



International Programs

Study Tour Program & Budget Planning Proposal

Dear Minot State faculty member,

Thank you for your interest and enthusiasm in leading a short-term study abroad program for Minot State University. Organizing international travel with students may seem like a daunting task, but you are not expected to do it alone! Throughout the process of planning your short term study abroad program, during travel, and after return, Minot State's Director of International Programs will help you consider issues such as location of program, on-site logistics, budgeting, orientation, course delivery, student selection, outreach, and pre-departure orientation.

Here are some specific ways that the Office of International Programs will assist you:

- Create the official program flier and other marketing materials
 - Assist with advising and promotion through information sessions, webpages, class visits, etc.
 - Provide, distribute, process, and archive student application materials
 - Build and revise budgets as necessary for your program and set the program fee
 - Collect and process program fees from students per established payment schedule
 - Maintain contact with students to advise on administrative processes, costs, payments, and registration
 - Ensure that students complete requisite paperwork for risk management and insurance purposes
 - Pay bills and arrange cash disbursements on behalf of your program
 - Provide student orientation sessions on general safety and health issues in study abroad
 - Provide program feedback forms and summarize results
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Approval Process

Minot State University has responsibilities and legal obligations toward our faculty and students who travel abroad on university-related activities. Any college, department, unit, or individual faculty member who is planning a study tour or other credit bearing activity that will take place outside of the U.S. must seek prior approval from the MSU International Advisory Committee by submitting an official proposal to the Office of International Programs. The review will be completed as quickly as possible and might include, as appropriate, the advice of University Legal Counsel.

Proposals must be submitted 12-18 months before the intended departure date
to allow enough time for: review & approval, creation of promotional materials, recruit participants,
organize fundraising activities and provide thorough pre-departure information.

Faculty who are negligent in complying with this process may have their right to participate in university related international activities involving students revoked, in addition to any other sanctions that may be imposed by Minot State. Appeals of sanctions follow normal MSU policy.

Program Sponsorship

Your name: _____ Academic department: _____

Email: _____ Phone: _____

For liability and insurance purposes as well as and quality assurances, logistical arrangements including on-site housing, meals, travel, excursions, etc. for all faculty-led programs at Minot State must be organized through an educational program provider.

Minot State's preferred travel provider for faculty-led programs is [WorldStrides](#). Please consider working with WorldStrides for your program, as we have had a successful partnership with this organization for many years. From experience with past programs, we know that WorldStrides offers high quality, affordable study abroad with exceptional support.

Other agencies that you might work with include: [EF Tours](#), [CEA Study Abroad](#), [CIS Abroad](#) and [AIFS Abroad](#).

What is the name of the agency or program provider that you will be working with?

Program provider: _____

Contact person: _____

Email: _____ Phone: _____

Website: _____

Curriculum and Program Design


Term of proposed study abroad: _____ Length of program: _____

Location(s): _____

Study tour course numbers MUST end in 496 (for example: Spanish 496, Humanities 496, Biology 496, etc).
What course do you plan to offer alongside the travel? _____

Are there any prerequisites or special requirements for admission into this program?

What academic requirements does the course fulfill? (general education, major, minor, or other graduation requirements)

 **The course syllabus must be attached to this proposal in order to be considered.**

Participant eligibility

- What is the minimum number of participants needed in order to run this program? _____
- What is the maximum number of participants that can join this program? _____
- The maximum leader to student ratio is 1:10. If an additional program leader is needed, who would that individual be?

Name: _____ Minot State department: _____

- Will you accept:
(check all that apply) undergraduate students
 graduate students
 non-MSU students (continuing education credits)



Program itinerary

In a separate attached document, provide the planned daily itinerary in detail, addressing **ALL** of the following considerations.



Classrooms: where will the learning take place? Where are classrooms, or other facilities located, and who is the person responsible for organizing the space?



Housing: Describe the type and location of accommodations. How were accommodations selected?



Local transportation: Provide exact details on how students will commute from housing to the classroom/lecture location? How will students travel from one location to another during the study tour.



International airfare: will flight arrangements be part of the program? If not part of the program budget, how will participants travel abroad? If you are not arranging flights, what travel agency is (include contact name and number)?



Food: how and where will meals be provided? What meals are covered by the program fee? Who is the person responsible for organizing meals?



Cultural immersion: One way to improve exposure to the host culture, something most participants look for, is to include a field study or a community service component. Alternatively, teaming MSU students with local students or arranging even brief home-stays are good options if they are appropriate for your destination. Is field study or service learning incorporated into class requirements? Who (locally) will arrange these experiences?



Health: what medical services are available in the host country? Where would participant seek medical attention in case of an emergency? Who will assist the program leader in managing medical emergencies?



Safety: will the program provide on-site orientation to participants about health and safety issues? Is there currently a U.S. Department of State Travel Warning or Travel Alert in the destination(s)? Check www.travel.state.gov for travel warnings or alerts, and visit www.cdc.gov/travel for information regarding traveler's health. Provide the location of nearest U.S. Consulate(s) or Embassy(-ies).

Note:

- Travel to destinations with a “**Level 4 – Do Not Travel**” advisory from the U.S. Department of State will not be approved for MSU study abroad.
- Travel to destinations with a “**Level 3 – Reconsider Travel**” advisory from the U.S. Department of State will require a safety/crisis management review by the MSU International Advisory Committee before receiving approval.

Program budget

Provide a copy of the quote from the program provider or travel agency who is arranging on-site logistics. The Minot State Director of International Programs will use this information to build an official program budget and set the program fee. Faculty leaders must work closely with the Director of International Programs on all budget matters.

Leader's role and responsibilities

Each study tour leader is expected to take on additional responsibilities throughout the different phases of development and operation of the program. Program leaders are expected to uphold and model academic and professional integrity during all phases of operating a study abroad program. In addition, program leaders must be willing to enforce Minot State's Student Code of Conduct, and to act as willing liaisons between the travelers and university administration.

Leaders of short-term study abroad programs are responsible for the following (please note that this is not an exhaustive list):

Pre-program

- Actively participate in the development of program itinerary, budget and course curriculum; submission for approval to appropriate administrative/academic offices (if applicable)
- Promote your program in partnership with International Programs (OIP) to recruit participants
- Coordinate application review and acceptance of participants with the OIP
- Help coordinate travel arrangements and accommodation
- Assist in planning and conducting pre-departure orientation sessions for participants.
- Become familiar with all issues presented during the orientation sessions, especially topics of health and safety, and crisis management procedures established by the OIP
- Other administrative duties as necessary

On-program

- Provide instruction and guidance to students regarding all program activities
- Confirm and coordinate all program activities and arrangements
- Assist with airport/train/bus transfers. Facilitate hotel/housing check-in and check-out.
- Conduct daily briefings and debriefings with program participants
- Interpret the local culture for students, assist with local information and make suggestions for free time.
- Conduct yourself in a culturally sensitive and appropriate manner, and actively encourage students to do the same. Advise students when they are offending the norms of the host country.
- Carry out disciplinary/reporting procedures for violations of institutional policy or a criminal acts (for example: Clery Act Requirements, Title IX, MSU Student Conduct violations). Remove students from the program for inappropriate or dangerous behavior.
- Act in an appropriate manner befitting a mentor and role model to students, as well as an employee of the university. This includes consuming alcohol in prudent and responsible ways, refraining from all other controlled substances, and never engaging in inappropriate relationships with students.
- Remain available and accessible to participants 24-hours/day throughout the entire program duration to provide emergency assistance in a capable manner, as the need arises.

Post-program

- Report course grades to the Registrar's Office (if applicable)
- Ensure academic course evaluations are completed and submitted to the appropriate academic office
- Ensure that study abroad evaluations are completed
- Provide feedback to the OIP for future improvements

Please sign below to indicate that you understand and agree to the duties and responsibilities outlined within this proposal form. Your signature also indicates that you agree to abide by all study abroad policies and procedures established by the Minot State Office of International Programs.

Printed name

Signature

Date

Departmental endorsement

Study tour proposals must have full support of the sponsoring academic department.

I, the undersigned, have carefully reviewed the attached proposal and support the initiative to establish this study tour with objective of providing students with an academically rigorous, safe, and well-planned experience in an exciting international destination.

Chair of sponsoring academic department

Date



Attach all of the following and submit to the Director of International Programs

- Syllabus for the study tour course
- Detailed itinerary
- Documentation from the travel agency/ program provider
 - Registration forms
 - Quote for logistical arrangements
 - Payment deadlines & cancellation policies