

Guidelines for Courses with Embedded Travel Components

Proposal Submission and Review:

- **Deadline:** Faculty proposals to design and lead a course with an embedded travel component must be submitted no later than **January 13, 2020**, for courses which will run in spring 2021 (or **September 1, 2020**, for courses which will run in fall 2021). For fall semester courses, the travel component may take place either during fall break or winter break after fall semester courses on campus finish. For spring semester courses, the travel component may take place either during spring break or in May after spring courses on campus finish. *For courses that include travel components that occur after the semester of the course offering, students will receive an IP (In Progress grade) until they have submitted all requisite course work after the travel component.*

****All submitted proposals must be approved by the faculty member's relevant Dean prior to submission. Proposals without this approval will not be considered.*

- **Submission:** Please submit your proposal packet to the Studies Abroad Office by email (picha@up.edu). The proposal should include:
 - a. Proposal Form (*see attached*)
 - b. Draft Syllabus
 - c. Draft Itinerary
- **Review:** The proposal packet will be reviewed by Studies Abroad, CISGO, and the Provost's office for alignment with the University's international objectives, [Global and Intercultural Learning Outcomes](#) ("GILOS") to be addressed (must include at least one), clarity of learning outcomes, country risk assessment, and feasibility of travel component to determine whether and when the course can be offered.

Approved Proposal – Next Steps:

If the proposal is approved, the faculty member should follow the next steps to arrange the program.

1. **Initial Set-up with Studies Abroad:** Schedule a meeting with Studies Abroad regarding the approved proposal to set up a project schedule, craft an estimated expense budget, draft marketing and promotional materials, make arrangements for the student application process, and discuss emergency response/risk management issues.
2. **Course Arrangements:** Following the meeting with Studies Abroad, begin development of the course and set arrangements in place at the destination site in conjunction with Studies Abroad.

Faculty director responsibilities include, but are not limited to the following:

- a. Course development, including both on campus and travel components (collaborative and experiential learning opportunities).
 - b. Input on logistical arrangements, including hotel accommodations, transportation, meals and group activities (Studies Abroad will assist in identifying a provider/partner to arrange these in-country).
 - c. Working with Studies Abroad to incorporate a session covering information on University policies, safety procedures, emergency response, and basic intercultural information.
3. **Communication/Coordination:** Set aside time to communicate with Studies Abroad at least once a month regarding updates and changes to the itinerary, budget, and travel arrangements. Frequent and detailed communications will ensure the success of the program.
 4. **Pre-Student Enrollment Meeting:** Schedule a meeting with Studies Abroad to determine the final student program fee, begin the student application process, determine application deadline and cancellations policies and dates, pre-departure information to be provided to the students, and class session dates.
 5. **Finalize Course and Lock-in Arrangements:** Finalize the program itinerary, contracts and arrangements. Studies Abroad will negotiate with providers, authorize final contracts, and coordinate payments for the arrangements.
 6. **Finalize Arrangements:** Finalize all arrangements for the travel component.
 7. **Travel Component!**
 8. **Program Follow-up:** Provide Studies Abroad with information at the conclusion of the travel component to enable the University to make final payments to providers.
 9. **Debrief Meeting:** Schedule a debrief meeting with Studies Abroad within a month of your return.

Roles and Responsibilities:

Faculty Director Responsibilities:

- Create course description
- Work with Studies Abroad to create marketing content
- Primary responsibility for student recruitment for course
- Create itinerary in conjunction with input and guidance from Studies Abroad
- Develop course, including academics, learning outcomes, teaching methods, and any speakers/activities to be provided by faculty.
- Draft syllabus to be approved by faculty member's department(s)/schools

Studies Abroad Office Responsibilities:

- Manage logistics, including accommodations, transportation, meals, speakers/activities as needed, with input from faculty
- Create budget in conjunction with input from faculty
- Assist faculty with course marketing and promotion
- Work with faculty to create student application form for course and to determine student program fee, deadline dates, cancellation dates, etc.
- Finalize the minimum/maximum enrollment, number of faculty/on-ground support staff
- Launch student application form, manage applications and applicant cancellations
- Work with Student Accounts to collect deposits and program fees
- Collect critical forms from students, including liability waiver, emergency contact information, health insurance information, copy of passport, physical or dietary restrictions
- Provide health, safety, visa, and intercultural information to students
- Provide evaluation survey to students
- Field student questions and communications
- Work with faculty on pcard expenses related to program
- Review all agreements, contracts and signatures
- Pay invoices, deposits, vendors