

REQUEST TO CONDUCT A FACULTY-LED OFF-CAMPUS COURSE

This form must be completed for any course in which there is an off-campus travel component and must be accompanied by all required documents listed below.

TERM: summer 2____ fall 2____ winter 2____ spring 2____

Course Number and Title: _____

Off-Campus Location: _____

Instructor of Record: _____

Additional Faculty: _____

The following documents are to be attached to this form:

- Course Description for existing course, or New Course Proposal Form for a new or Special Topics Course which must address the nine questions contained in the instructions. http://www.oneonta.edu/admin/registrar/pages/newcourse_inst.asp
- Course Syllabus
- Travel Itinerary
- Line Item Budget

~~~~~

I have reviewed the Procedures for Faculty-Led Off Campus Courses and attached all required documents and fully understand that compensation is based on course enrollment as described in the procedures.

Instructor of Record Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~

Approved by Department Chair: _____ Date: _____

Approved by Academic Dean: _____ Date: _____

Procedures for Faculty -Led Off-Campus Courses

Approved faculty led off-campus academic courses will be supported as appropriate and within allotted resources. Faculty should plan at least one year ahead.

1. Requests to Conduct a Faculty-Led Off-Campus Course and related documents must be submitted and approved by department chair(s) and academic dean(s); requests must include a course description, course syllabus, itinerary and line item budget. Please Note: Special Topics Courses must be submitted via the New Course Proposal Form, and must address the nine questions contained in the instructions, found at http://www.oneonta.edu/admin/registrar/pages/newcourse_inst.asp

2. The line item budget must be submitted using the Off-Campus Course Budget Template and must list the funding source(s) that will cover expenditures. Managers of those funding sources must sign off on the budget template. Please note: This approved line item budget may not be changed without prior approval of the appropriate fund manager. Money cannot be transferred from one line item to another. Any course expenses incurred in excess of the amounts approved must be paid by the academic department offering the course.

Submission of the Request to Conduct A Faculty-Led Off Campus Course and all required documentation must be turned into Continuing Education by May 1 (or the Monday following if the 1st falls on a weekend):

3. Course Expenses. The College will cover approved "Expanded Classroom" Expenses via an account administered by the Director of Continuing Education and Summer Sessions.

Examples of such expenses are:

- Instructor(s)' travel, *per diem* food and lodging (where appropriate)
- Honorarium for guest lecturers and speakers (to be submitted with a signed agreement and approved by academic dean; estimates not accepted). *
- Classroom rental (signed agreement to be submitted to academic dean for approval; estimates not accepted).*
- Purchased equipment and material the College retains
- Rental of necessary equipment
- Faculty Travel Insurance, when required; required visas and inoculations.

* Any instructional expenses covering honorariums, agency fees, or any other items that do not pertain to individual faculty or student expenses must have a signed agreement listing payee and amount to be paid. These must be submitted with the budget according to the prescribed deadlines above.

4. Instructor(s)' salary/fringe will be covered by student tuition. Instructors teaching in summer or winter sessions must agree to teach on a pro-rated basis (currently \$100/credit hour) for those low enrollment courses that cannot be cancelled due to non-refundable clauses (air fare, etc.). It will be the instructor of record's responsibility to monitor enrollments with regard to non-refundable deadlines and cancel the course prior to that, if s/he is unwilling to teach on a pro-rated basis. Cross-listed courses count as one course. Instructors teaching two courses with low enrollments will be paid for each course on a pro-rated basis. Two instructors teaching one course (or cross-listed course), must have a minimum enrollment equal to two sections.

5. Student Expenses. Students will be expected to pay the following:

- Tuition and applicable college fees
- Food and lodging
- Travel to and from departure site
- Travel to and from course location
- Travel related expenses on location
- Texts, equipment and instructional material that students retain
- Admission fees and tour expenses
- Health Insurance, including evacuation and repatriation
- passports, visas, inoculations
- Personal expenses
- 5% OAS administrative charge when OAS Agency Account is used**@

**Student fees other than tuition and college fees that students do not pay directly to an outside agency (e.g., EF Tours), must be paid to an OAS agency account via the Student Accounts Office.

@ Student fees paid to OAS are to be applied only to individual student expenses. Any balances should be refunded to students in equal amounts.

Line Item Budget Proposal
Faculty Led Off-Campus Course

Instructor of Record:	Term:	Location:	
DESCRIPTION	Estimate	Funding Source	Approved By:
Instructor Expenses: [Name]			
1. US surface transportation (mileage, parking, tolls)			
2. Air Fare			
3. Lodging			
4. Meals			
5. Miscellaneous (provide detail)			
Subtotal =			
Other Instructional Costs (itemize)			
Subtotal =			
Guest Lecturers (signed MOUs with stipend amounts required)			
1. [name, program, date]			
2. [name, program, date]			
3. [name, program, date]			
Subtotal =			
Requested Budget Total =			

Line Item Budget Proposal
Faculty Led Off-Campus Course

Student Costs	Estimated	Payable to (name office/agency):	
1. Tuition			
2. Passport, visa			
3. Vaccine (s)			
4. International Health/Med Evac Insurance			
5. Meals			
6. Lodging			
7. Air Fare			
8. Surface transportation (bus, gas, driver)			
8. Museums and gratuities			
9. Miscellaneous			
Student Personal costs =			
Payable to Office/Agency			
Total Estimated Student Cost			
Date submitted/revised:			