

Faculty/Staff-Led International Travel (FSIT) Proposal INSTRUCTIONS

Thank you for your interest in developing a Faculty/Staff-Led International Trip (FSIT) at the University of Idaho. This instruction sheet is provided to give you an idea of what information we need in order to approve your proposal and make it the best possible experience for you and your students. It is strongly suggested that you meet with Colton Oliphant in the International Programs Office (IPO) before finalizing your proposal in order to discuss the logistics of planning your trip.

This proposal, once signed by your Department Chair, College Dean and the IPO, is the **official approval** by the University of Idaho of your FSIT. Without this approval, you are not covered by the University of Idaho and you open yourself up to a tremendous amount of liability. If you have any questions or concerns, please feel free to contact us.

1. **Dates:** Please provide the dates of the FSIT. These are the dates that you are responsible for the students and are on official University of Idaho business. If you are still finalizing dates, please provide your best estimate, indicate that they are *tentative*, and make sure to notify Colton Oliphant when your dates are finalized.
2. **Target Student Group Size:** Some trips can only run if they have a minimum number of students. Other trip leaders will cap their student numbers at what they feel is a manageable number. What is the minimum number of students that you can accept on your trip? What is the maximum number of students that you can accept on your trip? Your budget or itinerary may determine the minimum and maximum number of students you can take, for example, if you rent a bus that can fit only 12 people or if you need at least 15 students to keep the cost of the trip under a certain amount of money.
3. **Logistics:** Some employees choose to plan all of the logistics of their FSIT themselves. They are familiar with the area, are interested in that level of involvement and may believe that this will keep costs low. Other employees members choose to work with an outside provider because they offer experience and expertise in planning FSITs in a specific location, provide an extra layer of support and guidance, and allow the employee to run an FSIT even if they are short on time. If you choose to use an outside provider, please speak with Colton Oliphant about a list of high quality providers that work in the host region and information on the bidding process. Either option is okay with IPO, but you should carefully consider your own time, knowledge and energy resources, what activities you hope students to take part in during the FSIT, and your familiarity with the host culture and host country. Please provide the names and contact information of anyone that you are working with to plan and execute your FSIT. This information is critical in case of an emergency.
4. **Accommodations:** The IPO must know how to get in touch with students and trip leaders at all times. Will students be staying with a host family? In dorms or residence halls? In hotels? How will the housing be chosen? How will the housing be paid? Please list the type of

housing (hotel, hostel, homestay, etc) for both students and employees and provide the contact information for each. *If you will be staying in multiple cities or accommodations, please provide that information in an additional page.*

5. **Your contact information abroad:** Please provide a cell phone number if you'll have one.
6. **Skype Address:** We have found that Skype is available at times when cell phone towers or other means of communication are down.
7. **Proposed Transportation to Destination Country:** Group travel means that you will meet the students in the U.S. and travel together to the international site. Independent travel means that students will be responsible for arriving at the international site by a date set by you.
8. **Proposed in-country transportation:** Please be specific in terms of the kind of transportation you will be using. If you use anything other than public transportation, please provide the name and contact information of the company/organization you will be using. A contract with the company/organization is usually required.
9. **Field Trips:** Will you be taking the students on any fieldtrips? Where will you go? How will you get there? How will the costs be covered (part of trip fee or not)? Are there any special risks or safety considerations?
10. **Student Recruitment Plan (if applicable):** It is important that you are able to recruit enough students to run your trip and the sooner you begin student recruitment the better chance you have of reaching your minimum participation numbers. While IPO is happy to promote your trip to students who express interest, the majority of student recruitment happens before students ever come to our office. It is strongly suggested that you talk to students about your trip, visit classes, and participate in the Fall and Spring Study Abroad Fairs.
11. **Pre-departure preparation meetings:** All students will be required to attend a Pre-Departure Study Abroad Orientation and to complete the Blackboard "course" for studying abroad (including some readings and a few short quizzes). You will be responsible for meeting with your students to discuss course and trip expectations. It is not necessary that your meetings be for credit or that you meet a certain number of hours, but you should provide periodic updates to your students and the more prepared they are to go, the smoother the experience will be for all.
12. **Per-Credit Fees:** A percentage of the per-credit fee that students pay for your course goes back to the college under which the course is listed. This percentage along with the way the fee is disbursed (to an X budget only, or to an X and 7 budget) differs depending on whether the course is set-up as an on-campus or outreach (off-campus) course and whether the course is offered during the summer or another UI term.

Your academic college will decide what percentage of the revenue generated by the FSIT, if any, is given to the department. The department then decides what percentage, if any, is allocated to the specific FSIT trip budgets.

Your department should set up separate X and Y budgets for your FSIT, and in some cases they may also set up a Z budget. An X budget will be used to pay for salary and other instructional expenses and the money it collects will originate from per credit fees charged to students. A Z budget is also used to pay for salary and other instructional expenses, but the money it collects will originate from a per-student trip fee. Finally a Y budget will be used for other expenses necessary for the execution of the FSIT, (e.g., housing, group meals, and group travel), and its funds will also originate from a per-student trip fee. Please see page 4 of the FSIT Proposal for a worksheet to assist in deciding proper budgetary and monetary allocations.

- 13. Salary and Per Diem:** Every FSIT is unique, including the way that a faculty/staff member's costs are covered. Some faculty/staff members are able to combine leading an FSIT with other international work or travel, reducing some of their costs. Others have academic department or outside grants that contribute to their expenses. It is *very* important that everyone involved (the faculty/staff member, department, college, IPO) is clear about whether salary and per diem will be paid and who will pay it. This will affect how the student fees are calculated, the process for getting travel expenses paid, and the minimum number of students needed to execute the trip. The "budget official" who needs to sign this page may be different for each college or department, but should always be the person who is responsible for carrying out the departmental/college procedures to make sure student per-credit fees for your course(s) are allocated correctly to your trip.

Supplemental Documentation:

Itinerary: *Example found in Appendix A.* It is okay if this is a tentative itinerary, but it is important that these details be finalized as soon as possible. There will always be last minute changes and adjustments, and that flexibility is important, but thinking through each day will help you get an overall sense of the trip logistics. This itinerary will be especially important when creating your Tour Fee. You are welcome to submit an itinerary created by an outside provider.

Host Country Specific Safety and Risk Management: *Example found in Appendix B.* This area is extremely important. Please think carefully about any natural disasters, health risks, criminal activity, or other safety issues that you or your students might experience. Is your FSIT in a country that experiences earthquakes? In a city that has a high rate of petty theft? Are there diseases or other health issues that your students need to be prepared for? Are you participating in any high-risk activities (i.e. hiking, llama trekking, sky diving, swimming, etc)? Please refer to the Country Specific information at <http://travel.state.gov/> and your own, if any, experiences in the host country. For each safety issue, please let us

know what you will do to prepare. For example, if you will be in an area that has dangerous traffic, maybe you will plan to have everyone picked up and dropped off at the hotel at the beginning and end of each day. If you go to a country that has tsunamis, maybe you will educate your students on what to do in case of a tsunami and have an emergency meeting place agreed upon beforehand. You will also be required to register your group with the American Embassy in the host country upon your arrival.

Budget: *Example found in Appendix C & D.* When creating a budget for your FSIT, it is important to think through all of the different costs that you may need to include. You may create your own Tour Fee or have an outside provider do it as part of their service. Every trip is different. Please submit your Tour Fee calculation as soon as possible so that your Trip Fee can be set. Students will always want to know about the cost of a trip and you can not accurately promote your trip until this is done.

Syllabus: *Example found in Appendix E.* The syllabus should be approved by your department chair. Their signature on the proposal form indicates that they approve the trip and the course(s) being taught.