1. Contact International Program Liaison – Dr. Donna McLean – to begin the process

2. Decide on a course to offer or a geographic location that would provide students with a valuable onsite experience in your area of study and would warrant an overseas study opportunity. If new course, must go through course approval process
   A. Unit approval process for course (if applicable)
   B. Educational Policies Committee (if undergraduate) or Graduate Affairs (if graduate) or both if cross-listed course. If cross-listed, undergraduate and graduate syllabus must be differentiated in terms of work required, assignments, degree of difficulty, etc. Please be aware that graduate overseas classes may go through a much more rigorous review by the Overseas Study Advisory Counsel (the intercampus body responsible for approving all overseas study classes in the IU system).
   C. All campus remonstrance process (must be posted for 30 days). Academic Affairs facilitates the posting and the remonstrance process.

3. Dr. McLean will work with you to develop a proposal which will be sent to the IU Bloomington Office of Overseas Study. For final approval, you will need to include the following in your packet:
   A. Course Approval Proposal (to see what proposal entails go to: [http://www.indiana.edu/~overseas/policies/develop/proposal_outline.shtml](http://www.indiana.edu/~overseas/policies/develop/proposal_outline.shtml) ALL proposals must contain items A through M)
   B. As part of the proposal you will prepare a syllabus of course(s) containing
      1. Description of activities prior to departure including orientation
      2. Description of activities while overseas including cultural events, educational activities, etc.
      3. Description of activities after returning home
   C. You will include a vita for each faculty member involved in the course. Note that the office holds faculty teaching international graduate courses to a higher standard.
   D. You will request two letters of recommendation. One from your chair/dean (which indicates support for the class and assurance that the course can be offered in load) AND someone who can speak to the campus wide issues (usually someone from Academic Affairs).

BEFORE course proposal goes to the Office of Overseas Study, it first must be submitted to and approved by Dr. McLean. She can assist with drafts and revisions of the proposal through email. Proposal will then go to Kathleen Sideli (Associate Vice President for Overseas Study) and after her approval, to the intercampus Overseas Study committee. The course cannot be promoted or publicly offered or announced until final OSAC approval is received. Plan to develop programs at least one year to 15 months in advance of the proposed trip.

Additional information can be found at [http://www.indiana.edu/~overseas/policies/develop/index.shtml](http://www.indiana.edu/~overseas/policies/develop/index.shtml)

A decision must be made at some point on whether or not community members and/or IU employees can participate in the trip

3. Before you can develop a proposal, you need to determine how students will secure travel arrangements. To this end, faculty can use a tour company (vendor), faculty can coordinate travel arrangements and work with students to book airfare and hotel directly, or faculty members can use a combination of vendor and coordination of some arrangements themselves.
   A. If using a tour company:
      1. Pros: For every X students, a faculty member will travel for free. The company handles the logistics, provides guides and interpreters, etc. Can perhaps offer the course or travel opportunity to community members to secure a base number needed for faculty travel.
      2. Cons: Students will likely pay more for the convenience. Limited flexibility on activities and events, especially if the vendor decides to combine IU Kokomo group with other groups.
3. Some recommended agencies: Casterbridge, Accent, or known vendors used by other campuses.
4. Vendor agreement must be processed by Purchasing and approved by Tim Sehr. Vendor agreement will include deadlines for payment and deadlines for setting final number of students – faculty in charge of the trip must abide by those deadlines.

B. If doing it yourself:
1. Pros: Most likely the cheapest way to travel. Most flexibility in setting the agenda for the trip
2. Cons: Must do all leg/work/paperwork/budget reconciliation yourself. Can take time to find best rates for airfare/hotel/etc. IU will insist upon very detailed receipts and reconciliation processes. Must figure out costs so that faculty travel is also covered.

NOTES that apply whether using a vendor or doing it yourself:
C. Any costs not covered by student payments or trip fees will belong to the unit sponsoring the trip so plan carefully. If, for example, a cost comes in higher than expected, then the unit will responsible for the additional cost.
D. The unit sponsoring the trip will be in charge of facilitating all paperwork, finalizing the trip, handing the budget, and so on.
E. Anyone directly handling money must be certified by Financial Management Services – contact the Bursar for additional details.
F. All programming, activities, and so on should be designed with student safety in mind.
G. Equity in recruiting and admitting students to the trip is expected.
H. An application process for student selection is highly recommended. Students need to be mature enough, both age wise and course preparation wise, for the demands of the course/trip.
I. Trips that are part of any exchange process will have additional constraints imposed by virtue of being part of an exchange.

3. Before final proposal, you will need to determine when the course can be offered.
   A. If offering during summer, expectation is that there will be 10 students per faculty member for the faculty member to draw a salary. The academic unit will make the final decision on whether or not the course goes, subject to the unit’s summer budget and credit hour constraints. If a faculty member is willing to travel and not draw a salary, then the number is less of a concern.
   B. If offering during academic year as part of a faculty member’s load, the minimum required will be determined by the unit in consultation with Academic Affairs
   C. Need to work with the IU Kokomo International Program Liaison to determine optimal timing of the class as there is a limited demand for overseas travel. The office of Academic Affairs will keep a master list of all approved trips and likely future trips for scheduling purposes.

4. When scheduling the course, work with Registrar/Bursar to add the international studies fee to the course in the appropriate semester and to ensure that fee is collected and deposited in correct account. Currently the campus adds a $110 dollar fee to all students taking overseas study classes.

5. Working with Donna McLean, develop a plan to recruit, advertise and make the course offering known to students.

6. Given travel costs, you might want to consider fundraising as a group. However ALL Fundraising must be approved by both the Office of External Relations and Academic Affairs.

7. Work with the International Program Liaison – Dr. Donna McLean - to ensure that students have travel insurance AND medical insurance. IU offers short term medical insurance for this purpose.

8. Ensure that all appropriate documentation and monies are collected and left at IU Kokomo
   A. Copies of all traveler’s passports and insurance contracts
   B. Copies of all travel itineraries including contact information for hotels, etc.
   C. Copies of contact information for all travelers including a home contact
   D. Copies of the signed liability release forms – see page 4 – change the liability form to reflect the course actually offered.
<table>
<thead>
<tr>
<th>9. TRAVEL.</th>
<th>Instructor should have with them:</th>
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<tbody>
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<td>D. Copies of signed liability release forms</td>
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<tr>
<td>E. Copies of appropriate medical information including any medicines participants are taking, health conditions, etc. for all travelers.</td>
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<td>F. A <strong>credit card with enough of a limit that the faculty member can handle any event or emergency that might arise.</strong></td>
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<tr>
<th>11. TRAVEL – Enjoy the trip</th>
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<tr>
<td>10. Debriefing and return activities.</td>
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<tr>
<td>A. Have students fill in instructor evaluation forms, (regular course evaluation forms).</td>
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<tr>
<td>B. Have students fill in Office of Overseas Study evaluation forms available online or through IU Kokomo Office of Overseas Study.</td>
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<tr>
<td>C. Discuss trip</td>
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<td>D. Finish budget reconciliation activities</td>
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<tr>
<td>E. Work with International Programs Liaison to prepare final report and census form, which is submitted to the Office of Overseas Study at IUB. Importantly, this report must be submitted before approval will be granted for the course to be offered again.</td>
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<tr>
<td>F. Participate in mandatory final campus meeting in the fall after the trip with the International Program Liaison.</td>
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ASSUMPTION OF RISK AND RELEASE FROM LIABILITY

WHEREAS, The Trustees of Indiana University through its Office of the Vice Chancellor for Academic Affairs on the Indiana University Kokomo Campus is facilitating a trip involving foreign travel as part of a for-credit elective course (COAS F200) (hereafter “Trip”) for interested students during the _________ Semester of 2_____, and,

WHEREAS, I, ___________________________, a student over the age of eighteen (18) years, wish to voluntarily participate in the elective Course F200 which requires foreign travel to ________________ and,

NOW THEREFORE, in consideration of the University’s efforts undertaken in facilitating the Trip, and in consideration of my voluntary participation in Course F200, I hereby:

1. State that travel to __________________ is required as a part of the elective Course F200 in which I am enrolled and that, therefore, my decision to travel to __________________ is entirely voluntary;

2. State that I understand that certain risks are inherent in any foreign travel experience and I fully accept those risks. These risks may include, but are not limited to, such things as war, quarantine, civil unrest, public health risks, criminal activity, terrorism, exposure to communicable diseases, ill effects of unfamiliar food and water, incidents related to ground, air or water transportation, adverse weather conditions, accident, injuries or damage to property, and other physical, mental, and emotional injury;

3. State that I have been advised that no one can guarantee my safety in __________________ and that the University does not provide any form of health or accident insurance coverage of any type, and I have been advised to have adequate travel, accident and health insurance before my departure, which should include medical evacuation, repatriation of remains and life insurance. I have been advised that if I am currently included on my family’s insurance policy, that I should make sure that the coverage is valid overseas for the duration of my travel;

4. State that I fully understand the above risks involved in the proposed travel and I agree to assume the risks of this travel, including the risk of catastrophic injury or death;

5. Further state that in consideration of my voluntary participation in the Trip I agree to indemnify, hold harmless, release and fully and forever discharge The Trustees of Indiana University, its officers, agents and employees from all liability, claims and expenses, including reasonable attorney fees, for or on account of any injury to or illness of my person or death, or for or on account of any loss or damage to any personal property or effects owned by me.

Student's Signature ______________________________ Date __________________

Name (printed) ______________________________