

Title: Study Tours	Policy No: 2.5
Category: Instruction and Course work	Effective: Fall 2004 Effective with revisions Fall 2008

Policy Statement: A study tour is a credit-bearing course in which the majority of the academic work is accomplished through group study and travel outside the UCO campus. It provides a group of students with an applied, supervised experience at an off campus location, whether foreign or domestic, for a minimum of two or more overnights, and enhances the student's classroom knowledge of an academic discipline(s) through first hand exposure. Once on site, travel during the study tour is an integral part of the learning process.

Each study tour will be headed by full or part time faculty members from UCO or other cooperating colleges and universities or an appropriate UCO staff member. The student to faculty ratio shall not exceed 10:1. Faculty salary and benefits must be covered by tuition revenues generated by the study tour. A minimum of two days on site or 16 academic work hours equate to one academic credit hour. An academic work hour is defined as an hour in a class setting (in the US or abroad), or an hour spent actively in on-site activities. No more than six credit hours will be awarded for any single study tour, except under special circumstances. A study tour leader will be paid no more than adjunct wages per credit hour to lead an off campus class. He/She will be considered to be acting within the scope of their employment so long as all university policies and procedures are followed.

Study Tour proposals (including academic and financial plans) must first be approved by the department chair/school director and the college dean. The academic plan must include a day-by-day schedule or itinerary, to be used in the calculation of the credit hour value for the tour. The dean will forward the itinerary and financial plan to the vice provost/associate vice president for academic affairs for approval.

Background: The University of Central Oklahoma considers study tours to be a vital part of a complete education. Prior to Fall 2004, however, there were no university-wide uniform guidelines governing the creation of a study tour. Revisions made in 2008 were based on a survey of faculty, students and administrators, results from two focus groups, formal and informal meetings, and a review of numerous other university study tour policies from around the country.

Purpose: Provide a definition of study tours, procedures for creating the course offering, guidelines for student and participant conduct, and determination of the financial viability of the tour.

Implementation Date: Fall 2004; Revised Fall 2008

Related Procedures:

Procedures for offering/creating a Study Tour:

- 1) Study Tours must be offered under the appropriate course number of 4970 for undergraduate credit or 5970 for graduate credit. Individual study tours may not be advertised until approved. Deposit and refund policies must be included.
- 2) The Centre for Global Competency will serve as a facilitator in planning study tours, assisting in study tour advertising and credit calculation.
- 3) Study tour proposals will include:
 - a) a complete detailed syllabus (to include work completed inside and outside of class) reflecting appropriate course level characteristics, academic standards, attendance requirements and student conduct expectations;
 - b) a detailed itinerary, including all on site activities, but exclude “free days.” “Free days” are excluded from the credit hour calculation. A “free day” is a day spent in non-academic activity (for example, travel to/from the site before/after the tour);
 - c) a financial plan describing destination costs (i.e. museum tickets, transportation costs, hotel and meal costs (best estimates), etc) deposit and refund policies, student costs, faculty compensation, and tuition revenues.
 - 1) Travel expenses for study tour leaders will be included in the cost to the student; however, the tuition and fees generated by the course will be used to pay the study tour leader salary(ies) and should not be included in the additional travel costs borne by the student participant. A revenue analysis must be completed to ensure the funds generated are sufficient to cover the costs of the tour.
 - 2) In extraordinary cases in which tuition revenues will not cover the costs of study tour leaders, a request to follow a non-standard financial plan must be submitted to and approved by the dean and the vice provost/associate vice president for academic affairs.
- 4) Study Tour proposals (including academic and financial plans) must first be approved by the department chair/school director and the college dean. The academic plan must include a day-by-day schedule or itinerary, to be used in the calculation of the credit hour value for the tour. The dean will forward the itinerary and financial plan to the vice provost/associate vice president for academic affairs for approval.
- 5) Study tour proposals (including the academic and financial plan) must be submitted and approved by the schedule building deadline for the semester in which the tour will be offered.

- 6) All study tour funds are to be held in a UCO cash account or UCO Foundation account. Standard UCO business policies will apply.
- 7) Upon request, a travel card can be provided by the University to the study tour leader to access funds.
- 8) Study tour leaders must provide emergency contact information, including cell phone numbers, so the leader may be reached during the tour. Upon request, a cell phone with international access can be provided by the University to the study tour leader.

Procedures for Participants:

- 1) All participants (faculty, staff, students, etc.) are required to attend a Student Conduct Briefing in which the Student Conduct Officer and/or UCO attorney review and clarify all appropriate UCO Student Conduct policies.
- 2) All participants (faculty, students, staff, etc.) are required to sign the university-approved release form which will include an agreement to adhere to all UCO policies for the duration of the study tour, emergency contact information, and waiver of liability.
- 3) All students must:
 - a) For an International Study Tour:
 - i. Have a valid passport, visa (if required), proof of current student international travel insurance, an international student identification card, schedule showing official enrollment in the study tour, and a receipt indicating fully paid expenses (with the exception of course tuition and fees).
 - ii. Provide a copy of the passport and visa (if required).
 - iii. Submit other documentation required by college (if any).
 - iv. Sign one set of appropriate materials following the Student Conduct Briefing (see #1 above). The dean's office will retain the original and provide a copy to the study tour leader(s).
 - b) For a Domestic Study Tour:
 - i. Provide a schedule showing official enrollment in the study tour and a receipt indicating fully paid expenses (with the exception of course tuition and fees).
 - ii. Submit other documentation required by college (if any).
 - iii. Sign one set of appropriate materials following the Student Conduct Briefing (see #1 above). The dean's office will retain the original and provide a copy to the study tour leader.
- 4) All participants who fail to follow university, college, or department study tour policies may be prohibited from participating in future study tours.

Emergency Procedures:

- 1) Should an emergency involving injury or serious incident occur, the study tour leader should immediately contact the department chair and/or university director, the dean, and the Office of Academic Affairs. This notification must be followed

by a formal report completed within 30 days (see #3 under “Procedures after a study tour”).

Procedures after Study Tour:

- 1) All study tour leaders must submit a complete accounting of academic and financial activities with receipts to the travel office. If excess revenues remain, that information should be shared with the department chairperson/school director and/or the dean. Each college may decide how to handle excess funds which remain after the conclusion of a study tour.
- 2) Non-receipted expenses and/or emergency expenses may be requested and considered for reimbursement on a case-by-case basis. Expenses for an invoice not yet received must be included in the financial accounting, with the invoice submitted for reimbursement/payment upon receipt.
- 3) If an incident involving student conduct or an emergency deviation from the submitted syllabus occurs, an incident report must be filed within 30 days to the Student Conduct Office or the appropriate dean.
- 4) All participants will complete an assessment of the study tour to determine its effectiveness and plan for continuous quality improvement. A summary of the assessment will be submitted to the Centre for Global Competency.

Coordinating Offices: Academic Affairs, Dean’s Office, Department/School Office, Student Conduct Officer, Centre for Global Competency

Point-of-Contact for Academic Affairs: Vice Provost/Associate Vice President for Academic Affairs

Policy revision approved by the Provost/Vice President for Academic Affairs on August 18, 2009

Policy revision approved by the Provost/Vice President for Academic Affairs on July 17, 2008

Policy revision approved by the Provost/Vice President for Academic Affairs on March 14, 2008.

Policy approved by the Vice President for Academic Affairs on June 16, 2004.

Key Words: Study Tour, Off-campus academic experience, international travel