

**Chazen Leadership Fellows Program
Chazen Global Study Tour
Application for Student Leaders**

Application: (please complete and label each component)

1. Essay
2. Risk Assessment (use State Department, CU Global Travel page, and matrix on page)
3. Proposed Budget
4. Proposed Itinerary
5. List of proposed faculty advisors
6. List of proposed corporate contacts
7. Resume of each student leader
8. Information sheet (please see page 4)

More information about each component can be found below.

Important Dates and Submission Guidelines

- Please submit materials electronically to ms5613@columbia.edu
- Once the application is submitted, the entire organizing team must attend an interview session, preferably as close to the application submission date as possible.
 - Student leaders should discuss at least three available dates/time slots that work for the entire organizing team (all students must attend) – please try to avoid Tuesday or Thursday from 12:00PM-2:00PM
 - If neither of the times work, The Chazen Institute will send out an additional list of potential time slots
- If accepted, all student leaders must attend at least three mandatory training sessions (Logistics, Risk & Safety, and Leadership). Time and date TBD.

Responsibilities of Tour Leader

- Take an active, organizational role – the average time spent is 4-6 hours per week, but can be significantly more as the departure date approaches
- At least bi-weekly meetings with Chazen Institute staff – **all team members must be present** in-person or via Zoom with camera on; attend three in-person trainings
- Keep the study tour within budget
- Create an itinerary that is business-focused and introduces culture of the country
- Handle safety and risk management issues properly
- Guide and lead students through tour preparations and travel experience
- Understand and abide by Chazen and Business School policies and standards of conduct

NOTE: Leaders must be on-campus during the planning period (i.e., you may not be a leader if you are on exchange); leaders on the study tour must attend the tour *in its entirety*.

- **Required post-tour deliverables – due no later than one month after the trip**
 - Future Contacts Submitted – this includes a detailed final itinerary that includes contact information of companies visited and alumni contacted
 - Budget Reconciliation
 - Tour debriefing with faculty advisor and Chazen staff

Throughout the duration of your student leadership position:

Tour leaders are expected to comply with all laws both for the United States, the countries to be visited, and Columbia University global travel policies and standards of conduct. Tour leaders should also understand relevant Chazen Study Tour policies (handbooks will be available after Logistics Training) and be prepared to explain these policies and processes to fellow students. By submitting an application for consideration, student leaders agree to fulfill these requirements should their tour be approved. Failure to abide these policies can result in forfeiture of student leader benefits, including the tour subsidy and removal from the Chazen Leadership Fellows Program.

1. Essay

In a one-page essay, please describe:

- Why you are interested and capable to organize a successful study tour; your past experience in managing group events
- What is your vision for the trip; what are the goals/objectives/themes; why now?
- What is your experience/expertise in the region? Why you chose the country(ies);
- What are the main business opportunities? What challenges are specific to your region?
- The roles of the members of the tour planning team – some potential roles are Logistics, Company Outreach, Marketing

2. Risk Assessment

Use the grid below to identify and rate the health, safety, security and natural disaster risks for each of the locations to which you will be traveling. Explain how you would mitigate the risks identified.

We recommend that you look at the following resources for your risk assessment:

Centers for Disease Control and Prevention: www.cdc.gov

Also view the travel advice from the following countries to get a broad sense of risk:

United States: <https://travel.state.gov/content/passports/en/alertswarnings.html>

United Kingdom: <https://www.gov.uk/foreign-travel-advice>

Canada: <https://travel.gc.ca/travelling/advisories>

Australia: <http://smartraveller.gov.au/Countries>

LOCATION: _____

Health	Low <i>No/Limited Foreseeable Health Threats</i>	Medium <i>Food-Borne Illness, Mosquito-Borne Diseases (Malaria, Dengue, Chikungunya, Zika), Yellow Fever, Air Pollution</i>	High <i>Epidemics / Pandemics of untreatable fatal or debilitating diseases (Ebola, etc.), Low quality of medical care</i>
Safety	Low <i>Low Crime</i>	Medium <i>Petty Crime (Pick-Pocketing and Street Scams), Poor Road Safety, Animal Threats (Bites or Attacks)</i>	High <i>Violent / Gun Crime, Sexual Assault. Kidnapping</i>
Security	Low <i>No/Limited Foreseeable Security Threats</i>	Medium <i>Political/Social Protests, Strikes, Corrupt Police Force, US Travel Alert In Place</i>	High <i>Terrorism, Political Instability, US Travel Warning In Place (Level 3 or higher)</i>
Natural Disaster	Low <i>No Foreseeable Natural Disaster Threat</i>	Medium <i>Flooding, Fires, Snowstorms/Rainstorms, Heat Waves, Extreme Cold</i>	High <i>Volcanic Eruptions, Earthquake, Tsunamis, Hurricane/Tornado, Land Slides</i>
Other Risks	CDC COVID Level		

NOTE: *Study tours will not be approved to cities/countries that are listed as high health, safety, or security risk without prior approval.*

3. Proposed Budget

Draft budget should include domestic or regional airfare costs, (international flights are not included), lodging, ground transportation (bus, train, etc.), cultural activities, and some group meals. Note that many online websites show discounted hotel and airfare, which may not be available for group rates. All study tours must use an approved travel agent.

4. Proposed Itinerary

Create a draft itinerary for the study tour listing travel dates, cities to be visited, company/nonprofit/government meetings, and planned visits to cultural sites. Sample itineraries are available at the Chazen Institute or online. Strong itineraries strike a good balance between business and cultural learning. Business days should be full and the related travel plans should maximize the available time during the working week as much as possible. Activities and meetings should provide a broad perspective and encompass business, politics, the economy, and social issues.

No official tour activity may overlap with any student's academic obligations – including time it would take to travel to destination. For winter tours, please note that internship recruiting for 1st years takes place one to two weeks before classes start. You are not required to finish by this week, but it may impact the number of students able to sign up for your tour. In the spring, pay close attention to exam dates for both 1st and 2nd year students. For May, note that the tour dates may overlap with university commencement and graduation for second years. August study tours should consider exam dates as well as internship schedules. Please check for holidays and/or other business closures during your planned dates. **All participants, including tour leaders, are required to be present for all dates of the study tour.**

5. Faculty Sponsor

Please list the name(s) of faculty member(s) you would like to approach and explain why this person would be a good fit for the role. NOTE: *Please do not contact any potential faculty sponsors until the faculty has been approved by The Chazen Institute.*

6. Company Contacts

Please list the companies you would like to contact and explain why you have selected them. Also differentiate between companies where you have contacts versus those you plan on cold calling.

7. Resumes

Please submit current resumes highlighting skills you think would be beneficial to leading a Chazen Study Tour.

Criteria for approval

- Quality of leadership team including team dynamics, level of commitment, relevant experience
- Quality of the application - budget, itinerary, company contacts. Your planning begins with your application demonstrating that you have carefully planned and considered various possibilities.
- Business relevance
- Addressed risk concerns (possibility of health, safety or security risks as well as contingency plans)
- University approval, if required

If your study tour is approved, student leaders will receive the following:

- Induction into the Chazen Leadership Fellows Program
- Reimbursement of program fee costs for up to three (3) tour leaders upon successful completion of the tour. International airfare excluded.
- Support and active advising from the Chazen Institute
- Access to Career Services, Development & Alumni Relations, and others in the School relevant to planning the tour, including support for emergency and risk-related situations
- Use of the Columbia Business School name when securing visits, meetings, etc.
- Accompaniment of one Columbia Business School faculty advisor throughout the tour (expenses born by the Chazen Institute)

8. Chazen Study Tour Information Sheet

Cities to be visited: _____

Travel dates: _____

Tour Leader _____

Term at CBS: _____

Email: _____ Phone: _____

Tour team member #2 _____

Role: _____

Term at CBS: _____

Email: _____ Phone: _____

Tour team member #3 _____

Role: _____

Term at CBS: _____

Email: _____ Phone: _____

Interview Date/Time #1 _____

Interview Date/Time #2 _____

Interview Date/Time #3 _____

Contact the Chazen Institute for more information or with questions:

Web: <https://business.columbia.edu/chazen/>

E-mail: chazen@columbia.edu

Location: Geffen 690