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Introduction to the Center for Global Education and Travel Courses

“Experience, travel – these are an education in themselves”
– Euripides

The mission of Chapman University is to “provide a personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens.” Faculty members who conduct courses abroad directly contribute to the fulfillment of this mission. The University values these efforts, and is committed to ensuring that all faculty members engaged in these pursuits are properly supported.

An important part of Chapman University’s educational mission is to help participants develop a global understanding of other peoples and cultures of the world, engage in opportunities that enhance their on-campus education, and open doors for their future. The Center for Global Education (CGE) seeks to provide these opportunities to the Chapman community. Travel Courses provide excellent teaching opportunities and allow faculty to bring the classroom education to life. They give group members the opportunity to experience first-hand, the people, places, cultural differences, and institutions they are exploring. Hopefully, each participant and faculty member will come away with positive experiences that change the way they see the world, and themselves.

While Travel Courses can be rewarding for both participants and faculty, they do require a great deal of effort. The CGE will assist faculty with developing and planning the course; completing necessary paperwork, coordinating with Third Party providers, promoting the course to prospective students, and developing a budget aligned with University policies and procedures. There are a number of departments, offices and people all working together to make your Travel Course a success.
The CGE:

1. Provides faculty and participants with appropriate applications and forms
2. Collects participant Enrollment and Financial Obligation forms, receipt of deposits, and monitors required materials, questionnaires for each program and informs students of missing application materials. An account for each participant is established in our online portal, Global Gateway
3. Contacts the Dean of Students, the Business Office, and Financial Aid to ascertain any financial or disciplinary concerns about applicants
4. Assists faculty leader in following up with participants who have questions
5. Coordinates program budget and arranges billing and payment methods with the Travel Course provider, faculty, and Business Office
6. Registers all participants
7. Ensures that the paperwork required for participation in the Travel Course has been submitted and is in the participants’ files prior to departure
8. Conducts pre-departure orientation for participants and faculty
9. After the completion of the program, works with faculty to reconcile expenses and clear monetary advance
10. After faculty submit the student surveys to the CGE, a report summary of participants’ responses will be created and shared with faculty

Faculty:

1. Develop a course syllabus and a basic itinerary for the proposed Travel Course
2. For a group of 10+, consult with Dean regarding faculty’s course reduction or wages for Travel Course responsibilities
3. Complete a Planning Worksheet for a New or Repeat Travel Course and coordinate requests with Travel Course provider
4. Consult with Travel Course providers regarding travel arrangements, accommodations and requested excursions
5. Approve preliminary and final budgets developed with the CGE
6. Promote and recruits participants for the Travel Course
7. Review participants enrollment applications and select participants
8. Keep the CGE informed of correspondence with vendors and participants to avoid duplications
9. Follow all University rules and requirements including offering academic content consistent with College, Department, and University standards and faculty by-laws
10. Provide the CGE with accurate information about the final travel arrangements and contact information at every stage of the trip
11. While on the course, Faculty are responsible for all group participants 24/7, even during non-scheduled time. This ensures student safety.
12. Keep receipts, track program expenses and work with the CGE to reconcile expenses after the completion of the program
STEPS TO PREPARE A TRAVEL COURSE

1. Idea for a Travel Course
2. Timelines and Deadlines
3. Faculty Compensation
4. Create a Syllabus
5. Create Itinerary
6. Create a Preliminary Budget
7. Recruit Participants & Create Final Budget
8. Participant Survey, Debrief Travel Course
9. Return & Reconciliation
10. Pre-Departure & Travel
11. Student Deposits and Faculty Advances
Planning a Travel Course

Timelines
Travel Courses run in two terms at Chapman University

Note: For Summer Session 4, it makes no difference when a program departs/arrives during the summer months. Every summer Travel Course is registered in Summer Session 4, and will adhere to the attendance, course change and grading practices set in place by the university for that session.

Travel Course planning may begin as early as a faculty member has determined course logistics such as: Where do you plan to go? Will your Travel Course take place during Interterm or Summer? What do you plan to do? For how long will you be there? How many participants will you take? What is your preferred mode of travel? Refer to the following tables for information regarding general timeline dates:

### INTERTERM TRAVEL COURSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Function</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Syllabi due to Academic Council for review/Deadline</td>
<td></td>
</tr>
<tr>
<td>Aug 15</td>
<td>Preliminary Budgets due All Travel Courses Open for Recruitment</td>
<td>Fully signed off</td>
</tr>
<tr>
<td>Oct 25</td>
<td>Participant Deposits Due</td>
<td></td>
</tr>
<tr>
<td>Oct 26</td>
<td>Travel Course Cancellation</td>
<td>If 10 participants have not deposited, the TC is cancelled; participant deposits are refunded.</td>
</tr>
<tr>
<td>Nov 1</td>
<td>ALL Participants’ TC Materials, Questionnaires, Requirements are due</td>
<td>Student’s Global Gateway account through the CGE online portal</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Final Budgets due</td>
<td>A single per-student price is announced and sent to Business Office.</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Registration</td>
<td>CGE processes student registration for the course</td>
</tr>
<tr>
<td>Nov 27</td>
<td>Business Office generates billing</td>
<td>Participant accounts are billed</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Final payment Due</td>
<td>All application requirements in Global Gateway must be completed</td>
</tr>
</tbody>
</table>
SUMMER TRAVEL COURSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Function</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2</td>
<td>Syllabi due to Academic Council for review/Deadline</td>
<td></td>
</tr>
<tr>
<td>Jan 12</td>
<td>Preliminary Budgets due</td>
<td>Fully signed off</td>
</tr>
<tr>
<td></td>
<td>All Travel Courses Open for Recruitment</td>
<td></td>
</tr>
<tr>
<td>Mar 27</td>
<td>Participant Deposits Due</td>
<td></td>
</tr>
<tr>
<td>Mar 28</td>
<td>Travel Course Cancellation</td>
<td>If 10 participants have not deposited, the TC is cancelled; participant deposits are refunded.</td>
</tr>
<tr>
<td>Apr 3</td>
<td>ALL Participants’ TC Materials, Questionnaires, Requirements are due</td>
<td>Student’s Global Gateway account through the CGE online portal</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Final Budgets due</td>
<td>A single per-participant price is announced and sent to Business Office.</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Registration</td>
<td>CGE processes participant registration for the course</td>
</tr>
<tr>
<td>Apr 27</td>
<td>Business Office generates billing</td>
<td>Participant accounts are billed</td>
</tr>
<tr>
<td>May 14</td>
<td>Final payment Due</td>
<td>All application requirements in Global Gateway must be completed</td>
</tr>
</tbody>
</table>

Administrative Policies and Procedures

**U.S Department of State Travel Advisories**

Once the location of the Travel Course is known, faculty planners should check with the State Department website to make certain there are no travel advisory warnings that would prohibit Chapman from sponsoring travel to the country.

**Travel Warnings** are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Effective January 1, 2018 the US Department of State replaced its Travel Warning system. This was the benchmark that Chapman University and all other universities used to determine the safety of travel to a particular country. The new system is more refined, replacing the simple go/no go rating with a series of four rankings:
1-Exercise routine caution
2-Exercise increased caution
3-Reconsider travel
4-Do not travel

In addition to the overall country rating, areas and regions within a country can receive higher ratings than the country overall. For example, under the new system Mexico is a 2-Exercise increased caution. Yet many states within Mexico are listed as 4-Do not travel.

Because the lowest ranking still discusses the need for caution, all students traveling on a Chapman program should sign an acknowledgment that they are aware of the risk level for the country or countries in which they are traveling. This includes students on study abroad, exchanges, short term Travel Courses, independent study or research, conferences, etc. Please direct all students with whom you are working on international travel to the Center for Global Education for completion of the acknowledgement form. In the event the travel is to level 3 or 4 countries, or countries that contain level 3 or 4 regions, then the proposed travel will be referred to an International Risk Management Committee (IRMC). The IRMC will review the risk factors, and determine if the university will allow a Chapman program to travel to the area.

In the interests of safety, the University encourages all persons, including graduate students and faculty/staff to carefully consider these travel warnings, and plan their travel accordingly.

Please refer all questions on this policy to the Director of Risk Management, Allan Brooks x7794.
For more information, refer to the U.S. Department of State Website:
https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

**Medical Precautions** may be reviewed by going to the Centers for Disease Control and Prevention website [http://wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel). The CDC includes sections covering Destinations, Travel Notices, Find a Clinic, Disease Directory, Information Centers for Travelers, Mobil Apps, RSS Feeds, Yellow Book and more.

**Smart Traveler Enrollment Program (STEP)**
The CGE registers Travel Course participants and their passport data on the U.S. Government STEP website. By doing so, participants receive updates on Travel Warnings, Travel Alerts and other information that pertains to a group’s particular country. Announcements of possible demonstrations, rallies, and threats for areas where your group plans to visit may be received. In addition, registration helps the Department of State better assist you in an emergency situation. Before, during, and even after the travel period, information is received from the nearest U.S. Embassy or Consulate that relates to the travel destination.

While the CGE registers paying Travel Course Participants into the STEP program, faculty must register on their own.

The STEP information is helpful because it may prevent a harmful situation, and/or allow for a safe detour in the event of a threatening situation, disaster, etc.

For more information, refer to the U.S. Department of State STEP Website:
[https://step.state.gov/STEP/Index.aspx](https://step.state.gov/STEP/Index.aspx)
Faculty Compensation

Travel Course group leaders must be a current Chapman University employee. At least one group leader must be a full-time faculty member. Other supportive leaders may hold an adjunct faculty position, or administrator position (exempt employee). If a supportive leader on a Travel Course with an overnight trip to two or more cities is not a current Chapman University employee, s/he will need to be hired as an adjunct faculty for the course, depending on the person’s qualifications and experience. Questions regarding compensation, or course load adjustment should be addressed with the faculty’s department chair, dean and/or the Associate Provost of Academic Administration.

Generally speaking, the lead faculty member receives compensation at the rate the university establishes for a course overload. For Travel Courses with less than 20 paying participants, the additional supportive leader is eligible for travel expense reimbursement and does not receive compensation. The lead faculty member may agree to split the compensation with the supportive leader. This second leader will be needed to help address emergency situations. For Travel Courses with 20 or more students and two leaders are scheduled, both leaders are co-instructors and receive full compensation. Alternatively, with the approval of his/her department, a lead faculty member can request a course reduction for the following semester in lieu of additional pay.

Faculty members receive per diem in lieu of actual cost of room and board. These funds are collected from the paying participants, who are responsible for all travel costs for the Travel Course leaders (except salary) through the Travel Course expenses they pay. Domestic per diem is calculated based on IRS regulations,

Faculty per diem is provided no more than one day before the course begins, and ends on the last day of class. Daily per diem is divided amongst meals: Breakfast 20%, Lunch 30%, and Dinner 50%. Faculty per diem is based on the course’s final budget and will not be adjusted in the event of currency fluctuation.
## Faculty Led Travel Course Guidelines

<table>
<thead>
<tr>
<th>No. of City Overnight</th>
<th>Payment</th>
<th>No. of Faculty*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10 students</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Less than 20 students</td>
<td>Salary or course reduction + cost for faculty 1; faculty 2 gets cost only *, **</td>
<td>1 (2nd optional)</td>
</tr>
<tr>
<td>20 or more students</td>
<td>Salary or course reduction + cost for faculty 1 and faculty 2 *, **</td>
<td>2 (2nd optional)**</td>
</tr>
<tr>
<td>Less than 20 students</td>
<td>Salary or course reduction + cost for faculty 1; faculty 2 gets cost only *, **</td>
<td>2</td>
</tr>
<tr>
<td>20 or more students</td>
<td>Salary or course reduction + cost for faculty 1 and faculty 2 *, **</td>
<td>2</td>
</tr>
</tbody>
</table>

*First faculty must always be a faculty member. Second faculty must be a faculty member for 20 or more students travelling courses.

**Salary or course reduction may be split between faculty who are co-facilitating the course.

***Addition of a second faculty is permitted but not mandatory.
All course offerings should be in accord with the general requirements of Chapman University, the needs of department majors, and the needs of the student body. Faculty members are expected to conduct their classes at a level appropriate to the level of the assigned course. Each instructor is responsible for providing a learning environment conducive to achieving the learning outcomes specified for each course, by planning and presenting the assigned course material; establishing course objectives and requirements and making them known to students; selecting and ordering texts and supplemental materials; preparing, administering, and grading papers and examinations; and assigning grades. (Taken from Faculty Responsibilities, University Expectations p.21)

http://www.chapman.edu/faculty-staff/faculty/_files/faculty-manual.pdf

Creating the Syllabus
Please use the Academic Council and WASC’s policy on requirements and credit for Travel Courses. Find them on the Chapman Faculty Homepage:
https://www.chapman.edu/faculty-staff/faculty/institute-excellence-teaching/index.aspx
Then, in the Curriculum Handbook, p. 26:
New Travel Course
For a new Travel Course, faculty should create a course syllabus containing the number of planned contact hours with the students before, during, and after the trip. Each credit hour requires a minimum of 15 contact hours in one week. 3 credits would require 45 contact hours spread over 3 weeks. So, a Travel Course has to pass two separate tests: 1 week per credit hour, 15 contact hours in each week. So, as an example, if a course has all 45 contact hours in a single week, it would only count as 1 credit.

In addition, a new Travel Course must include a justification as to why the course is a Travel Course, instead of an offering on Orange campus. What specifically can the student see and/or experience on the Travel Course, and how does it relate to the subject being studied? The Academic Council requires the same information for a Travel Course that they require for a regular course. Some of the things that need to be included, and their absence are reasons that some Travel Course approvals are delayed, include the following:

1. The number of points or percentage of the grade on each type of assignment such as exams, paper, etc.
2. The dates and number of contact hours before and after the trip.
3. Academic Integrity and Disability Statements in the syllabus.

Academic Integrity
Chapman University is a community of scholars which emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will be subject to sanction by the instructor and referral to the university’s Academic Integrity Committee, which may impose additional sanctions up to and including dismissal. At their discretion the faculty may submit student work to plagiarism detection software, such as www.turnitin.com for review.

Academic dishonesty can take a number of forms. It includes, but is not limited to, cheating on a test or examination, claiming the work of another as your own, plagiarizing any paper, research project, or assignment, or falsely submitting material to fulfill course requirements.

Disability Policy
In compliance with ADA guidelines, students who have any condition, either permanent or temporary, that might affect their ability to perform in this class are encouraged to contact the Office of Disability Services. If you will need to utilize your approved accommodations in this class, please follow the proper notification procedure for informing your professor(s). This notification process must occur more than a week before any accommodation can be utilized. Please contact Disability Services at (714) 516-4520 or (www.chapman.edu/students/student-health-services/disability-services) if you have questions regarding this procedure, or for information and to make an appointment to discuss and/or request potential accommodations based on documentation of your disability. Once formal approval of your need for an accommodation has been granted, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course.
Itinerary
Another item that must be included in a Travel Course proposal that is not required in a regular course is a detailed itinerary. Please provide a day-by-day schedule of lectures, meetings and site visits. This information must be identified before the Associate Provost and Academic Council approves a syllabus. He/she will contact the faculty member if any changes are necessary.

Once a syllabus is complete follow these next steps:
1) Submit the new syllabus to the corresponding department for Departmental approval.
2) Once approved by Department, submit it into the online course approval system. To understand the process read, Submitting a NEW Travel Course Syllabus below.

Submitting a NEW Travel Course Syllabus
Once the Travel Course has Departmental support, the group leader or department assistant may enter it into the online course approval system using this link: https://web.chapman.edu/CourseApproval/
The link is found on the “My Window” page under the tab “Faculty.” Under the heading “Teaching & Advising” you will find the “Course Approval System” link. The Assistant Provost is extremely knowledgeable and helpful with any questions regarding the online Course Approval System so please contact their office for further guidance 714. 997.6676.

My Window Portal:
Course Approval Form:

Repeat Travel Course
If the Travel Course has run in the past, no additional ‘Approval’ action is required as long as the course content, requirements, learning materials, etc. remain the same as before. The Associate Provost for Academic Affairs will send the CGE the Travel Course form’s link for CGE records, not approval, before forwarding it to the office of the Registrar.

Faculty will need to complete the following steps:

1) Faculty or someone from department will need to go into the course approval system [https://web.chapman.edu/CourseApproval/](https://web.chapman.edu/CourseApproval/) and reactivate the Travel Course in the course master.

2) Once the course is active, the information is then put into PeopleSoft by the Registrar’s Office, and the course sections and student enrollment will be handled by the CGE.

New Destination for Previously Approved Travel Course
If the Travel Course syllabus and itinerary is basically the same and the faculty member is going to a new location, the faculty member must email the course syllabus and general itinerary to the Associate Provost for ‘location’ approval, and edit the syllabus location within the online course approval system.
Course Setup for Travel Courses

Once the Associate Provost has approved the course as a Travel Course, the on-line syllabus will be routed via the Director of Global Education to the Office of the Registrar.

After the Travel Course has been approved, the CGE will notify the Professor that the new Travel Course is approved, and the following steps are taken:

- Under the guidance of the Registrar’s Office, the Academic Department Schedulers add the Travel Course class sections.
- The Registrar's Office adds the new information to the Course Master.
- The Registrar's Office creates Course Sections containing Accounts Receivable Codes, and secures meeting rooms for course participants.
- The Registrar's Office updates Account Receivable Codes once Final Participation Fee is established.
- The Center for Global Education enrolls Travel Course participants.
- The Business Office bills Travel Course participants.
Designing a Program

**Complete a Planning Worksheet for a New or Repeat Travel Course**
This completed worksheet is used for identifying details, soliciting proposals, and creating budgets for a Travel Course program. When the planning worksheet is complete, proceed to the online course approval process. View the Faculty Travel Course Planning Worksheet in the Appendix section.

**Travel Course Providers**
**Soliciting a Provider**
Because of insurance and liability issues, the university prefers there be a single provider for all services on an individual Travel Course. The CGE maintains a provider database that is readily available. In no way is it a complete listing of providers. Faculty members have the opportunity to solicit, arrange for, or consult with providers on their own, without approval/assistance from CGE. If they prefer to deal directly with the providers, they may negotiate with them but all negotiations are considered unofficial until the university has signed a contract with that provider. If a faculty member is requesting services from a new provider the university has never used before, we suggest the faculty member send the provider a copy of the general contract requirements along with their Planning Worksheet. It will save a lot of time if they are unable to work within our university-mandated contract specifications, particularly the insurance requirements. If faculty propose a third party provider and they are unable to meet the contractual stipulations required by Chapman University, the university is unable to purchase ‘gap insurance.’ Insurance companies will not sell Chapman University liability insurance for a third party.
Soliciting a Provider through CGE
If a faculty member prefers, the CGE will initiate a search for a program provider after a Travel Course Planning Worksheet is received by the CGE. The detailed planning worksheet will be sent to various providers in order to collect proposals for the program. The CGE will inform the group leader/s which providers have responded affirmatively. Once the proposals have been received, Faculty will review the proposals. Faculty and the CGE together determine which proposal they want to accept, based on the proposal, pricing and itinerary provisions.

Changing Providers
If a faculty member is unhappy with a provider, they may choose a new provider until there is a signed contract. Contracts are signed only after the faculty member has approved the provider and the provider’s final Travel Course proposal.

Contracts with Providers
The CGE has been charged by the senior staff of Chapman University to negotiate contracts. All university contracts must be signed by the Executive Vice President.
[View the Sample Agreement in the Appendix Section.]

Destinations
One Location
Once the location or locations for the Travel Course has been determined, please understand that Chapman University will only compensate one faculty person for each 10 paying participants. While the university does not require a second group leader for a Travel Course staying in one city, it strongly recommends that faculty take a second individual (faculty, exempt staff) to share the responsibilities for the group especially if an emergency arises. A second individual would be able to assist the individual/s who needs extra care, or time, before continuing on with planned activities. If the Travel Course is over and a participant is unable to travel back home with the group because of an emergency or medical situation, the second leader could stay with the person until they can travel. No Chapman University participant should remain behind in a city or country on their own without a Chapman University leader present.

Multiple Locations/More Faculty
It is advisable that two faculty members supervise and counsel Travel Course participants if the group size exceeds 20+, or if the group travels to multiple locations. This allows a faculty leader the opportunity to have assistance in the case of emergencies, support for management of the group, activities, and the ability to get some rest.

*If the group is traveling to more than one location for one or more nights, two leaders are required by the university. That way, if an emergency arises, one of the group leaders remains behind with the situation created by the emergency, and the other group leader is able to continue on with the program
itinerary. No Chapman University participant should remain behind in a city or country on their own without a Chapman University leader present.

Creating a Budget

Preliminary Budget
Faculty and the CGE together select which provider’s proposal with which they want to work. If additional questions or revisions are required, the CGE encourage faculty to contact the provider directly in order to clarify and incorporate the revisions desired for expanding their proposal to include new excursions, locations, or meetings, etc.

Once the requested changes have been arranged by the provider, the CGE will develop a preliminary budget with a minimum of 10 participants for a new Travel Course, or the budget can be based on an estimated higher enrollment at the request of faculty. This usually results in a lower per participant price, but runs the risk of the course failing to meet enrollment. Should the budget be based on a higher enrollment number, and an insufficient number of participants register for the course, the course will be cancelled. The preliminary budget will be expressed in a range between two prices, a minimum and a maximum. The range will be ten percent. A final budget (see below) cannot exceed the maximum price in the preliminary budget.

**NOTE: A Travel Course budget will not cover Faculty Trip Cancellation Insurance. If faculty wish to purchase Trip Cancellation Insurance, they are personally responsible for the costs.**
When faculty are in agreement with the details and budget range contained within the preliminary budget, it is routed for approval signatures from the faculty leader, Department Head, Dean, Director of Global Education, and Office of the Provost.

**Final Budget**

After the enrollment period deadline and initial deposits have been collected, the CGE creates a budget using the final number of paying participants who have committed to the Travel Course program. Chapman University policy requires a minimum of 10 paying participants to be enrolled by the application/deposit deadline. 70% of participants must be Chapman students enrolled for credit, and the remaining 30% non-students may be members of the Chapman family, with approval of the CGE/Provost’s Office. This means alumni, donors, other university faculty or staff, immediate family members of the faculty, etc. may participate with approval. Students or faculty members from another university, a neighbor, an outside business associate, etc. without ties to the university will not ordinarily be permitted to join.

**Accountability**

Travel Courses are self-funded. When a college dean signs the preliminary and final budgets for a Travel Course, they certify that the faculty member’s college is ultimately responsible for any expenses incurred on the Travel Course’s behalf that is not included in the budget. Faculty members are responsible personally for any expenses of a personal nature, such as meals and lodgings before or after the course, personal travel, personal purchases, etc.

**Accountability for Drugs and Alcohol**

It is important to remind Faculty of the Federal, State and local Laws Regarding Drug and Alcohol contained in Chapman University Staff and Administrative Handbook. 2.11.8.3 Federal, State and Local Laws Regarding Drug and Alcohol

b) Laws Regarding Alcohol Use

Chapman University has established an alcohol use policy based on the tenet that those serving and drinking alcohol will do so responsibly, with concern for others around them, and with an understanding of the social, personal and legal issues involved.

The following is a summary of the more important laws that directly relate to the University's Alcohol Policy:

1) Minors

Definitions: The State of California requires that individuals be twenty-one (21) years of age to purchase alcoholic beverages or to consume it in any on-sale premises (Business and Profession Code §256658 (b)).

Additionally:

a) It is a misdemeanor for anyone to sell, furnish, or give or cause to sell, furnish, or give any alcoholic beverage to a minor (Business and Professional Code §25658(a)).
h) Any person providing an alcoholic beverage to a minor will be contributing to the delinquency of a minor and guilty of a misdemeanor (Penal Code §272).

2.11.8.7 Procedures for Students, Staff, Administrators, and Faculty Involved in Alcohol and Substance Abuse
All members of Chapman University must comply with all University policies as well as with local, state, and federal laws with regard to alcohol and drug use.

Chapman University Fiscal Policies

7.2.6.1 Meals
The appropriate University Vice President may with special exception authorize reimbursement of actual meal expenses instead of the standard per diem. The actual expense must be supported by the original receipt (showing itemized purchases) and may not include alcoholic beverages.

7.2.6.4 Entertainment
Reimbursement for alcoholic beverages is subject to authorization by a Vice President. The University will not reimburse individuals for personal consumption unless proper authorization has been obtained. The department head should initial the actual expenditure to indicate approval. General approvals of a Travel Expense Report as a whole do not constitute approval for alcohol expenditures.

Chapman University Student Conduct Code

3. Alcoholic Beverages – The following behaviors are prohibited:
a. The sale, possession, use, consumption, production, purchase, or provision of alcoholic beverages to or by any person under the age of 21.
c. Hosting events providing alcohol without first securing authorization from the Vice President and Dean of Students or designee and adhering to the guidelines provided.
Travel Courses – Faculty Handbook

Costs for Travel Course Participants

Travel Course participants are charged the Travel Course expenses computed in the final budget. The Travel Course participant’s fee is exclusive of any tuition a student may owe for the course itself. If an undergrad student is full time in the fall, and full time in the spring at Chapman, that student may participate in an Interterm course for up to 4 credits, without paying additional money for the tuition credits granted for the Travel Course.

If a graduate student would like to enroll in a Travel Course during Interterm, we highly recommend they consult with their Program Department to see whether or not they will be responsible for additional tuition fees on top of the program and travel costs before they submit a Travel Course Enrollment and Financial Obligation form and deposit.

For tuition questions, whether or not tuition is calculated or waived and how tuition is calculated or waived, please contact the Office of Student Business Services. They determine whether or not a Travel Course participant is charged for tuition.

Refund Policy

Because of prepayment requirements associated with travel, Travel Courses do not follow the refund deadlines and procedures of other interterm or summer courses. Paying Participant deposits are non-refundable and non-transferable including, but not limited to, injury or illness, unless one of the following occurs:

- The course is cancelled by the University.
- A student fails to receive preliminary clearance from the Dean of Students office.

In addition to a Paying Participant’s loss of deposit, they are also responsible for the total cost of the course and all other expenses incurred on their behalf if any of the following occur:
1) Paying Participant withdraws from the course any time after enrollment; or
2) Paying Participant becomes unable to participate due to injury or illness at any time after enrollment; or
3) Student becomes ineligible to participate after the preliminary clearance has been provided by the Dean of Students office.

Marketing, Participant Recruitment, and Enrollment

Marketing
Detailed information regarding a Travel Course may not be disseminated to the participants until the course and preliminary budget is approved. Program information must also provide specific participation requirements or course prerequisites, if any. During the semester preceding the Travel Course, the Travel Course and Internship Manager will advertise courses on the CGE website, social media, and email blasts. Posters, signs, flyers, etc. are not provided by the CGE, but Faculty can work with the Strategic Marketing and Communications Office to develop these materials. Marketing budgets should be developed for such expenses outside of the budget developed for the Travel Course. It is ultimately the faculty member’s responsibility to recruit participants for his/her Travel Course.

Faculty interested in holding an information session for interested participants, may work with Departmental Staff to reserve space and services required through the Event Scheduling Office: https://www.chapman.edu/campus-services/event-management/internal-events/scheduling.aspx. Due to the high volume of requests, Event Scheduling asks for an allowance of at least five business days for confirmation of space and/or services. Once faculty has received confirmation of space and services for the information session, send the details to
the Travel Course and Internship Manager so it can be added to the Program Brochure in the Global Gateway.

**Policy on Tuition and Waivers**

If a student participates in a Travel Course led by a Chapman University faculty member during interterm or summer, he/she may be eligible for a one-time tuition waiver. A tuition waiver must be completed and submitted to the Student Business Services office located in Bhathal Student Services Building. The form can be found on Chapman’s CGE Travel Courses site [https://www.chapman.edu/international-studies/_files/tuition-waiver.pdf](https://www.chapman.edu/international-studies/_files/tuition-waiver.pdf).

Submitting the form does not guarantee approval for the Travel Course Tuition Waiver. Students must meet the eligibility requirements prescribed by the Student Business Services office.

**Undergraduate Students**

Students who complete a full-time semester at Chapman University in the fall, and are enrolled as full-time semester students at Chapman University in the spring, are not charged tuition for an Interterm Travel Course. Students are still responsible for paying for Travel Course program fees. Students who have completed at least two full-time semesters at Chapman University may be eligible for a one-time tuition waiver (up to 4 credits) for an international Summer Travel Course. This waiver does not apply to program costs - only tuition fees. This tuition waiver is only for a single course. It is not designed for a student to take a second course and only pay two credits. Travel Courses in the USA and Canada do not qualify for the tuition waiver. Transfer credits do not count toward fulfilling enrollment requirements for the tuition waiver. For specific questions regarding qualifications for the tuition waiver, please see the website [http://www.chapman.edu/international-studies/center-for-global-education/travel-courses/tuition-waiver.aspx](http://www.chapman.edu/international-studies/center-for-global-education/travel-courses/tuition-waiver.aspx). The waiver is valid during the summer and the CGE does not advise on student eligibility. For additional questions, please contact the Office of Student Business Services in the Bhathal Student Services Building.

**Graduate Students**

All participants who are interested in having their tuition waived must apply for this waiver through the Business Office. The Office of Student Business Services will then determine if a student is eligible or ineligible for the tuition waiver. Once a graduate student completes 15 credits at Chapman he/she becomes eligible for a 4-credit tuition waiver for a Travel Course irrespective of the number of credits required in the degree. This tuition waiver is only for a single course. It is not designed for a student to take a second course and only pay two credits. To qualify, a student must have paid graduate tuition for 15 credits. Transfer credits do not count towards the 15 credit requirement. Students enrolled in a 4+1 program cannot use credits earned from their undergraduate degree to meet the 15 graduate credit minimum.

**Note:** The tuition waiver does not apply to Executive MBA, law and physical therapy students. All participants who are interested in having their tuition waived must apply for this waiver through the Business Office. The waiver is valid during both interterm and summer and the CGE does not advise on
eligibility. For all additional Travel Courses and/or credits, the normal tuition rate for that course will apply.

**Advertising Literature**

The advertising literature must specify the **Cost Range** of the Travel Course and indicate that tuition is not included. Sometimes students assume that the cost of airfare, meals, books and supplies are all covered within the Travel Course fee. Some of these expenses may be included in the Professional Services proposal, however, most of the time airfare, most meals, excursions, and personal souvenirs are at their own expense. Participants must be made aware of additional costs they will incur during their travel. If the Travel Course is scheduled for summer session, the Tuition Waiver policy must also be noted in all written documents to the students.

**Sample Flyer:**

![Sample Flyer Image]
**Participant Recruitment**

Upon the approval of a preliminary budget, faculty will be given an Enrollment Authorization and Financial Obligations Form to distribute to participants interested in the Travel Course. Before they make a deposit to commit to the Travel Course, the form must be signed by the faculty and completed by the paying participant. The completed, signed original form, containing ‘Wet Signatures’ is turned in to the CGE with the group member’s receipt of deposit. A participant may charge, pay by check, or cash for their initial deposit through the Cashier’s Office in the Bhathal Student Services Building.

**For International Travel Courses:**

Additionally, a valid passport (a passport that is good for 6+ months after a Travel Course program ends) or a date stamped receipt for a new/renewal of a passport is required at the time a student turns in their original Enrollment Form and deposit receipt to the Center for Global Education.

We recommend that if you meet with students, advertise your program and sign Enrollment Forms, you inform them, or even require them to have proof of their valid passport or new/renewal passport receipt early on.

To make it onto your official roster they must have:
- Original, signed, wet-inked Enrollment Form
- Valid passport or receipt for passport paperwork in process
- Travel Course Deposit Receipt.

The Travel Course and Internship Manager will work with the group members to ensure that application materials are completed through the Global Gateway (more information in the next section).

All paperwork and deposits are due approximately October 25 for Interterm and Spring Break programs, and March 27 for Summer programs.

**Recruitment Policies**

All Travel Courses will be opened up, become ‘live’ on the Center for Global Education (CGE) website and Global Gateway on the same day. Interterm Travel Course opportunities will be available around August 15, and Summer Travel Course opportunities will be available around January 15.

This is the same date that all Preliminary Budgets must be completely signed off by all departments. On that day, all departments are notified what Travel Course opportunities exist. The Cashier and Business Office begin accepting deposits for Travel Courses.

**Once all Preliminary Budgets are signed off, and the Travel Courses are listed on both the CGE website and Global Gateway, students may submit deposits and turn in Enrollment materials.**

Budgets will be finalized after the recruitment period is over. An executed contract will include the number of participants committed to the Travel Course, and all professional services listed on the itinerary. A signed contract will not be able to be changed.

If a faculty member does not recruit the correct number of students for which a course is budgeted, the contract will be voided and the course will not run.
To give you as much flexibility as possible, we will request Professional Service Providers give us pricing on a per student basis, or in ranges, and these will be included in the contract. For example:

<table>
<thead>
<tr>
<th># of Paying Participants</th>
<th>Price per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$ 2,850</td>
</tr>
<tr>
<td>12</td>
<td>$ 2,740</td>
</tr>
<tr>
<td>14</td>
<td>$ 2,580</td>
</tr>
<tr>
<td>16</td>
<td>$ 2,490</td>
</tr>
<tr>
<td>18</td>
<td>$ 2,420</td>
</tr>
<tr>
<td>20</td>
<td>$ 2,360</td>
</tr>
<tr>
<td>22</td>
<td>$ 2,320</td>
</tr>
<tr>
<td>24</td>
<td>$ 2,300</td>
</tr>
<tr>
<td>26</td>
<td>$ 2,230</td>
</tr>
</tbody>
</table>

If there is a firm number of participants in the contract that the Travel Course does not meet, it will void the contract and the Travel Course will be cancelled.

Similarly, if there is a firm number in the contract, it will limit you to recruiting only that number of students listed in the contract.

Activation of Participant’s Online Application - [http://studyabroad.chapman.edu/](http://studyabroad.chapman.edu/)

The CGE’s Global Gateway is an online portal where students explore international academic opportunities and complete application materials for Travel Courses, International Internships, and Study Abroad programs. The Travel Course and Internship Manager will notify faculty leaders when their Travel Course is activated and available online. Faculty may direct students and other participants to the site to obtain additional information, or specific details for the Travel Course and application process.
Student Selection: Dean’s Clearance

**Preliminary:** All students are required to be in good academic standing to participate in a Travel Course. Faculty authorize a participant’s enrollment when they sign the Enrollment Authorization and Financial Obligations Form. Once students turn in the form with their deposit, they are financially committed to the Travel Course. Disciplinary and academic records are reviewed by the Office of the Dean of Students to determine a student’s eligibility on two separate occasions. The first review is conducted within a week of the closing of the Travel Course recruitment period. The second review is conducted during the last week of the semester. If due to disciplinary issues a preliminary clearance is not granted by a given date (identified by the university) the student will receive a refund for the deposit and will not be able to participate in the Travel Course. During the enrollment process, the CGE receives notification from the Business Office when students have a financial hold on their student account. These holds must be resolved by the student before the student’s departure. Students are not eligible for a refund if they fail to clear their hold.

**Final:** A final Dean’s clearance is obtained the last week of the semester prior to departure. If a student has received a preliminary Dean’s clearance, but does not receive a final clearance, the student may not participate in the Travel Course and is responsible for all Travel Course program costs, regardless.

Participant Registration

After the final budget has been approved, the CGE staff notifies the group participants of their final participation cost. The CGE registers each student in the appropriate Travel Course through PeopleSoft. Students are billed for the number of credits gained from the course. Once the participants are registered in PeopleSoft, Blackboard is automatically generated from the information entered into the Registrar’s office. Blackboard will appear in the faculty’s Blackboard account. Blackboard information auto-fills when the students are registered after the tenth of November or April, and no earlier. Please contact the Office of Academic Technology and Digital Media department for assistance with questions regarding the Blackboard process.

Matriculated Students: Students who are matriculating at Chapman University need to enroll in a Travel Course either For Credit, or as an audit. If a student took the Travel Course previously, and wants to take it again a second time, they will have to be registered to audit the course. There is an audit fee assessed to audit any course, but it is less than tuition. Repeat Chapman students cannot just pay the travel cost fees and go with the group; they must be enrolled. Similarly, matriculated students who “happen” to be traveling in the same location as a Travel Course cannot join a course without having enrolled into the course beforehand.

Non-Students: Chapman University policy states that at least 70% of all participants must be enrolled Chapman students. The remaining 30% can be non-students, such as members of the Chapman family, alumni, donors, other university faculty or staff, immediate family members of the faculty, etc. These individuals may participate with approval of the CGE/Provost’s Office. Students or faculty members from
another university, a neighbor, an outside business associate, etc. without ties to the university will not ordinarily be permitted to join.

**Program Administration**

**Pre-Departure Orientation for Students**
There is a mandatory, virtual, Pre-Departure Orientation for Travel Course participants through their Global Gateway account; [www.studyabroad.chapman.edu](http://www.studyabroad.chapman.edu)
The online video is available 24 hours a day, 7 days a week. Students are required to view the video and take an assessment until they reach results of 100% in order to measure their knowledge and comprehension of safety, policies and procedures while they are traveling domestically or abroad.

**Faculty Information Session (Pre-Departure)**
The Travel Course and Internship Manager will hold a mandatory Faculty Pre-Departure meeting where faculty will receive the most up-to-date information on their responsibilities, participant safety and emergency procedures; faculty will receive Pre-Departure packets that include group members’ health, emergency contact information, and [Participant’s Personal Information Template](#) that captures the face of the individual, cell phone and email, emergency numbers, food allergies, health concerns. Prior to departure, faculty should complete and submit all required Faculty forms to the Travel Course and Internship Manager. Faculty should also ensure that all Travel advances are processed and correct prior to their leave.

**Travel Advance**
Once a final budget is approved CGE will begin the electronic process of requesting a cash advance for faculty. The request is processed by the Office of Financial Services, Accounts Payable.
In order to receive a cash advance, the PeopleSoft system requires a 3-step process:
1. Travel Authorization completed by the CGE
2. Cash Advance Form, completed by the CGE. The CGE will send a Delegate Request Form to complete so an advance can be submitted on the faculty member’s behalf. Additionally, faculty will be asked to sign a copy of the cash advance submitted to Accounts Payable declaring that the money they receive will be spent according to the approved allocations per the approved Travel Course budget.
3. Travel Expense Report, completed by Faculty upon return to Chapman online using the PeopleSoft process. A Travel Course/Trip Faculty Survey will also be requested to evaluate service provider(s).

A cash advance includes per diem and related travel expenses as specified in the final budget. Once the check has been cut, the Accounts Payable office will send it to the CGE or deposit it directly in Faculty’s account if they have completed the necessary paperwork with Payroll. Faculty are responsible for
picking up their check at the CGE prior to their departure or notifying CGE that their cash advance has been received in their personal account.

Faculty should check their budget frequently during travel, to ensure they are staying within the budgeted amount for each category. Faculty must collect all Original itemized receipts. Accounts Payable requires a Travel Expense Report to include original itemized receipts in order to clear a travel advance. Once a Travel Course has been completed and the faculty member returns to campus, they have 30 days to clear their advance.

NEW: If Faculty’s Travel Expense Report is not fully signed off in the PeopleSoft system within 30 days, there will be a two year suspension from leading a Travel Course.

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**Trip Cancellation Insurance**

Given the personal financial consequences for an individual who cancels their participation in a Travel Course (they will be billed for full Travel Course expenses), the university strongly recommends participants consider the purchase of trip cancellation insurance, for which they may be eligible. The most inclusive trip cancellation insurance plan must be purchased within 15 days after participants make their initial deposits. Various other trip cancellation plans are available, however they become less inclusive, up until the departure date. Quotes may be obtained at [http://edu.insuremytrip.com/chapman/](http://edu.insuremytrip.com/chapman/). Coverage is limited to trips having a maximum trip length of 45 days and maximum expense of $10,000. This insurance is a personal choice and not required for a Chapman University Travel Course.
International Medical Insurance Registration

Chapman University provides International Medical Insurance and Assistance Services through Ace Insurance Company to all members of the Chapman University community traveling on behalf of the university. The program ACE provides (a) medical benefits, (b) emergency medical evacuation services, (c) an accidental and dismemberment benefit, and (d) miscellaneous assistance services associated with foreign travel. Group members and faculty should enroll in the program on the convenient, online form found under Risk Management’s website, Forms and Tools (Internal Use Only), International Travel Insurance and Assistance Enrollment Form: https://webfarm.chapman.edu/ACE/ Students and faculty participate in a Travel Course are required to register for this insurance coverage. Travel Course participants enroll into ACE Insurance with their Chapman login information.

Chapman students are required to maintain a domestic health insurance policy while abroad in addition to the Chapman-provided international coverage. This can be either a student’s own independent insurance, coverage under their parents, or the Chapman University Wellness plan.

International Travel Insurance and Assistance Plan and Policy Numbers

For Faculty:
ACE TRAVEL ASSISTANCE PROGRAM
Plan Number: 01AH585
Organization: Chapman University (Employees)
Policy Number: GLM N0495211A
Assistance Provider: Europe Assistance USA

For Students:
ACE TRAVEL ASSISTANCE PROGRAM
Plan Number: 01AH585
Insured/Employer: Chapman University
Policy Number: GLM N04251738
Assistance Provider: Europe Assistance USA

Please call when:
- You require a referral to a hospital or doctor
- You are hospitalized
- You need to be evacuated or repatriated
- You need to guarantee payment for medical expenses
- You experience local communication problems
- Your safety is threatened by the sudden occurrence of a political or military event
For medical referrals, evacuation, repatriation or other services please call:

ACE Travel Assistance Program
1-800-243-6124 (Inside the USA)
1-202-659-7803 (Outside the USA Call Collect)
OPS@europassistance-usa.com

Faculty and participants should review the sections on Medical Referrals and Emergency Medical Payments. While there is no way for the document to identify each and every possible medical condition, travelers should always feel free to contact ACE using the phone number provided. While they may require a personal or University credit card in some cases, the university encourages all travelers to have some financial means of securing the possible liability for medical expenses. Few insurance policies these days pay first dollar; most have a deductible and co-pay.

For faculty or other travel leaders who have coverage under the Chapman group medical plan, the Human Resource Benefits staff will help in understanding those benefits. The question of University policy regarding reimbursement falls outside the purview of the CGE and is determined by Financial Services, Account Services.

Risk Management and Participant Safety

**Participant’s Personal Information Template**
Before departure, we recommend Faculty ask group participants to fill out the Participant’s Personal Information Template found in the Appendix Section. This form asks for pertinent information in case of an emergency: a personal photo, contact information, names and phone numbers of emergency contacts, and any special health conditions or food allergies. This ‘Snap Shot’ of each participant may be helpful in an emergency situation.
Critical Incident Template and Database
Should an incident occur while the course is abroad (e.g. participant illness) the faculty leaders should use The Critical Incident template to collect and manage essential incident information for their programs and students abroad. Once information is collected, if the incident is of a criminal nature, it should be submitted to the Office of Public Safety, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and emergencies, on and near their respective campuses. Compliance is monitored by the United States Department of Education. An Annual Security Report is prepared by the Department of Public Safety in cooperation with Residence Life, Student Life and the judicial affairs staff, along with information provided by the Orange Police Department. View the Critical Incident Template on the Appendix Section.

Expulsion and Appeal Process
Because of the unique circumstances surrounding a Travel Course, the expulsion and appeal process is slightly different than it appears in the Classroom Behavior and Petitions section of Academic Policies and Procedures in the University Catalog http://www.chapman.edu/catalog/oc/current/ug/. Faculty continues to have the authority to remove students from their class immediately. However, during the Travel Course, the faculty member will submit a written notice and rationale for removal of a student to the student, the Director of Global Education, and the Dean of Students. Students have the right to appeal this decision, but they may not attend class during the duration of the Travel Course until after the expulsion has been adjudicated.

The Process

1) Within 24 hours of receiving the faculty statement of removal the student may submit an appeal in writing to the Director of Global Education and the Dean of Students.

2) The appeal will be reviewed within two business days. The student cannot attend class pending the appeal decision.

3) If the student is removed from the course, the university will offer to make travel arrangements home, for which the student will be billed. If the student accepts these arrangements, a faculty member will accompany the student to the departure point. The student will not receive any refunds for the cost of the Travel Course fees or tuition, and any additional costs incurred for the return trip will be charged to the student’s account.

Participant Safety
When a faculty group leader is on his/her own, with no other leader to share group responsibilities, and a participant becomes incapacitated, ill, or injured in a way that prevents them from moving forward to the next planned event or flight home, the university expects faculty to:
1. Stay behind with the participant after seeing the group on their way to the airport.
2. Contact the CGE immediately to inform them of the situation and what has been done for the participant.

Travel Course Participants Free Time and Leave

**Participant’s Free Time**
Travel Courses are intense experiences, fitting a great deal of learning into a limited time period. Because of the compact nature of this experience, group members are expected to remain with the Travel Course, even during “free time.” They are not authorized to leave the environs until the conclusion of the Travel Course. Participants may not stay overnight in an area outside of the contracted accommodations for the Travel Course.

**Participant Asks to Leave the Travel Course Group Temporarily**
In some instances, a participant may choose to leave the group temporarily before the end of the Travel Course. It is up to the discretion of faculty to grant a temporary leave for a Travel Course participant before the program ends. If the lead faculty approves the departure, both individuals must complete the Request to Change Status in Faculty-Led Travel Course template. This form reduces Chapman University's liability for the participant after they leave the group. The signed document must be turned in to the CGE and becomes part of the individual’s file. View the Request to Leave Temporarily in Faculty-Led Travel Course template in the Appendix Section.

**Participant Asks to Leave the Travel Course Group Permanently**
If faculty allows a participant to leave the group before the end of the program with no plans to return, receives approval from Faculty, and completes the Request to Change Status in Faculty Led Travel Course Form. The participant will receive no refund for Travel Course expenses. Faculty retains the right to assign the student whatever grade the student merits based on academic performance, including F, FW, or W.

**Travel Course Student Survey**
A short, questionnaire has been developed to evaluate the Travel Course participants’ satisfaction with Program logistics, introduction and integration into the culture, education, accommodations and services provided by the program provider. The survey is anonymous. It does not address the leadership or academics of the program. Before the group departs, the CGE will provide faculty with a packet containing surveys equal to the number of paying participants for the program. The CGE requests that the survey be given simultaneously to the entire group before the Travel Course concludes. The packet containing the surveys should be labeled and turned in to the CGE, where the results will be compiled and shared with group leaders. We will use the participants’ rating to assess our
planning and delivery methods for Faculty Led Travel Courses, providers, communication, processes, and overall student satisfaction. The Travel Course Student Survey is contained in the Appendix.

**Faculty Reconciliation**

Upon return from the Travel Course, the Travel Course and International Internship Manager will send faculty members a customized email identifying the dollar amounts to be reconciled, in order to clear the Travel Advance with Accounts Payable. The university requires each advance be cleared within 30 days of return from the Travel Course. If the return to campus is delayed, due to personal or business travel, inform the Travel Course and Int’l Internship Manager so arrangements can be made to delay the due date of the reconciliation report with the Financial Services Department.

**After faculty returns to campus, they will have 30 days to complete the online reconciliation process. Faculty must submit their accounting, and receive Final Approval from Accounts Payable in order for the Travel Expense Report to be complete.**

All Travel Expense Reports will be submitted online through the PeopleSoft system. To ensure prompt and accurate review of the reconciliation, please forward the printed, signed PS report accompanied by original receipts to the CGE. As in the past, the CGE will conduct a preliminary review to make sure the charges, expenses, fees align with the Travel Course final budget, then ‘approve’ the electronic report for final review by Accounts Payable or ‘send back’ to faculty for required changes.

To comply with IRS rules and regulations for business travel, original itemized receipts, bank and credit card statements supporting charges, and signed documentation must be organized, affixed to 8.5 x 11” paper, labeled and turned in to the CGE, to be reviewed and then forwarded to Accounts Payable. **In addition to the total amount charged for a group meal, when available, itemized receipts must also be included for group meals.**

Reimbursement for alcoholic beverages is subject to authorization by a Vice President. The University will not reimburse individuals for personal consumption unless proper authorization has been obtained. The department head should initial the actual expenditure to indicate approval. General approvals of a Travel Expense Report as a whole do not constitute approval for alcohol expenditures.

**NOTE: Should faculty’s online submission appear in the PS system after 30 days, the Faculty Leader is ineligible to lead any Travel Course for Two Years.**
Faculty Travel Course Survey

Upon return from the Travel Course location, faculty leaders are asked to complete the Faculty Travel Course Survey. The survey provides an opportunity to assess the pre-departure orientation, on-site experience, and provider(s) services. Responses will be used by the CGE to better assist group participants in the future, and to offer suggestions, or share group experiences with the professional service providers. Please send the completed survey to the CGE within 30 days of return back to campus.

Faculty Planning Travel Course Worksheet

Faculty Leader for the Program

Phone: __________________________ Email: __________________________

2nd Faculty Leader for the Program

* A second leader is required, if you are going to stay overnight in more than one city or country

Phone: __________________________ Email: __________________________

Are there others who we should be communicating with?  YES______  NO_______

If yes, please provide:
Name/Phone/Email: __________________________

TRAVEL REQUIREMENTS

Estimated # of Days: ______

Specific program dates:
Departure date __________________ Return date __________________

If your dates are flexible, what are the earliest and latest dates possible:
_____________________________________________________________

Anticipated number of paying participants for group: ______________________

Are there any special needs within group (disabilities, etc.) that require attention when planning this course? ________________________________________________________________
Main objectives and educational goals (field experience, cultural immersion, academic study, etc.)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Do you want Group Airfare to be included in the proposal? ________________________________

Requested cities or locations to visit:
_____________________________________________________________________________________
_____________________________________________________________________________________

ACADEMIC DETAILS

Is this course open to Non-CU Students? YES_____ NO_____

Number of course credits offered ______________

Anticipated course number ________________________________

Anticipated course name ________________________________

What could this course satisfy? (GE, major, minor) ______________

At what level will this course be offered: FR, SO, JR, SR, GRAD?

Pre-requisite classes or minimum GPA required for course? YES_____ NO_____

If yes, please state: ____________________________________________________________

PROGRAM REQUIREMENTS

How many classes will you have at Chapman before departure?
Date and Time: ________________________________
Onsite meeting rooms/classroom space for lectures or conference times required?
Date and Time:

What media equipment is required?

WASC guidelines require 15 contact hours per week. Estimate the number of lectures expected to be taught during the course. ______________________________ (Contact hours)

Do you want an onsite program office and guide? Do you want onsite orientation?

Do you want assistance with any academic components of the program (guest lecturers, access to university libraries, field trips, etc.)

Do you want pre-purchased entrances/activities to specific museums, theatres, weekend trips, tours etc.

**ACCOMMODATIONS**

Preference for group accommodations: hotel, homestays, dorms, etc.

Number of paying participants per room while on tour (double is most common. Single may be available at a premium cost)

We typically put faculty in single rooms in the same location as group participants. If that is not acceptable, please outline your preference.

Rate each aspect as it relates to lodging: 1= Not Important 5= Very Important

_____ Public Transportation
Travel Courses – Faculty Handbook

______ Accessibility to tourist sites
______ Accessibility to a local university campus
______ Facilities at the accommodation (e.g. gym, pool, restaurant)

Will you be taking any family members or guests with you on the trip?

_______________________________________________________________________

_______________________________________________________________________

Additional information needed:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Please submit this completed worksheet to The CGE.

For Interterm Travel Courses submit by February 1st of the preceding year of the planned Travel Course.

For Summer Travel Courses submit by October 1st of the preceding year of the planned Travel Course.
Request to Temporarily Leave a Faculty-Led Travel Course

Student’s First and Last Name____________________________________________________

Student’s Chapman ID #_________________________________________________________

Student’s Chapman Email Address__________________________________@mail.chapman.edu

Travel Course and Destination___________________________________________________

Travel Course Faculty Group Leader/s____________________________________________

This student is departing temporarily from the Travel Course before the Travel Course is completed. The following statements apply:

- Student is temporarily leaving the group before the Travel Course Group’s final departure date of: ____________________________________________________________

- Student will not be participating in any course activities during the specified time period:
  Leaving on Date, Time:_______________________________________________________
  Returning on Date, Time:____________________________________________________

- Student understands and will not hold Chapman University liable for anything that occurs while he/she is temporarily away from the program, and during the time period listed above.

- Brief Explanation for Student’s temporary departure: traveling to, mode of transportation, lodging:_______________________________________________________________
  _________________________________________________________________________

- By temporarily leaving the Travel Course, if the Student misses any Travel Course activities while he/she is away, they are ineligible to receive any refund from participation fees paid to participate in the Travel Course activities.

A complete, signed document becomes part of the student’s file in the Center for Global Education office. This form must be completed and signed by both the student and Faculty Group Leader to prevent administrative consequences upon return to campus.

Student Signature____________________ Date____________________

Phone where student may be reached:____________________________________________

Faculty Leader________________________________________________Date__________________
Travel Courses – Faculty Handbook

Request to Change Status in Faculty-Led Travel Course

Student’s First and Last Name____________________________________________________

Chapman ID #_______________________________________________________________

Chapman Email Address__________________________________________ @mail.chapman.edu

Travel Course and Destination_________________________________________________

Travel Course Faculty Group Leader/s________________________________________

This student is departing from the Travel Course group ahead of schedule and before the Travel Course is completed. The following statements apply:

• Student is leaving the group earlier than the Group’s departure date of:

______________________________________________________________

• Student will not be participating in the course activities effective:

______________________________________________________________

• Student understands and will not hold Chapman University liable for anything that occurs after he/she withdraws from the program on:

Date:________________________________________Time:______________________

• Brief Explanation for Student’s early departure:

_______________________________________________________________________

• By leaving the Travel Course before the end of the course, the student understands they are ineligible to receive any refund of fees paid to participate in the Travel Course.

A complete, signed document becomes part of the student’s file in the CGE. This form must be completed and signed by both the student and Faculty Group Leader.

Student Signature___________________________________________ Date________________

Faculty/ Group Leader______________________________________________ Date________________
Sample Agreement between Chapman University and Provider

Agreement between Chapman University and (Company Name)

Chapman University (“Chapman”), a California non-profit corporation, wishes to enter into an agreement with (Company Name) (Company Name), to administer a short term travel course.

This Agreement begins (Start Date) and continues until (End Date).

AGREEMENT PURPOSE

To enable Chapman students to (provide summation of travel course).

RESPONSIBILITIES OF (COMPANY NAME)

1. For a fee of $ (amount), (company name) agrees to provide the following for (#) instructor and (#) students. (company name) agrees that, during the dates of Chapman’s short term travel course, the services it provides in performing this agreement will only be provided to those individuals named by Chapman, and to no others.

2. Accommodations.
   2.1.

   3.1.

4. Transportation/Ground.
   4.1.
   4.2.
   4.3.

5. Miscellaneous.
   5.1.
   5.2.
   5.3. Entrance fees to the following:
       5.3.1.
       5.3.2.
5.4. Travel and accommodation arrangements for (#) instructor, single occupancy at (Location) hotel. All land services and when traveling all services like students

6. **Conflict of Interest.**

   6.1. (Company Name) shall not hire any officer or employee of Chapman to perform any service covered by this Agreement. If the work is to be performed in connection with a Federal contract of grant, (Company Name) shall not hire any employee of the United States government to perform any service covered by this agreement.

   6.2. (Company Name) and its officers affirm that to the best of its knowledge there exists no actual or potential conflict between (Company Name) employees’ family, business or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise as a result of such change will be raised with the institution.

   6.3. (Company Name) employees or officers shall not be in a reporting relationship to a Chapman employee who is a near relative, nor shall the near relative be in a decision-making position with respect to (Company Name).

   6.4. Any benefit or payment offered or provided to Chapman, its employees, students or affiliates must be disclosed in writing annually to the Chief Operating Officer of Chapman along with the reason for the payment or benefit. A benefit would include any trip or any item or service of value, a payment shall include rebates or other offering of value to Chapman or any employee, student or affiliate of the institution. The annual disclosure shall be provided on or before June 1 of each year.

7. **Records and Audit.** In the event of a dispute only, Chapman shall have the right, at reasonable times, to audit the books, documents and records of (Company Name) to the extent that the books, documents and records relate to costs or pricing data for the Agreement. (Company Name) agrees to maintain records, which will support the prices charged, and costs incurred for the Agreement.

   7.1. (Company Name) shall preserve books, documents and records that relate to costs or pricing data for the Agreement for a period of three (3) years from date of final payment. (Company Name) shall give full and free access to all Chapman-related records to the Chapman and/or its authorized representatives.

8. **Use of Name and Logo.** (Company Name) shall not use the name or logo of Chapman without the express written permission of Chapman.

9. **Compliance with Applicable Laws.** (Company Name) and its agents shall comply with all applicable federal, state and local laws, including, but not limited to those prohibiting discrimination on the basis of race, color, religion, sex, gender identity, gender expression,
pregnancy, national origin, ancestry, citizenship status, age, marital status, physical
disability, mental disability, medical condition, sexual orientation, military or veteran
status, genetic information, or any other characteristic to the extent protected by law.
Furthermore, (Company Name), its contractors and agents shall comply with applicable
international laws, codes and regulations of the countries and localities in which services
are provided including, but not limited to, requirements for health and safety, permits,
licensing of vehicles, drivers, vessels and crews.

9.1. Each Party agrees that in connection with this Agreement, it will not offer, promise
or give, directly or indirectly, anything of value to any government official, political
party official, political candidate, or employee thereof or to any third party while
knowing that such item of value or any portion thereof may be offered, promised,
or given to a government official, political party official, political candidate, or
employee thereof for the purpose of obtaining or retaining business. Each party
specifically agrees that in connection with this Agreement, it will take no action, or
omit to take any action, which would cause another party to be in violation of the
applicable laws of the United States, including the U.S. Foreign Corrupt Practices
Act1 and any local laws regarding bribery and corrupt practices.

9.2. Each Party agrees not to take any action that would cause another party to be in
violation of United States anti-boycott laws2 and regulations or to participate or
cooperate, directly or indirectly, in an international boycott in any manner that
would result in a tax penalty under United States law.

10. Confidentiality of Data. (Company Name) shall implement and maintain reasonable
security procedures and practices appropriate to nature of the information, to protect
personal information from unauthorized access, destruction, use, modification or
disclosure and agrees to conform with the Family Educational Rights and Privacy Act (20
USC §1232g) and California Civil Code Section 1798.81.5.

11. Assignment and Subcontracting. Neither party shall have the right, directly nor
indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement
without the prior written consent of the other party hereto. Subject to the foregoing, this
Agreement shall be binding upon and inure to the benefit of the respective successors and
assigns of Chapman and (Company Name).

RESPONSIBILITIES OF CHAPMAN

12. Chapman will be responsible for enrolling the paying participants into this program,
collecting all payments from course participants, and paying (Company Name).

---

§999 (Department of Treasury).
GENERAL PROVISIONS

13. **Insurance and Safety.**

13.1. Chapman University agrees to maintain, at its own cost and expense, general liability insurance in the minimum amount of one million US dollars ($1,000,000) per occurrence, five million US dollars ($5,000,000) aggregate for personal bodily injury, wrongful death, and property damage losses. Evidence of such insurance shall be provided to *(Company Name)* upon request.

13.2. *(Company Name)* agrees to maintain, at its own cost and expense, general liability insurance written by insurers acceptable to Chapman University, in the minimum amount of one million US dollars ($1,000,000) per occurrence, five million US dollars ($5,000,000) aggregate for personal bodily injury including sexual harassment and molestation, wrongful death, and property damage losses.

13.3. *(Company Name)* agrees to maintain, at its own cost and expense, business automobile insurance with limits no less than one million US dollars ($1,000,000) per occurrence, five million US dollars ($5,000,000) aggregate for personal bodily injury.

13.4. With regard to 13.2 and 13.3 above, *(Company Name)* agrees to provide in a form acceptable to Chapman, a Certificate of Insurance evidencing the described coverage. Each Certificate of Insurance shall specify that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. By endorsement the Certificate of Insurance must reflect Chapman University, its trustees, officers, employees, faculty, and agents, all jointly or severally, as an additional insured as their interest may appear with regard to the activity and/or operations under the subject Agreement.

13.5. *(Company Name)* agrees to require evidence of insurance substantially similar to the above for all vendors providing services to Chapman University under this Agreement or to name any such vendor not so insured as an additional insured under the above policies of *(Company Name)*.

14. **Anti-Discrimination.** Chapman prohibits discrimination against any member of its community on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law, in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Chapman also prohibits sexual harassment of any member of its community. This includes
unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (Company Name) shall inform all of its employees, subcontractors and agents (and the employees of their subcontractors and agents) that discrimination, harassment and sexual harassment are a violation of University policy, and will not be tolerated in connection with the services provided by or through (Company Name). (Company Name) shall remove from any Chapman contracted services any of its employees or those of its subcontractors or agents who improperly conduct themselves in any manner toward University students, faculty, staff, or guests, and shall be responsible for any acts by its employees, subcontractors, or agents that violate University policy. (Company Name) shall promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment (including sexual assault) at (Company Name) or involving employees or agents of (Company Name), take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify Chapman University of the existence and outcome of any complaint of harassment by, against, or involving any participating student.

15. **Indemnification**

15.1. Chapman University agrees to indemnify, hold harmless, and defend (Company Name), including its agents, employees, officers and directors from and against all loss, damages, or expense (including costs and attorney fees) incurred by or threatened against (Company Name) arising out of or related to the negligence, willful or criminal misconduct of Chapman, its employees, trustees or officers.

15.2. (Company Name) agrees to indemnify, hold harmless, and defend Chapman, including its employees, officers and trustees from and against all loss, damages, or expenses (including costs and attorney fees) incurred by or threatened against Chapman arising out of or related to the negligence, willful or criminal misconduct of (Company Name), its agents, subcontractors, employees, or officers.

This provision shall survive any termination of this Agreement.

16. **Independent Contractor.** It is understood and agreed between the parties that this Agreement is not intended and does not create an employment contract between (Company Name), any of its employees, nor does it create a joint relationship or partnership between the parties of this Agreement. (Company Name)’s relationship to Chapman is that of an independent contractor. Neither party shall incur any obligation or expense for, or on behalf of, the other party without the other party’s prior written consent in each instance.

17. **Modification.** This Agreement contains the entire agreement between the parties on the subjects addressed in this Agreement and replaces any other prior agreements between the parties. It supersedes all other agreements, understandings, negotiations, or discussions, either oral or in writing, expresses or implied. The parties have not executed this Agreement in reliance on any representations, inducements, promises, agreements or warranties other than those expressly contained in this Agreement. In addition, no
18. **Termination.** Either party may terminate this Agreement, with or without cause, by serving 90 days advance written notice upon the other party. All notices regarding this Agreement shall be sent to:

   **For Chapman:**
   
   Director, Center for Global Education  
   One University Drive  
   Orange, CA 92866  
   
   And  
   
   Chief Operating Officer  
   One University Drive  
   Orange, CA 92866  

   **For (Company Name):**

19. **Severability.** In the event any provision of this Agreement shall be found to be unenforceable, that provision shall be deemed deleted, and the validity and enforceability of the remaining provisions shall not be affected.

20. **Governing Law, Jurisdiction and Venue.** This Agreement shall in all respects be interpreted, enforced, and governed exclusively by and under the laws of the State of California. Venue for any action to enforce the terms and conditions of this agreement shall be Orange County, California.

This Agreement shall be binding upon the parties hereto, their successors and assigns, upon execution of both parties. The undersigned represents that he/she is a representative authorized to sign on behalf of the Party and enter into this Agreement. This Agreement may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the Parties may execute this Agreement via fax or electronic mail transmission. A true and correct copy of the Agreement, as executed by the Parties, may be used in lieu of an original for all purposes permitted by law.

   **For Chapman University:**  
   
   ___________________________  
   ______________  
   Harold W. Hewitt, Jr.  
   Chief Operating Officer  

   **For (Company Name):**  
   
   ___________________________  
   ______________  
   Date
Participant’s Personal Information Template

Travel Course

Participant’s Information

First, Last Name

Area Code & Cell Phone Number:

Chapman Email Address:

Health Issues

Food Allergies

Emergency Contact Information

First, Last Name:

Relationship:

Area Code and Phone Number:

Email Address:
Critical Incident Template

- Person reporting the incident
- Date and time of incident
- City, Country
- Location (where incident occurred)
  - Off program property
  - On program property
- Length of Program
  - Dates
- Program type:
  - Faculty-led
  - Field research
  - Internship
  - Service-learning
  - Other
- Nature of incident – including Clery Act defined categories
  - Criminal Homicide
    - Murder & Non-negligent manslaughter
    - Negligent manslaughter
  - Sex Offenses
    - Forcible
    - Non-Forcible
    - Robbery
    - Aggravated Assault
    - Burglary
    - Motor Vehicle Theft
    - Arson
  - Liquor Law Violations
  - Drug Law Violations
  - Illegal Weapons Possession
  - Larceny/Theft
  - Simple Assault
  - Intimidation
  - Destruction/Damage/Vandalism of Property
- Who was involved
- Type of injury sustained and where
- Type of illness and its cause
- Behavioral/psychological event
- Contributing factors
- Activity at time of incident
  - Free time
  - Program time
Chapman University: Guidelines for Emergencies

The CGE is charged with the responsibility of coordinating the management of emergency services for participants in Chapman University study abroad and faculty-led Travel Courses. Although no single plan can address all contingencies, the CGE recognizes the importance of establishing, in advance, policies and procedures designed to safeguard the welfare of participants and the University, and to judge appropriate responses depending upon context.

The procedures outlined in this document will:

- Assist those involved in dealing with a real or perceived crisis to respond appropriately and in a timely fashion
- Provide coordination with external individuals and agencies, including but not limited to, consulates and/or embassies
- Provide communication with the Chapman University community and its stakeholders

Outline of Policies

The following policies shall serve as guidelines for the University’s response to crisis, real or perceived, affecting participants abroad.

As an initial step to safeguarding Chapman University students and faculty, the CGE will register all participants with the U.S. Embassy or Consulate prior to arrival in the host country. Passport information and emergency response forms will be maintained by the study abroad coordinator and/or faculty coordinator conducting a Travel Course.

Additionally, all participants will provide emergency contact information to the CGE and/or faculty coordinator of the Travel Course. In the case of emergency, the participant’s authorized designee will be contacted with appropriate information and action taken by a member of the crisis action team.

FOR USE: IF an Emergency Occurs...

- Appoint an on-site assistant to help you manage the details
- Notify a member of the Chapman University Emergency Management Team – Public Safety is your 24-hour point of contact.
- Never leave a student behind even if they have been admitted to a hospital
- Make sure students know that if the emergency occurs outside of program hours, they should immediately notify you
- Notify insurance carrier if appropriate
- Notify the student’s emergency contact

1. Faculty:
   a. Employ the Crisis Response Checklist attached
   b. Gather information and assess the risks.
   c. Make a careful and chronological sequence of events in writing leading up to, during and after the crisis.
i. Describe the incident (date, location, and students involved)
ii. How intense is the emergency?

2. Safeguard the well-being of all program participants. Do whatever is necessary and reasonable to ensure their security.
   a. Obtain any emergency medical care for affected participants as soon as possible.
      Remain as calm as possible.
   b. Do the best to diffuse any growing anxieties that may be occurring among participants.

3. Immediately contact a member of the CGE (see Travel Course for Emergency Response form) and inform him/her in a detailed manner about the situation.
   a. Make every effort to reach the CGE or Administration by telephone, rather than e-mail or fax—there are many issues to discuss during a crisis.
   b. The CGE will use its discretion to convene the crisis management team and if appropriate, you may be provided with a written or verbal course of action/response plan that you and the participants will be expected to follow.

4. If the situation warrants:
   a. Contact the local police about the situation and follow their instructions.

5. Continue to update the CGE

6. Conduct post-crisis follow-up
1. Specific information to be gathered from the site
   a. What happened?
   b. Where did it happen?
   c. When did it happen?
   d. Who was involved?
   e. Who are the witnesses?
   f. Who has been contacted?
   g. What action, if any, has been suggested by authorities at the site?

2. It is critical to get detailed information regarding names, times, places, witnesses, etc.
   a. Status of participants
   b. Where are the participants?
   c. What is the physical condition of the participants?
   d. What is the mental health of the participants?
   e. What communication system has been established among the participants?
   f. What information needs to be communicated to the participants?
   g. Do the participants have any immediate needs?

3. Specific contact information
   a. Who contacted the home university/organization?
   b. When did the contact occur?
   c. How was the contact made?
   d. What was discussed?
   e. What plan was developed?
   f. Who was to take what action?

4. Double-checking facts
   a. What agencies/organizations need to be contacted?
   b. Who will contact each agency/organization?
   c. When will the agency/organization be contacted?
   d. How will the gathered information be communicated?
   e. Who will collate information?
   f. How will the Crisis Team receive the information?

5. Action Plan
   a. What action needs to be taken?
   b. What are the legal issues to be considered?
   c. Who needs to be contacted?
   d. What financial arrangements need to be made?
   e. What legal action needs to be taken?

6. Post-crisis follow-up
   a. What debriefing is needed and who should be included?
   b. What post-trauma counseling is needed?
Chapman University: Special Situations

Missing Participant
If a program participant is missing:
- Ask other program participants, friends, faculty members if they know any specifics about his/her whereabouts

If a program participant is missing more than 24 hours:
- Notify the CGE, and provide as many details as possible regarding what happened, who you have spoken with, and what is being done.

Absence Without Official Leave (AWOL)
Absence Without Official Leave is an absence from the Travel Course that has not been approved by a faculty member. Faculty should treat this matter according to Chapman Attendance Policy which can be found on Chapman University’s Catalog [http://www.chapman.edu/catalog/oc/current/gr/content/4848.htm](http://www.chapman.edu/catalog/oc/current/gr/content/4848.htm) The university recommends that if a student is absent for 20 percent of the course, he/she should be failed.

Medical Evacuation
It may be necessary to take a student to the nearest medical facility equipped to deal with the illness or injury. If medical evacuation is recommended for a student, medical evacuation insurance covers the cost for transportation.
- Immediately attend to the student’s medical needs
- Contact the CGE
  - The Center will contact the student’s emergency contact and explain what has happened, how the student is and what’s being done to help the student.
  - The Center will assume responsibility for keeping the emergency contact informed about the situation.

Area/Country Evacuation
In some cases—a serious civil disturbance, a naturally occurring disaster or a terrorist threat—it may be necessary to close down a program and get everyone home.
- Contact all students to make sure they are all accounted for and safe.
- Contact the CGE. Emergency contacts will be briefed.
- Follow the procedures and directives of the American Embassy or appropriate local authorities.
  - If there is a continuing risk to the welfare of program participants, ask the appropriate authorities to advise you on a regular basis about the evolution of the situation and about recommended behaviors for the participants.
  - Are emergency or military personal being deployed to the area? How is the military behaving with respect to the civilian population? Follow all directives.
- Identify student responsibilities and provide them with descriptions of specific emergency plans and/or evacuation procedures.
  - Coordinate in-country transport of students and their belongings where conditions permit such travel.
  - Ensure lodging and support arrangements at pre-determined check-points.
o Limit student movement; emphasize the importance of staying in touch during the emergency.
o Instruct students to pack one carry-on bag that includes medications (prescription and over-the-counter), currency and a few personal items including a change of clothing (appropriate to destination climate)

- As students depart for safe haven, the following information about each student should be transmitted to the evacuation support team:
o Students health information, medical reports and necessary medical supplies
o Full name, driver’s license or passport identification
o A statement of property losses incurred in the emergency

Death of a Participant
In the event of a death of a participant, The CGE will contact and convene members of the Crisis Management Team including:
- Provost
- Associate Provost
- Dean of Students
- Dean of the student’s school, and
- Representative from Psychological Counseling Services

The Director of Global Education will brief the management team and work with the team to develop steps to deal with the situation. If the student’s family has not already been notified by local authorities, the Director will call the emergency contact that the student has listed and work with the family to bring the student’s remains back home.

Emergency Management Team:

Public Safety is open 24/7... 365 days a year. They have cell phone numbers for the CGE staff.

Chapman University Emergency Management Team
Public Safety is Always Available: 714.997.6763
When Calling From Outside of the U.S.: 001.714.997.6763
Chapman University Tuition Waiver

Chapman University
Faculty Sponsored Travel Course/International Internship
One-Time Tuition Waiver Request Form

This is a one-time Tuition Waiver for a Travel Course or International Internship taken through Chapman University. This waiver applies to tuition only; it does not apply to other program costs.

- Travel Courses in the USA and Canada do not qualify for the Tuition Waiver.
- Transfer credits for undergraduate and graduate students do not count towards the Tuition Waiver.

Undergraduate Students
- Undergraduate students must have completed 2 semesters of full-time study at Chapman University before becoming eligible for a Travel Course Tuition Waiver, up to 4 credits.

Graduate Students
- Graduate Students must have completed 15 credits at Chapman University before they are eligible for a Travel Course Tuition Waiver for up to 4 credits. If a graduate student has not completed 15 credits, they must pay full tuition for the Travel Course. After completing 15 credits, the student may apply for the Tuition Waiver. The Tuition Waiver will credit up to 4 credits but not to exceed the number of credits earned and tuition charged for the Travel Course at the time of eligibility.

- Graduate students who pay By-The-Program tuition costs, such as Executive MBA, Physical Therapy, or MFA/FTV Conservatory students, are not eligible to use the Travel Course Tuition Waiver.

I have read the above policy and understand that submitting this completed form alone does not guarantee approval of the Travel Course Tuition Waiver.

Student’s Full Name: ____________________________________________________________

ID#______________ Check One: Undergraduate ________ Graduate ________

Summer ______ Interterm ______ Year ______

Travel Course/Internship Course Code: _________________________________________

Travel Course / Internship Course Title: _________________________________________

I acknowledge that I have not received a Travel Course or International Internship Tuition Waiver previously through Chapman University.

_________________________________________ ________________________________
<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

* Submit form to: Student Business Services Office located in Bhathal Student Services Building *

<table>
<thead>
<tr>
<th>Business Office use only: Approve</th>
<th>Disapprove</th>
</tr>
</thead>
<tbody>
<tr>
<td># Units waived</td>
<td>Tuition waived $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Office Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Travel Course Participant Survey

Please check off the response that best answers the statement below. Comments are optional.

<table>
<thead>
<tr>
<th>Logistics</th>
<th>N/A</th>
<th>Disagree</th>
<th>Somewhat Disagree</th>
<th>Neutral</th>
<th>Somewhat Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The pre-departure meetings held by faculty or CGE for this Travel Course trip were helpful.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. The pre-departure online presentation provided me with adequate information before departure about important details of traveling (e.g. passport, health arrangements, and travel insurance).</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. The total cost of the trip was about what I thought it would be based on marketing and informational materials.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. I felt safe in the host country/region.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodations and Services</th>
<th>N/A</th>
<th>Poor</th>
<th>Somewhat Unsatisfactory</th>
<th>Adequate</th>
<th>Very Satisfactory</th>
<th>Superior</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Charter bus companies, shuttles, taxis – Timeliness, Friendliness, Comfort</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Rooms provided at the hotel, homestay, apartment – Safe, Clean, Centrally-Located</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Meals provided at the hotel, homestay, apartment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. Tour Guides – Friendly, Engaging, Knowledgeable</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. CGE staff – Responsiveness, Clarity of Information</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(Over)
<table>
<thead>
<tr>
<th>Cultural</th>
<th>N/A</th>
<th>Disagree</th>
<th>Somewhat Disagree</th>
<th>Neutral</th>
<th>Somewhat Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The traveling I did enhanced my understanding of the country, region, or culture where I stayed.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. I felt that sightseeing trips in the visited country, region or culture I visited were interesting, enjoyable, and contributed to my learning of course content</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Additional Comments:
Faculty Travel Course Survey

Faculty Group Leader:__________________________________________________________

Travel Course Destination: ______________________________________________________

Travel Term: Year _______ Interterm _______ Summer_______

Pre-departure Preparation

1. Did you attend the Faculty Pre-departure Orientation Session?  Yes____   No____
2. How was it helpful?

3. Did you receive cash advances, and/or per diem in a timely manner? Yes _____ No_____

4. Were you provided with participants’ health, emergency contact information and other necessary documents specific to your course? Yes ______   No______

5. General comments about your Travel Course Pre-departure process:

On-site Experiences

1. Overall rating from 1 (worst) to 10 (superior) ______
2. Travel Course program strengths

3. Travel Course program weaknesses

4. As Group leader, what would you repeat? Do differently?

Vendor/Providers’ Services

1. Overall rating from 1 (worst) to 10 (superior) ______
2. Providers’ strengths:

3. Providers’ weaknesses:

4. Recommendations:
**Major Problems, Issues**

1. Did you experience any major problems, issues during the course of your travels? If yes, please explain the ‘situation’ in some detail.
2. How was it resolved?
3. How could it have been prevented before your departure?

**Important Facts**

Based on your professional experience with Travel Courses, please list any information or facts that should be included in general information for all Travel Courses, or specifically for this Travel Course.

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*Please submit the completed survey to:*

*The Center for Global Education, 576 N. Glassell, Orange CA 92866*

*Email: lawson@chapman.edu*
A Professor’s Perspective: Some Thoughts on Teaching a Travel/Study Course

Lee Estes, Fall 2011

I have taught a travel/study course for Chapman, usually together with one or more other faculty members, every year except one since 1993. These courses include Experiencing England, Experiencing the British Isles, Historical London and, most recently, The Grand Tour. I have taken students to England, Scotland, Ireland, France and Italy. I have traveled with as many as 42 students at a time and as few as 11 and have stayed for as little as 2 1/2 weeks and for as long as a month. During my last tour of duty this past summer I took some time to reflect explicitly and consistently on my experiences as a travel/study course teacher and to note down what seem to works best for me and my colleagues and, perhaps more importantly, what has not. My thoughts, though originally rather randomly recorded, have been organized below under three general headings—syllabus construction, tour construction and course implementation. I hope that you can benefit in some way from my experiences in this not-too-well-defined area of pedagogy.

Syllabus Construction

Syllabus construction is not the same thing as tour construction though these two tasks are inter-related.

Course books should be assigned to be read before the course begins and should not, for the most part, be brought on the trip. It’s a matter of weight and the most effective use of students’ time abroad.

Classroom lecturing abroad is a waste of valuable travel and sightseeing time. Always or almost always lecture in situ.

Students should be asked to bring one completed assignment with them on the trip, though you do not have to actually grade it until you return home. The rest of the assignments should be due AFTER you return. It's easiest to have them turn everything in sometime after the beginning of the following semester, though this will require that you initially give everyone a grade of incomplete.

Daily journals or their functional equivalent are a good idea. Students should be asked to reflect on what they are doing as they are doing it.

Annotated photo albums are a good way to get students to link ideas and places, which is what really makes a Travel Course special. Such albums are now typically submitted online. There are many websites that give students the tools to do such an album and some end up looking quite professional. Requiring students to take photos regularly makes them pay attention to what they are looking at.

Travel/study courses should be constructed not only to convey a specific body of disciplinary knowledge, but also to teach students how to learn how to get the most out of their travel experiences. They should learn how to effectively and efficiently interact with another culture. I have each of my students read and take notes on Rick Steves "Europe through the Backdoor" before they join us in Rome. In addition, they write a ten page essay comparing their travel experience with that of the grand tourist of the 18th century once they get home.
Travel/Study Courses should require only a moderate amount of reading. Three books is about right.

**Tour Construction**

In preparing tours start with walking tours laid out online or in books. Learn from the pros. If you have the opportunity, take such a walking tour in person. A good lecture should integrate what you normally do in the classroom with a standard walking tour.

In the best of all possible worlds, you should walk the route of a tour before you do it with students.

Collect and study detailed maps of the areas that you plan on walking.

You need to figure out where the bathrooms are in the areas in which you will be walking. You will need to plan for bathroom breaks no more than two hours apart.

In situ lectures should be relatively short, no more than 10 minutes or so at each stop. Taking notes in situ is difficult and tiring in big spurts.

Plan short orientation walks around each of the new accommodations you will be using of a half hour to 45 minutes. The orientation should include a pharmacy, cheap places to eat, places to wash clothes, an ATM, an Internet cafe, and places a student might want to tour on their own that are nearby. You should also be ready to talk about something pertinent to your course in the immediate area, but keep it light.

It is very difficult to do a travel/study course with a single instructor. First, the responsibility is just too much for a single person to shoulder for more than a few days. You are on 24/7 without a break. Second, when traveling about with more than four or five students you need one person to lead and another to act as a sweeper making sure that everyone is keeping up and no one wanders off. Also, students find it more interesting if two people take turns lecturing rather than have one person talking all the time. Remember, that at a minimum you are with the students academically at least three to four hours each day. One person would quickly wear out his or her welcome.

A creative way to feed students cheaply, to enhance group cohesion and to maximize the part of the day devoted to academic matters is to do what we call picnic lunches. We go to a grocery store in the morning and let each student buy a pre-packaged sandwich, a drink and either a piece of fruit or chips. Students carry these items in the backpacks that we require for the course. We choose interesting and sometimes even dramatic and beautiful places to eat lunch, usually in some kind of park. We try to pick places with public restrooms nearby. We can get lunch out of the way rapidly, but without having to actually rush anyone. We suggest that students bring an insulated lunch bag with them to Europe.

Each student should be strongly urged to bring a cell phone with them. We have been doing this for years. Many students now have phones which can be used abroad if arrangements are made with their carriers. Also, a firm called Piccell will rent them a phone which it will send to their home by mail. SIMS for any country in the world can be rented from this company too. Cell phones have three advantages. First, students can more easily coordinate activities among themselves. Second, students can quickly alert faculty members if a problem arises. And third, students can stay in close contact with home and home can stay in close contact with them. Parents no longer need to track their children down through
Travel Courses – Faculty Handbook

the course instructors. They can be tracked directly if both parties have a phone. Interestingly enough, there is less of a problem with homesickness if students can easily call home or if people at home can easily contact them.

Two or three grand meals should be planned into each travel/study course. These meals do not have to be fabulously expensive, but some considerable thought should go into picking a venue that works in some systematic way with the specific content of the course. Since the disciplinary orientation of my course is historical, I have picked restaurants that have historical associations with the places that I am visiting or, at least, are in a historical area. Picnic dinners can work here. We do one along the Seine at dusk. It's enormously popular.

Downtime for you and for the students is very important. Putting too many activities into your travel/study course can be counter-productive. Though some out-of-town activities will last all day and even go well into the evening, as a general rule no individual class should last more than four or five hours including lunch, and should probably end no later than three in the afternoon. In addition, there should be a couple of free days or travel days each week, days on which there are no academic activities. Remember, while abroad students will learn plenty of good stuff on their own. Unlike in a classroom where an instructor can lecture from notes, using notes in the field is difficult and distracting. Lectures, consequently, need to be committed to memory. At least the key facts do.

It is perfectly OK to depend occasionally on audio-guides. In fact, they sometimes work best for various reasons. It might not even be possible for you to lecture in situ. However, they do have their limitations. Students can't really take notes while listening to one, for instance. More important, the audio-guide lecture is usually only tangentially related to the course, and students don't know what is and what is not relevant. In addition, Students take audio-guides less seriously and consequently take a course that uses them too often less seriously. The same is also true of professional guides. Sometimes, as in a few major museums, only professional guides accredited with the museum are allowed to lecture. But professional guides generally have a set spiel which, again, is usually only tangentially relevant to your course. Generally speaking, you will use more of these sorts of things in the first iteration of your course and reduce your reliance to them as you teach it more often.

Most students find many museums boring. Consequently, from the beginning of your first short lecture to the end of your last one should be somewhere between an hour and an hour-and-a-half, and certainly no more than two hours. For very large museums, the day should be arranged so that students have time to tour the rest of the museum on their own. Some will spend a few minutes and some more. Give them some suggestions about what they might want to see.

Using public transportation wherever possible is a very good idea. The chartered coaches typical of commercial tours "cocoon" students, separating them off from the culture that they are supposed to be studying. Using travel cards of some sort also allow students to get out and explore on their own, something that should be strongly encouraged. However, the ability of Chapman students to use public transportation cannot be taken for granted. It is something that needs to be taught, including the various courtesies that are required as well as how to avoid dangers like pickpockets.

It is sometimes necessary to visit places that are well known simply because students expect to go there even though they are not particularly relevant to the course. Be academically and intellectually flexible.
Going to high places gives students the opportunity to see how things fit together geographically. Moreover, people just like to climb to such places.

Consider how the various places on your itinerary can be made to fit not just into the course as a whole, but with each other. Look for specific connections and highlight them in your lectures. Watch for the possibility of such connections during your inaugural tour and then add them into later iterations.

New instructors always want to do too much and even veterans are tempted to fall back into this error. Pace yourself and pace the students.

As a rule of thumb, travel time to any place you want to visit should not exceed two hours (four hours both ways). Traveling is very tiring.

Always have your daily tour, route carefully planned out and, if you don’t already known the area very well, the map committed to memory. Using a map in situ on a walking tour is difficult and unnerves students. It is best to have walked the route previously even if only just the day before.

**Course Implementation**

Always insist that your tour organizer provide you with the phone numbers of service providers, especially tour buses, which often show up late or in an unscheduled place or both.

It's important to re-count students whenever there is a chance that someone might have been left behind. This is most especially the case when traveling on an underground system. Also, students must be given a clear way of rejoining the group or returning to base.

If there are two or more instructors with a group, one should always act as a sweeper and stay at the very back of the group while on the move.

The part of the tour where it is important to maintain group discipline by promising a harsh punishment for a violation of course norms is over the timely assembling for touring each day. We tell students that we leave no more than 10 minutes after the leaving time announced the day before. If a student is not with us when we leave, and consequently misses the day's activities, he or she will be marked down one whole grade for the course, as per our syllabi. Some students will take advantage of a lax policy in this regard and will delay the group, usually by ever increasing amounts. A strong stand here will have a very positive impact at other points in the tour where student delays can sometimes have quite catastrophic effects like missing trains and planes. Constant tardiness by just a few students can significantly affect group morale.

I have learned from bitter personal experience that it is necessary to take extraordinary precautions to protect your wallet, especially when traveling on busses and metros/undergrounds. You need to actually hold onto them or secure them deep within a backpack, which then you must hold onto firmly. Also, only put some of your credit cards in your wallet. Others should be hidden in your luggage and left in the hotel. Petty theft, even in Europe, has reached epidemic proportions.

Always carry a city map with you and insist that students carry one too. The hotels in many cities provide
them free, or they can be obtained at information centers. If they have a map and a public transportation pass, they can be released to travel on their own pretty quickly, which is what you want to be able to do.

In an emergency, faculty members need to decide quickly who will handle/aid the affected party and who will stay with the rest of the group. This is particularly true in the case of medical emergencies, but even minor problems should be dealt with this way.

It is best that decision making on the part of faculty members APPEAR to be collective and that students never see faculty disagreeing. Work out any differences in private and out of earshot.

It is important that tickets, passes, entries, vouchers and even cash provided by your tour provider be scrutinized closely. They do make mistakes. In particular, make sure that the numbers are right. If you have 19 students and two faculty members there should be 21 tickets. Sometimes students and faculty members are treated differently so watch for that. Most important of all, make sure you understand how in every case a ticket or voucher is supposed to be used. Your tour provider should give you exact information here. The number of variations is nearly infinite and you can sometimes end up leaving students hanging for an hour or more while you try to figure out how to proceed.

You will occasionally have a student with you who is chronically late. Unfortunately, for the good of the group and the safety of that individual, this cannot be tolerated. If heavy penalties for lateness in your syllabus don't seem to be working, it might be necessary to call on the help of the other students, who are being inconvenienced, and to at least gently chastise the late person publically. If these approaches do not work, it will be necessary to have a serious private conversation.

You should always plan on adding a few extras to what you are offering on your printed itinerary this might be something like a gelato stop or an offer to take students to an interesting extra place or event, perhaps at their own expense, on free days. You don't really have to do much in this way to greatly increase overall student satisfaction. You might want to add a certain small amount of money to your budget for a few of these sorts of extras. Tour providers usually call this a "cultural fund".

Let students know that hats and sun screen will make life much easier for them, especially if you do a lot of walking outdoors, which is usually the case on tours.

Be systematic and daily about recording your expenses and collecting receipts in one safe place. Use a credit card for tour related expenses whenever you can but also save related receipts. Using credit cards is actually a bit cheaper than using cash.

Take advantage of course downtime to rest. You will be tempted to do some touring on your own, but don't do this too often. On a long trip especially, it's necessary to rest yourself totally from time to time.

It rarely helps to blow your top, especially in front of the whole group. This can absolutely shatter a positive group dynamic, which is something that you definitely do not want to do. Even privately, blowing your top with a student usually doesn't get you where you want to go. Instead, grouse privately to your faculty partner or to someone back home.

A favorite inexpensive restaurant with a lot of local color is a good place to take students on a Dutch
treat adventure. Dinners can be great group building activities, though they are usually a quite expensive addition to your formal tour budget.

It's always tricky trying to fit in students who don't fit in very well, though this is a tour requirement. Group morale suffers when some member is pushed too much to the fringes since no one can actually be pushed out entirely. It's necessary to find members of the group who will help you find ways to include such a person in extracurricular activities.

It's necessary to keep an eye on the weather and to warn students ahead of time about the possibility of rain or of a sudden and substantial change in temperature. They should be warned to dress appropriately or to carry appropriate clothes in their backpacks. They should have brought some sort of rain gear with them.

It's a good idea to insist and even to include in your syllabus that students must wear substantial walking shoes when class is in session. Sandals are inappropriate for any long distance walking, though students can bring them along in their backpack for when class is formally over.

Rain is always going to be a problem. If you are walking on a rainy day, do your best to keep students (mostly) dry. Think ahead to spots where a large number of people can duck under some cover. If the rain starts to pick up, wait it out somewhere dry. Do not push on just to complete a pre-determined tour route. On days when forecasters promise a downpour, trade your planned outdoor walk for some sort of mostly indoor activity like a museum.

Students like to shop (even though you might not). Do the research that will allow you to tell them where, in every city you visit, they can get the best values on the sorts of things that student tourists might want to buy. Standard guide books can give you this kind of information. Open air markets are often the best place to find a bargain. In addition, when doing something out-of-town always allow for an hour or so of shopping time.

Students like to know where the nightlife is in the cities in which you stay. Again, the standard guide books, but especially the Let's Go series, can give you this information, which you can pass on to your students. However, it would be a very poor idea for you to go nightclubbing with them. This is when students are most likely to do those things that the university specifically tells them they should not or even must not do, or even engage in some sort of illegal activity.

Make sure that you have determined the various ways that students can get to the airport to return home and that each and every one has decided which way is best for them and made the appropriate arrangements.

Students should be strongly encouraged to keep in touch with people at home, especially parents. If students don't call home regularly, parents will often call you.

Always be prepared for a faculty illness. Faculty members should be ready to handle students by themselves. Students must then usually be pressed into service as counters and sweepers.

There are many things that should be added to a tour simply because students like to do them and not because they fit in from a purely pedagogical standpoint.
When lecturing in situ you need to make regular connections with what is actually being viewed. You can't just give a canned lecture from the classroom.

Instructors need to be careful not to play favorites. In particular, it is not a good idea to eat with particular students during free time. In fact, as a general rule, it is best not to fraternize with students when class is not formally in session, as tempting as this might be in individual cases.

Though not part of the academic portion of a travel/study course, it's a good idea to give students tips about where they might want to shop to get the best bargains. Outdoor markets are a particularly good idea. In addition, when doing something out-of-town always allow for an hour or so of shopping time.

Students need to be instructed about how to protect their self against petty thievery like pick pocketing, especially on public transportation.

Check opening times and days on the web for the most recent information. Many things are closed on Monday and many smaller venues, and some larger ones, close capriciously.

Pharmacists abroad can usually prescribe in a limited way. Send students with minor ailments to a pharmacy. Look for the green cross in most countries.

Instruct students to ALWAYS look BOTH ways when crossing a street.

If the course of a particular tour is through an area with a very complex and even convoluted road system, it will be necessary to walk the route before, even if only the day before, the tour is done with students. One wrong turn could ruin the whole day. Moreover, students lose confidence in an instructor who does not seem to know where he or she is going geographically. It suggests that the instructor also doesn't know where he or she is going intellectually.

Using visual aids while doing a walking tour, while not uncommon, is not really very effective. Use the "visual aids" all around you. Your lectures should be coordinated with what the students are seeing anyway.

It is usually quite clear to students when you have dropped bits of a classroom lecture unaltered into your in situ talks, and it's not very effective. It just seems inappropriate and not well tailored to in situ types of presentations.

Avoid having students spend a long time in lines! It's a waste of their limited time abroad. Lines can usually be avoided by taking the advice of the many tour books available for travelers. There is usually advice about how to get into impacted sites more quickly. It often involves showing up when the doors first open or using a special kind of entrance pass.

Organizing a foray into a grocery store to buy items for a picnic lunch can be mildly complex. Students should be allowed to buy a packaged sandwich, a drink and either a piece of fruit or chips. Everything can be collected in several baskets and paid for by credit card. Sometimes, stores will ask that students' backpacks be left outside. Once one gets the hang of it, this operation takes no longer than 15 minutes.
Encourage students to explore on foot. This is the only way to really get to know a place, even a large city.

Prepare yourself mentally for the inevitable. Sometimes things will be closed when you expect them to be open. You will need to teach yourself how to be flexible and look for alternatives. Unfortunately, this is usually a matter of experience. To reduce the possibility of surprises, check opening and closing times the night before.
Glossary

**Committed:** An individual who has turned in a receipt of payment, and a completed Enrollment and Financial Obligation form to the CGE will receive a committed status and will be charged for Travel Course fees. Refunds are not available unless the course is cancelled.

**Contract:** A written agreement between the university and the third party provider that specifies the professional services provided for a designated number or people, in certain locations. The contract is created, sent to Legal Affairs and signed by Chapman’s COO and the service provider.

**Enrollment and Financial Obligation Form:** A customized Travel Course enrollment form that students fill out to participate in a Travel Course. Faculty give their consent to enroll by signing the form.

**Faculty Group Leader:** The university requires that at least one Full time faculty person lead the Travel Course.

**Final Budget:** The Preliminary budget is reconfigured using the actual number of participants, and final costs from the Third Party provider to determine the final participant’s cost for the program.

**Global Gateway:** CGE’s online portal that houses all of the student requirements (materials, documents, questionnaires) for each program.

**Non-Chapman University Participant:** An individual who is not a student at Chapman University and still wants to participate in a Travel Course, usually for non-credit. The person could be an alum, friend, spouse, student at another university, or community member. A Travel Course may be comprised of no more than 30% Non-Chapman University participants.

**Participation:** Chapman University requires 10+ paying participants in order to travel or the course is cancelled.

**Paying Participant:** Someone willing to pay the travel fees accessed with the Travel Course program. A participant may be a Chapman University student, staff, community member, friend, student from another university, etc. Administration requires 70% of the roster be made up of Chapman students and 30% may come from other areas.

**Passport:** A valid passport is required for all International Travel Courses. Each passport must be good for 6+ months AFTER the group returns back to campus. Individuals must apply for new passports, or renewal of current one immediately.
**Per Diem, Faculty:** Faculty meals are covered when traveling for the Travel Course. The traveler has the right to accept less than the authorized per diem. At the time of final budgets, per diem is adjusted according to the U.S. Department of State rates. Faculty will not receive more or less per diem money if the rate changes after the final budget is approved. Faculty’s meal receipts are not required for reconciliation.

- For international travel, the U.S. Department of State Per Diem rate is available online, [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Use the “M & IE Rate”.
- Daily per diem is divided amongst meals: Breakfast 20%, Lunch 30%, and Dinner 50%.

**Preliminary Budget:** A budget is created using the Third Party Provider’s proposal, along with other meals, excursions, travel not included in the professional services quote from the provider. Collaboratively, Faculty and the CGE arrive at the number of participants they will recruit for the course. This is the most important budget to include all costs, and fees, since once the budget is approved by faculty, Department Chair, Department Dean, CGE, Financial, the final budget may not exceed the preliminary budget price range.

**Proposal:** A quote or submission received from a professional services provider, or third party provider for requested services, in a given location, for a specific number of participants.

**Receipt of Payment:** Cashier’s payment receipt given to paying participant for either an initial deposit or final payment.

**Third Party Provider:** Any outside organization, program provider, travel agent, university, or hotel that we negotiate with, contract, and pay to receive professional services for accommodations, classroom space, hotel/air reservations, meals, or tour guides, etc.

**Travel Course:** A Travel Course is a short-term study abroad experience. The course is led by Chapman University Full-Time Faculty member with a group of Chapman students, Non-Chapman students, or community members, and takes place during interterm or summer. The course includes a travel segment, usually between one and four weeks. All Travel Courses outside the United States are approved for the [Global Study](http://example.com) portion of the 2007 GE program.

**Travel Expense Report:** In order to clear a travel advance received before departure, a reconciliation report is prepared and submitted to CGE’s review and then forwarded to Accounts Payable within 30 days of Faculty’s return back to campus.
Tuition: Each Travel Course has academic credits attached to the abroad experience. The cost of tuition credits is not included in the Travel Course participation fees. The fees established in the preliminary and final budgets only reflect the cost of travel, not the charge for tuition credits.
### Contact List

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