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# Guidelines for Global Field Courses Domestic and International

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EASTERN CONNECTICUT STATE UNIVERSITY

**GUIDELINES FOR DOMESTIC AND  
INTERNATIONAL GLOBAL FIELD COURSES**  
SCHOOL OF CONTINUING EDUCATION

**Introduction**

This Guide is designed to serve as the primary source of information for travel courses taught by academic departments. Its purpose is to acquaint faculty with the various travel course models, to outline the resources available to support these courses, and to articulate the relevant policies and procedures that guide the university's short-term educational travel programs. Such courses are referred to as "Domestic and International Global Field Courses."

**What is a Global Field Course?**

A Domestic or International Global Field Course at Eastern Connecticut State University is an experience 1-5 weeks long carrying Eastern course credit and belonging to a host academic department or collaborating departments, taught in part or entirely on-site in locations away by Eastern faculty, or a combination of Eastern faculty and faculty or practitioners from a visited institution or host country.

**Philosophy**

International Global Field Courses are an important component of Eastern's commitment to education. More than 250 students and 25 Eastern faculty have participated in these global programs, which have ranged in length from 1-5 weeks on five continents. The Global Field Courses reinforce an understanding of different cultures and complement the strategic initiatives of the University.

## **Administrative Processes**

The School of Continuing Education (SCE) is charged with responsibility for overseeing specific administrative aspects of Domestic and International Global Field Course offerings. This includes, but is not limited to: building campus support for the Global Field Course programs; facilitating the Global Field Course approval process; developing application and promotional materials; familiarizing faculty with the university support systems such as the offices of the Bursar, Financial Aid, Purchasing and Accounts Payable. SCE also provides information relative to risk management; selecting travel service providers; setting up financial accounts; and scholarships. The processes in place have been designed to minimize institutional liability, promote academic integrity, set and collect program fees, and make payments to vendors.

### **What is a Travel Service Provider?**

A Travel Service Provider is an organization specializing in conducting international tours specifically for school groups. Faculty often enter into agreements with such organizations that include arranging flights, lodging, meals, sightseeing side-trips, museum visits, etc. The faculty member overseeing the Global Field Course provides lectures and other instructional material for the students.

### **Getting Started**

A Domestic and International Global Field Course (courses away) shall meet the same basic academic requirements as courses offered on the Eastern campus, including: having a course syllabus in which the itinerary; course activities; reading list and means of evaluation are defined; scheduled meeting times; the required number of contact hours for the number of credits offered; evaluation, and submission of grades in a timely manner.

Faculty interested in developing an International Global Field Course course shall begin by meeting with the Dean of the School of Continuing Education to discuss these Guidelines and how they are implemented. Faculty shall also consult with their department chair and/or colleagues to discuss plans and gain departmental approval for the course offering.

Once preliminary departmental approval has been obtained, the following questions should be considered as the course abroad is developed:

## **General Questions**

1. What evidence is there of student interest for the Domestic and International Global Field Course (including its location and content)?
2. How will the Global Field Course be marketed? What student populations will be targeted for promotional activities?
3. How will the Global Field Course program fit into the range of programs already offered by Eastern? Does this program compete with or complement those existing programs?
4. What will be the cost to students?
5. When will the tour take place?
6. What are the potential safety issues of foreign and domestic travel?
7. What will you put in place to ensure the safety and well-being of the students?

## **Cultural/Logistical Questions**

1. How will the Global Field Course program integrate students into the local academic and/or community lives of the country visited?
2. What is the nature and degree of exposure to the host culture and language?
3. How will the pre-departure materials and session(s) prepare students for the academic and intercultural experience?
4. What library, computer, and research facilities are available at the Global Field Course site? Are these sufficient for students to complete assigned work?
5. What is the nature of support services available to students on-site? Have health clinics, a hospital, the nearest consulate or embassy been identified in case there is an emergency?
6. How will students be counseled to spend their free time? Will the faculty director be available after hours and on weekends?
7. How will you contact students' relatives should an emergency occur?
8. How will you ensure that students depart and return with you?

## **Academic Criteria for Domestic and International Global Field Course Courses**

1. Is the academic rigor comparable to courses offered on campus?
2. Are the prerequisites clearly stated and appropriate?
3. Does the course enhance or supplement, rather than duplicate on-campus curriculum?
4. If this is a new course, should it be approved by the Curriculum Committee or is it a one-time offering?

5. What are the intended academic goals of the program? Are these goals feasible given the program duration and the resources and facilities available to the students?
6. Who is the intended audience for the Global Field Course? Does the course have a broad enough appeal (i.e., is it a general education course or a required course for majors or minors) to attract a sufficient number of applicants?
7. What are the academic advantages to conducting this course abroad?
8. What are the advantages to the specific international or domestic site proposed?
9. What are the qualifications of the faculty? Does the faculty director have prior experience in this country or region? Does the faculty director have prior experience in directing a group of students domestically or abroad? Will the program use host faculty? If so, how will they be selected? What are their qualifications? How will they be paid?
10. What are the admissions requirements for the program?
11. Is the projected program size conducive to an effective learning environment, given the location, facilities, and proposed activities?

## **Program Design**

### **Domestic and International Global Field Course Models**

at Eastern Connecticut State University

Domestic International Global Field Course programs can be organized to occur in the **Fall Semester, Winter Session, Spring Semester, or Summer Session**. They are most commonly offered during Winter Session (late December to January) and Summer Session (June through August). When offered in the Winter Session and Summer Session terms, the courses are established through the normal Continuing Education process.

Another model that may be considered is the “**embedded**” program in which the in-country experience is embedded in either the Fall or Spring semester. Eastern faculty are increasingly offering Spring semester courses with embedded in-country experiences scheduled over the week of **Spring Break**. This is a popular option for full-time students, primarily because the tuition for this special course is included in their regular semester’s tuition. However, assignment of faculty load for the course with an embedded international experience requires more intricate planning within the academic department. Faculty wishing to offer a Global Field Course course using the embedded model are encouraged to discuss the course with their department chair and the Dean of the School of Continuing Education. Faculty who consider offering a Spring course abroad are also encouraged to plan six months in advance, as the recruitment for this Global Field Course and course registration will occur in the Fall semester several months prior to the spring break trip.

In addition, a Global Field Course may follow a Spring semester course in which the domestic or international experience takes place immediately following commencement. Students register for the Global Field Course during the Spring semester as part of their course load; engage in pre-trip orientation and lecture sessions during the spring; receive an incomplete grade at the conclusion of the semester; and participate in the International Global Field Course during the summer. At the conclusion of the Global Field Course the student will receive a “grade change” from incomplete to a letter grade.

Faculty are encouraged to carefully consider the following issues:

**Location and Time of Year:** Travel to most locations can be classified as either “peak” or “off peak” depending on the time of year. The cost of travel to and within the location may change significantly depending on whether it is peak or off-peak.

**Staffing:** Global Field Course programs can be directed by one or two faculty members. Unless the anticipated student enrollment is greater than 25 students, the ability of the program to bear the additional administrative costs of three faculty and still be affordable is unlikely. Ideal staffing levels are 1 faculty member for 10 students. The travel costs for faculty should be spread across all the students’ expenses and appear on the budget as **Administrative Costs**.

**Itinerary Selection:** Keeping in mind that more is not always better, Global Field Course proposals should make a good case for the amount of travel proposed. As travel itineraries are developed, faculty are encouraged to pay close attention to the length and complexity of the travel itinerary, keeping in mind that both will contribute to the price of the program and that students will also need to pay the tuition and fees for the coursework associated with the program unless part of the regular fall/spring semester load.

**Itinerary Modifications:** Itinerary modifications made on the basis of safety and security will be based on information provided by the U.S. Department of State often conveyed as “Travel Warnings”.

**Program Credits:** While the academic deans have the authority to determine the number of credits for a given travel study program, the general rule to be followed is that the number of credits to be earned should equate with the requirements and assignments associated with regular semester courses.

**Scheduling:** The earliest departure date for summer courses abroad is the first calendar day following commencement. Travel plans should not require students to miss any regular fall or spring semester classes.

**Contact hours:** A contact hour is generally defined as time spent in an activity that engages students in the learning objective(s) of the course. This can include lectures, site visits, excursions, discussions and/or student presentations. It is important to differentiate between time spent in travel status and time spent engaged in the pursuit of the academic

objectives of the course. A three-credit course should require 45 contact hours of engaged learning.

**Site visits:** Site visits are critical to the objectives of a Global Field Course. Significant thought should be devoted to how site visits will be structured, when they should be scheduled, and how the students will be required to synthesize the visit with the course curriculum. Faculty should inform students of costs and payment arrangements for site visits (student pays on-site fees; faculty member pre-collects admissions fees. etc.)

**Unstructured time:** While it is certainly important for program participants to have some “downtime,” it is recommended that faculty schedule unstructured time judiciously and carefully outline what is considered an acceptable use of the unstructured time. Too much unstructured time could cause the academic integrity of the program to be questioned. On the other hand, too little free time could lead to exhaustion or information overload.

**Independent Travel:** Independent travel is not encouraged. If independent travel is pursued, a release form that releases the University from liability must be signed. If the Global Field Course program allows for a significant span of unstructured time in which students might arrange independent travel away from the host site, it is important for faculty to take proactive steps to ensure students’ safety. Faculty conducting Global Field Courses should insist on a student schedule that provides a complete itinerary of travel while the student is engaging in independent travel. Carefully outlining the geographic boundaries and insisting that students travel in pairs or small groups help achieve this goal. Contact information and time of return from independent travel are of paramount importance. The release form must be signed prior to independent travel or it will not be permitted.

## **Planning Resources When Traveling Out of the Country**

1. Through the use of the Internet, incredible volumes of travel-related resources are immediately available. Faculties are encouraged to visit the following sites to gain background information on the country/countries to be visited:  
<http://www.travel.state.gov/>
2. **Category: Safety.** This official site of the U.S. Department of State’ Bureau of Consular Affairs contains up-to-date information on the general, economic, medical, and other conditions in most countries of the world and, when necessary, provides guidance on areas to be cautious of or avoided altogether. Specific links available through this site include: Travel Warnings and Consular Information Sheets, a List of Current Warnings and Public Announcements, and Travel Publications, including such documents as *A Safe Trip Abroad*, *Tips for Students*, and *U.S. Consulates Help Americans Abroad*.
3. [http://www.ciee.org/study\\_abroad.cfm?subnav=Faculty](http://www.ciee.org/study_abroad.cfm?subnav=Faculty)  
**Category: Health.** The Council on International Educational Exchange’s Health

Check for Study, Work and Travel Abroad site. This site is especially geared toward the student traveler.

4. <http://www.usc.edu/dept/education/globaled/safeti/>  
**Category: *Safety*.** The SAFETI (Safety Abroad First - Educational Travel Information) Clearinghouse Project is funded by FIPSE (the Fund for the Improvement of Postsecondary Education) of the US Department of Education. It is a part of the Center for Global Education at the University of Southern California and provides a well-organized database of articles and policies, largely adopted from the Peace Corps Pre-departure Handbook.
5. <http://www.cdc.gov/travel/>  
**Category: *Health*.** The Center for Disease Control's Travelers' Health section provides general information on health concerns associated with regions of the world, as well as information on the immunizations required to visit certain countries or regions. While it is always best for travelers to check with their personal physicians before traveling, this site does offer good general information.  
<http://www.who.int/ith/>

**Category: *Health*.** The World Health Organization's International Travel and Health site

6. <http://www.ccsu.edu/cie/agreem.htm>  
**Category: *Itinerary Planning*.** CCSU has an extensive network of partner universities abroad. Using a partner university as a "home base" for a course abroad program can be cost effective and, at the same time, strengthen the partnership by providing opportunities for faculty and students from both universities to interact in an academic setting.
7. <http://www.lonelyplanet.com/destinations/>  
**Category: *Itinerary Planning*.** Lonely Planet's Destination site offers a user-friendly search engine for quick access to detailed destination guides, complete with maps, for hundreds of countries and cities worldwide.
8. [www.wtgonline.com/navigate/world.asp](http://www.wtgonline.com/navigate/world.asp)  
**Category: *Itinerary Planning*.** World Travel Guide's detailed country descriptions, including business profiles, climate information, and maps.
9. <http://www.towd.com/>  
**Category: *Itinerary Planning*.** This directory puts travel planners in touch with official government tourism offices, visitors' bureaus, chambers of commerce and similar agencies. These offices can be utilized to arrange site visits and custom

tours, not available commercially.

10. In addition to these web resources, Eastern faculty who have led International Global Field Courses in the past are an excellent source of information.

## **Global Field Course Proposal**

Once a Global Field Course program has been conceptualized, a Global Field Course Proposal form shall be developed and routed to the appropriate **department chair(s), dean and academic vice president for approval**. The proposal should then be forwarded to the Dean of the School of Continuing Education to approve the proposal and to facilitate the marketing and promotion of the program.

### **Establishment of Academic Courses**

The host academic department has complete authority over the academic course(s) associated with a Global Field Course course. It is, therefore, the responsibility of the host academic department to submit the appropriate paperwork to create the course section(s) and assign faculty load or initiate Winter Session or Summer Session compensation.

### **Budget Development**

Developing the budget for each course abroad travel program is one of the most critical steps in the administration of an International Global Field Course program. While programs must be priced affordably for Eastern students, the selling price of the travel program must be sufficient to cover all program costs and provide a small margin for unforeseen emergencies and other costs of doing international business, such as fluctuating exchange rates, and changing airline costs. Faculty travel costs (Administrative fee) must be built into the charges paid by each student. **A final budget must be cleared by the Dean of the School of Continuing Education.**

Enrollment/cancellation and payment deadlines will be established. This date is typically set in relation to the deadlines set by travel service providers or airlines. In most cases, for example, the airlines require confirmation or cancellation of space **90 days prior to departure in order** to avoid cancellation penalties. In all cases, enrollment/cancellation deadlines will be set to occur several business days prior to the deadlines set by travel service providers in order to allow time for the cancellations to be made and penalties avoided.

### **Enrollment Targets**

It should be noted that there may be two different target enrollment numbers associated with a travel study program: one being the minimum number of students required to run the travel component of the program outlined by the service provider, and the other being

the minimum number of enrolled students required to ensure the academic course will run. For example, a travel service provider being used might require a minimum of 12 people for a stated price to prevail, while the academic dean may require only 9 students be enrolled in the course in order for the faculty to get full credit/pay for the course.

Consistent with article 5.17.2 of the AAUP collective bargaining agreement, “class size limits shall be determined on sound education principles by the appropriate academic dean in consultation with the department or interdisciplinary program.” The faculty member(s) leading the course abroad program is/are responsible for contacting the dean’s office to determine the minimum number of enrolled students required to run the academic course(s) associated with the course abroad program. Generally speaking, academic courses are required to have at least nine students enrolled in order to run. A 3 or 6 credit course for the students will equate to 3 or 6 Faculty Load Credits for faculty.

## **Costs & Funding**

### **Faculty Compensation – Winter Session and Summer Sessions**

The School of Continuing Education has complete responsibility and authority, consistent with the collective bargaining agreement, for the calculation and payment of faculty salaries associated with courses abroad during the Winter and Summer Sessions.

### **Faculty Compensation – Regular Semester Load Assignment**

The vice president for academic affairs and/or the academic deans establish the minimum enrollment levels and load assignment for all courses, including those offered in connection with courses abroad. Generally speaking, at least nine (9) students must be enrolled in a program in order for it to run. This number also applies to course abroad programs.

## **Course Tuition and Fees**

Students register for the course associated with the International Global Field Course through the Office of the Registrar in the same manner they would register for any course offered in the same semester, Winter or Summer Session. All tuition and fees are payable to Eastern Connecticut State University.

## **Collecting of Revenue & Payment to Vendors (Bursar’s Office)**

All checks and/or money orders from participants are payable to Eastern Connecticut State University. Monies collected by the faculty conducting the Global Field Course are deposited at the **Bursar’s Office in a Special Account** set up by Continuing Education. The Dean of the School of Continuing Education must sign off as well. It is the faculty member’s responsibility to withdraw money from the special account in the form of

checks payable to the various vendors providing service relating to the Global Field Course (airlines; hotels, youth hostels, bus companies, museum fees, train transportation, etc.). **Under no circumstance should faculty use personal banking/checking accounts as a means of collecting, depositing, or paying vendors relating to International Global Field Courses.**

## **Faculty Travel Support**

Faculty are encouraged to seek additional funding from other sources, including their department and/or dean, and/or Office of the Vice President for Academic Affairs. Faculty travel costs will be amortized across the number of students participating in the course abroad program. This will appear as an “**administrative fee**” to be paid by the participants in the Global Field Course.

**A Travel Authorization Form must be prepared for all faculty conducting a Global Field Course program in order to properly document the trip as official university business, as well as to provide a vehicle through which faculty may be reimbursed for authorized travel expenses paid out-of-pocket. The faculty will be responsible for routing the document through the normal university channels to secure the required signatures.**

## **Risk Management**

### **Faculty Concerns**

Faculty shall assume responsibility for students when leading Global Field Course programs. There is a “duty of care” imposed upon faculty who conduct these programs. Examples of duty of care include: ensuring students receive proper medical treatment should they become ill or injured; exercising due diligence to ensure students maintain group standards; and, generally speaking, being knowledgeable about the destinations to be visited and the travel service providers being used.

In practice faculty should, at minimum:

- be familiar with the students’ medical conditions as disclosed by the students on the **Statement of Fitness Declaration and Student Medical History forms** provided to each faculty member;
- be knowledgeable about the means of requesting emergency medical treatment in the host country;
- be informed about the emergency services provided by U.S. Consulates and Embassies abroad;
- carefully define “class time” and “free time” on the program itinerary, and set in writing the parameters on how “free time” may be used (define acceptable geographic radius students may travel, require students to inform faculty what

- they have planned for their “free time,” encourage use of the “buddy system” when traveling outside the group, require students to always have the hotel telephone number with them, etc.).
- inform students of risks when touring cities, towns, or visiting hosting universities
  - inform students that they will need to sign the Release of Liability and User Indemnity Agreement for Extra Curricular Travel During a Global Field Course form in order to separate from the program during the time period abroad.
  - **Prior to departure, provide a list of students participating in the Global Field Course for the Dean of Continuing Education with dates and location of travel.**

Faculty conducting Global Field Course programs should be aware of the potential for problems to occur while traveling. Whether perceived or real, these problems must be addressed appropriately and in a timely manner. All medical emergencies that occur during a Global Field Course program must be reported to the Eastern administration (via police department) as soon as possible following the occurrence. The police department will relay the information to the appropriate administrator.

In the event of an emergency during a Global Field Course program resulting in a claim of liability, the faculty may be indemnified by the State of Connecticut Attorney General’s Office in ensuing legal affairs so long as they have not been negligent in their duties. (See Connecticut General Statutes §4-165 and §5-141d).

## **Student Concerns**

Once students have decided to participate in a Global Field Course they will be asked to complete a **Global Field Course Student Application** that includes: the Statement of Responsibility, and Health Insurance and Emergency information, and the Warning of Risk Document as well as Passport Number (if abroad). These forms are intended to advise the students of the risks inherent in travel, assign certain responsibilities, and obtain health and emergency contact information from them to be used in the event of a medical or other emergency.

## **Medical Concerns – Faculty**

Faculty are encouraged to contact their health insurance provider prior to embarking on a Global Field Course program to learn about the carrier’s provisions for overseas care and the procedures to be followed should medical treatment become necessary (if international travel).

Injuries sustained during the conduct of a Global Field Course program may fall under the State of Connecticut Workers’ Compensation Plan. Should an injury occur, faculty should keep a written record of the details including the date, time and circumstances of the accident, as well as the names and contact information of any witnesses. Medical emergencies must be reported to the Eastern administration (via police department) as

soon as possible. All medical bills should be retained. Complete information on the Workers' Compensation Plan is available in Eastern's Human Resources Office.

## **Medical Concerns – Students**

The University requires all students participating in Global Field Courses to be covered by appropriate medical insurance. During the pre-departure orientation, students are directed to contact their insurance provider to determine the carrier's provisions for care overseas and the procedures to be followed should medical treatment become necessary. Students are required to furnish the name of their health insurance company on the **Health Information/Emergency Contact form**. Faculty should have copies of this information with them during the course of the Global Field Course. **Student must provide evidence of health insurance coverage.** Students are advised to review their Eastern Student Medical Policy for coverage while on the Global Field Course. Students are required to purchase the International Student Identification Card (ISIC) which is included in the price of the trip.

## **Marketing Your International Global Field Course Program**

### **Promotional Materials**

The promotional materials used for Global Field Course programs are legally binding and care should be taken when they are developed. At minimum, the following information must be included in any materials used for course abroad promotion:

- the program dates and destination(s);
- the program price, a description of the services included in that price, and the minimum number of participants required for that price to prevail;
- the Cancellation Policy, including the program-specific date by which cancellation may be made in order to avoid penalties;
- a listing of the academic courses associated with the program;
- contact information (telephone and fax numbers, e-mail address) for the faculty member(s) leading the program;
- a narrative description of the academic requirements of the program;
- a reminder that passports, visas, and inoculations may be required when studying abroad; and the following statement with regard to travel safety awareness: *“The Connecticut State University strongly recommends participants read the current U.S. Department of State Consular Information Sheet(s) and travel advisories and consider this information in the decision making process. This information is available on-line through the Department of State’s website at <http://travel.state.gov>.”*

## **Promotional Methods**

The most successful methods of promoting a Global Field Course are classroom announcements and one-on-one discussions. Faculty are encouraged to repeatedly announce their Global Field Course program in their classes and to ask colleagues to announce the opportunity as well. A passive approach will simply not work.

Individual Global Field Course program brochures may be developed and printed by the sponsoring faculty/academic departments at their own expense. In addition to the promotional materials described above, faculty are encouraged to make use of the following media to promote all Global Field Course programs:

- A press release to local media through the Office of University Relations;
- Announcement on the Continuing Education website;
- Announcement in the Student Newspaper
- Announcement at public venues at the university

## **Student Application and Enrollment Processes**

### **Accessibility**

Eastern Connecticut State University is committed to a policy of non-discrimination, equal opportunity and affirmative action for all persons regardless of race, color, religion, sex, sexual orientation, age, national origin, marital or veteran status or disability. This policy is applicable to all employment practices, admission of students, programs and services to students, faculty, staff and the community. This policy is equally applicable to off-campus programs sponsored by Eastern, such as the course abroad programs.

### **Accommodation**

Persons with a disability who desire to participate in a Global Field Course and who require accommodation should provide appropriate documentation to the faculty organizing the Global Field Course program as soon as possible so that the availability and feasibility of accommodation abroad can be evaluated.

### **Application Process**

Students apply to participate in a Global Field Course program by completing a **Global Field Course Student Application** form and submitting it to the faculty conducting the program, along with the required program deposit. It is the faculty member's responsibility to determine if the applicant qualifies for the Global Field Course by meeting all prerequisites and by not being involved in unresolved judicial matters. All forms are included in this packet.

### **Enrollment Process – Academic Courses**

Students register for the Global Field Course program through the Office of the Registrar

in the same manner they would register for any course offered in the same semester. All tuition and fees are payable to Eastern Connecticut State University.

The basis upon which a student may be denied enrollment in a Global Field Course program includes but is not limited to: failure to maintain good academic standing, inadequate course prerequisites, or evidence of pending or resolved judicial proceedings.

### **Non-degree Student Enrollment/Participation**

Eastern faculty receive frequent requests from non-students (i.e., spouse or friend of an enrolled student or participating faculty member) to participate in a Global Field Course program without enrolling in the academic coursework. Such enrollment is permitted on a space available basis and requires the permission of the faculty member(s) leading the program. Guests of the program must complete all required authorization and release forms and pay all costs associated with participation in the Global Field Course program. In the case of family members accompanying faculty on Global Field Course programs, it is noted that this should not interfere with the faculty member's ability to fulfill all responsibilities associated with the program. In general, Eastern shall not admit any participants under age 16, unless accompanied by a parent or legal guardian.

### **Pre-Departure Orientation Programs**

It is expected, that the faculty conducting Global Field Courses hold several group meetings prior to departure in order to review specific program objectives, academic requirements, and share additional information relating to the academic course(s) and destination(s) to be visited. It is at these meetings faculty will review risk factors relating to their International Global Field Course.

### **Termination of Participation in a Global Field Course\***

It is possible that it will become necessary to terminate a student's participation in a Global Field Course program once the course has started. Incidents that may warrant a student's termination from the Global Field Course program may include, but are not limited to:

1. Violations of the laws of the host site;
2. Acts considered to be harmful to themselves or others;
3. Acts likely to be offensive to the host, or offensive to others;
4. Failure to observe satisfactory academic or professional standards;
5. Physical or mental incapacitation;
6. Engaging in unauthorized activities inconsistent with the purpose and best interest of the program.

Faculty who consider terminating a student's enrollment in a Global Field Course program are requested to confer by telephone or fax with their academic dean or Eastern's Judicial Officer. Caution should be taken to ensure that due process is afforded

students in all instances. Once dismissed from a Global Field Course, the student loses access to all group travel arrangements that have been made for the course, except for the return airline ticket. Arrangements should be made for the student to immediately return to their home. If the student is not agreeable, s/he is informed that s/he has lost access to all group travel arrangements for the duration of the program, and is responsible for his/her own arrangements/actions until returning to the U.S. In all cases Eastern's administration must be informed of the circumstances surrounding the decision.

\*Students are informed of the termination clause during the pre-departure orientation.

## **Post-Program Student Survey**

The sponsoring academic department's Departmental Evaluation Committee may wish to evaluate the academic courses offered during the Global Field Course program as part of their standard departmental course evaluation process.

## **Program Cancellation**

### **Cancellation by Eastern due to Low Enrollment**

The decision to offer the course section relating to the Global Field Course is the responsibility of the academic dean, working with the academic department and the Dean of The School of Continuing Education. The decision to run or cancel the Global Field Course program based on enrollment levels rests with the academic dean and the Dean of the School of Continuing Education, consistent with the cancellation/penalty date(s) established by the travel service providers being used for the program. Therefore, close communication between the dean's office and the faculty member conducting the Global Field Course is critical. Because all students enrolled in the travel program must also enroll in the corresponding academic course(s), and the enrollment deadline for the travel program will likely occur in advance of the course registration deadline, travel program enrollments determined by the travel service provider may be used as a leading indicator to determine sufficient course enrollments. The faculty member is responsible for setting enrollment and cancellation deadlines with their Dean and the Dean of the School of Continuing Education and informing students of the same.

If the actual enrollment is less than anticipated and higher than the minimum number required by the travel service providers being used, the appropriate dean will meet with the faculty member(s) leading the program to discuss possible solutions to covering the shortfall that the lower-than-anticipated enrollment has caused. Included among the options to be explored are: additional financial subsidy from the sponsoring academic department(s) or academic dean's office; faculty providing part of their own travel costs; decreasing the level of services provided and/or increasing the cost per student by the amount necessary to cover the shortfall. If an agreement is reached, modifications to the program will be made and student enrollments re-confirmed in light of the changes made.

If the actual enrollment is less than the anticipated enrollment and lower than the minimum number required by the travel service providers being used, the travel program will be cancelled for lack of enrollment.

In circumstances where the academic department consents to running a course with fewer students than is required to meet the minimum requirements of travel service providers, the appropriate dean reserves the right to withdraw financial support for the program.

### **Cancellation by Eastern due to Safety Concerns**

The Vice President for Academic Affairs in consultation with the appropriate dean and faculty member may decide to either re-route or cancel a Global Field Course program if an international destination location is determined to be unsafe for student and faculty travel. Resources to be used in monitoring situations and formulating recommendations include the Consular Information Sheets, Travel Advisories and Travel Warnings issued by the U.S. Department of State, newspaper reports, and independent travel advisory companies.

If Eastern cancels a program because of safety concerns, students will be provided a full refund of all travel and course fees paid and any cancellation penalties imposed by travel service providers will be absorbed by the University, however students are required to buy travel insurance that includes: medical insurance, trip delay and interruption, medical evacuation, and repatriation of remains coverage.

### **Withdrawal by Students from – Travel Program**

If a student must withdraw from a course Global Field Course program, s/he must do so in writing to the faculty member organizing the Global Field Course as soon as such decision is made. The University will hold the student financially responsible for all cancellation penalties imposed by travel service providers, which may be as high as the full cost of the program.

### **Cancellation/Withdrawal by Students – Academic Course(s) Associated with a Global Field Course**

The normal University course withdrawal policies for full and part-time students apply to the academic courses associated with all Global Field Course programs. Students seeking withdrawal from the course associated with a Global Field Course program should be referred to the School of Continuing Education.

### **Transportation to-from airport**

It is the faculty member's responsibility to advise students of procedures relating to transportation to-from airports. It is often appropriate to have the participants meet at the

departure airport at a time specified by the airline. Faculty may however, arrange for bus transportation from Eastern and to-from the airport. The cost for bus transportation to-from the airport is calculated into the expenses for each of the participants in the Global Field Course.

## **Developing a Time-Line**

It is important that faculty conducting Global Field Courses develop a time-line for students to follow. The time-line may include but is not limited to the following:

- Deadline for application
- Deadline for initial down payment
- Deadline to obtain a passport (if abroad)
- Deadline to obtain required inoculations (if abroad)
- Dates for pre-departure lectures and/or orientation
- Due dates for student papers relating to Global Field Course
- Deadline to register for the course associated with Global Field Course
- Deadline to pay for the course
- Deadline for remainder of payment for Global Field Course

## **Developing a Budget**

It is important for students that they be aware of the costs associated with a Global Field Course. The costs may include but are not limited to the following:

- Marketing costs
- Airfare (at time of initiating the program-expect fluctuations)
- Tuition/fees for the academic course
- Travel and health insurance costs: medical insurance, trip delay and interruption, medical evacuation, and repatriation of remains coverage
- Land/sea travel (bus to-from airports; tour bus in country; taxis; trains; boat/ferry travel; etc)
- Group meals
- Lodging (double occupancy)
- Tickets (museums/exhibitions/concerts/etc.)
- Incidental costs (food, souvenirs)
- Administrative fee (which covers the cost of Faculty travel and expenses)
- Baggage fees

## **Payments by Students**

It is important for students to know how payments can be made for the Global Field Course. All payments related to the travel (airfare, hotel, meals, etc) must be made by the students and given to the faculty member in charge of the trip. Please make checks payable to ECSU. The faculty member will then complete a deposit slip for the funds

indicating the amount of the deposit and the Index and Account number for the deposit. The deposit should be delivered to the Cashier's Office in accordance with state policies. Payment for tuition charges that might be related to the trip will be billed through the normal billing process and students can make tuition payments direct to the Cashiers office.

## **Use of the Eastern Travel Account**

To faculty conducting Global Field Courses: All disbursements for travel are issued through Accounts Payable to the various vendors supporting the Global Field Course program. Withdrawals from the specific Travel Code Index may include but are not limited to payment for the following:

- Airfare
- Bus transportation to-from airport
- Tuition/fees
- Land/sea travel
- Pre-arranged group meals
- Lodging
- Tickets (museums/exhibitions/concerts, etc)
- Stipends for guest lecturers

## **Developing a Promotional Flyer**

Faculty conducting Global Field Courses are encouraged to develop a one-page flyer suitable for posting both on university bulletin boards, electronically at various web sites, or as an attachment to e-mail requests from students for information. The flyer should include as a minimum:

- Countries-cities to be visited
- Dates of travel
- Airports traveling to-from
- Costs, to include (tuition/fees, airfare, lodging, etc) based upon minimum number of participants
- Course title and number of academic credits
- Course objectives
- Nature of field trips & site visits (museums/exhibitions/concerts, etc)
- Deadline for down payment
- Method of payment: Checks payable to Eastern Connecticut State University-include Travel Code Index
- Contact person organizing and conducting the Global Field Course

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