



Procedural Guide for International Travel Courses

WESTERN NEW ENGLAND UNIVERSITY

PROCEDURAL GUIDE FOR INTERNATIONAL TRAVEL COURSES

Drafted by the International Programs Coordinating Council

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PART I
DESIGN AND APPROVAL OF NEW INTERNATIONAL TRAVEL COURSES

Scheduling

Once you have chosen a course topic and type, your next decision will be when to offer your course. Your scheduling options will be shaped by whether you want to offer an all-travel course that takes place entirely abroad (option 1 above) or wish to offer a hybrid course that combines on-campus and travel components (option 2 above)

Potential additional costs include:

Faculty/ chaperone travel expenses: As stated above, classes should usually have one faculty member /

As with any other new course, you may want to offer it first as a Special Topics course. Submit a completed Special Topics course request form to your department chair. Depending on the specific course, you may also need the approval of the Cultures Program, the General University Requirements Committee, or another committee.

Course Approval: Administrative

At the same time you will need to submit a complete budget for your course to the Office of your College. Your budget should include a complete breakdown of your cost calculations (per-

PART II

ADMINISTRATIVE PROCEDURE FOR ALL INTERNATIONAL TRAVEL COURSES

Part I of these guidelines described the once-only process needed to initiate a new international travel course. Part II, in contrast, describes the administrative process that is required every time an international travel course is taught, whether it has been newly approved or previously offered. This process requires the instructor to contact a variety of administrative offices at different stages in the development of the course; these are listed in rough chronological order below. Note that this listing is not a rigid schedule; there may be variations in timing depending on your College and the specific requirements of your course. Note also that some offices may need to be contacted multiple times at different stages in the process.

COLLEGE APPROVAL

You should begin to seek College approval for your travel course roughly a year before you intend to offer your course. You will need to request course approval from your dean, your department chair and any other relevant body, to include the Study Abroad Office located in the College of Arts and Sciences. Once approved, your chair will then add your course to the academic schedule in the usual manner when the time comes.

OFFICE OF THE UNIVERSITY COUNSEL (Cheryl Smith; contact Evan Bjorklund)

You will need to inform the University Counsel of the details of the course (a syllabus or travel itinerary should suffice) so that the viability of travel to the country/ies in question can be confirmed. Risk & Release Forms will then be drawn up for all registered students, faculty and chaperones to sign. These forms include health and insurance information and medical treatment authorization as well as consent and release statements. Before you depart for your trip, you will need to collect all forms and deposit them in the office of your Dean. You should also retain copies of the health and insurance portion of each form to carry with you on the trip, in case of emergency.

If the preparations for your course involve any contracts with third-party service providers, these will need to be reviewed and approved by the Office of the University Counsel before you can finalize your budget.

The University does not provide liability insurance for any persons who accompany official participants (see above) but who have no official role in the international travel course. Participant lists and related budgets must not include friends, relatives or companions (regardless of age) who do not serve in an official capacity on the trip.

OFFICE OF THE VICE-PRESIDENT FOR FINANCE AND ADMINISTRATION (Bill Kelleher; contact Faith Leahy)

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As soon as you have finalized your various expenses and determined the per-student cost of the course (and before you have actually announced your course) you will need to submit your budget to the Control _____ and to the Dean of your College for approval. Once you have received confirmation of the per-student cost you can proceed to announce the course.

ANNOUNCEMENT AND RECRUITING

Once you have received approval from your department chair, the Con _____ and the University Counsel, you can announce the course and begin recruiting students; this will usually be 6-9 months before the course is scheduled to run, and thus before the academic calendar for that semester has been published.

Several University offices can help announce and publicize international travel courses. The Office of Marketing and External Affairs (contact Mary Orszulak) maintains a list of upcoming travel courses and a Study Abroad webpage, and can also produce posters for your course. The Office of Student Activi

By far the simplest way to pay expenses while traveling is with a University credit card (pro-card). If you already have a pro-card, let Dan DiGloria know your travel dates as soon as possible so he can clear your card for out-of-country charges. If you do yet not have a pro-card, Dan can guide you through the process of getting one. Once you have returned from your trip you will need to submit all your expense receipts to Dan as well; attach these to the monthly expense statement you will receive from Procurement. If travel costs for any non-official members, such as family or friends, are included in any University payments, the faculty member in question must also make arrangements through Pat to reimburse the University.

As soon as course registration is complete you will need to submit your student roster along with the per-student charge for the course to _____ This will enable the students in your course to be correctly billed.

HUMAN RESOURCES OFFICE (Assistant Vice President for Human Resources)

APPENDIX: SAMPLE FORMS

Western New England University
Procurement Services

INTERNATIONAL TRAVEL FORM

The purpose of this form is to ensure that necessary information is provided to our insurance company for international travel.

Please attach this form to the purchase order requisition and forward it to Procurement Services.

NOTE: No requisition for international travel will be processed without this form being completed.

Foreign Travel Destination:

Department: _____ Supervisor: _____

Date of Departure: _____ Date of Return: _____

Purpose of Trip:

Sponsored by:

Airline: _____ Number of tickets to be purchased: _____

Requisition Number: _____ Account Number: _____

Names of Individuals Traveling and Relationship to University:

(Circle one)

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

Name: _____ Faculty/Employee/Student/Other

*

* If "Other" please specify:

Note: If you have additional names, please attach a list.

To be completed by Procurement Services

Procurement Services Approval: _____ Purchase Order No:

Travel Course Notification Form

1. Course Title and Number: _____
2. Circle one: Existing Course New Course
3. Course Dates: _____
4. Signatures:

Faculty Member(s) Date

Department Chair Date

Dean Date

Study Abroad Office Date

Provost Date

Controller (Budget Review and Approval) Date

Assistant to Vice President (Insurance) Date

General Counsel (Liability)

Date

Marketing and External Affairs (Promotion)

Date

Student Administrative Services (Registration)

Date

Procurement Office (Contract Payments, if necessary)

Date

Human Resources Office (Course Itinerary)

Date

Required: 1) International Travel Form (see above); and 2) Liability Waivers (see general counsel)