

GUIDELINES
FOR
FACULTY-LED TRAVEL COURSES

2016-2017

**International Programs and Services
Western Carolina University**

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Part 1: Introduction and Recommendations

For the past decade WCU has been a leader in providing Study Abroad opportunities for its students. Well known for its semester and year-long international student exchange program, the university also provides opportunities for faculty members to offer travel courses or travel as part of a course. International Programs and Services (IPS) has also assumed responsibility for domestic travel courses as well. This document serves as a guide for WCU faculty members as they plan, advertise, recruit for and teach their domestic and overseas travel courses.

There are various types of faculty-led travel courses. The office of International Programs and Services can assist faculty and departments with many of these:

1. Faculty taught course(s) in domestic locations;
2. Faculty taught course(s) in overseas locations;
3. Faculty taught course(s) at overseas partner institution;
4. Faculty taught course at overseas partner site (institution/third party provider) with students taking intensive language or other courses;
5. Faculty chaperoned group of students to overseas partner institution (institution/third party provider) to learn intensive language and culture;
6. Semester course that includes a trip abroad;
7. Faculty chaperoned group of students participating in cultural activities with no course credit attached.

A Review of Roles

Overseas and domestic travel courses are planned, implemented, and administered through cooperation between the course instructor, his/her department, and International Programs and Services (IPS). Each of these entities has specific roles in the process. This section outlines these roles and responsibilities.

Department: Travel courses are planned within the department but are built in Banner by IPS. Both the department head and the college dean must approve overseas and domestic travel course syllabi before they can be built and advertised by IPS and the faculty member. No travel course will award more than three hours of course credit unless the course is listed as a 6-hour course in the catalog. For this type of 3-hour or 6-hour course, there is no tuition. For courses that encompass a travel component plus significant additional course requirements before or after completion of the travel, a total of up to six hours of course credit may be awarded to students by having them register for one three-hour travel course (at no tuition cost) and one three-hour co-requisite course (at appropriate residential tuition rates). Faculty stipend for the travel course will be waived or calculated based on rank (as discussed below); the co-requisite course will be classified as a Contingency Course and salary will be determined based on the formula outlined in APR 19. Pending faculty senate approval, APR 19 may be revised.

Faculty Member: The instructor is responsible for designing the course, writing the syllabus, seeking approval from the department head and dean, and planning the trip details using in-country resources or a third-party provider. In conjunction with IPS, the faculty member will develop the student and faculty budgets, and provide IPS with a risk management plan. The faculty member is also responsible for selecting student participants, providing IPS with a list of student ID numbers, names, dates of birth, and collecting and forwarding to IPS all relevant faculty and student information forms, including copies of student passports if traveling overseas, no less than one month prior to trip departure. Please follow the timeline detailed below.

Many faculty members who lead travel courses elect to waive their instructor compensation in order to

keep trip costs low for their students. For those who elect to take instructor compensation, instructor compensation will be determined by a special formula based on rank (see following section on instructor compensation for details).

International Programs and Services: IPS works with the Offices of the Provost, Financial Aid, Controller, Admissions, Student Community Ethics, Bursar, and Registrar to facilitate faculty-led travel courses. IPS cooperates with the faculty member to build courses in Banner, facilitate course advertising, trip logistics, and student registration. IPS will also provide a pre-departure orientation for all student groups about the culture of the destination (where applicable), student judicial policies, and health and safety while traveling.

Participating Student: The student is responsible for completing the student application and all paperwork required for the travel course in a timely manner, contacting the Financial Aid Office if eligible and seeking financial aid for the travel course, and attending the pre-departure orientation session and any other faculty-coordinated meetings associated with the course. Students with delinquent accounts and those who do not submit the deposit on time may not participate in the travel course.

Recommendations for Faculty: Planning the Travel Course

1. Begin planning your course at least 18 months in advance in order to give yourself enough time to contact overseas or domestic sites, third-party providers, or work with IPS-established overseas partners.
2. As part of WCU-approved risk management, each domestic and overseas travel course will normally have a primary and secondary instructor. *If your course will be relatively small (i.e. fewer than 10 students), faculty-led courses abroad may proceed with only one instructor IF the instructor provides IPS with a detailed risk management plan for what will happen in the event the instructor becomes ill or is otherwise unable to perform the necessary tasks of leading the course.*
3. Work with your department head to determine which existing or new course would benefit from a domestic or international travel experience, by either complementing existing course content or adding a service learning component.
4. Travel costs should be kept as low as possible, to ensure greater accessibility and participation. Student participants are paying all student and faculty costs associated with the trip.
5. Submit the following forms to appropriate offices:
 - a. Faculty Application for WCU Travel Course and requested attachments to department head and dean. Once the travel course is approved within the college, please submit these documents to IPS for review no later than May 1 (fall break course), Oct. 15 (Spring break or summer course) (or September 1 if you wish to promote your course at WCU's Study Abroad Fair). Faculty leading approved travel courses are expected to attend the Study Abroad Fair to promote the course. Faculty with pending travel courses are welcome to attend the Study Abroad Fair.
 - b. Submit student application, liability and emergency contact forms and copies of student passports (if traveling overseas) to no later than June 15 (fall break course), Dec. 1 (spring break course), or Jan. 31 (summer course). Early submission is encouraged!
6. Concerning student eligibility for financial aid, the student must be registered for classes and eligible for financial aid **at the time the travel takes** place in order to use financial aid for

travel course costs. In order to receive financial aid for summer travel courses, the student must be taking at least 6 credit hours during the summer term.

7. To the extent it is possible, travel should occur during a standard WCU semester (fall, spring, or summer term) and not span the end of the fiscal year on June 30th. If travel occurs across two fiscal years, special procedures may be required for reimbursement.
8. The department head has several important roles:
 - a. The department head will work with the faculty member to ensure that the academic rigor is achieved in the travel course. The Provost's Office may also review syllabi to evaluate academic rigor of proposed courses.
 - b. The department head will confer with the college dean about the feasibility and academic appropriateness of offering the course.
 - c. Any questions about country safety should be directed to IPS before the course is approved. The course may be denied depending on the safety of the country.
9. There are a number of forms that need to be completed and submitted at the times noted in the summary of due dates below. Faculty Applications for WCU Travel Courses not submitted by the due date will only be considered for the following summer.
10. Faculty members must register travel plans with the Department of State through their free online Smart Travel Enrollment Program at <http://travel.state.gov/content/passports/english/go/step.html>.

Recommendations for Faculty: Planning the Trip Details and Logistics

1. Consider using a reliable third-party provider if appropriate. Third party providers can be more expensive than designing your own trip, but they are particularly useful if this is the first time working in a country or in places where logistics are complicated or where security is a concern. Work with IPS on vetting such providers. If working with a third party provider, copies of all relevant contract information should be provided to IPS along with course approval forms.
2. Identify in-country resources such as accommodations, ground transportation, and sites/agencies/universities to visit.
3. Determine the current costs, if any, for travelers to obtain guest visas for entering your country destination by consulting that nation's embassy website.
4. Determine which vaccines are required and/or recommended by the Centers for Disease Control and Prevention for individuals traveling to your specific destination by consulting the CDC's website at: <http://wwwnc.cdc.gov/travel/destinations/list.aspx>.
5. Develop budgets—see attached budget templates. Be sure to include the costs of any visas and necessary vaccinations in the student and faculty budgets. Estimates relating to the costs of vaccinations can be obtained by contacting local area health departments such as the Macon County International Travel Clinic at (828) 349-2081 or the Buncombe County Travel Clinic at 828-250-5096.
6. Submit all required forms to department head, dean, and then upon their approval, to IPS.

7. Once course is approved by IPS and the Provost Office's, advertise the travel course. IPS can assist with this task. See important information about advertising in the section below.
8. Collect student information sheets and select student participants. Develop selection criteria and processes based on interpersonal, teamwork, and academic skills necessary to complete course objectives while traveling. Forward student paperwork, including copies of student passport photo pages if traveling overseas, to IPS. Make either paper or digital copies of these forms to take with you on the trip.
9. Make sure that an adequate number of students have submitted student paperwork and passports. IPS will confirm with the Bursar's office whether or not students have paid the required \$500 (or lower) course deposit prior to them being registered for the course.
10. Make sure students pay associated fees to OneStop. Alert students to the fact that any outstanding fees will be encumbered with trip deposits so they must pay parking, library fees, etc. before making trip deposits.
11. In conjunction with IPS, plan pre-departure orientation for students.

IPS Assistance for Faculty Members

IPS does not have the resources to function as a travel agency, and cannot perform the responsibilities outlined above for faculty designing travel courses and developing trip logistics. However, IPS can provide assistance to faculty members in the following ways:

1. Conduct meetings and workshops with faculty members.
2. Advise in developing travel logistics and budgets. Faculty members are responsible for making travel, accommodations, and site arrangements. IPS can provide recommendations and may be able to help with contacting international partners.
3. Build the course in Banner and assist with course advertising.
4. Purchase group health insurance for trip participants, unless such insurance is purchased through an educational tour company which is coordinating the class' travel.
5. Conduct pre-departure health and safety orientation with faculty and students.
6. Maintain files and trip details during the travel, and answer questions from parents and others about the status of those students while the groups are traveling.
7. Work with faculty to receive a travel advance, or within 30 days of returning to the U.S. and after receiving proper invoices for travel expenses from the instructor, IPS will ensure that the invoices are forwarded to Accounts Payable for processing.
8. Work with instructor to receive all course evaluations from participating students.

Advertising of Travel Courses

In consultation with IPS, faculty trip leaders should produce and distribute advertising materials (posters, brochures, Web pages, etc.) which clearly indicate, as appropriate:

1. Title of course
2. Dates of course (including any orientation meetings)
3. Location of course
4. Any affiliated universities
5. Curriculum description (including location of classes and WCU course numbers, titles, credit hours, graduation requirement fulfillment, etc.)
6. Instructor of course with contact information
7. Travel cost (including a brief statement of what will/will not be included in that price)
8. Application procedures (admissions decision procedure, any additional application materials necessary, any prerequisites, any minimum or maximum student number requirements, application and payment deadlines, etc.)
 - a. Deadline for receipt of student applications by faculty member
 - b. Deadline for payment of \$500 (or lower) travel course deposit: July 1, Dec. 10, or February 15 (or by date indicated for trips taking place outside summer session time frame)
 - c. Deadline for full payment of travel course fees (except for students on financial aid): Aug. 1, Dec. 15, or Mar.15 (or by date indicated for trips taking place outside summer session time frame)
9. The following sentence must be included in your brochure: “WCU reserves the right to cancel or alter the course format or to change costs in case of conditions beyond its control.”

Why is all this important? In liability court cases, course/travel brochures are viewed by the courts as **legally binding contracts**. Therefore, no publicity can be distributed until the above steps have been successfully completed and the travel course has been official approved!

Part 2: Official Policies for Faculty-Led Travel

Faculty considering a Travel Course should familiarize themselves with the Western Carolina University Travel Policies and Procedures Manual, located here: <http://www.wcu.edu/WebFiles/travelmanual.pdf>. Specific policies related to short term faculty-led travel are provided below.

Establishing a Travel Course

Travel courses are established as contract courses and do not earn Student Credit Hours. Therefore, they do not generate state funding. Students earn credit, but students will not normally be charged the regular tuition rate in contract courses.

To establish a Travel Course or a Travel Component Course a faculty member will need to complete the appropriate forms from International Programs and Services (see *Faculty Application for Travel Courses*), develop a budget encompassing student and faculty travel expenses and compensation, and submit these materials by May 1 (fall break course) or October 15 in order to receive approval. Every effort should be made to itemize all the specific costs for the trip – for the faculty member as well as the student. Students/participants may not be charged for equipment that will become the property of WCU and used for additional WCU activities. Students may only be charged for the faculty member's instructional compensation and travel expenses (if applicable), as well as the use or rental of equipment and services pertaining to the experience.

Enrollment Management for Travel Course or Travel Component Course:

Each faculty member will work with International Programs and Services to establish an enrollment minimum for the activity/course. A date will be set for obtaining this minimum. In the event the targeted enrollment is not reached, the travel course will be cancelled or the instructor/assistant compensation will be prorated according to the number enrolled. The specific agreement concerning the compensation structure will be established by the department head and dean in consultation with International Programs and Services and the faculty member prior to establishing the travel activity/course. The director of IPS has the right to cancel a course at any time.

Credit Hours for Travel Course:

Each travel course will be designated as either for credit or not for credit. Participants will not have the option to get credit if the activity is established as “not for credit” and vice versa.

IPS Administrative Fee:

For Travel Courses and Travel Component Courses, students will be charged a \$200 administrative cost (\$50 if using 3rd party provider). The IPS Administrative fee is to be used for unanticipated expenses incurred across all faculty-led trips during the fiscal year. These funds are to be used at IPS discretion only. Students may be charged for the cost of faculty travel expenses not provided by 3rd party providers.

Educational Travel (instructor travel expenses compensated through external agency):

If the travel arrangements are being made through an educational tour company, faculty members will indicate the name of the company on the forms and attach the terms of agreement with the company. Faculty will only be reimbursed for meals not covered by the Third Party Provider. The rate of reimbursement will be the current Out of State per diem rate, and may or may not contain a conversion rate.

Educational Travel (instructor travel expenses not compensated through an external agency):

Every effort should be made to be as specific and accurate as possible when communicating the total cost of the travel experience to the student. As with other courses, the per diem for the faculty member will be

compensated using the current Out of State per diem rate, and may or may not contain a conversion rate.

Educational Travel Course Instructor/Assistant Compensation:

Each travel course will have an instructor of record as well as an assistant instructor. If a faculty member is using a travel company he/she may count the tour guide as his/her “assistant instructor.” Unless otherwise approved by the department head and dean, credit assigned to a travel course will be no more than 3 credit hours.

As noted above, many faculty members who lead travel courses elect to waive their instructor compensation in order to keep trip costs low for their students (of course, faculty costs are always covered). Should the faculty member elect to take instructor compensation, the instructor of record will be compensated according to the following rate (unless course is part of the faculty member’s load).

Part time/Fixed Term:	Master’s Degree	\$900 per credit hour
	Terminal Degree	\$1,000 per credit hour
Full time:	Assistant Professor	\$1,000 per credit hour
	Associate Professor	\$1,125 per credit hour
	Full Professor	\$1,250 per credit hour

Regardless of the number of credits, primary instructor pay will be capped at \$4500. Assistant Instructors may be compensated at \$500 per credit hour, with a maximum compensation per travel course of \$1500.

When completing the trip budget, instructor stipends should be increased by 20% over the formulas indicated above to provide for the payment of Social Security and State Retirement/TIAA CREF fees.

Non-faculty, 12-month employees are not eligible for instructor pay to teach/chaperone summer travel courses. As a rule, 12-month employees should only participate as chaperones for summer travel courses with the approval of their supervisor. The supervisor will determine if participation is appropriate and will not negatively impact the employee’s regular responsibilities, and whether the employee will be required to use vacation time in order to participate.

For travel component courses – those courses for which travel is only part of the course and there are substantial in-class requirements in addition to the travel – the instructor of record will be compensated for the course according to the regular summer compensation structure provided in APR 19 if the course is conducted in the summer.

Establishing Contract Courses in Banner:

Travel courses will be built in Banner by the Office of International Programs and Services. Once the courses are in Banner, IPS will notify the Bursar’s Office so that the appropriate costs can be attached to each section. Costs must be attached before any registration is permitted.

Registration Process for Travel Courses:

IPS will send the names of any students who need to be registered for summer travel courses to the Registrar’s Office. Because registration and partial payment is required before web registration turns on, web registration for travel courses is not supported. All registration must be handled manually within the Registrar’s Office. IPS will notify the Registrar’s Office and the Bursar’s Office if a student needs to be dropped from a travel course. All travel course registration/drop activity requires the approval of IPS.

Process for Students to Make Payments:

Once the cost of the course is determined and a minimum number of participants are established, the cost of the Travel Course or the Travel Component Course will be marketed to students. Upon registration, the charges will appear on the students' accounts. Students will make cash payments at the OneStop and will communicate that they are making a "Travel Course Payment". These payments will be posted to their individual accounts. Students may make general credit card payments in Bill+Payment through MyCat, but they will have to contact the OneStop after the payment is made to recode the payment to the correct detail code. Students should abide by the process for payment. **Faculty members should not collect payments from students.**

Monitoring and Reporting of Students:

A Banner report will be available in Report Portal that the instructor and International Programs may use to monitor participation and payment. The CRN of the course and the term will be input. The output will be a list of the students, the total cost of the course, the total payments that have been made, and the balance due to each student. Students may not take the trip unless the full amount of the course has been paid.

Process for Making Payments to International Vendors, Hotels, and Others:

Faculty should work with IPS to make payments to all international vendors in a timely manner.

Payments can be made by:

- a) Check (written to the vendor and mailed or taken with you)
- b) Wire Transfer (see Wire Transfer Request Form)
- c) Travel Advance (a check issued to the faculty member, to be cashed and distributed while on the trip)
- d) Faculty pay while on the trip and get reimbursed afterwards

Faculty are responsible for coordinating payments to international vendors. If payment is required in advance of the travel, the faculty member must work with IPS to make payments on time. Regardless of the payment method, receipts must be provided for all payments, except faculty food costs (which are covered in the per diem rate). Reimbursements must be completed before the end of the fiscal year.

There is a process established for paying for home stays while abroad, but additional paperwork is required. If you plan on doing home stays, please alert IPS at least 90 days before the trip departure.

Risk Management and Trip Safety Policies

The health and safety of students participating in travel courses is the highest priority of WCU. At WCU, as at many of our peer institutions, it is the responsibility of the course instructor to:

1. Monitor the security of travel course locations.
2. Assess travel courses to ensure student and faculty safety.
3. Require attendance at IPS orientation and training sessions aimed at helping students and faculty minimize risks and respond appropriately to emergencies.
4. Coordinate any crisis response related to travel.
5. Collaborate with other university units to minimize and manage risks.
6. Keep IPS office informed of any emergencies.

A detailed itinerary with site contact information for each day participants will be away from the WCU campus is an important part of risk management. In addition, faculty must contact IPS within 24 hours of arrival in the destination country to confirm accurate contact information

during the trip. IPS will then email all student emergency contacts to let them know the group has arrived. Further updates should be sent directly from trip participants to family members.

Because the University bears the brunt of the responsibility for student safety, the request for assessments, reviews, and reports is at the discretion of International Programs and Services, and it falls on IPS to cancel programs where security issues have not been adequately addressed. Furthermore IPS, in consultation with WCU Legal Counsel, GA Counsel, the faculty travel course leader, or any Third Party Providers involved, will determine the feasibility of carrying out travel courses in the event the destination country is placed on the Department of State warning list shortly before travel is to commence. Course cancellation is extremely rare, and would always be carried out in consultation with all relevant constituents. If a faculty member or student desires to appeal the ban or restriction on travel, he/she can appeal in writing to the Travel Abroad Appeals Committee, which will review all relevant information in making a determination as to whether or not a specific travel course will be carried out.

Routine Safety Assessment Practices

Every travel course instructor will be required to:

1. Read Faculty Guidelines, handbooks, and other materials provided by the office of International Programs and Services.
2. Attend training workshops provided by IPS.
3. Provide any information needed by IPS to carry out a safety assessment of a new course prior to program approval.
4. Provide any information required by a college-based review committee for an in-depth review, approximately once every 3-5 years.
5. Submit the Pre-Departure Safety Report to IPS one month prior to leaving, highlighting any security concerns.
6. Communicate with IPS if any incident occurs during the course.
7. Submit a debriefing report to IPS upon course completion every year, including any relevant incident documentation.
8. Ensure that all program participants at all times carry with them emergency contact cards detailing relevant health insurance policy/contact information and site location information for each location visited.

Summary of Deadlines for Faculty-Led Travel Paperwork

Faculty must meet the following deadlines, depending on whether their travel course will take place during the Fall break, Spring break, or Summer.

	Travel in Fall Break	Travel in Spring Break	Travel in Summer
Early Deadline for Faculty Application for WCU Travel Course (if you want to advertise the course at the study abroad fair)	May 1	Sept. 1	Sept. 1
Regular Deadline for Faculty Application for WCU Travel Course, approved by Dean and Department head and submitted to IPS	May 1	Oct. 15	Oct. 15
Deadline to submit student paperwork to IPS	June 15	Dec. 1	Jan. 31
Deadline for students to pay \$500 deposit or lower	July 1	Dec. 10	Feb. 15
Deadline for final course payment	Aug. 1	Dec. 15	Mar. 15