

**Global Seminar Planning Questionnaire**

Deadline: October 1 for all programs (winter, spring, summer)

<b>Program/Course Information</b>	
Program Name:	Course Number(s):
Number of Credits:	Are the course variable hours?
Program Location(s) (city/country):	
Program Dates (from/to):	Do Programs Dates Include Travel Days?
<b>Faculty Director Information</b>	
Faculty Leader Name:	School:
College:	Email Address:
Phone No.:	Campus address:
Additional Instructors:	Do you have an SIU Purchasing Card? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Updated Program Description</b> (please submit the following) <input type="checkbox"/> Please review the program's description on the CIE <a href="http://cie.siu.edu">website</a> and provide updated text if you would like the description edited. <input type="checkbox"/> Attach an updated daily itinerary (required information included at the end of this form) <input type="checkbox"/> Budget proposal form	

**Leadership & Staffing**

1. If there will be a co-leader or assistant traveling with the group, briefly describe their background (faculty member, staff, graduate student, etc.) We strongly recommend a backup.
  
2. If there will be a co-leader or assistant traveling with the group, briefly describe their background (faculty member, staff, graduate student, etc.) We strongly recommend a backup.
  
3. Will the SIU faculty leader or co-leader be away from the group at any time during the program? If so, please describe the timing and circumstances.
  
4. How will the leader/s communicate with SIU and the students on the program?
  
5. What arrangements have been made if the leader becomes incapacitated? What instructions will be given to students for such circumstances?
  
6. Students
  - a. What is the enrollment maximum and minimum?
  - b. Will there be any student eligibility requirements that vary from the standard SIU requirements (2.5 GPA, good standing)? If yes, please describe:

7. Logistics

a. International Travel

- i. Will there be a group flight?
- ii. Will the faculty leader travel/stay with the students?
- iii. Will the SIU program arrange for airport pick-ups? If so, please describe how will the airport transfers will be arranged:

b. Local Transportation

- i. Please describe mode(s) of transportation and to which destinations. If private vehicles will be used, please specify type and who will be driving.
- ii. If local transportation services will be contracted, what type of contracts will be necessary?
- iii. Please describe any unusual transportation issues, such as off-road driving, long-distance night driving, poor road conditions, etc.

c. Facilities

- i. Please describe classroom arrangements. How will it be contracted, and will the facilities meet basic fire safety needs (exit access and extinguisher/ sprinklers)? If not, please explain local conditions and program circumstances.
- ii. Where and at what type of facilities will students be staying?
- iii. Will accommodations have adequate locks and meet basic fire safety needs (exit access and extinguisher/sprinklers)? If not, please explain local conditions and program circumstances.

d. Meals

- i. Will the program be able to accommodate students with special dietary needs (vegetarian/vegans, health/allergies, religious)? If not, please explain local conditions and program circumstances.
- ii. Are there any food and water health/safety issues? If yes, please describe.

e. Special needs accommodations

- i. Will there be challenges to overcome for students with disabilities – physical, mental, or learning?

If so, please describe.

### Health & Safety Risk Factors

1. Will there be challenges to overcome for students with disabilities – physical, mental, or learning? If so, please describe.
2. Will faculty and students need immunizations or be required to take prophylactic medications? If yes, please describe. This should be based on CDC recommendations: [cdc.gov/travel](https://www.cdc.gov/travel).
3. List the 24/7 emergency contacts students will receive on-site and describe how these numbers will be distributed to students.
4. Will there be any high-risk activities included in the program such as participation in athletic events, scuba diving, or mountaineering where ropes or guides are normally used? If so, please describe.
5. Describe the instructions that will be provided to students for what to do in a medical, security (crime, political or natural disaster) or personal emergency. Include an alternate plan, for example, if students will be instructed to remain in their accommodation, what if the accommodation becomes unsafe; or, alternatively, if students are supposed to meet at a central gathering point, what should they do if the access route is impassable.
6. How will the faculty leader communicate with students and SIU in the event of an emergency, such as a natural disaster, terrorism, or medical pandemic? Provide backup plan if there is an electricity outage or no cell phone service.

### Program Itinerary When Finalized:

Please include the following: date, location, transportation, lodging, contact information, and activities.

Example:

Date: 1/1/2024

Location: London, United Kingdom, University of Roehampton Transportation: Bus Contracted

Lodging: Hotel Name

Contact Information: Hotel phone number, website, address.

Activities: Instruction in classroom followed by tour of Natural History Museum

\*This is used on the program website, as a student handout, and for Risk Management.

Faculty Member Signature \_\_\_\_\_ Date \_\_\_\_\_

School/Unit Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_