

Faculty/Staff-Led International Travel Proposal

Academic Term of Trip:

Summer:

Preferred Proposal Deadlines

June 1 of prior year

Fall Break:	September 1 of prior year
Winter Break:	January 1 of prior year
Spring Break:	January 1 of prior year
Submit this application form to: Colton Olip 441250, Moscow, Idaho 83844-1250. Ple	ohant, IPO, 901 Paradise Creek Street, LLC # 3, PO Box ase e-mail a copy to colton@uidaho.edu.
Trip name	
Trip site(s)	
Course title(s)	
Course code and number	Number of credit hours
Trip Leader's Name Signature	e Date
Department Chair (please also sign pg. 4	P) Date
Academic Dean	Date
Internat	cional Programs Approval
Study Abroad Coordinator	
July horoau Goorumator	Date
International Programs Director	Date



Trip Plan

1)	Start Date:	F	End Date: _		
	• These dates are (p	please check one):	Tentative _		Final
	• Faculty departure	e date			
2)	Target student group size: I	Minimum:		Maximun	ı:
3)	Who will be planning the log (please check all that apply		eals, transp	ortation)	of your FSIT?
	• Faculty Leader	YES		NO	
	o If yes, will you b	e working with a p	oartner ins	titution in	the host country?
	■ NAME:				
	 Program Provider/Trano If Yes, please contact For a co	mplete the details Person:	below		
4)	Accommodations (type and	contact informatio	n):		
	Students:		Faculty		
	Type:		Type:		
	Physical		Physical		
	Address:		Address		
	Phone:	<u>.</u>			
	Website:		Website	:	
	Email:		Email: _		
	How will you be reached in t				

7)	University of Idah International Programs	hc
	Proposed transportation to international site:Group airfareIndependent airfare	
8)	Proposed in-country transportation (bus, train, etc.):	
_		
9)	Field trips included in itinerary:	
_		
10])Student recruitment plan (you can also refer to the Promotion section of the FSIT Manual, pg. 22):	
	Who is the target population?	
	IPO will assist with student recruitment and trip promotion, but it is expected that trip leaders will be active in recruitment (e.g. classroom visits, Study Abroad Fair, etc). In what other ways will you help promote the trip?	
11]) Pre-departure preparation meetings with students (in addition to the required IPO Pre-	
	Departure Orientation):	
	How many	
	Proposed dates	
	What topics will be covered?	



Faculty/Staff Salary & Per Diem

Please have your Department Chair answer the questions below and sign/date at the bottom of page. This information should be shared with the Budget Official for your department/college. We ask that they sign and date below to verify this has been done.

For in Signat	-	Date:
	1	
For in		:: http://www.baas.uidaho.edu/default.aspx?pid=80069
	ternational per diem rates: http://a	\$ Dinner rate
		\$Lunch rate
		\$ Breakfast rate
		Other, please specify:
		Out-of-state rates
	3 /	International country/city specific rates
	 If yes, what rates will be 	e used for Faculty per Diem?
	• Per Diem: Yes	No
		External (Grants, research, etc) Other (Please explain)
		Internal (Program fee (7-budget))
	• Salary: Yes o If yes, source of salary	No Internal (UI regular salary (X-budget))
тпр јее.		er to accurately calculate the per-student trip fee.
the per-	student trip fee as well. See FSIT Proposal Instru	edit fees the department receives from the FSIT course(s) but may be built into uctions for more information. Per diem is usually built into the per-student
-	he Faculty Leaders of this trip receitment?	ve a salary and/or per diem from your college or
	NO, the per-credit fees for this cou	irse will NOT be transferred to the FSIT budgets.
		FSIT 7-budget
	Amount from college X-budget to I	by this course will be allocated to the FSIT budgets. FSIT X-budget FSIT X-budget
	er-credit fees generated by this cou	rse be allocated to the FSIT budgets?
_	tment Chair must approve this tran	order in drace for it to be realized.



Leading Faculty/Staff Information

1.) How many faculty/staff members will accompany the group? (Please list each employee's information below)		
Trip Leader/ Faculty/Staff	# 1	
Name and title		
Department		
Campus address		
Telephone	e-mail	
Do you have any experience i	in the host country? If yes, please explain.	
Do you speak the host countr	y language (if applicable)?	
Faculty/Staff #2 (if applical	ble)	
Danartmant		
Campus address		
-	e-mail	
	y experience in the host country? If yes, please explain.	
Does faculty/staff #2 speak tl	he host country language (if applicable)?	
If there is more than one facu	ılty member:	
a) How will you share re	sponsibilities?	
b) What experience do yo	ou have working together?	



(Please list each TA's	information below)	
Name		
Department		
Name		
Department		
a) Does the TA (s) have any experience in the host country? If yes, please explain.	
3.) Will there be any gu (Please list each guest l	s) speak the host country language? uest lecturers? lecturers' information below. If you don't have the information at the time lease submit it as is becomes available.)	of
Name		
Area of expertise		
Name		
Area of expertise		
Name		
Area of expertise		



Course Listing(s) (If applicable)

Course title:		
Course code and number:	Number of credit hours:	
What area, competency, or major requiremen	nts will the course meet?	
Course prerequisites (including language): _		
Course title:		
Course code and number:	Number of credit hours:	
What area, competency, or major requiremen	nts will the course meet?	
Course prerequisites (including language): _		
Course title:		
Course code and number:	Number of credit hours:	
What area, competency, or major requiremen	nts will the course meet?	
Course prerequisites (including language): _		

Required Supplemental Documentation

Please include the following with this proposal:

- Trip itinerary (attach tentative itinerary if itinerary not yet firm.) See Appendix A for example.
- A separate form that addresses country specific safety and risk management issues and how
 you will prepare for them. In order to understand current safety issues, please refer to your
 own experiences and the Department of State's country specific website:
 http://travel.state.gov/travel/cis pa tw/cis/cis 1765.html and address the health, safety,
 crime, and any other special considerations relevant to your FSIT. See Appendix B for an
 example.
- Please attach a budget. You can use Appendix C & D as guides, or create your own.
- Syllabus for each course (if applicable). See Appendix D.



Appendix A: Sample Itinerary Worksheet

Title of Trip:	-	
Dates of Trip:		to
Faculty/Staff-Lead	er Contact Info while	abroad:
Phone:	_	e-mail:
Skype Address:		
Additional Contact	s in Host Country (Ex.	Partner institution, Hotel etc.)
Name:		Phone:
Name:		Phone:
Date	Location/Time	Event
Sunday- May 23	Osaka, Japan/ 3pm	Everyone arrive and meet at Osaka Int'l Airport, travel to hotel, group dinner
Monday-May 24	Osaka/Morning Osaka/Afternoon	Lecture Field Trip: Osaka Castle
Tuesday-May 25	Osaka/Morning Osaka/Afternoon	Lecture Field Trip: Shinsekai and Dotombori
Wednesday-May 26		Lecture Fieldtrip: TBA
Thursday-May 27	Osaka/Morning Osaka/Afternoon	Lecture Travel to Kyoto
Friday-May 28	Kyoto/Morning Kyoto/Afternoon	Lecture Home visits and tea ceremony
Etc.	Etc.	Etc.

This can be very general at this point, but it is important for IPO to have an idea of your itinerary. Feel free to format in whatever way best suites your needs.



Appendix B: Sample Safety and Risk Management

Summer 2009

Architecture Rome Program - Safety Issues/Responses for IPO Proposal

Some of the safety issues students may encounter in Rome and Italy:

- 1. Purse-snatching, pick-pocketing, general petty theft probably the most common set of safety issues in Rome, requiring awareness and appropriate precautions.
- 2. Terror threats, bomb-scares, mob violence as a result of public protest or demonstration, etc. very rare in my experience in Rome, and perhaps the most easily-avoidable set of safety risks.
- 3. Assault, violence against women, date-rape drugs, etc. also uncommon in my experience with students in Italy, but nonetheless a tremendously serious risk requiring awareness and appropriate precautions.
- 4. General anti-American violence, and especially animosity toward American college students (and their well-deserved reputation for drinking too much) this certainly exists in Rome, though it is easy to avoid by keeping a low profile and by not drinking too much.

In response to general safety concerns, I provide Program Guidelines that establish behavioral and safety standards that students must obey at all times. The guidelines encourage students to avoid unsafe situations, and plainly prohibit drunkenness and illegal drug use. In addition to these Guidelines, safety issues are addressed in the following ways:

- Safety issues are discussed in several meetings prior to the start of the program, including the IPO Outgoing Orientation.
- Students are repeatedly encouraged to be vigilant with their personal belongings, especially in crowded situations such as city buses, busy piazzas, train stations, nightclubs, etc.
- Students are advised to avoid large public gatherings of a political nature.
- Students are advised to travel and socialize in groups of at least two at all times, but in particular during nighttime hours. Students, and in particular female students, are advised to never walk alone at night.
- Students are required to possess a working cell phone at all times in case of emergency.
- Students traveling independently on weekends (i.e., outside of program-oriented travel), are required to notify the program director in advance of their specific travel plans.
- Students are directed to the US State Department website detailing safety hazards in Italy.
- Students are made aware of the location of the nearest emergency room (Ospedale Fatebenefratelli, a five- to tenminute walk from student apartments and studio/classroom), as well as contact information for another nearby hospital (Salvator Mundi International Hospital).
- Students are provided with emergency contact numbers for the Police (Carabineri), General Emergency (similar to our 911), Fire Brigade (Vigili del Fuoco), and Ambulance/Medical Emergency.
- Students are provided with contact information for the United States Embassy in Rome, as well as vital contact information for entities in the US (such as the UI International Programs Office).
- Students are advised to record and keep credit card numbers and other vital information in a safe place.
- Female students are advised to study websites such as www.journeywoman.com and www.womenstravelclub.com (among others) to familiarize themselves with issues pertaining specifically to women travelers in Italy.
- Students are given an introductory orientation tour of their neighborhood and the center of Rome upon arrival, so they become familiar with their surroundings and reputable establishments (restaurants, stores, etc.) as well as the locations of pharmacies and other critical services.



International Programs

- Students are strongly encouraged to avoid "pub-crawls" and other activities that might mark them as vulnerable (i.e., drunk) young tourists, and to generally avoid social situations involving a preponderance of American college students, especially if there is alcohol involved.
- Students are required to provide emergency contact information and detailed travel itineraries to the program director prior to the start of the program.
- In the event of a natural disaster or other calamity, students are advised to meet at the studio building. Failing that, they are directed to gather at the US Embassy.

Being in Rome will be a great experience for all of us, but only if we're all very clear about some basic guidelines. I understand that no one is perfect and that some transgressions may occur, but please try to help each other follow these guidelines at all times. And if you make a mistake, learn from the experience and don't make the same mistake again.

- 1. Respect yourself and others other students, other travelers, and most of all the residents of Rome and Italy.
- 2. Respect where you live and work keep apartments and studio clean and well-organized at all times.
- 3. Respect your instructors pay them the courtesy of your undivided attention.
- 4. Be safe don't put yourself or others into potentially problematic situations.
- 5. In crowded public places, always be careful with your wallet, purse, camera, or other valuables.
- 6. Be on time if not a few minutes early especially for walking tours and on field trips.
- 7. Take good care of each other if someone is homesick, spend some time with them; if someone wants one glass of wine too many, kindly stand in their way; etc.
- 8. Don't not drink too much. You might think you're fine, but if you begin to disturb others you've had too much.
- 9. Do not use ANY illegal drugs, and steer clear of anyone who is or may be using illegal drugs.
- 10. Always inform me of where you'll be on weekends, and when I can expect you back in Rome.
- 11. Absolutely no overnight visitors in the apartment no exceptions.
- 12. Class attendance: ONE excused absence is allowed per course. Each subsequent unexcused absence results in a letter-grade deduction for the course. (2 unexcused absences = B at best, 3 absences = C at best, etc.)



Appendix C: Sample **Tour Fee*** Worksheet

When creating a budget for your FSIT, it is important to think through all of the different costs that you may need to include. It is up to you whether you create your own Tour Fee or have an outside provider do it as part of their service. Every trip is different, but the example below should help you get started. Please submit your Tour Fee calculation as soon as possible so that IPO can determine your Trip Fee. Students will always want to know about the cost of a trip and you can not accurately promote your trip until this is done.

Details	Description	Total per Student
Transportation - Ground	City Metro Card	\$63.00
Accommodations	\$70 x 16 nights	\$1,120.00
Group Meals	\$35 x 8 meals	\$280.00
Field Trip #1	2 day trip	\$250.00
Field Trip #2	3 day trip	\$350.00
Museum Pass	Student Rate	\$85.00
International Student ID Card	Req'd for museum pass	\$22.00
Cell Phone Rental	Phone and 100mins	\$80.00
Books & Supplies	Textbooks	\$100.00
Classroom rental space	8 hours x \$25	\$200.00
Guest Lecturers	2 x \$100	\$200.00
Tips/Gifts for Lecturers/Hosts/Guides	5 x \$20	\$100.00
Communication	faxes, phone, email	\$50.00
Photocopies	course materials, etc.	N/A
Travel aids	maps, guidebooks	\$50.00
Promotional Expenses	flyers, etc.	\$50.00

TOUR FEE* \$3,000.00

^{*}This is labeled a "tour fee" to distinguish it from the "trip fee" that is advertised to students. The trip fee is calculated on the next page in order to reflect the faculty member's costs, UI tax, and the required contingency fee.



Appendix D: Sample Trip Fee Worksheet

IPO will assist in creating this final step of the budget, but this is an example to give you an idea of what other costs are factored into the final Trip Fee, specifically contingency fees, UI taxes and faculty fees (although not salary in this model).

FSIT Summer 2011 (with outreach credit fees)		
	Per Student Cost	Per Student Cost
	10 Students	15 Students
Tour Fee (calculated example in Appendix C)	\$3000	\$3000
Faculty/Staff Tour Fee (\$3000/# of students) *may be higher than student tour fee because of housing, etc	\$300	\$200
Faculty/Staff Airfare (1700/# of students)	\$170	\$113
Subtotal A	\$3470	\$3313
Required Contingency fee (10% of Subtotal A)	\$347	\$331
Subtotal B (Subtotal A + contingency fee)	\$3817	\$3644
UI G&A Tax (10% of Subtotal B)	\$382	\$364
Subtotal C (Subtotal B + UI tax)	\$4199	\$4008
Estimated portion of per-credit fee transferred to trip 7-budget (determined on page 4 of proposal)	\$ -330	\$ -495
Subtotal D - Advertised Student Trip Fee (with outreach credit fees)	\$3,869	\$3,513
Additional Fees Students Will Pay UI		
Student per credit fee (\$271/credit hour Summer 2011)	\$813 (3 credits)	\$813 (3 credits)
IPO Application Fee	\$200	\$200
Subtotal E- Experience Fee (Subtotal D + Per Credit Fee+ IPO Application)	\$4882	\$4526
Estimated out-of-pocket Expenses		
Student Airfare estimate	varies	varies
Vaccination estimate	varies	varies
Personal Expenses estimate	varies	varies
Passport and Visa estimate	varies	varies



Appendix E: Integrated Syllabus

Short-term study abroad programs set themselves apart because they attempt to integrate traditional classroom education with experiential learning and site visits. It is very important that you demonstrate how the location and local resources enhance the learning objectives of the course. **Faculty directors should formally identify lectures, readings, site visits, group discussions/reflection times, and cultural activities that are required parts of the course**. As contact hours must be equivalent to those on grounds, identify the time spent in these activities. (We realize you may not have all of the syllabus details at the time of proposal submission. Please submit what you have with the proposal and provide a final syllabus one month prior to your student application deadline. The syllabus will be placed online for student review.)

The syllabus should include the following items:

- A. Course description of 100 to 200 words
- B. List of the course goals and objectives
 - a. How does the location contribute to the goals of the course?
- C. Required and recommended readings
 - a. What is the rationale for choice of course topics, goals, readings, and other elements of the curriculum as they relate to the course location(s)?
- D. Detailed itinerary, including the following
 - a. Educational activities (lecture titles or topics, readings, site visits, group discussions/reflection time, cultural events, etc.)
 - b. Cultural activities
 - c. Unstructured time
 - d. The amount of time spent in these activities. Contact hours, defined as the time when students are engaged in the objectives of the course, must be equivalent to or more than those on grounds.
 - e. Clearly demonstrate how these activities are linked to the course objectives <u>and location</u>. Articulate the role of student interactions with host nationals. Please elaborate on the impact of language (English vs. host) on these interactions.
- E. Description of any pre-trip meetings (social or academic gatherings)
- F. Course evaluation. Be specific with the percentage of grade for each requirement such as participation and attendance, assignments, exams or papers, presentations, academic journals, or field observation reports that are used as the bases of the course grade.

Adapted from University of Virginia International Studies Office