

Existing Academic Credit Course with International Field Trips or International Internships or International Service Learning

Policy No.: 100-02

Effective: August 1, 2017

POLICY:

A. Introduction:

California State University, Northridge (CSUN) faculty members working with their department chair and college dean may choose to offer an existing CSUN academic credit course that includes a field trip and is part of a CSUN degree program. When the field trip includes travel outside of the United States (i.e., international travel) additional reviews are required. It is also possible for CSUN students to complete an international internship or International Service Learning while registered in an academic course.

CSU Executive Order 1081 <http://www.calstate.edu/eo/EO-1081.html> defines study abroad as any CSU credit bearing campus program that is in whole or part conducted outside the United States, is not a degree program, and is normally one year or less in duration. As such, study abroad programs shall undergo a standard on-campus development process, which incorporates all appropriate administrative and academic reviews as defined by the sponsoring CSU campus curricular process. And campus presidents, or their designees, shall incorporate plans for the review, evaluation, and improvement of the study abroad program as a regular feature and condition of its operation.

B. Types of International Academic Student Travel at CSUN:

1. **CSUN Academic Credit Courses Offered with an International Field Trip:** CSUN periodically offers existing academic courses that include field trips and are official components of a CSUN degree program. Most field trips involve local or domestic U.S. travel with an occasional field trip involving international travel.
2. **CSUN Academic Credit Internship Courses Offered with an International Internship.** CSUN offers an internship course(s) that is an official component of a CSUN degree program. Most internships involve local or domestic U.S. travel with an occasional internship involving international travel.

3. **CSUN Academic Credit Service Learning Courses Offered with an International Service Learning Activity.** CSUN offers service learning course(s) that is an official component of a CSUN degree program. Most service learning activities involve local or domestic U.S. travel with an occasional service learning activity involving international travel.
4. **CSUN International Student Exchange:** In addition to the study abroad programs offered through the California State University system, California State University, Northridge offers additional semester-long or year-long international exchange programs. At CSUN, these exchange programs are referred as Campus-Based Exchange Programs. These Campus-Based Exchange Programs are established with an international student exchange agreement. The CSUN international student exchange agreements/MOUs are developed and managed in keeping with CSU requirements for the development and approval of an international student exchange MOU and must be approved by the dean, provost, and president (<http://www.csun.edu/sites/default/files/Developing-International-MOUs-Update.pdf>).
5. **Other International Academic Student Travel:** Some CSUN matriculated students participate in international travel as part of a research project, a performance, or a conference participation. In addition, an individual CSUN matriculated student may choose to undertake international travel to complete an assignment/project. This is not a requirement of a credit or noncredit course; however, the student has elected to travel internationally. To provide both students and CSUN a long-term record of the international travel undertaken by students as part of these academic experiences, CSUN has developed noncredit courses in which such students are enrolled.

C. Procedures for Offering an Existing CSUN Academic Credit Course with International Field Trips or International Internships or International Service Learning

If a CSUN academic department supports the idea of offering an existing CSUN academic credit course with an international field trip or internship, planning for that trip should begin early to ensure that all required preparations and approvals are completed before students begin to enroll in the course. If the planned field trip or internship will involve international travel, planning should begin at least nine (9) months before the proposed start date of the course so the planning is completed prior to the schedule of classes build. The proposal must include the following considerations and requirements:

1. **Destination Travel Advisories.** Before planning any international travel as a requirement for a credit course, the faculty member planning the international travel will collaborate with the chair of the department in which the applicable course resides to determine if the planned travel destination is on the CSU or Federal list of locations to which travel alerts and warnings have been issued. Several resources to assist in identifying which countries/destinations are considered high risk can be found on the U.S. State Department Travel Warning List

(<http://travel.state.gov/content/passports/en/alertswarnings.html>) and the CSUN Insurance and Risk Management website (<http://www.csun.edu/sites/default/files/2016-2017-CSURMA-High-Risk-War-Risk-List.pdf>).

Planned international field trips or international internships or international service learning to locations listed by U.S. State Department and/or the CSURMA as a high hazardous or war risk destination require additional approvals, longer review times, and higher levels of insurance in keeping with CSU international travel risk requirements. Early conversations with CSUN's Office of Insurance and Risk Management are required for anyone considering an international field trip or international internship or international service learning that involves a destination listed as "high risk."

If country advisory status changes prior to travel, additional review and approval may be required.

2. **Required Training Session for Staff or Faculty.** All those who lead an international field trip or internship for an existing CSUN academic credit course must complete training. This training will include emergency response, communication from abroad, student code of conduct, CSUN's alcohol and drug policy, and disciplinary procedures in addition to other country or program-specific information. The Office of the Senior International Officer will be responsible for retaining documentation of training and orientation.
3. **Required Travel Orientation (Pre-Departure Orientation) for Students.** All CSUN existing academic credit courses offered with an international field trip or international internships or international service learning must include a pre-departure orientation that contains information about the destination: including health, safety, security, specific legal exposure or political restrictions related to each of these areas' status in the country, CSU or campus policies and procedures for study abroad, and financial information. The pre-departure orientation guidelines and student acknowledgement form can be reviewed at <http://www.csun.edu/sites/default/files/pre-departure%20guidelines.pdf>. The Office of the Senior International Officer will be responsible for retaining documentation of pre-departure orientation.
4. **Syllabus.** A detailed syllabus for the CSUN academic credit course in question, including learning outcomes and how the planned international activity will aid in achieving those learning outcomes, is required. The syllabus shall follow CSUN's Syllabus Policy (<http://catalog.csun.edu/policies/syllabus-policy/>)
5. **Description of the Students Expected to Enroll.** A description of the students (i.e., students in a particular major, students at a particular level, students who have completed particular preparatory courses, etc.) expected to enroll is also recommended.
6. **Minimum and Maximum Enrollment.** A listing of the proposed minimum and maximum enrollments is recommended. For self-support offerings, this is required.
7. **Instructor(s) Information/Bio.** For self-support offering, the proposal must include information on the proposed instructor(s). The instructor description/bio should include

the instructor's title and bio for any full-time CSUN faculty member and curriculum vitae (CV) for any proposed instructor who isn't a full-time CSUN faculty member.

NOTE: If the enrollment group is 20 or less, one instructor is considered appropriate; if the enrollment group is over 20, it is recommended to budget for a Teaching Assistant (TA) or Instructional Student Assistant (ISA). CV's for any Teaching Assistant (TA) or Instructional Student Assistant (ISA) should be included in the proposal if offered in self-support.

8. **Travel Itinerary.** The international field trip or international internship or international service learning proposal must include the travel itinerary in detail. The CSUN international travel daily itinerary form can be downloaded from <http://www.csun.edu/sites/default/files/international-travel-daily-itinerary.pdf>.

NOTE: Developing the proposed itinerary may require a preliminary conversation with a CSUN-approved travel service. Under no circumstance, shall any contract be signed or commitment be made to travel until the proposal has all needed approvals as outlined below. Contact the University's Accounts Payable office for a list of recommended travel service organizations by visiting their website (<http://www.csun.edu/travel/>).

9. **Budget.** A preliminary budget that clearly details all the costs involved in offering the course section with the proposed international field trip/internship is recommended. This budget is required for all self-support offerings as it is used to establish the fees. For self-support offerings as well as College of Science and Mathematics Field Studies Courses (see EO 844 - <http://www.calstate.edu/EO/EO-844.pdf>) this budget should include a calculation of all student fees over and above the course fees. The budget should include costs for air travel, accommodations, all required course materials and textbooks, estimated daily costs for meals and other incidentals, ground transportation, admission to museums, etc. If additional fees are allowed, the budget should indicate which items are included in the fees and which items the individual and/or the institution ("placement site") covers. Expenses must comply with CSU and CSUN travel policies (i.e., travel must be economy class, accommodations should be reasonably priced costs for instructor at university standard daily rates or below, etc.).

NOTE: It is only possible to confirm a final budget for the course with field trip when travel bookings have been paid and confirmed by students.

NOTE: Since CSUN academic credit courses with field trips offered in the CSUN Summer Session may have many non-standard features and may enroll students not seeking a CSUN degree, CSUN is generally not obligated to provide disabilities services or translation services in support of these course offerings with field trips. Those preparing a proposal may wish to confer with Disability Resources and Educational Services (DRES) <http://www.csun.edu/dres/> at CSUN for the latest policies. Any costs for such services incurred by a CSUN course being offered with a field trip cannot be built into the budget or be included in course fees. The sponsoring department would have to reimburse those providing the services from the department or college State Trust or Foundation accounts (State General Fund cannot be used to provide support for self-supported courses). The proposal should include the results of the discussion with DRES so that those reviewing the proposal will have a clear understanding of their obligations and limits.

10. **Student Travel.** Students are typically expected to book and pay for their own travel in keeping with the arrangements made with the travel service six (6) weeks before the

planned start of travel. This preparation will prevent students from making non-refundable travel arrangements, which will help CSUN ensure that the minimum enrollment levels are met. If the students are not booking and paying for their own travel, please indicate so in the budget.

11. **Insurance and Risk Management.** Consult the CSUN's Insurance and Risk Management office for additional information (<http://www.csun.edu/risk/>).

D. Approval/Review for Offering an Existing CSUN Academic Credit Course with International Field Trips or International Internships or International Service Learning

Since courses exist as CSUN academic credit courses, these have already been approved through the CSUN required curriculum approval processes.

The proposed international activity for the existing CSUN academic credit course shall be reviewed and approved by the campus Purchasing and Contracts Office (if university agreements are required, e.g., internships), risk management officer, department chair or program director (following procedures approved by the academic unit), college dean, dean of the CSUN Tseng College (where appropriate), and the provost. The routing form is available from the office of the Senior International Officer. The completed (signed and dated) routing form will be retained by the office of the Senior International Officer.

1. **Community Engagement (For Service Learning Only).** The department chair shall send proposal to the Office of Community Engagement to ensure the following: Organizations with (for) which students are conducting service learning must have an approved partnership with CSUN before student service begins. Students will complete a Service Learning Plan and Agreement, and the course will be recorded in the service learning database.
2. **University's Purchasing and Contracts Office.** The department chair shall send the internship contract or agreement to the University's Purchasing and Contracts Office for review. Upon approval, the Purchasing and Contracts Office will forward the internship contract/agreement to the University's Insurance and Risk Management Office for review and processing of insurance. The Insurance and Risk Management Office will also be able to identify any other risk issues or contractual concerns associated with the proposed travel study.
3. **University's Insurance and Risk Management.** Following the review by the University's Purchasing and Contracts Office, the Office of Insurance and Risk Management will review the proposal for insurance requirements and provide information about the type of insurance required and the respective cost (the cost of which should be added to the travel study budget) to the department chair or program director. Insurance and Risk Management will also be able to identify any other risk issues or contractual concerns associated with the proposed travel study.

4. **Department Chair or Program Director.** Following the review by the University's Insurance and Risk Management office, the department chair will then have the opportunity to formally review the proposal. If the department chair does not approve the proposed course offering, the proposal can go no further.
5. **Dean.** Once the proposal has written approval by the department chair, the proposal shall then be transmitted to the dean of the college in which the proposed course offering has its academic home for review and approval. The dean will look for the value and relevance of offering the course with the proposed international activity and weigh it against other obligations of the department and the college.
6. **(For Self-Support Offering) Dean of the CSUN Tseng College.** Following all required approvals outlined above, the proposal shall be sent to the Dean of the Tseng College if the course is to be offered self-support in a Summer Session or Winter Term.
7. **CSUN Provost and Vice President for Academic Affairs:** Following all required approvals outlined above, the proposal shall be sent to the CSUN Provost and Vice President for Academic Affairs for review and approval.

Policy History:

Provost's Council 06/28/2017 Approval

APPROVED BY THE PRESIDENT