

UCO Study Tour Proposal Checklist

Complete each step in this sequence to ensure a successful, academically rigorous Study Tour.

- 1. When writing the rationale for the study tour, make sure briefly to address the following:
 - the academic goals of the proposed study tour, and their relation to the academic discipline(s), indicated by the proposed course prefix(es), in which credit for the study tour would be awarded.
 - the instructor's or instructors' preparation and background to offer this study tour course.

- 2. Contact the university's director of Environmental Health & Safety, Brent Miller, at bmiller11@uco.edu and complete the necessary travel reporting documents for the proposed Study Tour. Please note any and all safety concerns, including those related to current political issues, and also note any immunizations that are required or recommended for travel to the Study Tour's destination(s).

- 3. If your study tour destination is outside of Oklahoma but within the United States, also contact the university's Assistant Director of Operations and Compliance, Dr. Douglas Miller, at dmiller52@uco.edu.

- 4. Create a syllabus for the study tour, following the syllabus guidelines provided by Academic Affairs, by your college, and by your department/school. Study tour syllabi must include:
 - The appropriate course number(s): 4970 for an undergraduate section; 5970 for a graduate section. Study Tours are senior-level/graduate-level courses, and the course requirements should meet Regents' course-level requirements for courses at these levels. The course numbers 4940 and 5940 should be used when submitting a field study.
 - Contact information for the faculty members leading the study tour.
 - Building names and room numbers for all pre- and post-trip meetings.
 - A course description that exactly matches the course description on the Request to Offer a Study Tour form; portions of the description will be used to advertise the program on the UCO study abroad portal.
 - List of required and suggested readings, including bibliographic data for all assigned articles. Students are expected to complete background readings prior to the study tour so that they will be able to appreciate the sociocultural, historical, and other disciplinary contexts of their experiences during the tour. Maps and videos are also helpful in providing students with background knowledge prior to a trip.
 - Course objectives/competencies, including the Transformative Learning statement and Transformative Learning objectives, written in complete sentences and with a level of detail appropriate to a senior-/graduate-level course.
 - Calendar and description of assignments, activities, and assessments, as well as a brief description of the ways in which you will assess whether students have or have not met the stated course objectives.
 - Description of the way in which grades for class will be calculated.

- Detailed itinerary of the trip that describes what students will do each day during the study tour. This information will be critical in calculating the total contact hours for the study tour. Activities and excursions will be highlighted on the UCO study abroad portal.
- Link to Academic Affairs' [Student Information Sheet and Syllabus Attachment](#).
- For **ALL** international and domestic study tours – a \$500 **non-refundable deposit** will be charged to the student's Bursar account within approximately one week of the accepted student selecting the "Commit" button in the UCO study abroad portal (powered by Via TRM) at <https://bronchosabroad.uco.edu>. The Bursar will monitor the system regularly and post charges once per week. Please include the appropriate Payment Schedule and amounts in the program proposal based on the standardized dates below:

Payment Schedule (total program fee minus \$500 deposit divided into three payments)

Fall Intersession Study Tours – March 15, April 15, May 15; purchase airfare or other travel tickets in late May

Spring Break Study Tours – November 15, December 15, January 15; purchase airfare or other travel tickets in late Jan/early Feb

Summer Study Tours – January 15, February 15, March 15; purchase airfare or other travel tickets after spring break

- Description of all immunizations required and recommended for travel to the study tour's destination(s).
 - Tentative calendar for pre- and post-trip meetings that match the Request to Offer A Study Tour Form.
 - Reminder that faculty and students are representatives of the university and that all university policies and procedures will remain in effect throughout the study tour.
- 5. Complete the [Request to Offer a Study Tour form](#); study tour policy and the links to all required proposal forms can be found on SharePoint under [Academic Affairs Forms-Study Tour Forms](#).
 - 6. Complete the Study Tour Finance Form (Excel download) located at [Academic Affairs Study Tour Forms](#) and note whether study tour leaders will be splitting the salary for leading the tour. Comparison information for pricing various hotels in the locations the Study Tour will visit does not need to be included in the study tour proposal packet.
 - 7. Submit your proposal packet to your Department Chairperson/School Director for review. The Department Chairperson/School Director will forward approved proposals for review to the Dean (and, if applicable, to your college's Study Tour Oversight Committee) for review. The Dean will forward approved proposals to the Centre for Global Competency for review by the Director of Education Abroad and final approval by the Associate Vice President for Academic Affairs.

□ 8. Proposal Deadlines:

- For study tours to be offered during the [fall semester](#), including study tours offered during the summer (August) intersession, proposals are due in the Office of Academic Affairs [February 28 every year](#).
- For study tours to be offered during the [spring semester](#), including study tours offered during the spring (December-January) intersession, proposals are due in the Office of Academic Affairs [no later than August 31 every year](#).
- For study tours to be offered in the [summer term](#), including study tours offered during the summer (May) intersession, proposals are due in the Office of Academic Affairs [no later than September 30 every year](#).