Study Tour Handbook

Thoroughly complete each step in this sequence for a better academically rigorous study tour.

1. Write the rationale, using the template provided.

2. Contact Risk Management and fill out the form for your tentative trip. Please note not only safety and current political issues, but also which immunizations are required or recommended for travel to that location. Save a copy of the form as confirmation that you turned it in to Risk Management and include in your study tour packet.

3. Create a syllabus for the study tour, using guidelines for any syllabus. Items that must be included on the study tour syllabus, some of which may be unique to study tours:

   a. Course numbers for study tours are 4970/5970. Study tours are senior-level/graduate level courses, and should reflect the rigor associated with that level of learning.

   b. Contact information for the faculty.

   c. Room number for pre- and post-trip meetings (required).

   d. Course Description that exactly matches the course description on the REQUEST TO OFFER A STUDY TOUR form.

   e. Texts or a list of articles for readings, include the bibliographical data for the articles. Students are expected to have background readings prior to the study tour for better understanding of the sociocultural, historical, or other discipline contexts. A study tour course should have the students prepared for the experience by reading more about it. Maps and videos are other ways to give students some background knowledge prior to a trip.

   f. Course objectives/competencies. These should be written as complete sentences, again with the same quality that one would write course objectives for a new class they are going to offer. Refer to Bloom’s taxonomy to create rich, higher-order thinking expectations for the participants.

   g. Assignments, activities, assessments. Include how you will assess what the students know, understand, and are able to do. Were your course objectives met? How do you know?

   h. Grading: how will the grade be determined?

   i. Include a detailed itinerary of the trip so students will know what they are going to do every day. This will also make it easier to compute the total contact hours.
A link to the online syllabus attachment on the Academic Affairs website.

Cost of the trip and payment schedule (when payments are due and amounts).

Required immunizations for travelling to that location, if applicable; suggest that the student discuss it with his/her doctor.

A bibliography and tentative course calendar for pre- and post-trip class meetings.

Reminder that faculty and students are representatives of the university, all policies and procedures and still in effect.

Complete the REQUEST TO OFFER A STUDY TOUR form.

Financial computation form, please note if the faculty will be splitting the pay for the study tour. Comparison information for pricing various hotels in the cities you are going to does not need to be included in the packet.

Include any flyer or brochure advertising your study tour.

Required signatures from your chair, dean, and Study Tour Oversight Council, if that applies to you and your college.

Forward study tour packet to the Office of Academic Affairs 20 days prior to announcement of the upcoming study tour.

  a. Academic Affairs receives your study tour application packet, Linda Sharp date stamps when the packet was received and enters the information in the study tour spread sheet. The packet is then sent to the Faculty Liaison through campus mail.
  b. If your study tour packet is lacking information or needs corrections, the Faculty Liaison (Jan Wetsel) will contact you.
  c. After receiving the updated information, the study tour packet is signed by the Faculty Liaison and returned to Academic Affairs for approval by Dr. Simmons.
  d. Dr. Simmons will contact you if/when your study tour is approved. Study tours are not to be announced or advertised prior to approval from Academic Affairs.