

## Study Tour Handbook

Thoroughly complete each step in this sequence to ensure a successful, academically rigorous Study Tour.

- \_\_1. When writing the rationale for the study tour, make sure briefly to address the following issues:
  - \_\_a. the academic goals of the proposed study tour, and their relation to the academic discipline(s), indicated by the proposed course prefix(es), in which credit for the study tour would be awarded.
  - \_\_b. the instructor's or instructors' preparation and background to offer this study tour course.
- \_\_2. Contact the university's Risk Management Manager, Kathy Gradnigo, at [kgradnigo@uco.edu](mailto:kgradnigo@uco.edu) and complete the necessary travel reporting documents for the proposed Study Tour. Please note any and all safety concerns, including those related to current political issues, and also note any immunizations that are required or recommended for travel to the Study Tour's destination(s).
- \_\_3. If your study tour destination is outside of Oklahoma but within the United States, also contact the university's Assistant Director of Operations and Compliance, Dr. Douglas Miller, at [dmiller52@uco.edu](mailto:dmiller52@uco.edu).
- \_\_4. Create a syllabus for the study tour, following the syllabus guidelines provided by Academic Affairs, by your college, and by your department/school. Study tour syllabi must include:
  - \_\_a. The appropriate course number(s): 4970 for an undergraduate section; 5970 for a graduate section. Study Tours are senior-level/graduate-level courses, and the course requirements should meet Regents' course-level requirements for courses at these levels.
  - \_\_b. Contact information for the faculty members leading the study tour.
  - \_\_c. Building names and room numbers for all pre- and post-trip meetings.
  - \_\_d. A course description that exactly matches the course description on the "Request to Offer a Study Tour" form.
  - \_\_e. A list of required and suggested readings, including bibliographic data for all assigned articles. Students are expected to complete background readings prior to the study tour so that they will be able to appreciate the sociocultural, historical, and other disciplinary contexts of their experiences during the tour. Maps and videos are also helpful in providing students with background knowledge prior to a trip.

- \_\_\_f. Course objectives/competencies, including the Transformative Learning statement and Transformative Learning objectives, written in complete sentences and with a level of detail appropriate to a senior-/graduate-level course.
  - \_\_\_g. A calendar and description of assignments, activities, and assessments, as well as a brief description of the ways in which you will assess whether students have or have not met the stated course objectives.
  - \_\_\_h. A description of the way in which grades for class will be calculated.
  - \_\_\_i. A detailed itinerary of the trip that describes what students will do each day during the study tour. This information will be critical in calculating the total contact hours for the study tour.
  - \_\_\_j. A link to Academic Affairs' "Student Information Sheet and Syllabus Attachment."
  - \_\_\_k. A statement detailing the cost and the payment schedule for the study tour.
  - \_\_\_l. A description of all immunizations required and recommended for travel to the study tour's destination(s).
  - \_\_\_m. A list or readings and tentative calendar for pre- and post-trip meetings.
  - \_\_\_n. A reminder that faculty and students are representatives of the university and that all university policies and procedures will remain in effect throughout the study tour.
- \_\_\_5. Complete the "Request to Offer a Study Tour" form.
- \_\_\_6. Complete the "Study Tour Financial Planning Form," and note whether study tour leaders will be splitting the salary for leading for tour. Comparison information for pricing various hotels in the locations the Study Tour will visit does not need to be included in the study tour proposal packet.
- \_\_\_7. Submit your proposal packet to your Department Chairperson/School Director for review. The Department Chairperson/School Director will forward approved proposals for review to the Dean (and, if applicable, to your college's Study Tour Oversight Committee) for review. The Dean will forward approved proposals to the Office of Academic Affairs for review by the Assistant Vice President for Global and Cultural Competencies and final approval by the Associate Vice President for Academic Affairs.
- \_\_\_8. Proposals for study tours to be offered during the fall semester, including study tours offered during the summer (August) intersession, are due in the Office of Academic Affairs no later than the first Friday of the preceding February. Proposals for study tours to be offered during the spring semester, including study tours offered during the spring (December-January) intersession, are due in the Office of Academic Affairs no later than the first Friday of the preceding August. Proposals for study tours to be offered during the summer term, including study tours offered during the

summer (May) intersession, are due in the Office of Academic Affairs no later than the first Friday of October.