

Study Away Policies and Procedures

January 13, 2020

Organization and Coordinator Appointment

1. The Vice-President for Academic Affairs appoints the Coordinator of Study Away.
2. The Vice-President for Academic Affairs appoints one representative from each division to serve on the Study Away Committee, chaired by the Coordinator of Study Away.

Study Away Coordinator Duties. The Study Away Coordinator:

1. Meets with the Study Away Committee once each trimester for long-term planning and updates on current trips.
2. Serves as the primary information source regarding the administration of faculty-led off-campus study opportunities for students, program leaders, and staff.
3. Researches study abroad vendors to ensure reliability and credence.
4. Holds a professional development workshop annually for faculty members interested in leading a Study Away experience.
5. Arranges advertising for trips as requested by faculty members.
6. Works with the Study Away committee to plan trips in advance for three successive years.
7. Leads one trip and offers an appropriate Independent Study at least every other year.
8. Counsels faculty members regarding their responsibilities as Study Away group leaders.
9. Considers how many trips can feasibly be offered every year.
10. Assists Group Leaders (faculty) in finding and securing supplemental funding for students enrolled in Study Away trips.
11. Supervises the Brad Henry Award, including advertising, committee formation, and selection of participant.
12. Works with the Study Away Committee and faculty members/group leaders to develop a list of student objectives for the Study Away experience.

Study Away Expectations

- A. In order to be approved, proposed study away experiences should:
 1. Be offered for academic credit during the Independent Study session.
 2. Demonstrate rigor in the Independent Study proposal through expectations in research, writing, or creative work.
 3. Be both academic and experiential in nature.
 4. Have relevant learning objectives or outcomes stated in the Independent Study proposal.
 5. Include written reflections from students that address the impact Study Away has had on their cultural awareness.
 6. Involve an orientation for trip participants prior to the date of travel (topics include passports/visas, health matters, payment information, misconduct, packing, emergency contact information, insurance, communication access, weather, cultural awareness, currency, etc.)

Procedures:

1. Faculty members wanting to serve as group leaders for Study Away experiences will complete a form stating the purpose, objectives, and student learning outcomes and the anticipated date of travel. The form will include:
 - An itinerary that will indicate the schedule of activities and how these advance the objectives, purpose, and outcomes of the course.
 - An itemized budget for participants.
 - The relevant Division Chair's signature of approval.
 - The Study Away Committee approval or denial of the request.

Group Leader (faculty member) Responsibilities:

1. Submit a list of emergency contact information to the Coordinator of Study Away and the VPAA.
2. Confirm that all participants have passports and that copies of these passports are on file with the Coordinator of Study Away and the VPAA.
3. Inform the Coordinator of Study Away of any issues they are encountering (late payments, special needs students, planning with the tour company, etc.).
4. Retain a copy of each traveler's passport and take them along on the trip.
5. Supervise and direct students in the academic and intercultural goals of the program.
6. Supervise and monitor each student's activities to ensure they conform to university policies, standards of conduct, and local law.
7. Instruct participants to carry with them at all times a copy of their passport, the address at which they are currently residing, the tour guide's phone number if appropriate, and sufficient funds to return to the hostel or hotel.
8. File a written report of the Study Away experience to the Coordinator of Study Away and the Vice-President for Academic Affairs within 2 weeks after the trip, detailing the quality of the experience, the effectiveness of the tour company, and any problems encountered during the experience.