PURPOSE

Texas A&M University-Texarkana (A&M-Texarkana) recognizes that the workplace of the future will require students to be creative and critical thinkers, effective communicators, and collaborators with a global perspective. To assist students in preparation for the world after college, an opportunity exists for travel outside of the United States.

To ensure successful travel the A&M-Texarkana International Travel Guidelines Manual was created. The Texas A&M University System and the State of Texas travel regulations guide A&M-Texarkana. Strict timelines and requirements exist for the International Travel Coordinator (ITC) who wishes to provide a travel experience for students. The timeline must be followed for the program to be considered for international travel funding.

SEMESTER CREDIT HOURS

Courses with a travel component may be offered at the undergraduate or graduate levels. Each course will be designated as three semester credit hours (3 SCH). The following criteria must guide the creation of the course:

1. All travel courses shall contain a non-travel as well as a travel component. Travel courses shall be structured with a minimum of 1/3 non-travel time and a maximum of 2/3 travel time. For example, for a 3 SCH course, a minimum of 15 clock hours should be utilized in the preparation for travel and in the debriefing upon return from the travel experience.

   a. The non-travel component may be on campus, delivered via a web-conferencing tool, and/or other distance-education tool.

   b. The non-travel component may be held during normally scheduled class hours or a Saturday class and must be posted in the course schedule.

   c. The non-travel component must be split into a minimum of two sessions: one prior to travel and the other upon return from travel. However, the division of time is not required to be equal.
2. All travel courses must proceed through the appropriate channels for internal approval: department, college dean, college faculty, and Academic Affairs Advisory Committee. External approval is not required.

3. All travel courses must clearly link the Student Learning Outcomes (SLOs) to the travel activities and itinerary.

4. All travel courses must be designated as undergraduate and/or graduate. A clear delineation of expected SLOs and requirements must exist between the undergraduate and graduate syllabi.

   a. If a course is to be offered at both the undergraduate and graduate levels, the course description must reflect the distinction.

   b. If a course is to be offered at both the undergraduate and the graduate levels, a separate syllabus must be created and approved through the proper approval process for each.

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SIMULTANEOUS ENROLLMENT IN TRAVEL COURSES

A student may not enroll in more than two travel courses (6 SCH) during the same trip. As such, a student may not earn more than 6 SCH per international trip.

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MAXIMUM ALLOWANCE OF TRAVEL COURSES TO FULFILL DEGREE REQUIREMENTS

While international travel is important in developing a global perspective, an excessive amount of travel courses should not overly represent a student’s academic experience. The following guidelines have been established:

<table>
<thead>
<tr>
<th>Level of Degree</th>
<th>Maximum Semester Credit Hours</th>
<th>Exceed Approval from:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>12 SCH</td>
<td>Advisor, Program Coordinator, and Dean</td>
</tr>
<tr>
<td>Graduate</td>
<td>6 SCH</td>
<td>Advisor, Program Coordinator, and Dean</td>
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</tbody>
</table>
A student at the undergraduate level should not exceed 12 SCH of travel courses to fulfill degree requirements. If an exception arises, the student may seek approval from his/her Advisor, Program Coordinator, and Dean.

A student at the graduate level should not exceed 6 SCH of travel courses to fulfill degree requirements. If an exception arises, the student may seek approval from his/her Advisor, Program Coordinator, and Dean.

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**CONSIDERATIONS FOR FACULTY PROPOSING A TRAVEL COURSE**

Faculty who wish to include a travel component to their course should consider the following items and be prepared to provide written justification in support of the offering:

1. Personal or professional faculty qualifications support the creation of the course
   a. Previous international work, living, or teaching experiences?
   b. Previous familiarity with the country of destination?
   c. Language ability in the country of destination?

2. Local contacts or collaborating faculty to assist with program planning and implementation

3. Impact of travel related courses (including timing) on student eligibility for financial aid or health insurance

4. Marketability of course to students

5. Language requirements of country and language ability of faculty and students

6. Description of physical rigor of travel experiences

7. Link to university or college priorities or goals

8. Possibility of non-traditional study abroad programs (e.g. research abroad or collaborative efforts with individuals of other universities or corporations)

9. When planning a study abroad course, the expectation is that the ITC will accompany the participating students in traveling. It is also expected that the ITC will obtain lodging in the same facility as the participating students. All exceptions must receive prior approval from the Dean and Provost/Vice President for Academic Affairs (VPAA).

10. The minimum enrollments for study abroad course are as follows:
a. 12 students for an undergraduate course

b. 7 students for graduate course

11. Students will be required to provide verification of a valid passport prior to the purchase of airline tickets purchased with university account funds.

12. Students will be required to submit a non-refundable $200 minimum deposit (or more as determined by the ITC) no later than four weeks prior to trip departure. Confirmation of all deposits must be submitted with the Final Authorization Request for University Sponsored International Student Travel form is due seven weeks prior to departure to the VPAA. The purpose of the deposit is to confirm each student’s commitment to course enrollment and related travel and to provide accurate information and funds necessary for the ITC to finalize housing and travel arrangements.

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**SYLLABUS TEMPLATE FOR TRAVEL COURSES**

*Faculty should use the syllabus format shown in the last pages of this International Travel Guidelines Manual. The syllabus template is also available by clicking on the hyperlink in the Listing of Forms of this Manual (see page 9) or by going to the university website and searching for Student Travel then clicking on International.*

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**TIMELINE & CHECKLIST**

*Table 1.* provides a timeline reflecting deadlines in which the ITC/faculty member must submit documents to the VPAA. Please note that the respective Dean will have an earlier deadline allowing ample time for his/her approval. Once approval is granted by the Dean, he/she will forward to the VPAA.

**Table 1.**

<table>
<thead>
<tr>
<th>Semester of Travel</th>
<th>Deadline</th>
<th>Forms</th>
<th>Due To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring or Summer</td>
<td>Last Friday in October</td>
<td>1. <em>International Faculty &amp; Student Travel Stipend Notification of Intent to Travel</em></td>
<td>Provost/VPAA</td>
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<tr>
<td>Fall</td>
<td>Last Friday in May</td>
<td>Office</td>
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<td>----------------------------------------------</td>
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<td></td>
<td><em>(Faculty/Dean)</em> 2. Confirmation of Legal Documentation necessary for Final Authorization of Travel – Obtained via Planning and Institutional Effectiveness Department <em>(Faculty/Dean)</em></td>
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<tr>
<td></td>
<td>These forms MUST be submitted to the respective Dean who will then forward to the Provost/VPAA office.</td>
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<tr>
<td>14 Weeks prior to Departure</td>
<td>1. Preliminary Authorization Request <em>(Faculty)</em> OR Preliminary Authorization Request for Graduate Student Research <em>(Faculty)</em> 2. Copies of all trip advertisement and marketing documents <em>(Faculty)</em></td>
<td>Provost/VPAA Office</td>
<td></td>
</tr>
<tr>
<td>7 Weeks prior to Departure</td>
<td>1. Final Authorization Request OR Final Authorization Request for Graduate Student Research <em>(Faculty)</em> 2. Student International Travel Application <em>(Faculty)</em> 3. Waiver of Liability and Indemnification <em>(Faculty)</em> 4. Travel Application <em>(in Concur for Faculty and Staff)</em> 5. Request for Foreign Travel (if applicable: if appropriated funds are used)</td>
<td>Provost/VPAA Office</td>
<td></td>
</tr>
<tr>
<td>20 Days prior to Departure</td>
<td>Request for International Wire Transfer (if applicable: for payment to another entity abroad) <em>(Faculty)</em></td>
<td>Provost/VPAA Office</td>
<td></td>
</tr>
</tbody>
</table>
| 10 Days prior to Departure | 1. W-9 Form *(Faculty)* 2. W-8BEN Form (if applicable) *(Faculty)*  
Any revisions to information submitted on any travel document *(Faculty)* | Provost/VPAA Office |
| 2 Weeks After Return | Confirmation of Travel Expenses OR Confirmation of Travel Expenses for Graduate Student Research *(Faculty)* | Provost/VPAA Office |
INTERNATIONAL PROGRAM FEE GUIDELINES

Fees collected under section 54.5132–International Education Fee, Statute State of Texas, will be used by A&M-Texarkana to assist students and faculty sponsors in international study programs.

I. Usage
   A. Fees collected are to be designated as stipends
      1. to assist A&M-Texarkana students and faculty who participate in
         university sanctioned, faculty-led programs abroad
      2. to assist in the support of university sanctioned, faculty-led
         international study activities on campus, and
      3. to assist graduate and undergraduate students in conducting research
         abroad.

II. Eligibility
   A. A&M-Texarkana students eligible to apply for an international travel stipend
      are those who:
      1. are enrolled in a university sanctioned, faculty-led course that includes
         international travel,
      2. were enrolled at A&M-Texarkana during the prior long semester, and
      3. are receiving no other outside stipend or scholarship (other than from
         family) to participate in the foreign travel program,
      4. are graduate students in good standing with the university and enrolled
         in a thesis writing course corresponding to the time of the research trip.
   B. A&M-Texarkana faculty eligible to apply for an international travel stipend
      are those who are instructor of record for courses involving international
      travel. Only one faculty member per trip is eligible to receive a stipend that
      shall not exceed the amount awarded to an individual student.

III. General procedures
   A. International Travel
      1. Stipends will be distributed equally among eligible students. Each
         student, regardless of the international travel program will receive the
         same amount in a given semester.
      2. Stipends will be distributed based on an unduplicated student head
         count basis (no student may receive more than one stipend per academic
         year).
      3. Stipends will be transferred to a designated program budget account.
      4. Stipends will be subject to all Texas A&M University System
         expenditure and reimbursement policies and A&M-Texarkana rules.
      5. Stipends must reach a minimum amount of $350 per student.
   B. Study activities
      1. Stipends will be awarded based on an activity budget.
      2. Stipends will be disbursed to the respective university program budget
         account.
3. Stipends will be subject to all Texas A&M University System expenditure and reimbursement policies and A&M-Texarkana rules.
4. Stipends for independent undergraduate or graduate research abroad must be approved and set by a review board consisting of the Provost, the student’s academic advisor, and a SGA liaison.

C. Allocation process
1. No later than the last Friday in October for proposed travel in the spring and summer and by the last Friday in May for proposed travel in the fall, college deans must submit notification to the Provost and Vice President for Academic Affairs of all international course related travel in their respective colleges for which student and/or faculty stipends are requested during the current academic year (September 1 through August 31). The notification must include the following information:
   a) a description of the proposed program, including (as applicable) the course number, title, course/outline/syllabus, description of the program, and
   b) estimated number of students traveling and per student cost
2. The Provost and Vice President for Academic Affairs will notify each dean who has forwarded a recommendation of:
   a) approval/disapproval
   b) if approval, estimated amount of allocated funding
      (1) total amount for an on campus project
      per student allocation for international travel.

GUIDELINES FOR TRAVEL OF GUESTS

Study abroad programs are first and foremost academic programs, and, like their counterparts on campus, these classes, field trips, and cultural excursions should never be designed to meet the needs of ancillary individuals who are not part of the academic experience. A faculty member’s primary responsibility is that of providing a rich and rigorous learning experience for the students enrolled in the study abroad course.

1. Travelers other than ITC or student
   a. One adult guest (≥18 years of age) may accompany the ITC during the study abroad travel program as long as it does not interfere with the ITC’s duties to the program and/or the study abroad students.
   b. One or more employees of the University may accompany the ITC and student travelers for institutionally related purposes, as approved by the ITC, Dean, and Provost/VPAA.
   c. An adult guest (not enrolled in the course) may not accompany a student participating in the travel component of a travel abroad course.
   d. Children (birth-17 years of age) may not accompany a student participating in the travel component of a travel abroad course.
e. Any exceptions to 1.a.-d. above must be requested in writing four weeks prior to the date of departure and must be approved prior to travel by the ITC, Dean, and Provost/VPAA.

2. Financial Considerations
   a. State regulations require that a faculty member must pay all expenses related to the travel of his/her guest. Current A&M-Texarkana fiscal policies do not allow such expenses to be paid by student program fees or monies mixed into student program fee accounts. This means that separate payments directly from the faculty member will be required for guest expenses. This information must be made transparent for all those involved in the program, especially the students, so there is no misunderstanding that student program fees are, in any way, subsidizing non-participants. Guests are not guaranteed potential “group discount” prices due to restrictions on such rates (e.g., age limits, student only prices, etc.).
   b. In cases where a faculty member requires a logistical arrangement for a guest that costs more than the price paid by a student, the faculty member is responsible for the cost difference (e.g., if paying for a double room instead of a single room in a hotel, the faculty member would pay the difference between the single and the double to accommodate an accompanying guest).

3. Logistical Arrangements
   a. Program arrangements are not primarily made to accommodate the needs of guests. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and faculty/ITC.
   b. Faculty members are responsible for obtaining health insurance, passports, visas, and any other required documentation.
   c. Faculty members must organize any guest travel arrangements whenever these arrangements deviate from the planned study abroad program, such as but not limited to:
      i. transportation to and from the study abroad location;
      ii. excursions in the host country;
      iii. hotels; and
      iv. meals
   d. Faculty guests are not permitted to share accommodations with students.
   e. Guests should not compromise the planned academic program in any way, such as but not limited to:
i. Preventing the faculty member from attending or leading field trips or other academic elements of the program;
ii. Disrupting class or field trips; and/or
iii. Preventing students or the faculty member from engaging fully in the academic program and/or teaching responsibilities.
LISTING OF FORMS

The forms listed below are required for International Travel. The forms are listed in the order of submission; however, refer to the Timeline and Checklist table for deadlines. The forms are accessible by clicking on the hyperlink http://www.tamut.edu/student-international-travel/index.html.

1. International Faculty & Student Travel Stipend Notification of Intent to Travel
2. Study Abroad Syllabus Template
3. 3a. Preliminary Authorization Request or 3b. Preliminary Authorization Request for Graduate Student Research Abroad
4. 4a. Final Authorization Request or 4b. Final Authorization Request for Graduate Student Research Abroad
5. Student International Travel Application
6. Waiver of Liability and Indemnification
7. Travel Application (in Concur for faculty and staff)
8. Request for Foreign Travel (if applicable: if appropriated funds are used)
9. Request for International Wire Transfer (if applicable: for payment to other entity abroad)
10. W-9 Request for Taxpayer Identification Number and Certification Form
11. W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding Form (if applicable)
12. 12a. Confirmation of Travel Expenses or 12b. Confirmation of Travel Expenses for Graduate Student Research Abroad
# Syllabus Template for Travel Courses

<table>
<thead>
<tr>
<th>I. Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Course Number:</td>
</tr>
<tr>
<td>III. Credits: 3 SCH</td>
</tr>
<tr>
<td>IV. Course Title:</td>
</tr>
<tr>
<td>V. Delivery Mode of Non-travel Portion: F2F ____ Web ____ Web-Enhanced ____</td>
</tr>
<tr>
<td>VI. Course Description: (State Course Description--At a minimum include catalog description)</td>
</tr>
<tr>
<td>VII. Text(s): (Required and/or Recommended)</td>
</tr>
<tr>
<td>VIII. Student Learner Outcomes (SLO): (SLOs should reflect a direct correspondence to the related travel activities.)</td>
</tr>
<tr>
<td>IX. Prerequisites: (List prerequisites, if any)</td>
</tr>
<tr>
<td>X. Course Outline: (Provide a list of major themes to be covered along with course materials and tentative course calendar/schedule. Each hour of the trip that is used for course credit must be specifically linked to an SLO, activity, and evaluation. Travel time is ineligible to be counted as class time. Be sure to include the non-travel component in the course outline.)</td>
</tr>
<tr>
<td>XI. Methods of Instruction: (Lecture, Discussion, Research, Case Studies, Various Assignments)</td>
</tr>
<tr>
<td>XII. Course Requirements, Means of Evaluation, and Grading Scale: (Examinations, quizzes, research papers, case studies, various assignments and how they will be evaluated and weighted. The course must contain two components: non-travel and travel. A minimum of 1/3 or 15 clock hours of the course must be non-travel with a maximum of 2/3 or 30 clock hours being travel activities.)</td>
</tr>
<tr>
<td>XIII. Special Resources needed:</td>
</tr>
<tr>
<td>XIV. Bibliography: (List a reasonable number of sources)</td>
</tr>
<tr>
<td>XV. Academic Dishonesty - All assignments of this course should be the product of one's own creativity and effort. We will adhere to the university's academic dishonesty policy which states that plagiarism of any kind will not be tolerated. If a student is found to have plagiarized any assignment during the course, the assignment will be given zero points.</td>
</tr>
<tr>
<td>XIV. Disability Accommodations-Students with disabilities may request reasonable accommodations through the A&amp;M-Texarkana Disability Services Office by calling 903-223-3062.</td>
</tr>
<tr>
<td>XVI. Contact Information: (Include university contact information of faculty who is sponsoring travel study course.)</td>
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</tbody>
</table>