

Faculty Travel-Study Leader Handbook

SIUe



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Roles and Responsibilities

Short-term Faculty-led programs, “Travel Study,” are the foundation of our effort to give SIUE students an international educational experience. These programs, which range from one to seven weeks in length, allow students to travel in a familiar group, fully guided and supervised by faculty they know and respect.

Many students who start with a Travel Study, will then take on a semester studying abroad, expanding and deepening their international experience.

To provide the most fulfilling international educational experience for your students, the Faculty Leader takes on the functions of planner, business manager, recruiter, guide, counselor and more.

The basic responsibilities of a Faculty Leader are to:

- Ensure the academic integrity of the program
- Teach students safe and healthy international travel practices
- Maintain financial accountability including planning, payments and records
- Respond to emergency situations 24/7

The Faculty Leader is also responsible for marketing the program and recruiting students through:

- Promotion in classes (yours and your colleagues’)
- In-department marketing (flyers, poster, bulletin boards)
- Targeted emails (using Major/minor lists)
- Digital marketing (FaceBook, Twitter etc)
- Announcements on Blackboard
- Participation in the annual Study Abroad Fair
- Meetings with individual students with questions

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The Study Abroad office can help with

- Assisting at information meetings on the application process, safety, and financial aid.
- Budget preparation and review
- Provider Selection if this option is used (all contracts go through International Affairs)
- Setting up the enrollment system “Terra Dotta”
- Setting up the online payment system / tracking payments
- Arranging insurance (health and evacuation)
- Assisting with emergency situations

More faculty responsibilities are discussed later in this booklet.

Glossary

Mobility Office: Universities usually have an office similar to SIUE International Student/Scholar Services. A program associated with a university can expect support from such an office.

Partner Institution: Some programs find it helpful to partner with an institution on location. Examples include the Historical Studies program at SRISA in Florence, or the Pharmacy program at the University of Costa Rica.

Program Funds: money from student payments used to pay for program costs including insurance.

Provider: A company that arranges all logistics of a program, often building on existing infrastructure and contacts. Providers offer a complete package at a comprehensive price.

Recommender: a role within Terra Dotta in which an SIUE faculty member completes a short (5 minute) recommendation for a student applying to another faculty member's program.

Reviewer: a role within Terra Dotta in which the Faculty Leader reviews applications and determines which will be accepted or not.

Terra Dotta: This software at SIUE provides application processes and record keeping and reports. Operates in a cloud-based environment accessible from any internet-connected device. Terra Dotta uses "digital signatures" to legally record student agreements.

Timeline

Timing	Action	Notes
12 months prior	Proposal due to International Affairs, including budget, itinerary, promotional materials, Payment schedule	
Early Fall semester	Participate with a table at Study Abroad Fair	Make students aware of this informational opportunity
October of prior year	Faculty Leaders meet to review student behavior, legal issues, and emergency procedure. Experienced faculty help first-timers with advice.	
6 months prior	Program application deadline	Expect to notify applicants of acceptance within 1-2 weeks of deadline
5 months prior	Purchase airfare	While airfare may be lower later, to assure group travels together, must book early
5 months prior	Notify partner institution of participant details (if applicable)	Available information is sent now (It <i>may</i> be possible to add participants later)
3 months prior	Student and Faculty passports due	Students submit their passports. They must apply for the passport early enough to meet this date.

3 weeks prior	NO FURTHER APPLICANTS or PROGRAM CHANGES	International Affairs orders insurance coverage at this time so dates and participants must be firm. Insurance documents are sent to faculty to distribute to students electronically.
2 weeks prior	International Affairs provides faculty reports including: <ul style="list-style-type: none"> • Cell phone list • Health Information • Passport Info & Scans • Emergency Contacts 	

Starting a new program

Faculty ready to propose a travel study program can find the proposal form on the study abroad website: siue.edu/study-abroad Click on

[Information for faculty](#)

The approval process includes the Department Chair, Dean, and Director of International Affairs. This process should start at least 12 months before planned departure.

When a travel study program is approved, the Study Abroad office uses the information from the above proposal to build the program in Terra Dotta. The result is a page that includes:

- Program overview
- Courses offered
- Price and list of items included/excluded
- Payment schedule
- Faculty contact information
- Statement of emotional and physical demands

Application Process

Student applicants must provide the following information in Terra Dotta:

Pre-decision (Pending) Phase

- Statement of interest/goals
- Cell phone contact
- Preliminary medical disclosure (mobility)

The student digitally signs the following:

- Consent to communicate with parents
- Consent to check discipline record
- Acknowledgement of payments process
- Acknowledgement of course registration process

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The Faculty Leader is responsible for reviewing the applications received online and, based on the application and a personal interview, selecting those students who will participate. On the Reviewer screen in Terra Dotta the Faculty Leader can read each application and indicate a decision.

The Study Abroad office follows the Faculty Leader's approval and makes the change in status from Pending to Accepted, Wait-listed or Not Selected.

Post-Decision (Accepted) Phase

- Emergency Contact Information
- Medical disclosure (medications, allergies)
- Passport Information (with uploaded image)

The student digitally signs the following:

- Export Control Agreement
- Photo Consent and Release
- Legal Waiver
- Acknowledgement of Financial Aid process
- Acknowledgement of need to register travel on U.S. State Department's STEP system

The student also sees a link for payments, using either:

- A credit card on CashNet
- Cash or Check using a provided form

Pre-Departure

While the Study Abroad office monitors progress on student applications, it is helpful for the Faculty Leader to check periodically and encourage students to complete the necessary items.

Passport information has been difficult to collect in time to order airline tickets. Accordingly students should apply for passports early.

The Study Abroad office completes a **disciplinary check** on program participants.

Each travel-study should include several **pre-departure meetings** for the purposes of:

- Information sharing
- Cultural preparation
- Academic preparation
- Team-building
- Safety training
- Expectation setting

The Study Abroad office conducts a full orientation for students attending semester-long or full summer programs. If the Faculty Leader desires, the Study Abroad advisor can meet with your participants to address financial aid, safety and emergency procedures.

Prior to departure or on departure day, the Faculty Leader distributes the insurance papers to students to keep with their other travel documents. The Faculty Leader should also retain copies.

Financial Matters

Student Payments

Student payments ¹ collected through the Study Abroad office feed into the Faculty Leader's departmental program account. Credit card payments are made online; cash or check payments are made with a form found in the student's online application. This keeps funds in the correct program account.

Student payments are non-refundable as a rule due to the obligations SIUE incurs based on the enrolled number of students.

The Study Abroad office provides Faculty Leaders with periodic payment collection report. Faculty Leaders are responsible for collections and management of their departmental accounts.

Program Expenses

The Faculty Leader pays program costs from the departmental program account. These might include:

- Airfare
- Housing
- Ground Transportation
- Admissions to museums etc.

Faculty Leaders are strongly encouraged to use a University P-card for these expenses, as well as expenses on the program

Expenses on the Program

While the P-card will be the best option for most expenses, cash will also be necessary.

Plan cash usage according to the availability of ATMs or banks. Generally the Faculty Leader carries enough cash to cover:

¹ Except School of Business programs

- Group meals
- Admissions
- Guide tips

Foreign currency is obtained through major banks.

Cash is obtained through a cash advance form from the University. Naturally, cash must be kept secure and expenditures recorded each day.

Insurance

Insurance is purchased by the Study Abroad office using program funds for all students and Faculty Leaders. This insurance includes:

- Health (accident or sickness) coverage (no deductible, on a reimbursement basis)
- Emergency medical evacuation
- Evacuation of the entire group in case of natural or political disruption
- Repatriation of remains in case of a death overseas

It is important for the Faculty Leader to carry a copy of the [policy coverages](#). (available from the Study Abroad office)

Insurance papers are distributed by email to the Faculty Leader, who can then forward them to participants. This enables the Faculty Leader to have keep a copy of students' insurance papers.

Excess funds

Each travel study program is designed to be self-funding. As a result, amounts remaining in the program account after all expenses are paid can be retained there to defer future year expenses or, at the discretion of the departmental budget manager, offered as scholarships for future year participants.

Under no circumstances should program money be returned to the students. The students agreed to pay the full program price.

Careful tracking of expenses during the program should ensure that excess funds are minimal.

Travel Days

Departure Day

On departure day, students must know when and where to meet. They need to know the procedures for check-in, luggage restrictions, best practices on the overseas flight, and immigration upon landing.

Students should confirm to the Faculty Leader that they have the following documents:

- Passport (+ visa if required)
- Boarding pass
- Insurance documents
- *Copies* of all documents, cards, and forms of ID including passport

Scheduling Tips

In designing a program, it is common to include a free day for each week of the program. Schedule these later in the program so the group stays together for the first few days.

Each day, the Faculty Leader should review expectations and planned activities for the day or evening. Advise students of available dining choices and remind them of personal safety precautions.

Reflection time is vital for internalization of new knowledge. Encourage journal writing, blog posting, etc.

Admissions and Transportation Passes

Generally the Faculty Leader holds all admissions tickets or fees. If transportation passes are used, these can be distributed. A lost pass is the student's responsibility to replace.

Post-program

Summer programs are often scheduled in May, leaving a long gap before students can be assembled on campus. But, if practical, a post-program meeting can further learning and program comraderie.

Of course...

After returning to SIUE, Faculty Leaders collect papers, journals, or project work from the participants.

Final grades are posted.

The Faculty Leader completes all program accounting immediately after program conclusion. If a receipt is not available, provide a note with date, vendor, amount and purpose.

- All cash advances are accounted for
- All P-card transactions are reconciled (if applicable)
- Expense report is completed for personal money spent on program expenses

If the program is to be repeated next year, approval is needed from Department Chair, and Dean. The Study Abroad office must be notified.

Consider a group reunion as this year's students are your best recruiters for next year's group.

Health and Behavioral Challenges

REPORT ANY OTHER THAN MINOR SITUATIONS TO THE STUDY ABROAD OFFICE.

A student feeling too ill for program participation needs the opportunity to step back from activity.

If the group is not travelling, the student can stay at the residence. Judge whether someone needs to stay with the student.

If the group is travelling, someone needs to stay behind with the ill student, such as one of the following:

- Second Faculty Leader if available
- An administrator with the partner school if applicable
- A trusted mature student in the group

When the student is ready to travel again, the companion must have money and instructions to catch up to the group.

A student needing medical attention needs support in that decision. The insurance provided by SIUE will pay for medications and care, although it is possible the provider will not recognize the card. In that case, payment should be made and recorded for later reimbursement through insurance.

The student is responsible for costs whether of care, medication, additional housing or transportation expenses.

Behavioral problems can arise as students respond to new environments, schedules, foods etc. These usually abate in a short time.

If a behavioral problem persists, it may be necessary to send the student home. Bill all extra costs, including those of individual airport transfer, airline change costs, phone calls, etc. to the student.

The SIUE Student Conduct Code applies throughout the program.

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Emergency Procedures

Priority Actions:

1. **Keep everyone safe**
2. **Provide immediate care as needed**
3. **Communicate to :**
 - a. **local hosts,**
 - b. **Study Abroad office**
 - c. **US Consulate as necessary.**

The Study Abroad office will communicate to administration and parents.

Few events or circumstances will rise to the level of Emergency and the SIUE Faculty Leader, the provider, or the partner school handles most at the local level.

However, when an event or circumstance occurs which does constitute an emergency requiring University support or intervention, the Faculty Leader follows the priority actions above.

Examples would include circumstances such as:

- Danger brought about by natural events
- Danger from terrorism or civil collapse
- General health/Infection threats
- Death or severe injury of a student or SIUE employee

Non-emergency situations normally requiring University support would include:

- Lost passport
- Arrest or incarceration by local authorities
- Incapacitating illness of a student or SIUE employee
- Violent or criminal acts against a student or SIUE employee

Resources

The SIUE Police Department provides a 24-hour phone line:

618-650-3324

SIUE Police have cell phone contact information for the Director of International Affairs, who will contact the Study Abroad Advisor.

University Risk Management is the contact for insurance information and issues of University liability. The office is located in Carbondale. 618-453-5144

US Embassy and US Consulate information can be found at www.usembassy.gov

The Terra Dotta database holds emergency contact information, passport copies, student-provided medical information and student-provided itinerary information. Log in at www.siu.edu/study-abroad
The system is available to the Study Abroad Advisor and the Director of International Affairs to quickly locate students and groups.