

Domestic Study Away Faculty Application

When to Use this Form

This form is required for any program in which faculty or designated representatives of CSC accompany students to off-campus locations within the United States and in which the group stays more than two nights and/or the distance of the location is farther than 500 miles from Chadron, Nebraska.

Instructions

- Review current policies and procedures for domestic study away.
- Complete the course information below. If the proposal is tied to an academic course please complete part A, if not skip to part B.
- Complete attached Preliminary Budget included in the proposal and/or attach a form that the supplemental budget was approved.
- Attach a description of the domestic study away proposal.
- Attach emergency plan **IF** only one faculty leader is accompanying the group.
- Sign as faculty leader.
- Forward to department chair, dean, and Study Abroad/Study Away Committee for signatures.

Part A: Course Information

What is the prefix and number of the course? _____

Will the proposed activity be attached as a requirement to a CSC course? Yes No

Are there any course pre-requisites?

Will anyone other than CSC faculty teach any portion of the course? If yes, state their credentials:

Is this course affiliated with any other higher education institution?

Is this program affiliated with any non-educational organization?

Part B: Trip Information

Planned Dates of Departure and Return _____

Faculty Leader(s) _____

Location(s):

Please provide a brief description of the proposed activity, including guest speakers if applicable:

How will this activity be related to the Master Academic Plan and/or your PAR Goals?

Signatures:

_____ Date _____

Faculty Signature(s)

Signature(s) indicates that the faculty has received, understands, and agrees to abide by current institutional policies, procedures, and requirements for offering field trips or domestic study away experiences.

_____ Date _____

Department Chair

Signature indicates that the individual has reviewed the proposal and agrees that it fits with departmental philosophy, course schedule rotation, and desired learning outcomes of the department.

_____ Date _____

School Dean

Signature indicates that the individual has reviewed the proposal and agrees that student learning outcomes are clearly stated, the offering meets academic policies and procedures, and that appropriate faculty salary resources are available.

_____ Date _____

Chair: Study Abroad/Study Away Committee of Faculty Senate

Signature indicates that the committee has made a peer review of the proposal and agrees that the proposal meets Faculty Senate criteria for domestic study courses.

Faculty Acknowledgement and Acceptance Form

I acknowledge that Chadron State College is committed to providing enriching and appropriate academic study away experiences that are consistent with the College’s general philosophy and concern for academic quality and for student safety.

My signature acknowledges that:

- I understand and accept the responsibilities inherent in faculty-led study away programs.
- I agree to communicate in a timely manner any developments or issues that may impact the delivery or integrity of the program to the Study Away Office.
- In planning and organizing this study away experience, I have performed due diligence in ensuring the student needs and safety associated with all travel arrangements, housing arrangements, and activities. I agree to fully disclose the details of those arrangements to students before their registration in the program.
- I agree to abide by ethical standards appropriate to my position, comply with all resolutions, rules, and regulations adopted by the Nebraska State College Board of Trustees, comply with all policies and procedures established by Chadron State College and its academic or administrative units.

I also agree that I am responsible for ensuring that all students:

- Are eligible under the College’s policies to participate.
- Complete all pre and post-application materials.
- Receive all appropriate disclosure information.

If my study away experience includes home-stay housing arrangements, I acknowledge that:

- Home-stay housing arrangements are made through an approved program provider, an accredited local college or university, a recognized study institute, or a recognized non-profit organization.
- All details of home-stay arrangements, including procedures for reporting problems with host families, are fully disclosed to students prior to their formal application to the program.

Course Title and Number

Term Offered

International Travel Location

Dates

Faculty Name

Faculty Signature

Date

Domestic Study Away Emergency Plan Guidelines

When Required

When only one representative of CSC is accompanying students on domestic study away trips (more than two overnights and/or the destination is more than 500 miles from Chadron.)

Purpose

To provide a written plan for the disposition and welfare of students in the event the sole CSC representative becomes incapacitated or unavailable.

Potential Risk Scenarios

- Extreme illness, death, hospitalization, or other incapacitation of the faculty leader.
- Extreme illness, death, hospitalization, confinement, or other issues in which a student requires the full attention of the faculty.
- Long term separation of the faculty leader from part, or all, of the group.

Emergency Plan Guidelines

- Itinerary
- Communication link will be the Project Coordinator for Study Abroad/Study Away during business hours, Kate Pope 308-432-7079. During non-business hours contact the Chadron State Campus Security number at 308-432-6037.
- Plan for disposition of students if faculty leader is incapacitated or separated from students or if the students need to be sent home for health or disciplinary reasons.
- Emergency contact information for each participant
- Designated emergency leader will be the faculty leader. The faculty leader will appoint an emergency leader in case they are incapacitated prior to departure.

Distributing the Plan

- Submit in writing to the academic dean, Dean of Liberal Arts and Essential Studies, and the Project Coordinator for Study Abroad/Study Away prior to embarking.
 - The plan should also include your itinerary, lodging information, student forms/waivers, and emergency contacts.
- Give a copy to the designated emergency leader when embarking.

Preliminary Budget Estimate
Internal Document DO NOT DISTRIBUTE

Course Title:

Travel Location(s):

The following costs reflect the estimated total and per-student costs for domestic study away.

BASE EXPENSES

Students' Expenses	Comments	Total Cost
Transportation		
Transportation – to airport		
Room Accommodations		
Group Meals		
Guide Fees		
Events: tickets, admission, etc.		
Gratuities		
Other:		
Other:	Study Away Fee	
Total		

Total Base Expenses to be Billed to Students		
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The preceding expenses reflect travel-related expenses only. Tuition, fees, books, supplies and other course-related expenses are in addition to these expenses.