

Proposal for a Course with an Embedded Travel Component

This proposal form is to assist faculty interested in developing and leading a course with an embedded travel component to demonstrate course intentions, learning methods, and global outcomes, as well as financial, logistical, and other support for the travel component. A complete proposal package will include:

Proposal Package to be Submitted by Faculty Member:

- Completed Proposal form
- Draft Syllabus for this course
- Draft Itinerary for the travel component
- Dean's letter of support

The proposal and accompanying documents will be subject to review by Studies Abroad, CISGO, and the Provost's office for alignment with the University's international objectives, clarity of learning outcomes, and feasibility criteria. The proposal should be submitted to Studies Abroad by email (picha@up.edu).

DEADLINES: Deadlines for submission of the complete proposal packages:

- Spring 2021 courses with embedded travel components: **January 13, 2020;**
- Fall 2021 courses with embedded travel components: **September 1, 2020**

Proposal

1. Overview Information:

- a. Name of Course: _____
- b. Semester of Course: Spring 2021 _____ or Fall 2021 _____
- c. Dates of Travel Component(select one)
Spring 2021:
 - i. Spring Break: ____/____/____ until ____/____/____
 - ii. May: ____/____/____ until ____/____/____Fall 2021:
 - i. Fall Break: : ____/____/____ until ____/____/____
 - ii. Winter Break: : ____/____/____ until ____/____/____
- d. Destination of Travel Component (City/Cities and Country/Countries):

- e. List the UP degree programs/majors/minors that would be targeted for enrollment in this course:

- f. Faculty Director
 - i. Name: _____
 - ii. E-mail: _____
 - iii. Phone: _____
- g. Additional Faculty (if any)
 - i. Name: _____
 - ii. E-mail: _____
 - iii. Phone: _____
- h. Have you directed or taught in a program with an international travel component? ____
 If "yes," list the programs from most recent:

Program 1

Name/Title of Program: _____
 Dates of Course: From ____/____/____ until ____/____/____
 Name of Institution/Organization: _____

Program 2

Name/Title of Program: _____
 Dates of Course: From ____/____/____ until ____/____/____
 Name of Institution/Organization: _____

Program 3

Name/Title of Program: _____
 Dates of Course: From ____/____/____ until ____/____/____
 Name of Institution/Organization: _____

- i. How are you qualified to direct the proposed program?

2. Description and Syllabus:

- a. Describe your objectives and rationale for offering this course:

- b. In your syllabus, demonstrate how the destination and local resources on-site will enhance the learning objectives of the course beyond what you could accomplish if the course remained on campus.
- c. Your syllabus should state the number of days that the class will spend overseas and on campus and the total number of contact hours (should be at least equivalent to the standard contact hours for the credit hours associated with this course).
- d. The syllabus should contain the following elements:
 - i. Length of time at each location
 - ii. Educational activities to be included and how these link to the course objectives and location
 - iii. Length of time spent in these activities defined through contact hours
 - iv. Teaching methods
 - v. Relevant Global and Intercultural Learning Outcomes (“GILOS”)to be addressed (must include at least one: <https://www.up.edu/cisgo/learning-outcomes.html>)
 - vi. Assignments and readings
 - vii. Grading
 - viii. Robust plan for post travel component reflection

3. Itinerary:

- a. Provide a draft of a day-by-day itinerary for the portion of the course that will be conducted overseas. Can be general but include as much detail as you have.
- b. On the itinerary draft, show intended locations, any speakers/educational components you intend to secure, tours or activities you would like to include, etc. Studies Abroad will assist in drafting more detailed itineraries for approved courses.