



## **Travelearn Program Procedures and Timeline**

Travelearns (TL) are short-term faculty/staff-led programs that expand learning beyond the classroom through study abroad and international travel. By combining experiential learning abroad into courses at Kean, students are able to experience a classroom rich in both learning and cultural enrichment through travel. Although TL programs require extensive planning, Kean University is ready to assist faculty and staff in providing our students a world class education through Travelearn.

A well-planned TL enables our students to experience an adventure abroad while learning the course content beyond our campus. TL gives our students an opportunity to engage globally and learn abroad while earning credits towards their graduation.

TLs can be offered as a winter/spring/summer course with travel during the semester or semester breaks. When offered as a winter/spring course, the international travel component is typically 6-10 days whereas if offered as a summer course, international travel can be longer. TLs are academic credit-bearing courses including internships abroad that meet Kean's teaching standards and curricular demands.

### **Tips to design your program (attractive yet affordable)**

- Course should be open to all majors, UG and Graduate
- Consider itineraries that can attract a broad base of students
- For affordability, minimize the trip to 1 or 2 destinations, look at less popular destinations, and consider different hotels and activities

### **Travelearn Instructions and Guidelines:**

#### **Academic**

- TL must be linked to at least 1 academic credit (2-3 recommended).
  - Please refer to the academic guidance for semester credit hours
- TL is an academic course; therefore, destination, primary aim of the travel, and activities must correlate directly with the course and learning outcomes
- Priority in registration must be given to current matriculated Kean students
- Majority of enrolled students in the course must be matriculated Kean students

### **Trip Leader and Chaperones**

- Trip Leader must be either a current Kean faculty member or a full-time staff member approved by the relevant Senior Vice President.
- Trip Leader, faculty and staff participants' travel expenses must be factored into the budget
- If a trip does not have on the ground support from a provider, Trip Leader plus one additional chaperone may be recommended.
- If there needs to be a material change such as change in staff, destination, budget...etc., after approval, a TL Modification Form must be submitted to the Center for International Studies and approved by the relevant Senior Vice President prior to the trip.
- All staff participating in the TL must submit a Travel Authorization Form. International Travel Authorizations are signed by the President's Office.  
(<https://www.kean.edu/offices/human-resources/travel-manual>)
- Scheduling of your Travelearn and courseload must be approved by the relevant Senior Vice President prior to processing by CIS

### **Travel**

- Joint trip with another institution is only permitted if approved by CIS
- CIS does not support Travel to destinations with a U.S. State Department Travel Advisory of Level 4.
- In the interest of safety, the Center for International Studies will monitor guidance from governmental agencies and reserves the right to suspend, postpone or cancel trips in light of world current events (i.e. natural disasters, political unrest, public health crisis) in conjunction with the President's Office regardless of the travel warning level.
- CIS reserves the right to suspend, postpone or cancel any trip for any reason.

### **Enrollment**

- Minimum number of students required for any Travelearn is 10 participants unless otherwise approved. Programs may be required to have a higher minimum enrollment.
- As a general rule, a 2<sup>nd</sup> chaperone will be considered/recommended when class size exceeds 15. This determination may vary based on enrollment, local support, and program itinerary.

### **Participants**

- All participants must complete a TL Participant Application Form and must submit by the deadline established for the program set by CIS.
- All participants are subject to the University's Code of Conduct while abroad
- Kean University matriculated students must be cleared of any conduct violation on campus
- All participants including community members must be enrolled in the correlated TL course at Kean and approved to travel with the group
  - Community members include non-matriculated students, alumni, spouses and family members of student participants, trip leaders, faculty and staff participants

- Community members must be accepted as non-matriculated undergraduate or graduate students by the university
- Kean University tuition and fees for the corresponding academic courses are not included in the Program Travel Cost.
  - Participants whose TL course credit registration falls beyond the flat-fee tuition rate will be charged per credit for the course.
  - Participants who register for winter/summer semester Travelearn-related courses will be charged as per the part-time schedule of tuition and fees.

### **Participant Payments**

- All participants must pay a nonrefundable \$150.00 administrative and insurance fee.
  - The Center for International studies will purchase required international travel insurance for all participants from the \$150 administrative fee.
- Deposits and final payments must be submitted according to CIS established deadlines.
  - Deadlines may be extended by CIS but under no circumstance can a participant depart for a trip without making full payment.
- Matriculated students who seek Financial Aid for Travelearn programs must:
  - Confirm filing of FAFSA for the respective academic year and verify eligibility with the Office of Financial Aid.
  - Complete a Payment Authorization and Financial Aid Contract.
  - Adhere to the conditions stated in the Payment Authorization and Financial Aid contract.

### **Application and Approval Process**

Approval of TL programs is based on the following and rests with relevant Senior Vice President, relevant Dean and the Center for International Studies:

- Submission of completed proposal packet
- Adherence to Kean academic standards
- Appropriateness of content, location and activities in support of the learning objectives
- Complement to current Kean program offerings
- Affordability and cost effectiveness

Completed TL Proposal includes:

- Travelearn Information Sheet with approval signature page
- Course Syllabus
- Program Narrative which includes an overview and itinerary of day-to-day educational activities
- Program Budget Sheet
- Three trip itineraries and quotes from travel providers recommended by The Center for International Studies (process may vary for grant-funded programs). Recurring trips with the same basic itinerary with the same destination only need 3 quotes every 3 years. CIS will approve the travel provider for the trip in consideration to the Trip Leader's

preference.

- Please email CIS at [cis@kean.edu](mailto:cis@kean.edu) for an updated list of preferred providers
- Quotes from other travel provider will be reviewed by CIS and will be approved if the vendor meets the University's requirements

## **Recommended Timeline**

### **Pre-approval:**

#### **At least 12 months in advance: Explore application process and ideas**

##### **Trip Leader responsibilities:**

- Meet with Center for International Studies to discuss Travelearn application and approval process including Trip vendor suggestions
- Meet with Academic Department/Supervisor to explore possibility/feasibility of Travelearn
- Submit a Travel Authorization Form (note pending CIS TL approval) (<https://www.kean.edu/offices/human-resources/travel-manual>)

##### **CIS responsibilities:**

- Vet potential trip providers and recommend to Trip Leader
- Continue to follow up with Trip Leader for any questions or assistance

#### **At least 10 months in advance: Create/Identify a TL designated course, write a syllabus and program narrative**

##### **Trip leader responsibilities:**

- If initiating a new Travelearn course, the trip leader creates the course outline and seeks approval as per Curriculum Procedures Manual. Note: Find out when your curriculum committee meets in order to ensure timely approval
- If adapting an existing non-Travelearn course, the trip leader seeks approval from the appropriate Dean and Executive Director
- Write a course syllabus according to Kean guidelines
- Write a program narrative which includes an itinerary of day to day educational activities

##### **CIS responsibilities:**

- Continue to follow up with Trip Leader for any questions or assistance

#### **At least 8 months in advance: Submit proposal for approvals**

##### **Trip leader responsibilities:**

- Submit proposal to Dean, Executive Director and Supervisor
- Submit proposal packet with signatures to Center for International Studies

##### **CIS responsibilities:**

- If approved by CIS, the proposal will be submitted to the relevant Senior Vice President for final approval.
- If not approved by CIS, the proposal will be returned with suggestions.

### **Post-approval:**

**6 months in advance:** Create marketing materials, advertise and enroll participants

#### **Trip Leader Responsibilities:**

- Advertising the program: Preferred means of advertising include:
  - Host info-sessions with the Center for International Studies
  - Announcements in campus publications (The Tower, Kean News, Cougar's Byte, etc.) and/or email blasts
  - CIS website and events
  - Department-only publicity
  - External advertising (advertising expenses are not covered by the University)
  - Flyers and mailers
  - Recruiting from classes, department, College or School
    - Let students know that Financial Aid can apply
    - Let students know that the tuition and fees for courses connected to semester programs may be charged as part of FT course load
- Recruit Chaperones based on predetermined ratio
- TL, chaperone and any staff attending TL, must submit signed TL Authorization Form
- Open course in KeanWise with proper Travelearn coding and with a restriction

#### **CIS Responsibilities:**

- Advertising the program
- Assist students with application process
- Identify students who need visas or travel accommodations
- Advertise program in Kean Abroad Portal
- Send trip leader invitation to create Kean Abroad Portal profile

**3 months in advance:** Complete participant enrollment and continue preparations

#### **Trip Leader Responsibilities:**

- Be in regular communication with CIS to ensure that participants have submitted the required document and assist in communication with the students
- Register students for the Travelearn course
- Provide any academic lectures that need to take place before departure

#### **CIS Responsibilities:**

- Confirm that students have completed Kean Abroad Portal application form and trip payments
- Assist students in applying for visas, if applicable

**1 month in advance:** Continue preparations

#### **Trip Leader Responsibilities:**

- Host pre-departure meetings with CIS

- Provide any academic lectures that need to take place before departure

CIS Responsibilities:

- Provide pre-departure support and materials to trip leader and student participants
- Purchase travel insurance for trip leaders and student participants

**2 weeks in advance:**

Trip Leader Responsibilities:

- Provide any academic lectures that need to take place before departure
- Pick up Kean University's assigned overseas cell phone for travel from OCIS

CIS Responsibilities:

- Provide required documents to trip leader such as copy of participant passports, details of the University's study abroad emergency plan, participant's emergency contact information and any other relevant information

**While Abroad:**

Trip Leader Responsibilities:

- Trip leaders and chaperone(s) must ensure the safety and well-being of participants.
- The trip leader is responsible for carrying out academic instruction as per course outline
- The faculty coordinator contacts CIS if any policies are violated or reportable incidents occur.
- In an emergency, follow the University's Study Abroad Emergency Plan.

CIS Responsibilities

- Monitor emergency phone and provide support in case of emergency.
- Arrange early departure for participants who violate Travelearn policies or experience an emergency abroad.

**Post trip:**

Trip Leader Responsibilities:

- Provide any academic lectures that need to take place after the trip
- Assess Student Learning Outcomes, and provide assessment report to CIS

CIS Responsibilities

- Run a participant survey and provide feedback to Trip Leader



# Travelearn Application Form

## Trip Leader Contact Information:

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Title: \_\_\_\_\_ Campus Extension: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Kean Email: \_\_\_\_\_ Non-Kean Email: \_\_\_\_\_

## Program Information: Is this a reoccurring Travelearn program?

Program Title: \_\_\_\_\_ Destination(s): \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

## Course Information:

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Number of Credits: \_\_\_\_\_ Are there any prerequisites for this course?  
Academic Semester and Year: \_\_\_\_\_  
Is this course open to undergraduate and graduate students?  
Is this course open to all majors? \_\_\_\_\_ If no, which majors are allowed?

## Program Cost Information:

Estimated Trip Cost (per student): \_\_\_\_\_  
What is included in the trip cost? For example: Flight, transportation, housing, meals, excursions

Have Trip Leader's trip cost and expenses been included in calculations of student's estimated trip cost?

**Preferred Trip Vendor Information:**

Please list your vendor of choice from the three vendors. CIS will review your preferred vendor and provide feedback.

Vendor Name:

Please explain why you would like to chose this vendor:

Is this a joint trip with another University? Yes      No      If yes, which institution:

Are you affiliated with any third party (individual or entity) that is directly or indirectly involved with this Travelearn?

Yes              No              If yes, please explain:

Will you receive any compensation (other than trip cost) from a third party (individual or entity) that is directly or indirectly involved with this Travelearn?

Yes              No              If yes, please explain:

**Attest**

I, the undersigned Trip Leader for this Travelearn Program, have completed this form to the best of my knowledge. I have read and agree to follow the Travelearn Policies and Procedures provided by the Center for International Studies (CIS) and will adhere to any policies set therein. If there are material modifications to this, I agree to submit the Travelearn Modification Form.

Trip Leader's Signature:

Print Name:

Date:

**Supervisor/College Approvals**

**Supervisor's Signature:**

Print Name:

Date:

**School Executive Director Signature:**

Print Name:

Date:

**College Dean Signature:**

Print Name:

Date:

After the above signatures are received, please submit your completed proposal to Center for International Studies. Once CIS completes reviewing your proposal, we will be in touch with you with feedback and/or next steps.



**Center for International Studies Approval:**

Signature:

Date:

Print Name:

Title:

**Relevant Senior Vice President**

Signature:

Date:

Print Name:

Title: