PROPOSAL GUIDELINES FOR
FACULTY-LED TRAVEL COURSES

➢ It is a responsibility of the Study Abroad & Off-Campus Advisory Committee to evaluate proposals for faculty-led travel courses and to oversee the yearly schedule of offerings.

➢ Please send your proposal to the Office of Study Abroad & Off-Campus Programs (WH 25) by the appropriate date for spring/summer or fall/winter travel courses. Your proposal will be copied and sent to the Study Abroad Advisory Committee for review. The Advisory Committee will evaluate proposals with regard to feasibility, cost, timing, level of safety, curricular contribution, and other considerations.

➢ Please include the following in your proposal:

- Name(s) of faculty who will teach the course
- Course title and description
- Proposed semester and dates of travel
- Prerequisites and other requirements
- Number of credit hours offered and type of General Education (tier) credit, if any
- Syllabus for the preparatory seminar (if any) in the semester prior to travel
- Preliminary itinerary of destinations and activities for the travel component
- Preliminary budget and estimated cost per student, including travel, lodging, meals, tuition, insurance, etc. (Give ranges where costs are uncertain or subject to variation.)
- If you have prepared a separate proposal for the Curriculum Committee, please attach a copy of the form.

➢ Faculty proposing a travel course are responsible for working with the Curriculum Committee and appropriate Chairs to obtain the desired departmental listings, course numbers, and General Education (Tier II or Tier III) recognitions.

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