**Section One: Mission and Objectives**

The Mission of the BreakAway Program

The BreakAway program is an academic program that “offers students the opportunity to explore the nation and the world through brief educational travel experiences” (IC Faculty, 14 October 2002).

Objectives

The following learning objectives apply to BreakAways generally. Each BreakAway will also have specific learning objectives related to the content of that particular program.

BreakAways intend

1. to introduce students to cultures and learning experiences that are not possible on campus;
2. for students to gain independence and confidence by traveling to, and navigating and living in a new environment (e.g., using public transportation);
3. for students to recognize cultures and perspectives other than their own in the world;
4. for students to make use of a language other than English, depending on the destination;
5. for students to become comfortable enough in another culture so that they will consider traveling abroad again or even studying abroad;
6. for students to begin to achieve intercultural competency through increasing sensitivity toward and respect of other cultures;
7. for students to reflect on their own national and personal identity by comparison with different cultures and peoples.

**Section Two: BreakAway Proposals**

Process and Timeline

To propose a BreakAway for the subsequent academic year (August - July), faculty should complete the BreakAway Proposal form and submit it along with the materials listed below by **March 15th**.

1. an explanation of the specific learning objectives of the BreakAway proposed and how those will be assessed. Please also explain (with specific examples when possible) how this trip will fulfill each of the above stated overall learning objectives of the BreakAway Program; (see Section Four for additional information)
2. a description of the BreakAway, including a detailed timetable/itinerary (If applicable, indicate how many miles of walking, biking, etc. will be covered each day.)
3. details on the pre-travel course, including student assignments, such as readings, activities, papers, etc. (Note: If this BreakAway is approved, you will be asked to submit a syllabus.)

Decisions by the SABA committee will be announced by April 1st.

Faculty Leaders Eligibility

1. There must be a minimum of two leaders for each BreakAway and at least one leader must be a current faculty member. The second leader must also be employed (or officially affiliated, i.e. emeriti faculty in good standing) by Illinois College.
2. One leader must have previous experience leading a BreakAway at Illinois College or similar experience at another institution. The SABA committee has the discretion to make exceptions to this policy.
3. At least one leader listed on proposal must have completed a full year of employment at Illinois College at the time of the proposal.
4. In the case of large groups (20 students or more), the proposers can petition to have a third leader. However, large group travel is discouraged because it often detracts from the overall experience.
5. Faculty proposing the BreakAway should possess the expertise on the topics of their BreakAway in order to offer a quality academic experience. Co-leaders should be chosen according to how they might enrich students learning.
6. Both leaders should be comfortable assuming the responsibilities as outlined in Section Three.

Proposal Selection Criteria

There are several factors that are taken into consideration each year beyond the educational merit of the BreakAway proposal itself. These include

1. Travel dates that are conducive to student participation. For longer BreakAways, the recommended travel period is the second part of May (following graduation) with a return date no later than the first weekend in June. BreakAways with later summer return dates interfere with summer internships, student/faculty research, and students’ ability to find meaningful summer employment. BreakAways may also be conducted during January before the start of classes or during Spring Break. Preference will be given to proposals that fall within these guidelines. Exceptions to this may be made when the proposal convincingly states why a later timetable is necessary (i.e. to coincide with a significant event or season that ties to the educational objectives).
2. The ability to accommodate a minimum of 16 students, with the ideal student/faculty ratio of 8:1. If a BreakAway does not achieve a minimum enrollment of 10 students, it will be cancelled.
3. Preference for programs with per student cost less than $3,000 without BreakAway stipend applied (thus costing first-time BreakAway students $2,000 max).
4. Ideally, in any given year, BreakAway trips should include both international and domestic destinations.
5. Ideally, there should be one BreakAway each year to a Spanish speaking country; at least every other year to a French/Francophone destination; and at least every third year to Japan, so as to encourage students to continue studying the language past the first year.
6. Ideally, the selection of BreakAways in any year should include both new offerings and repeats of successful BreakAways.
7. For repeat BreakAways or experienced leaders proposing a new BreakAway, other factors will be considered such as post-evaluations of the proposed repeat BreakAway and leaders’ cooperation working within the guidelines of the BreakAway program.

**Section Three: Leader responsibilities and compensation**

Advance Preparations

1. Leaders are expected to attend BreakAway promotional sessions organized by Global Programming to promote all scheduled BreakAway trips and also host one or two trip-specific promotional sessions on their own.
2. Leaders are responsible for selecting the trip participants and communicating this to the Office of Global Programming by November 10th. Please see Section Six for guidelines on selecting trip participants.
3. Leaders are responsible for implementing proposed pre-departure curriculum as outlined in the syllabus. Syllabus should be placed on file on faculty common drive by the tenth day of the semester. Syllabus and course meeting dates/times should also be communicated to the Office of Global Programming.
4. Leaders are responsible for making all travel arrangements for the group. They may partner with an educational tour company/travel agent or make arrangements themselves. This includes (but is not limited to):
	1. Transportation to and from the destination, departing from and returning to the Illinois College campus. This may include reserving an IC vehicle/driver for traveling to/from the airport or train station, train tickets, airline tickets, etc.
	2. Accommodations throughout the program.
	3. Group meals or student meal stipends.
	4. In-country transportation arrangements (train tickets, public transportation passes, etc).
	5. Group tour or activity reservations.
5. Leaders are responsible for providing students with trip preparation and packing guidelines in addition to the educational curriculum. This includes detailed instructions (with deadlines) on how to obtain visas and/or immunizations if necessary.
6. Leaders are responsible for ensuring that they and all the other members of the group have completed the necessary forms and documentation on TerraDotta at least two weeks in advance of the trip departure.
7. Leaders are expected to meet with Accounting Services at least two weeks prior to departure to discuss the types of expenses that will be incurred while traveling and how to best document these expenses.

On-site Responsibilities

1. Contact the Office of Global Programming within 24 hours after reaching program destination to confirm safe arrival of all participants.
2. Be responsible for the academic integrity of the course and coordinating program activities.
3. Engage students in regular discussions regarding cross-cultural adjustment, appropriate behavior, recommended activities/destinations for free time, and travel courtesies to help build group cohesiveness and alleviate possible divisions.
4. Advise individual students struggling with culture shock, group adaptation issues, separation from family, etc. Leaders also need to be aware of challenges students may face as a result of race/ethnicity, gender identification, or sexual orientation and provide the necessary support/advocacy.
5. Respond to any emergency situation or serious incidents which may arise (e.g. illness, accident, crime involving participant(s), severe behavioral issues, natural disaster, political uprising) and notify OGP as soon as possible by email or phone. If the situation requires that the student receive treatment at a local hospital, a leader must be present with the student at all times.
6. Itemize usage of any fund advances and other necessary expenses and collect receipts which will be submitted to OGP with completed reimbursement form at the program’s end. Never loan students program or personal funds unless it is an extreme emergency. Faculty leaders will not be reimbursed by the College for loaning money to participants unless authorized in advance by the OGP.

Post-trip

1. Collect post trip assignments from students and submit course grades within two weeks of returning. Submit grades/credit for graduated seniors sooner if possible.
2. Remind students to also complete post-trip survey sent to them by OGP (required for course completion).
3. Submit all receipts from travels with corresponding reimbursement paperwork to OGP within two weeks of returning.
4. Submit a post-trip evaluation that includes assessment of specific program objectives and overall BreakAway objectives within four weeks of returning.

Compensation

Each BreakAway leader will receive a $1,000 stipend and all travel expenses (as outlined in Section Five) will be covered.

**Section Four: BreakAway Course Objectives, Registration, and Academic Credit**

BreakAway Course Objectives and Assessment

1. Course Objectives
2. Assessment - Regular assessment will monitor the appropriateness of the BreakAway Program’s goals and the effectiveness of individual BreakAways in reaching these goals. Feedback from two sources is necessary for this purpose:
	1. Students must submit a post-travel evaluation within two weeks to the Office of Global Programming before their academic credit is posted to their transcript.
	2. BreakAway leaders must submit a written evaluation, with evidence pertaining to the above named BreakAway learning goals. (The SABA Committee suggests that faculty request students’ writing in electronic form, in order to cut and paste relevant passages from student writing as evidence for the above six goals.)
	3. The results of this evaluation will be considered when repeat BreakAway proposals come before the SABA Committee for approval.

Course Registration

1. Each BreakAway carries academic credit for which students must register. The usual course number is IDS 202: Travel Study.
2. The respective BreakAway course is listed during the semester when the preparation for the trip takes place, if not the trip itself. (That is, for a trip during Spring Break or after graduation, the respective course is part of the Spring course offerings; for a trip between Fall and Spring Semesters, the course is listed among Fall course offerings.)
3. Students are enrolled in the respective BreakAway course afterreceiving approval to participate, but must register for the course during the semester when it is listed.
4. Rules concerning 20+ credit overload charges apply as usual. Students are encouraged to plan ahead to fit BreakAways into their schedule.

Academic Credit

1. BreakAway credits are normally assigned in the following manner:
	1. **1 credit**: A trip of 10 days or less, with 4 or more pre-departure hours to teach background information and prepare students for departure. This preparation must include readings and assignments. During the trip, students are to keep a journal. Upon return, students submit a summative activity (paper, lab report, presentation, video project, etc.) intended to inspire them to reflect on their experience.
	2. **2 credits**: A trip of more than 10 days, with 10 or more pre-departure hours to teach background information and prepare students for departure. This preparation must include readings and assignments. During the trip, students are to keep a journal. Upon return, students submit a summative activity (paper, lab report, presentation, video project, etc.) intended to inspire them to reflect on their experience.
	3. **3 credits**: A trip of approximately three weeks, with 15 or more pre-departure hours to teach background information and prepare students for departure. This preparation must include readings and assignments. During the trip, students are to keep a journal. Upon return, students submit a summative activity (paper, lab report, presentation, video project, etc.) intended to inspire them to reflect on their experience.
2. Faculty leaders are responsible for evaluating students’ learning, and for assigning grades or credit.
3. The choice of letter grades or credit/no credit is up to the professor’s discretion, i.e., *all* participants per BreakAway either receive credit/no credit or grades.
4. The standard for earning credit is a student’s active participation in all activities and work related to a BreakAway, including the completion of all assignments. No credit is given when a student fails to participate in all activities related to the BreakAway, or to complete all assignments.
5. Credit is posted to a student’s transcript when, in addition to completing all course assignments, the student submits a post-travel evaluation to the Office of Global Programming for assessment purposes.
6. Seniors who participate in a BreakAway after Commencement will receive for their BreakAway course initially a grade of “Incomplete,” and the actual credit after returning from the trip and completing all required coursework (e.g., journal, reflection paper, survey).

**Section Five: Cost, BreakAway Subsidies, and Financial Arrangements**

Guidelines for establishing leaders’ and per student costs

1. Posted per student BreakAway charges must cover
	1. transportation departing from/returning to Illinois College,
	2. in-route transportation (including public transportation at various destinations),
	3. overnight accommodations for the duration of the trip,
	4. *all* meals (students should be given stipends for meals not eaten as group),
	5. other charges integral to the experience (e.g., entry fees),
	6. tips for group activities,
	7. and the $30 per person processing fee for the Terra Dotta software license.
2. Leaders’ expenses should closely correlate to the per student cost, with a possibly higher rate for accommodations since they may have a private room or stay at an alternate location (i.e. if students are housed in a dormitory).
3. Health Insurance - unless you are using a tour company that provides health insurance coverage for participants, students who do not have personal health insurance that include out-of-country coverage must get appropriate travel health insurance (at their own expense) for the duration of the BreakAway. The Office of Global Programming can provide recommendations. This should be completed at least two weeks prior to departure.
4. BreakAway charges do *not* cover the following expenses:
	1. passport (min. $135 plus the cost of passport pictures, and certified copy of birth certificate, if necessary);
	2. visa fees (if applicable);
	3. recommended or required immunizations (if applicable);
	4. equipment such as hiking shoes and suitable clothing (if applicable);
	5. spending money;
	6. additional tuition charges for more than 20 credits per semester.

BreakAway Subsidies for Students

In order to help students “explore the nation and the world” through travel, the College sets aside resources every year for travel subsidies, which will cover a lifetime total of $1,000 per eligible student.

The following conditions determine student eligibility for BreakAway subsidies:

1. Students must be participating in an official BreakAway trip. A term of Study Abroad/Off-Campus Study is not eligible for these subsidies, nor is individual travel, even for research or study, or other College sponsored trips.
2. The application for the $1,000 BreakAway subsidy is part of the BreakAway Application.
3. Students must be enrolled full-time during the BreakAway semester.

In addition to the $1,000 BreakAway subsidy, students may also apply for other funds that support experiential learning. One example of additional funding is students are eligible to apply for a $500 language stipend if they have completed or are enrolled in a second year or above language class of a language that is spoken in a country that the BreakAway will visit. A single application form for additional experiential learning funds and respective application due dates can be found on Connect2 > IC Life > Global Programming > Breakaways. Please note that when talking with students about the cost of BreakAways, additional funding is often limited to around $500. Students should not expect to receive a large amount of additional funding.

Financial Arrangements

1. Each BreakAway trip receives its own BreakAway account number. All financial arrangements pertaining to BreakAways are to be made through the College, through that respective account.
2. Charges for BreakAways are posted to student accounts with the regular monthly billing cycle. Charges for BreakAways during Spring Break are posted in October, November, December, and January; for BreakAways during May-June, in November, December, January, and February, with respective payments required on the stated due date early the following month. Late payments will incur a late fee.
3. Students must have paid at least 50% toward a particular trip expenditures before the College will assume BreakAway costs (e.g., flight reservations) on their behalf.
4. Students who receive BreakAway subsidies will have that amount credited toward the cost, in place of, or reducing their *last* payment(s).
5. BreakAway leaders will have their expenses covered in full, and will receive a stipend of $1,000. To receive the stipend, each leader submits a check request.
6. Participants’ obligations toward the trip must be paid in full prior to departure.
7. Any student applicant who after being approved to participate subsequently withdraws from the BreakAway will be charged the $32 individual processing fee for the Terra Dotta software license.

**Section Six: Student Application Process and Selection Process**

Student Eligibility

Registered candidates for a Bachelor’s degree of any academic rank (first year through seniors) are eligible to participate.

1. Students must be in good academic and disciplinary standing both at the time of application to participate in a BreakAway, and at the time of travel. Mid-term grades and the number of Fall semester credits will be considered in determining good academic standing of first-year students.
2. Students must submit an application to participate in a BreakAway.
3. Students must be registered full-time during the semester into which the BreakAway course credit falls.
4. Students’ Illinois College accounts must not be in arrears, and all charges for the trip must be paid in full prior to departure.
5. Honors Students must meet the same eligibility requirements regarding disciplinary and financial standing. (Academic eligibility is assumed if they are an Honor Student in good-standing).

Application Process

Illinois College is committed to offering BreakAway opportunities to as many students as possible, although applying for a BreakAway and meeting the eligibility requirements does not guarantee participation in a specific BreakAway.

1. *All* potential participants in a BreakAway must submit an application through the IC Terra Dotta online portal (available on single login page). A complete application always includes evidence of a passport or passport application.
2. There is an application fee of $32 to cover the license fee of the Terra Dotta portal. Once an applicant is approved to participate, this fee is wrapped into the trip cost.
3. Student applications are due Oct. 1 for Winter or Spring Break trips and Nov. 1 for May-June trips. Student applications always also include a Student Life Reference.
4. Students will be notified about the status of their application within a week and, when approved as a trip participant, should be prepared to make the first down payment during the first billing cycle thereafter.
5. Honors students must complete the same application process.

Selection of Applicants

Faculty leaders review the completed BreakAway applications and make the final decision on participants. Criteria appropriate to any particular BreakAway, developed by the respective faculty leaders, should be communicated clearly to potential applicants. Other criteria that faculty might consider in their selection of participants are the following:

1. the student’s indication of purpose for this BreakAway;
2. information provided through the Student Life Reference;
3. class standing, with priority generally given to more advanced students;
4. the extent of prior travel experience, whether through BreakAways or other travel, with priority generally given to students who have had fewer opportunities to travel;
5. Honor student status

Faculty leaders are expected to provide the list of selected students (and prioritized waitlist if applicable) to the Office of Global Programming by November 10th.

**Section Seven:** **Guidelines for non-students/non-employees traveling on faculty-led study abroad programs through Illinois College.**

These guidelines are provided to assist faculty in making informed decisions related to including family members and others on BreakAways or on any other faculty-led (short term) off-campus programs administered by the Office of Global Programming. Illinois College must reiterate that such courses are, first and foremost, academic programs and, like their counterparts on campus, these classes, field trips, and cultural excursions cannot cater to the needs of the accompanying participants who are not enrolled students. Illinois College recognizes that accompanying participants can and do provide a supportive role to the faculty leading the course. However, family members/companions should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants. A faculty leader of a BreakAway or similar program wears many hats: professor, chaperone, academic advisor, counselor, nurse/doctor, money manager, tour guide and even, at times, parent. For this reason, **it is policy that first time faculty leaders are not normally eligible to have family members or other companions accompany them on a program**.

Faculty wishing to have non-students/non-employees accompany them on BreakAways or on any other faculty-led programs administered by Global Programming must first discuss their plans with the Director of Global Programming *before* submitting their BreakAway proposal or other travel to the SABA committee.

Definitions and Guidelines

Individuals, defined below, who are not enrolled students or non-employees will be collectively referred as “accompanying participants.”

1. Spouse/partner
	1. A “spouse/partner” refers to either the spouse or the domestic partner of a faculty member, irrespective of sexual orientation.
	2. A spouse/partner may accompany the faculty member for the duration of the program or a portion of the program as long as this does not interfere with the faculty member’s duties to the program and the students. **Exception: First-time leaders may not have a spouse/partner accompany them.**
2. Children
	1. The faculty member’s children or legal dependents may accompany the faculty member for the duration of the program or for a portion of the program as long as this does not interfere with the faculty member’s duties to the program and the students.  **Exception: First-time leaders may not have children accompany them.**
	2. If the child is under the age of 18, the faculty member must provide a caretaker. This caretaker could be the spouse/partner of the family member.
		1. The faculty member must cover the caretaker’s expenses.
		2. Students on the program should never serve as a caretaker, as this detracts from the program and the student’s experience, and students should never feel pressure to perform personal services for a faculty member.
		3. A leading faculty member cannot be considered a caretaker.
		4. Other faculty or staff members involved with the program cannot serve as a caretaker. A spouse/partner who is faculty or staff can serve as caretaker as long as they have no role/responsibility in the program.
3. Financial Considerations
	1. College policy requires that faculty members pay all expenses of accompanying participants. Illinois College does not allow such expenses to be paid by student program fees or monies mixed into student program fee accounts. This means that separate payments directly from the faculty member to the College will be required for these expenses. Student program fees cannot, in any way, subsidize accompanying participants.
	2. In some cases, travel vendors are not able to provide appropriate and/or accurate cost breakdowns for accompanying participants. As such, to recoup college costs, accompanying participants on these programs must each pay the full cost of airfare and 45% of the program fees normally paid by enrolled students for the land portion, regardless of program or location, unless a reasonable breakdown of actual costs of accompanying participants is easily available from a particular vendor.
4. Logistical Arrangements
	1. All program accommodations are made in furtherance of an academic program designed to meet the educational needs of the students. Program accommodations are not designed to meet the needs of accompanying participants.
	2. Faculty members are responsible for obtaining passports, visas, vaccinations (required by host countries), and insurance coverage (sanctioned by the college) for all accompanying participants.
	3. Faculty members may also be required to pay a non-liability rider for accompanying participants.
	4. Where appropriate, accompanying participants may room with the faculty member if accommodations allow.
	5. Accompanying participants are not permitted to share accommodations with students.
	6. Accompanying participants should not compromise the planned academic program in any way, such as (but not limited to):
		1. Preventing the faculty member from attending or leading field trips or other academic elements of the program.
		2. Disrupting class or field trips.
		3. Preventing students or other faculty members from engaging fully in the academic program.

Disputes or variances regarding any of the guidelines whether specifically covered above or otherwise, will be subject to decision by the Provost, in consultation with the Office of Global Programming and SABA committee.