
CONSIDERATIONS FOR FACULTY PROPOSING A TRAVEL COURSE

Faculty who wish to include a travel component to their course should consider the following items and be prepared to provide written justification in support of the offering.

1. Personal or professional faculty qualifications support the creation of the course
 - a. Previous international work, living, or teaching experiences?
 - b. Previous familiarity with the country of destination?
 - c. Language ability in the country of destination?
2. Local contacts or collaborating faculty to assist with program planning and implementation
3. Impact of travel related courses (including timing) on student eligibility for financial aid or health insurance
4. Marketability of course to students
5. Language requirements of country and language ability of faculty and students
6. Description of physical rigor of travel experiences
7. Link to University or College priorities or goals
8. Possibility of non-traditional study abroad programs (e.g. research abroad or collaborative efforts with individuals of other universities or corporations)
9. When planning a study abroad course, the expectation is that the ITC will accompany the participating students in traveling. It is also expected that the ITC will obtain lodging in the same facility as the participating students. All exceptions must receive prior approval from the Dean and Director of University Initiatives or Provost/VPAA.
10. The minimum enrollments for study abroad course are as follows:
 - a. 12 students for an undergraduate course
 - b. 7 students for graduate course
11. Students will be required to provide verification of a valid passport prior to the purchase of airline tickets purchased with university account funds.
12. Students will be required to submit a non-refundable \$200 minimum deposit (or more as determined by the ITC) no later than four weeks prior to trip departure. Confirmation of all deposits must be submitted with the Final Authorization Request for University Sponsored International Student Travel form is due seven (7) weeks prior to departure to the Director of University Initiatives. The purpose of the deposit is to confirm each student's commitment to course enrollment and related travel and to provide accurate information and funds necessary for the ITC to finalize housing and travel arrangements.