

Check-list for Faculty:

EYH Spring 2016 Course Proposals

Before April 1st

* Seek departmental approval
* Prepare course syllabus, budget and proposed itinerary
* Submit proposal to EYH Committee by April 1, 2015 electronically to EYH Coordinator

The course proposal should clearly indicate:

Course no., title

Course description

 Course Syllabus

 Learning objectives

Lectures

Pre-travel reading assignments

Travel expenses, detailed budget

Tentative travel itinerary

Post-travel course meetings, activities

* Check specific aspects of travel: visa requirements, required immunizations, travel warnings
* Identify qualities for staff member traveling with you.

After APC Approval

* Select staff member to participate in course.
* Work with staff member to plan trip logistics: travel, lodging, food, etc.
* Advertise the approved course to the campus and community (work with the Center for

Intercultural Advancement).

* Prepare and disseminate application information and materials.
* Attend mandatory information session with staff member (one session will be held during the week of 4/20, the other will be during the week of 4/27).

Fall 2015

* Prepare and disseminate information packet for student participants:
	+ (passport, visas, Eurail pass, international student id, clothing items,

electrical info, currency info, behavior code, etc.)

* Meet with students at least two times prior to departure (pre-travel orientation)
* Ensure that all proper paperwork has been filed with business office and Center for Intercultural Advancement
* Plan appropriate course meeting times (Spring 2016)

EYH Program: Procedures

Time line for faculty member

(detailed information will follow for approved EYH 2016 courses)

# Role of Department Chair

The faculty member discusses her/his course proposal with the department chair. The course will be charged as overload and this fee will be incorporated into the cost paid by students for participation in the course. The faculty member must discuss with the Department Chair whether he/she will teach the overload or if an adjunct will be hired to replace the faculty’s teaching unit in the department. The fee for overload should be clearly indicated in the EYH budget prepared by the faculty member.

EYH Committee and APC action (Spring 2015)

After receiving department approval, the faculty member submits the proposal to the EYH Committee (deadline: April 1st, 2015). The EYH Committee reviews all proposals for completion and may ask for additional information. The faculty member should follow up all queries from the EYH Committee.

Successful proposals meeting EYH criteria are recommended by the EYH Committee and sent to the APC for its approval

(April 20-May 4).

***The EYH committee makes recommendation to the APC on all courses proposed (week of April 13/27). All queries from the APC are forwarded to the faculty member by the EYH Committee. The APC determine which courses will be offered.***

After the final approval from the APC, the EYH Committee notifies all faculty members regarding the status of their proposals (April 20).

Faculty members for approved courses need to prepare a brief description of the course for the EYH brochure and submit it to the EYH Coordinator (April 27)..

Faculty member’s department includes the EYH course in its spring 2016 course schedule and submits to the Registrar’s office (in the fall). The faculty member must schedule a specific day and hour for post-travel class meetings for an EYH course.

# EYH Budget

All faculty teaching a EYH course must submit a final budget spreadsheet with supporting documents (by September 18, 2015) to the Provost, Associate VP and Controller for approval with a copy to Assistant Controller and Bursar. The Budget spreadsheet should indicate detailed expenses for the overseas travel. Typical expenses may include:

* visa fee
* air fare, taxi/cab, airport departure fee (if any)
* hotel/lodging, guest house/room
* group meals
* car rent, domestic transportation overseas
* overseas program fee (if any), expense for field experience
* Wagner program fee ($100/student)

The course fee (termed EYH trip fee in the Budget) is determined from the total trip expense in the Budget. Each course fee would have to absorb the cost for the faculty and accompanying staff member. The approved Budget is used by Bursar’s office/Registrar’s office to place “EYH trip fee” and the EYH100 course in the CARS (September 28).

# Business office

Associate Controller in the Business office sets up account for each EYH course and assigns an account number (September 7), faculty and staff member are notified about their account number by the EYH Coordinator (September 7). The Business office transfers $1000 Wagner Program fee per student from each course to Wagner EYH Program account. The faculty member has access to remaining fund and uses the EYH course account like a checking account to pay for trip related expenses (beginning October 5).

# Registrar’s office

The students complete their registration for EYH course by October 5, 2013.

a. Registration for the trip (EYH 100-section)

b. Registration for the actual course by department designation (example: Re 291)

Registration for the trip:

To facilitate initial deposit by students and payment of immediate trip expenses by the faculty member, all EYH courses are listed as EYH100 and assigned various sections in the fall of the academic year, courses are placed in the CARS (September 28). Registration for the trip is completed by registration in EYH100. Students interested in a course meet respective faculty member and receives approval to register in the EYH100 section of choice (in the fall). Students pay $1,000 non-refundable deposit and register for EYH100 (specific section) (deadline: October 7). Upon registration into EYH100, student account is charged for the full amount of the “EYH trip fee”.

Registration for the course:

***The students complete their course registration using department course number the same day they register for the trip (EYH 100 section)***

# Bursar

This office receives the EYH overseas trip budget from the faculty member or the EYH Coordinator and places “EYH trip fee” in the CARS. As the student registers for the EYH trip, and pay their deposit, the corresponding EYH course account is credited with the full amount of the trip fee. Students pay $1,000 non-refundable fee as their initial deposit towards the “EYH trip fee” (deadline: October 5). As they pay their deposit, each student’s account is charged the full amount of the trip fee.

# Financial aid office

The Financial Aid office helps students apply for loan to pay for “EYH trip fee” as soon as they pay their deposit in the Bursar’s office and registers for the trip (EYH100 section).

# Withdrawing funds from the EYH account by the faculty member

The Travel Agent arranging air tickets for all participants in a course prepares an invoice to Wagner College and sends it to the faculty/staff member. The faculty/staff member completes a requisition slip and submits it to the Provost’s office to pay for this invoice from the course account. Each course will be assigned an account number by the Business Office and all expenses related to EYH course will be charged to this account. The requisition slip is sent to the Provost’s office for her/his approval which comes back to the Business office and a check is cut in favor of the Travel Agent and mailed. Any check over $10,000 must be hand signed. Thus, extra time will be needed for these payments to be made. The remaining funds in the account are placed in a convenient (VISA) card to be used by the faculty/staff member during EYH trip.

# Expense account

After returning from the EYH trip, the faculty member submits an expense report to the Associate Controller in the Business office (within two weeks). Staff member accompanying the faculty in a EYH trip should assist faculty member in keeping expense account and submission of final expense report with for the group.

# Follow up report

On return from the overseas trip, faculty member submits a one-page report of the off campus experience/activities of her/his group to the EYH Committee with a copy to the Provost (within two weeks).

# Course/Trip evaluation

In spring, participating students in a EYH course evaluate the course and overseas experience using the EYH Committee course evaluation form (see post-trip questionnaire in Appendix). In addition, the faculty also carries out normal course evaluation in the class for the EYH course and forwards those to the appropriate office in the campus. The EYH Committee has no access to the normal course evaluation. The faculty member forwards only the EYH Committee evaluation forms to the EYH Committee (May 11). The EYH Committee course evaluation is utilized to improve/modify the EYH program and this evaluation is not included in the faculty performance file. After review, EYH Committee evaluation forms will be stored in the External Program office. As usual, only the normal course evaluation (sent to Registrar’s office) becomes a part of faculty member’s confidential performance file.

# Time line for faculty member

(2015) (EYHC = EYH Committee)

April 1 : deadline for submission of course proposal to the EYHC

April 20 : EYHC notifies faculty member approval/rejection of her/his course by the APC

April 27 : faculty member of an approved course submits course description for brochure to the EYHC

May 5 : the EYH brochure is printed and distributed for promoting EYH courses

September 28 : faculty submits EYH Budget spreadsheet to Provost, Associate VP and

 Controller, Assistant Controller and Bursar.

October 7 : the Bursar’s/Registrar’s office place the course fee (“EYH trip fee”)

 in the CARS

October 1-12 : faculty signs registration forms for EYH100 for students

October 16 : deadline for student application to EYH course, paying deposit

October 16 : beginning this date faculty can access to EYH course account to

 pay for airfare, overseas reservation/program fee

October 23 : faculty receives package of Waiver forms from the EYH Coordinator,

 beginning this date the faculty/staff member arrange pre-trip

 meetings/sessions with students, students obtain passport/visa, faculty

 pass on immunization information (if required for the country of travel)

 to students, faculty member also receives EIIA travel insurance package

November 16 : faculty member sends the “EYH participant data” to the office of the

 Vice President for Finance, participant data includes full name of each

 participant, Wagner ID#, parent/guardian home address, telephone

 numbers (participant data is needed to obtain travel insurance coverage

 from the EIIA)

December 11 : deadline for submitting following trip related documents to the

 External Program office:

 a. signed copies of

 (i) heath insurance coverage form from students

 (ii) waiver forms from students, parents, guardians

 (iii) code of conduct form from students

b. travel itinerary

c. photocopies of passports (for all participants)

d. list of address, telephone of all parents, guardians, spouse

1. overseas address, telephone number for the group

December 14 : office of the Vice President for Finance delivers the Travel Insurance

 cards for all EYH groups to the faculty member or the EYH Coordinator

 (the EYH Coordinator delivers those to the faculty member) prior to

 departure of the group for the trip

December 2015 – January 2016: EYH trip, off-campus learning experience

(2014)

January 30 : faculty submits one-page report on overseas experience to the EYHC,

 Faculty/staff member submits expense report to the Business office,

 deposits left over fund to the course account

March 2014 : EYH trip, off-campus learning experience

January-May : faculty meets students on scheduled time in spring in post-trip course

 meetings, carries out course evaluation and submits course grade at the

 end of the spring semester.

# Course information and time line for students (EYH 2016)

A EYH Winter Intersession course is a course offered in the spring of an academic year. The course consists of two to three weeks of faculty-led off-campus learning experience overseas during the winter break of the academic year followed by post-trip follow up lectures/sessions in the spring. The course is counted towards the regular 9 units taken by students in an academic year.

Tuition:A one-unit course would count as part of the student’s 9-unit yearly load.

Cost to student:Each proposed class/trip would have a different course fee. It would depend on location, number of students, travel expenses, etc. The course fee (termed as EYH trip fee) does NOT include the cost of a unit should a student takes the course as a 10th unit.

The students would pay $1,000 non-refundable fee at the time of applying for the course and registering for the trip.

(2016)

May-August : students browse the EYH brochure, check course, country of travel,

 course fee (termed “EYH trip fee”)

September : interested students meet faculty teaching EYH course,

 students apply for passport (if necessary)

October 1-11 : students register for EYH100 in specific sections (Registration for the trip)

 ***and the actual course using department course number***

October 16 : deadline for applying to participate in a EYH course, paying $400

 deposit

October 16 : beginning this date, apply for financial aid through Financial Aid office

November 27 : by this date students should obtain visa for travel (if needed)

November 27 : deadline for returning all signed waiver forms to faculty member

December 18 : by this date students should be taking care of all immunizations

 (if needed for the country of travel)

December 2015– January 2016: EYH trip (off-campus learning experience)

March 2016 : spring break EYH trip (off-campus learning experience)

January – May : students attend course lectures/classes in the spring

Dropping the EYH course:

No student registered for an EYH course can drop the course after the off-campus field experience component has begun, without the approval of the Provost or their designee.