WELCOME

As the Faculty Liaison for the Centre for Global Competency (CGC), I am committed to helping all members of the faculty facilitate global and cultural learning experiences for students. This manual has been designed to assist faculty in

1) discovering which activities they want to pursue
2) learning about the university policies associated with those activities
3) navigating through the processes of planning and implementing global/cultural activities with students.

The commitment to Global and Cultural Competencies as part of the transformative learning process at UCO looks differently across the disciplines. Yet, however we facilitate the learning of global issues and cultural awareness, we want to prepare students to communicate effectively in a complex world, to function in multiple and diverse environments, and to adapt to a continuously changing global society. Globally competent students are lifelong learners who are aware of the world around them.

Interestingly, the skills mastered in becoming globally competent also equip the student for becoming an individual who contributes actively to the community. Thus our goal to help students learn to be globally competent aligns with our objective of being the Metropolitan University of the greater Oklahoma City area.

Thanks to the faculty, staff, and administrators who assisted me in preparing this manual. I deeply appreciate you providing feedback.

Whether you are just now learning about the various ways you can become more globally engaged personally or with your students, or you are a seasoned traveler looking for steps in the university’s study tour paperwork sequence, it is my hope that this manual provides you with what you need. I welcome your questions and suggestions for future additions/revisions.

Please contact me if I can help you in any way.

Dr. Janette C. Wetsel
Faculty Liaison – Centre for Global Competencies

“If you reject the food, ignore the customs, fear the religion and avoid the people, you might better stay home.” --James A. Michener
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<td><strong>Presentations at Conferences Abroad</strong></td>
<td>Similar to presenting at a domestic conference, but permission must be obtained <strong>prior to submitting the proposal.</strong> Contact your Dept. Chair.</td>
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| **Faculty-led Programs** | Any academic experience/program for students initiated, organized, and carried out by a UCO faculty member. Begin the process for these with your Department Chair. In all these instances, credit comes from UCO. Consists of several types:  
- study tour (Faculty-led short-term study abroad: FLESSA)  
- faculty-led research  
- field study  
- faculty-led student performances/exhibits  
- coursework taught by UCO faculty to UCO students at a partner institution, such as Hanyang University (HISS)  
- long-term credit-earned international experience such as student teaching abroad, internships, or the Let’s TaLK Korea program.  
Contact: Dr. Jan Wetsel, [jwetsel@uco.edu](mailto:jwetsel@uco.edu) for assistance with the process. |
| **CaSTLE: “Creating a Study Tour Leadership Experience”** | Beginning in the fall, 2014 semester, will consist of workshop sessions for faculty to learn about the processes involved in global activities with students. Open to all full-time faculty interested in learning how to conduct a study tour. Contact: Dr. Randy Ice, [rdice@uco.edu](mailto:rdice@uco.edu) |
| **Faculty Exchange** | Involves a faculty member coming to UCO or a faculty member going from UCO to another university for the purpose of sharing in scholarly, research, or creative activities. Contact your Dept. Chair to begin process. Questions? Contact: Dr. Jan Wetsel, [jwetsel@uco.edu](mailto:jwetsel@uco.edu) |
| **Fulbright Scholar** | Administered by the Council for International Exchange of Scholars (CIES), the Fulbright Program is the U.S. government’s flagship academic exchange effort. Activities include opportunities for faculty and students. Contact Drs. Siegfried Heit [sheit@uco.edu](mailto:sheit@uco.edu) or Amy Carrell [acarrell@uco.edu](mailto:acarrell@uco.edu) |
| **Glocal Programs: “Global yet locally accessible”** | Provide learning experiences to domestic and international students through events, student organizations, and several intercultural programs. Examples: a. MERGE (Making Experiential Research Globally Engaging). Contact Jared Scism [jscism@uco.edu](mailto:jscism@uco.edu); b. the PASSPORT Program, which focuses on a particular country each fall. Contact Mr. James Daro for fall 2014 [jdaro@uco.edu](mailto:jdaro@uco.edu) |
| **Mentor to Students Who Study Abroad** | Arrangements by which student earns academic credit hours as part of his/her degree, in one or two semesters, at another university located outside U.S. Credit sometimes comes through another university. Contact: Marco Rodriguez-Linares [mrodriguezlinares@uco.edu](mailto:mrodriguezlinares@uco.edu) |
| **International Students in Our Classes** | Accommodating for language barriers and teaching to students with limited English proficiency is another way CEPS faculty is involved globally. Some programs have a high concentration of international students. |
PRESENTATIONS AT CONFERENCES ABROAD

Presenting scholarly, research, or a creative activity at a conference being held abroad is one of the best ways for a faculty member to experience travel to a new place and/or explore a location for possible future global activities with students. It is imperative that permission to travel abroad be obtained from the provost prior to submitting the proposal. Contact your Department Chair to begin the process. Once you are accepted, you must notify the Office of Risk Management, which is found in the Environmental Health and Safety Office, to inform them that you are travelling internationally.

"Travel is more than the seeing of sights; it is a change that goes on, deep and permanent, in the ideas of living."  -Miriam Beard

FACULTY-LED PROGRAMS

DEFINITION: Any academic experience, activity or program for students initiated, organized, and carried out by a UCO faculty member involving travel that includes an overnight stay of two or more nights. The travel can be either domestic or abroad. If credit is earned from these activities it will come from UCO. Consists of several types:

- study tour (Faculty-led short-term study abroad: FLESSA)
- field studies
- faculty-led research
- faculty-led student performances or exhibits
- coursework taught by UCO faculty to UCO students at a partner institution. Example: PTE 4533, taught at the University of Trieste, with field experiences taking place in schools nearby
- a long-term credit-earned international experience such as student teaching abroad, internships, or the Let’s TaLK Korea program, overseen by a UCO faculty member
- consortia study tours with other universities

GENERAL INFORMATION:

1. Health and Safety  Activities involving international travel must be approved by the Office of Risk Management (ORM), using the form available online at http://www.uco.edu/administration/safety-transportation/ehs/files-ehs/risk-management/Employee%20International%20Travel%20Information.pdf to determine health and safety risks of the proposed travel location PRIOR TO SUBMITTING A PROPOSAL.
   - A copy of the form, as well as email communication from the Office of Risk Management regarding any concerns, must be included in the proposal paperwork packet.
• Recommended or required immunizations and travel risks related to political issues must be disclosed to participants through the syllabus or written information regarding the trip.

• Later, after your travel group has formed and airfare has been purchased, email the itinerary to the Office of Risk Management in order to report the number of UCO employees traveling together and flight itineraries.

2 Limited number of faculty on same airplane flying abroad Oklahoma law limits the number of university employees who may fly on the same airplane when traveling abroad. The Office of Risk Management will closely watch international travel to the same city around the same time to ensure compliance. In the event that several groups want the same flight, preference is given according to approval date by Academic Affairs for the international travel.

3 Student Insurance is required for all students travelling abroad. One vendor typically used by UCO offers the International Student Identity Card (ISIC) which not only provides travel insurance required for most visas, but also is recognized internationally as valid student identification. Additionally, discounts are available for many attractions with the card. This card is available for purchase two ways: on campus through the Centre for Global Competencies or online, and is valid for one year. Applications are available in the reception area of the Office of Global Affairs, NUC 137. PLEASE ALLOW 10 WORKING DAYS FROM THE TIME THE CGC RECEIVES THE APPLICATION FOR THE CARD TO BE MADE. The Faculty Liaison will notify the Office of Risk Management of students’ compliance with this requirement if it is purchased through the CGC.

In the Spring 2015 semester, a pilot will be conducted with a new insurance provider International Student Insurance, an Envisage International Company, at this web address: http://www.internationalstudentinsurance.com/

4 Some Faculty travel insurance is provided through the Office of Risk Management. However, more complete coverage is available for faculty through the International Teacher Identity Card (ITIC) through the CGC. Applications are available in the reception area of the Global Affairs Office, NUC 137. PLEASE ALLOW 10 WORKING DAYS FROM THE TIME THE CGC RECEIVES THE APPLICATION FOR THE CARD TO BE MADE.

5 Waiver of liability form All participants (faculty, students, staff, etc.) are required to sign the university-approved release form which includes an agreement to adhere to all UCO policies for the duration of the study tour, emergency contact information, and waiver of liability. A file of copies of these notarized forms will be kept in the appropriate Dean’s office. The original documents are kept by the leader during travel.

6 Student Conduct All participants are required to attend a Student Conduct Briefing in which the Student Conduct Officer will review and clarify all applicable UCO Student
Conduct policies. This is typically done during a pre-trip meeting close to the departure date. If the Student Conduct Officer is not available, the Faculty Liaison – CGC may cover conduct policies.

7. **Emergency Policies** UCO has a Guide to Emergency Procedures. (Live presentations are preferable but the training is also available online.) Faculty must validate/verify the conduct briefing has been completed. Any faculty, staff member or student who experiences an emergency of any kind should be given whatever immediate attention is needed. Any emergency that transpires while leading a group should be reported to the Behavioral Assessment Team (BAT) at 405-974-2364 (days), or 405-974-2287 (after hours). Accidents require the completion of an incident report or attending physician’s statement.


8. **Faculty or staff requiring medical attention:** If faculty or staff have Blue Cross/Blue Shield Coverage and need medical attention, it is good to know that BCBS medical (and possibly dental) is available world-wide. Employees can go to the UCO employee benefits website and look for a BCBS physician if they know the city name. There may not be a lot of physicians available or they might have to travel to a nearby city, but there are quite a few in other parts of the world. If the physician is not on the provider list, they will be considered “out of network.” If they are on the provider list, then they will be “in network” regardless of where they are in the world. If the leader is incapacitated call the BAT number and arrangements will be made to get the group home.

9. **Telephone requirement:** The faculty leader must carry an international telephone in order to make and receive emergency calls. UCO has several Blackberry’s available for check out for this purpose on a first-come, first-served basis. To reserve a UCO Blackberry, contact Chris Cone ccone1@uco.edu The expense for use of the Blackberry must be paid by the Department from which the global activity is originating, or through the cost of the trip paid by the students. All personal phone calls and texting must be paid by the individual. An additional option is for the faculty member to obtain international access on his/her own phone for the trip and include the additional phone charges in the trip budget.

10. **Students with disabilities:** Although disability accommodations are not legally recognized internationally, we aim to provide reasonable accommodations, when possible. Faculty should advise students about any foreseen issues, such as accessibility, in international settings. Students should be encouraged to contact the Disabilities Student Services office for more information about travel abroad with a diagnosed disability.
STUDY TOURS: (Faculty-led short-term study abroad: FLESSA)

DEFINITION: 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. The faculty member(s) is/are considered to be acting within the scope of their employment so long as all university policies and procedures are followed.

GENERAL INFORMATION

1. **Deadlines** According to NAFSA, the professional organization for international campus activities, the average time it takes to plan a well-designed study tour is **12-15 months**. Therefore, study tour requests follow a different timeline than regular course scheduling. Requests to offer a study tour must be submitted on the following schedule:
   - For a spring semester offering: first Friday in August
   - For a summer semester offering: first Friday in October
   - For a fall semester offering: first Friday in March

2. **Required Final Report** Due to the additional cost and liability involved with this course format, a short report is required by Academic Affairs at the conclusion of the study tour. While assessment varies among disciplines, an open-ended assessment tool, created by the Director of University Assessment and the Faculty Liaison - Centre for Global Competency, has been designed to collect similar transdisciplinary data. Failure to comply with this requirement may result in not being approved for future study tours.

3. **Canned vs. Planned**: Tour companies that specialize in trips for college students advertise heavily through media outlets geared toward university faculty. While there is a time-saving benefit to you for someone else to make the travel arrangements, using this service can hinder learning opportunities. Disadvantages of this arrangement include:
   - the group will not truly experience the culture.
   - hotels used by tour companies are often on the outskirts of cities, away from the monuments and sites that you want to visit, as well as grocery stores and pharmacies.
   - the itineraries are usually pre-planned so that your group cannot experience things applicable to your field.

It is for these reasons that Academic Affairs does not typically approve pre-planned tour packages for the purpose of credit-bearing coursework. However, in some instances, it is necessary to hire a tour company. Example: a Biology field study, in which the participants will need cave-exploring equipment, canoes for river
exploration, and scuba-diving equipment on the same trip may be better served by an on-site company that provides a tour guide and equipment rental. If your faculty-led short term study abroad can best be served with a tour company, include that information in your rationale.

4. **Academic rigor** is expected in the planning and implementation of the study tour. Requirements for 4000/5000 level courses should be reflected in the syllabus, with readings, assignments and activities. A list of Bloom’s Taxonomy verbs to use while constructing course competencies for the syllabus is available on the Academic Affairs webpage. Remember to include how the Central Six are met through the competencies.

5. **Contact hours** 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 faculty-led short term study abroad, except under special circumstances.

6. **Itinerary** The syllabus must include a day-by-day schedule or itinerary, to be used in the calculation of the credit hour value for the tour. If students are to miss regularly scheduled classes in order to participate, (including the departure date and time) the Provost must give prior approval.

7. **Student to faculty ratio** 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. UCO recognizes that students learn more when the size of the group is kept small. Therefore, a student to faculty ratio of 8:1 is recommended.

8. **Consortia with other colleges and universities related to global activities** must be disclosed and approved by Academic Affairs prior to trip approval. Liability for faculty and students from other colleges or universities must clearly be described. The Office of Legal Council may be required to review consortium agreement.

9. **Faculty costs for leading the group on the trip** must be covered by what students pay for the study tour. If salaries for faculty leading the faculty-led short term study abroad, are paid by the university for teaching the course. The cost for faculty members’ airfare, hotel, *per diem*, and other ancillary costs (museums, entrance fees, local travel, etc.) may be covered by the students. Faculty may choose to cover all or a portion of these costs personally. EACH STUDY TOUR MUST BE SELF-SUPPORTING, based upon the revenue generated by student tuition.

10. **Faculty salary and benefits** must be covered by tuition revenues generated by the study tour. A study tour leader will be paid adjunct wages per credit hour to lead an off campus class. If two faculty members are leading the study tour, they must indicate on the Request to Offer a Study Tour application whether or not they will split the salary evenly (should and insufficient amount of tuition be generated to pay both the faculty members for the total number of credit hours.

11. **Pricing the faculty-led short term study abroad** In determining the budget, it is understood that the prices will not be the same when you are planning it as when you
actually travel. It is always better to estimate a little high rather than a little too low. Ten per cent may be added for contingencies, such as flight cancellations due to weather on the return trip, thus adding an extra hotel night for the group. If an additional amount is needed to cover the faculty’s travel expenses, the amount added should be the exact amount divided by the number of students attending. Money collected from the students not used for the trip must be refunded to the students upon return.

12. **Refunds to students who sign up then do not go** are required unless tickets have been purchased or reservations have been made that you cannot recover. This is based on Oklahoma law related to a tuition-bearing course, and applies whether the student drops out voluntarily or is deselected by the faculty.

13. **Alumni, students not enrolling in the course, and family members** may go on the trip, but must purchase travel liability insurance in addition to paying for travel expenses. A UCO Waiver of Liability must also be signed. Most experienced UCO study tour leaders do not recommend others going on the trip that are not enrolled in the course.

14. **The term “student”** includes all persons admitted and/or enrolled at the University of Central Oklahoma, whether full-time, part-time, concurrent, on campus, abroad, online, or any other form of enrollment. Persons not officially enrolled for a particular semester, but who are eligible to enroll or who have a continuing relationship with the University of Central Oklahoma may be considered students.

15. **International students** may participate in study tours, depending on the relationship between their home country and the destination country. They may need a visa, and will need to pay the cost of the visa. Contact Julia Hicks jhicks7@uco.edu to inquire further.

16. **Approvals required** Signatures indicating approval for the study tour are required from the Department Chair/School Director and the College Dean. The Dean will forward the packet to the Associate Vice-President of Academic Affairs for approval.

17. **Cancellation** In the event that you cancel your faculty-led short term study abroad, please notify Academic Affairs, Ms. Linda Sharp and the Faculty Liaison – CGC as soon as possible. This is important for payroll, the ORM, and record-keeping purposes.

18. The International House is available for pre- and post-trip meetings. For further information go to [http://www.uco.edu/student-affairs/international/international-house](http://www.uco.edu/student-affairs/international/international-house)

**STUDY TOUR SKILL AREAS:** These short-term study abroad courses led by faculty are as demanding as any course you will teach on campus or electronically. They require a great deal of time to plan and market before your group ever gets to the airport. Study tours actually have five *skill areas* in which a faculty leader needs competence:

1. **Travel in general** (packing, type of luggage, protecting your passport, currency exchange, dealing with weather contingencies, staying healthy, etc.)
2. **Traveling with a group, particularly students** (getting a group of people on the train in time, planning for visits to places of interest for a group of people, dealing with personality conflicts among the group, handling behavior issues)
3. **Teaching a particular discipline in an off-site location** (Example: Planning a Fashion Design Study Tour in Milan not only involves meeting with well-known designers, but also visiting textile mills in the Milan area.)

4. **Communicating effectively with all involved campus offices by correctly completing the required paperwork in a timely way.**

5. **Marketing** the faculty-led short term study abroad in a way that students will want to sign up and participate in it. Many faculty-led short term study abroad courses fail to have enough people to go because this aspect isn’t done well.

“A journey is like marriage. The certain way to be wrong is to think you control it.” – John Steinbeck

The Faculty-led Study Abroad Course that You Teach Can Be Viewed Cyclically:
Study Tour Application Checklist
(to be included in the Request to Offer a Study Tour application packet)

Thoroughly complete each step in this sequence for easier and faster approval.

__1. Write the rationale, using the template provided. NOTE: please do not add your CV.

__2. Send the form to Risk Management for your tentative trip. Include a copy in this packet.

__3. Create a syllabus for the study tour course. Items that must be included:
   __a. Course numbers for study tours are 4970/5970.
   __b. Campus contact information for all faculty participating.
   __c. Room number for pre- and post-trip meetings. Date and Time of these meetings is required. (Regents requirement)
   __d. Course Description - exactly matches description on Request to Offer a Study Tour
   __e. Texts for readings or, if a reading packet of journal articles, bibliographical data
   __f. Measureable course objectives/competencies. (see AA website)
   __g. Assignments, activities, assessments. Be certain to include how you will assess what the students know, understand, and are able to do. Were your course objectives met? How do you know? How will the grade be determined?
   __i. Itinerary of the trip. It must be complete enough that students can tell what they are going to do every day and we can total contact hours.
   __j. Link to the online syllabus attachment on the Academic Affairs website.
   __k. Cost of the trip and how they may pay it out, including when payments are due
   __l. Immunizations for travelling to that location, if applicable; suggest that the student discuss it with his/her medical professional.
   __m. Bibliography and tentative course calendar for pre- and post-trip class meetings.

__4. The Request to Offer a Study Tour form, easier to complete once you have a syllabus.

__5. The budget, which is easier to fill out once you have written the itinerary. Be certain to note if the two faculty will split the money generated by the study tour course if there are not enough students who sign up. Do not include pages of pricing for airfare, hotels, etc.

__6. Any flyer, brochure, or poster. (Can be a draft or prototype.) Common errors include putting a different amount for the cost than what is in the syllabus, misspellings, and incorrect dates

__7. Print all of this off and put it in this order:
   a. Checklist
   b. Request to Offer a Study Tour form
   c. Syllabus
   d. Budget
   e. Rationale
   f. Confirmation of approval by the Office of Risk Management
   g. Flyer, brochure, poster

__8. Obtain required signatures from your Dept. Chair and Dean/Director. TURN IT IN TO ACADEMIC AFFAIRS so that it can be placed on the tracking list of proposed study tours.
WHAT HAPPENS THEN?

Please allow 2 WEEKS for these 4 steps to take place (in addition to time needed for you to correct information in the application packet).

1. Academic Affairs receives your study tour application packet and stamps when it was received. It is entered electronically on the list of proposed study tours and sent to the Faculty Liaison – CGC through campus mail.

2. The Faculty Liaison receives the study tour application through campus mail and reviews it. She then contacts the faculty involved via email concerning corrections faculty member(s) need to make, copying Dr. LaGrow. Depending on the nature of the corrections, the Faculty Liaison may send the paperwork back to the faculty member for it to be redone, or may just hold it until changes have been made.

3. Once corrections are made, the liaison signs the REQUEST form and sends it back to Academic Affairs for approval. Note: the Faculty Liaison does not approve study tours. Academic Affairs approves study tours.

4. Dr. LaGrow will contact you concerning approval. NO STUDY TOUR IS TO BE ANNOUNCED OR ADVERTISED PRIOR TO APPROVAL FROM ACADEMIC AFFAIRS. Failure to comply may result in not being allowed to conduct future study tours.

Once your study tour is announced:

A. Advertise with flyers, posters, on your college’s website, etc. Marco Rodriguez-Linares will send you a wufoo form for you to complete, which will add it to the CGC website. (Please proofread your work prior to sending; the advertisement is posted exactly as you type it.) According to NAFSA, most students consider and decide upon Spring Break and summer activities within the first two months of the semester. Thus, by Fall Break, most students have a good idea as to whether they want to travel the following summer.

B. As students sign up, be sure to get a copy of their passport for two reasons:
   1. You need the exact spelling of their name and birthdate as they are printed on the passport in order to purchase airfare.
   2. You can look at the expiration date and make sure they don’t need to order a new one.

C. Require a down payment that is at least 10% of the total cost. Whether students pay by check or cash it is a good idea to write them a receipt. It is UCO policy that checks cannot be held for more than 24 hours. Take it to the Bursar’s window and put it in your org. If you do not have a travel org number, this is the time to apply for one.

D. If you need to set up a new organization for the tour or if you have an established organization that needs a title change the requests are on the administrative portal. Haley Dumas will process the new organization and Jeanne Munson the title change after receiving the required approvals. Go to the Administrative Portal via Internet Explorer; http://administration.uco.edu/portal. There are several options available:
Add Org new organization request  
Change Single Org change financial manager or title request  
Change Multi Org Fin Mgr same but may select multiple orgs  
*Use comment section to request deletions for security access. Proceed as directed; the steps are listed at the bottom for all request forms.

E. As soon as you have enough students to determine the travel will proceed, purchase the airfare and email Kathy Gradnigo in Risk Management the itinerary. The airfare provides the bookends for the trip, and sometimes alters the itinerary location or dates slightly.

F. Reserve special programs, performances, etc.

G. Reserve hotels; it is a good idea to spend the last night of the trip at a hotel at the airport. In this way, if there is an unexpected strike, a reality in parts of Europe, you can still make it to check in and leave.

H. Reserve ground transportation, such as trains.

I. Now you can update your syllabus to include all the things you know you are going to do and fill out your itinerary the rest of the way.

J. Meet with your students to prepare for the trip. In addition to discipline-specific content, topics needing to be covered in these meetings include:
   a. Personal safety and health issues during travel: always having water and snacks, washing hands, sleep and jet lag, medications, disclosing health concerns to faculty leader, protecting passport and valuables, alcohol consumption.
   b. Luggage, packing, clothing needed (and not needed), climate, comfortable shoes
   c. Student IT needs on the trip: phone, texting, photos, ipod
   d. Money: how much to take, currency exchange, protecting your money
   e. Adapting to cultures being visited; avoiding the “Ugly American” syndrome
   f. Conflict resolution
   g. (optional, but recommended) a trip to Traveler’s Pack store (NW Hefner & May) for travel items, packing tips, maps
   h. Make certain to leave with your supervisor for emergency purposes:  
      ▪ the number of the phone with international coverage  
      ▪ a copy of the signed, notarized waiver of liability forms (which have emergency numbers for each participant  
      ▪ a roster of the travelers with their ITIC/ISIC card numbers
   i. Special required meeting with Director of Student Conduct regarding UCO Student Conduct policies including these:

Policies regarding conduct that apply during overnight travel:
1. Over-night travel experiences are divided into in-class and out-of-class time. During in-class time, the student’s behavior will be in conformance with the same rules as on-campus activities; during out-of-class time, the student’s behavior will conform with
local laws and mores. Students must at all times behave in a manner that does not embarrass or bring discredit to the University of Central Oklahoma.

2. Over-night trips within the United States are considered full in-class time experiences. International over-night trips are divided into in-class and out-of-class time. Thus, UCO policies are always in effect on over-night trips within the United States, whereas time spent outside of class abroad, the student is expected to conform with local laws and mores.

**How misconduct is generally addressed on overnight trips:**

1. Violating in-class behavior guidelines described in the Code of Student Conduct, out-of-class local laws or mores, or bringing discredit or embarrassment to UCO, may result in one or more of the following consequences for the student.

2. Students who violate local laws or mores may be arrested or face other criminal/legal consequences, of which the university is not obligated to participate in a defense or expense.

3. UCO reserves the right to terminate further participation in the activity if the conduct is detrimental or incompatible with the interests, harmony, comfort or welfare of the program as a whole. If further participation is terminated, funds paid in connection with this activity shall not be refunded, and expenses related to early departure are entirely borne by the student.

4. Students may be referred to the Office of Student Conduct for disciplinary investigation and sanctions, if found responsible for violating a university policy. Sanctions may include, but are not limited to, warnings, educational programming, probation, and suspension.

**Typical policy violations that occur on over-night trips:**

1. While most student/faculty groups depart and return without incident, there are trends among the behaviors that do result in misconduct reports. It probably comes as no surprise that alcohol is typically a component of other behaviors that lead to incidents. Alcohol consumption, regardless of age, is a policy violation on any over-night trip within the United States. Other policy violations that are typical include disruption, failure to comply, and violation of law.

2. Students are advised of these concerns in their pre-departure meeting with an Office of Student Conduct representative and encouraged to refrain from alcohol use. They are reminded of their responsibility to refrain from disrupting the facilitation of instruction, the experience of others, and the educational focus of the trip. Students are strongly cautioned about the dangers and risks of inviting unauthorized guests to their rooms. Aside from the obvious safety implications, this can be an uncomfortable situation for their roommate, a disruption in the educational experience, and violation of privacy. Students are advised that their faculty sponsors/advisors are University Officials and to fail to comply with their instruction and local laws (public intoxication, underage drinking, disturbing the peace, etc.) is a policy violation.
**Note that a rule for overnight travel that will now be particularly emphasized for students is that under no circumstances are they allowed to bring someone not traveling with the group to the hotel room.**

Upon return:
1. File report with Faculty Liaison – CGC (can be turned in after post-travel class)
2. Turn in receipts to Travel Office
3. Submit paperwork with Blackberry (if applicable)

“Travel makes one modest. You see what a tiny place you occupy in the world.”
--Gustave Flaubert

Note that...
...Field Studies
...Faculty-led research
...Student performances and exhibits
...Coursework taught by UCO faculty to UCO students at a partner institution
...Long-term credit-earned international experience
...all follow these same requirements and that the Request to Offer a Study Tour and its accompanying paperwork is not submitted for approval from Academic Affairs.

**CaSTLE**

CaSTLE: Creating a Study Tour Leadership Experience

Creating a Study Tour Leadership Experience (CaSTLE), created by Dr. T.H. Baughman, a well-seasoned study tour leader, began at UCO in August 2008. This unique program has helped over thirty faculty members experience a “hands on” academic year of planning and implementing a faculty-led short term study abroad from start to finish, complete with students and led by someone experienced in leading study tours.

Beginning Fall, 2014, faculty may participate in CaSTLE by contacting Dr. Randy Ice, who is the CaSTLE leader. The faculty member will participate in training during the fall or spring semester under Dr. Ice’s leadership. Then, within the next two years, he/she will participate in a study tour with an experienced study tour leader.
FACULTY EXCHANGE
Faculty Exchange Guidelines: approved by the Provost’s Cabinet on June 19, 2013

Faculty exchange refers to a faculty member coming to the University of Central Oklahoma (UCO) or a faculty member going from UCO to another university for the purpose of research, scholarly or creative activities exchange. Planning for a faculty exchange should begin at the department level. Most faculty exchanges are for a brief period of 2-3 weeks, but can last as long as a semester in duration.

The benefits of faculty exchanges are numerous in helping UCO students, as well as students at the sites hosting our faculty, acquire discipline knowledge through an international lens. Faculty exchanges also certainly benefit the person going abroad to share their expertise in another setting. A seminar might bookend a faculty member leading a short-term study abroad for students or perhaps in conjunction with data collection for research. Another benefit of faculty exchanges is the networking opportunity between UCO and the hosting university. Because the faculty exchanges should not exist in a silo separated from other global activities at UCO, it is important that the offices of CGA, Academic Affairs, the Dean and Chair/Director involved be aware of the exchange.

The first question on a faculty member’s mind when they inquire about a faculty exchange is usually, “How does the money part of it work?” Participating in a faculty exchange can be considered to be similar to presenting at a conference. In other words, typically you are not paid to participate in a faculty exchange, nor does the person reciprocating the exchange to UCO. Airfare is covered by the sending university, and room/board is covered by the host university. The faculty member can expect to shoulder some of the daily living expenses just as one does at home.

For UCO Faculty:
1. Any UCO faculty member interested in an exchange should submit a proposal that explains what specific mutual benefits are anticipated from the interchange. This information will include areas of expertise the faculty member can offer the host institution, as well as how the international experience will contribute to the faculty member’s teaching and/or research. The faculty member shall also submit, with his or her application, a statement from the Department Chair/School Director or college/division designee indicating that the department or school would be able to make arrangements necessary to support the faculty member’s participation in the proposed exchange, should the proposed exchange be approved.
2. The Dean of each college will create a system to select faculty from the applicants to participate in the exchange program and forward the selected faculty names to the Provost for final approval.

3. Upon approval, the Provost will forward the names to the Faculty Liaison - CGC who will assist the faculty member arranging the exchange with a partner institution.

4. Individuals traveling with a faculty member must be approved by both the host and home institutions (Chair, Dean and AA). These individuals must sign a UCO waiver of liability and travel at their own expense.

For Visiting Faculty:
1. In consultation with the department faculty members, the Department Chair or college/division designee will send a request for a visiting faculty member to the Dean of the college. The request should outline the discipline specialty and region of the world from which the department would like a visiting faculty member.

2. The Dean of each college will create a system to select which requests will go forward to the Provost for approval.

3. Upon approval, the Provost will forward the request to the Faculty Liaison – CGC who will work with the requesting department/college/division and survey UCO’s international partners to find an appropriate faculty member for the exchange.

4. Upon confirmation of the exchange, the Faculty Liaison will work with the department chair to construct an itinerary for the visiting scholar including scheduling lodging and official meetings.

5. The Department Chair or college/division designee should work with Academic Affairs to complete necessary paperwork if the visiting scholar will be teaching or receiving an honorarium.

6. In addition, the Faculty Liaison will coordinate with the Centre for Global Competency to complete necessary paperwork including Visas when necessary.

Completed forms for UCO and visiting faculty must be submitted to begin the process. The inviting/hosting faculty member at UCO is responsible for tracking the application through the necessary departments on campus.

FULBRIGHT
Administered by the Council for International Exchange of Scholars (CIES), the Fulbright Program is the U.S. government’s flagship academic exchange effort. Activities include opportunities for faculty and students. Contact Drs. Siegfried Heit sheit@uco.edu or Amy Carrell acarrell@uco.edu UCO has a number of faculty members and students who have participated in this program.
GLOCAL PROGRAMS
Provide learning experiences to domestic and international students through events, student organizations, and several intercultural programs. Examples:

MERGE (Making Experiential Research Globally Engaging)
MERGE is an intercultural program designed specifically to meet faculty requests to incorporate the vast and rich collection of perspectives afforded by the international student population at UCO. International students associated with MERGE are eager to shed personal insight on their culture and are committed to spending time working on an academic project with members of a class in which they are not currently enrolled. Through MERGE, the CGC works with UCO professors to connect MERGE students to help give information and work with other students on a specific topic regarding their particular country. Contact Jared Scism jscism@uco.edu

Passport UCO
Not all students can travel the world, so this program brings the world to UCO. Initiated in 2004, the Passport UCO program selects a country or region to celebrate during the fall semester. Our mission is to inspire unity and understanding in the global community, while providing educational and entertaining events for our students and surrounding community. Activities include festivals, concerts, plays, readings, films, special classes, guest lectures, and of course food. Contact James Daro, jdaro@uco.edu

MENTORING STUDENTS WHO STUDY ABROAD
Some discipline areas particularly come alive for students when they actually study at a university abroad for one or two semesters. This is considered a long-term study abroad, and to meet that academic need, UCO has exchange agreements with a number of universities throughout the world. Currently, the CGC has over 30 program options for students to achieve a meaningful long-term study abroad experience. In this case, the student’s course work is taken at another university and the transcript from that university is sent here for transfer credit. It is very important, therefore, for the faculty to have a voice in coursework articulation, and to work alongside the CGC in mentoring students who wish to study abroad in a long-term commitment.

It is helpful not only to students, but also for your program, for you to look through the list of universities and their offerings on the CGC Study Abroad webpage for the purpose of finding places best suited for majors and minors in your field of study. Other U.S. universities have found that “less is more” in selecting international collaborating institutions of higher learning. In other words, when students view a large list of long-term study abroad possibilities they become overwhelmed and do not pursue these great opportunities. Students also at times think that they can’t afford long-term study abroad, being unaware that their financial aid may very well cover the cost.
Therefore, using the CGC’s list of possible locations, select two or three sites that particularly interest you and other faculty in your program. Looking at the course offerings, determine where students in your program might receive the best long-term study abroad experience. Of course, while doing this, you will take into consideration accreditation, content, and class size issues.

After doing this, the CGC suggests that you visit with Marco Rodriguez, mrodriguezlinares@uco.edu Assistant Director of the CGC, or Dr. Jan Wetsel, jwetsel@uco.edu Faculty Liaison for the CGC. They will be happy to assist you in knowing more about destinations, the student application process, financial aid, housing, transferring courses to UCO and living and travel expenses. They will also work with you in determining the best fit for your program and your students, and direct students toward the locations you have selected.

### FACULTY RESOURCES

<table>
<thead>
<tr>
<th>Academic Affairs</th>
<th>Oversees ALL faculty global activities for the purposes of teaching and learning, scholarly, creative and research activities, and service.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Global Competency (CGC)</td>
<td>Office on campus housed in the Office of Global Affairs, designed to provide international opportunities to its students, faculty and staff members. The Faculty Liaison is the “go-to” person for questions related to faculty global activities.</td>
</tr>
<tr>
<td>NUC 137</td>
<td>Supports the CGC in advising students who experience a mental health condition (e.g., mood-disorders, anxiety, disorders, stress, etc.), about how their condition(s) may impact their decision to travel, and the destinations/settings they consider, in order to maximize the potential for a successful global experience for all participants.</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>Supports CGC in determining responsibility of alleged policy violations by students participating in all global activities. During pre-departure orientation meetings, the Office of Student Conduct educates and reminds students of the university disciplinary policies, which remain in effect while participating in off campus travel activities, sponsored by the university. Additionally, the Office of Student Conduct encourages students to be positive ambassadors of the University of Central Oklahoma and maintain an awareness of the potential personal, legal, and professional consequences that may ensue due to violations of university policies and/or laws.</td>
</tr>
<tr>
<td>Office of Legal Counsel</td>
<td>Represents the interests of the university by providing legal consultation, advice, and representation to its administration, employees, and agents who have legal concerns or issues as a result of incidents occurring while he or she acted within the scope of his or her employment. The office also supports the CGC in providing due diligence to ensure the university and the CGC program remain</td>
</tr>
</tbody>
</table>
Office of Risk Management: Verifies travel is safe to various countries, and notifies faculty of necessary immunizations for prospective travel locations. Kathy Gradnigo works with all UCO employees travelling internationally.

Dr. Douglas Miller: Person on campus who determines if there is extra cost or permission involved in conducting a domestic study tour, due to various state laws.

Travel Office: Office on campus responsible for reimbursement of travel expenses and issuing the travel card.

Tips: www.nafsa.org

STUDENT FINANCIAL RESOURCES FOR GLOBAL ACTIVITIES

FINANCIAL AID: UCO students, who are participating in any approved study abroad program, may be entitled to receive financial aid. Instruct the student to check with their financial aid advisor.

Note: to be eligible for financial aid, students need to enroll in classes that will apply towards their degree at UCO, regardless of the global activity. Students must also meet all other eligibility requirements, including but not limited to, satisfactory academic progress, financial need, and minimum enrollment.

A scholarship of particular interest to students receiving financial aid:

**Benjamin A. Gilman International Scholarship**

The Gilman Scholarship Program offers grants for undergraduate study abroad and was established by the International Academic Opportunity Act of 2000. This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to enable them to participate in study abroad programs worldwide. Sponsored by the U.S. Department of State Bureau of Educational and Cultural Affairs, this congressionally funded program is administered by the Institute of International Education through its Southern Regional Center in Houston, TX.

[http://www.iie.org/en/Programs/Gilman-Scholarship-Program](http://www.iie.org/en/Programs/Gilman-Scholarship-Program)

**UCO FUNDING OPPORTUNITIES FOR APPROVED INTERNATIONAL COURSEWORK**

**UCO Global Transformative Learning Scholarship**

Provides funds for students who are participating in a long-term or short-term study abroad program approved by Academic Affairs and offered through UCO. Deadlines to apply:

- Fall Semester: last Friday of July
- Spring Semester: last Friday of November

**UCO Foundation**

The UCO Foundation has two scholarships available for short-term and long-term study abroad programs. Contact the respective college for further information.
• **DIOGENES ENDOWED STUDY ABROAD SCHOLARS PROGRAM**, in the College of Liberal Arts
• **PROFESSIONAL TEACHER EDUCATION STUDY TOUR SCHOLARSHIP**, in the ESFR Department, College of Education & Professional Studies

**OTHER POSSIBLE SCHOLARSHIP OPPORTUNITIES:**

**Boren Award for International Study**
Boren Scholarships and Fellowships provide unique funding opportunities for U.S. undergraduate and graduate students to add an important international and language component to their educations. They focus on geographic areas, languages, and fields of study that are critical to U.S. interests and underrepresented in study abroad.  
http://www.borenawards.org/

**Fulbright Scholarship**
The largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide. It awarded approximately six thousand grants in 2008, at a cost of more than $275.4 million, to U.S. students, teachers, professionals, and scholars to study, teach, lecture, and conduct research in more than 155 countries, and to their foreign counterparts to engage in similar activities in the United States.  
http://us.fulbrightonline.org/home.html

**Freeman-ASIA**
Freeman-ASIA accepts applications from U.S. citizens or permanent residents studying at the undergraduate level at a two-year or four-year college or university who demonstrate financial need to study abroad in East or Southeast Asia. This award provides need-based funding to assist the recipient with the cost of the study abroad program and related expenses, including airfare, basic living costs, local transportation, books, etc.  

**The Melton Art Reference Library Scholarship**
The Melton Art Reference Library is a center for art research located in Oklahoma City, OK, and is a comprehensive resource library, offering information on national & international artists, especially artists that are less well-known to the general public. Details pertaining to this major-specific $1500 scholarship can be found at this link:  
http://www.marl-okc.org/art_abroad_scholarship.cfm

**TEACH Grant**
This grant opportunity is for students who plan to teach in a high-need field at schools that serve low-income students. This grant has many conditions and it will convert to a Federal Direct Unsubsidized Stafford Loan if you do not meet all of the necessary obligations. If you are
a TEACH grant recipient, you may be able to use funds from this grant toward faculty-led global activities. Further information may be found at http://www.uco.edu/em/your-central-investment/financial-aid/grants.asp

**Fund for Teachers**
Public school classroom teachers and administrators who are pursuing a graduate degree may be eligible for the Fund for Teachers program. Fund for Teachers enriches the personal and professional growth of teachers by recognizing and supporting them as they identify and pursue opportunities around the globe that will have the greatest impact on their practice, the academic lives of their students and on their school communities. http://www.fundforteachers.org/

**Brad Henry International Scholar**
Established in 2008 by the Oklahoma State Regents for Higher Education, the Brad Henry International Scholar program provides a $10,000 stipend for selected students to participate in semester-long study or research programs affiliated with Swansea University, Swansea, Wales.

**The Turkish Coalition of America (TCA)**
TCA awards up to 100 scholarships per year for African American, Hispanic American and Native American students. These scholarships are awarded to eligible undergraduate and graduate students who have been accepted to a university in Turkey, The Turkish Republic of Northern Cyprus (TRNC) or Bosnia and Herzegovina.

**FREQUENTLY ASKED QUESTIONS**

1. **Are there certain countries to where travel is restricted?**
Yes, and the Office of Risk Management considers whether locations are safe for faculty and student travel based upon recommendations made by the U.S. government. That is why you need to consult with the Office of Risk Management prior to planning your study tour as well as just before leaving. The United States Department of the State has a free app that you can download to your iPhone or iPad. It tells you where travel is currently restricted or not recommended for US citizens.

2. **Where does Academic Affairs prefer that you travel?**
Academic Affairs wants you to travel to locations that will enrich your particular field of study, taking into consideration health, safety, and economic issues.

3. **What criteria determine the APPROVAL of a study tour?**
Following the instructions as explained in the Faculty Global Activities Handbook. Filling out all of the paperwork thoroughly helps your faculty-led short term study abroad to be approved more quickly.
4. **Who funds study tours?**
Faculty-led short term study abroad courses are funded by the students going on the study tour. The faculty member leading the tour creates a budget to determine how much to charge each student to cover air and ground transportation, housing, museum admissions, etc.

5. **How much out of pocket is it for faculty?**
The students are each charged a small additional amount that covers the faculty member’s airfare, lodging, and other expenses for the trip. Obviously, the cost is mostly determined by the location and duration of the study tour, and faculty may choose to pay for part of the expense in order for the trip to make.

6. **Do faculty have control of content and what experiences the students will have?**
Yes, the course is required to have the same academic rigor as any other UCO course. The college deans ensure the quality of the proposed study tour.

7. **How to get started? If I have an idea for a study tour what would be the first step to take?**
Contact Dr. Jan Wetsel, the Faculty Liaison for the Centre for Global Competencies.
[jwetsel@uco.edu](mailto:jwetsel@uco.edu)

8. **How do I get paid for teaching the study tour?**
You are paid at the adjunct rate for teaching the course, just as you would be any other course, in the summer or intersession. Study tours are not included in load during the fall or spring semesters. The adjunct rate is based upon your highest educational degree and the number of credit hours of the study tour. Your salary is paid from the tuition generated from the study tour. If insufficient funds are generated to pay the full amount for the credit hours generated by the study tour, you may elect to cancel the study tour or receive a reduction in financial remuneration.

9. **How do I market my study tour?**
You market your faculty-led short term study abroad with flyers, posters, and on the CGC website. All printing costs are paid by you personally. Some colleges and departments assist with printing costs, so check with your Department Chair. You may also be able to post it on your colleges’ website. The CGC also hosts an annual *Study Tour Spectacular* in November, which gives faculty the opportunity to set up information about their faculty-led short term study abroad programs in the North University Center.

10. **How many professors can go on one tour?**
The more you take, assuming everyone wants their way paid, the more it will cost the students. The number of faculty leading the study tour should be in proportion to the number of students going and to accomplish the course objectives. If additional faculty want to go and pay the set amount that students are paying, they are welcome to do so.
11. Does the tour have to be “abroad” or could we take a tour within the US?
No, it doesn’t have to be abroad. Many great faculty-led short term courses have been offered within the U.S.

12. How can students set up payment accounts for trips?
Once students have signed up for the study tour and paid the down payment, you work with Drew Duke in the Bursar’s office to get it set up on students’ accounts.

13. Communication issues-phones in int’l tours-UCO loan of appropriate phone for a particular country?
This really depends upon the country. UCO does have Blackberry’s for check out, with the cost being paid by your department. (You pay for personal calls and texting.)

14. Topic: Safety of travel faculty liability related to safety. How is safety assessed?
There are a number of issues related to safety during travel. Part of this involves the location to which you are going, and part of the safety issue involved international travel in general. Safety is assessed by the faculty member, with the assistance of the Faculty Liaison – CGC and Kathy Gradnigo in the Office of Risk Management.

15. How are emergency situations handled abroad?
UCO has a protocol for faculty to follow as is outlined in the Faculty Global Activities Manual

16. Is there financial aid for graduate students wanting to study abroad?
Yes, there is some. Check out the [STUDENT FINANCIAL RESOURCES FOR GLOBAL ACTIVITIES](#) page.

17. How long is the average study tour? Is there a required length? Hours per day?
The typical faculty-led short term study abroad is around 12-14 days. The minimum length of time is two days. Eight hours per day may be counted toward the contact hours for a study tour.

18. I would like to offer a study tour for my students. As the mom to young children, I would need to have my children close. Is it possible for me to pay the way of a sitter and my children in order for them to be with me on location? Would this cause a problem if I paid their way?
It could cause a problem, due to liability issues. UCO recommends that you leave young children at home. This depends on where you are travelling to and what the activities will be.
SUGGESTED READINGS


