

MSUM Faculty-led Study Tour Handbook

Revised 2018



MSUM in Santiago, Spain, 2014

- Course proposed to Department and Dean
- Travel Study Course Application Form goes to Academic Affairs Council

- Budget Set
- Accounts Established with Business Office
- Meet with Financial Aid
- Program Fee Posted to Student Accounts

Students Admitted to the Course and Forms Filed

- ✓ Application Form (student)
- ✓ Participation Contract (student)
- ✓ Financial Aid Form (student)
- ✓ Health Information Form (student)
- ✓ Student Waiver Form (student)
- ✓ Travel Roster Form (completed by faculty and students before departure)

- Insurance Purchased for Students

- All participants have valid passports and visas, if applicable

- ✓ All participants have reviewed the Travel Contingency Response Plan

- Travel Expense Reports Submitted

Chapter 1: Proposing a Travel Study Course

Study Abroad provides an international dimension to MSUM's degree programs and enhances the overall educational experience of our students. Such programs are an indispensable educational experience in the 21st century. However, many students are unable to spend a full semester or year abroad. Therefore, institutions are increasingly offering short-term study tours as a viable option to a longer-term program. MSUM supports international experiences for students, and hopes you will consider leading a study abroad program. These experiences have a profound impact on students, and will change the way they think and view the world.

This handbook is designed to help faculty members plan an academically sound experience. All MSUM study tours must conform to MSUM and System policies in order to satisfy requirements regarding legal and financial liability and ensure a sound learning experience for students.

Study tours are designed and led by faculty. Students receive MSUM credit for the program. Study tours generally take place at the end of spring semester or during the summer. Some tours are designed to take place during winter or spring break. As a faculty member leading a study tour, you maintain the prerogative for setting course content and learning outcomes. You also have the primary responsibility for the program. But a travel study program is very different from a traditional course, and can be difficult to administer. It will require attention to many more details. That is why we urge you to plan for, and think through, the many aspects of planning a study tour as early as possible.

Who Is Eligible to Lead a Tour?

Any faculty member, except adjunct faculty, with approval of their department and Dean, may propose an overseas study tour. Faculty must be employed by and on contract to Minnesota State University Moorhead at the time the course takes place.

How is the course scheduled and approved?

First, discuss your ideas at a department meeting, so the course can be included on the appropriate Faculty Assignment Record (FAR) form. Your department will need to discuss strategic priorities if more than one faculty member proposes a course in a given year- how many students are likely to be available? How many programs can run at once? How can all interested faculty members programs be offered, over time? Then, your Dean will be asked to approve the course as part of the department's teaching schedule. A course may be offered with a -90 topics number twice, then it will have to go through the regular course approval process on campus. Once your department and Dean sign off, the study tour must go through the campus-level application process.

How is the number of credits determined?

Since off-campus courses take place in the nontraditional classroom, with diverse and variable schedules, it may be more difficult to define the nature and number of contact hours. Travel study courses should be offered for an appropriate number of credits, as determined by the academic department offering the course. In general, a one-credit course would have 15 contact hours; two credits 30 contact hours; three credits 45 contact hours; and four credits 60 contact hours. A contact hour includes actual instructional time. It is expected students will also spend additional time with the course material outside of contact time with the instructor. Course work may be completed in part prior to the tour, and there should be a follow-up assignment or assignments following its completion.

Assessment of Learning Outcomes

Because a study tour combines an academic course with a travel experience, assessment must address the integration of the two elements and focus, in particular, on the value of the cultural component. How will you assess these components of the study tour? In addition to academic assessment, you should also be prepared to evaluate the program design itself.

Setting Admission Requirements

To ensure that only the necessary information is collected, all faculty will use the standard application form available at <https://www.mnstate.edu/academics/opportunities/study-abroad/faculty-staff-resources/>. Selection criteria should be clearly specified; relevant to the program; and applied in the same manner to all. Eligibility requirements may be based on academic qualifications (which may include GPA and course prerequisites); or current status (e.g., not currently on academic probation, etc.); demonstrated leadership skills, knowledge or commitment to cultural concerns, or other criteria relevant to the tour. Faculty may not collect or use "protected class" information as selection criteria (e.g., race, ethnicity, age, or disability). Include relevant "physical requirements of the course" on the application form, such as "the ability to walk several miles per day including stairs and uneven or slippery surfaces" and "the ability to lift and carry 50 pounds (one's own luggage)".

Following admission, accepted participants will be required to complete the university's health information form, which includes information about requesting a reasonable accommodation for an asserted disability. Study tour leaders may not screen applicants based on disability status, but should strive to provide accurate, detailed information about the physical conditions (including

temperature, availability of medical care, etc.) likely to be encountered during the trip; such information will be helpful to individuals in deciding whether to request reasonable accommodations. All requests for reasonable accommodations will be referred to the university Accessibility Resources office for initial assistance; study tour leaders will be informed/involved as necessary in decision making.

All students must be registered for the course; community members must also register for the course, but they may choose to audit the course instead of receiving a grade. Faculty leaders should carefully consider whether community members should be included in the course. Their presence may interfere with the academic goals of the regular students and will present additional logistical challenges to consider. (Students who have formal duties related to the tour – such as a research assistant – are not required to register for the course.)

Number of study tour leaders

Use discretion in determining the number of study tour leaders, but as a guideline, one person should be capable of leading a tour of 10-15 participants (possibly more if the study tour does not involve additional travel once the location of the study tour has been reached). Consider taking a second group leader if the number exceeds 15, particularly if the study tour involves moving to several locations. An important consideration is your contingency planning in case of an emergency that would incapacitate the leader or require that a student be hospitalized, for instance. In the case of the course being co-taught, each faculty member will need to be academically eligible and must be identified on all paperwork. The additional leader's expenses should also be factored into the budget.

Setting Application Deadlines and Procedures

There is a generic application form that you should modify for your course. The application should clearly specify the admissions requirements for the course as well all deadlines for payments. Reference your course syllabus to make clear the requirements of the course.

Set an application deadline. In general, applications for spring semester should be set for the day before the drop-add deadline in January. But deadlines depend on a number of factors, including deadlines set by outside vendors. You may need to know exact numbers quite early, or you may be able to accept participants on a rolling basis. Consult with your Dean and the Director of Study Abroad to determine an appropriate deadline.

An application packet should include (all forms available online at www.mnstate.edu/academics/opportunities/study-abroad/faculty-staff-resources/ and www.mnstate.edu/travel/):

1. Application form (modified as necessary for your course)
2. Participation contract
3. Financial Aid Form
4. Health Information Form
5. Waiver Form

Inform students of their acceptance into the program in writing, making sure you include a date on the document, and require verification that they plan on participating. If there is a dispute when the student wishes to withdraw, it is important to have this kind of documentation.

Financial Aid

Students may be eligible for financial aid. You must submit a budget to the financial aid office before students make appointments with a financial aid advisor (include also a copy of the brochure or any information about deadlines, “up-front” payments, etc.). The budget you provide financial aid may take into account additional expenses, such as passport, photo and visa costs, International Student ID card, daily spending allowance, insurance, additional transportation costs, tuition and fees, etc. If the number of participants warrants, it may be possible to schedule a group session with a financial aid officer. Individual sessions will be needed for confidential discussions with students.

If the study tour course is on the spring semester schedule the student will receive aid as part of their spring award. If the course is on the summer schedule, student participants who rely on financial aid to fund their participation must take a minimum of six credits during the summer in order to receive aid.

Important Notes

Before you even begin to plan your course, be sure that your ideas won't conflict with MSUM or Minn State policies. In particular, be sure that any destinations on your trip are not identified by the U.S. State Department as having a travel alert at level 3 or 4. Minn State policies prohibit traveling to level 4 countries, level 3 may be possible only in certain situations. Be sure to also read any cautions posted by the State Department about travel to foreign countries. Links to the State Department lists as well as all applicable policies can be found at the Study Abroad website.

Chapter 2: Program Planning and

Setting a Budget

The budget determines the program fee. When you begin planning and budgeting for your tour, you will have many decisions to make that will affect the budget. The following are some of the questions to be answered:

What will be the academic focus of the program, the course content, learning outcomes, and assessment?

Where will the program be based? Will you stay in one country or travel to various countries? Do you book the airline tickets yourself or work with an agency? Will you allow students to customize their flight arrangements? For instance, many students ask to stay longer after the program's end, but the airline may have a restriction on the numbers of passengers that may "deviate."

How long will the tour last?

What type of facilities and services do you need? Classroom space? On-site lecturers? Guides? Do you need the services of an on-site coordinator? What kind of accommodations will be utilized? Youth hostels, student budget hotels, 2*, 3* or 4* hotels, a combination? How many participants will share a room? Will you allow single-room supplements? You should factor in enough coverage to cover the possibility of gender, age, or number imbalances. (Note: Faculty are prohibited from sharing rooms with students, per MSUM policy.)

How many participants do you expect to lead?

What kind of transportation do you need? Air, bus, train, ferry, public transportation, taxis?

How many group meals will you build into the budget? Most hotels include breakfast in their quotes, but do you also want to include all evening meals, or just an occasional lunch or dinner? A group dinner on the last night helps bring a formal closure to the experience.

What type of group activities will you build into the budget? Museum entrances? Guided tours? Metro tickets? Theatre tickets?

Will the group need visas and, if so, will you be responsible for acquiring them or will each individual arrange their own visa?

If non-US citizens participate, will they need to acquire a new I-20? Will he or she need a visa, even if American citizens do not?

If you use a provider (discussed in the next chapter), many – if not all – of these questions will be addressed. If you are planning the tour on your own, consult the Study Abroad website or office for resources.

Budgets

Because programs are funded entirely from the program fee, all anticipated costs must be factored into the program expenses. The program fee may include the

following:

- Air fare
- Ground transportation
- Accommodations
- Museum entrance fees/ other group activity fees
- Guided tours
- Meals to be included
- Gratuities/taxesFaculty per diem and other expenses (including air fare and hotel)
- Promotional materials
- Insurance

It is best to determine the program fee up front and then bill students (see information provided later in this booklet). It becomes difficult to bill students as payments to providers (e.g. airlines) are required.

Remember, the budget is based on anticipated numbers. Determine a plan of action if numbers fall short. When compiling a brochure or other printed materials, be sure to spell out that the cost is based on a certain number of participants and may be adjusted up or down if the number varies. You can always refund any overpayment by students if the costs are less than budgeted.

Students will also pay tuition in addition to the program fee. If the course is offered during a fall or spring term, students may be able to include the course as part of their tuition band. For summer session courses, the tuition is paid per credit at the prevailing university rate.

Application Fee

In order to support the Study Abroad Office, a non-refundable application fee of \$45.00 per student is charged in addition to the program fee.

Faculty Pay

Faculty are paid for their teaching of the course in a variety of ways. Some faculty teach the course as part of load, in which case there is no additional pay. Or, faculty may teach the course as overload and are paid according to the terms of the IFO contract. Currently, ten students are needed in a course in order for the faculty member to receive full pay.

Faculty expenses are normally covered by the program fee assessed to the

students for the tour and should be included in your budget.

Chapter 3: Logistical Arrangements

MSUM programs are encouraged to use a third-party provider or collaborating international institutions for the administrative, logistical and on-site support to ensure program continuity and to minimize liability and other risks.

Service Providers

Depending on the type of program, you may decide to use an agency that plans all the logistical support (such as accommodations, transportation, flight, guides, etc.) and charges you a program fee per participant. Most of the details are left to the agency to organize. The System has a contract with Travel Leaders for trip management services and you are encouraged to use the services they provide.

Service providers may offer you a “free trip,” where all your expenses are covered, based on the number of participants. They may also give you a stipend based on additional participants. An advisory, dated March 18, 2002, by MnSCU General Counsel Gail M. Olson explains how such benefits may be used by the lead faculty member in order to avoid any “Conflict of Interest” (see summary on next page). In general, faculty trip leaders may not use service provider “benefits” such as travel vouchers for personal use, including for family members.

The benefits of using such a company are obvious. Most of the logistical details fall to them, so that the faculty leader may concentrate on academic concerns. However, many of these agencies require participants to pay them directly. This can be an issue for those students expecting to finance the trip through financial aid, because aid may not be available when payment deadlines are approaching. When you prepare a budget for this type of program, be absolutely certain all costs have been factored in. For instance, there may be some “hidden” costs, like insurance or additional excursions, that incur additional fees.

These agencies often combine groups in order to save on costs. Occasionally, these groups may not necessarily be compatible. For instance, a high school group may be combined with a university group. All sorts of issues could present themselves under these circumstances. You need to be sure that you fully understand the parameters set by the tour company.

Even though payments are made directly to the tour company, you may need to charge students an additional “program fee” to cover such things as independent group activities, International Student ID cards, and incidental expenses. Participants should be made aware that any deadlines and cancellation fees

imposed by the agency will apply, and are separate from any on-campus deadlines and fees.

While there are many companies that provide services to educational institutions wishing to design a study tour abroad, you should be sure to perform “due diligence” on those providers and avoid conflicts of interest in choosing a provider. Please consult the Director of Study Abroad who can assist with your research about tour providers and how to avoid conflicts of interest.

Using Multiple Agencies/Resources

Rather than use a single agency, you may decide to use several different service providers, such as a travel agency that books the flights, a hostel that provides accommodations, a bus company that provides travel, and so on. You work with each service provider separately, getting quotes, and making payments direct either by bank draft or credit card. It is a good idea to draw up a schematic that lists all the details, so that you do not forget to plan for certain logistics. For instance, once you arrive at the airport, how will the group get to the hostel? If you plan on visiting a museum as a group, will you book the tickets in advance? If you wish to show students how to use the metro, will you buy the tickets for the group? You must budget for all these costs.

Every provider must have a vendor number created by the business office. Ask all providers to give you an invoice on letterhead with their corporate office, street address, and other contact details.

Important: Only designated officials may sign contracts with outside providers on behalf of Minnesota State University Moorhead. Generally, faculty do not have this authorization, but your Dean should.

“Conflict of Interest”

Tour companies that organize university-sponsored trips often provide incentives to group leaders. In 2002, MnSCU General Counsel addressed four issues regarding the acceptance of these incentives.

1. Use of Free Enrollments for Family Members: Tour providers often give free enrollments to the tour leader, depending on the number of participants. Under the Code of Ethics for Employees in the Executive Branch, acceptance of benefits on behalf of a family member constitutes a conflict of interest according to section 43A.39: (a) use or attempted use of the employee’s official position to secure benefits, privileges, exemptions or advantages for the employee or the employee’s immediate family or an organization with which the employee is associated which are different from those available to

the general public[.]

Acceptance of a Stipend: The size of a stipend would normally be based on the number of free enrollments used legitimately by the tour leader(s). According to the tour company, they will pay the stipend only to the group leader, not to the sponsoring entity. Under state law, employees cannot accept any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. Because the faculty member is conducting the course and tour as part of his/her duties, any remuneration received from the tour company would be compensation in violation of the statute. Therefore, the faculty member should accept the stipend “on behalf of the university,” and endorse the payment over to the university.

2. Other Perquisites Offered by the Tour Company: Acceptance of some benefits may not be a violation of the statute such as gifts of nominal value like textbooks; plaques or similar mementos; payment of reimbursement expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed by the state and which have been approved in advance.
3. Use of Free Enrollments or Stipends: When a tour company provides free enrollments, the university administration should determine which alternative is in the best interest of the university. There may be legitimate “business” reasons to use one or more of the free enrollments to allow additional faculty, staff or students to participate in the course, or it might be preferable for the university to receive the compensation that will otherwise be provided through the stipend. The faculty member should then take the steps necessary to comply with the administration’s determination.

Chapter 4: Recruiting and Admitting Students

Much of the burden of recruitment falls on the faculty leader. You may have a cadre of students already interested in your program, but experience tells us that although students may express interest, many do not follow through. Therefore, you will be heavily involved in marketing activities for your program. Remember to budget for promotional activities. The following are some suggested strategies.

Brochure

Begin with a flier or brochure, and try to have it ready at least one semester prior to expected departure date. Contact the Publications Office, who will assign someone to work on your project. Do not typeset the brochure; Publications will do that for you. Simply type the text in a word document. Provide them with any photos or illustrations, although they may also have relevant photos on file. Publications will produce the brochure.

Brochures or fliers must indicate withdrawal/cancellation policies and deadlines.

Other Marketing Approaches

Typical ways to promote your programs are:

1. Student Dragon News: submit your information session times on line.
2. The Study Abroad Office will accept your poster to display and flier to distribute, and include your contact information on the Study Abroad student information web site.
3. Poster: Publications can help with this.
4. Creating a web page; you may wish to provide a link between your web page and Study Abroad Office's.
5. Dragon Central: advertise your information sessions here. The Study Abroad Office can post these events for you.
6. Classroom visits.
7. Holding one or two informational meetings at different times of the day/days of the week can be more effective than printed materials because it gives potential participants an opportunity to ask questions and perhaps get a sense of who you are. Parents may also show up at such sessions.
8. Contacts at other Minn State colleges and in the community.

Admitting Students

During your planning process, you developed a set of criteria for acceptance of participants. Be sure to carefully follow those criteria as you admit students to the course. Use the standard application form and ask only objective questions directly related to your admissions criteria. See the Director of Study Abroad for more information.

Prospective students should be given detailed information about the physical and potential emotional demands of the program, including the stresses of being in a foreign environment and possibly out of the country for the first time. Interested students may be given a copy of the medical information form that will be required of all admitted students; students who inquire about reasonable accommodations for a disability will be asked to contact the Accessibility Resources office for assistance. While the university will strive to provide study abroad experiences to all students who are interested, not all programs are suitable for all students. Trip leaders should consult with their Dean for assistance in addressing requests for reasonable accommodations.

Let students know in writing that they have been accepted and that they may have additional paperwork to complete or assignments to turn in. Required forms include:

- The Health Information Form;
- The participation contract should be required at this time, indicating that the participant is aware of the withdrawal deadlines and cancellation policies.
- The waiver form, which they should read carefully before signing. Do not change this form in any way.

After you receive the health information forms (received from the students after they have been admitted), you should review the forms to decide whether there is any need to follow up on the information provided. Contact the Director of Study Abroad and your Dean if you wish to discuss the forms. They will advise of proper procedure to legally follow up on your concerns.

Student data that is collected and maintained for the study travel is subject to FERPA. This means that most information will be "private" including the fact that a specific student has been accepted. Thus, just like for other classes, parents do not have automatic access to identifiable information with the student's written consent. For this reason, a FERPA release is appropriate - especially before the trip takes place so that there is no question about being able to communicate with parents if the need arises (though, of course, for a health/safety emergency, no consent is required).

Chapter 5: Making Payments and Billing Students

Payments to service providers usually have to be made in well in advance of departure date. Therefore, participants should be required to pay a substantial deposit regardless of their Financial Aid status. Make the deposit non-refundable. A non-refundable deposit also discourages application from participants not wholly committed to the program. If they stand to lose a substantial deposit, they may take application more seriously and be less likely to drop out. When you collect deposits, be sure to deposit the amount into the study tour cost center when it is established with the Business Office.

Payments to service providers can be made by the MSUM Business Services office in dollars either by credit card, check or wire transfer (remember to build in some money for transaction fees), or through a currency dealer that issues a foreign bank draft or wires funds to the beneficiary. Obtain wiring information from the beneficiary, including the bank's name and address; Swift Code, Sort Code, Account Number and Account Name. Currently, we use Bremer Bank or

Ruesch International in Washington, DC.

If you use a credit card for any trip expenses, you must have a business plan on file with your Dean and the Business Office. Your credit card limit may need to be increased by your Dean for the trip.

Student Payment Schedules and Cancellation Policies

Participants must be given a payment schedule, and be instructed about cancellation policies. Cancellation policies sometimes depend on the policies set by contracted vendors or may be drawn up in-house, but should take into account feasibility of recovering funds. For example, most airfares will be non-refundable, although participants may be able to apply a ticket to future travel. Also, group costs are often based on number of travelers. Should one student drop out at the last minute, it may be impossible to recoup funds on behalf of that individual if he/she cannot be replaced. Students must be made aware of that possibility, and that policies are strictly adhered to. Even, if a student can find a replacement person, he or she may still incur some non-recoverable costs such as a name-change fee.

Stress to participants that the cancellation policy will be strictly adhered to. As withdrawal deadlines near, remind participants to make sure they understand the importance of these dates. After the deadline passes, remind/strongly encourage participants to purchase interruption/cancellation insurance if they think they may need it. We have had students and parents become very angry when they realize that we intend to hold them to the policies, but once we have made payments on behalf of participants to service providers, we often cannot recoup the funds even well in advance of the tour's departure date. The Director of Study Abroad can provide your students with vendor options for such insurance.

Payment schedules should also take into account, if possible, financial aid disbursements. Tours that begin and end prior to the commencement of summer school can often be considered, for financial aid purposes, to happen during spring semester, and financial aid will be awarded during that semester. Summer financial aid cannot, however, be disbursed before summer school begins, so that participants using aid for tours occurring during the summer will need to be made aware that they may have to make payments prior to receiving aid.

Students must make all payments prior to departure date. You need to verify that all payments have been made or that arrangements have been made by the student to deposit financial aid funds into the account.

If a program is cancelled through lack of participants, all monies must be refunded. However, factors beyond the University's control may limit the

refunds. For example, one year MSUM cancelled its study tour to China because of concern about SARS and its Kenya program because of a State Department travel warning. The decision was a difficult one, and while most expenses were refunded, participants did not receive a full refund. Participants can purchase trip cancellation insurance.

Billing Students

As soon as practicable, notify the Business Services of the program fee and the list of participating students so they can be billed. Participants cannot make payments until an account has been established and the charges have been posted. Check with the business office first before posting the charges. If billed too early in a semester, financial aid payments for the current semester may be "seized." If billed later, you may not have access to necessary funds to make down payments.

The program fee is normally posted as soon as the student signs up for the program. However, tuition is billed for the semester in which the course takes place (taking into account the above provisions), which may be the following semester. Students need to be told that the program fee and the tuition are billed separately, and may appear on their accounts during separate semesters.

Do not accept payments directly from students, other than the initial deposit. You need to collect the initial deposit as it will not appear on the student account. Once billed for the program fee, students must pay through the Business Services office.

Tuition charges are billed separately. While it is good to inform students of these charges, you should not include any tuition amounts in your budget.

Chapter 6: Health and Insurance Issues

Participants will be insured through the Minnesota State recommended insurance provider. The insurance provided is considered to be primary insurance and will pay covered claims before other insurance payments are made. The cost of the coverage varies, by length of trip, destination, and planned activities. Generally, for short tours the cost is under \$15 per person per week.

Consult the Study Abroad Office for a price quote prior to setting your budget.

While some domestic insurance policies may cover members when they travel overseas, they rarely cover evacuation and repatriation. Therefore, the trip leader must make arrangements for coverage through the Minn State policy or other vendor, as applicable, and the premium should be built into the program fee. All participants must have proof of coverage that includes emergency evacuation and repatriation.

Normally, policy holders must pay up front for medical services overseas, and seek reimbursement on their return. Remind students who do receive medical treatment overseas to retain copies of all paperwork to submit to their insurance provider. Many policies also require prior authorization before a person receives any medical treatment overseas. They may also require the insured to have an approved translation of the diagnosis and treatment if written in a foreign language.

Health

You cannot use a student's health information as a selection criterion, but you will have access to medical information provided by the students via the medical information form. This information must be treated in a confidential manner and used only for the purposes intended, i.e., to assist the student in handling any medical situation that arises during the course of travel. In some cases, where a student is under active medical treatment, you may wish to request additional medical documentation to verify that the student is fit for the proposed travel. The trip leader should consult with his/her Dean, university student health services and/or Accessibility Resources before requesting such additional documentation. Make sure that students understand the type of medical care that is available abroad. Encourage students to take the necessary amount of necessary amount of prescribed medications with them (often impossible for students to refill a prescription overseas), and that the prescriptions remain in the original container. Participants must take a copy of any prescription medications to show customs officials. Narcotics cannot be mailed overseas. Travelers can request a larger dose prior to departure if they can show their healthcare professional proof of their anticipated length of absence from the country. Students must also check to see whether certain medications are legal in the destination country.

Faculty leaders are encouraged to bring along contact information about health providers that may be needed in an emergency.

Immunizations

Participants need to be informed about immunization requirements for admission - make sure they understand that it will be their sole responsibility to comply but if they do not do so, they will not be admitted to the foreign country. This information is available at the www.cdc.gov web site.

Chapter 7: Other Considerations

Family Members/Companions

Faculty leading study tours may wish to be accompanied by a spouse,

companion, and/or children. While understandable, it is the faculty director's first priority at all times to see to the many and varied needs of the students on the program. Therefore, careful consideration must be given to the feasibility of having family members travel with the group and you must have your Dean's approval to do so.

If you take dependents with you, the following principles will apply:

1. No expenses may be paid for your accompanying family member(s)/companion, unless that person(s) has specific duties associated with the program, determined in advance, in which case a contract must be drawn up and approved by the Dean of your college or the Vice President for Academic Affairs.
2. The role of the family member(s) must be made clear to all program participants.
3. All expenses of your family member(s) are your sole responsibility (except as above stated). Any excursions built into the program fee must be paid for separately on a pro-rated basis, as would other charges. For instance, if you require a double-room, you pay for the difference between a single and double. There should be no additional expense for family members to travel that they do not pay themselves.
4. Any non-participants permitted to travel with the study tour, such as family members, must be required to submit proof of medical coverage that includes emergency evacuation and repatriation if not covered by the Minn State risk management policy.
5. Children under the age of 18 must be under the supervision of another adult.
6. Permission will only be given if space is available for an additional person; i.e., this person cannot take the place of a student participant if numbers are limited.

Passports and Visas

The Study Abroad Office has passport application forms. They are also available on line (<http://www.travel.state.gov/passport>). Encourage students to apply for passports as early in the process as possible, especially if they also need visas. Applicants complete the application form (don't sign until meeting with the passport agent) and provide two passport photos, a certified copy of their birth certificate (which they may need to order if they cannot find their original copy), and one other form of picture ID (usually a driver's license) in addition to the passport and processing fee.

Some countries require that passports be valid long after the planned trip dates. Be sure to check with your destination country.

Passports can be processed at the Moorhead Post Office. If they have never had a passport, participants must apply in person. Photos may be taken in the Study Abroad Office (BR 249). Cost is \$10.

Visa fees will be extra. You may need just a group travel visa or individual visas, and you may have to send the passports to the embassy. Your travel agency may provide this service for you. International students may need a visa even if American citizens do not. Additional immigration regulations may also apply.

Don't forget to check your own passport and renew it, if necessary.

Keep a copy of the details page of all student passports. Take the copies with you on tour, so that you have the information in case someone loses theirs. Usually, a U.S. citizen can receive a temporary passport from an embassy or consulate within eight hours, providing you are in a city where the embassy is located. Remind students to take extra precautions to secure their passports.

The Study Abroad Office has organized fall passport drives on campus in the past.

Faculty Conduct Overseas

The role of the faculty director overseas covers a wide range. You are the program administrator, program supervisor, university representative, student and academic advisor. But you may also find yourself having to mediate in personality clashes, act as a substitute parent, be a cross-cultural broker, and advocate for your students. You may be faced with a wider range of student disciplinary problems than would be the case on campus, because you have closer contact with a student, and you need to be able to deal with a situation objectively.

For example, if a break-in occurs in a student room while the group is out at dinner, you will be obligated to accompany the student to the police station. You need to be able to assist the police and the student(s) at the time, and may need to contact families at home at any time of the day or night to report. If a student has a medical need, you may find yourself learning more intimate details about your charge than you feel comfortable with and might have to make decisions on his or her behalf. You need to get enough sleep each night in order to be responsive to the group's needs during the day. You must maintain a professional student/teacher relationship.

Some institutions insist tour leaders inform the embassy or consulate in the destination country(ies). You can register on-line prior to departure, but it can be a time-consuming process. However, if you do experience any

problems in-country, do not hesitate to contact the embassy as they can give assistance and advice about all sorts of issues, including providing translators, if needed. Some insurance policies also offer emergency assistance plans for travelers in distress.

To stay in touch via email, check out the internet cafes and hotels with internet access. Many communities allow internet access through their local libraries, often free to visitors. Laundromats may also provide internet access.

Make sure students have emergency contact numbers, such as the embassy number or MSUM's security number. Plan a meeting point for students in case they get separated from the group. Consider purchasing an inexpensive in-country mobile phone for the duration of your tour. Check the U.S. State Department site for country-specific advisories (<http://travel.state.gov/>). An excellent resource is www.global.us/safeti providing links to all sorts of helpful sites.

Register your trip with the U.S. embassy in your destination country. Visit the State Department travel website for information.

Be sure to provide participants with information about the destination that comes from the Department of State. See the link in previous paragraph.

Students traveling overseas face particular risks for a number of reasons. First, they lack in-depth knowledge of their surroundings as well as the local culture and language, causing them to be particularly vulnerable. Something as simple as a doctor's visit becomes a complicated ordeal. Second, students traveling in groups are visible and tend to "stick out," making them easy targets for pickpockets and other criminals. Third, students studying abroad sometimes feel they are in a fantasy world where risky behavior bears no consequences. In a spirit of adventure and youthfulness, they may act recklessly, endangering their own health and safety as well as that of their travel companions.

Travel Response Plan

Review the University-Sponsored Student Travel Contingency Response plan with your students and take a copy with you on the trip. The response plan can help you with such contingency planning. Be sure to file the Travel Roster Form and your itinerary with Security before departing. It is wise to plan ahead for any emergencies that may arise during your trip.

Alcohol Policies

Board Policy 5.18 states that "the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at Minnesota State Colleges and Universities and

institution-sponsored events on or off campus is prohibited." This includes meals or other activities included as part of the university-sponsored student trip.

Additionally, MSUM policy prohibits the use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students, recognized student organizations and athletic teams when in travel status representing the University.

Chapter 8: Returning Home

Submitting your Expenses

While on tour, you must keep all receipts and document all expenditures. A "daily log" form has been developed by the Study Abroad Office for this purpose. Expenditures should be documented in the country's currency, and a note made of the current rate of exchange at the time. You can often use an institutional credit card to make payments, although it's always a good idea to carry some cash. MSUM credit cards cannot be used for cash.

You must submit a detailed account of expenditures on behalf of the group, as well as personal expenses, within two weeks of their return on the SEMA4 Employee Expense Report to the Business Services office. If you reimburse students while on tour, you must get a signed receipt from each student (or have them sign and date by their names on a roster). If receipts cannot be obtained, make sure you document those expenses on site, indicating the reason a receipt is unobtainable. Upon return, you must file an affidavit for expenses without receipts with the Business Office.

Wrapping up the Program

Hold students to the deadlines established prior to departure when turning in assignments. Because you have come to know the student quite well during the program, you may be tempted to grant extensions on turning in work. More often than you might imagine, students neglect to finish the program. By not completing the requirements, they jeopardize not only their financial aid standing but also their future graduation plans. If all students are to be graded fairly, they must be held to the same deadlines.

Leave notes for yourself or future leaders indicating what was effective and what was not for your course.