



❖ Office of International & Off-Campus Programs ❖

**WESTMINSTER COLLEGE FACULTY LED STUDY EXCURSION
*PROPOSAL REQUIREMENTS**

- PROPOSALS FOR OFF-CAMPUS STUDY COURSES should include the following information:
 - ❑ Name(s) of faculty who will teach the course
 - ❑ Semester / dates during which course will be offered
 - ❑ Course description
 - ❑ Number of credit hours offered
 - ❑ Syllabus for any preparatory seminar taught during the term prior to the excursion
 - ❑ General course content and requirements
 - ❑ Itinerary of general length of time utilized for study tour portion of course (Be sure to include destinations of travel.)
 - ❑ Details of budget: Specifically, all itemized expenditures for both the entire trip and for each student. Breakdowns on costs may be given in ranges to include a variety of enrollment scenarios.

- Your proposal, together with syllabus and comment letter, is due to the Office of International & Off-Campus Programs, #146 Westminster Hall, by the requested deadline, usually due by 1 September (for spring & summer courses) and 1 February (for fall & winter courses).

- All information submitted with your proposal will be copied and forwarded to the members of the International & Off-Campus Programs Advisory Committee and to the chair of the Curriculum Committee regarding approval for general education tier requirements and other general education details which may apply.

- Members of the International & Off-Campus Programs Advisory Committee will meet to review your completed proposals. The committee will provide feedback and a response in a timely manner so that the appropriate planning activities may continue.

THANK YOU for your interest in providing an invaluable learning opportunity for our students. We'll look forward to reviewing your proposal soon...

❖ Office of International & Off-Campus Programs ❖
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