



FRESNO STATE

Continuing and Global Education

# Faculty-Led Short-Term International Travel Study

## Faculty Handbook



# Questions? Please let us know!

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# Welcome

The Division of Continuing and Global Education (CGE) administers short-term, faculty-led, international travel study programs and is very committed to helping faculty become successful leaders in providing students with a global perspective.

CGE will help you by providing the information you need to assist you in planning, budgeting, marketing and recruiting students to join you on an educational adventure that encourages students to expand their international awareness and gain knowledge and experience while they earn academic credit.

CGE will support your travel study program by:

- Working with you to construct a budget that will help you meet all travel expenses
- Submitting your final course proposal to the Provost and Vice President for Academic Affairs for approval
- Creating promotional materials to help recruit students for your international travel study program
- Preparing your International Travel Application for the accounting department
- Completing a Travel Claim for expenses when you return from your trip abroad
- Providing information and support so that all your travel deadlines and obligations are met

The following is a Faculty Handbook that sequentially lists all tasks needing to be completed to ensure a successful program.



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PHASE I: RESEARCH, PROPOSAL & APPROVAL

For a successful program we recommend that the planning process begin **one year to 18 months in advance**. This will allow you the time necessary to make important contacts and to develop your educational activities in a foreign country. You will also need an ample amount of time to develop marketing materials, recruit students, plan budgets, and submit your course proposal for all required institutional approvals.

RESEARCH: Tasks to complete 12-18 months before departure

- A. Notify Your School/College:** Schedule a meeting with your Department Chair to discuss course objectives and get verbal pre-approval of your program.
1. When you meet with the Department Chair to discuss your ideas for an International Travel Study Program, have all of the information in **Appendix A** ready for discussion. Please see back of manual.
- B. Check Travel Risks:** Check for safety and health risks in the country you are visiting.
1. Check the U.S. Department of State travel website to find current travel warnings and alerts for countries around the world. Trips with State Department travel warnings and alerts will not be approved. This website also has health and safety tips for preparing for a trip abroad, emergency information for Americans abroad, and information for the families in the U.S.  
<https://www.state.gov/travelers/>
2. Check the California State University website to find the CSURMA High Hazardous Country List. Trips with destinations on the CSURMA War Risk Country List will not be approved. Trips with destinations on the CSURMA High Hazardous Country List will need advance approval from the President. Please work with CGE Coordinator of International Initiatives to facilitate this process.  
[https://www.calstate.edu/risk\\_management/rm/](https://www.calstate.edu/risk_management/rm/)
- C. Read Faculty Handbook:** Review the Faculty Handbook for Short-Term International Travel Study to prepare for the meeting with the CGE Coordinator.  
<http://www.csufresno.edu/cge/documents/FacultyHandbook.pdf>



## **FUNDING: Tasks to complete to initiate the formal process to plan a program**

**A: Scholarships & Grants:** Work with the CGE Coordinator of International Initiatives to apply for trip funding.

1. **IRA Travel Study Grants** - The IRA Travel Study Grant initiates the formal process to plan a *Faculty-Led Short-Term International Travel Study Program*.

Funding for IRA Travel Study Grants is provided by Instructionally Related Activities (IRA) funds through CGE. CGE also supplements IRA awards with funds generated through the Passport Place on campus. Faculty Members can apply for IRA Travel Study Grants on behalf of a group of traveling students.

- a. Faculty Member applies for the Travel Study Grant on behalf of the traveling students.  
<http://www.fresnostate.edu/cge/documents/IntlProgramsInterestFundingReqForm.pdf>

- i. **PLEASE REFERENCE PAGE 2 OF THIS DOCUMENT FOR DUE DATES.**

1. Funds must be used during the following fiscal year

- ii. If a trip is awarded funding, IRA Travel Study Grant funds will be held by the Division of Continuing and Global Education for distribution to eligible students participating in that specific trip. See **Appendix B** for more info on Travel Study Grants.

2. **Other Scholarships/Funding** - Check with the following entities on campus to see what funding opportunities they have available:

- a. Scholarships and Student Affairs Development Programs – Joyal Administration, room 274
- b. Your School/College – Check with your dean, chair, and colleagues
- c. Study Abroad and International Exchanges Office – Family Food Science, room 119  
<http://www.fresnostate.edu/cge/international/abroad/index.html>
- d. Local organizations, clubs, chambers, or associations to which you belong

**B: Meeting with CGE:** The CGE Coordinator of International Initiatives will schedule a meeting with trip leaders to discuss your travel study program.

1. Review the Faculty Handbook for Short-Term International Travel Study to prepare for the meeting with the CGE Coordinator of International Initiatives.
2. When you meet with CGE, make sure you have reviewed the information in **Appendix C** and come prepared for a discussion on these items.

## **PROPOSAL & APPROVAL: Tasks to complete 13-15 monts before departure**

**A: Budget & Proposal Form:** Complete a budget for your program and the Faculty-led Short-Term International Travel Study Program Proposal Form.

1. Read through and answer all of the questions in **Appendix D** and complete the draft budget form located in **Appendix E**. Include any financial support you will receive from your College/School or other units.
2. Complete the Faculty-led Short-Term International Travel Study Program Proposal Form, found at <http://www.fresnostate.edu/cge/documents/IntlStudyTourProp.pdf>. Please contact CGE if you have questions.
  - a. Attach full itinerary, course syllabus and completed draft budget from **Appendix E** to the Faculty-led Short-Term International Travel Study Program Proposal Form.
3. Schedule follow-up meeting to review budget and proposal form with the CGE Coordinator of International Initiatives.
  - a. If budget and proposal form meet the requirements of the CGE Coordinator of International Initiatives, faculty member can proceed with obtaining signatures.
4. Obtain required signatures.
  - i. Forward the Faculty-led Short-Term International Travel Study Program Proposal Form with full itinerary, course syllabus and completed draft budget attached to your Department Chair who reviews and signs it.
  - ii. Forward the Faculty-led Short-Term International Travel Study Program Proposal Form to your School/College Dean who reviews and signs it.
5. Deliver the approved Faculty-led Short-Term International Travel Study Program Proposal Form, with the Department Chair and College/School Dean's signatures and syllabus, itinerary and draft budget attached, to CGE by the instructional period deadline: **PLEASE REFERENCE PAGE 2 OF THIS DOCUMENT FOR DUE DATES**. Incomplete applications will be returned to the faculty member.

**B: Finalize Details:** Finalize budget and other payment activity with all involved parties. Work with the CGE Coordinator of International Initiatives to finalize program budget, student payment plan, vendor payments and other trip details.

**C. Approval:** CGE and Provost Approval of Travel-Study Program/Course(s).

1. The CGE Manager of Finance and Administration and AVP for International Affairs approve the final program budget and travel study program.
2. The CGE Coordinator of International Initiatives forwards the Travel Study Program Proposal Form (with syllabus, itinerary and final budget attached) to the Provost for approval.
  - a. The Provost's signature denotes approval of the travel study program and approval for the instructor(s) to travel to the international destination.
3. After the Provost has approved the program, CGE will notify the instructor, Department Chair and Dean that the program has been approved and trip planning can move onto Phase II.
4. Once the program has been approved by the Provost, no changes will be made to the budget or program that would result in revised costs, additional faculty being added to the trip, etc.

**D. Letter of Agreement (LOA):** After approval, the CGE Coordinator of International Initiatives will create a LOA with selected vendor(s). The LOA will be reviewed by the CGE Manager of Finance and Administration, the University Risk Manager and the Assistant Vice President for International Affairs. The LOA will be signed by the University President, then signed by the vendor and stored at CGE.

# PHASE II: MARKETING & PRE-TRIP ADMINISTRATION

## MARKETING: Tasks to complete before your program’s first payment deadline

- A: Recruitment:** The Faculty Member will be responsible to recruit and obtain the minimum number of students agreed upon in the finalized budget.
1. Provide responses to the questions in **Appendix F** to the CGE Coordinator of International Initiatives to begin the process of marketing. Please see back of manual.
  2. The Division of Continuing and Global Education will assist Faculty Members in marketing.

### B: Marketing Materials

The CGE Coordinator of International Initiatives creates content for posters, online brochures and email marketing. You will have an opportunity to make content changes to the word document before the brochure, poster and email blast are formatted by the marketing department.

Submit copyright-free photos (on CD, USB drive or in a BOX file) with captions to CGE. If you did not take the photos yourself, you must show evidence that you have permission to use the photos in your marketing pieces. Once you have approved the content of the document, CGE can begin working on promotional pieces for your trip. Submit your photos no later than 10 days before the formatted document is due to be printed or posted to the web. Indicate which photos you want to use in the brochure, poster and email blast.

CGE marketing will create the following:

1. Online Brochure – This information is used in Terra Dotta, our online study abroad student management system. It contains all details of the trip.
2. Poster – Can be displayed on bulletin boards in your department and near your classrooms. They cost \$2.00 per poster, are letter size, full color and direct students to attend your scheduled information sessions. The cost of the posters will be built into your budget up front. We provide 10 posters on glossy, heavy photographic paper. Submit your final corrected version in Word to CGE no less than 10 days before the poster is scheduled to be printed.
3. Email Blasts sent to the Fresno State student body to promote your information sessions. Submit your final corrected version in Word to CGE no less than 10 days before the Email Blast is scheduled to be sent.
4. Sign-up sheets for attendees at your information sessions.

If you want additional marketing services, your program will be charged at \$60 per hour for design work, which will be built into your budget up front, and the cost will be borne by the students who register for your trip.

- C: Information Sessions:** The Faculty Member conducts information sessions to promote the program and recruit students.
1. Conduct informational sessions to promote your International Travel Study Program to potential students. NOTE: *Your travel study program must be approved by the Provost before you post any announcements or promote your study tour. Check with your CGE Coordinator before disseminating any information on your travel study program.* The pricing approved by the Provost will be the price advertised. No exceptions. Follow the registration and payment procedures on the brochure.  
**DO NOT COLLECT ANY FUNDS FROM STUDENTS AT THESE MEETINGS. DEPOSITS AND OTHER PAYMENTS WILL BE MADE DIRECTLY TO UNIVERSITY CASHIERING AND/OR THE TRAVEL AGENT AS PRESCRIBED.**

## PRE-TRIP ADMIN: Tasks to complete 3-8 months before departure

- A: Scheduling In Peoplesoft:** The CGE Coordinator of International Initiatives schedules the course in PeopleSoft.
1. At this point, students can begin registering, making deposits and paying for the course. Online registration will be available as soon as the semester in which the course takes place is activated.
    - a. **DEPOSITS AND OTHER PAYMENTS TO “FRESNO STATE” WILL BE MADE TO THE UNIVERSITY CASHIERING OFFICE OR MADE ONLINE, AND TO THE TRAVEL AGENT AS PRESCRIBED.**  
**Instructors should NEVER collect money or hold checks from students.**

### B. Course Registration and Fees

The study abroad webpage will be the source for obtaining program fees, and registration and payment procedures. All participants in your program must register for credit, including non-matriculated individuals. Students usually pay for their own airfare directly to the selected travel agent. In some cases, IRA travel awards will be used to pay the travel agent, reducing the amount the student owes for airfare. Travel agents have their own deadlines for deposits and balance payments for airfare.

Most travel study programs will require a deposit amount due to CGE several months before the program begins. This is also the “go/no-go” date, which determines if the enrollment has met the minimum number of students enrolled. Each program has its own “go/no-go” date. If the program meets the minimum number required, the trip is a “go.” If it has fewer than the minimum, the trip is cancelled and faculty and students are notified. Students receive automatic refunds for payments made to CGE for trips cancelled due to insufficient enrollment.

The balance payment due to CGE will be due around six weeks to two months prior to the trip.

### How students will register for your travel study program:

All students need to apply through the Terra Dotta study abroad student management system found at <https://studyabroad.fresnostate.edu/>. This software is embedded into the study abroad website and eliminates much of the required paperwork that faculty previously needed to collect from students. Prospective students need to search for the program they are interested in by searching all programs or clicking on the Fresno State Faculty-Led Programs graphic on the main page to locate and access the pertinent information on your program. The student will then click the "Apply Now" button and log-in using their Fresno State user ID and password. The student will complete the "Application Questionnaire(s)" available and submit the application. Complete instructions for students on navigating Terra Dotta can be found in Appendix L.

As an instructor, you will need to access Terra Dotta to review applications and accept students into your program. This needs to be monitored closely, especially in the weeks leading up to your program decision dates, as your approval needs to be given before students can advance to the next phase of the application process and complete their registration. Faculty using Terra Dotta for the first time should contact our system administrator, Tracy Bessey to schedule a 1-on-1 meeting to review your role in the process ([tracyo@csufresno.edu](mailto:tracyo@csufresno.edu) or x8-0420). A quick reference guide for faculty on accessing Terra Dotta is provided in Appendix K.

The next phase of the application process for students is where information is collected for risk management, insurance purchases, and to satisfy other requirements of the campus and CSU system. Insurance purchases are tied to student completion of the application. Terra Dotta will allow faculty and administrators to have quick and easy access to student information for risk management purposes. Once the student has completed all required tasks, the student "unlocks" the registration form in the system and is able to print that registration form out and submit to CGE (also allows them the ability to place a deposit or pay for the entire CGE portion of the course). The student will also be responsible for making payments to your vendors, as prescribed by the LOA and the budget. Faculty should communicate all deadlines to students.

**Instructors or other non-CGE staff may not collect or store cash or checks from students. Only the student is allowed to make payments.**

**C: Go/No-Go Decision:** On the next business day following the pre-determined deposit/registration due date (the go/no-go date), the Faculty Member and the CGE Coordinator of International Initiatives will determine if the trip is a "go."

1. If the Faculty Member has not met their obligation of obtaining a minimum number of students as agreed to in the finalized budget, the trip will be canceled. Deadlines will not be extended.

**D: Travel Applications:** The CGE Coordinator of International Initiatives creates the International Travel Application(s).

1. The CGE Coordinator of International Initiatives will obtain signatures on the International Travel Application from the following individuals: Faculty Member, the individual to whom the Faculty Member reports, CGE Manager of Finance and Administration, Assistant Vice President for International Affairs, Associate Vice President for Financial Services, the Vice Provost (if IRA funds are to be spent) and the Provost.
2. The CGE Coordinator of International Initiatives will track the signature process and submit the completed International Travel Application with all needed signatures to the Accounting Services Office.
3. The CGE Coordinator of International Initiatives will work with CGE Operations Coordinator to verify that all payments specified on the International Travel Application are made as prescribed.

**E: Instructor Salary:** The CGE Coordinator of International Initiatives will order payment/non-payment of instructors.

1. In line with the approved budget and California State University salary codes, the CGE Coordinator of International Initiatives orders a Faculty Contract for each instructor who elects to receive salary.
2. If waiving salary, the CGE Coordinator of International Initiatives has the Faculty member sign a Volunteer Form. The Faculty member will submit the signed form to the CGE Coordinator of International Initiatives.

i. <http://fresnostate.edu/cge/documents/VolunteerForm.pdf>

**F: Pre-Departure Orientation and Logistics:** In accordance with Executive Order No. 1081, faculty and students must complete a pre-departure orientation prior to going abroad and specific student information must be collected from students.

1. **Faculty Orientation** - This training, which will be conducted by CGE, should include emergency response training, communication from abroad, student conduct code, alcohol and drug policy, and disciplinary procedures in addition to other country or program specific information.
2. **Student Orientation** – Student pre-departure orientations will be conducted in consultation with CGE, Study Abroad and International Exchanges, the faculty leader, and study abroad provider. The orientation must include information on health, safety, security, specific legal exposure or political restrictions related to their status in the country, CSU or campus policies and procedures for study abroad, and financial information. Faculty leaders are responsible for reserving a meeting room with a working projector for the student orientation slide presentation.

### Important Reminders:

- All program participants are required to have the CSU mandated international health insurance. Faculty should work with the CGE Coordinator to ensure coverage has been bound for all students.
- All program participants are required to have the proper immigration documents, such as a passport, visa, permanent resident card or advanced parole documents, to leave and reenter the country. Study Abroad and International Exchanges staff is available to work with students if they have questions regarding specific documents.
- Students who are eligible should enroll in the Smart Travelers Enrollment Program (STEP) through the Department of State.
- Information on health, safety, alcohol and drugs and sexual health needs to be given to students, Study Abroad and International Exchanges is available to have these discussions with students.



## PHASE III: WHILE ABROAD

Faculty assignments for international travel study programs are a 24-hour, 7-days-a-week commitment. While this can be an enjoyable learning experience for everyone, there may be times when a student needs emotional (e.g., homesickness), legal, or medical assistance. Your experience and expertise may be needed to handle a situation.

See **Appendix I** for Emergency Preparedness and Response.

### A: Leaving

1. Your responsibility for your group of students begins when encountering the first student at the pre-determined departure site.

### B: Traveling

1. Purchase a disposable cell phone after you reach your international destination, and be sure that all students have this phone number to reach you for emergencies.
2. If a student becomes ill or experiences a travel emergency, immediately contact the travel/health insurance company for instructions on the specific issue. Our insurance contact is listed on the travel assist card issued to all students and every faculty member. The insurance contact can direct you to the nearest medical facility and provide other emergency directions. Make this call prior to taking action yourself.
3. If you still need further assistance, call the Fresno State Police Department on the Fresno State campus, phone: 559.278.8400. The Dispatcher will contact the appropriate university dean or manager, who will notify the student's emergency contact person, if necessary.
4. During instructional time:
  - a. Do not deviate from the itinerary. Do not make a quick unscheduled stop or go on any unplanned or unscheduled trip that is not on your approved itinerary. Do not cross country borders unless the excursion is on your approved itinerary.
5. During non-instructional time:
  - a. There may be occasions when students want to go off on their own. You should be aware of where they are going and must ensure that they are traveling in a group, never alone. The students should know how to contact you at all times. The instructor should account for all group members before turning in for the evening and conduct a morning check as well.
6. Protect yourself from becoming financially responsible for expenses. Always check with CGE staff prior to the trip to learn what to do if you are asked to personally pay for any travel expenses; otherwise, you may be held financially responsible for expenses that are not on the approved budget.

### C: Returning

1. Your responsibility for your group of students ends when confirming that all students have boarded flights to their next destination.

## PHASE IV: POST-TRIP ADMINISTRATION

After you return, there are a few tasks to complete to wrap things up.

### DEBRIEF: Tasks to complete within a week of return

**A: Debrief:** Post trip debriefing.

1. Check with each student individually to make sure they are feeling well, physically and mentally. If anyone has a fever, rash, cough, difficulty breathing or any other unusual symptom, advise them to seek medical assistance. For up to one year after foreign travel, fevers or flu like symptoms caused by malaria can occur, for example.
2. If a student experiences "culture-shock" after returning from the trip, encourage them to visit the Fresno State, Student Health Center, Psychological Services for assistance.

### POST-TRIP ADMIN: Tasks to complete within a week of return

**A: Travel Claim:** Preparing a Travel Expense Claim.

1. The Faculty Member submits all receipts to the CGE Coordinator of International Initiatives for reimbursement. Include a copy of the rate of exchange for the currency you used during the time of your travel. Please contact CGE Coordinator for assistance.
2. The CGE Coordinator of International Initiatives creates your Travel Expense Claim based on your receipts. (To access the form, sign into [my.fresnostate.edu](https://my.fresnostate.edu) > Forms Portfolio > Electronic Forms > Travel Expense Claim.) The CGE Coordinator will email the travel expense claim to you to sign. Sign the form, attach the receipts and let the CGE Coordinator know when the form is ready to pick up. We will obtain the remaining signature and deliver the form and receipts to the Accounting Services Office.

### GRADES & FINAL REPORT: Tasks to complete 2-4 weeks after return

**A: Grades:** The Faculty Member submits grades online within two weeks of the course ending.

**B: Survey:** Online post-trip survey.

1. Within two weeks after returning, students complete a short online survey administered by Continuing and Global Education. (Required by the CSU Chancellor's office.) Results of the survey will be shared with the Faculty Member.

**C: Final Report:** The Faculty Member submits a final report on the trip to the CGE Coordinator of International Initiatives.

1. Summarize what was positive about your travel study program, if you were able to meet the educational objectives, and what advice you would give other faculty members planning a travel study program. What would you do differently next time?
2. Obtain written student testimonials (a couple of sentences) and written permission to use them to promote future study tours.

- 3. Collect photos and videos from students for presentations and marketing of your future trips. Students have already signed their permission for us to use their photography.
- 4. Share photos and videos of the trip on YouTube, Facebook and Twitter. Ask the CGE Coordinator for assistance.

**PRESENTATION: Semester after return**

**A: Presentation:** The Faculty Member makes a presentation about the trip to a University audience.

- 1. Give a presentation during Fresno State’s International Education Week, an International Coffee Hour, a Study Abroad Fair, a Fresno State class, or other event.
- 2. Invite your travel study participants to be part of your presentation.

**APPENDIX A:  
DEPT. CHAIR DISCUSSION (THINGS TO CONSIDER, TALKING POINTS)**

The chair of your department and the dean of your school/college will need to endorse your international travel study program.

- Will your department chair advocate for your program with the Dean of the school/college?
- How will this international travel study program enhance your students’ learning?
- How will this international travel study program meet the goals of the college or university?
- How familiar are you with the country you are planning to visit?
- What contacts do you have abroad that can help you make this an academically sound educational trip?



## APPENDIX B: IRA TRAVEL STUDY GRANTS FAQs

- Q: *If a faculty member is awarded a Travel Study Grant for the group, can those funds be used to pay a travel agent for the group's airfare?*
- A: Yes. Upon notification by the instructor, CGE will initiate payment to be made to the travel agent for the group.
- Q: *Does the amount of travel grant award vary from student to student?*
- A: The amounts awarded are based on availability of funding. Initial and supplemental awards will be designated by CGE. Eligible students will receive only the amount awarded for that specific trip.
- Q: *Will some students not receive travel grants?*
- A: Only current Fresno State matriculated students are eligible for travel grants. Students who graduate from Fresno State prior to the trip are not considered matriculated, and thus are not eligible for travel grants. Alumni of Fresno State and other non-students are not eligible for travel grants. In the event funding is exhausted, some students may not receive grants.
- Q: *When and how will faculty learn of their group travel grant award?*
- A: CGE will strive to provide news of your award as soon as possible, however allocations from the IRA Board to the International Travel Grant Program fund, as well as determining which fiscal year the awards are assigned, may impact timing of the award notice.
- Q: *Where are the group travel grant funds held? Will faculty need to handle paperwork to pay bills with these funds?*
- A: Group travel grant funds are held in an account by CGE. Faculty will request the CGE Coordinator for International Initiatives to start payment on behalf of the group.

## APPENDIX C: QUESTIONS TO HAVE ANSWERED FOR INITIAL MEETING WITH CGE

- A. Typically our short-term programs are 2 to 6 weeks long. The best times of year to take students abroad are winter, spring, or summer breaks. Be aware of the time of year you are considering your trip and whether it is a tourist season. This will affect the cost of your travel and accommodations. What dates are you considering for your trip? Do you plan to extend your own personal travel beyond the end date of the trip?
- B. Typically, faculty led international travel study trips consist of a group of 12-15 students. What is the minimum number of students you are willing to take on this study tour? What is the maximum number? If you exceed the maximum, will you need another faculty member to accompany you?
- C. What is the cost of your airfare from Fresno or a nearby airport? If you drive to another airport, what will it cost for parking and to reimburse you for mileage?
- D. Will there be any in-country (within the foreign country) transportation expenses for the students? Will the instructor have any in-country transportation expenses?
- E. What is the name of the vendor(s) with whom you will be working to make arrangements for travel, lodging, in-country travel, tours, performances, etc.?
- **For international air travel:**  
We recommend Frosch Student Travel, in Burlingame, California. Frosch works with universities to arrange group airfare at a reasonable rate.  
**Manzoor Saiyed | Director | FROSCH STUDENT TRAVEL**  
700 Airport Blvd, Suite 360 | Burlingame, CA 94010  
D: 650.762.1880 | Toll Free: 800.467.5032 | F: 650.579.0811  
[manzoor.saiyed@frosch.com](mailto:manzoor.saiyed@frosch.com) | [www.froschstudenttravel.com](http://www.froschstudenttravel.com)  
Member of Signature Travel Network  
Member of GSM Travel Management
- F. Does the vendor need a deposit? When is the deposit due and what is the amount? When is the balance due to the vendor? Can the payments be wired to the vendor? What is vendor cancellation policy?

**In order to approve a vendor and pay an invoice for a vendor in another country, we must have the following forms from each of your vendors.**

The *International Payee Data Record form* can be found at

<http://www.fresnostate.edu/cge/documents/InternationalPayeeDataRecord.pdf>.

The *Wire Transfer form* can be found at

<http://www.fresnostate.edu/adminserv/accountingservices/forms/>. This allows us to pay your foreign vendor the deposit and balance we owe. The International Payee Data Record form must be completed and submitted to CGE no less than three months before you depart on your travel or incur any expenses for which you will be invoiced. Failure to file a completed Payee Data Record will delay processing payments to vendors outside the country. Contact the travel accountant in the Accounting Services office if you have any questions about paying vendors. Domestic vendors will be paid by check.

- G. What is the exact cost of lodging for one student (usually in a double room), for the entire trip? What is the cost of lodging for the instructor(s) for this trip?
- H. Will the student meals: 1. Be included in the lodging expense; 2. Be part of the program fee; or, 3. Will students pay for their own meals on a daily basis? If the meals will be included in the program fee, provide the cost of the meals.
- I. What is the cost of meals for the instructor(s)? Are any meals included with the lodging?
- J. Are there any entry or excursion fees that need to be in the budget, or that students will have to pay out of their own pockets while abroad?
- K. Are you paying for any of your own expenses or will the student fees be used to cover all your expenses?
- L. Please bring written (email or faxed) price quotes from your vendors to the initial meeting with CGE staff.**
- M. What day/dates would you like to conduct informational meetings to recruit students?
- N. What day/dates will you hold orientation meetings for students who have paid the trip deposit?
- O. A CD or flash drive with photographs of the places you will visit is needed for creating the brochure and poster. Please do not furnish photos that were taken by others or those which are copyrighted. Do you have photographs that you can provide or do you need our Marketing department to obtain pictures for you?
- P. A course description is needed for the brochure and poster that includes a description of the special activities. Do you have a paragraph ready with your course description?
- Q. The budget determines the cost of the program for students. There is a budget spreadsheet at the end of the Budget section of this handbook that will help you organize the expenses. CGE Staff will assist you with this spreadsheet. REFER TO BUDGET SECTION.
- R. The due dates for student deposit and balance fee payments are based on payment to vendors and other factors. The payment due dates set for your course will be firm and extensions will not be permitted. The go/no-go decision for your trip will be determined by the number of student payments received by the fee deposit date.
- S. Age group of participants
- Will your participants be of the same age group or a mix of age groups?
  - Are they undergraduate students, graduate students, or individuals from the community?
  - Are your participants experienced in travel abroad or are they first timers?
- T. Salary or Volunteer: How instructors are paid
- In keeping with the approved California State University salary codes, Continuing and Global Education will process faculty payroll for credit classes.
  - Faculty may elect to waive their salary for a short-term travel study. If you waive your salary, please complete the Faculty Volunteer Form at least two months prior to the start of the trip.  
<http://fresnostate.edu/cge/documents/VolunteerForm.pdf>

## APPENDIX D: BUILDING A BUDGET

**The following questions will help you in filling out the Budget worksheet and help us determine the cost per student for your international travel study program. Obtain a quote in writing from each of your vendors. Find out when and how much of a deposit is due to your vendors and when the balance is due.**

- A. Airfare – What is the cost of a roundtrip ticket for your trip? Does this include the airport tax? Add 5% to this amount for unanticipated airfare expenses, e.g. fuel surcharge.
- B. In-country transportation – Will you be using taxis, buses, van rentals, airlines or any other in-country transportation? What are the fees charged to transport your group to/from different locations?
- C. Lodging – Will your group be staying in university housing, private homes, hostels, or hotels? Double occupancy is standard. Obtain the price per person in the written quote.
- D. Meals – How much will meals for the group cost? Will there be any meals for which your participants will be paying on their own?
- E. Travel Insurance – Instructors and students are required to have travel insurance.

FACULTY/STAFF - Travel insurance for faculty is \$60. This coverage is good for most foreign travel with exclusions to certain countries, and also includes coverage for expatriation.

STUDENT – Travel Insurance fee for students is based on the location of study tour and the length of the trip and will be included in their program fee paid to CGE; for example, a trip that lasts 16-31 days will have an insurance cost of \$75 per student. Ask CGE Coordinator for travel insurance quote for students. Proof of travel insurance must be submitted to the office of Study Abroad and International Exchanges for verification.

- F. Special lecturers – Will there be instructors at your destination who will need to be paid for teaching?
- G. Museum and field site tours – Will there be any admission fees?
- H. Marketing – Email blasts to the Fresno State student body to promote your information sessions to recruit students to your travel study program (no cost). CGE advertises your trip on our website and posts an online brochure with the registration form at no charge. Potential students may search for faculty-led and other study abroad programs on our website. Additional marketing is available and will be included as an expense in your budget.
- I. Course fees – Are there any additional course fees for supplies?
- J. SIM card or cell phone rental – We encourage faculty to arrange for local phone service while in the foreign country in order to be available to students.
- K. OTHER - How much money should students set aside for expenses that are NOT covered by fees collected by CGE? Airfare, passports, visas, SIM card or local cell phone rental, entertainment, souvenirs, and extra meals are NOT included in the travel package.



APPENDIX E:
DRAFTING A BUDGET

Use this worksheet to create a draft budget.

STUDENT Expenses/Income

Note: If an expense is not listed in the budget it CAN NOT be added after the international travel study program has been advertised.

Lodging – (double occupancy)
\$\_\_\_\_\_ per person X #\_\_\_\_\_ Students X #\_\_\_\_\_ Nights
Travel insurance (see CGE staff for price)
Airfare – roundtrip
In-country transportation
Meals
Entrance fees, tours, performances
Marketing – promotion and publicity
Fees for guest lecturers
OTHER – course supplies, tips, etc (explain)
SUBTOTAL
TOTAL

INCOME

Boren Awards for International Study
www.borenawards.org
IRA funding
Benjamin A. Gilman International Scholarship
www.iie.org/en/Students
International Rotary
Grant/Scholarship
Financial Assistance from your Dean

INSTRUCTOR Expenses

Instructor salary
Lodging [ ] single [ ] Double occupancy
\$\_\_\_\_\_ per person X #\_\_\_\_\_ Nights
Travel insurance (mandatory) \$60.00
Airfare – roundtrip
In-country transportation
Meals
Entrance fees, tours, performances
OTHER – tips, etc. (explain)
TOTAL

APPENDIX F:
MARKETING CHECKLIST

- Your program description needs to show the students that your international travel study program will be interesting, relevant, and a rewarding personal experience. Spend some time preparing a program description that will catch the interest of students who may never have thought about traveling and studying abroad.
Know what audience you would like to recruit to participate in your international travel study program. Pick the main topic; outline the content and scope of the course.
Course Title – Create a catchy title, make it specific and brief.
Program Description – Speak to the audience in your writing and make the course description participant-oriented. Some ways to get the attention of the reader is to:
• Identify the benefits that the students will gain from the course. What makes your course unique/compelling?
• List a question, problem, or issue that the course will address. What will the students learn from this experience?
• Describe the opportunities and benefits that this travel study will give the students. How will they use this experience at school or in their future employment?
• Include a fact or statistic about your topic.
Conclude your program description with a statement that shares with the reader how they will grow in confidence and success after participating in your travel study course. This growth can be through new skills learned, information gained, awareness of new cultures, and attitude changes through experiences.
Travel study programs offer the opportunity to connect to our unique world; share that excitement with your potential students in your course description.
- Deadlines and amounts for course registration, deposit for international vendor, and final payments.
- List of excluded items (what items are not included in the course fee).
- Photographs from a previous trip with action shots of students, or of interesting sites in the area you plan to travel. These should be high resolution (minimum 200 dpi), non-copyrighted, and provided on a CD or flash drive.
- Informational Meetings - The best tool for recruiting students to participate in a travel study program is when the instructor (or former student) talks about the program in an informational session or in class. Encourage your students to tell their friends about this travel opportunity and invite them to an informational session.
- One or more informational sessions should be scheduled to give students an opportunity to hear the details about the program and why they will benefit from this learning experience. It also gives the students an opportunity to ask questions.
- Plan your first informational meeting as early as possible or at least twelve months in advance. This will give students enough time to get their finances in order for the international travel study trip.
- Which grants and scholarships are available?
- What are the international vendor cancellation and refund policies?

# APPENDIX G: INFORMATION TO SHARE AT YOUR STUDENT ORIENTATION

## Course Registration and Fees

How do students register for the travel study course through Continuing and Global Education	<a href="http://www.fresnostate.edu/cge/registration/howtoregister.html">http://www.fresnostate.edu/cge/registration/howtoregister.html</a> or Instructor Handout
What are the fees	Instructor Handout
When are the deadlines to pay appropriate fees	Instructor Handout
Deadline to purchase airfare from travel agent	Instructor Handout

## Forms/Documents

International Study Health and Accident Insurance	See CGE for Health and Accident Insurance
Study Abroad documents	<a href="http://www.fresnostate.edu/cge/documents/FacultyLedPacket.pdf">www.fresnostate.edu/cge/documents/FacultyLedPacket.pdf</a>
Pre-departure orientation form	<a href="http://www.fresnostate.edu/cge/documents/abroad/PredepartureCompletion.pdf">www.fresnostate.edu/cge/documents/abroad/PredepartureCompletion.pdf</a>
Obtaining a passport and Visa	<a href="https://travel.state.gov/content/passports/en/passports.html">https://travel.state.gov/content/passports/en/passports.html</a>

## Personal Items

Make (2) COPIES of your passport, airplane ticket, driver license, and credit cards. Take (1) copy with you, keep it in a safe location; Leave (1) copy with a contact at home.	
Medications and Prescriptions – Carry a letter from your physician describing any preexisting conditions.	<a href="https://travel.state.gov/content/passports/en/go/checklist.html">https://travel.state.gov/content/passports/en/go/checklist.html</a>
Medication should be kept in original containers.	<a href="http://www.studentsabroad.state.gov">www.studentsabroad.state.gov</a>
Check with the foreign embassy to make sure any medications you are taking with you are not considered illegal narcotics.	<a href="https://travel.state.gov/content/passports/en/go/checklist.html">https://travel.state.gov/content/passports/en/go/checklist.html</a>

## Safety and Health

Respect local laws and customs	Visit the tourism website for the country you are going to visit
Inform your credit card/ATM companies that you will be traveling abroad	<a href="http://www.visa.com">www.visa.com</a> , <a href="http://www.mastercard.com">www.mastercard.com</a> , <a href="http://www.capitalone.com">www.capitalone.com</a> , <a href="http://www.americanexpress.com">www.americanexpress.com</a>
Notify your cell phone provider and ask about international roaming plans.	<a href="http://www.att.com">www.att.com</a> , <a href="http://www.verizon.com">www.verizon.com</a> , <a href="http://www.sprint.com">www.sprint.com</a> etc.
Always be aware of your surroundings and the people around you	
Do not give out personal information, or discuss family information with foreigners	<a href="http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt106.shtm">www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt106.shtm</a>
Electronics, if you can do without it, don't take it. Cyber crime is real.	
Prevention of sexually transmitted infections	<a href="http://www.cdcnpin.org/scripts/std/std.asp">www.cdcnpin.org/scripts/std/std.asp</a>
Travel health tips for students studying abroad	<a href="http://www.cdc.gov/">http://www.cdc.gov/</a>
Vaccination guideline	<a href="http://www.cdc.gov/travel">www.cdc.gov/travel</a>

## Social Awareness

Know the dress codes – some countries /churches require you to dress modestly	Visit the tourism website for the country you are going to visit
Bathing and flushing toilets, what is available	Visit the tourism website for the country you are going to visit
What kind of food will be available	Visit the tourism website for the country you are going to visit

# APPENDIX H: SAFETY AND SEXUAL BEHAVIOR

Studying abroad offers an exciting opportunity for students to learn about different cultures and meet new people. The following information is intended to help you prepare your students for a positive, memorable adventure. We ask you to include Safety and Sexual behavior in your **orientation session** so that students will avoid situations that could put them at risk.

There are visible parts to the cultures of different countries, like dress, food, language, literature and art. Cultures also have parts that are invisible, such as concepts of personal space, definitions of modesty, levels of friendship, and attitudes about sexual behavior. It is important for the instructor of a travel study program to know what is acceptable in that country and what is not in order to educate the participating students and keep them from making poor decisions.

Review the following information with your students as it pertains to the country you are going to visit.

- Sex and Sexuality
- Religion and Government
- Birth Control
- Sexually Transmitted Infections
- Alcohol/Date Rape Drugs
- Dating abroad

Arm your students with as much information as you can so that they can make better choices while abroad and minimize the risk factors.

- Drink in moderation and don't take drugs – this can make you a target because of your impaired judgment.
- Trust your instincts – never do anything that makes you uncomfortable.
- Be aware of your surroundings – avoid poorly lit or deserted areas, do not walk alone, only use one ear for headphones so that you can hear and know what is going on around you.
- If you are attacked, run and yell so as to draw attention to the situation.
- Students should be reassured that they can go to the travel study instructor if they are a victim of sexual violence or are involved in any situation where they do not feel safe.

If you feel uncomfortable discussing the above issues of sexual behavior with your students, ask your Continuing and Global Education contact for a list of individuals on campus who can present the information to your students for you. Ultimately, it is you, the instructor, who will be responsible for your students while your group is overseas. Continuing and Global Education can support you by providing the following resource:

Booklet – NAFSA Association of International Educators, *Sexual Health Abroad: A Guide to Healthy Practices During Education Abroad*, NAFSA, 2009



# APPENDIX I: EMERGENCY PREPAREDNESS AND RESPONSE

## California State University, Fresno Emergency Preparedness and Response Faculty-Led International Programs

### Overview

This document is intended to provide Faculty Members leading study abroad programs with information and guidance for preparing and responding to emergencies when traveling abroad.

### Emergency Preparation

It is essential that Faculty members are prepared for emergency situations when leading students in study abroad programs.

### Prior to Departure

- Review country-specific ("Country Profile") safety information listed on the US State Department website at: <http://www.state.gov/travel/>
- Recommend that each participant enrolls in the US State Department Smart Traveler Enrollment Program <https://step.state.gov/step/>
- Review information on the CDC website regarding recommended vaccinations and health concerns. <http://wwwnc.cdc.gov/travel/destinations/list.htm>
- Require that students review the country-specific student handbook from the Center for Global Education <http://www.studentsabroad.com/>
- Conduct a pre-departure orientation/workshop for students, and include country-specific risk management information found in the websites referenced above (e.g. travel safety guidelines, cultural behavioral norms), and student conduct expectations.

### Upon Arrival

- Conduct a brief on-site orientation shortly after arrival to discuss health and safety, culture shock, program itinerary, housing, transportation, alternate location to meet in the event of an emergency
- Collect and share with participants applicable in-country emergency contact information and numbers (US Consulate/Embassy, nearest hospital, police, fire, 911 emergency equivalent, local government/visa office, translator, etc.)

### During the trip

- Carry copies of travel itinerary and participant emergency contact information during the trip. If more than one faculty member will be leading the students, each should retain copies of the student's information if traveling separately.
- Ensure that all participants (trip leaders and students) are provided a way to contact the Trip Leader(s) at all times during the trip.
- Ensure that all participants (trip leaders and students) carry the ACE Traveler's Assistance Information with them at all times while traveling. ACE should be the first number called in the event of a medical emergency or other crisis.

### Emergency Response

In the event of an emergency, the Trip Leader's first responsibility is to safeguard the safety and well-being of the program participants. Do work with in-country agency partners to collectively attempt to remove participant or participants from immediate danger. As soon as possible and as needed, call for assistance and provide notification of the incident or issue.

### In the event of any of the following involving a trip participant:

- Need for a referral to a hospital or doctor
- Hospitalizations
- Need to be evacuated or repatriated
- Need to guarantee payment for medical expenses
- Local communication problems
- Safety is threatened by the sudden occurrence of a political or military event

### Contact:

ACE, American Insurance Company, 24 hour access  
Call 1-855-327-1414 toll free in the United States or Canada  
Or direct dial + 1-630-694-9764 outside the United States or Canada  
immediately and refer to policy number: ADDN04950872

### In the event of any of the following involving a trip participant:

- Serious injuries/Illnesses/death
- Sexual Assault, Rape, Crime Against Student
- Missing Participant or Kidnapping
- Political Unrest, Natural Disaster or Terrorist Attack
- Arrest for Crimes by a Participant

### Contact:

University Police Department at 559.278.8400. This number is answered 24/7. Leave a phone number and email where you can be reached. The Dispatcher will forward the message to the appropriate university dean or manager.

## APPENDIX J: SMARTPHONE APPS FOR TRAVELING “SMARTER”

### *Fresno State smartphone app available for download*

A free Fresno State app is available to download for smartphones, complete with Fresno State news, maps and athletic schedules. The Fresno State app is searchable under “Fresno State” and the icon appears as a blue icon with the Fresno State logo appearing in white writing.

The app comes complete with a section for news, directory, maps, videos, photos, events, athletics, emergency and library.

The news option will link students to Fresno State News, The Collegian and the Bulldog Blog. Students can click on any of these links and be taken to a list of the latest news that has been published by each source. This allows students to keep up with Fresno State news at a glance.

The directory feature enables students to search professors and staff members on the go. Once the person in question is located by the app, students can access office phone numbers, professor’s emails and add the contact information to their phone with one click of a button.

Videos and photo links are also available from the homepage of the app. The video link will take students to the Fresno State YouTube page and the photos will lead to various galleries including “Fall at Fresno State,” “Fresno State Football” and “Centennial Parade.”

An emergency link with the contact information for the Fresno State Police Department emergency line and the TipNow phone number can be found at the bottom of the homepage.

### Language

It may seem that all translation applications are the same – they carry out the same basic functions – although this may not always be the case depending on the language you are translating to/from and even the operating system of your phone. Understanding the nuances of a foreign language can be a tricky task but hopefully with the help of these apps you will be on your way to fluency in no time!

**Google Translate** – Available for **iOS** and **Android**.

- Find out what it means when you are asked, “Voulez-vous un café?” in Paris or how to ask “Which way to the train?” in Munich.

**iTranslate** – Available on **iOS** and **Android**.

- Access over 70 languages from around the world and enjoy the multiple results per translation to ensure you are making the best translation possible.

**Navita Translator** – Available on **BlackBerry**.

- Translate words, phrases, and sentences straight from an email, text message, or webpage with this BlackBerry app.

**Translate This** – Available on **Windows**.

- Utilize the power and resources of both Bing and Google to access real-time translations to save, send, and even pronounce commonly used phrases.

### Local Attractions and Eateries

Local attractions and eateries are all part of the cultural experience of visiting or living in a different part of the world and these apps are designed to help you find those that interest you and include reviews from other users about each attraction or establishment.

**Wikihood** – Available on **iOS** and **Android**.

- Access all of the information and convenience of Wikipedia using this “location-based” app to explore cities all around the world.

**Yelp** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- Use Yelp to find anything from great (or not so great) restaurants nearby to medical care providers – this app can help you find nearly everything with user reviews to make your decision making process easier.

**Urbanspoon** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- Search local restaurants all over the world to find any place from a hole-in-the-wall BBQ joint to upscale French cuisine – Urbanspoon makes exploring all of the local cuisine a walk in the park.

### Money

Money management while abroad is a common question and fortunately there are many different apps that are here to make things easier. Whether it is currency conversions or a mobile banking app for your specific bank, keeping an eye on your spending and having and understanding of the current exchange rate are very important to keep in mind while abroad.

#### Mobile Banking

- Check with your bank for a mobile banking app available by download to track your spending from your phone.

**XE Currency** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- This app updates and remembers currency conversions over WiFi or cellular data to allow for offline conversions on the go.

**OandA Currency** – Available on **iOS**, **Android**, and **BlackBerry**.

- Convert currencies in real-time and even add percentages to figures to estimate conversion fees or international banking fees.

### Navigation

Navigating a new place can be difficult enough without the street signs and other markers being in a foreign language – and these apps are built to help alleviate that. Though some of these apps require WiFi or cellular data, some maps are available for download for use on the go!

**Google Maps** – Available on **iOS** and **Android**.

- Take advantage of Google’s wide-breadth of resources with voice-guided, turn-by-turn directions to new places with the familiarity of a simple Google search.



**Transit App** – Available on **iOS** and **Android**.

- *Navigate local transit systems like a pro with real-time schedules and departure times in over 40 cities around the world.*

**HERE Transit** – Available on **Windows**.

- *Detailed bus, train, and subway information in over 720 cities around the globe.*

**Navmii** – Available on **iOS** and **Android**.

- *Download maps and use your in-phone GPS to help navigate your way around for free whether you are in a new city or are taking a weekend roadtrip.*
- *(Multiple iOS applications available for 85+ countries)*

## Staying in Touch

Staying in touch with family and friends is much easier through social media and connecting people in all corners of the world. These popular social media sites also work very well abroad to stay in touch with new friends you meet and staying up-to-date on all of the local events and happenings. Apps are also available for texting and calling via web-based services to help staying in touch from long distances.

**Facebook** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- *Friend Fresno State Study Abroad on Facebook to keep up-to-date with news and fun contests.*

**Foursquare** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- *Allows you to check-in (and sometimes even unlock discounts) at locations across the globe.*

**GroupMe** – Available on **iOS**, **Android**, and **Windows**.

- *Stay in touch with a group of friends or family all at once with this great group texting application.*

**Instagram** – Available on **iOS** and **Android**.

- *A picture is worth a thousand words and a great way to remember your study abroad experiences!*

**Skype** – Available on **iOS**, **Android**, and **Windows**.

- *Video call to family and friends back home for free by using Skype on your phone, tablet, or computer.*

**Twitter** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- *Be sure to tag @FS\_studyabroad with your travel adventures!*

**Whatapp** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- *Web-based calling and texting app to help you stay in touch from afar.*
- *(First year free; \$.99/each following year)*

**Viber** – Apps available for **iOS** and **Android**.

- *With Viber, everyone in the world can connect. Freely. More than 200 million Viber users text, call, and send photo and video messages worldwide over WiFi or 3G – for free.*

## Travel Experiences

**Minube** – Available for **iOS**, **Android**, and **Windows**.

- *Share your tales from the road and get recommendations on exciting experiences in real-time using this travel inspiring app!*

**Smart Layover** – Available on **iOS**, **Android**, and **BlackBerry**.

- *Instead of dreading an unavoidable layover, make the most of it with Smart Layover and turn your layover into an adventure inside and out of the airport.*

**Travel Channel Layover App** – Available on **iOS**.

- *Derived from the Travel Channel's television show The Layover take heed of host Anthony Bourdain's recommendations on the best places to stay, eat, drink and more in some of the world's most famous cities.*

**Triplt** – Available on **iOS**, **Android**, **Windows**, and **BlackBerry**.

- *Organize all of your travel details for multiple trips all in one place – perfect for storing flight, hotel, and/or car reservation details and maps and directions for a multi-leg trip as well as multiple excursions.*

**For more travel related apps check out the **iOS**, **Android**, **Windows**, and **BlackBerry** app stores.**

## **APPENDIX K: TERRA DOTTA - FACULTY GUIDE**

This is a faculty user guide for “Terra Dotta”—the new Study Abroad Management System.

<http://www.fresnostate.edu/cge/documents/FacultyGuideStudyAbroad.pdf>

## **APPENDIX L: TERRA DOTTA - STUDENT GUIDE**

This is an application/registration guide for students.

<http://www.fresnostate.edu/cge/documents/Fac-LedGuideForStudents.pdf>