



UNIVERSITY OF LAVERNE

International and Study Abroad Center



Guidelines for Faculty and Group Leaders Short Term Study Program (STSP)

Following are suggestions for faculty and other leaders planning for an STSP during January, Spring Break or Summer. Although each trip is different, we suggest a common process for student participation in STSP.

Suggestions:

1. As early as possible in the process, inform the dean of your college and your department chair of your intent to lead a study trip.
2. Have each student who is interested in your trip fill out the application form. This will enable you to accept or reject students for your trip based on various criteria, including your own guidelines as well as those of the university.
3. Assign readings and homework prior to your trip and schedule meetings with your students prior to the trip. Meetings will provide opportunities for you to clarify both academic and behavioral expectations prior to the trip.
4. Have all participants sign the various waiver forms included in the packet.
5. Be sure to communicate clearly to your students that failure to live up to program and university expectations may result in dismissal from the program and that the costs incurred by early dismissal will be paid by the participant.
6. Be aware of the multiple layers of your leadership of a STSP. You are teacher, model, content, academic resource, quasi-parent and therefore disciplinarian and counselor.
7. Please follow up with Student Services after your trip if incidents of inappropriate or dangerous behavior occurred on your trip. (Forms are included)
8. If you are leading this trip with someone else, be sure that the two of you agree to the travel, academic, and behavioral guidelines. Agreement by the leaders of the STSP is very important.
9. As appropriate, be prepared to meet with personnel from Financial Aid, Student accounts and Risk Management.
10. Finally...do not become so caught up in the "regulation" aspect of your trip that you forget to enjoy and savor the actual experience itself.