

Andrews University Study Tours Guidelines (Revised January 18, 2022)

A study tour is a faculty-led course designed to deepen and enrich student learning outcomes by embedding the course content in the context of other countries and/or cultures during a compacted period of time. Study tours aim to bring to life, in cross-cultural contexts, what students are learning in the classroom and may be of two types: international study tours and domestic study tours. Study tours by their very nature should be interdisciplinary and address diversity through the lens of the local context.

A. Oversight and Coordination of Study Tours

All study tours (international and domestic) shall be approved by the Executive Deans' Council and coordinated through the office of the respective dean. Faculty or staff member who are part of the tour have to be approved by their respective department chair and college dean.

In most instances, academic credit is earned while on the study tour. If academic credit is associated with the study tour portion of a course, then the study tour is a mandatory part of the course. However, if the study tour is an extracurricular opportunity, then the tour may be considered optional. Tour leaders who are planning a study tour should send their proposal to the Executive Deans' Council no later than April 30 of the year preceding the tour. There shall be no advertising of a study tour until the study tour proposal is completed and approved.

B. Academic Review of Course Content

The academic quality and integrity of the course must be maintained to ensure that the study tour component of the course is academically relevant and as rigorous as any traditional course.

Because study tour courses bear academic credit, each course proposal must include a syllabus that demonstrate the interdisciplinary nature of the tour, what diversity issues will be addressed and how they will be addressed. The syllabus should also contain the standard information required for all university courses (e.g., course description, course dates, prerequisites, contact hours, student learning outcomes, evaluation methods, required textbooks, grading, graduate level coursework, etc.). As part of the study tour approval process, the department chair and dean shall acknowledge that they have reviewed and shall monitor the academic quality and relevance of the proposed study tour.

C. Enrollment

Study tour courses are posted for enrollment following the usual process for posting courses. Only tours with minimum enrollments that ensure financial viability will be approved. Financial viability includes a budget that shows funding to cover the cost of the tour and 30% contribution to the University.

Study tours shall have faculty and/or tour leaders of both genders. Faculty and/or tour leaders shall not be members of the same family. In the event that the faculty or study

tour leader is accompanied by family members or individuals not participating in the tour, those individuals shall cover 100% of their expenses. The attribution of expenses for accompanying family members and/or significant others to students and/or departments involved in the tour is prohibited.

While faculty and study tour leaders may be accompanied by family members and/or significant others, the faculty and study tour leaders' first obligation is to serve those students under their direct supervision.

E. Student Orientation

A mandatory in-depth, pre-departure orientation must be made available for participating students. This pre-departure orientation should address issues such as but not limited to: the political climate, cultural context, economic development, unique health risks, required insurance, liabilities, and any additional acculturation issues germane to the study tour destination.

Faculty members must consult with the Office of the CFO for matters related to insurance (risk management), advisories and information on specific countries and/or regions. All students participating in a study tour must sign the appropriate insurance and liability forms from the Office of the CFO prior to departure.

In the event that students participating in the tour are minors (under the age of 18), their parents or legal guardians shall provide signed authorization documents, granting permission to participate. The parents or legal guardians shall also sign the appropriate insurance and liability forms from the Office of the CFO prior to departure.

Copies of these forms shall be kept on file with the academic department and the Office of the CFO.

F. Financial Obligation

Tour leaders may need to make decisions that may include financial commitments, well in advance of the actual tour. As such, up to 12 months in advance, tour leaders may commit up to 10% collectively of the tour budget without input from the dean or other university administrators. Any and all financial commitments that exceed 10% collective of the tour budget may be made up to three months prior to the tour and need the approval of the relevant college dean.