

# Study Abroad Guidebook for Travel Course Leaders

and

# Application for Travel Course Program Development



Please contact Brent Blahnik or Sarah Meredith  
with questions or comments about this guide.  
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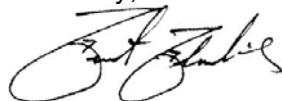
## Introduction

In an increasingly global economy, university graduates must possess an international perspective. There is no better time during one's life to acquire those skills than the college years, and no better way to experience cultures and traditions unique from the United States than by traveling.

Each year hundreds of UWGB students distinguish themselves from peers by participating in study abroad programs. While destinations vary, outcomes are constant. Students who have returned from a sojourn abroad consistently report greater levels of independence, self-confidence, and resourcefulness than prior to departure. GPA's tend to improve in the semesters following study abroad, and many credit their overseas experiences with helping to define career objectives.

Faculty also benefit from participation in overseas programs where opportunities exist to teach in environments that are impossible to duplicate in Green Bay, research potential is abundant, and adventure awaits every turn. Faculty who lead travel courses reflect a campus-wide commitment of fostering international study, research, outreach, and curriculum development. The Office of International Education has developed an infrastructure that makes planning an overseas program efficient and enjoyable. I hope that you will review this guidebook as your first step to creating a short-term study abroad experience for your students and seriously consider the advantages. If you still have questions, please do not hesitate to contact me.

Sincerely,



Brent Blahnik  
Director of International Education

## Resources

### *Office of International Education (OIE)*

The UW-System and UW-Green Bay define study abroad as any program, credit or non-credit, which takes place outside the geographical boundaries of the United States. The Office of International Education is given the administrative responsibility of these programs to ensure procedures are in place to protect students and the University against risk of injury or lawsuit. The Office of International Education provides support to faculty and staff in the development, implementation, and administration of international programs.

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The Office of International Education also works closely with the following departments in the administration of study abroad programs:

- **Bursar**-Posts program fees (tuition, instruction, insurance, etc.) and collects student payments. Contact: LuAnn Wickeham, 001-1-920-465-2351, [wickehal@uwgb.edu](mailto:wickehal@uwgb.edu).
- **Counseling and Health Center**-Provides information on the Center for Disease Control healthcare and vaccination recommendations for overseas travel. The Health Center also stocks most frequently used vaccines and will administer them for a fee. Contact: Karen Swan, 001-1-465-2380, [swank@uwgb.edu](mailto:swank@uwgb.edu).
- **Dean of Students**-Reviews applicants and notifies the Director of International Education of any disciplinary record which may preclude a student from participating in a study abroad program. Contact: Sue Keihn, 001-1-920-465-2159, [keihns@uwgb.edu](mailto:keihns@uwgb.edu)
- **Disability Services**-Assist faculty in making reasonable accommodations for students with disabilities. Contact: Lynn Niemi, 001-1-920-465-2849, [niemil@uwgb.edu](mailto:niemil@uwgb.edu).
- **Financial Aid** – UW-Green Bay strives to provide outstanding international academic programs at an affordable price. Financial aid packages can often be revised to provide more funds for students planning to study broad, and additional grants are available to eligible students by the Office of International Education. Contact: Ron Ronnenberg, 001-1-920-465-2075, [ronnenbr@uwgb.edu](mailto:ronnenbr@uwgb.edu).
- **International Projects** – Provides broad planning assistance and grant writing support. Contact: Jay Harris, 001-1-920-465-5145, [harrisj@uwgb.edu](mailto:harrisj@uwgb.edu)
- **Registrar**-Builds courses in SIS, assigns instructors for grading purposes, transcripts courses and grades. Contact: Michael Herrity, 001-1-920-465-2155, [herritym@uwgb.edu](mailto:herritym@uwgb.edu).
- **University Communications**- Receives promotional copy and produces program brochures. Contact: Nancy Matzke, 001-1-920-465-2214, [matzken@uwgb.edu](mailto:matzken@uwgb.edu).
- **University Webmaster**- Uploads program brochures and information onto the Office of International Education website. Contact: Paula Ganyard, 001-1-920-2951, [ganyardc@uwgb.edu](mailto:ganyardc@uwgb.edu).

## Study Abroad Program Designs

- **Travel Courses** are short-term (8 weeks or less), faculty led programs overseas designed around particular themes. Travel Courses are classified as “Island Programs” whereby classes abroad follow UWGB’s academic calendar and utilize rented and/or public space for instruction. Students often live in rented space or with host families. Travel Courses may be specific to one discipline or, with unit approval, interdisciplinary. Academic staff may partner with UWGB faculty in developing and leading travel courses; however, only persons with faculty status are authorized to evaluate student performance and assign grades. Travel Courses are assigned program specific “299” or “499” course numbers depending upon the academic rigor. Travel Courses are typically offered during the winter break, spring break, or summer.

Traditional Travel Courses like those to Ecuador, India, and Costa Rica are examples of Island Programs because they allow a great number of students to participate and give the faculty/discipline a lot of control over the program and academic requirements. Additionally, credit is applied to student academic records quickly and easily. Island Programs do, however, place a high level of responsibility on the home institution for program development and administration. Due to the U.S. based structure, steps should be taken in planning to maximize opportunity for cultural impact.

Other types of program models utilized by the Office of International Education are outlined below for your information. In some cases, it may be possible for you to combine elements of other program structures into a Travel Course proposal.

- **Direct Enrollment Programs**-Allow UW-Green Bay students to enroll in an overseas institution. Students participating in a Direct Enrollment program follow the academic calendar of the host institution and are evaluated by faculty employing their own local standards. Students are required to meet the admission requirements determined by the host institution and seldom register for courses prior to arrival. As such, a great deal of coordination is required to verify the host institution's accreditation and transferability of courses. Additionally, academic advisors must be extremely flexible when determining which courses to accept as syllabi and course outlines are often not provided. UW-Green Bay has a procedure in place for students interested in directly enrolling in a foreign institution and should be directed to the Office of International Education for more information.
- **Exchange Programs**-Exchange Programs involve reciprocity by which UW-Green Bay students travel to partner institutions abroad and in turn UWGB accepts "exchange students" for a semester or academic year. Exchange programs often allow institutions to agree upon special admission requirements, offer some or all courses in English, lower tuition payments, and much more. Exchange programs rely heavily on partner institutions to provide services ranging from housing to orientation assistance, therefore, UWGB has less control over the program when compared to an "Island" structure. UW-Green Bay's programs to Merida, Mexico; Leon, Spain, Kassel, Germany; Aalborg, Denmark, Bordeaux, France; and The Hague, Netherlands are examples of Exchange Programs.
- **Field Study and Internship Programs**- offer yet another form for study abroad opportunity. Field Study and Internship programs often involve research or work outside of the classroom. Faculty from the home institution or faculty hired abroad lead the course, which is based on the home institution's curriculum and academic calendar. Students live in rented space or with host families. There is a high degree of institutional control over the program and students have a clear understanding of what major and/or graduation requirements will be fulfilled by participation in the program. Field Study and Internship Programs can accommodate both large and small numbers of participants. An example of a Field Study program at UW-Green Bay is the Economics Internship in Kassel, Germany.
- **Pre-Study Abroad Course**- is a relatively new medium for enhancing the study abroad experience. Pre-study abroad courses are taught on the home campus before (and possibly after) students embark on their sojourn abroad. The pre-study abroad course differs from an orientation session in that it does not focus on travel logistics, but rather on academic preparation. An example of a Pre-Study Abroad course is UW-Green Bay's Honor's program in Florence, Italy.

## Responsibilities

The Office of International Education and Program leaders each have different responsibilities regarding the development, implementation, and administration of study abroad programs. Although there is a great deal of overlap and shared responsibility, expectations on both sides must be clear.

### **Office of International Education Responsibilities**

- Approving program, location and curriculum
- Determining and/or approving faculty to lead Travel Courses
- Establishing a pre-departure orientation program for leaders
- Establishing cooperative agreements with institutions abroad which have been identified by the faculty leader and approved by the Provost
- Hires foreign faculty, where appropriate
- Establishing final budgets with input from the faculty leader that conforms with System policies (ACIS 7.1-7.4 and FPPP 45), is cost recovery, includes reasonable compensation for program leaders, and is affordable for students
- Activating the appropriate "299" or "499" course in SIS
- Producing program brochures
- Assisting faculty in marketing the program and recruiting students
- Collecting program applications from students
- Working with the faculty leader in approving/denying student applications to the program
- Providing reasonable accommodations to students with disabilities
- Establishing pay schedules and collecting program fees
- Tracking all funds collected and paid
- Registering student participants in the appropriate "299" or "499" travel course
- Notifying Financial Aid of the dates, course number, fees, etc. so that student aid packages may be revised
- Travel Grant advising and processing
- Monitoring the U.S. State Department Travel Warnings, the Center for Disease Control health recommendations, and in-country contacts
- Determining the circumstances which could result in the cancellation of the program (political unrest, outbreak of disease, low enrollment, etc.)
- Booking Transportation (air and land)
- Arranging Lodging and meals
- Arranging entrances and special events (museums, etc.)
- Working with students and faculty to secure visas, if required
- Registering students and faculty leaders with the nearest U.S. Embassy or Consulate in the host country(s)
- Asking students to evaluate the study abroad program
- Sharing program evaluations with faculty
- Processing Travel Expense Reports with faculty assistance
- Processing overload payments
- Having an approved emergency/evacuation plan in place

### **Program Leader Responsibilities**

- Develops academic content for the travel course ensuring that the program meets University and UW-System requirements for the offering of credit
- Secures approval from the appropriate academic unit
- Determines program prerequisites
- Submits the required proposal forms to the Office of International Education (contained in this guidebook)
- Determines program dates and length
- Establishes an itinerary
- Primarily responsible for the recruiting student participants to insure an adequate base

- Works in cooperation with the Office of International Education to approve/deny student applications to the program
- Providing reasonable accommodations to students with disabilities
- Corresponds with students regarding all academic issues related to the program
- Conducts a minimum of 3 pre-departure orientation sessions to prepare students for travels and study abroad
- Serves as a counselor and advisor to students while abroad
- Teaches courses appropriate to the program location and/or focus, assesses student performance, assigns grades
- Chooses gifts for contacts abroad (optional and must be included in the original program budget)
- Sends Thank You's to hosts, speakers, tour guides, presenters, etc. involved with the program
- Where appropriate, incorporates the experiences and materials gained abroad to internationalize courses taught at UWGB

**Neither the Office of International Education nor the Program Leader can:**

- Guarantee or assure the safety of participants or eliminate all risks from study abroad (safety is our paramount concerns and adequate steps are taken to safeguard students and faculty).
- Monitor or control all of the daily personal decisions, choices, and activities of individual participants.
- Assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of UW-Green Bay, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Assure that home-country cultural values and norms will apply in the host country.

## **Faculty Leadership and Compensation**

Faculty who lead Travel Courses work closely with a small group of students (usually between 10 and 25) in an overseas environment. Faculty leaders have the option of leading a Travel Course as part of semester load, or for an overload/summer service payment. Faculty leaders requesting overload/summer service compensation for Travel Course instruction are paid a maximum gross amount of up to \$800.00 per credit, plus travel expenses associated with the program (airfare, housing, meals, program-related local travel, etc.)

Overload/summer service payments are applied during the pay period in which the Travel Course returns to the United States (therefore, a travel course leader returning with a group of students on January 10 would receive his/her overload payment on February 1st).

## **Academic Staff Leadership and Compensation**

Academic Staff, with supervisor approval, may partner with UWGB faculty in designing and leading Travel Courses. Academic Staff are compensated with travel expenses associated with the program (airfare, housing, meals, program-related local travel, etc.) but are not entitled to receive additional payment. The amount of vacation and/or leave time deducted for participation in leading Travel Courses is determined by the department supervisor and/or appropriate dean. While academic staff members may have content and/or area expertise,

UWGB faculty are the only personnel authorized to evaluate student performance and assign grades.

## **Budgets and Student Refunds**

UW System mandates that study abroad programs be fully funded from fees generated by the programs. In accordance with this requirement, the following policies will govern travel courses:

- Travel Course program fees will be calculated to include student costs, faculty costs, faculty compensation, and OIE administrative fees
- All Wisconsin resident students enrolled in a travel course will be charged the same program fee for participation. Out-of-state students will be assessed a \$100 surcharge that will be retained by the Office of International Education.
- Students will not have to pay additional tuition for the credits awarded in the travel course unless the actual cost of travel and faculty support is less than the given term's tuition amount
- Students will be charged cancellation fees that will be put in writing and sent to them after they are accepted into a Travel Course
- Faculty costs for the trip are based on the same rate as student costs. The only exception is that faculty may arrange for a single room for security and liability purposes.
- In the event that enough students do not participate to cover the full faculty costs, the faculty will consult with the Director of International Education. Depending on the circumstances (and the number of students enrolled), the Director may subsidize the faculty costs. In addition, the faculty member may add personal funds to partially cover his/her expenses.
- Students who participate in a Travel Course program that returns to the United States under budget are entitled to a refund. Refunds will be processed should program savings equal \$10 per student or more. If savings do not equal \$10 per student, the funds will be retained by the Office of International Education for future program administration and development.

### **Basic Operating Principles**

- The Office of International Education will track all monies collected from student payments and the advanced disbursements for expenses. The usual advanced disbursements include payments for airfare, transportation to/from airport, and accommodations. After all expenses are deducted from the total student payments received, the Office of International Education will issue a Travel Advance for the remaining money. Prior to departure, faculty will receive an accounting binder that includes spreadsheets and other information necessary to accurately record all expenses incurred during the trip.
- The faculty leading the group is responsible for obtaining Travel Credit Cards or Traveler's Checks for transporting the money. The UW-Credit Union must be notified at least 3 weeks prior to departure if the faculty intends to convert the Travel Advance to either traveler's checks or cash.
- The faculty must keep original receipts for all money spent overseas and record the expenses in the accounting book supplied by the Office of International Education. Copies of receipts and credit card statements are not acceptable forms of proof of purchase. The accounting binder must be returned to the Office of International Education no later than three weeks after the completion of the Travel Course. The

accounting binder that faculty receive prior to departure contains envelopes to keep receipts and spreadsheets to account for expenses.

- At the completion of the Travel Course, any money left over from the Travel Advance must be returned to the Office of International Education in US Dollars, or Cashier's Check, along with the Accounting Binder. Foreign currency will not be accepted. After expenses are checked and if the balance is correct, the remaining funds will be divided equally among the Travel Course participants in the form of a refund (if amount of refund is \$10 or more per person).
- If more money is spent than that was received in the Travel Advance, the University will not provide a refund of personal funds or additional money.
- It is not appropriate to ask students to bring more money than what was advertised in order to cover budgeted expenses (lodging, meals, transportation, etc.). Any additional money brought by the students should be used for incidentals of a personal nature. Incidental expenses (souvenirs, gifts, medication, sunscreen, insect repellent, doctor's visit, etc.) should never be paid with group money.
- When disbursing funds to students/faculty, each person should receive the same amount. Students must sign the provided Funds Distribution form indicating the date of receipt and the amount. This must occur each time there is a distribution of funds. Only individual student signatures serve as acknowledgement of receiving money. Check marks by student's names or other forms of registering expenses are not accepted.
- The use of University receipts (generic yellow) is only acceptable in extreme circumstances. For accounting purposes, it is required that you submit receipts that clearly identify the name of the company (restaurant, museum, Bus Company, etc.). Only use University receipts as a last resort, when the company/individual you are working with cannot provide you with an official receipt.
- Expenses that cannot be claimed for reimbursement include alcoholic beverages, spousal or family member travel costs, non-business related phone calls, lost/stolen personal cash or property, traffic citations, parking tickets or other fines, personal entertainment, extra baggage charges, childcare costs, late payment penalties and interest on corporate credit cards.

## Timeline

The process of developing a study abroad program should begin early enough so that the paperwork contained in this packet may be submitted to the Office of International Education approximately one year prior to departure (therefore planning may begin as early as 15-24 months prior to the course offering). This is to ensure that faculty and staff have ample time to advertise and implement the program.

## Step 1: Ascertain Need

The first step in developing an overseas academic experience is to determine if a need exists. To help you determine need, ask yourself the following questions:

*What, specifically, are my goals for internationalization?*

*What, specifically, would I like my students to gain from a study abroad experience?*

*What will the purpose(s) for the study abroad program be (check all that apply)?*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <i>Learn a foreign language</i>                     | <input type="checkbox"/> <i>Learn about another culture</i>  | <input type="checkbox"/> <i>Gain a better understanding of U.S. culture</i> |
| <input type="checkbox"/> <i>Gain a better understanding of world affairs</i> | <input type="checkbox"/> <i>Gain a better understanding of international issues involving a specific field</i> | <input type="checkbox"/> <i>Personal growth</i>                             |
| <input type="checkbox"/> <i>Other</i>  |  |   |

*Who is my target audience (check all that apply)?*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <i>All UW-Green Bay Students</i> | <input type="checkbox"/> <i>LAS Students</i>            | <input type="checkbox"/> <i>Preprofessional Students</i> |
| <input type="checkbox"/> <i>Undergraduate Students</i>    | <input type="checkbox"/> <i>Graduate Students</i>       | <input type="checkbox"/> <i>Professional Adults</i>      |
| <input type="checkbox"/> <i>Traditional Students</i>      | <input type="checkbox"/> <i>Nontraditional Students</i> | <input type="checkbox"/> <i>Other</i>                    |
| <input type="checkbox"/> <i>Community Members</i>         |   |  |

*How many students do I anticipate would be interested in participating? If I cannot attract a large enough group, can I reexamine my target audience?*

*What, specifically, are my Unit's goals for internationalization?*

*Will this study abroad program fulfill program requirements or a need within my discipline (note: all overseas programs count toward the World Culture general education requirement)?*

*Has a course similar to the one I am considering been offered before? Was it successful?*

*What is my personal motivation for wanting to develop a study abroad program? Does my motivation address the needs outlined above?*

## **Step 2: Develop Support**

If you believe that the Travel Course you are considering would fulfill a need, you should introduce your ideas to your Unit colleagues and the Office of International Education. Begin by discussing your plans with colleagues who have already taught or worked abroad. If appropriate, use their advice to refine your concept before completing a proposal.

Depending on your Unit, you may want to or hold meetings with specific governance groups to ensure that you have support from colleagues.

## **Step 3: Site Visit**

If you haven't already visited the proposed study abroad location, or if further visits are warranted before the program can be fully developed, you should consider making a site visit. Limited funding support for site visits may be available from the following sources:

- The Office of International Education provides two \$700 site visit development grants per year to faculty interested in establishing new study abroad programs (application contained in this guidebook)
- The Instructional Development Council provides Teaching Enhancement Grants (<http://www.uwgb.edu/idc/TEG/teaching.htm>)
- Research Council Grants (<http://www.uwgb.edu/rc/girt.htm>)
- The UW System provides Undergraduate Teaching and Learning Grants (<http://www.uwsa.edu/acadaff/grants/grntprg.htm>)
- Your Unit may have funds available to subsidize your travels
- The appropriate dean may have funds available

If you are successful in receiving a grant from a source other than the Office of International Education, please share a copy of your application with the OIE so that we can advertise your accomplishment and share the information with faculty interested in applying for future grants.

## Step 4: Application for Travel Course Program

Now that you have "unofficial" support from your Unit and the Office of International Education, it is time to formally develop your program. To do so, complete the Office of International Education's Application for Travel Course Program contained in this guidebook, obtain the proper signatures, and return the forms to the OIE approximately one-year prior to the date you plan to depart the United States. Late submission of the Travel Course Application may result in your proposal being denied.

Additional copies of the application are available for download online at:  
<http://www.uwgb.edu/international/>

## Step 5: Marketing and Recruitment

Once your travel course is approved by the Office of International Education and the appropriate dean, it is time to begin advertising. As the faculty leader, you are primarily responsible for the promotion of your Travel Course as you have a great deal of contact with students in your discipline. Some suggestions for recruitment include:

- Speak to your classes about the program you plan to lead
- Ask other faculty within your Unit to discuss your program in their courses, and to encourage students to study abroad
- Talk to academic advisors about possible ways in which your Travel Course can fit into academic plans
- Mail students a letter inviting them to apply to your program
- Hang posters around campus
- Hold information meetings in high traffic areas like the Common Grounds Coffee Shop
- Reserve display cases/tables around campus to advertise your program
- Contact the Fourth Estate and ask that they run an article about your program

Be sure to address some of the reasons why students may choose NOT to participate including:

- **Money**-Students should know that financial aid applies toward study abroad, and that additional grants may be available to them
- **Credit**-Students should know how a study abroad experience will affect their academic plan and which credits (if possible) they will receive for the experience
- **Foreign Language**-Students should know what level of fluency they need to attain before participating in your Travel Course

- **Benefit**-Students should hear from you, the faculty, why your particular program is necessary or beneficial to them in the long-run (impressive to future employers, help them define career objectives, deepen their understanding of a particular topic, etc.)

The Office of International Education supplements your recruitment by engaging in a number of activities including the development of a program brochure, hosting information sessions, classroom visits, deployment of the "cart," manning tables in the Union and Garden Café areas, direct mailing campaigns, etc.)

## Step 6: Planning Student Orientations

The Office of International Education requires that the faculty leader meet with his/her group of students a minimum of three times prior to departure. We suggest this is done 3 months, 2 months, and 1 month prior to departure. The faculty leader should notify the Office of International Education when and where the orientations will take place so that the information can be included in student acceptance letters.

**The first orientation** (approximately 3 months prior to departure) should be motivational in nature to get students excited about the trip and to have them become comfortable with each other and with you, the group leader. Participants should be informed about itinerary, academic expectations and the awarding of credit and grades. Additionally, students should be instructed on how to apply for a U.S. passport and foreign visa (if applicable).

**The second orientation** (approximately 2 months prior to departure) should build upon the solidarity established in the first meeting and motivate students to take responsibility for the success of the trip. Work on having students talk about their goals for the experience, and assist them in clarifying their visions with in-depth discussions. Help students work through their fears and anxieties. Confront any stereotypes they may have, and possibly ask a student or faculty who is a native of the country to speak. Discuss the geography, educational system, language, laws and customs, gender/diversity issues, political structure, culture shock, etc.

The second orientation should also address some specific program requirements including standards of conduct, health and safety considerations, and medical insurance (These topics will be covered with you prior to the second orientation by Office of International Education staff).

**The third orientation** (approximately 1 month prior to departure) should address course/trip expectations, packing, etiquette issues, U.S. customs regulations, money (including traveler's checks, using ATM machines, credit cards, debit cards, exchanging money), prescription and non-prescription drugs, contacts and glasses, forms of identification (including student ID's), driving while abroad (and why it isn't a good idea), making phone calls, emailing, and sending mail. You should also reinforce components of previous meetings and answer any remaining student questions.

## Step 7: Student Application and Course Registration

Applications for Study Abroad are available in various places throughout campus (on the "cart"), in the Office of International Education, or online at <http://www.uwgb.edu/international>. All students interested in participating in a study abroad program must return the application with \$20 fee. Additionally, if interested in additional financial aid, Travel Grant forms are returned directly to the Office of International Education.

Upon receipt of the application, the Office of International education emails the student and confirms receipt of the materials. The email also notifies students that applications will not be reviewed until after the designated deadline. **Students are not accepted into Travel Course programs on a first-come, first-served basis to ensure that the most qualified students are selected to participate.** Students from other institutions and community members are eligible to apply; however, preference is given to degree-seeking UW-Green Bay students.

Immediately following the application deadline, the Office of International Education preliminarily screens the applicant pool and clears students with the Dean of Student's Office to ensure that participants do not have a disciplinary/judicial record which may prevent participation. The list of applications is then sent to the faculty leader for review and final approval.

Letters are then mailed to students informing them of their acceptance or denial. The Office of International Education will field any "issues" which may result from a denial. Acceptance letters will notify students of the orientation and payment schedules and ask them to return a confirmation letter to the Office of International Education by a specific date. Failure to return the confirmation letter will result in the students' cancellation from the program (this is done to prevent a rash of cancellations after airline tickets have been booked, etc.) You will receive a copy of the acceptance letters for your records.

Upon acceptance of the confirmation letter, the Office of International Education will register students into the appropriate 299 or 499 course section. **Students are not permitted to register themselves for Travel Courses.**

## Step 8: Confirming the Itinerary

In an attempt to safeguard student funds and minimize the need for program leaders to carry large travel advances, the Office of International Education prefers to book and pay for as many expenses as possible prior to departure. Ultimately, the Office of International Education will need invoices or signed contracts from service providers to make payment. **DO NOT SIGN CONTRACTS** as only the Office of International Education, in partnership with Purchasing, has that authority. You should begin communicating details of your itinerary with payment requests to the Office of International Education as early as possible.

## Step 9: Faculty Orientation

Following the program application deadline but preceding the second student orientation, a mandatory meeting will take place with the faculty leader and staff from the office of International Education. Topics to be covered include:

- Crisis Management
- Contingency Plans
- Liability Issues
- Rights and Responsibilities
- Travel Documents
- University and System Documents
- Visas
- Accounting Procedures
- Insurance
- Medial Safety
- Vaccinations

- Group Management
- Communicating with Campus
- Special Needs Students (where appropriate)
- Other Questions or Concerns

## **Step 10: On Tour**

Group activities vary widely from travel course to travel course, making uniform advice in this section impossible. Follow guidelines discussed in the pre-departure orientation meetings and remain in regular contact with the Office of International Education.

## **Step 11: Grades**

Posting grades for Travel Courses follows the same procedures as on-campus courses. Within 96 hours of completion (either returning to the United States or collecting final papers, etc.) the Instructor of Record will log into SIS and access his/her grade roster.

## **Step 12: Post-Study Abroad Reentry and Program Evaluation**

Shortly after returning to the United States, the Office of International Education will ask students to submit program evaluations. Responses will be compiled and shared with you approximately 1 month following your return to the United States. If you would like to include a supplementary course evaluation, you may either include it with the OIE evaluation or disseminate it on your own.

You may also consider offering your students a forum through which they can readjust to the United States, reflect on their experiences, and then translate those experiences into academic or career plans. You can accomplish this by organizing a series of formal or informal meetings, offering a post-study abroad course which deals with reentry, or by planning occasional events for students interested in international issues.

## **PROGRAM CANCELLATION**

Safety is UW-Green Bay's paramount concern. The Office of International Education will monitor State Department Bulletins and Centers for Disease Control guidelines and will cancel a trip if safety concerns warrant. This is a VERY rare occurrence.

There is a minimum number of participants required to assure program viability. This is particularly true when there are two leaders. Historically, programs have traveled with as few as 10 participants; however, that number needs to be approximately doubled to cover two leaders' expenses. Programs are seldom cancelled if the faculty leader(s) and the Office of International Education work together on promotion and both remain flexible regarding leader's benefits and salary. However, in order to be fair to participants, contacts, and agents, and not to lose deposits, a deadline date may be set whether or not to run a program. Assuming that a program is academically well-designed, the decision to go ahead with a Travel Course is generally numbers driven.

## **INSURANCE**

As a Travel Course leader you will be provided with CISI health insurance. Additionally, as an agent of the University, you will have access to MedEX coverage which can assist in arranging medical treatment. Please note that CISI and MedEx do not cover immediate family members

accompanying the program. You should check with your private insurer about coverage terms and pay careful attention to medical evacuation and repatriation coverage.

## **FREQUENTLY ASKED QUESTIONS**

### ***Are benefits deducted from my overload/summer service payment?***

Ordinarily institutional fringe benefits are deducted from overload payments at a rate of 25% during the academic year and 22% during the summer break. The Office of International Education accounts for this deduction in calculating overload payments so that the \$800 per credit maximum payment is the actual “net” deposit into the faculty leader’s payroll. Deductions for FICA and income taxes are then withheld pursuant to the number of dependents you claim.

### ***Can I bring my spouse and/or children with me overseas?***

Before submitting a Travel Course proposal the program leader(s) should discuss the financial arrangements for themselves and their accompanying immediate family members (if any). Normally all expenses are covered for the leader(s), however, spouses and children under 18 are billed for all expenses for which students are assessed including the administrative/contingency fee, but not the cost of instruction or insurance (unless they would like to receive credit). Childcare and/or family responsibilities should not distract the faculty leader from teaching/leading while overseas.

### ***Do the Travel Course leaders have any say about who is accepted to the program?***

Yes, once applicants have been cleared by the Office of International Education and the Dean of Students, you will receive a list to approve. In conformance with applicable federal and state regulations, the University of Wisconsin-Green Bay is committed to non discrimination, equal opportunity and affirmative action in its international educational programs.

### ***Does my health insurance cover me while abroad?***

As a Travel Course leader you will be provided with CISI health insurance. Additionally, as an agent of the University, you will have access to MedEX coverage which can assist in arranging medical treatment. Please note that CISI and MedEx do not cover immediate family members accompanying the program. You should check with your private insurer about coverage terms and pay careful attention to medical evacuation and repatriation coverage.

### ***How long does it take to approve a Travel Course?***

Please allow the Office of International Education 2-3 weeks to thoroughly review and approve completed and signed Travel Course applications.

### ***How quickly will brochures be printed once my course is approved?***

Once a Travel Course is approved, the Office of International Education will work with University Communications to produce brochures. Please allow 1-2 weeks from the time of approval to produce, print, and distribute brochures.

### ***What happens if a student misbehaves or doesn’t follow my instructions while overseas?***

Students are to maintain acceptable standards of conduct and are subject to disciplinary codes of the University of Wisconsin-Green Bay, the Office of International Education, and of the host institution with which the program is affiliated (if applicable). Violation of such rules may result in immediate termination of participation and return of the student(s) to the United States at personal expense.

***What is the deadline for proposing a Travel Course?***

There is no “hard deadline” for submitting a Travel Course proposal. Faculty should make submissions approximately one-year prior to departure so that ample time is allowed for promotion and implementation. Submissions near the date of departure will likely be denied.

***When do I receive my overload/summer service payment?***

Overload payments are processed during the payroll period in which the program leaves the United States. Depending on the return date, Overloads are typically paid within 3-4 weeks of program completion.

***Who is eligible to participate in Travel Courses?***

UW-Green Bay’s study abroad programs are open to anyone admissible to UWGB, including community members and students from other Universities. Preference is given to UW-Green Bay students.

***How do I obtain a passport?***

Passports are issued by the U.S. Passport Agency. Applications are available for download online from the U.S. Postal Service at <http://56.0.134.24/passport/>



## Site-Visit Grant: For Travel Course Development

Group study abroad programs consist of one or more UWGB faculty members leading a group of students to study outside the geographical boundaries of the United States. Partial or full grants for initial site visits are designed to defray University-approved travel expenses (transportation, room board, etc.) for faculty interested in developing NEW study abroad programs in regions where an exploratory visit is essential. Grants will be awarded only in those circumstances in which there is strong probability of sufficient student interest to make the program viable (a minimum of 10 student participants).

Funding requests for repeat site-visits to the same country may be appropriate if significant changes have occurred in the travel course content/location. All proposals will require careful justification and should clearly explain, and document where possible, why a repeat site visit is necessary.

Proposals sheet should be submitted to Sarah Meredith or Brent Blahnik, Office of International Education, Rose Hall 310, [merediths@uwgb.edu](mailto:merediths@uwgb.edu), [blahnikb@uwgb.edu](mailto:blahnikb@uwgb.edu). The International Education Council will review proposals and make award decisions.

### Criteria for Site-Visit Funding

1. Fully complete and signed application
2. By June 15<sup>th</sup> of the fiscal year in which the award is made, the award recipient must have either:
  - Submitted a ***Travel Expense Report*** to the Office of International Education
  - Made ***arrangements with the Office of International Education*** to apply the award toward the purchase of an airline ticket
4. Formally propose a travel course within two years of receiving a Site-Visit Grant or provide a written statement to the International Education Council explaining why the course did not materialize

### Proposal Submission Deadlines

- **October 25** – for travel between November 1 and April 30
- **March 1** – for travel between May 1 and October 31

## APPLICATION FORM: SITE-VISIT GRANT

FACULTY NAME: \_\_\_\_\_

PROPOSED COURSE/PROGRAM TITLE: \_\_\_\_\_

COUNTRY(S) AND LOCATIONS(S): \_\_\_\_\_

SPONSORING DISCIPLINE (S): \_\_\_\_\_

SPONSORING UNIT: \_\_\_\_\_

MONTH AND YEAR IN WHICH SITE VISIT WILL TAKE PLACE: \_\_\_\_\_

SEMESTER AND YEAR PROGRAM TO BE OFFERED: \_\_\_\_\_

PROJECTED ENROLLMENT: \_\_\_\_\_

NUMBER OF CREDITS: \_\_\_\_\_

AMOUNT REQUESTED (MAXIMUM \$700): \_\_\_\_\_

OTHER SOURCES OF FUNDING AND AMOUNTS: \_\_\_\_\_

### ANTICIPATED EXPENSES FOR INITIAL SITE VISIT:

Passport: \_\_\_\_\_

Visa: \_\_\_\_\_

Vaccinations &  
Preventive Meds: \_\_\_\_\_

Lodging: \_\_\_\_\_

Round-trip Airfare: \_\_\_\_\_

Ground transport  
(bus, subway, etc.): \_\_\_\_\_

Entrance Fees: \_\_\_\_\_

Meals: \_\_\_\_\_

Misc. Expenses (cell  
phone rental, etc.) \_\_\_\_\_

Please list Expenses:

TOTAL \$ \_\_\_\_\_

**DESCRIPTION OF THE PROPOSED STUDY ABROAD PROGRAM (attach an additional sheet if necessary):**

**PURPOSE OF SITE-VISIT/WHAT WILL BE ACCOMPLISHED (attach an additional sheet if necessary):**

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## Application for Travel Course Program

**Program Title:** \_\_\_\_\_

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

**Program Dates:**

Depart: \_\_\_\_\_

Return: \_\_\_\_\_

**Leader(s):**

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

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

Department: \_\_\_\_\_

Department: \_\_\_\_\_

Office Tel. Number: \_\_\_\_\_

Office Tel. Number: \_\_\_\_\_

Home Tel. Number: \_\_\_\_\_

Home Tel. Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Tel Number: \_\_\_\_\_

Emergency Contact Tel Number: \_\_\_\_\_

**Academics:**

Number of credits: \_\_\_\_\_

(a minimum of 750 minutes of contact are required per credit)

Discipline(s): \_\_\_\_\_

Academic Level (check all that apply):

- Lower Level (299)
- Upper Level (499)
- Graduate Level (799)

Minimum Enrollment: \_\_\_\_\_

Maximum Enrollment: \_\_\_\_\_

Course Description (attach an additional sheet if necessary):





**Budget:**

Please complete the table below to the best of your knowledge. Program fees are published as approximations to account for fluctuations in exchange rates, airline fees, and unanticipated expenses, however, the figures represented should be as accurate as possible.

Please reflect expenses on a "per person" basis:

<b>Student Travel Costs</b>		<b>Faculty Travel Costs</b>	
<b>Expense</b>	<b>Amount</b>	<b>Expense</b>	<b>Amount</b>
Overseas Ground Transportation	_____	Overseas Ground Transportation	_____
Lodging	_____	Lodging	_____
Meal Allowance	_____	Meal Allowance	_____
Books, Instructional Supplies	_____	Books, Instructional Supplies	_____
Entrance Fees (Museum, Theatre, etc.)	_____	Entrance Fees (Museum, Theatre, etc.)	_____
Other: (Please List)	_____	Cell Phone Rental	_____
	_____	Other: (Please List)	_____
<b>TOTAL</b>	<b>\$</b> _____	<b>TOTAL</b>	<b>\$</b> _____

Are you requesting an overload/summer service payment for leading this Travel Course?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, do you intend to collect the maximum amount of \$800 per credit?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If no, what overload amount are you requesting? \$ \_\_\_\_\_

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**Mandatory/Additional Charges**

<b>Expense</b>	<b>Amount</b>
Airfare	_____
Ground Transportation	_____
Mandatory Insurance	_____
Administration/Contingency Fee	_____
Other:	_____
<b>TOTAL</b>	_____

**Total Program Cost Per Student**

<b>Expense</b>	<b>Amount</b>
Faculty Salary	_____
Faculty Travel Costs	_____
<b>SUBTOTAL</b>	_____
Subtotal ÷ Number of Students	<b>a</b> _____
Student Travel Costs	<b>b</b> _____
Mandatory/Additional Charges	<b>c</b> _____
<b>TOTAL PROGRAM PRICE</b> (add columns a,b,c)	_____

**Promotion:**

The information you provide in this section of the application will be used by the Office of International education to develop program-specific publicity for marketing purposes.

Target Group:

Who is your target audience (check all that apply)?

- All UW-Green Bay Students
- Undergraduate Students
- Traditional Students
- L&S Students
- Graduate Students
- Nontraditional Students
- Preprofessional Students
- Professional Adults
- Other: (List) \_\_\_\_\_

**Country/Region Overview** (approximately 200 words – attach and additional sheet if necessary)

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**Program Design** (approximately 200 words – overview itinerary, course projects, learning outcomes, etc. Attach an additional sheet if necessary)

**I acknowledge that the information contained in this proposal is complete and accurate to the best of my knowledge:**

\_\_\_\_\_  
Leader's Printed Name

\_\_\_\_\_  
Leader's Printed Name

\_\_\_\_\_  
Leader's Signature and Date

\_\_\_\_\_  
Leader's Signature and Date

**Approval:**

The above signatory will represent your Unit/Department, your University, your State and your Country while abroad. This is a serious responsibility. By signing this form you indicate your approval that this course and this faculty member will be a good representative and will completely perform the required duties as Travel Course leader.

\_\_\_\_\_  
Unit Chair's/Director's Printed Name

\_\_\_\_\_  
Unit Chair's/ Director's Printed Name

\_\_\_\_\_  
Unit Chair's/ Director's Signature and Date

\_\_\_\_\_  
Unit Chair's/ Director's Signature and Date

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\_\_\_\_\_  
Office of International  
Education Faculty  
Coordinator

\_\_\_\_\_  
Director of International  
Education

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Dean of LAS or  
Professional & Graduate  
Studies