



## **Faculty/Staff-Led Travel/Study Programs: Procedure for Faculty/Staff Members**

Faculty/staff proposals for international travel and/or study programs must follow the pre-trip research and planning process described below. OIP staff are available to assist as needed.

### **Part I: Pre-Trip Research Process**

#### **Step 1:**

Choose the location abroad where instruction will take place.

- Safety first: Check the U.S. Department of State [website for travel warnings](#). If the country you wish to travel to is included on the list for travel warnings, please note this on your completed **Proposal for Faculty/Staff-Led Travel Study Course**, and complete and attach an approved UT Tyler **Request for Foreign Travel Exemption** form to your proposal (see Step 7 below).
- For all other countries, complete the **Request for Approval of Foreign Travel – Faculty and Staff University Travel** and provide it to the Provost's Office for approval.
  - Both forms (Request for Approval of Foreign Travel and Request for Travel Exemption) are located at <http://www.uttyler.edu/finserv/forms.php>, under the Travel section. Please note that the only form that must be routed through OIP is the **Request for Travel Exemption**.
  - Please note that additional MOPP forms (A,B,G, & I) are also required to travel.
- Trips that visit countries included on the Centers for Disease Control and Prevention (CDC) list of countries considered to be at high risk for tuberculosis (TB) disease will require all travelers to complete a screening process for TB (information at <http://www.uttyler.edu/oip/medical-clearance.php>) within one week of return to campus.
- Faculty/staff leaders must complete the UT Tyler Campus Security Authority Training modules. Information regarding this process will be provided to the primary faculty/staff leader during the faculty pre-planning meeting.
- Faculty/staff leaders must be certified in CPR and First Aid. For a list of organizations that provide CPR and First Aid training please see <http://www.redcross.org/local/texas/north-texas/locations/east-texas>. Online certification is available at <http://www.ecprcertification.com>. Minimally, one leader must be certified, however it is preferable that all leaders become certified.

#### **Step 2:**

Establish the faculty/staff to student ratio for the trip. The best case scenario is to always have two university representatives on every trip. This ensures that if something were to happen to the primary faculty leader, the students would never be without supervision. It is also recommended to have both a female and a male faculty/staff representative on each trip.

At a minimum, there should be a faculty/staff to student ratio of at least 2:10, but exceptions in either direction could change this recommendation based on the details and factors surrounding each unique trip (location, activities, etc.). Example factors for a change in this ratio allowing more student travelers could include: the travel company you are working with provides adult guides that will be with the group at all times, and/or students will be on a university campus attending classes and not traveling once they arrive to the country. Example factors for a change in this ratio requiring a higher faculty/staff to student ratio could include: a rigorous travel itinerary, site visits that require additional student supervision, and/or general safety issues.

### Step 3:

Estimate the cost for travel and accommodations and determine if visas are needed for entry into the country. The University of Texas System has mandated that all faculty, staff, students and guests traveling on university business must use the UT System contracted travel agencies: Corporate Travel Planners (CTP) or Anthony Travel (ATI). For more information see: <http://www.uttyler.edu/finserv/travelairfare.php>.

- NOTE: UT System Travel Agency Policy Exception: All faculty, staff, students and guests who travel on university business are required to use the authorized travel agencies. Those currently exempt from this requirement include: student group travel (10 students or more) and athletic (team) travel.
- Determine how you will plan the logistics of your trip (i.e., tour company, university collaboration, self-planned, etc.).
  - All contracts with tour companies must be vetted by the UT Tyler Office of University Counsel. The OIP will assist with this process.

### Step 4:

If offering credit, plan your travel/study course:

- Consider academic rigor:
  - No credit will be offered for travel abroad that is primarily for site seeing, recreation, or pleasure.
  - 45-48 contact hours must be held in a 3-hour regular or summer session course. Trip orientation must not be included as part of the contact hours.
  - Each course must have learning outcomes equivalent to a traditionally delivered course.
  - Keep in mind that pre- and post-travel sessions and on-site sessions that are not orientation may be counted toward the contact hours.
  - Travel abroad scholarships for students available at UT Tyler (the International Education Fee Scholarship and the Dorothy Bradley Brown International Studies Endowed Scholarship) require students to be enrolled in an approved study abroad course (information at <http://www.uttyler.edu/oip/study-abroad/scholarships.php>).

### Step 5:

If offering credit, consult with the chair of your department to determine when the class will be offered: Fall Semester; Spring Semester; Short Summer (in May); Long Summer (generally May-August); Summer I (June - July); Summer II (July - August). Consult with the start and end dates posted by the registrar's office at <http://www.uttyler.edu/registrar/>. Classes cannot be held outside of the established dates.

### Step 6:

If offering credit, create your syllabus.

- Try to be as specific as possible.
- Factor course materials into the cost of the trip.
- Consider the logistics of assignments and site reports overseas.

### Step 7:

Complete the **Travel Study Proposal Template** (for trips that offer credit), the **Recreational Trip Proposal Template** (for trips that don't offer credit), or the **Proposal Renewal Template** (for a renewal of either type of trip), by the established due date (see above). The proposals will be rated according to the **International Studies and Intercultural Affairs Committee Review Form**.

As you prepare your materials, be sure to follow all international travel requirements as described in UT Tyler's **Handbook of Operating Procedures (HOP)** and Chapter 13 of the **Manual of Policies and Procedures for Student Affairs (MOPP)**.

**Step 8:**

After faculty proposals have been approved by the International Studies and Intercultural Affairs Committee, and received final approval from the Provost's Office, faculty should begin announcing the trip to all students; alerting interested students that they must make an appointment with an OIP Study Abroad advisor to initiate their application process as quickly as possible. Be aware of all student steps described in the "Getting Started" section of the OIP Study Abroad website for students (<http://www.uttyler.edu/oip/study-abroad/gettingstarted.php>). Remind students to apply for UT Tyler Study Abroad scholarships (<http://www.uttyler.edu/oip/study-abroad/scholarships.php>) as well as outside scholarships. Please note that faculty cannot submit scholarship letters of reference for one of their own travelers.

**Part II: Pre-Trip Planning Process****Step 1:**

After completing the **Proposal for Faculty/Staff-Led Travel Study Course** template, and process outlined on the **Request for Foreign Travel Exemption** form (if needed), return your completed travel study proposal to the Office of International Programs (OIP) on or before the deadline date established. Deadline dates are posted at <http://www.uttyler.edu/oip/facultyresources/createtravelstudy.php>.

**Step 2:**

The OIP submits the completed proposal to the **International Studies and Intercultural Affairs Committee (ISIAC)**, along with a **Faculty/Staff-Led Trip Review, Evaluation and Recommendation** form.

**Step 3:**

The ISIAC Chair provides feedback to the faculty/staff member regarding comments received by the committee and after approved, provides a signed copy of the proposal to the OIP.

**Step 4:**

The OIP forwards all accepted proposals to the Provost's Office for final review and approval. The OIP sends any proposals which were identified on the State Department Travel Warning list and/or with potential health or safety concerns to the **International Oversight Committee (IOC)**. Approved proposals are forwarded to the Provost's Office for final review.

**Step 5:**

After a trip is approved by the Provost's Office, the OIP contacts the faculty/staff member and facilitates planning for recruitment and prepares for a pre-departure workshop to occur at least 2 weeks prior to the trip.

**Step 6:**

Each faculty/staff member prepares their own marketing materials (promotional flyer/brochure) including (a) Destination and dates; (b) Course number and credit hours; (c) Total Cost to student; (d) Basic trip details; and (e) Faculty/staff member contact information. Please note that information not to be included on the brochure includes individual dates that the group will be at specific locations or sites, or hotel names and addresses. This information should be given only to the group and not posted online.

**Step 7:**

Add any additional information not included on your original Travel Study Proposal describing health requirements for your trip to be included on the Pre-Travel Health Assessment form that students provide to their physician at their pre-trip health screening.

**Step 8:**

The faculty/staff member must provide proof of First Aid certification and CPR certification. If the faculty/staff member is not First Aid certified and CPR certified, please visit this site for instructions and locations: <http://www.redcross.org/local/northtexas/locations/east-texas>, or this website for online certification: <http://www.ecprcertification.com>.

**Step 9:**

The faculty/staff member provides the OIP with a copy of their promotional flyer/brochure to be placed on the OIP web pages and campus-wide publicity efforts begin.

**Step 10:**

The faculty/staff member enters his/her complete travel information into the U.S. Department of State [Smart Traveler Enrollment Program](#) (STEP) and ensures that the travel agency has entered all travel information into [International SOS](#) (refer to the [OIP Instruction Sheet](#)).

The faculty/staff member also has the option to purchase an International SOS individual policy (with 20% UT discount). The more expensive option includes excellent medical coverage. In order to purchase this coverage:

- Go to: [www.internationalsos.com](http://www.internationalsos.com)
- UT System Member Log in: 11BSGC000037
- Click on Personal Travel (right side of page)

**Step 11:**

The faculty/staff member submits the following completed forms from the [Manual of Policies and Procedures](#) to the OIP, at least 30 days prior to the anticipated date of travel:

- a. Copies of Approval for Foreign Travel Form (Faculty and Staff University Travel), and Exemption Form as needed.
- b. Approval of Foreign Travel Form (Faculty/Staff Sponsored Student International Travel)
- c. Group Travel Authorization Request Form (MOPP Chapter 13, Appendix A)
- d. Group Travel Trip Information Form (MOPP Chapter 13, Appendix B)
- e. Off-Campus Travel and Activity Checklist and Emergency Crisis Response Plan (MOPP Chapter 13, Appendix G)
- f. Release and Indemnification Agreement for Adults (MOPP Chapter 13, Appendix I).

**Step 12:**

No later than 3 weeks prior to departure, the faculty/staff member submits a final list of students accepted to the program to the OIP and works collaboratively with the OIP to plan the Mandatory Student Study Abroad workshop, including review of information and payment options for the student mandatory UT System study abroad health insurance plan.

**Step 13:**

No later than 2 weeks prior to departure, the OIP conducts a Mandatory Student Study Abroad workshop. During the workshop, **students** complete mandatory forms (MOPP Appendix C/D; Appendix E; Appendix F); receive UT System mandatory study abroad health insurance information; register for STEP; and receive emergency contact cards and an SOS card to be kept in possession at all times during the trip. Note: Faculty/staff members must be present at the mandatory meeting with students to address specific questions from their student travelers.

**Step 14:**

After the pre-trip departure meeting occurs (no later than 2 weeks prior to departure), the faculty/staff member meets with the OIP staff to conduct a **pre-departure detail check**. As a result, the following actions occur:

- Emergency folders are prepared by the OIP (primary file is stored in the OIP).
- An Emergency folder is delivered to the University Police Department.
- An Emergency folder is delivered to the following in the case of travel to a country on the warning and alerts lists:
  - Provost's Office
  - Chair of the IOC
- A one page emergency summary document is sent via to Student Affairs.
- The faculty/staff leader must pick up their emergency file containing all applicable emergency information from the OIP.

**Step 15:**

The faculty/staff member sends an email confirmation to the OIP alerting arrival to country, as well as sends an email alert upon return to Tyler to report trip conclusion.

**Step 16:**

The faculty/staff member ensures that the students receive a sealed letter on university letterhead stating the name of the course, dates attended, professor, and any other details about the course. The most important points are that the letter needs to be sealed, official, and in English. Along with the letter, it is encouraged students still receive the certificate because many students display these when they get home. This only applies to Travel Study Programs in which the students are attending class at a university in the country of destination. This will aid in the process of inputting the information on the students' transcripts.

**Step 17:**

The OIP sends trip evaluation to students and reports results to the faculty/staff member.

See <http://www.uttyler.edu/oip/facultyresources/createtravelstudy.php> for more information.

**Part III: Student Scholarship Information**

UT Tyler awards scholarships to qualified students based on the availability of funds and the number of applicants. See <http://www.uttyler.edu/oip/study-abroad/scholarships.php> for more information on the [Dorothy Bradley Brown International Studies Endowed Scholarship](#) (DBB) and the [International Education Fee Scholarship](#) (IEFS).

Students applying for scholarships must submit reference materials from two UT Tyler faculty/staff members. These scholarships are very competitive. Items that must be turned in to the OIP prior to the deadline date include:

- Professional cover letter including responses to the essay prompts listed on the application form
- Application form for UT Tyler Study Abroad Scholarships
- **Official** transcripts
- At least two (2) letters of reference
- At least two (2) faculty/staff rating forms
  - Reference documentation must be sent directly to the OIP from faculty/staff. Faculty/staff who are accompanying the trip cannot complete reference documentation for the student applying for scholarships.

**Faculty Rating Forms for Students Applying for Scholarships:**

This form is a confidential evaluation of an applicant to a study abroad program. A student could possibly ask you to complete this evaluation for them. If you are asked, and you are the faculty/staff member leading the travel study program the student wishes to attend, you are not eligible to fill out the evaluation. Any evaluations filled out by the faculty/staff member leading a travel study program for a student attending that travel study program will cause the student's file to be considered incomplete, and therefore will not be included when the committee meets to award scholarships.

**Faculty Letters of Reference for Scholarships:**

A reference letter is provided for a student by a professor who is familiar with the student's character, scholastic abilities, and scholastic work ethic. The reference letter attests to the character of the student. In the reference letter, professors should speak to the "whys" of the student deserving/needed a scholarship for studying abroad. Any letters of reference written by the faculty member leading a travel study program for a student attending that travel study program will cause the student's file to be considered incomplete, and therefore will not be included when the committee meets to award scholarships.

**Course Credit and Study Abroad Scholarships:**

The intent for all travel study and study abroad scholarships paid by the International Education Fee (IEF) and the Dorothy Bradley Brown International Studies Endowed Scholarship (DBB) is to award **currently enrolled UT Tyler students** and aid in funding their **tuition for the course(s) associated with the travel study trip**. (Taken from an email correspondence with Ms. Rosemary Cooper, Director of the Office of Enrollment Services at The University of Texas at Tyler.)

This being said, all scholarship recipients must be currently enrolled UT Tyler students at the time of their travel study or study abroad program. They must also be receiving at least one (1) course credit for the program. Only students who are receiving at least one (1) course credit for the program will be considered for a UT Tyler Study Abroad Scholarship.

**Scholarship Process Once Awarded:**

Scholarship awards will be disbursed based on the established calendar dates for the semester. Study abroad start dates will usually not be equivalent to UT Tyler semester start dates but, scholarship disbursements will be the same for all students. Participating students must be prepared to pay any required study abroad expenses (airline tickets, deposits, student visas, etc.) prior to receiving scholarship refunds. Refunds will be made available to the individual student based on the refund preference selected in the student's *myuttyler* account.

The Office of International Programs cannot change, extend, or shorten the time frame in which scholarships are awarded. If there are any questions or concerns regarding the disbursement dates, please contact the UT Tyler Office of Enrollment Services.