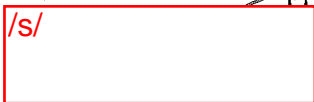


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	International Experience Trip Selection Policy
Policy Number:	AA-02-002
Policy Administrator:	Provost
Policy Initiator:	Director of International Studies
Authority:	Provost and Vice President for Academic Affairs
Effective Date:	August 27, 2013
Revised Date:	
Approved:	President Thomas Cropper
Approval Signature:	/s/ 

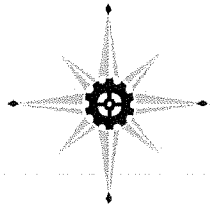
Purpose: This policy lays out how the location, lead faculty, academic program and trip itineraries are selected for the MPM International Experience.

Background: All MPM students are required to have an International Experience in order to complete their degree requirements. Faculty take the lead in planning and supervising the individual International Experience trips. This includes regular attendance at Fall planning meetings, teaching the one-unit MPM 190: TSGB/International Experience Preparation course in the Spring semester, planning and conducting the trip itself, and post-trip assessment. Responsibilities for becoming familiar with campus business processes including; cash handling, travel policy, insurance, and communications protocol.

Scope: Applies to all faculty interested in leading an MPM International Experience

Responsibility: The Provost/VP of Academic Affairs and his designees are responsible for the administration of this policy in compliance with Executive Orders, ICSUAM policies, and other campus policies related to student/group travel. The International Experience is expected to meet the student learning outcomes of the Department of Maritime Policy and Management for the programs in International Business and Logistics and Global Studies and Maritime Affairs. They are also required to be compliant with all Cal Maritime and CSU policies pertaining to study abroad and international student travel, ensuring a safe and meaningful academic experience.

Policy: Faculty wishing to lead an International Experience for students in the Department of Maritime Policy and Management will present a detailed proposal to the International Experience Planning Committee established by the Provost for the purpose of making the trip selections. Trips will be selected based on alignment with Student Learning Outcomes established by the Department of Maritime Policy and Management, rigor of the proposal, and willingness of the faculty to undertake the work necessary to ensure a safe, secure and academically rewarding international experience. Specific criteria for trip and trip lead selections are laid out in the procedures accompanying this policy.



CAL MARITIME

International Experience: Department of Maritime Policy and Management Trip Selection Procedures

Purpose: These procedures define the criteria for the selection of the International Experience trips and Trip Leads.

Reference: International Experience Trip Selection Policy

Procedures

Faculty interested in leading an International Experience shall submit a proposal to a committee minimally comprised of the Academic Dean, the Director of International Studies and the Chair of the Department of Maritime Policy and Management. In the event any of these individuals are presenting a trip for consideration, they will recuse themselves from the selection committee and the Provost will name a replacement.

Based on criteria listed below, the committee will make a recommendation to the Provost, who will have final approval of all trips.

Proposal

The Director of International Studies will put out the call for International Experience proposals to the Cal Maritime faculty during the first week of classes of the Fall Semester at the beginning of each academic year. Proposals will be due by the deadline established by the Director of International Studies (typically during the fourth week of Fall semester classes). The Trip Selection Committee will make its selection within two weeks of receipt of the proposals.

Faculty interested in leading an International Experience must prepare a written proposal submitted to the Director of International Studies. All proposals must contain:

- Country(ies) to be visited, with verification that selected countries are not on the CSU Risk Management's High Hazardous Countries List: (http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf) and/or the US State Department's Travel Warnings list (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html),
- Number of students the trip can accommodate
- Academic justification for the country(ies) selected

- Discussion of why the trip lead feels qualified to lead the international experience; both academically, and in terms of the safety and security of the students
- Detailed discussion of the academic component of the trip
- Alignment with MPM Student Learning Outcomes (SLOs)
- Detailed itinerary that clearly meets the needs of both International Business and Logistics and Global Studies and Maritime Affairs students
- Travel modes to be used between each city/site (air, boat, bus, train.....)
- Detailed budget containing costs as they are known at the time of submission
- Details of any third party provider that will be used
- General discussion of anticipated student disciplinary issues and how they will be managed
- Stated commitment to attend all planning meetings and act in compliance with all relevant Cal Maritime and CSU policies, including cash handling guidelines
- An outline for the *MPM190: TSGB/International Experience Preparation* course
- Statement of trip leader's experience with CSU travel and business processes required to successfully plan and execute the trip.

Trips and Trip Leads approved in the past must still submit a proposal; there is no guarantee that a trip that has been selected before will receive automatic approval to be run again.

Trip Selection Criteria

These are guidelines only and do not necessarily appear in order of importance.

- Qualifications of faculty, both academically in terms of meeting MPM SLOs and in terms of student safety/security;
- Rigor and completeness of proposal;
- Alignment with MPM Student Learning Outcomes;
- How often the faculty has led trips in the past and how successful they were, based on student assessments;
- Whether the faculty member's Cal Maritime appointment letter mentions "cruise/international experience;"
- Geographical distribution of the trips (e.g four trips to Asia);
- Risk exposure to travelers due to location, travel modes, or other factors of the proposed trip.
- Cost (though it is expressly noted that trips will **not** be selected based on lowest cost; however, trips coming in significantly over budget, without a persuasive justification, may be rejected based on cost).

If selected, the faculty member proposing the trip will be:

- The Trip Lead for the summer international experience;

- The Instructor of Record for the Spring semester *MPM190: TSGB/International Experience Preparation* course. One section of *MPM190* is offered per trip; each trip lead will be the instructor of record for the section of the course set up for their country(ies).
- Responsible for making all travel, lodging, activity, etc. arrangements in consultation and coordination with the Risk Manager

Once trips are selected, the call will go out to all qualified Cal Maritime faculty and staff for Trip Assistants. Trip assistants will be selected by the Committee plus the Trip Lead.