**Proposal Form for Short-term, Faculty-Led, Off-Campus Travel**

**Part 1—LEADERSHIP and TRIP INFORMATION**

*Please note that there is a minimum of two faculty/staff leaders for any proposed program.*

**Faculty Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Academic Department**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Academic Department**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliated Course (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please note that participation among students enrolled in course is not obligatory. However, if the program is connected to a course, please identify course.*

**Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minimum and Maximum Participant Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-Requisites/Criteria for Participation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Please briefly describe the proposed travel (e.g. language of instruction, learning objectives, host institution, provisions for housing, and meals).**
* **What is the program leader(s) level of proficiency in the language of the host country?**
* **Please explain any previous experience the program leader(s) has had in the proposed location.**
* **What current contacts does the program leader(s) have in the host location?**
* **Identify outside organizations that could assist in planning and/or execution of trip**
* **Please supply an estimated budget (see template) and strategies for making the trip accessible/affordable to the broadest range of students.**

**Part 2—SUPPLEMENTAL INFORMATION (to be completed after preliminary approval)**

* **Learning goals of the course or co-curricular travel**
* **Draft itinerary (e.g. site visits, special lectures, group discussions, cultural activities)**
* **Description of the specific ways in which the proposed travel fulfills the learning goals of the course or co-curricular travel as well as the College‐wide goal of affording students enlarged perspectives on the world;**
* **Description of how the site‐specific plans for the trip (e.g. lectures, visits to museums, developing connections between trip participants and people and institutions at the destination) will accomplish the above goals;**
* **Plans for attracting diverse students and for addressing DEI issues that may arise in the host country.**
* **Assessment of various hazards that may be encountered**
* **Provisions for medical and other emergencies and a completed Emergency Planning Form (see template)**
* **Visa and travel requirements**
* **Guidelines for student behavior**