

## STUDY TOUR ROLES & DUTIES

CIP	Faculty	Coordinator	Tour Vendors
<b>Main Goal:</b> <b>Manage On-Campus</b> <b>Processes:</b> marketing, applications, bookings, payments, student billing, Pre-departure meetings & health/safety info.	<b>Main Goal:</b> <b>Academic focus</b> in planning & leading group abroad. Provide site-visit contacts or suggest appropriate visits to tour vendor.	<b>Main Goal:</b> Help CIP coordinate on-campus processes & manage logistics, act as responsible party in emergency situations while tour is abroad	<b>Main Goal:</b> Arrange detailed logistics of tour: hotel, tour guides, bus transfers, ground transport. museum entrances, site visits
<b><u>Practical Duties:</u></b>	<b><u>Practical Duties</u></b>	<b><u>Practical Duties</u></b>	<b><u>Practical Duties</u></b>
Answers questions re: online proposal process if needed	Submits online study tour proposal to CIP by Deadline – Feb. 15		
Reviews proposals and coordinates review by the appropriate Dept. Chair, Dean, and the International Education Committee, who approves tours to run			
Works with faculty to develop itinerary	Gives in-put on vendor choice and itinerary		Provides detailed quotes
Obtains quotes from vendors and shares with faculty	Reviews all quotes from tour companies for accuracy of dates/locations/events		Answers questions & gives advice on holidays, best routes – dates to travel, etc.
All work in collaboration to craft tour itinerary/cost/etc.	All work in collaboration to craft tour itinerary/cost/etc.	All work in collaboration to craft tour itinerary/cost/etc.	All work in collaboration to craft tour itinerary/cost/etc.
Finalizes Budgets & determines program fee			
Helps create online brochure/descriptions of tours	Creates syllabus & suggested itinerary – may create own flyer or brochure	Helps create & post flyers on campus & advertises tour info. sessions	
Creates online application for students			
Promotes the tour & encourages applications by deadlines	Promotes the tour & encourages applications by deadlines	Promotes the tour & encourages applications by deadlines	

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Helps to hold info sessions; explains app. process & participation procedures to students	Helps organize tour-specific info session(s) to describe academics etc.	May book space for tour-specific info sessions  Attends tour specific Info. Sessions to distribute info. Helps CIP to promote Tour as able	
Collects deposits & monitors application progress	Continues to encourage applications by deadline	Continues to encourage applications by deadline	
Submits deposits to Bursar			
Coordinates academic, financial, and disciplinary checks to determine eligibility. Shares list of eligible students with faculty for final approval.	Reviews list of eligible students, share any concerns with CIP	Reviews list of eligible students, share any concerns with CIP	
Notifies students of acceptance to tours by email. Include program fee and payment deadlines. Advises students who need visas			
Determine if tour can run based on number of accepted students who commit to participate			Confirms program fee and reservations based on number of committed students
Confirms or adjusts air space reservations with Direct Travel			
Work with Registrar and Bursar's Office to register students for course and post program fees to student accts			
Work with Vendors to refine itineraries throughout semester	Reviews itineraries for accuracy of dates/locations	Reviews itineraries for accuracy of dates/locations	Books all logistics = hotels, buses, ferries, ground transport and meals, guides, museums, site visits, etc.
Sends deposits & payments to Vendors/Direct Travel by deadlines to confirm reservations –also provides special requests, roommate list, etc.		Assist CIP in obtaining info for vendors (i.e. special requests, roommate list, etc.) if necessary	

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<b>CIP</b>	<b>Faculty</b>	<b>Coordinator</b>	<b>Tour Vendors</b>
Holds Risk Management Training for Faculty & Coordinators	Attends Risk Management Training	Attends Risk Management Training	
Holds Pre-Departure Meeting for students to review logistics & answer questions about culture, travel, currency, safety, rules, etc. Distributes Emergency Contact info & flight details	Attends student pre-departure meeting, Helps provide expert info. on culture, etc.	Attends student pre-departure meeting Helps answer student questions	Provides local contact information and detailed itinerary
Holds Health & Safety Meeting for students	Reminds students of Health & Safety meetings	Reminds students of Health & Safety meetings	
Works with Bursar to ensure all students are paid in full			
Prepares folder for faculty & coordinator with flight reservations, insurance cards, itinerary, passport copies, student ECI  Obtains phone with international capability for coordinator use if needed	Meets with CIP to review final details, takes folder with relevant info	Meets with CIP to review final details, takes folder with relevant info  Available through coordinator phone 24/7 throughout trip (May use CIP phone, or use personal phone/seek reimbursement)	May join faculty pre-departure meeting by phone
Available for contact throughout trip, cell phone numbers provided in advance	Travels with group at all times during the tour, including airport meet-up prior to check-in	Travels with group at all times during tour, coordinates group check-in at airport	
Keeps in touch with Coordinators, assists as needed	Works with Coordinator on Logistics/schedule of activities	Notifies CIP of arrival in host country, Handles all logistics of group during tour  Returns with the group	May be contacted in case of emergencies/changes
Reconciles Travel Advance Reports Pays all outstanding or additional invoices to vendors	Submits Travel Expense Report and Final Program Report to CIP	Submits Travel Expense Report to CIP, returns coordinator phone to CIP	
Distributes & reviews online student surveys			
Arranges De-Briefing Meeting with all SJU staff involved	Attends De-Briefing meeting	Attends De-Briefing meeting	May join de-brief meeting by phone

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