

Title: Study Tours	Policy No: 2.5
Category: Instruction and Course work	Effective: Fall 2004 Effective with revisions Fall 2008; Fall 2014

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 international 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. 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.

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:

Study Tour Procedures

- Study Tours must be offered under the appropriate course number of 4970 for undergraduate credit or 5970 for graduate credit.
- The Centre for Global Competency Faculty Liaison will serve as a facilitator in planning study tours, assisting in credit calculation and study tour advertising.

- Study tour proposals will include a:
 - complete detailed syllabus (to include learning outcomes, work completed inside and outside of class) reflecting appropriate course level characteristics, academic standards, attendance requirements, student conduct expectations, and deposit and refund policies;
 - detailed itinerary, including all on-site activities and “free days,” to be used in the calculation of the credit hour value for the tour. A “free day” is a day spent in non-academic activity (for example, travel to/from the site before/after the tour) and are excluded from the credit hour calculation;
 - financial plan describing student costs, e.g., transportation costs (including local transportation), hotel and meal costs (best estimates), and activities with associated costs such as museum or theater tickets; tuition costs/revenues; and faculty compensation;
 - Travel expenses for study tour leaders, other than faculty interns, will be included in the cost to the students; however, the tuition and fees generated by the course will be used to pay the study tour leader(s) salary(ies) and should not be included in the additional travel costs borne by the student participants.
 - A revenue analysis must be completed to ensure the funds generated are sufficient to cover the costs of the tour. The revenue analysis may be completed by utilizing the Study Tour Finance Form located on the Academic Affairs website.
 - 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 associate vice president for academic affairs.
- Requests for domestic study tours outside of Oklahoma must be submitted for review by UCO’s state authorization coordinator housed in the Center for eLearning and Customized Education.
- The Coordinator of Risk Management must be notified with dates and destination for all international study tours.
- Study Tour proposals (including academic and financial plans) must be approved by the department chair/school director and the college dean. The dean will forward the Study Tour proposal to the associate vice president for academic affairs. The Study Tour proposal will be forwarded to the CGC Faculty Liaison for review and then be forwarded back to the associate vice president of academic affairs for approval.
- Individual study tours may not be advertised until approved.
- Study tour proposals must be submitted and approved by the schedule building deadline for the semester in which the tour will be offered.
- A UCO E&G account should be set up for each study tour to receive and administer funds. Standard UCO business policies will apply.
- Upon request, a travel card can be provided by the University to the study tour leader to access funds.

- 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 All Participants:

- Attend a session in which the Student Conduct Officer and/or designee review and clarify all appropriate UCO Student Conduct policies.
- Sign and submit the university approved release form which includes a waiver and release of responsibility, student emergency contact information, and an agreement to adhere to all UCO policies for the duration of the study tour.
- All participants who fail to follow university, college, or department study tour policies may be prohibited from participating in future study tours.

Procedures for International Study Tour Participants:

- 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).
- Provide a copy of the passport and visa (if required).
- Submit other documentation required by college (if any).
- 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).

Procedures for Domestic Study Tour Participants:

- 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).
- Submit other documentation required by college (if any).
- Sign one set of appropriate materials following the Student Conduct. The dean's office will retain the original and provide a copy to the study tour leader.

Emergency Procedures:

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.

If an incident involving student conduct or an emergency deviation from the submitted study tour plan occurs, an incident report must be filed within 30 days to the appropriate dean, and in cases involving student conduct, the Student Conduct Officer.

Procedures after Study Tour:

- 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. 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.
- 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.
- 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 faculty liaison, dean, and department chair/school director.

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

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

Policy revision approved by the Provost/Vice President for Academic Affairs on December 4, 2014

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