**Travel Course Proposals**

Academic Year 2019-20

For any course you are hoping to offer in AY 2019-20 that has an **embedded travel component** (short- or long-term, i.e. a weekend in Montreal or ten days in Jordan), please answer the following questions. This form must be submitted to your divisional operations manager by January 7, 2019, for review at the January 16, 2019 division meeting. This deadline is firm.

Please consult the Office of International Education (OIE) as you prepare and refer to their [guidelines](http://www.champlain.edu/academics/international-education/faculty-resources-oie/faculty-led-trip-resources).

Divisional approval does not guarantee that your trip will be able to run as proposed. There are additional steps to be completed with OIE once your proposal has received divisional approval, including consideration of how many trips are proposed across all divisions in a given semester, risk assessment and financial review.

Name(s) of faculty proposing the travel:

1) In what course (number, title, and personalized subtitle if relevant) would this travel be embedded?

2) In what semester and during what week(s) of the semester do you plan to travel? Please keep in mind that the available window for travel is much shorter in the fall than in the spring. While it is acceptable to ask students to miss classes on the Monday and Tuesday of Thanksgiving week, we have been asked not to travel during the week before Thanksgiving. On the whole, domestic and other relatively nearby destinations are recommended for fall travel.

3) The travel component shouldsupport student achievement of the College’s mission to educate global citizens and its Global and Cultural Understanding competency (or a related one in your program or division). Discuss how your travel component is more than just a “trip.”

4) How does the intended travel component further the **specific** learning outcomes of the course in which travel is to be embedded?

5) What specific forms of preparation, activities during the trip, and post-trip reflection will be used to structure and enrich this experience?

6) To the best of your ability, please sketch out a proposed itinerary and rough budget for the trip. Your budget should include transportation (both to the destination and local transportation at the destination), lodging, food, admission to attractions, guides, etc. **Please build your budget on a minimum of 10 students; that is the required enrollment for a travel section. Two faculty/staff must accompany the group, and their expenses should be built into the budget.** There are additional budget considerations (insurance, contingency, etc.) that will factored in when fine tuning the budget with OIE.

**TIMELINE:**

All proposals for embedded travel in courses offered in academic year 2019-20 must be submitted to the dean’s office by **Wednesday, January 7, 2019** for review at the January 16, 2019 division meeting. Proposals must be approved by a simple majority of the division members in attendance at the meeting and must need only minor revisions.

For Fall 2019 courses: You must submit, **by February 1, 2019**, a syllabus/program description, a detailed itinerary, and a budget on a form Elin Melchior will provide. This form must be signed by the dean prior to submission. Since this is a quick turnaround from the approval date, please be sure you are working with OIE to prepare first drafts of these documents in advance.

For Spring 2020 courses: You must submit, **by August 16, 2019**, a syllabus/program description, a detailed itinerary, and propose a budget on a form Elin Melchior will provide. This form must be signed by the dean prior to submission.

For Summer 2020 courses: If you are proposing a course that is NOT offered at the Montreal or Dublin centers, you must submit, **by December 1, 2019**, a syllabus/program description, a detailed itinerary, and propose a budget on a form Elin Melchior will provide. This form must be signed by the dean prior to submission. We have a little bit more leeway with courses being offered in Montreal and Dublin, so paperwork for those courses can be submitted by **January 15, 2020** (though we’d be happy to have it earlier).