



<http://www.csuci.edu/ira/index.htm>

Application
Instructionally Related Activities Funds Request
2012-2013 Academic Year
DEADLINE: Fall and Academic Year 3/31/12
Spring 2013 deadline is 10/31/12

Applications must first be sent to the appropriate program chair. Chairs will then recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

Activity Title: *UNIV 392- BIOTECHNOLOGY IN INDIA*

Project Sponsor/Staff (Name/Phone): **Dr. Nitika Parmar/805-437-8873**

Activity/Event Date(s): **January 4, 2014- January 19, 2014**

Date Funding Needed By: **July, 2013**

***Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2012 and for Spring Requests early January 2013.*

Please check if any of the following apply to your IRA:

- | | |
|--|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> International Travel | <input type="checkbox"/> Late Submission |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: YES NO Yes, Request # **491**

*If previously funded, please attach copy of IRA Report: **No report was prepared as these funds (meant for student travel to SACNAS conference in October 2012 were not availed; students were able to secure a travel scholarship from SACNAS itself which funded their entire travel)**

Does your proposal require IRB (Institutional Review Board) approval: Yes No

Assessment submitted for previously Funded Activity: YES NO **(IRA funds were not availed)**

Academic Program or Center Name and Budget Code: **Biology, 720**

Date of Submission: **October 30, 2012**

Amount Requested: **\$29,809**
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: **12**

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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

Events-For a large event, consultation with the events coordinator is recommended.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration.

Late Submission - Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

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Instructionally Related Activities Funds Request
2012-2013 Academic Year

Requirements and Signatures

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

Funds are being requested for student travel to India during the winter break of the 2013-2014 academic year (January 4, 2014- January 19, 2014). I recently proposed a UNIV392 course entitled "**Biotechnology in India**" which will be offered in Fall, 2013. This course was approved by the Center for International Affairs at CI. The 3-unit course will provide CI students an opportunity to visit India and explore biotechnology advancements there. A maximum of 12 students will be enrolled in this class and the instructor will accompany the students to India for the international experience field trip. Students will be exposed to applications in the areas of biotechnology and environmental ecology from the Indian perspective. Emphasis will be placed on demonstration of research experimentation in the fields of molecular biology, immunology, cell biology, animal husbandry, biomedical research and ecological conservation at top research institutions in three cities- New Delhi, Karnal and Chandigarh, as well as an Ecovillage close to Mumbai. Students will learn about the booming biotechnology research in India on one side and the deep emphasis placed on India's ancient history, cuisine, culture, arts, religion and rich traditions on the other.

The goal of this course is to familiarize students with techniques used in the fields of biotechnology and environmental ecology in India. The course will explore biology in the context of applied research and provide students the opportunity to observe research projects ongoing in India. The course will also offer opportunities to discuss and debate selected bioethical issues pertinent to the fields of biotechnology and the environment.

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

Students undertaking this field trip to India will be enrolled in the course UNIV392- Biotechnology in India, in Fall 2013. All learning objectives of this class (understanding the concepts of biotechnology as practiced in India, explaining the theory and practice of a variety of experimental techniques as practiced in India, understanding the role of India as a booming biotechnology hub and understanding the vibrant history and culture of India) are expected to be fulfilled as a result of participation in this international trip.

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Class will meet once a week for about three hours to understand multiple perspectives and developmental stages leading up to the modern India with a focus on the current state of biotechnology in India. Content will be delivered via lectures, journal articles, videos, media reports and a culminating visit to India. In addition, Multiple (at least three) orientation sessions will be held prior to the trip and will cover all information and requirements pertinent to the trip including accommodations, travel, medical facilities, security, food, cultural expectations, shopping guidance and etiquette.

3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

Students who enroll in this class and successfully complete the international experience trip to India will be assessed via a variety of tools as delineated below:

- Pre-trip presentations (30 points): Students will research the culture, traditions and history of India, along with biotechnological applications practiced in India and present their findings in the form of an oral presentation in class. Each student is required to make a presentation.
- Reflective journal (50 points): Students should develop a steadily growing document where they are expected to record their reflections and thoughts on what they are learning about India and how it's changing their belief about preconceived notions and perceptions. Entries into the journal are required for each day spent in India.
- Attendance (30 points): Students are required to attend each event/activity during the time spent in India in order to get full benefit of the international experience. A summary of each event/activity is expected to be recorded in the reflective journal. Students are also required to attend all in-class sessions at CI as well as all orientation and workshop sessions.
- Final presentation (40 points): After the conclusion of the trip, each student will be making a presentation about the experiences gained during the international experience in the form of a 5-page report as well as an oral presentation. Details will be provided during the semester.

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

This application is to seek funds for students who enroll in a new UNIV392 course entitled "Biotechnology in India", to be offered in Fall, 2013 to enable them to travel to India as the culminating point of this course. This international experience travel has several elements to it and funds are being requested for travel costs, accommodation, food as well as tours. Since the instructor of this course will be accompanying the students, funds are also being requested for faculty travel costs. Please see section I for student expenses and section II for faculty expenses.

The bulk of the travel arrangements will be made by a highly-reputed travel agency (Thomas Cook) which has provided a full quote of the costs (see attached quote with this application).

Section I (Student Expenses)

The prices quoted below are for one student for the entire duration of the trip (16 days); a total of 12 students are expected to travel.

- a) Travel from Los Angeles to New Delhi (RT airfare): \$1500
- b) Ground transportation (includes air travel within India, journey by train as well as road journeys via rental vans/vehicles): \$500
- c) Hotel accommodations: \$700 (twin sharing basis); lodging and breakfast included on all days. The accommodation includes hotel stays as well as lodging in the Ecovillage for the educational retreat.
- d) Entrance fee to heritage sites and tourist monuments: \$80 (Taj Mahal, palaces and museums)
- e) Meals: \$100- this will cover the cost of four pre-paid meals (both lunch and dinner); breakfast is already included in the hotel room cost. Cost of all other meals will be borne by the students themselves.
- f) Cultural activities: \$100- this cost includes attending cultural fairs, traditional shows as well as art and craft events.
- g) Travel insurance: \$50- students will be required to purchase travel insurance. The Foreign Travel Liability Insurance Program (FTLIP) administered by the CI Environment, Safety and Risk Management will be availed.
- h) Tours: \$250 (5 tours at \$50 each) Students will be sightseeing in all places to visit landmark areas specific to each particular city and conducted tours will be arranged with a guide.

Total cost per student: \$3280 (*this estimate is at the higher end as the cost may come down to about \$3000 based on the travel agency's final quote*)

Cost for 12 students: \$39,360

Total request from IRA: 2/3rd of the total cost, \$26,214

Out-of-pocket expenses per student: \$1095

Section II (Faculty Expenses)

The prices quoted below are for one faculty instructor for the entire duration of the trip (16 days).

- a) Travel from Los Angeles to New Delhi (RT airfare): \$1500

Parmar IRA Application, 2012

- b) Ground transportation (includes air travel within India, journey by train as well as road journeys via rental vans/vehicles): \$500
- c) Hotel accommodations: \$700 (single room); lodging and breakfast included on all days. The accommodation includes hotel stays as well as lodging in the Ecovillage for the educational retreat.
- d) Entrance fee to heritage sites and tourist monuments: \$80 (Taj Mahal, palaces and museums)
- e) Meals: \$100- this will cover the cost of four pre-paid meals (both lunch and dinner); breakfast is already included in the hotel room cost. Cost of all other meals will be borne by the faculty herself.
- f) Cultural activities: \$100- this cost includes attending cultural fairs, traditional shows as well as art and craft events.
- g) Travel insurance: \$65- faculty will purchase travel insurance from the Foreign Travel Liability Insurance Program (FTLIP) administered by the CI Environment, Safety and Risk Management (*Note: Cost for faculty is \$65 versus \$50 for students*)
- h) Tours: \$250 (5 tours at \$50 each) Faculty will accompany students for sightseeing in all places to visit landmark areas specific to each particular city and conducted tours will be arranged with a guide.
- i) Communication device: \$100-cost for renting cell phones for the students and/or a pre-paid India SIM cards which can be used with international cell phone models so that students can communicate with each other as well as with me on a regular basis.

Total cost for one faculty: \$3345

Total request from IRA: \$3345

Section III (Operating Expenses)

- a) Supplies: \$100 (supplies for students to prepare their posters and faculty to buy guidebooks for students)
- b) Printing and copying: \$150 (service to print advertisement, promotional and recruitment flyers)

Total operating expenses: \$250

Total IRA funds request (for 12 students and one faculty) = \$29,809

Total out-of-pocket costs = \$13,146

COMBINED OVERALL COSTS: \$29,809 + \$13,146=\$42,955

Parmar IRA Application, 2012

5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

No other support is available at this point.

Note: Since this involves international travel, International Travel application was submitted to the Center for International Affairs and approved by them. In addition, I have also consulted with Risk Management officials at CI (proof of correspondence with Risk Management is provided with this application). India is currently not noted on the Travel Warning list.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

NITIKA PARMAR

✓

10/30/12

Date

AMY DENTON

—

10/30/2012

Date

KAREN CAREY

11/1/12

Date

Application
Instructionally Related Activities Funds Request
2012-2013 Academic Year

ACTIVITY BUDGET FOR 2012-2013

1. Operating Expense Budget

A. Supplies	<u>\$100</u>
B. Vendor Printing	<u>\$150</u>
C. In-State Travel	<u> </u>
D. Out-of-State Travel	<u>\$42,705</u>
E. Equipment Rental	<u> </u>
F. Equipment Purchase	<u> </u>
G. Contracts/Independent Contractors	<u> </u>
H. Honorarium	<u> </u>
I. OPC Chargeback	<u> </u>
J. Copier Chargeback	<u> </u>
K. Other (Please Specify)	<u> </u>
 TOTAL Expenses	 <u>\$42,955 (details provided above)</u>

2. Revenue

A. Course Fees	<u> </u>
B. Ticket Sales	<u> </u>
C. Out of Pocket Student Fees (exclusive of course fees)	<u>\$13,146 (details provided above)</u>
D. Additional Sources of funding (Please specify And indicate source)	<u> </u>
 Total Revenue	 <u> </u>

E. Total Requested from IRA **\$29,809 (details provided above)**



Please answer all questions under Course Information and sections II through IV. Complete the attached budget sheet. Attach syllabus and itinerary requested in sections I and IV. Print, sign and obtain Academic Chair signature. Submit form to Antonio Jimenez, BT 1275.

UNIVERSITY 392: INTERNATIONAL EXPERIENCE COURSE PROPOSAL

COURSE INFORMATION

Instructor(s): Nitika Parmar

Travel location(s): India (New Delhi, Agra, Mumbai, Karnal and Chandigarh)

Dates of trip: January 3-20, 2013

Course title: UNIV392: Biotechnology in India

Number of units (1-3): 3

Academic area of the faculty proposing course: Biology

Faculty rank: Associate Professor

Faculty email: nitika.parmar@csuci.edu

Proposed minimum enrollment: 10

Proposed maximum enrollment: 12

Grading method (letter grade, credit/non credit): Letter

Do the dates of the program conflict with regular classes/faculty workdays? Y N

Have you offered this program before? Y N

I) SYLLABUS

Please, attach a syllabus for this course providing the following required information:

1. Professor's name(s), office location, office hours, contact information.
2. Course description, course content and format of the course (classroom lectures, field trips, seminars with local experts, etc.)? Include this information for the portions of the course that are conducted within the United States and within the international country. How will the content of the course you plan to teach be related to the travel-study destination?
3. Student learning outcomes and how they relate to the program/major outcomes and the University mission.
4. Required elements, which may include assignments, readings, attendance and course participation policies, etc.



5. Grade information as specified in the Channel Islands Policy on Grades (SP01-38)
6. Evaluation criteria (it can include student behavior as it relates to citizenship, punctuality, helpfulness, working well with the group, being responsible and respectful to the host culture and their people, etc.)
7. Academic honesty information as specified by the Policy on Academic Dishonesty (SP01-57)
8. Channel Islands Disability Statement
9. Tentative class schedule and itinerary (It is recommended to include a "subject to change" disclaimer)

Please respond to the following in the space after each item:

II) FACULTY INFORMATION

1. What is your own linguistic, cultural, and/or academic experience with the travel study destination? If you have limited experience with the destination, explain how you plan to maximize student safety (for instance, will you be using a local tour company or tour guide?) I am from India and have spent the first 28 years of my life there. I am fully conversant with the culture, language, food, transportation and lodging arrangements. I have traveled to the sites mentioned in this proposal (New Delhi, Agra, Mumbai, Karnal and Chandigarh). I am conversant with a lot of educational and research institutions and am very comfortable navigating in the country. I have several colleagues in the tourism and hospitality industry who will be useful in making arrangements.

2. Previous experience leading groups of students (nationally or internationally). I have not taken CI students on an international trip before although I have conducted field trips with my students locally and have also taken my own research students to national conferences within USA. Although this will be a first time international experience for me, the fact that I am from India itself and am very comfortable with all organizational logistics in the country makes me confident that the trip should go smoothly.

III) RECRUITMENT AND ORIENTATION

1. How will students be recruited? Regular CI students should have at least one recommendation from a faculty member other than the teacher for the overseas course. Advertisement of the course will be done through flyers and posters posted across campus, through global e-mails sent to all Biology and Chemistry students, through information sessions presented at Biology and Chemistry Clubs as well as at the LSAMP meetings. Interested students will be required to complete a brief questionnaire (via Survey Monkey) and provide two letters of recommendation from CI faculty, excluding the instructor for this course. The questionnaire will primarily provide me insights into students' academic preparation, their level of

confidence and expectations as well as their motivation for this course. The recommendation letters will provide useful feedback about students' potential and skills. Based on the analyses of these findings, students will be recruited by me. If, for any reason, more than 12 students are found to be suitable for this course, I will conduct brief interviews with the students and then recruit the top 12 candidates.

2. For whom is the course designed (CI undergraduate students, CI graduate students, students with a certain program area, open university students, others)? Will there be any priority order when accepting students to the program? The course is open to all undergraduate students of all majors. However, considering that we will be exploring biotech research institutions in India, priority will be given to Biology students and students who have not participated in study abroad trips.

3. **Attach an outline for the orientation session(s) for students.** Make sure the orientation includes comments on the security of the country, both politically and medically, as determined from reports issued by the State Department.

IV) LOGISTICAL ARRANGEMENTS

1. Will your travel arrangements (e.g., accommodations, meals, excursions, airfare) be managed by an independent provider (e.g., AIFS, CEA, ISA, Australearn), a foreign university, or a travel agent? Please explain. Air transportations for both international travel and travel within India will be arranged by Nitika Parmar. Ground transportation within India will also be arranged through rental taxi and van agencies. Travel involving trains within India will be done using Indian railways online booking system.

Excursions, tours and cultural trips will be arranged in the local destinations via the state tourism department as well as private licensed tour operators, whichever is cost-effective.

Accommodations will be arranged in advance via reservations made at hotels before the commencement of the trip. Students will be required to share hotel rooms (2 students per room)

Meals will be taken at local eateries and budget restaurants to experience the full Indian cuisine.

2. Housing: where will be the students stay during the study abroad experience? If staying with host families, are meals included? Students will be staying in budget hotels during the entire length of their trip. Budget hotels will be chosen based on their comfort level, security and price. I have several contacts in the

hotel industry who can provide excellent accommodations within a reasonable price range and ensure comfort and security.

3. Meals: Are meals arranged for the students? If not, where can students find their own food? One aspect of this trip is to also experience the cuisine of India and for this purpose students will be eating at local restaurants and cafeterias. India is abounding with restaurants catering to all palates and all hotels have plenty of eateries within walking distance.

4. Transportation: What are the transportation arrangements for the trip? If traveling from location to location, what means of transportation will be used?

Travel between Camarillo and LAX will be provided by Roadrunner shuttle. Flights to and from India will utilize international carriers and will be booked by Nitika Parmar either through the airline online booking system or a travel agent, whichever is cost-effective. Air travel within India (specifically from New Delhi to Mumbai and Mumbai to Chandigarh) will be booked using national carriers by Nitika Parmar using the online booking system or domestic travel agent, whichever is cost-effective. Air travel in India will involve journeys of no more than 2.5 hours each way. Train journey (from Chandigarh to New Delhi) will involve a 3 hour journey and reservations will be made online using the Indian Railway booking services. For travel from Mumbai to Govardhan EcoVillage and back, as well as day trips to Karnal and local travel (within New Delhi, Mumbai, Agra and Chandigarh), reservations for vans and taxis will be made using the pre-paid government regulated reservation system. For tours in New Delhi, Agra and Chandigarh, reservations will be made using licensed tour operators who will provide their own buses for the tours.

5. Safety/security: Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the Department of State. What arrangements have been made to maintain the safety and security of the students throughout the program? Although no travel warnings have been issued by the Department of State for travel to India, the embassy does encourage US citizens to enroll in the Smart Traveler Enrollment Program (STEP). All students will be required to enroll in this program prior to travel. Politically, India is not going through a period of unrest and no security threats have been cited.

From the US Department of State: "India, the world's largest democracy, has a very diverse population, geography, and climate. India is the world's second most populous country, and the world's seventh largest country in area. Tourist facilities offer varying degrees of comfort. Amenities are widely available in large cities and tourist areas."



Language: The medium of instruction in India is pre-dominantly English and travellers to all major cities do not experience any language barriers.

Security: Travel in India will be done as a group and students will not be allowed to travel anywhere (include local restaurants) on their own as individuals. The entire cohort will travel as a group throughout the trip. For students interested in exploring additional aspects of India during free time, the instructor will always accompany them. All bookings will be made using licensed and government approved vendors. The following guidelines are expected to be followed:

- a. Students will be required to return back to their hotels no later than 11p.m. during the entire trip. Student teams comprising of women only will not be allowed to travel on their own without an accompanying male student and instructor.
- b. Students will be encouraged to respect local customs and dress. Conservative dressing is encouraged although this will not be a problem as the trip will take place during winter time when weather conditions are often cold.
- c. Students will be encouraged not to carry too much cash while shopping. Passports and important documents will be deposited in the safety deposit boxes at the hotels (if available) while students go shopping.
- d. Students will be provided information about local police stations and emergency personnel before embarking on a local trip.

Medical: Medical care in the major population centers (such as the ones listed in this proposal) approaches and meets Western standards. Top class hospitals provide ample care and services although they expect cash payment for their services. Private clinics are open until late in the evenings. Ambulances (both private and government) are available. Students will be provided information about vaccinations that are required before travel during the pre-trip orientation and will also carry routine medication with them for small ailments such as fever, headache, diarrhea, etc. Preventive medication for malaria may also be carried although winter is typically not the season for malaria outbreaks in India.

Communication: Although telephone calls can be made locally from telephone booths, I intend to rent cell phones for the students and/or a pre-paid India SIM cards which can be used with international cell phone models so that students can communicate with each other as well as with me on a regular basis. The exact need and type of card needed will depend on students' individual cell phones and will be discussed during the pre-trip orientation.



Itinerary for the trip, including side trips:

Depart (Los Angeles to New Delhi, India): January 3 or 4, 2013 (will pick the day with cheaper airfare)

Arrive in New Delhi, India: January 5 or 6, 2013

January 7, Monday: Visit to Indian Institute of Technology (IIT), New Delhi; evening tour of New Delhi

January 8, Tuesday: Visit to TERI (The Energy and Resources Institute), New Delhi; evening tour of New Delhi

January 9, Wednesday: Visit to Council of Scientific & Industrial Research (CSIR) and National Institute of Immunology (NII)

January 10, Thursday: Visit Agra and day tour of Taj Mahal and vicinities; spend one night in Agra (Agra is 75 miles south of New Delhi)

January 11, Friday: Return to New Delhi and fly to Mumbai; reach Govardhan Ecovillage (GEV) by early evening (GEV is 55 miles north of Mumbai)

January 12-13, Saturday/Sunday: Attend Educational Retreat at Govardhan Ecovillage (GEV)

January 14, Monday: Return to Mumbai and fly to Chandigarh (Chandigarh is 155 miles north of New Delhi)

January 15, Tuesday: Visit the Institute of Microbial Technology (IMTECH); evening tour of Chandigarh

January 16, Wednesday: Day trip to the National Dairy Research Institute (NDRI) in Karnal (2 hours north of Chandigarh)

January 17, Thursday: Visit Punjab University and Postgraduate Institute of Medical Education & Research (PGIMER)

January 18, Friday: Return to New Delhi by train and take flight back to Los Angeles

January 19, Saturday/January 20, Sunday: Arrive back in Los Angeles

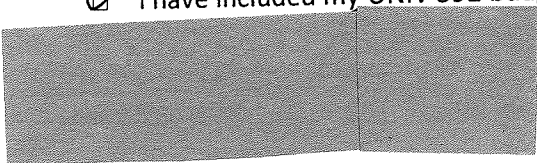
6. Attach an itinerary for the trip, including side trips.



UNIVERSITY 392: SIGNATURE PAGE

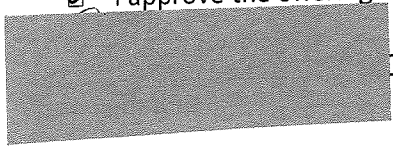
1. Faculty member

- I have read the guidelines for teaching a UNIV 392 course and I agree to follow them.
- I agree to conduct at least one pre-departure meeting, in coordination with International Office staff, to cover Safety and Risk Management issues and required CSU forms.
- I understand the travel-study student evaluation process is mandatory and agree to participate.
- I have included in this application my UNIV 392 course syllabus
- I have included in this application my outline of orientation session(s)
- I have included in this application the course itinerary
- I have included my UNIV 392 budget sheet

 NITKA PARMAR 9/27/12
Faculty Name (print) Date

2. Academic Chair Approval

- I have read the Faculty Application and discussed the course offering with the faculty member.
- I certify that course of study is within the applicant's field of competence.
- I agree that the student learning objectives for the course can be met within the travel-study format, including appropriate pre- and post-trip meetings.
- I approve the offering of this course abroad.

 Amy C Denton 9/27/12
Chair Name (print) Date

3. Center for International Affairs

- I approve the Chair's recommendation
- I have reviewed the travel arrangements proposed for this study abroad course and find the arrangements to be appropriate. Staff have also discussed the requirements specified in Chancellor's Office Executive Order 715 with the faculty member, and have advised him/her of the requirements that must be followed when offering this course in another country.
- The University acknowledges that the above program has been reviewed by the sponsoring Academic Area and staff and that the faculty member has been given policies and procedures related to short-term study abroad courses. The University will support this program as long as enrollments, other financial conditions, and related course costs are deemed appropriate. The University reserves the right to modify arrangements, in consultation with the Center for International Affairs and the sponsoring academic area.
- I have verified that there are no Department of State Travel warnings currently in effect for the countries to be visited.

OR,

- I deny the Chair's recommendation. Reasons:

Director Signature Director Name (print) Date



4. Administrative Approval

I approve this course

_____ Associate Vice President	_____ AVP Name (print)	_____ Date
_____ AVP of Extended University (if special session)	_____ AVP Name (print)	_____ Date
_____ Provost	_____ Provost Name (print)	_____ Date
_____ President	_____ President Name (print)	_____ Date

UNIV 392

Study Abroad Program: Biotechnology in India

California State University, Channel Islands

Fall, 2013

Instructor: Dr. Nitika Parmar

Meeting Times: Thurs, 12.00- 2.50 p.m.

Office hours: By appt.

Office: Aliso Hall Room 206; Phone: (805) 437-8873

Email: nitika.parmar@csuci.edu

Course description

This course will provide CI students an opportunity to visit India and explore biotechnology advancements there. Students will be exposed to applications in the areas of biotechnology and environmental ecology from the Indian perspective. Emphasis will be placed on demonstration of research experimentation in the fields of molecular biology, immunology, cell biology, animal husbandry, biomedical research and ecological conservation at top research institutions in three cities- New Delhi, Karnal and Chandigarh. Students will learn about the booming biotechnology research in India on one side and the deep emphasis placed on India's ancient history, cuisine, culture, arts, religion and rich traditions on the other. The trip will include visits to well-known monuments such as the Taj Mahal as well as places of historical significance such as forts, temples and museums.

Program Overview

Travel to India and explore the dynamic biotechnology research along with its traditions and culture. Over a period of two weeks, explore four major cities in India and interact with scientists and students. Experience the mix of the traditional and modern and interact with people of various backgrounds.

Course Objectives

The goal of this course is to familiarize students with techniques used in the fields of biotechnology and environmental ecology in India. The course will explore biology in the context of applied research and provide students the opportunity to observe research projects ongoing in India. The course will also offer opportunities to discuss and debate selected bioethical issues pertinent to the fields of biotechnology and the environment. Students will be expected to come to this class with a high level of intellectual curiosity with an aptitude to learn. Currency with regard to news about India and its activities through the media is expected.

Learning Outcomes

Students who successfully complete this course will be able to:

- Understand the concepts of biotechnology as practiced in India
- Explain the theory and practice of a variety of experimental techniques as practiced in India
- Understand the role of India as a booming biotechnology hub
- Demonstrate their ability to explore and appreciate the diverse nature of India's traditions
- Understand the vibrant history and culture of India

Course Format and Reading Assignments

Class will meet once a week for about three hours to understand multiple perspectives and developmental stages leading up to the modern India with a focus on the current state of biotechnology in India. Content will be delivered via lectures, journal articles, videos, media reports and a culminating visit to India. Students are expected to be actively participating in discussion both in class and after the study abroad trip. Reading assignments will be posted a week in advance and should be read prior to class meeting in order to have quality discussion sessions. Please do not use your cell phone, surf the web, or send/read emails or text messages while class is in session.

Blackboard

All protocols, announcements, syllabus, assignments and review information will be posted on Blackboard. You are highly encouraged to constantly monitor Blackboard for all communication needs.

Correspondence

I will only correspond with you at your *csuci e-mail address* for all communication needs. Please make sure you have the correct address listed on your student information page. Do not communicate with me using your personal e-mail as it may go in my junk mail.

Orientation and Workshops

Multiple (at least three) orientation sessions will be held prior to the trip and will cover all information and requirements pertinent to the trip including accommodations, travel, medical facilities, security, food, cultural expectations, shopping guidance and etiquette.

A workshop will be held after the trip whereby students will be expected to present the results of their study abroad experience in response to a survey given by the instructor.

ASSESSMENT: The following combined assessment will be followed:

- **Pre-trip presentations (30 points):** Students will research the culture, traditions and history of India, along with biotechnological applications practiced in India and present their findings in the form of an oral presentation in class. Each student is required to make a presentation.
- **Reflective journal (50 points):** Students should develop a steadily growing document where they are expected to record their reflections and thoughts on what they are learning about India and how it's changing their belief about preconceived notions and perceptions. Entries into the journal are required for each day spent in India.
- **Attendance (30 points):** Students are required to attend each event/activity during the time spent in India in order to get full benefit of the international experience. A summary of each event/activity is expected to be recorded in the reflective journal. Students are also required to attend all in-class sessions at CI as well as all orientation and workshop sessions.
- **Final presentation (40 points):** After the conclusion of the trip, each student will be making a presentation about the experiences gained during the international experience in the form of a 5-page report as well as an oral presentation. Details will be provided during the semester.

GRADING: The student's course grade is computed using the standard scale:

(95–100%)	A	(90–94.9%) A–	(85–89.9%) B+	(80–84.9%) B
(75–79.9%)	B–	(70–74.9%) C+	(65–69.9%) C	(60–64.9%) C–
(55–59.9%)	D+	(50–54.9%) D	(49.9% or below) F	

Course Schedule (Class will meet every Thursday): *Schedule is tentative and subject to change.*

Date	Activity
August 29, 2013	Introduction to course and expectations
September 5	India- Culture and Traditions
September 12	India- Religion, Food and Art
September 19	Pre-trip Orientation I
September 26	India- Education system
October 3	India- Research Institutes
October 10	India- Research Institutes
October 17	Pre-trip Orientation II
October 24	India- Biotechnology advances
October 31	India- Biotechnology advances
November 7	India- Biotechnology advances
November 14	Pre-trip Orientation III
November 21	Student presentations
November 28	No class (Thanksgiving Holiday)
December 5	Student presentations
December 12	Student presentations
December 19	Final orientation
January 3, 2013- January 20, 2014	Trip to India
February 4, 2014	Written reports and oral presentations due
May, 2014	Present posters at the Sage Forum in CSUCI

Faculty Background

Dr. Nitika Parmar is an Associate Professor of Biology at CSUCI. Dr. Parmar is originally from India and is very familiar with the people, local customs, traditions and travelling arrangements in India. She can converse in English and two local languages of the region.

Academic Dishonesty

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

In accordance with CSUCI policy on academic dishonesty, students in this course who submit work of others as their own (plagiarize), cheat on examinations, help other students cheat or plagiarize, or commit other acts of academic dishonesty will receive appropriate academic penalties, which may result in course failure. Cheating on exams will result in an "F" on the exam, likely resulting in a lower, or possibly, failing grade in the course. The catalog defines academic dishonesty to include "such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess". The catalog describes the process for evaluating cases of dishonesty and assignment of appropriate penalties. Please refer to the University Catalog for details. The Academic Dishonesty Policy is listed below:

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.
2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.
3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.
4. The Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.
5. Student may appeal any actions taken on charges of academic dishonesty to the "Academic Appeals Board."
6. The Academic Appeals Board shall consist of faculty and at least one student.
7. Individuals may not participate as members of the Academic Appeals Board if they are participants in an appeal.
8. The decision of the Academic Appeals Board will be forwarded to the President of CSU Channel Islands, whose decision is final.

Students with Disabilities

The Disability Resource Program at CSUCI promotes and assists students with disabilities. If a student requires special accommodations for a quiz/exam, it is the responsibility of the student to deliver the accommodations notice to the appropriate faculty or staff. Failure to notify the appropriate persons in a timely manner may result in a delay or denial of services. Accommodations may include physical adaptations and classroom modifications. Physical adaptations may be comprised of classroom arrangements and/or preferential seating. Classroom modifications may occur in one or more of the following areas: environment, materials, requirements and testing. Receiving accommodations should not be regarded as giving the student "special privileges," but rather as minimizing the impact of the disability to the greatest extent possible. The Disability Policy is listed below:

Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The mission of Disability Accommodation Services is to assist students with disabilities to realize their academic and personal potential. Students with physical, learning or other disabilities are encouraged to contact the Disability Accommodation Services office at (805) 437-8510 for personal assistance and accommodations.

Please go to <http://www.csuci.edu/disability/disability.htm> for further details.

Itinerary

- Depart (Los Angeles to New Delhi, India): January 3 or 4, 2014 (will pick the day with cheaper airfare)
- Arrive in New Delhi, India: January 5 or 6, 2014
- January 7, Monday: Visit to Indian Institute of Technology, New Delhi; *evening tour* of New Delhi
- January 8, Tuesday: Visit to TERI (The Energy and Resources Institute), New Delhi; *evening tour* of New Delhi
- January 9, Wednesday: Visit to Council of Scientific & Industrial Research (CSIR) and National Institute of Immunology (NII)
- January 10, Thursday: Visit Agra and *day tour* of Taj Mahal and vicinities; spend one night in Agra (Agra is 75 miles south of New Delhi)
- January 11, Friday: Return to New Delhi and fly to Mumbai; reach Govardhan Ecovillage (GEV) by early evening (GEV is 55 miles north of Mumbai)
- January 12-13, Saturday/Sunday: Attend Educational Retreat at Govardhan Ecovillage (GEV)
- January 14, Monday: Return to Mumbai and fly to Chandigarh (Chandigarh is 155 miles north of New Delhi)
- January 15, Tuesday: Visit the Institute of Microbial Technology (IMTECH); *evening tour* of Chandigarh
- January 16, Wednesday: Day trip to the National Dairy Research Institute (NDRI) in Karnal (2 hours north of Chandigarh)
- January 17, Thursday: Visit Punjab University and Postgraduate Institute of Medical Education & Research (PGIMER)
- January 18, Friday: Return to New Delhi by train and take flight back to Los Angeles
- January 19, Saturday/January 20, Sunday, 2014: Arrive back in Los Angeles

STUDY ABROAD TRIP TO INDIA: ORIENTATION SESSIONS (Fall, 2013)

Three orientation sessions will be held in class at CI prior to the trip to India and one final orientation session will be held just before departing for India. Orientation sessions may also involve talks by staff members of the Center for International Affairs at CI as deemed necessary.

Orientation session I Topics: September 19, 2013

- i. Preparing for cultural adjustment and social considerations
- ii. What to expect in terms of weather, food, traditions and religion
- iii. Conservative versus modern views from Indian perspectives
- iv. Shopping guides

Orientation session II Topics: October 17, 2013

- i. Education and research in India in the area of biotechnology and environmental ecology
- ii. Research institutes outlook
- iii. Biotechnology industries in India and their global standings

Orientation session III Topics: November 14, 2013

- i. Trip details focusing on accommodations, transportation, food and local travel in India
- ii. Student health abroad (vaccinations and medications; access to care while in India)
- iii. Student safety abroad (money, baggage, laptops, electronic devices)
- iv. Finances
- v. Documentation (passport, visas, STEP enrolment)
- vi. Communication (cell phones)
- vii. Consular information
- viii. Emergency situations, responses and assistance
- ix. Insurance

Final orientation Topics: December 19, 2013

- i. Academic requirements and research tools
- ii. Document check (visas)
- iii. Confirmation of flight and travel reservations
- iv. Confirmation of medical requirements
- v. How to pack
- vi. Alcohol Policy -Alcohol & Drugs; Illegal drugs
- vii. Arrests overseas
- viii. Road safety
- ix. Working Through Homesickness
- x. Adjustment for women
- xi. Contact Numbers



Educational Tour to India

Delhi * Agra * Delhi * Mumbai * Chandigarh * Karnal * Delhi



Day 01: 06th Jan'14: ARRIVE DELHI

[Flight details: TBA]

Arrival at Indira Gandhi International Airport, Delhi. Welcome and assistance on arrival at airport and then transfer to the hotel.

Overnight is at the hotel in Delhi.

Day 02: 07th Jan'14: DELHI – Visit to IIT Delhi

Breakfast is at the hotel. After breakfast visit to Indian Institute of Technology, Delhi. In the afternoon proceed for sightseeing of Old Delhi visiting monuments such as Jama Masjid, take a rickshaw ride, drive past Red Fort and visit Raj Ghat, the memorial place of Mahatma Gandhi.

Overnight is at the hotel.

Day 03: 08th Jan'14: DELHI

Breakfast is at the hotel. After breakfast visit TERI, New Delhi. In the afternoon proceed for sightseeing of New Delhi visiting Qutub Minar and Humayun's Tomb. Drive past monument such as Parliament, government offices & India Gate.

Overnight is at the hotel.

Day 04: 09th Jan'14: DELHI

Breakfast is at the hotel. Visit to CSIR & NII.

Overnight is at the hotel.

Thomas Cook (India) Ltd

Plot No. 520, Udyog Vihar Phase III, Gurgaon -122016, Haryana
Telephone: - 91-124-6120100 Web: - www.thomascook.in



Day 05: 10th Jan'14: DELHI – AGRA [BY ROAD: 205 Kms/05 Hrs]
Today morning drive to Agra. Check in at the hotel. In the afternoon visit Taj Mahal [Taj Mahal is closed on Friday] and Agra Fort.
Overnight is at the hotel.

Day 06: 11th Jan'14: AGRA – DELHI/MUMBAI [BY FLIGHT: TBA]
Breakfast is at the hotel. After breakfast drive to Delhi and transfer to airport to connect flight for Mumbai. Drive to Govardhan Ecovillage by evening [By road: 100 Kms/03 Hrs].
On own arrangement

Day 07 - 08: 12th – 13th Jan'14: GOVARDHAN ECOVILLAGE
Attend Educational Retreat at Govardhan Ecovillage.
On own arrangement

Day 09: 14th Jan'14: MUMBAI/CHANDIGARH [BY FLIGHT: TBA]
Today morning drive to Mumbai and transfer to airport to connect flight for Chandigarh. Rest of the evening at leisure for independent activities.
Overnight is at the hotel.

Day 10: 15th Jan'14: CHANDIGARH
Breakfast is at the hotel. After breakfast visit IMTECH. In the afternoon proceed for sightseeing of Chandigarh visiting Rock Garden and Sukhna Lake.
Overnight is at the hotel.

Day 11: 16th Jan'14: CHANDIGARH – KARNAL – CHANDIGARH
Drive to Karnal to visit NDRI [By road: 124 Kms/2.5 Hrs]. After visit drive back to the hotel.
Overnight is at the hotel.

Day 12: 17th Jan'14: CHANDIGARH
Today morning visit to Punjab University and Post Graduate Institute of Medical Education & Research [PGIMER], Chandigarh.
Overnight is at the hotel.

Day 13: 18th Jan'14: CHANDIGARH=DELHI/LOS ANGELES
Early in the morning transfer to railway station to board train for Delhi. On arrival in Delhi transfer to airport to connect flight for Los Angeles.

*****TOUR ENDS*****

**HOTELS ENVISAGED:-**

City	Nights	Hotel	Room Category	Meal Type
Delhi	04	Radisson Blu Dwarka	Superior	CP
Agra	01	Mansingh Palace Agra	Standard	CP
Govardhan Ecovillage	On Own arrangement			
Chandigarh	04	Hotel Bella Vista	Deluxe	CP

*Abbreviation – CP = Bed & Breakfast

TOUR PRICE on twin share basis on above Hotels:-

Pax Slabs	Validity: 06 Jan'14 – 18 Jan'14
12 Paying Pax + 01 Tour Leader Free	USD 1072 Per Person
Single Room Supplement	USD 545 Per Single

*Above mentioned prices are nett. and non commissionable and on per person basis

Airfare Supplements (No free pax):-

<u>Supplement for Normal Airfare</u> for sector Delhi – Mumbai in economy class will be:	USD 133 Per Person
<u>Supplement for Instant Purchase Airfare</u> for sector Mumbai – Chandigarh in economy class will be: Note: These fares are Non refundable and subject to change without prior notice / at the time of issuance.	USD 119 Per Person

Hotel Details:-

Hotel Name	Website / Weblinks
Radisson Blu Dwarka, Delhi	http://www.radissonblu.com/hotel-newdelhidwarka
Mansingh Palace Agra	http://www.mansinghotels.com/agra.aspx
Bella Vista Chandigarh	http://www.bellavista.in/



OUR TOUR PRICE INCLUDES:

- ⇒ 09 night's hotel accommodation on twin sharing basis.
- ⇒ Meal Plan is on Bed & breakfast basis.
- ⇒ All Transfers, sightseeing and excursions as per itinerary shall be provided by an air-conditioned Vehicle as mentioned against each pax slab below:-
 - 07-13 Pax = air-conditioned Mini Coach
- ⇒ Road taxes, parking fee, fuel charges, interstate taxes, and portage at all airports / railway stations.
- ⇒ Entrance fees of the monuments (one time visit only) as per itinerary.
- ⇒ Services of a local English speaking guide.
- ⇒ 01 Cycle rickshaw ride in Delhi.
- ⇒ Train travel for sector Chandigarh=Delhi by AC chair car class.
- ⇒ Thomas Cook representative for assistance on all arrival and departure transfers to meet, greet and assist.
- ⇒ All currently applicable taxes.

OUR TOUR PRICE EXCLUDES:

- ⇒ Airfare, airport tax or visa fees.
- ⇒ Any Meals on board train or during the tour except specified.
- ⇒ Any Optional visits listed in the Itinerary.
- ⇒ Camera Fee (where levied), telephone calls, laundry, drinks, mini bar, room service, tips, personal insurance, any rides and items of personal nature not specified in the inclusions above.
- ⇒ Any additional expenses arising from unforeseen problems unrelated to the organization like natural disaster, accident, medical evacuation, war, strikes, terrorist attacks, cancellation or missing the connection for flight or last minute change of timings etc.
- ⇒ Any other service, which has not been specified as "included".

SPECIAL NOTES:-

- ⇒ The price quoted above are net & non commissionable.
- ⇒ **Above quote is valid from 06 Jan'14 – 18 Jan'13**
- ⇒ No refund for unutilized services.
- ⇒ All confirmations will be subject to availability of accommodation.
- ⇒ Breakfast timings in Indian Hotels are between 0700 hours – 1000 hours.
- ⇒ Check in – Check out timings at most of the Hotels are:-
 - Check in = 1400 Hours
 - Check out = 1200 Noon Hours
 - Early check-in and late check-out are subject to availability.
- ⇒ Price is subject to change with increase in fuel cost & taxes.
- ⇒ For Air bookings, we will need complete names including full first names of the guests;
- ⇒ For Train bookings, we will need complete names along-with Date of birth of the guests as per passport, 120 days in advance;
- ⇒ Rates include only those items specified in your itinerary.
- ⇒ All the above hotels / room categories are indicative, and are yet to be booked – which will be initiated as soon as we have guest's acceptance of



the quote. Any change in hotel / room category may attract supplement / reduction of cost;

- ⇒ Effective 2nd October 2008, the Government has introduced "No-Smoking" legislation for hotels, restaurants and all public places. As a consequence, smoking is prohibited in all parts of the hotel except in designated bedrooms where smoking is permitted. The hotel has dedicated smoking guest bedrooms. Should you desire a smoking bedroom, please let us know. We shall endeavor to reserve a smoking bedroom for you, subject to availability;
- ⇒ In case of any currency fluctuations or amendment in local Government taxes, or any fuel hike, we reserve the right to adjust the tour price accordingly

For Security Reasons, it is mandatory to supply below mentioned information of the guests to respective units

- Guest First and Last Name
- Nationality
- Positive ID - travel documents i.e. Passport, that guest will be carrying to identify him / her self at the time of check-in

RESPONSIBILITY

All arrangements for transportation, accommodation, transfers and sightseeing will be made by TRAVEL CORPORATION (INDIA) LTD. as agent for the passenger upon the express condition that we shall not be held liable for any injury, damage, loss, accident or irregularity which may be caused by any company or person employed in the operation of the tour.

GOVERNING LAW AND JURISDICTION

Any dispute or claim shall be governed by, and construed in accordance with, the laws of India and the parties submit to the exclusive jurisdiction of the courts in India.

Number of Students		12		
Number of Faculty		1		
Students traveling expenses:	Cost/ea	# Requested	Total	Comments/Ac
Airfare	\$ 1,500.00	12	\$ 18,000.00	
Ground Transportation	\$ 450.00	12	\$ 5,400.00	
\$50/night x 14 (2 students/room)	\$ 700.00	12	\$ 8,400.00	
Registration Fees	\$ -	12	\$ -	
Entrance Fees	\$ 80.00	12	\$ 960.00	
4 prepaid meals @ \$25 each (others)	\$ 100.00	12	\$ 1,200.00	
4 cultural activities @ \$25 each	\$ 100.00	12	\$ 1,200.00	
Travel Insurance	\$ 50.00	12	\$ 600.00	
Vehicle/Van Rental	\$ 50.00	12	\$ 600.00	
Other: Tours (5 tours at \$50 each)	\$ 250.00	12	\$ 3,000.00	
Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Ac
Airfare	\$ 1,500.00	1	\$ 1,500.00	
Ground Transportation	\$ 450.00	1	\$ 450.00	
\$50/night x 14	\$ 700.00	1	\$ 700.00	
Registration Fees	\$ -		\$ -	
Entrance Fees	\$ 80.00	1	\$ 80.00	
Meals	\$ 100.00	1	\$ 100.00	
4 prepaid meals @ \$25 each (others)	\$ 100.00	1	\$ 100.00	
4 cultural activities @ \$25 each	\$ 100.00	1	\$ 100.00	
Travel Insurance	\$ 50.00	1	\$ 50.00	
Other: Tours (5 tours at \$50 each)	\$ 250.00	1	\$ 250.00	**
Other: Communication device	\$ 100.00	1	\$ 100.00	**
Operating Expense Budget	Cost	Comments/Additional Notes: Please be Specific		
Supplies	\$ 100.00			
Printing/Copying	\$ 150.00			
Other:	\$ -		**	
Other:	\$ -		**	
Other:	\$ -		**	
Out of Pocket Student Expenses	Cost/ea	Comments/Additional Notes: Please be Specific		
Health Insurance	n/a		Not funded by IRA or the University	
Tuition/Registration	n/a		Not funded by IRA or the University	

	Other:		n/a	Not funded by IRA or the University
	Other:		n/a	Not funded by IRA or the University
Total Costs of the Trip				
	Total Student Traveling Expenses			\$ 39,360.00
A	Maximum IRA funding @ 2/3rd total cost		*	\$ 26,213.76
	Remaining 1/3 is payable by students through course fee			\$ 13,146.24
B	Faculty Travelling Expenses, funded at 100%			\$ 3,330.00
C	Operating Expenses, funded at 100%			\$ 250.00
	Total IRA funding Requested (Total of A, B & C)			\$ 29,793.76
	Out of Pocket Student Expenses, not funded by the University			\$ 13,146.24

Parmar, Nitika S.

From: Hullinger, Katharine
Sent: Monday, October 22, 2012 11:06 AM
To: Parmar, Nitika S.
Subject: RE: Travel to India

Good morning Nitika,

The link below provides access to the Travel Authorization form and instructions. This is the form that will require approval and signature of Dr. Rush.

<http://www.csuci.edu/accountspayable/forms.htm>

This next links will take you to the web pages for Univ 392 course prep. You are probably familiar with these pages and processes, but nonetheless, here you go!

<http://www.csuci.edu/cia/facultyresources.htm> (faculty)

<http://www.csuci.edu/cia/international-experiences.htm> (students)

Just as a reminder, as we get closer to the travel date, I will need the following info from you in order to secure Foreign Travel Insurance coverage:

- *Purpose of travel*
- *Copy of Itinerary*
- *Name of each employee/student traveler*
- *Dates of departure and return*
- *Name of faculty member traveling*
- *Number of non-student, non-employees traveling with the student/employee*
- *Any special needs*

Regards,

Katharine

From: Parmar, Nitika S.
Sent: Monday, October 22, 2012 9:45 AM
To: Hullinger, Katharine
Subject: RE: Travel to India

Hi Katharine,

Thanks for your response. In order to begin the foreign travel request process, do I need to complete a specific form and if yes, where do I get that form?

You also wanted information on the names of each student traveller. This cannot be provided now as the course will be offered in Fall, 2013 and students will enrol at that time. There will be a maximum of 12 students though and once they enrol in 2013 I will be able to provide their names.

Thanks.

Nitika

From: Hullinger, Katharine
Sent: Friday, October 19, 2012 10:26 AM
To: Parmar, Nitika S.
Subject: ~~Travel to India~~

Good morning Nitika,

I received your voice mail message regarding the pending travel to India.

The CSU considers those countries listed on the State Department's Travel Warning list to be those that will require the Chancellor's approval prior to travel.

India is currently not noted on the current Travel Warning list. However, since the travel to India is months away, we should keep an eye on the list, and make sure that we follow the approval procedure if we need to, as the date of travel draws closer. We must give the Chancellor no less than 30 days to review and process a request to travel to a country on the Travel Warning list.

Approval will be needed from President Rush, regardless of India's status with the State Department.

My suggestion is that you begin the foreign travel request process, and send a copy of your request to me. I will diary your trip and seek the Chancellor's approval, if needed.

Please also provide the following information, so I may schedule your travel with our insurance broker, and secure Foreign Travel Insurance coverage for you and those individuals traveling with you:

- *Purpose of travel*
- *Copy of Itinerary*
- *Name of each employee/student traveler*
- *Dates of departure and return*
- *Name of faculty member traveling*
- *Number of non-student, non-employees traveling with the student/employee*
- *Any special needs*

Thank you for contacting ~~Risk Management~~.

Regards,

~~Katharine Hullinger, ARM~~

~~Risk Manager~~

CSU Channel Islands
One University Drive, Solano Hall 1122
Camarillo CA 93012
(805) 437-8846
Katharine.hullinger@csuci.edu

