

CREATING A STUDY TOUR LEADERSHIP EXPERIENCE (CaSTLE) PROGRAM

Description: Creating a Study Tour Leadership Experience (CaSTLE) program is designed to provide faculty and staff members the information necessary to create a successful study tour (faculty led short-term study abroad class). The program consists of sessions to develop participants' knowledge about study tour travel and financial policies; credit hour calculation; itineraries; financial plans; calculating faculty study tour salaries; liability issues; required paper work; assessment; marketing and other related areas. CaSTLE sessions are led by a faculty member with expertise in leading study tours. Upon completion of all of the sessions a **Certificate of Completion** is awarded to the participants. The Certificate of Completion prepares the participant to serve as an intern on a study tour being planned a current faculty/staff member.

CaSTLE Participants: The program is open to full time faculty, part-time faculty (adjunct faculty), and staff who teach courses at the University. The program is looking for the following qualities in faculty and staff members to participate in CaSTLE:

- A willingness and eagerness to learn the process of leading people abroad with an academic purpose
- Commitment to attending all of the CaSTLE sessions and earning a Certificate of Completion
- Personal expertise that would lend itself to a transformative learning experience internationally
- The ability to travel and work with a group of students and other faculty/staff who are leading the study tour

Process:

- Ensure that department chair/school director and dean support your attendance in the CaSTLE program.
- Contact Dr. Randy Ice, Coordinator, CaSTLE Program, at rdice@uco.edu for further information about the program.
- A date for the first session will be announced in *Centralities* and subsequent sessions dates/times will be set at that time.
- Upon earning a Certificate of Completion, work with your department chair/school director and dean to identify another faculty/staff member(s) planning a study tour with whom you can serve as an intern. The Centre for Global Competency may assist in identifying a potential faculty mentor for the internship. The study tour being planned (usually for spring or summer) may be from a different department or college. Interdisciplinary study tours are encouraged.
- Interns will not earn a salary or be paid a per diem for teaching the study tour but expenses, such as airfare, hotels and local transportation, will be paid for by the college or by the study tour.