

Guidelines and Procedures for Proposing CPVA Study Tours

The College of Performing and Visual Arts

Each year faculty and/or staff of the College of Performing and Visual Arts offer a small number of study tours for students, faculty and community participants. These tours may be to cities in America or to foreign countries and they usually combine for-credit coursework with travel and cultural experiences. The College encourages faculty and staff to initiate such experiences for the UNCO community. The guidelines below outline the appropriate steps for drafting proposals for such tours.

Proposal Development and Approval

1. The first step in creating a study tour is to discuss the idea with your School Director. The Director will be aware of other tours that have been offered or are in the developmental stage and he/she can offer suggestions for what would be most useful for the students in that area.
2. The second step is to attend a workshop on study tour development. The faculty creating the tour proposal must attend the workshop the first time he/she proposes a study tour through CPVA. The Dean's Office can also advise you if there are other proposals in process that duplicate your own plans. The Dean's Office offers workshops early in the spring semester. So if you are planning a tour in the summer, you would attend the workshop in the spring semester of the previous year (i.e., 18 months prior to beginning of the tour.)
3. Draft your proposal for the tour, using the form provided by the Dean's Office. Be sure to consider the cost for your own travel in the tour, if you expect to have those costs covered. Note that students must enroll for credit in the semester they do the study, so in the case of summer tours, the cost of the tour should include the tuition fee in addition to the travel costs.
4. Submit the proposal for approval. The approval stages are as follows:
 - School Director
 - Dean of the College of Performing and Visual Arts
5. Begin promotion of the tour as soon as final approvals are given.

Time Frames

It is crucial that the coordinator of the proposed tour begin the process early. For an international tour, that means **12 to 18 months prior to the beginning of the study tour**. There are several reasons for this requirement:

- A study tour involves curricular issues and needs to be considered along with the routine schedule-building for the School;
- Other tours may be in development for a given country and long-range planning can prevent placing tours in competition for participants;
- International tours need to be approved by the Dean's Office – that means submitting a proposal in the early fall semester for tours that begin in the following spring or

- summer semesters. For fall tours, the proposal should be submitted early in the previous spring semester.
- Early planning allows for the maximum amount of time to find enough participants to make the tour feasible.

Responsibilities of the Tour Coordinator

In proposing a study tour, the faculty/staff member is responsible for:

1. Preparing the academic course;
2. Arranging the travel programming and logistics for the participants;
3. Promoting the tour and recruiting participants;
4. Representing the College and University throughout the planning and execution of the tour;
5. Maintaining fiscal responsibility.

Resources for the Tour Coordinator

- The School Director and the Dean are the principle resources for information and advisement in creating study/tour experiences.
- The UNCO International Center has resources and will work with you to develop a study tour.
- Other excellent resources are UNCO faculty and staff who have led tours before.

It is highly recommended that all these resources be considered when developing plans for a study tour.