



I. Approval Process

As an institution, Minot State University has certain responsibilities and legal obligations toward our faculty and students who travel abroad on university business. It is important that care is taken to systematically check on issues of safety and travel advisories of the U.S. Government for foreign destinations of our staff and students. Any college, department, unit, individual faculty member or student organization planning an exchange with an institution abroad, a study abroad program, study tour, or other international activity for MSU students must seek prior approval from the MSU International Advisory Committee and Academic Affairs Council through the Office of International Programs.

Approval for individual activity, programs or tours abroad require information on the location of the proposed activity, when it will occur, who will accompany the group, who will host the group in the country of destination, and basic risk management. The review will be completed as quickly as possible and might include, as appropriate, the advice of University Legal Counsel.

Please complete and return this form, initial budget, and Faculty Study Tour Agreement to the Office of International Program by the following dates:

Summer Term: September 1st the previous year

Fall Semester: February 1st

Winter Break: May 1st

Spring Semester: May 1st the previous year

If more space is necessary for complete answers, please attach additional sheets.

II. Program Sponsorship

Your name: _____ Department: _____

Email: _____ Phone: _____

Host Institution(s) Abroad/Tour Company: _____

Address: _____

Contact Person(s): _____

Email(s): _____ Phone: _____

Additional Information: _____

III. Curriculum and Program Design

- Study Tour course numbers MUST end in 496 (for example: Spanish 496, Humanities 496, Biology 496, etc). What MSU course do you plan to teach? _____

Note that study tour enrollment will be handled through the Center for Extended Learning. Compensation for leading a study tour follows the CEL model used to fund summer courses. Additional information regarding compensation/contracts can be obtained by contacting the Dean for the Center for Extended Learning.

Attach a brief syllabus of the course.

- Are there any prerequisites or special requirements for this program?
- What academic requirements does the course fulfill? (major or minor graduation requirements)
- What evidence do you have that students would be interested in participating in this program?

Time • Indicate proposed program dates:

Venue • Program Destination(s) (City/Province, Country):

IV. Participants

- The desired maximum leader to student ratio is 1:10.
- What is the maximum number of participants acceptable on this program? _____
- What is the limiting factor?
- Will you accept:
(check all that apply) ___ undergraduates only
 ___ graduates only
 ___ both undergraduates and graduates
 ___ non-MSU students
- What, if any, additional application material is required from the host institution/tour company (e.g., housing application or placement preference, references, etc.)? Please submit copies of additional forms.
- What arrangements exist for responsible supervision of participants throughout the program?

- If you plan to take an additional Tour Leader (for enrollment over 10), please describe selection criteria and a selection process that engages the relevant department and/or academic program.

V. Program Details and Facilities

- Where will instruction take place? Where are classrooms or other facilities located and who is the contact person (and contact information) for organizing this space?
- Describe the type and location of accommodations. How were accommodations selected? (Site visit?, Recommendations? Etc?)
- How will students commute from the housing site to the classroom/lecture location?
- How and where will meals be provided?
- One way to improve exposure to the host culture, something most participants look for, is to include a field study or volunteer/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. How would field study or service learning be incorporated into class requirements? Who (locally) will arrange these experiences?
- On separate sheet if necessary, please describe the planned itinerary, including excursions and/or field trips. Include method of transportation and provisions for accommodation/meals. Include here the names and contact information of any local person/agency arranging excursions, accommodations, etc. Please ensure that arrangements, especially transportation (vehicles and road conditions) and drivers meet the best local standards.
- Are flight arrangements part of the program? _____ Yes _____ No. 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)?

VI. Health and Safety

- What are the medical services available at the site? What provisions can be made for emergency health services? Note that all students studying abroad will be enrolled in the MSU HTH International emergency medical, evacuation, and repatriation insurance. The OIP arranges and charges for this coverage.

- Will the program provide on-site orientation to participants about health and safety issues?
 Yes No
- Location of nearest U.S. Consulate or Embassy: _____
- It is a faculty leader's responsibility to be aware of any notable health or safety risks (e.g., political instability, infectious diseases, potential natural disasters) that might exist at the program location. Please explain any such risks in the space provided. 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.
- What contingency plans exist for emergency evacuation?

 Signature of Faculty Leader

 Date

 Signature of Sponsoring Department Chair

 Date

 Signature of Sponsoring College Dean

 Date

PROGRAM BUDGET WORKSHEET

Because these programs are short and most student budgets are tight, the per-student Program Fee should be \$2000 – \$3500. Additionally, students must pay tuition. Including tuition, program fee, and airfare (if not built into program fee), students should not pay much more than \$4000, and, of course, less is even better.

The budget worksheet gives an idea of the costs that go into the Program Fee. Once we have estimates, the OIP creates the program budget and sets the Program Fee. Faculty Directors must work closely with OIP on all budget matters. Raising program costs late in the planning stage may result in “sticker shock” and drop outs. Programs may not run over budget.

Please provide cost estimates of the following items that are applicable to your proposed program (excel spreadsheets work best).

1. Faculty Director Expenses

- a. Housing (cannot exceed per diems listed in the Department of Defense website: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) \$ _____
- b. Meals (cannot exceed Depart. of Defense per diem)..... \$ _____
- c. Airfare..... \$ _____
- d. Excursions w/ group..... \$ _____
- e. Museum/special events entrances..... \$ _____
- f. Transportation to/from airports (domestic)..... \$ _____
- g. Transportation to/from airports (international)..... \$ _____
- h. Site visit (if new program)..... \$ _____

2. Co-Leader/Teaching Assistant, (if necessary)

- a. Stipend \$ _____
- b. Housing..... \$ _____
- c. Meals..... \$ _____
- d. Airfare..... \$ _____
- e. Excursions w/ group..... \$ _____
- f. Museum/special events entrances..... \$ _____
- g. Transportation to/from airports (domestic)..... \$ _____
- h. Transportation to/from airports (international)..... \$ _____
- i. Site visit (if new program)..... \$ _____
- j. HTH Insurance (if required)..... \$ _____

3. Group Expenses

- a. Cost of brochure/flier/newspaper ads..... \$ _____
- b. Program cell phone (if one not already available)..... \$ _____
- c. Orientation tour/dinner..... \$ _____
- d. Farewell meal..... \$ _____
- e. Classroom/program facilities..... \$ _____
- f. Guest instructors’ honoraria (include transport, meals, only if necessary)..... \$ _____
- g. Local home-stay or other coordinator fee (if appropriate)..... \$ _____
- h. Airport transport for group..... \$ _____

4. Student Individual Expense (x 7 for total cost estimate)

- a. Accommodation cost total..... \$ _____
- b. Meal cost total (if not all meals provided, estimate additional cost below [5.3])..... \$ _____
- c. Bus/museum pass..... \$ _____
- d. Excursion/field trip cost total..... \$ _____
- e. Airfare from Minot (if included in program fee)..... \$ _____
- f. Book/course materials cost to student (if included in program fee)..... \$ _____
- g. HTH (required insurance)..... \$ _____

Estimate Program Fee for 12 participants[†]

h. SUM (Total Faculty, TA and Group Expenses)/12.....	\$ _____
i. Total Student Individual Expense.....	\$ _____
j. Estimated Program Fee (a + b).....	\$ _____

5. Estimated student expenses

a. Program Fee.....	\$ _____
b. MSU Tuition (resident).....	\$ _____
c. Meals not included in Program Fee.....	\$ _____
d. Books/course material not included in Program Fee.....	\$ _____
e. Local transportation cost, if not included in Program Fee.....	\$ _____
f. Estimated airfare, if not included in Program Fee.....	\$ _____
g. Estimated personal expenses.....	\$ _____
h. Passport.....	\$100
i. Visa (if necessary).....	\$ _____
j. Immunizations (if necessary).....	\$ _____

[†] Excel spreadsheets can be provided to help facilitate these calculations.



Office of International Programs

**Faculty Study Tour
Program Agreement**

Dear MSU Faculty Member,

Thank you for your interest and enthusiasm to facilitate an MSU study tour! Your efforts thus far are greatly appreciated and we are excited to continue the development of the program. In addition to formally recognizing your contributions, the purpose of this letter is to clearly outline the expectations and responsibilities involved with leading an international study tour.

Faculty Leader Role/Responsibilities

First and foremost, we must highlight that program facilitators are representatives of Minot State University and are therefore expected to uphold and model academic and professional integrity during all phases of operating a study abroad program. Accordingly, program facilitators are responsible for enforcing Minot State University's Student Code of Conduct, and to act as willing liaisons between the participant group and representatives of Minot State University.

As you already know, above regular teaching and academic duties, each study tour faculty leader is expected to take on additional responsibilities throughout the different phases of development and operation of the program. These additional responsibilities include, but are not limited to:

Pre-program

- Development of program itinerary, budget and course curriculum; Submission for approval to appropriate administrative/academic offices
- Market the program in cooperation with the MSU Marketing Department and Office of International Programs (OIP) to recruit participants
- Coordinate application review and acceptance of participants with the OIP
- 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
- Become trained in First Aid and CPR skills through the American Red Cross
- Other administrative duties as necessary

On-program

- Course instruction
- Confirmation and coordination of all program activities and arrangements
- Assistance with airport/train/bus transfers
- Facilitation of hotel/housing check-in and check-out
- Conduct daily briefings and debriefings with program participants
- Interpretation of culture (and language if able)
- Assistance with local information and suggestions for free time
- Carry out disciplinary procedures as needed, according to program rules and MSU's Student Code of Conduct
- Remain available and accessible to participants 24-hours/day for support and assistance throughout the entire program duration
- Provide emergency assistance as needed

Post-program

- Grade reporting to the Registrar's Office
- Ensure that academic course evaluations are completed and turned in to the appropriate academic office
- Ensure that international programs student evaluations have been turned in to the OIP
- Provide feedback to the OIP for future improvements

Compensation/Benefits:

Compensation for leading a study tour follows the Center for Extended Learning model used to fund summer courses. Additional information can be obtained by contacting the Dean for the Center for Extended Learning.

Office of International Programs Role/Responsibilities

- Assist with creation of official program flier and secondary publicity for program, including advising/promotion through study abroad informational sessions, web site, class visits, newspaper ads, etc
- Provide, distribute, process, and archive student application materials
- Build and revise budgets as necessary for program and set Program Fee
- Collect Study Abroad Program Fees from students
- Maintain contact with students to advise them on administrative issues, costs, payments, and registration
- Ensure that students complete requisite paperwork for risk management and insurance purposes
- Support faculty director by assisting with cost estimates
- Pay bills and arrange cash disbursements on behalf of program
- Provide faculty orientations to ensure directors have necessary information and that it is understood
- Provide student orientations on general safety and health issues in study abroad
- Provide program feedback forms and summarize results

Thank you for the time, energy, and commitment that you have and will give to this study tour and MSU students. Your role will help transform lives.

By signing this letter, you understand and agree to the duties and responsibilities outlined in the above sections. In addition, you agree to abide by the policies and procedures established by Minot State University and the Office of International Programs in regards to study tours.

Sincerely,
Libby Claerbout
Director, Office of International Programs
500 University Ave West, Minot, ND 58707
phone: 701.858.4155
email: Libby.Claerbout@minotstateu.edu

I, _____, understand and agree to the duties and responsibilities outlined in the Faculty Study Tour Program Agreement.

Signature

Date