

**MORGAN STATE UNIVERSITY**  
**Proposal for Study Tours**  
**Office of Continuing Studies**

**I. Goal**

- A. To increase the proportion and number of more mature and part-time students pursuing courses
- B. To provide a program option for older adults interested in a short-term study option

**II. Objective**

- A. To bridge the gap between the University and the larger community by sharing educational resources improving their global awareness and knowledge within the field of specialization
- B. To extend the learning process for Continuing Studies clientele beyond the campus of Morgan State University

**III. Cooperating Staff**

- A. Project Coordination

Dr. Earl T. Matthews, Director of Continuing Studies, will coordinate all study tours sponsored by Morgan State University.

- B. Logistical

Dr. Harold Crouse, Director of International Education, will handle all of the logistical concerns

- C. Sponsors

Any Morgan faculty member may serve as a sponsor of a study tour

**IV. Structure**

- A. International Education

- 1. Full-service education and travel organization with 15 years experience (see attached for listing of staff)
- 2. Full-time operations office in Brussels

3. Study tours available include:
  - a. Antiques, Interior Design, Art
  - b. Business, Economics
  - c. Criminal Justice, Sociology, Social Welfare, Political Science
  - d. Geography, History
  - e. Education, Educational Administration
  - f. Fashion Merchandising
  - g. Theatre, Music, Dance
  
4. References include
  - a. Albany State College
  - b. Michigan State University
  - c. Northeastern Illinois University
  - d. Rhode Island College
  - e. Southern Illinois - Edwardville
  - f. University of Illinois
  - g. University of Iowa
  - h. University of Wisconsin
  
5. Sample Tour attached

**B. Cost**

1. Tour price does not include the credit tuition or non-credit fees.
2. All study tours will be offered as non-credit courses with C.E.U. options. Some Departments and/or Deans might elect to offer credits through Independent Study for matriculating students. Eventually, a universal number might be requested for all Study Tours across campus.
3. Price includes \$30.00 rebate per person administrative charge from International Education.
4. One complimentary tour package for the sponsor with a minimum of 15 students.
5. For each 40 students one complimentary tour seat for a University Administrator.
6. All monies will be collected by International Education who will be responsible for all aspects of the tour. Morgan's responsibility is that

of advertising and assigning C.E.U.'s if appropriate.

**C. Responsibility and Conditions**

1. International Education, Travel Advisers, Inc., and the universities, museums, agencies or businesses offering courses through tours operated by International Education act only as agents for tour members in functions pertaining to academic programs, hotel accommodations, sightseeing tours and transportation of whatever nature. Morgan State University assumes no responsibility for any aspect of the tours. By accepting tour membership, the tour member agrees to the above and also agrees that neither International Education, Travel Advisers, Inc., or any universities, museums, agencies or businesses working with it shall be or become liable for loss; damage; injury or inconveniences caused by or resulting from occurrences, negligent or otherwise, due to the malfunction of transportation equipment; strikes; acts of declared or undeclared war or insurrection; fire; delay; theft; itinerary and/or schedule changes or tour cancellation. International Education reserves the right to decline to accept or to retain any person as a member of any study tour at any time, to alter, substitute or omit, enroute, any part of the itinerary or change any space, reservation or feature; should it determine that action to be necessary and/or prudent, and without liability for any added personal expenses incurred as a result thereof. Nonparticipation of any tour member in any part of the planned itinerary shall not entitle the traveler to a refund.

The airlines and other transportation companies included or involved in these tours are not to be held responsible for any act, omission or event during the time passengers are not on board their aircraft or conveyances. The passage contract in use by the airline or other transportation companies, when issued, shall constitute the sole contract between the airline/transportation company and the purchaser of this study program. The liability of International Education, Travel Advisers, Inc., and the universities, museums, agencies and businesses using its service shall be limited to a refund of monies received, if the tour is cancelled prior to the passengers joining it.

2. Cancellation Refunds: Cancellation fee of ten percent of the APEX Fare paid; not less than fifty dollars will be forfeited in the event of cancellation or failure to use confirmed space as ticketed.