

## IMAGINE INITIATIVES – PROGRAM PROPOSAL

**Program Title** \_\_\_\_\_

**Program Leader** \_\_\_\_\_

### Learning Objectives

- (1) Expand students' knowledge related to the history, geography, economics, the arts, political and social institutions, of this country (the U.S.) and/or countries and cultures around the world.
- (2) Expand upon material learned in a traditional classroom setting through an experiential experience
- (3) Provide opportunities that encourage the development of sensitivity, appreciation, and understanding of American culture(s) and / or of different cultures.
- (4) Provide opportunities that encourage reflection on national and / or world issues.

### Program Fact Sheet

Program Title: \_\_\_\_\_

Program Leader(s): \_\_\_\_\_, \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
Proposed Proposed

If applicable:

Name of Travel Agent/Contractor: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

**Executive Summary** – please provide a concise summary of your proposed trip. *You may attach additional pages as needed.*

**Please explain** how this initiative meets the learning outcomes of the Imagine Initiatives? *You may attach additional pages as needed.*

**Logistics in Brief** - please complete as much of this section as possible before submitting your application.

As your trip develops a more complete logistical statement will be necessary.

1. What other transportation will be provided for during the trip – please list college vehicles, air travel, buses, etc. that will be utilized and with any available details? A complete list of transportation carriers can be provided after the initiative is approved.

2. What meals are included in the trip costs and what meals will be paid for individually? (List meal type and number, for example: included 3 breakfasts, 4 dinners; not included 4 lunches.)

3. What lodging is included? Specify number of nights and expected accommodations – whether hotel, hostel, home stays, etc. Details of lodging can be provided after the initiative is approved.

**ONLY INTERNATIONAL INITIATIVES NEED TO COMPLETE 6-10.**

5. How is the group traveling within country?

6. Do participants need a visa in addition to their passports? If so what is the cost of the visa?

7. Are particular inoculations or medications required or recommended? If so please list. (Reference the Center for Disease Control at [www.cdc.gov](http://www.cdc.gov))

8. Does the program require a translator or guide? If so, how is this being provided?

9. Are there date deadlines for deposits and / or final payment due to secure flight or land portions of the trip?

**Program Budget** - Please complete those sections below that are applicable to your proposed initiative.

**Note** that it is fully expected that multiple sources will be explored to obtain the most economical costs in all categories listed below including lodging and airfare. It is also expected that using the College’s tax exempt status for any taxable expense will be attempted before taxes are paid. Budgets for proposals that are approved are approved for each line item designated below. The McMaster Office must be notified if expenses exceed the approved line item amount and no new line items may be added without the approval of the Provost.

Expense	Description	Per person cost	Number of persons	Total cost
Transportation to and from the point of departure	<i>Please note if you are using a College vehicle Rates are \$.50/mile for large van</i>	N/A		
Transportation to and from the destination – if applicable	<i>Please note mode of transportation – air, bus, train, etc.</i>			
Transportation – local (onsite) if additional to transportation costs listed above	<i>Please note mode of transportation – tour bus, public transportation, etc.</i>			
Fuel and Parking Fees	<i>If applicable</i>			
Luggage Fees	<i>If applicable</i>			
Lodging: note how many in each room	<i>Break down the costs by student and trip leader PERSONS PER ROOM _____</i>	student leader	student leader	
Meals	<i>This is the cost for the included meals</i>			
Event or admission fees				
Gratuities/Tips				
Other Expenses:	<i>Give a detailed explanation here</i>			
<b>INTERNATIONAL ONLY</b> complete the applicable following sections				
Visa entry/exit	<i>If applicable</i>			
Other Expenses:				
<b>Total Cost for Trip</b>		student leader	student leader	
<b>PACKAGED ACADEMIC/CULTURAL TOUR:</b>	<b>IF the initiative is using a package tour with a per person cost simply list the cost here and attach an itemized list of what the package includes.</b>			
<b>Less Funding From Other Sources</b>	<i>Give a description of other funding sources</i>			
<b>Less Student Contribution</b>				
<b>TOTAL REQUESTED FROM IMAGINE</b>				

**Expected Participant’s Out-of-Pocket Cost:**

<b>Expense</b>	<b>Description</b>	<b>Per Person Cost</b>
Meals not included in the program	List meals that need to be paid for by the individual.	
5% contingency (optional)	Description is not required.	
Participant contribution (if required)	Student/non-student participants contributing to the initiative as a participation fee or payment of travel insurance need to submit the required fee directly to the business office prior to the date of travel. Payments will be monitored by both the business office and the McMaster office.	
Other Expenses:		
<b>INTERNATIONAL ONLY</b> complete the applicable following sections		
Passport and VISA if applicable	Current passport fee (2/12) is \$135.00 plus photo and postage.	
Vaccinations/Medications	An estimated cost can be obtained through the nurse for CDC recommended vaccines and medications.	
Travel Insurance	An estimated cost can be obtained through the McMaster Office. Payment of travel insurance need to submit the required fee directly to the business office prior to the date of travel. Payments will be monitored by both the business office and the McMaster office.	
<b>Total:</b>		

**Group costs are based on** \_\_\_\_\_ (number of participants)

**Anticipated number of student participants** \_\_\_\_\_

**Anticipated number of faculty/staff trip leaders** \_\_\_\_\_ (If these are not listed as trip leaders please list their names.)

**List the minimum number** of participants required in order for the trip to occur. \_\_\_\_\_

Please attach each of the following to the proposal.

- Itinerary/Program Schedule** – initially submit a proposed itinerary followed by an actual itinerary once the program has been approved. Include all dates of departure / arrival for each portion of the initiative; contact information for all accommodations; flight numbers, etc. in the final itinerary.
- Program Promotion** – submit a copy of any promotional materials or press coverage associated with the program.
- Student Selection Process** – please submit a copy of mechanisms that will be utilized to select students to participate in the program if applicable OR the mechanisms in place to make this opportunity available to all DC students. Per the Travel Application the following criteria need to be met by all student participants.
  - ✓ Students must have a minimum of a 2.0 grade point average and must meet any course/travel prerequisites.
  - ✓ Students must not be on academic or disciplinary probation and must be in financial standing with the College. The College has the right to screen students' academic and disciplinary histories, which may be considered in the selection process. Students placed on academic or disciplinary probation after being accepted into a program will not be eligible to participate.
  - ✓ Once selected to participate in an Imagine Initiative the student must turn in a complete Travel Application, which consists of: the Application Form, the Financial Agreement, the Emergency Contact Form, the Medical Information Form and the Conditions and Assumption of Risk Form.
  - ✓ For all initiatives that occur outside of the United States. The student must also submit a copy of their passport, immunization record, and proof of health insurance coverage.
- Learning Outcomes/Program Evaluation** – Please provide details of how the initiative will intentionally address the Imagine learning outcomes during the experience. The post-trip evaluation measurement (provided by the McMaster Office) must be completed and submitted to the Office of the Provost for each student participant.

- **Pre-departure Orientation** – the following is a minimal list of the necessary components of a pre-departure orientation. Explain how the following information will be covered with all participants. **Please refer to the specific domestic or international section as appropriate below.**

### DOMESTIC Initiatives

- Academic Information
  - Syllabus completed with all program/assignment requirements (If the program is associated with college credit then a syllabus must be included in the program information file.)
  - Institutional policies and procedures
  - Learning Outcomes and purpose of the initiative
- Legal Considerations and procedures
  - Travel Application/cancellations policies
  - Rules of conduct
    - Grounds for dismissal from the program
  - Trip cancellation insurance, lost baggage insurance
  - Obeying local and national laws
- Health and Medical Care
  - Medical and dental check-ups
  - Prescription and over-the-counter medicines, eye care
  - Emergency medical needs (diabetes, epilepsy, allergies, etc.) and the availability of medical care
  - Jet lag and post-arrival illness
  - Mental health issues
  - Drugs and alcohol
  - Insurance coverage
  - Support for students with special needs
- Personal safety and adjustment
  - Travel and transportation
  - Sexual harassment and assault
  - Behavior, responsibility and student conduct
  - Crime and violence
- Country or regional issues
  - Current national concerns
  - Health and welfare
  - Crime patterns
  - Law enforcement

### INTERNATIONAL Initiatives

- Logistics
  - Passports, visas, other essential documents
  - International travel arrangements (if outside the U.S.)
  - Housing and meals
  - Packing, luggage restrictions
  - Phoning, e-mail and other communications
  - Foreign currency, transferring money abroad, credit cards and money
  - Post-arrival travel information (public transportation, guidebooks, etc.)

- Academic Information
  - Syllabus completed with all program/assignment requirements (If the program is associated with college credit then a syllabus must be included in the program information file.)
  - Institutional policies and procedures
  - Learning Outcomes and purpose of the initiative
- Legal Considerations and procedures
  - Travel Application/cancellations policies
  - Rules of conduct
    - Grounds for dismissal from the program
  - Trip cancellation insurance, lost baggage insurance
  - Arrival customs and immigration inspections
  - Duties and tariffs (if outside the U.S.)
  - Obeying local and national laws
  - U.S. consulate and U.S. embassy information (if outside the U.S.)
  - Registration with the U.S. Department of State (if outside the U.S.)
- Health and Medical Care
  - Medical and dental check-ups
  - Immunizations
  - Prescription and over-the-counter medicines, eye care
  - Emergency medical needs (diabetes, epilepsy, allergies, etc.) and the availability of medical care
  - Jet lag and post-arrival illness
  - Mental health issues
  - SARS, Malaria, Dengue Fever, H1N1 and other potential diseases
  - Drugs and alcohol
  - Food and drink safety
  - Insurance coverage
  - Support for students with special needs
- Personal safety and adjustment
  - Travel and transportation
  - Sexual harassment and assault
  - Behavior, responsibility and student conduct
  - Crime and violence
- Country or regional issues
  - Current national or international concerns
  - Political and economic systems
  - Human rights
  - Population distribution
  - Health and welfare
  - State of technology
  - Relations with the United States
  - Role of the military
  - Political unrest
  - Crime patterns
  - Law enforcement
- Introducing cross-cultural issues
  - Culture specific issues
  - Cross cultural – general issues
  - Being an American
  - Global citizenship



**On-Site Orientation** – the following is a minimal list of the necessary components of an on-site orientation. Note your plan for On-Site Orientation using the outline below.

- Does the program reinforce the pre-trip orientation once the trip begins, and/or does it conduct a separate on-site orientation session? How is this accomplished?

- Do the orientations include the following issues?  
 (Mark all that apply – **PT** for pre-trip orientation, **ON** for on-site orientation)

\_\_\_\_\_ A review of emergency preparedness procedures, a description and location of exits and emergency equipment

\_\_\_\_\_ A review of personal safety issues

\_\_\_\_\_ A discussion of different methods of travel within the area and the risks of each

\_\_\_\_\_ On-site rules with a discussion of safety and security measures

\_\_\_\_\_ Medical facility locations in the area

\_\_\_\_\_ Incident reporting procedure

\_\_\_\_\_ A meeting point in the event of an emergency or separation from the group

\_\_\_\_\_ Tours of the city – acclimation and orientation to the location

\_\_\_\_\_ Site risk protocol

\_\_\_\_\_ Overview of program activities

\_\_\_\_\_ Avoiding Social Media

\_\_\_\_\_ **INTERNATIONAL ONLY** – day and after-hour contact information for key personnel and the U.S. consulate/embassy

\_\_\_\_\_ **INTERNATIONAL ONLY** – a review of relevant laws of the country, legal sanctions, and response to legal problems

\_\_\_\_\_ **INTERNATIONAL ONLY** – culinary and cultural issues of the foreign country

\_\_\_\_\_ **INTERNATIONAL ONLY** – Language negotiation – emergency, frequently needed phrases

- Is the Program Director aware of the policies and procedures that require an immediate report back to campus? Initial all after reading.

\_\_\_\_\_ Exceeding the program budget by 5% or more

\_\_\_\_\_ Any incident that might trigger insurance coverage

\_\_\_\_\_ Allegation of racial, sexual, or other harassment

\_\_\_\_\_ An official notice from the local jurisdiction

\_\_\_\_\_ A threat of litigation

\_\_\_\_\_ Illness, disease, or injury of program participants, director

\_\_\_\_\_ Receipt of an official notice from a government agency

\_\_\_\_\_ Any actual or perceived emergency situation

- Does the program director understand the reporting protocol after such an event?

Yes \_\_\_\_\_ No \_\_\_\_\_

- Will the campus be able to promptly contact the on-site program director? Yes \_\_\_\_\_ No \_\_\_\_\_

How?

- Potential Risks** —a list of the potential risks associated with this initiative, excluding ones associated with normal modes of transportation. Normal modes of transportation include those which adhere to standards of safety expected in the U.S.

**Risk Management Protocol** – The program director understands the following information and agrees to utilize the information provided in preparing for and implementing the initiative.

---

Signature of the Program Director

## **DOMESTIC AND INTERNATIONAL Initiatives**

### **On-site security/safety practices**

- The program director will conduct an on-site orientation to program location, including local surroundings and facilities.
- The program director will conduct an on-site review of local risks that the program director has identified and tips for enhancing personal safety.
- Participants are provided emergency contacts, including phone numbers and addresses for College personnel on – site, the program director, and the U.S. Embassy (if outside the U.S.) as well as any on-site partners or affiliates.
- Transportation safety assessment will be conducted by the program director and information passed on to the participants.
- Stress will be placed on adherence to daily itineraries, meeting times and check-ins – all participants will be required to notify the program director of any modification of itineraries.
- A review of all health and safety concerns will be conducted while on-site and participants will go over all emergency and preventative measures.
- All participants will move about on-site minimally in pairs.
- Information on room numbers, phone numbers and location of the participants will be written and updated throughout the program so that all participants can be contacted readily.

## **INTERNATIONAL Initiatives ONLY**

### **Monitoring pre-trip**

- Travel Advisories issued by the U.S. Department of State as well as the consular information sheets found on the State Department web site ([www.travel.state.gov](http://www.travel.state.gov)) and provide participants with any pertinent information relative to the site of study
- Information gathered locally by our partners and other contacts.
- Overseas Security Advisory Council newsletters / press releases / updates ([www.osac.org](http://www.osac.org))
- Centers for Disease Control, CDC Travel Information is available at [www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm)
- Consideration must be given to political, economic, social stability

### **Monitoring while on-site**

- Program Directors and on-site partners will make every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants of these changes. Program Directors and Single Point of Contact for the program must subscribe to the U.S. State Department's service and make the group aware of any Travel Advisories and Warnings as soon as they are issued

---

Each of the following documents will be provided for you to review and complete as noted once the Program has been approved.

Please initial receipt of the following:

\_\_\_\_\_ **On-Site Emergency Response Guidelines and Procedures**

\_\_\_\_\_ **Emergency Response Guidelines and Procedures**

- Travel Application** must be completed by each person traveling on a Defiance College initiative and submitted to the **McMaster Office 30 days prior to departure**. *In particular the Financial Waiver and the Liability Waivers must be signed and completed by all travel participants prior to any expenditure of College funds.*