Waiver, and Release from Liability)

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**Note:** For persons under eighteen (18) years of age, a parent or legal guardian must complete and sign this form.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS ACKNOWLEDGEMENT, WAIVER, AND RELEASE FROM LIABILITY:**

In consideration for my opportunity to participate in Lewis University's Study Abroad Program, I voluntarily agree to the following additional terms:

1. **ASSUMPTION OF THE RISK.** The undersigned assumes all risks which are foreseeable and involved with or may arise out of his or her voluntary participation in the study abroad program, or his or her child's voluntary participation in the study abroad program, including, but not limited to, the negligent and or willful and wanton acts of others, the criminal and or intentional acts of others, the omission of an act of another, a defect or condition of the premises, a defect in the vehicles used for transport, or the unavailability of emergency care. The undersigned does not assume the risks of injuries caused by the gross negligence, or willful or wanton misconduct of any officials, officers, employees, or agents of the Lewis University.
2. **RELEASE.** The undersigned releases Lewis University and all of its officers, trustees, employees and agents not to initiate litigation on account of or in connection with any claims, causes of action, injuries, illnesses, damages, and/or cost of expenses arising out of the activities involved in the study abroad program, including, but not limited to acts of God, war, strikes, crime, terrorism, sickness or quarantine, and government restrictions or regulations, including those claims, causes of action, injuries, illnesses, damages, and/or cost of expenses based on death, bodily injury, or property damage whether or not caused by the negligence or other fault of the parties being released.
3. **WAIVER.** The undersigned waives the protection afforded by any statute or law in any jurisdiction whose purpose, substance, cause and/or effect is to provide that a general release shall not extend to claims, material or otherwise, which the person giving the release does not know or suspect to exist at the time of executing this release. This means, in part, that the undersigned is releasing unknown future claims.
4. **RULES & REGULATIONS.** I understand that my conduct and behavior while a participant in the study abroad program is subject to the rules and regulations of the host school, as well as the nation in which the host school resides. I understand that any violation of the rules or regulations of the host school or a violation of any laws of the host country may subject me to dismissal from the host institution.

While a participant in this study abroad program I understand that I am still a student of Lewis University and subject to the same rules, regulations, and academic standards as if I were taking classes at Lewis University's campus in Illinois. I understand that any violation of the rules or regulations of Lewis University or a violation of any laws of the United States and/or the State of Illinois may subject me to dismissal from the host institution.

**Please Turn to Next Page and Sign**

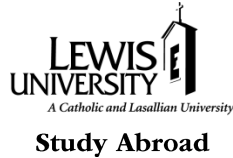
**Study Abroad Participant Agreement Form (continued):**

5. **RISK OF TRAVEL.** While a participant in this study abroad program, I understand that I may have an opportunity to travel within the host country, as well as the surrounding countries, on my own or with others. I understand that any travel taken by me not part of the study abroad program is done on my own time, at my own expense, and at my own risk. I assume all responsibility for my own personal safety and conduct while engaged in personal travel not associated with the study abroad program and release Lewis University from any and all liability associated with such travel, including, but not limited to, any personal injuries I may incur, including death, kidnapping, lost or damaged property, or any claims made by any other person due to my actions or inactions, whether intentional, reckless, or negligent.
6. **WITHDRAWAL.** I understand that I am responsible for any and all costs arising out of my withdrawal from the program before its completion, including withdrawal caused by illness or disciplinary action. Early withdrawal or dismissal may result in academic penalty.
7. **INDEMNITY AND DEFEND.** The undersigned agrees to indemnify and defend Lewis University, and all of its officers, trustees, employees and agents (hereinafter jointly referred to as "indemnitee") against, and hold them harmless from, any and all claims, causes of action, damages to or destruction of any property of the indemnitee or any others, injury or death that may result to the undersigned, the undersigned's child, or anyone else.
8. **REPRESENTATIVES.** The undersigned enters into this agreement for him/herself, his/her heirs, assigns and legal representatives.
9. **MEDICAL CARE.** I hereby grant Lewis University and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability of such decisions or actions as may be taken in connection therewith. I authorize Lewis University and its agents, at their discretion, to place me, at my own (or my parents') expense, and without further consent, in a hospital within or outside the United States of America for medical services and treatment, or, if no hospital is readily available, to place me in the hands of a local medical doctor for treatment. If deemed necessary or desirable by Lewis University or its agents, I authorize them to transport me back to the United States of America by commercial airline or otherwise at my own (or my parents') expense for medical treatment. Lewis University or the Abroad University may take whatever action it deems necessary and in my best interests, including transporting me back to the United States of America or out of the host county at my own (or my parents') expense, due to any international or political unrest, personal emergency, or other event which Lewis University or the Abroad University determines, in its sole discretion, warrants action(s). In the event that Lewis University or its agents advance or loan any monies to me or incur special expense on my behalf while I am abroad, I (or my parents) agree to make immediate repayment upon my return to the United States of America.
10. **ACKNOWLEDGEMENT.** THE UNDERSIGNED HAS READ AND UNDERSTANDS THIS AGREEMENT AND REALIZES IT RELATES TO SURRENDERING AND RELEASING VALUABLE LEGAL RIGHTS AND DOES SO FREELY AND VOLUNTARILY. MOREOVER, THE UNDERSIGNED UNDERSTANDS THAT HIS OR HER PARTICIPATION IN THE STUDY ABROAD PROGRAM OR HIS OR HER CHILD'S PARTICIPATION IN THE STUDY ABROAD PROGRAM IS VOLUNTARY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student's Printed Name if Signed by Parent/Guardian: \_\_\_\_\_



## Health & Emergency Contact Information Form

### Health Information:

**NOTICE:** The information provided below will not be used to determine eligibility for an Lewis University Study Abroad program. Mild physical or psychological conditions may become serious under the stresses of living and studying in another country. This form is designed to make Study Abroad personnel aware of any condition that may affect the success of your experience. Information provided below will remain confidential and will only be shared with program staff, faculty, or appropriate professionals if pertinent to the participant's own well-being.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(first) (middle) (last)

**Program:** \_\_\_\_\_ **Term/Year:** \_\_\_\_\_

**General state of health:**      **Excellent**      **Good**      **Fair**      **Poor**

Please answer the questions below. If you answer yes to any of these questions or have any other health concerns, please provide detailed responses and descriptions on a separate sheet of paper.

- |  |     |    |
|--|-----|----|
| 1. Do you have any food allergies?   | YES | NO |
| 2. Do you have any medical allergies?  | YES | NO |
| 3. Do you have any dietary restrictions?   | YES | NO |
| 4. Do you have any mental, emotional, or psychological conditions of which we should be aware?                         | YES | NO |
| 5. Do you have any health conditions that will require medical maintenance or other accommodations during the program? | YES | NO |
| 6. Do you take any medications?  | YES | NO |

I certify that this information provided for this form is correct to the best of my knowledge.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

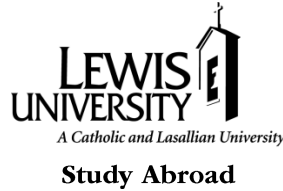
### Emergency Contact Information:

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Primary Phone:** ( ) \_\_\_\_\_ **Alternate Phone:** ( ) \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Primary Phone:** ( ) \_\_\_\_\_ **Alternate Phone:** ( ) \_\_\_\_\_



## Program Payment Terms and Agreement Form

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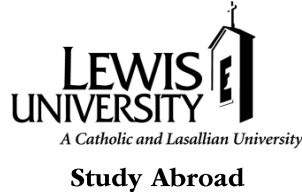
Name \_\_\_\_\_ ID # \_\_\_\_\_

1. Payment of tuition, study abroad program fee, and other fees becomes your obligation as soon as you submit this form to the Business Office. This obligation remains until the debt is paid in full or until you officially withdraw from the university within the refund period.
2. Neither non-payment of tuition and program fees nor non-attendance of classes constitutes official withdrawal from the Lewis University Study Abroad program. Withdrawal from Lewis University can only be accomplished by petitioning in writing the Director of Study Abroad.
3. In the event your financial aid decreases or additional charges are assessed, you are responsible for the full payment.
4. If you leave Lewis University or its study abroad program with an unpaid balance, you will also be responsible for reasonable legal fees, collection costs, and interest not to exceed 1% per month (12% per year).

This agreement will remain in effect for the duration of your enrollment in the Lewis University Study Abroad program.

By submitting this form, you agree to the terms and conditions of this Program Payment Agreement and the Program Withdrawal Penalty Policy without limitation or qualification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Program Withdrawal and Penalty Policy

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The Program Payment Agreement is a contract with Lewis University that indicates your intention to participate in a study abroad program and your willingness and ability to accept financial obligations made on your behalf by the Study Abroad Office. Once you have signed the Program Payment Agreement form and submitted it to the Business Office, financial penalties for withdrawing from the program will be assessed and billed to your university account. Students withdrawn from the program may face similar penalties if the withdrawal is due to student negligence or behavioral issues.

### PROGRAM FEE AND CHARGES

You are responsible for any and all costs arising out of my withdrawal from the program before its completion, including withdrawal caused by illness or disciplinary action. No part of the program fee expended on your behalf will be refunded.

### ACADEMIC WITHDRAWAL POLICY

The general withdrawal policy of Lewis University *does not* apply to courses while on an Study Abroad program. Students are not permitted to withdraw from courses or from their program after the program has begun without both academic and financial penalties, which may include a grade of “F” for all program courses *and* no refund of tuition. On some programs, students may substitute courses of equal credit after arrival at the host institution and the appropriate registration process has been completed, but students are required to maintain enrollment in a specified number of courses (or course credit) during their program abroad. Tuition refunds and academic withdrawals will be made at the discretion of the Director of Study Abroad and are typically granted only in cases of extraordinary family or medical emergencies.

### WITHDRAWAL PROCEDURE

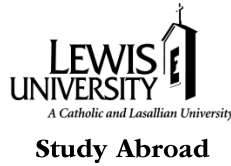
You **must** submit written notification of your withdrawal to the Director of Study Abroad.

**Note:** If you are having financial difficulty please inform us early, even if you do not intend to withdraw from the program.

By submitting this form, you agree to the terms and conditions of the Program Payment Agreement and the Program Withdrawal Penalty Policy without limitation or qualification.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## I. Emergency Procedures



# EMERGENCY PROCEDURES

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While there is a network of people at Lewis responsible for the coordination of emergency procedures on campus, it is you as the faculty director of a Travel Study program who assumes much of this responsibility off-campus. Since you will be playing such an important role in these situations, the Study Abroad Office asks that you please use the following steps when reporting an emergency:

### 1. Get an accurate description of what happened

Be sure to get information about police, doctors, witnesses, ambulance, and other people involved, including their addresses and phone numbers. Definitely obtain contact information for the hospitals and doctors treating the individual. Obtain a copy of the police report if there is one.

### 2. Make a telephone list and a log of all contacts and calls

Record each contact or call, including the date and time that it took place. The log can be used to help others piece together what occurred and aid in writing the report that will be filed after the incident.

### 3. Contact Lewis University

**No matter what time it is, contact the Director of Study Abroad, Chris Swanson (office: +1-815-836-5993; cell: +1-708-439-4081).**

**When you call, provide a number where you may be contacted, as well as the city, the country, and the name of the facility where the individual is located.** The Director will ensure that the proper people are contacted at Lewis. He will relay the information to the Student Services, Campus Security, and the Office of the Provost. Representatives from these offices will then contact you along with the individual's parents and other offices that may play a role and provide support in this situation.

### 4. If appropriate, contact the embassy or consulate of the individual's country of citizenship

Consulate and embassy personnel are trained to deal with and give advice on emergency situations. They can also make some of the paperwork involved in such situations go much more smoothly.

### 5. Maintain confidentiality

Maintaining confidentiality is vital. Tell people only what they need to know and say no more than is necessary. Do not accept or assume responsibility or fault for the situation. That is for the authorities to decide later. Refer any questions from the media and others not directly involved in the situation to the spokesperson at Lewis University. This will help prevent any confusion about the situation by providing consistent information for all inquiries. The person they should contact is Michelle Fregoso, Director of University Communications (office: +1-815-836-5297) in the Marketing and Communications office. **You do not need to contact her.** By contacting the Director of Study Abroad, she will be contacted and given the pertinent information. If you do answer any questions, never say more than is necessary and stick to the facts that you know. This is true in any country, including the US.

It will definitely be stressful! Focus on the situation. Everything else is secondary until the situation is resolved. Teamwork helps immensely, so you should have a clear definition of roles and who is responsible for what. If the situation becomes too intense, you should take a short break to calm down and collect your thoughts. This will allow you to deal with the situation more effectively. Since you are the one responsible for handling the situation there, the need to remain calm and keep your emotions under control is essential.



**Study Abroad**

## **EMERGENCY CONTACTS**

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In case of emergency, contact:

**Chris Swanson**

Director of Study Abroad

Telephone -

Office:           **+1-815-836-5993**

Cellular:       **+1-708-439-4081**

Address -           International Study Abroad  
One University Parkway, #270  
Romeoville, IL 60446

If you cannot get in touch with Chris Swanson, then contact:

**Lewis University Campus Safety**

Telephone -

Office:           **+1-815-836-5222**

All media inquiries should contact:

**Michelle Fregoso**

Director of University Communications

Telephone -

Office:           **+1-815-836-5297**

Address -           Marketing and Communications  
One University Parkway, #196  
Romeoville, IL 60446