TRAVEL STUDY PROPOSAL PACKET

COURSE DATE TIMEFRAMES

FALL COURSE DATES (outgoing): August 30th - November 15th
SPRING COURSE DATES (outgoing): January 30th - July 15th

Course Proposal Submission Deadlines
Travel and External Study Proposals may be submitted to up until:
November 15th — outgoing Fall programs
July 1st — outgoing Spring programs.

Course Proposal Review: The International Education Steering Committee meets in July to review Spring proposals, and in November to review any Fall outgoing courses. Proposals will not be reviewed after the dates noted.
FALL (outgoing): Final Review – November
SPRING (outgoing): Final Review - July

Course Approval Decision: Faculty members will be informed if they have been selected/ not selected to lead a Travel Study course no later than the dates noted.
FALL (outgoing): No Later Than: December
SPRING (outgoing): No Later Than: August

Information Session: Faculty of approved Travel Study courses are required to attend a *Travel Study Course Information Session* with the Travel and External Study Coordinator about the preparation process of their course. These sessions occur prior to the start of the semester.
FALL (outgoing): January 11th
SPRING (outgoing): August 15th

PROCESS – HOW TO PROPOSE A COURSE

STEP 1: Discuss Travel Study possibilities with your Department Chair.

STEP 2: Complete the Travel Study Developer Questionnaire (here). This form will assist you in working with program providers to craft your course.

STEP 3: Select a Program Provider from the list below if the program provider ETA does not cover your proposed location or contact the Travel and External Study Coordinator for an additional list of providers.

It is required that all travel study courses employ a program provider. Please complete and submit the Program Provider Request Form along with your proposal, if not using ETA.

STEP 4: Contact the Program Provider ETA (preferred provider) or AEA and begin working on an itinerary/ budget for your course. The Travel and External Study Coordinator can help you through this process.

STEP 5: Complete the Travel Study Proposal (here). Use the proposal information from the program provider in order to complete this final proposal and determine overall course cost. NOTE: It is important to not hit the "submit" button within the proposal form until it has been reviewed with the Travel and External Study Coordinator or you are confident in the overall determined cost. It is advised to "save" the form, then go back and make any needed changes. Once submitted, you can not go back and adjust any related costs.

STEP 6: Meet with the Travel and External Study Coordinator to review your proposal prior to submission

STEP 7: Submit your Proposal and any supplemental materials to the Travel and External Study Coordinator

STEP 8: International Education Steering Committee will review proposal.

PROGRAM PROVIDERS

The International Education Steering Committee of Otis College requires all faculty seeking to facilitate a travel study course use a program provider "whenever" possible. Program Providers work with you to craft and customize an abroad course specific to your/student needs. Program providers are not pre-packaged tour operators. Rather, "providers" offer support services, throughout the world, ensuring that your course runs safely and smoothly, while maintaining the integrity of your course vision. Program Providers also provide liability insurance necessary to run abroad courses.

Below is a short-list of items generally covered by a program provider:

- Course Program Manager dedicated to your program
- Airport transportation
- Student accommodations
- Health and liability insurance
- On-site orientation and city tour
- Cultural activities in host city
- Day or overnight excursions
- Organized group meals
- Reserved classroom space
- Access to on-site offices
- 24-hour resident staff support

It is asked that you contact Education Travel Adventure (ETA) initially. They are the preferred program provider unless they do not serve your intended destination. For additional providers please contact the Travel and External Study Coordinator or see below.

EDUCATION TRAVEL ADVENTURE:
Web: http://etadventures.com/destinations
Contact: Michael Holzer. Phone: 732-410-5665. Email: mike@etadventures.com or
Emily Sweeney, Phone: 732-410-5676 Email: esweeney@etadventures.com
Locations: North America. Europe. South America (View website for a complete list of destinations)

ADDITIONAL PROVIDERS

ACADEMIC EXPERIENCES ABROAD
Web: www.AEAstudyabroad.com
Contact: Sam Brier. Phone: 1-800-556-7068. Email: sam@aeastudyabroad.com
Locations: North America. Japan. Africa. (View website for a complete list of destinations)

ACCENT:
Web: www.accentintl.com
Contact: Allison Keith. Phone: 415-835-3749. Email: Allison.keith@accentintl.com
Locations: Paris. Florence. London. Madrid. Rome. Istanbul.

ISA:
Web: www.cp.studiesabroad.com
Contact: Phone: 512.480.8522. Email: cp@studiesabroad.com
Locations: Argentina, Belgium, Brazil, Chile, China, Columbia, Costa Rica, Czech Republic, Dominican Republic,England (UK), France, India, Ireland, Italy, Jordan, Mexico, Morocco, Northern Ireland, Panama Peru, South Korea, & Spain

GLOBAL LINKS:
Web: www.globalinksabroad.org
Contact: Steve Luther. Phone: 800-980-0033 Ext 114. Email: sluther@globalinksabroad.org
Locations: Spain, ChinaAustralia, New Zealand, Fiji (View Website for a complete list of destinations)

AMERICAN TOURS INTERNATIONAL
Web: www.cubaati.com, www.americantours.com
Contact: Jordan. Phone: 310-590-4108. Email: cuba@americantours.com
Locations: Cuba. N. America West & Hawaiian Islands. N. America East & Florida. Asia (Beijing)

Go-Today
Contact: PH: 425-527-8050 ext. 26039. Email: Sue.taylor@go-today.com
Locations: Europe, Central America, South America, Africa, Asia, South Pacific

American Institute for Foreign Study (AIFS)
Locations: Argentina, Australia, China, Costa Rica, Czech Republic, England (UK), France, Germany, Ireland, Italy, Mexico, New Zealand, Peru, Russia, South Africa, & Spain

Center for International Studies Abroad (CIS)
Locations: Australia, Austria, Bolivia, Cambodia, Chile, China, Costa Rica, Czech Republic, Dominica, Dominican

Republic, Ecuador, England, France, Germany, Ghana, Greece, Ireland, Italy, Mexico, Morocco,New Zealand, Peru, Philippines, Puerto Rico, Scotland, South Africa, Spain, Thailand, Turkey, Vietnam

Danish Institute for Foreign Study (DIS)
Location: Denmark (Copenhagen)

Study Abroad Italy (SAI)
Locations: Italy (Florence, Milan, Rome, & Sicily)

CIEE
Locations: Africa, Asia-Pacific, Europe, Latin America, Middle East (View website for a complete list of destinations)

SIT Study Abroad
Locations: Africa & Middle East: Cameroon, Ghana, Kenya, Madagascar, Mali, Rwanda, Senegal, South Africa, Tanzania, Uganda, Jordan, Morocco, Oman, Tunisia, Egypt, Asia & The Pacific: Australia, China, India,Indonesia, Mongolia, Nepal, Samoa, Vietnam, Cambodia, Bhutan, Europe: Czech Republic, France, Ireland, Netherlands, Serbia, Bosnia, Kosovo, Spain, Switzerland, Iceland, Latin America: Argentina, Bolivia, Brazil, Chile, Ecuador, Mexico, Nicaragua, Panama, Peru

FAQ's

As a faculty member facilitating a Travel Study Course, you will have the opportunity to share your knowledge with students in a location outside of Los Angeles that will enhance the subjects you teach.

How long is a Travel Study course?
A Travel Study course is typically a type of credit-bearing international experience that includes activities, organized excursions, and cultural encounters. These programs typically last between one to eight weeks.

What gets taken into consideration by the International Education Steering Committee (ISEC) when choosing a program and a faculty member to lead a Travel Study course?
The Committee looks for well-designed and complete program proposals. ISEC takes into account the ability of faculty facilitating the course to move their students safely and deftly through the Travel Study experience.

What are obstacles that prevent students from participating on Travel Abroad courses?
It is imperative that a study abroad course promotes inclusivity. Some reasons for non-participation but not limited to: Financial Reasons, Family Obligations, Work Obligations, Fear of Travelling/the Unknown, Proper Courses are not Offered for Credit, and Illness(es) or Disability(ies).

What are questions I should ask myself when considering if a Travel Study program will be successful?

- *Does the program fill a curricular need for your department?*

- *Is there an existing Otis program that already meets these needs?*
- *Does the program offer something unique that cannot be accomplished on campus, like an opportunity to be immersed in a unique or different culture?*
- *Is there a specific reason that this program should take place in the specified location? What is that reason?*
- *Does the time of year when the program is planned appeal to students? Is the length of the program appropriate for the academic content?*
- *Are seasonal costs, airfare, lodging, food, etc. higher or lower during the time this program will be offered?*
- *Is the political/economic situation stable in the country of destination?*
- *Is there enough student interest to ensure that the minimum enrollment requirements are meet?*

When do Travel Study Courses take place?
Travel Study Courses (TSC) typically occur during Spring Break after Spring Semester ends, and after Fall Semester ends.

What is the faculty to student ratio?
When using a program provider the ratio and price breakdown can vary. The more students participating on the Travel Study course the less expensive the course is for students. Remember, the program provider is your in-country support staff. ***6-9*** *students:* ***1*** *administering faculty.* ***10-15*** *students:* ***1*** *administering faculty.* ***16-20****:* ***1****-* ***2*** *administering faculty, may participate.* ***If additional Faculty would like to participate on a Travel Study course beyond the stated ratio the additional cost of that individual must be incurred by the Department.***

If your course is not working in collaboration with a program provider the student to faculty ratio is adjusted accordingly. ***6-9*** *students:* ***2*** *administering faculty.* ***10-15*** *students:* ***2*** *administering faculty.* ***16-20*** *students:* ***2- 3*** *administering bodies may participate.*

Who approves my application proposal?
Prior to submitting your proposal to Travel and External Study you must obtain approval from your Department Chair. Once you have obtained this signature, the International Education Steering Committee will review your proposal.

How long is the planning process for a Travel Study course?
From start to finish, it generally takes 12-18 months to plan, apply and get approved for a course

Am I on my own to plan my Travel Study course?
No. The approved program provider and Travel and External Study will help you plan.

What if I cannot find a program provider to help facilitate my Travel Study course?
In the event a program provider cannot be located to help provide support it will rest on you to locate a local ground operator or partnering institution that can assist with the program logistics and facilitation of your course, acting as a Third Party Provider. In this event you will need to complete and submit a ***Provider Request Form*** *with your Travel Study Proposal.*

What are my responsibilities before leaving?

RECRUIT! The faculty drives the marketing, promotion, and enrollment for the class. Darren Grosch, Director of International Education, will be available to assist you with marketing and working with the program provider.

Additionally you will be expected to:

- *Participate in pre-departure orientations*
- *Read the Leader Guide & Safety Guide*
- *Read the Travel Study Design Guide*
- *Participate in Otis' Travel Study Orientations*
- *Communicate with your students prior to departure.*
- *Completing and updating all required pre-departure materials, First 72 hours, Itinerary, and risk-management plans.*

What are my responsibilities while I am on Travel Study Course?

The roles and responsibilities of the Trip Leader extend way beyond the traditional classroom and/or academic advising setting with which you are familiar and experienced and in which boundaries are clearly defined between faculty and students. Travel Study, by definition, is a 24/7 involvement for participants and the Trip Leader alike. This means that you will handle non-classroom issues and situations which differ significantly from the demands and challenges of the classroom environment. In your position as Trip Leader, daily interactions, and close living quarters will acquaint you with student life and culture outside the classroom. You will need to establish appropriate boundaries between you and the students while you are Trip Leader of a study abroad program.

Additionally you will be expected to:

- *Maintain a Travel Study Log*
- *Oversight of an in-country orientation*
- *Hold regular meetings with students throughout the program, including the facilitation of a Mid-Course Reflection and Transference.*
- *Provide space for End-of-Course-Feedback*
- *Academic oversight of the in-country program*
- *Maintain regular contact with Otis CIE Director*
- *Serve as liaison between the host institution and/or program provider and CIE*
- *Facilitate cross-cultural learning opportunities for students*
- *Manage cash advance funds*
- *Take lots of pictures/video!*

What are my responsibilities post-Travel Study Course?

- *Submit Trip Folder/Travel Study Course Log*
- *Submit Course Debrief*
- *Submit receipts for cash advance funds to Business Office (if applicable)*
- *Exit Interview with CIE Director*
- *Present your Travel Study Experience to Otis Faculty and Students*

Is financial Aid available to students for Travel Study programming?

Students may use their Fall/Spring financial aid award to participate on travel study if they have not already used it all during the regular semesters.

What do I get for all of the above?

An amazing opportunity to enhance lives!