

PROPOSAL FOR SHORT-TERM FACULTY-LED STUDY AWAY PROGRAM

To initiate a Study Away Short-Term Program, a faculty member must submit the **Curricular Proposal (Section I)**, **Budget (Section II)**, and **Emergency Plan (Section III)** to the Study Away Director via email attachment to elizabethstrong@missouristate.edu. Study Away will review the proposal and provide feedback to the faculty member. If revisions are necessary, the faculty member must resubmit a revised proposal for a second review. When the proposal has been approved by Study Away Programs, the faculty member will be asked to send the final proposal to his/her dean and department head for approval. The faculty member will ask his/her dean and department head to send a note of approval to the Study Away Director. Upon all approvals of a proposal, the faculty member will receive an email letter of confirmation from the Study Away Director.

Within 30 days of the completion of the short-term program, a full **Study Away Report (Section IV)** must be submitted to the Study Away Director.

I. CURRICULAR PROPOSAL

1. Name(s), department(s), title(s), and contact information of Program Director(s):
 - a. Linnea Iantria
 - b. Department of Geography, Geology and Planning
 - c. Instructor
 - d. Temple Hall 312, 417-836-4486
2. Title of program:
 - a. Cruising the Land of the Maya II
3. Course number(s) and names(s); number of credit hours earned by participants:
 - a. GRY 470
 - b. International Field Study in Geography - Focuses on a geography issue or issues affecting an international geographic location. Travel to field location outside the United States is required. In order to apply geographic theory to practical settings the collection and analysis of field data is required. Graded Pass/Not Pass only. Variable content course; because destinations vary, the course may be repeated to a total of 4 hours. Public Affairs Capstone Experience course.
 - c. 2 Credit Hours
 - d. Available for undergraduate credit
4. Travel dates:
 - a. March 6, 2015 to March 14, 2015

5. Countries and cities to be visited:
 - a. Honduras, Belize, Mexico

6. Course objectives:
 - a. This course has several aims, including, but not limited to:
 - i. to provide a tourism evaluation for the local groups exploring the relationship between cruise tourism and land-based tourism
 - ii. to offer suggestions and recommendations to the community for tourism improvement and development
 - iii. to experience cruise based tourism
 - iv. to interact with grass roots tourism initiatives
 - v. to evaluate a destination based on Geotourism concepts
 - vi. to immerse the student in a tourism experience outside of the mass tourism market normally experienced as shore excursions are all individualized for this group
 - vii. to interact with local community leaders and local citizens, experiencing another culture and heritage

7. Purpose of travel component:
 - a. Note: For the purposes of this particular field course, the prerequisite geography classes for non-geography majors will be waived but students still must obtain the permission of the instructor.
 - b. The principle objective of this course is to illustrate some of the methods and techniques for collecting and processing field data in Geotourism Geography. During the course, students will evaluate the tourism facilities, programs, and environment in Belize, Honduras, Mexico and Texas. This course will teach students the components necessary to conduct evaluations of tourism destinations and their economic and environmental impact on the destination. The research focuses on the geography of the MesoAmerican Reef system, and compares and contrasts their Geotourism initiatives and the impact that cruises have on the islands. Through field tours in the area students will examine topics such as culture, heritage, politics, planning, historical development of trade and community, tourism facilities, potential sources of tourism and physical geography. The course will examine the beginnings of tourism planning and development from the perspective of the Port of Call and the Cruise Lines.
 - c. Students will assemble at Missouri State on March 6th to travel to Houston, Texas as the point of departure. At each Port of Call, students will be involved in full day excursions to nature based tourism destinations. There will also be visits to accommodation facilities
 - d. Through visits in Ports of Call, students will have opportunities to see Geotourism initiatives in action. Tours are individualized for this group and are designed in cooperation with local governments and NGOs. Visits will provide a perspective of the challenges facing these various countries with the advent of mass cruise tourism.
 - e. Students will be expected to undertake various field activities and at the end of the trip submit a detailed field activity log.

8. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components:
 - a. Wednesday, January 28th - Organizational Meeting from 5-7pm to discuss the cruise and learn about the destinations.
 - b. Wednesday, February 25th - Final meeting to go over procedures, discuss Ports of Call and Shore Excursions.
 - c. From March 7 to 14 there will be educational shore excursions and three meetings on board to discuss the geographic significance of Mayan culture and how tourism has impacted the Ports of Call

9. Discuss how student performance will be evaluated:
 - a. Log: At the end of the study tour, each student is expected to turn in a detailed journal relating to all the field trips. The journal should not just list the events of the day and the places visited but also offer each student the opportunity to reflect on how the topics that were studied relate to the concept of tourism development and sustainability.
 - b. Active Participation: It is needless to say that all students are expected to complete all assigned readings prior to the class period and actively participate in class discussions.
 - c. Paper: A 5-7 page paper will be due 3 weeks after the end of the cruise on a choice of subjects pertaining to the cruise experience

10. Required text(s), including title, author, and ISBN if possible: None

11. Proposed travel itinerary:
 - a. Friday, March 6th
 - i. Depart via MSU Vans from campus around 9:00am, arriving Houston, Texas around 8:00pm. Overnight at a hotel near the Port of Houston.
 - b. Saturday, March 7th
 - i. Breakfast at hotel. After Breakfast vans will travel to the NASA Johnson Space Center for a three hour tour of the facility. After the tour the vans will travel to the Port of Houston where we park the vans and board the Norwegian Jewel cruise ship.
 - ii. After leaving your carry-on luggage in your stateroom, you may choose to have lunch which is included. At 3:00pm, the group should all meet on Deck 12 at the Topsiders Bar & Grill. The ship sails at 4:00pm. Dinner arrangements to be advised.
 - c. Sunday, March 8th
 - i. This is a full free day at sea. Learn about the ship, and enjoy the feeling of sailing across a turquoise sea. We will have a short class meeting at 3:00pm in a place to be advised. There will be many activities during the day that are complimentary and remember that all meals are included in your cruise price.
 - d. Monday, March 9th
 - i. Our first Port of Call is the island of Cozumel in Mexico. We dock this morning at 8:00am. At 10:00am we will meet a representative of MARTI (The Meso American Reef Tourism Initiative) who will tell us all about the various projects going on to reduce the impact of mass tourism on the coral reef. After the talk,

we have reserved a private boat just for our group. We should return to the ship around 3:00pm. Time for shopping for souvenirs in the large shopping center on the dock before the ship sails at 5:00pm.

- e. Tuesday, March 10th
 - i. Today we have a fascinating day planned. The ship sails into Belize City, Belize at 8:00am. At 9:00am will disembark for our sightseeing tour (included with tip). A tender transfer to Belize City and an enjoyable boat ride take you several miles inland by way of the scenic Olde Belize River. En route you may see iguanas, several varieties of birds, crocodiles and howler monkeys. At Burrell Boom, a quaint settlement on the riverbank, you'll be served a tasty local lunch (included) with refreshments at The Olde River Tavern, located on the banks of the Olde Belize River. You'll then board your tour bus and drive to Altun Ha (Mayan for 'Rock Stone Water'), where Dr. David Pendergast of the Royal Ontario Museum uncovered the famous jade head Kinich Ahau. We should return to the ship by 4:00pm and the ship sails at 6:00pm.
 - f. Wednesday, March 11th
 - i. This morning another unusual adventure. We dock this morning on the Honduran coast at Trujillo. We arrive at 8:00am and sail at 4:00pm We'll visit the Campo del Mar Nature Park. Enjoy a complete Campo del Mar Park experience including beach time and a delicious buffet lunch. Explore 22 acres of the Nature Park where you'll meet the resident wildlife and more.
 - g. Thursday, March 12th
 - i. Full day at sea to enjoy the sailing experience. We'll have a tour of the ship and enjoy all of the ship's activities.
 - h. Friday, March 13th
 - i. Our last day at sea! Today we meet in the afternoon for a tour of the galley to see how food is prepared, 5-6 times per day for more than 2,500 people! We will also have a wrap up meeting in the afternoon and enjoy our last night on the ocean under the stars. Your luggage will have to be outside of your stateroom this evening for offloading in the morning.
 - i. Saturday, March 14th
 - i. Breakfast is served this morning as we dock in Houston at 8:00am. Depending on how fast things progress, we will disembark no later than 10:00am. We'll take the shuttle bus to the parking lot and pick up the vans and head north. Our plan is to drive straight through, arriving back in Springfield around 7:30pm.
12. Total program cost: \$ 1499 per person
- a. Round-trip van transportation Springfield/Houston/Springfield
 - b. Overnight accommodations based on four persons per room in Houston
 - c. Tour of Johnson Space Center
 - d. Seven night cruise, inside cabin, based on two persons per cabin
 - e. All meals onboard the ship
 - f. All sightseeing as indicated in the itinerary
 - g. Tips to ship's personnel
 - h. Trip cancellation insurance
 - i. All applicable taxes

13. Lodging arrangements:
 - a. One night hotel based on 4 per room
 - b. Seven nights cruise based on inside state rooms, 2 per stateroom

14. Name of and contact information for travel agent (if any):
 - a. Jeanne Kolar - Nexion Travel Company
6225 N. State Highway 161
Suite 450
Irving, Texas 75038
(408) 280-6410
(469) 777-3048

15. Minimum/maximum number of student participants required:
 - a. Minimum number of participants required: 10
 - b. Maximum number of participants accepted: 20
 - c. Participant restriction: Participants must be a Junior or Senior and 21 years of age or older.

16. Application procedure, including deadlines, prerequisites, and whether the program is available to students outside of your academic department:
 - a. Online application
 - b. Permission of Instructor
 - c. Possession of valid U.S. Passport or Foreign Passport with U.S. Student Visa
 - d. Program will give first preference to Geotourism majors and minors
 - e. Available to students outside of academic department
 - f. Deadline for deposit of \$250 per student due no later than October 31, 2014

17. Cancellation procedure, including refund protocol:
 - a. If the program is canceled due to lack of participants, students will receive a full refund of all monies paid. If a student wishes to withdraw from the program for any reason, s/he must submit a written notification of withdrawal to the Program Director and the Study Away Director; the date of withdrawal will be the date the notification is received by the Study Away Office. The 15% deposit and any monies already spent on behalf of the student wishing to withdraw will not be refunded. Additional monetary penalties for withdrawal will be outlined in the program flyer. Once the program has started, students withdrawing receive no refund under any circumstances. Any plans by a participant not to travel and return with the group must be submitted in writing to the Program Director and the Study Away Office.
 - b. The cruise line has penalties as follows:
 - c. No penalty if cancelled by 12/20/14
 - d. Between 12/20/14 and 1/5/15 - \$250
 - e. Between 1/6/15 and 2/2/15 – 50% of cruise cost
 - f. Between 2/1/15 and 2/16/15 – 75% of cruise cost
 - g. From 2/17/13 – No refund

18. Teaching credit requested (*indicate the teaching credit hours to be assigned to the proposal and the semester in which credit is to be received*):

- a. Two (2) hours of teaching credit

19. Marketing plans:

- a. Brochure to be distributed to all geography majors
- b. E-mail to all geography, planning and geology majors
- c. In class conversation about program

20. All components of this proposal must be approved by the Program Director's dean and department head. Approval should be sent via email to the Study Away Director <<mailto:elizabethstrong@missouristate.edu>>.

See the “Developing a Short-term Faculty-led Study Away Program” page at our website: <http://international.missouristate.edu/studyaway/73013.htm> .

II. BUDGET

All program budgets will be reviewed and approved by the Study Away Office. Program Directors are reminded that they **do not** have permission to make purchases or incur financial obligations on behalf of the proposed study program without the approval of the Study Away Office. Each Program Director is responsible for submitting his/her Travel Expense Report to the Study Away Office within two weeks of the last day of travel.

Please fill out the following budget worksheet to determine program costs:

ESTIMATE OF FACULTY COSTS:

Airfare	\$N/A
Land transportation	
Lodging Hotel in Houston, 7 night cruise including meals	\$1,662.64
Meals	\$
*HTH Insurance	\$ 92.00
Operations Trip Cancellation Insurance	\$ 89.00
Other (please list) Shore Excursions	\$170.00
Total Faculty Cost	\$2,013.64

Total Faculty Cost ÷ minimum number of student participants needed = \$ 201.36 ___

The minimum number of student participants needed to make the program financially viable is based on the faculty member's salary calculation. See "Calculating Compensation and Minimum Number of Students" at <http://international.missouristate.edu/studyaway/73013.htm>. The salary and student numbers will be confirmed by Study Away Programs according to the salary policy.

ESTIMATE OF STUDENT COSTS:

Airfare (Note: If students are not traveling as a group, airfare is not included here. It will be a separate expense.)	\$N/A
Land transportation	\$123.00
Lodging One night hotel, 7 nights cruise with meals.	\$962.64
Meals (Note: If meals are not included in the program cost, they should not be included here. They will be a separate expense. You may choose to include some, but not all, meals.)	\$
*HTH Insurance	\$ 21.40
Expenses related to admission, supplies, etc.	\$
Reflection Journal	\$ 8.00
Faculty expense per student (from calculation above)	\$201.36
Other (please list) Shore Excursions	\$213.00
Study Away Student Fee	\$ 75.00
Total student cost	\$1,604.40

Round to \$1,605.00

*HTH insurance costs \$41.25 per month or \$10.70 per week. That premium includes both medical coverage and political and natural disaster evacuation. When calculating insurance, do not mix months and weeks. In other words, if your program is a seven-week program, you must either pay for two months or seven weeks.

III. EMERGENCY PLAN

1. Site assessment:
 - a. Houston, Texas is located in the United States with full medical facilities
 - b. Norwegian Caribbean Line's "Norwegian Jewel" has a Medical center staffed with a minimum of two fully qualified medical doctors and three registered nurses. Staff meet ACEP guidelines and have been credentialed to verify current physician or registered nurse licensing. Also required are three years of post-graduate/post-registration clinical practice in general and emergency medicine -- or board certification in emergency medicine, family practice or internal medicine. Medical staffers must also have skills in life support and cardiac care. Staff must be fluent in English. They have set office hours, plus 24-hour emergency services. Ship also has 24/7 professional medical consultations available through affiliation with The Cleveland Clinic (Weston, Florida). Helipads for medical evacuation are available.
 - c. Ports of Call have NCL personnel available with cell phone access to contact in case of any emergencies and ship's tenders and land based emergency vehicles can be contacted if necessary.
2. Transit to site:
 - a. Students will be with faculty escort in Houston and at all Ports of Call to facilitate transfer to medical facilities
 - b. Onboard students will be advised to contact any ship personnel for assistance
3. Local medical capacity:
 - a. Fully serviced and staffed facilities are available at all points in the program
4. Most likely health risks:
 - a. Sunburn, bug bites, coral scratches
5. Preparation prior to departure:
 - a. Advice about sunburn dangers onboard ship
 - b. Advice about snorkeling or diving near coral outcrops
6. Emergency plan:
 - a. Contact ship's medical personnel first as they have facilities to provide emergency care and transportation to full service hospitals
7. U.S. Embassy contact information:
 - a. U.S. customs officials sail with the ship and can provide embassy/consulate assistance
8. Address of local law enforcement:
 - a. Ship has security onboard that can provide assistance and facilitate any situations with local law enforcement

*Please see an example of an approved emergency plan at: <http://international.missouristate.edu/studyaway/126641.htm>

IV. STUDY AWAY REPORT

Within 30 days of the completion of the program, a full report with completed appendices must be submitted via email to the Study Away Director elizabethstrong@missouristate.edu. Supporting documentation may be submitted to the Study Away Office. Should you be nominated for a Study Away Faculty Award for Excellence, your Final Report will become part of your nomination package. Please use the following format:

1. **Title, location and dates of program; name(s) of instructor(s):**
2. **Purpose of program** and its relation to Department, College and University missions:
3. **Description of the program:** Write a brief description of the program, listing significant events and including such information as transportation and lodging arrangements, cost, brief description of daily routine, site(s) visited, etc.
4. **Results and success of the program:**
 - a. Describe your program's academic coursework and how it integrated into the learning environment. How did you utilize host community resources? Did your use of host resources take into account environmental responsibility? If your program incorporated pre-departure or post-return assignments or presentations, how did these reinforce the study away learning experience?
 - b. Describe how the program raised cultural awareness/sensitivity and promoted student immersion in the host culture. Was language training a part of the program?
 - c. Describe program features that fostered community engagement, such as a service-learning component, survey, or other interactive project with the host community.
 - d. Briefly recap course requirements and evaluation criteria. Discuss overall student performance and specific learning outcomes of your program. How well did it fulfill the course objectives outlined in your proposal? What features contributed to this?
 - e. In what ways did the program depart from your original proposal? Were there any unexpected learning outcomes?
 - f. Discuss any shortcomings of the program, as well as the participants' perceptions, impressions and misgivings.
 - g. What tools (such as reflection journals) were utilized to guide and document your students' personal development through their participation in this program?
5. **Faculty evaluation, conclusion, and recommendations of program:**
 - a. Write your personal evaluation of the overall success of the program. Include unexpected problems (such as medical emergencies) and how they were handled, whether or not participant expectations were fulfilled, etc.
 - b. Note two or three strengths of the program that might be repeated in future programs.
 - c. Note two or three challenges or weaknesses that could be changed in future programs.
 - d. Based upon your experience, define ways to solve problems that seem to be characteristic of foreign study programs.
 - e. Include a description of program publicity.
6. **Number and names of participants:**