

FACULTY-LED TRAVEL COURSE PROPOSAL



The University of New England requires the submission of a proposal for all reoccurring, new, or revised international faculty-led travel programs to be reviewed by the relevant school director or program director (if applicable), Dean's office, and the Global Education Program for approval. This process should start approximately 1.5 years prior to travel. Proposal packets should be emailed to global@une.edu and the global team will route for review.

A complete proposal consists of the following:

- This form completed. If more space is needed for any section, include a Word document as well.
- Draft syllabi including proposed course description and student learning outcomes.
- Sample day-by-day itinerary for travel component.
- Draft budget for travel component.

Last Name: 	First Name: 	Office Location
Phone Number: 	Email: 	Proposed Course Number:
College: 	School or Department: 	Number of Credits for Lecture:
		Number of Credits for Travel Lab:
Course Attributes: 	Course Restrictions (If Applicable): 	Pre-Requisites:
Proposed Semester to Offer the Course: 	Intended Destination(s) for Travel Component: 	Tentative Dates of Travel:
Proposed Course Title: 		
Course Max Cap: 	Can students take the lecture without the travel component? 	Estimated Travel Fee:
Which students are likely to participate in this program? (program, year, etc.). Could it be interdisciplinary or interprofessional? 	Would this course (lecture plus travel lab credits) be within your teaching load or an overload (if known at this time)? 	Would this be a one-time course offering, repeated every year, or every other year? Please explain.

FACULTY-LED TRAVEL COURSE PROPOSAL



Briefly articulate the academic value of the travel portion of the course and describe how the lecture portion of the course content connects with and prepares students for travel.

What is your previous experience in the proposed location, relevant foreign language, or related skills and contacts, including qualifications for clinical oversight, if applicable?

Which local partners will you collaborate with for this program?

What are potential safety risks and how could they be managed?

If the number of eligible applicants exceeds the capacity for the travel course, how will you choose which students can participate?

What do you hope students will learn from this travel experience, and in what ways do you expect them to grow?

Faculty Name and Signature:

Date:

School Director or Program
Director Name and Signature:

Date:

Dean Name and Signature:

Date:

Global Education Program
Director Name and Signature:

Date:

Office of Global Affairs
VP Name and Signature:

Date: