Handbook for Developing a Global Classroom Program

John Francis, Design in Japan, Summer 2013

BOISE STATE UNIVERSITY
INTERNATIONAL LEARNING OPPORTUNITIES

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# Table of Contents

How to Use This Handbook ............................................................................................................. 3  
Introduction ................................................................................................................................ 3  
Global Classroom Programs........................................................................................................... 3  
Role of ILO ....................................................................................................................................... 5  
Role and Responsibilities of Students ............................................................................................. 5  
General Timeline for Developing Global Classroom Program ......................................................... 6  
Logistics for Program Leaders.......................................................................................................... 6  
Insurance for Faculty....................................................................................................................... 8  
Step-by-Step Guide to Developing Global Classroom program ....................................................... 9  
  Appendix 1 ................................................................................................................................ 13  
  Rubric ........................................................................................................................................ 13  
  Appendix 2 ................................................................................................................................ 16  
  Sample Budget .......................................................................................................................... 16  
  Appendix 3 ................................................................................................................................ 18
How to Use This Handbook

These guidelines are designed to assist faculty with the development of a successful Global Classroom (formerly called faculty-led education abroad) program. Along with enhancing the curricula of various academic departments, Global Classroom (GC) programs expand the geographic diversity of education abroad and make the opportunity available to a larger number of students.

International Learning Opportunities (ILO) works directly with faculty or staff to develop overseas programs. Leading a group of students is indeed rewarding. It is also a commitment of time and energy. Program leaders should realize that they are involved in every aspect of the program and are often on duty 24 hours a day. Study abroad faculty must be true leaders, skilled in diplomacy, logistics, and group dynamics.

Introduction

The goal of International Learning Opportunities (ILO) is to provide qualified Boise State University students with the opportunity to participate in an experience abroad that will enhance their Boise State degree.

Global Classroom Programs

Formerly called “faculty led programs”, these academic courses operate for less than the standard academic term and take place outside the United States. These programs are also called “short-term programs.” These programs range in length from 1-6 weeks. Courses may be new courses that take advantage of an international setting or existing university courses adapted to a foreign environment and a condensed time frame. They should integrate lecture, site visits, readings and fieldwork and so forth for a rich academic experience. When planning a course, consideration should be given to the locale, the content area and the learning objectives. All participants must be enrolled for credit at Boise State. Family members of the faculty member are not allowed to participate in the program or travel with the group.

It takes time to develop and to market a program, planning must begin far in advance. Program proposals should be discussed 12-18 months ahead of the proposed semester the course will be offered. Proposals will be reviewed by a committee. The Global Classroom program rubric can be found in Appendix 1. We recognize that adaptations to the budget and changes to the travel itinerary will occur after the initial proposal is submitted.
Proposal submission deadlines

<table>
<thead>
<tr>
<th>For Programs in Spring:</th>
<th>September 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Programs in Summer:</td>
<td>September 15</td>
</tr>
<tr>
<td>For Programs in Fall:</td>
<td>March 15</td>
</tr>
</tbody>
</table>

General Information

1. ILO will assist with administrative tasks that include the preparation of recruitment and publicity materials and the collection of applications and fees.
2. All participants must be enrolled for Boise State credit, including non-degree seeking students. Family members of faculty are not allowed to participate in the program. Family members should not join the leader abroad until the program has concluded.
3. Travel expenses for the faculty leader (flights, ground transportation, and lodging) are covered.
4. **Salary information:** Global Classroom programs are paid on a different schedule than the Boise State summer school and adjunct salary schedules.
   a) Faculty must have a minimum of 10 students enrolled in their course, and they will receive a flat rate salary of $3,500. The flat rate applies for 10 – 20 students. Enrollments in GC programs are exempt from the summer school averaging. It is likely that programs with fewer than 10 students will be cancelled.
   b) Enrollments of fewer than 10 students will be paid at the internship rate. Currently, $75/credit multiplied by the number of students enrolled multiplied by the number of credits ($75 X 9 student X 3 credits=$2,025 for the course)
   c) Programs offered during spring break and registered for spring credit will be paid in accordance with the faculty member’s standard Boise State contract unless a different rate is negotiated with their department.

Roles and Responsibilities of Program leaders

1. Boise State program leaders must seek approval from their chair and dean or supervisor.
2. Proposals must be approved by the GC review committee.
3. First time leaders will be required to use one of the preferred vendors for program development. A second option is to have the program at a foreign university partner. ILO will advise leaders on possible program providers that can be utilized.
4. The program leader is responsible for much of the communication regarding itinerary, travel, accommodations, for faculty and participants, assignments, grading policies, and final reports. **The program cost may not be advertised until program approval is obtained by the review committee.**
5. Carrying a university provided cell phone for use in emergencies.
6. Assisting students in the case of an emergency.
7. Tracking all expenses and keeping receipts for purchases.
8. Contacting ILO immediately of any emergency or injury of a course participant.

Roles and Responsibilities of ILO

ILO oversees all Boise State proposals for Global Classroom programs. In addition, ILO has administrative responsibility for any credit bearing experience that involves taking students overseas. We welcome any faculty or professional staff member with international contacts, experience, or interest to work with our office to develop a program. Faculty interested in leading programs abroad should meet with an ILO staff member to discuss their ideas. ILO will provide the following services:

1. Provide a handbook and assist with program development
2. Create program on the Abroad Office program management system
3. Collect all student forms, register students with the US State Department, enroll students in Medex coverage
4. Assist with publicity and promotion
5. Edit and produce university-wide education abroad flyers and brochures
6. Handle all monetary transactions, including collection and disbursement of funds
7. Prepare financial aid budgets for students, as needed
8. Prepare and process faculty leader travel authorizations and reimbursements
9. Facilitate and assist the faculty leader with pre-departure orientation sessions
10. Approve the program budget and determine the final cost of the program
11. Assistance while program is on-site abroad, with emergencies, liability issues, etc.
12. Distribute program assessments at the conclusion of the program
13. Register participants and faculty leader with the US Department of State
14. ILO reserves the right to alter or to cancel programs as necessary

Role and Responsibilities of Students

Program leaders and students on Boise State Global Classroom programs are regarded as ambassadors and representatives of Boise State University. Program leaders are encouraged to outline and to clarify the students’ role on the program and expectations regarding academics and appropriate behavior. In general, the basic expectations for participation in any education abroad program are:

1. Attend the mandatory pre-departure orientation session(s)
2. Follow the student code of conduct and laws of the host country
3. Participate in all scheduled program events and lectures
4. Complete all required readings before and during program
5. Complete all required written work by the specified deadline
6. Students are in good academic standing
7. Students do not have any pending or disciplinary action or past criminal activity
8. Students are healthy and able to travel, which may include walking or participating in physically demanding activities.
9. Meet minimum GPA standard of 2.5
### General Timeline for Developing Global Classroom Program

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year prior to program</td>
<td>Meet with ILO staff to discuss program proposal</td>
</tr>
<tr>
<td>10 months prior</td>
<td>Application to Department for approval</td>
</tr>
<tr>
<td>9 months prior</td>
<td>Approved application to International Learning Opportunities</td>
</tr>
<tr>
<td>8 months prior</td>
<td>Marketing plan determined and activated</td>
</tr>
<tr>
<td>4 months prior</td>
<td>All students interviewed and selected for participation in program</td>
</tr>
<tr>
<td>1 month prior</td>
<td>Mandatory pre-departure orientation</td>
</tr>
<tr>
<td>2 weeks after return</td>
<td>All financial documents (i.e. receipts,) submitted to ILO</td>
</tr>
<tr>
<td>1 month after return</td>
<td>Submit a program report (including at least one group photo).</td>
</tr>
</tbody>
</table>

### Logistics for Program Leaders

#### Airfare

Group airfare can often complicate the GC program because students may wish to travel before or after the program dates. Airfares must be pre-paid based on specific number of participants, and offer no flexibility. We encourage students and faculty participating on Global Classroom programs to buy their own round-trip airfare individually. ILO will book the faculty member’s flight and share this information with students. GC leaders will need to fly from Boise (not another city) due to the Boise State travel policy.
Financial Procedures

It is important to remember that program leaders must keep all receipts and records for any program-related expenses. In general, it is best if a majority of the program expenses are paid before the program begins.

Preferred vendors
First time leaders will be required to use a preferred vendor, see appendix 3. Programs must be administered by a third party or offered in conjunction with an overseas university (i.e. NTU Singapore, Oxford University, etc.) ILO will provide guidance on possible program providers.

Travel card
Program leaders will be issued a university Travel card (P-card) prior to leaving for their program abroad. This card is to be used for all expenses and cash advances while abroad. Faculty members are strongly discouraged from using their personal credit cards and being reimbursed later. The P-card is the preferred form of payment.

PayPal
All financial arrangements will be managed by ILO. Program leaders may not utilize PayPal or other services to pre-pay vendors.

Conflict of interest
Boise State is unable to utilize travel agents or vendors who have a family connection to the faculty leader. Please read Boise State policy #1110 regarding conflicts of interest.

Receipts
In order to reconcile programs costs and cash withdrawals receipts must be retained. All receipts are kept by the faculty leader and, upon return to Boise State, are given to ILO staff.

It is advised to note a simple description on a daily basis for the expense on the receipt or in a separate location. Final accounting is much easier if the faculty leader organizes all receipts at the end of each day and records how much has been spent out of the program budget. It is crucial to stay within the budget. All programs are self-supporting and there are no extra funds if a program runs over the planned expenses.

Please note that University funds cannot be used for purchase of alcoholic beverages. There will be no reimbursement for expenses related to such purchases.
Insurance for Program Leaders

ILO will inform Risk Management that the member will be traveling abroad. When on university-approved business, faculty members should be covered by their regular medical insurance provider. Also, when faculty members are traveling internationally, they are covered under an emergency travel assistance and medical evacuation/repatriation policy through the State of Idaho. This coverage is provided by ACE American Insurance Company. More information is available on the Risk Management web site: (http://rmi.boisestate.edu/).

The ILO maintains all necessary program documents for Global Classroom participants. In general, disclaimers are added to publicity and promotion materials to protect the faculty leader, the program sponsor (if any), and Boise State against unforeseen changes in program arrangements (i.e. currency fluctuations or increased air fares).

Student Participants

Application
Students must have a 2.5 minimum GPA in order to be eligible for a Global Classroom program. Participants complete all their forms on line. The faculty leader and an ILO staff member accept the students into the program through the Abroad Office system. Abroad office is an on-line forms and program management system.  http://boisestate.abroadoffice.net/index.html

The Abroad Office system is not connected to My.BoiseState. Therefore, program leaders need to alert ILO when students are registered for their course. Students will need to create an account and apply for the faculty leader’s program on the Abroad Office system. Students who fail to submit their forms by the due date may be prohibited from participation without any refund of fees.

Orientation
ILO will conduct at least one pre-departure orientation session for participants that include: logistics, cultural and academic preparation, and safety issues. It is mandatory that students attend orientation. The following topics will be addressed during the orientation:

- General program schedule if group is not traveling together, include detailed instructions on how students will arrive on site.
- Health & safety
- Packing/dress standards
- Culture/Culture shock
- Money (ATM, credit cards, or cash)
- General class expectations
- Student code of conduct (i.e. alcohol, drugs, grounds for expulsion from program)
Withdrawal from the program
Once students are officially accepted into the program, there will be no refund of the program deposit. In certain unusual cases, the refund policy may be altered, in consultation with the Education Abroad Advisor and the Director of ILO. Participants are informed of the risks involved with study abroad programs and are required to read and sign the Terms and Agreement.

Step-by-Step Guide to Developing Global Classroom program

1) General Guidelines
   a) Each course shall have a well-defined academic focus.
   b) Instructors should be aware of how their proposed program fits into departmental majors and how they relate to existing programs. The department chair’s signature, as well as the dean is required on the proposal form.
   c) The proposal should provide an accurate and thorough summary of all activities associated with the course, including any experiential activities.
   d) Program should have a strong cultural connection and strive for integration into the host culture.
   e) A draft budget must be submitted with the proposal. The ILO will work with faculty members to develop the budget.
   f) To avoid liability issues, programs must be approved the GC approval committee before the promotion of the program to students

2) Assess the Need for a Program
Before planning and developing a program, a few questions should be asked:
   a) Does the program fill a curricular need for the department?
   b) Does the program enhance a university major?
   c) Does the program offer something unique that cannot be accomplished on campus?
   d) Will this program have a strong academic component?
   e) Is there a specific reason that this program should take place in the specified location? What is that reason?
   f) Does the time of year when the program is planned appeal to students?
   g) Is the length of the program appropriate for the academic content and credits offered?
   h) Are seasonal costs, airfare, lodging, food, etc. higher or lower during the time this program will be offered?
   i) Is the political/economic situation stable in the country of destination?
j) Is there a GPA requirement beyond the 2.5 for program participation? Class standing (i.e. upper division only)? Prerequisites required for language or other courses? Portfolio submission? Minimum level of physical fitness required?

3) Consider Potential Enrollment
It is essential that there are enough students to sustain the program; if enrollment is low there are budget considerations that can limit the program.
   a) How many majors are in the relevant department?
   b) What are the current enrollments in related courses?
   c) Will the program attract students outside the faculty leader’s department?

4) Draft a Program Proposal
The program proposal requires a formal application as well as a course syllabus, itinerary, and budget.

   a) Course prefix: Many Global Classroom programs are offered as Special Topics courses (297 or 497). However, faculty members are encouraged to offer a course that would allow a student to receive major or minor credit.
   b) Credit hours: In general, it is assumed that for every one credit, students will have 15 hours of contact time. Most of Boise State’s faculty-led programs are arranged for 3 credit hours. Instruction hours on an overseas program may include any of the following: lectures; trips to museums, plays, concerts, workshops, educational institutions, guided bus tours; group reflection time; guided walking tours; planned talks by or interviews with knowledgeable individuals; etc.
   c) Accommodations: To ensure the health and safety of faculty and students while traveling abroad, Risk Management and Insurance recommends staying at hotels or nationally recognized hostels instead of private residences while traveling abroad.
   d) Financial aid: If students wish to use financial aid, they are required to take 6 credit hours during the summer session. This can be fulfilled by taking another class at Boise State before or after the Global Classroom Program.
   e) Cultural Engagement and Learning: Plan your program to leave a sufficient amount of flexibility and time for participants to have the opportunity for self-exploration, shopping, socializing, and doing what appeals to them. They need time to experience the host culture and to reflect on the experience to get the full benefit of being overseas. Due to the short nature of Global Classroom programs, setting the context for the experience is key, as well as reflection on the time abroad, and application and integration of the learning abroad into larger context of their Boise State degree.
   f) Cultural Integration
      • What types of activities exist to help students learn about the new culture (i.e., attendance at local events, fairs, festivals, visits to local museums, historical sites of interest, etc.)?
      • What opportunities exist for students to interact with people from the host country (i.e., homestays, local students, guest lecturers, etc.)?
      • How are students encouraged to reflect on their cross-cultural learning development (i.e., reflective essays, journals, debriefing sessions, etc.)?
      • How does the program demonstrate sensitivity to and respect for differences between local cultural norms and those of the US culture?
• What are the economic, social, and environmental impacts of the program on the local community?
• How does the program endeavor to create a relationship that is mutually beneficial, and minimize any negative effects on the host society?
• Does the orientation to students help to make them aware of applicable host and US ethical and legal practices so that they understand the host society, in order to avoid actions that negatively impact that society or the image of the host country?
• How does the program consider and respond to local environmental, economic, and cultural consequences of its presence in the design and management of its activities?

g) **Itinerary** should address the following:
• Instruction by local scholars and experts
• Opportunities for student interaction with members of the host culture
• Opportunities for experiential learning
• Exercises for focused reflection on learning experience
• Plans to connect with any Boise State alumni who are from the host country or currently working in the program vicinity.

4) **Budget**
   a) Proposals will not be accepted without the standard ILO excel budget template.
   b) In preparing a budget, please identify all costs to participants and develop a program price (with support from ILO) that allows for an affordable, high quality program. A sample budget is included in this handbook in the appendix.
   c) Calculate the cost per participant based on each budget. Remember, these programs are self-supported by student funds, please make the program as cost effective as possible.
   d) When determining your budget, you should calculate in US dollars as well as the local currency. It is slightly difficult to forecast what the currency conversion will be a year in advance. Please round up all costs and do not remove or reduce the 15% contingency from the budget template.
   e) Exact programs costs may not be promoted to students until the program has been approved by ILO and the GC approval committee.
   f) At the conclusion of the program, if there are remaining funds after all expenses have been paid and in excess of $2,000, ILO will issue refunds to the students. In general, excess funds will be held in reserve for the following year’s program.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodations</strong></td>
<td>Hotels, hostels, homestays</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Not always included in budget</td>
</tr>
<tr>
<td><strong>Ground transportation</strong></td>
<td>Buses, taxis, trains</td>
</tr>
<tr>
<td><strong>Health insurance (Medex)</strong></td>
<td>Currently $11/week</td>
</tr>
<tr>
<td><strong>Entrance fees/incidentals</strong></td>
<td>Museums, plays, workshops etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Category</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airfare</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Accommodations</strong></td>
<td>Hotels, hostels, homestays</td>
</tr>
<tr>
<td><strong>Ground transportation</strong></td>
<td>Buses, taxis, trains</td>
</tr>
<tr>
<td><strong>Entrance fees/incidentals</strong></td>
<td>Museums, plays, workshops etc.</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td>Receipts are required. Full per diem cannot be claimed</td>
</tr>
</tbody>
</table>
6) Promote your Program
As a faculty leader, you have to make a personal commitment to get students to participate in your program. Your experience, enthusiasm, and expertise about the program will be your strongest marketing tool. Don’t be afraid to share this with students! ILO, along with the faculty leader, will produce a program brochure and/or flyers and posters. Distribution can be any of the following:

- Messages sent through Blackboard
- Bulletin boards on campus
- Information meetings and classroom visits
- Targeted academic departments
- Departmental and ILO web pages
- Emails to prospective participants
- Distribution in the faculty leader’s classes and academic department
- Annual study abroad fair held annually, during fall term
- Presentations to relevant student groups on campus

Leaders should communicate the following to program participants:

- What will the program cost? What is not included?
- What is the application process?
- What are the pre-requisites, if any and other eligibility issues?
- How much additional money participants need to budget?
- When is the application fee and deposit due?
- When is the final payment deadline?
Appendix 1

Rubric
## Rubric for Reviewing Global Classroom Program Proposals

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Developing (1 point)</th>
<th>Acceptable (3 points)</th>
<th>Excellent (5 points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course plan incorporates university learning outcomes (ULOS) and provides a plan for facilitating teaching and learning and assessing intended outcomes</td>
<td>Course and program plan lacks clarity</td>
<td>• Syllabus lists ULOs, course objectives, activities (travel, assignments, discussion prompts, assessment rubrics)</td>
<td>• Clear mapping of all learning outcomes, course objectives and learning activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Progression is clear for students to achieve levels of learning beyond identification or awareness</td>
<td>• Assignment prompts are provided</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Assessments and rubrics are developed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reasonable progression of learning activities planned to accomplish the intended learning outcomes and stated goals within course expectations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Location(s) clearly support course and program learning outcomes</td>
</tr>
<tr>
<td>Financially accessible</td>
<td>Unrealistic program budget</td>
<td>Program budget is reasonable</td>
<td>Identifies strategies to contain costs and potential financial sources</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Program budget is reasonable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Faculty member to student ratio is reasonable and does not add additional burden to students costs</td>
</tr>
<tr>
<td>Proposal includes details (planned itinerary) that show how students will be immersed in the host context</td>
<td>Passive participation</td>
<td>Attendance in pre-arranged immersion activities</td>
<td>Active participation in intentional and pre-arranged immersive curricular and co-curricular activities</td>
</tr>
<tr>
<td>Outlines topics or course content that will be taught by guest speakers/lecturers/tour guides</td>
<td>Relies heavily on tour guides</td>
<td>Faculty co-teach with local lecturers/tour guides</td>
<td>Local expertise is utilized and faculty member provides additional facilitation so that students can analyze and integrate learning</td>
</tr>
<tr>
<td>Criteria</td>
<td>Developing (1 point)</td>
<td>Acceptable (3 points)</td>
<td>Excellent (5 points)</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Gives concrete examples how students will integrate their learning from education abroad into their academic, personal, professional, and career goals</td>
<td>Relies on serendipitous pedagogy</td>
<td>Included a variety of assignments that guide students toward integrating learning from education abroad into their academic, personal, professional and career goals</td>
<td>• Provides prompts for reflective writing and critical thinking • Engages the student about international issues/topics prior, during and after the education abroad experience • Facilitates opportunities for students to continue learning from the education abroad experience • Includes a variety of assignments that guide students towards integrating learning from education abroad into their academic, personal, professional and career goals</td>
</tr>
<tr>
<td>Submits work plan and schedule to accomplish faculty responsibilities in preparation for study abroad program</td>
<td>No experience in the countries associated with the proposed program</td>
<td>References faculty knowledge and travel experience in countries associated with the proposed program</td>
<td>Articulates faculty preparedness to take on the additional responsibilities that come with leading a program abroad</td>
</tr>
<tr>
<td>Risk Management, health and safety issues have been addressed</td>
<td>• General mention of health and safety mentioned in the proposal</td>
<td>• Health and safety issues will be addressed such as handouts or in the orientation</td>
<td>Efforts have been made to address health and safety concerns in all of the following areas. • Transportation • Accommodation • Meals • local customs • Pre-departure orientation is addressed</td>
</tr>
</tbody>
</table>

**Points summary (35 points maximum)**

<7 points means program will NOT be approved
7-20 means program needs improvements
>21 means program can likely be approved as is
Appendix 2

Sample Budget
# ILO Budget Template

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Term / Dates</th>
<th># of Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art in Italy</td>
<td>Summer 2015, June 5 - June 27</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Contact Person</th>
<th># of Credits</th>
<th># of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Professor</td>
<td>3</td>
<td>10</td>
</tr>
</tbody>
</table>

## Program Items

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Vendor name</th>
<th>Cost Detail</th>
<th>TOTAL COST for item</th>
</tr>
</thead>
</table>

### Expenses

- **Tuition*** per credits: $252 \( \times \) 3 \( \times \) 10 = $7,560
- Study Abroad Fee per student: $\_
- Insurance mandatory, per week: $11 \( \times \) 10 = $110

**Airport Transportation**

- Accommodation 1 Hostel $20/night, 10 nights: HI- Florence $200 \( \times \) 10 = $2,000
- Accommodation 2 Hostel $20/night, 9 nights: HI-Venice $180 \( \times \) 9 = $1,620
- Accommodation 3 Hotel $50/night, 2 nights: Hotel Roma $100 \( \times \) 2 = $200

**Welcome Dinner** Pizza dinner $15/person: Pizzeria Roma $15 \( \times \) 10 = $150

**Culmination Dinner** Pasta dinner $20/person: Bella Nota $20 \( \times \) 10 = $200

**Licenced Guide 1** Tour of Venice $75/person: Molto bene tours $75 \( \times \) 10 = $750

**Licenced Guide 2** Tour of Rome $80/person: Real Rome $80 \( \times \) 10 = $800

**Licenced Guide 3** Tour of Florence $50: Florence discovered $50 \( \times \) 10 = $500

**Lecturer / Guest Speaker 1** Artist in residence: Stefano Pizetti $100 \( \times \) 10 = $1,000

**Transportation 1** Buses in Rome (day pass): Public buses $15 \( \times \) 10 = $150

**Transportation 2** Train to Venice: Trenitalia $125 \( \times \) 10 = $1,250

**Transportation 3** Train to Florence: Trenitalia $100 \( \times \) 10 = $1,000

**Transportation 4**

**Entrance Fee 1** Museum-Florence 10 Euros: Uffizi gallery $15 \( \times \) 10 = $150

**Entrance Fee 2** Museum-Venice 20 Euros: Doge's palace $30 \( \times \) 10 = $300

**Entrance Fee 3** Colosseum, 15 Euros: Colosseum $23 \( \times \) 10 = $230

**Entrance Fee 4** Vatican, 16 Euros: Vatican $24 \( \times \) 10 = $240

**Communications (cell phone, etc)** Rental $25 \( \times \) 10 = $250

**Faculty airfare** Roundtrip from Boise: United $1,800 \( \times \) 10 = $1,800

**Faculty Transportation** same as students $240 \( \times \) 10 = $2,400

**Faculty Accommodation** same as students $380 \( \times \) 10 = $3,800

**Entrance fees** same as students $92 \( \times \) 10 = $920

**Subtotal** $20,955

**Contingency** 15% of total $3,143

**TOTAL** $24,098

**Per student cost** $2,410
Appendix 3
Preferred vendors
Education Abroad Providers

The following organizations have a great deal of experience coordinating faculty led programs. Program leaders who have not led a group before will need to use one of the following providers or travel agents unless they are working with an overseas university.

<table>
<thead>
<tr>
<th>Provider name</th>
<th>Website</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs International (API)</td>
<td><a href="http://www.apistudyabroad.com/advisors/customized/">http://www.apistudyabroad.com/advisors/customized/</a></td>
<td>Courtney Link</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:courtney@apistudyabroad.com">courtney@apistudyabroad.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(512) 600-8921</td>
</tr>
<tr>
<td>American Institute of Foreign Studies (AIFS)</td>
<td><a href="http://www.aifspartnerships.com/">http://www.aifspartnerships.com/</a></td>
<td>Michelle Walters</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:mwalters@aifs.com">mwalters@aifs.com</a></td>
</tr>
<tr>
<td>CIS</td>
<td><a href="http://www.cisabroad.com/customized-programs">http://www.cisabroad.com/customized-programs</a></td>
<td>Scott Tayloe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(413) 582-0407 ext. 5008</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:stayloe@cisabroad.com">stayloe@cisabroad.com</a></td>
</tr>
<tr>
<td>International Studies Abroad (ISA)</td>
<td><a href="http://cp.studiesabroad.com/">http://cp.studiesabroad.com/</a></td>
<td>Nikki Hemingway</td>
</tr>
<tr>
<td></td>
<td></td>
<td>512-480-8522</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:nhemingway@studiesabroad.com">nhemingway@studiesabroad.com</a></td>
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<tr>
<td>Peacework</td>
<td><a href="http://www.peacework.org/home.php">http://www.peacework.org/home.php</a></td>
<td>Steve Darr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(540) 230-8581</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:steve@peacework.org">steve@peacework.org</a></td>
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Travel agents

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Website</th>
<th>Phone number</th>
</tr>
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<tbody>
<tr>
<td>Frosch Travel</td>
<td><a href="http://www.frosch.com">http://www.frosch.com</a></td>
<td>1-800-866-1623</td>
</tr>
<tr>
<td>Global Travel</td>
<td><a href="http://Myglobal.com">http://Myglobal.com</a></td>
<td>1-800-584-8888</td>
</tr>
<tr>
<td>Harmon Travel</td>
<td><a href="http://harmontravel.com/">http://harmontravel.com/</a></td>
<td>1-800-627-1315</td>
</tr>
<tr>
<td>JTB</td>
<td><a href="https://www.jtbusa.com/">https://www.jtbusa.com/</a></td>
<td>1-800-882-3884</td>
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</tbody>
</table>