FULL PROPOSAL FORM
Short-term International and Domestic Travel with Students

Instructions
1. Submit Full Proposal after your Concept Proposal has been approved.
2. Consultation with GEO is required for initial approval. Continued collaboration throughout the planning and execution of the travel experience is highly encouraged.
3. Consultation with the Business Office for budget review.
4. Return the completed, signed proposal to the Office of the Provost and Dean.

FULL PROPOSAL COVER SHEET

Name of faculty/staff leader(s) ________________________________

__________________________________________________________

Phone number ___________________ Email _________________________

Department ___________________________________________________________________

Travel program destination(s) and title: _________________________________

Reason for travel (e.g., conference, credit-bearing course)
_________________________________________________________________________

Consulted with:

Budget Manager (sign/date) _________________________________

Director of the Global Education Office (sign/date) _________________

Approved by:

Dept Head or Immediate Supervisor (sign/date) _______________________

Provost and Dean (sign/date) ___________________________________________________________________

Office of the Provost and Dean
FULL PROPOSAL REQUIREMENTS

All proposals must include:

- Travel destination(s)
- Program description/Purpose of travel
- Leader information
  - If the proposed leader(s) are unable to travel, who else could lead the group?
- Participant Information
  - Minimum and maximum number of participants
  - Any requirements for participation (e.g., fluency in Spanish)
  - Is this program open to non-Washington College students (alumnae/i, spouses, staff, students from other colleges/universities)?
- Travel dates
- Program budget
- Complete travel itinerary
- List of program highlights (e.g., visits to universities, museums, historic sites, organizations, etc.)

Credit bearing experiences must include:

- Course number and title
- Number of credits
- Academic prerequisites
- Clear learning goals for the course
- Proposed syllabus that includes
  - Readings and other assignments
  - Final due dates for assignments completed after the travel experience
- Dates grades will be submitted to the Registrar
- Rationale for why the course merits the awarded credits. Note: A typical 4-credit semester-length course involves 168 hours of academic work, including at least 42 hours of direct instructional contact. The rationale should:
  - Provide details on how time will be allocated toward academic purposes
  - Include a discussion of how the instructor plans to meet the pedagogical challenges of not having an extended 14-week course format.
  - Include a discussion of how the instructor plans to take advantage of the pedagogical opportunities a concentrated “block format” has to offer.

Additional Information

If applicable, proposals should also include:
- Other organizations involved in this travel program
• Travel agent, tour provider or on-site assistant(s) (name(s) and contact information)

When the proposal is approved, you will be asked to provide detailed information on the participants by submitting the Participant List and Contact Information sheet to the Global Education Office, and to have the participants complete the Risk and Waiver Liability form and the Short-term Program Student form. These items ensure that you and the College have the necessary information we need in case of an emergency during your program, or if a family has an emergency and needs to get in touch with their student. Please see the WAC Short-term Programs Canvas page to access the required documentation that will need to be completed as part of the pre-departure process.

Office of the Provost and Dean
SHORT-TERM TRAVEL PROGRAMS
Roles of Faculty Leader and the Global Education Office

International and Domestic Travel Programs are faculty-led group travel for an academic course, research, site visit, service learning, volunteer work, internship or conference.

Global Education Office
- Provide initial guidance on risk factors and risk management
- Suggest collaborations with other outside institutions and organizations when appropriate
- Help faculty leaders with pre-departure orientation for students
- Provide required forms and information (applications, passport information, release/waiver forms) via the Short-term Program Canvas page
- Provide final review of risk management procedures (e.g., required forms completed, participants’ emergency contact information, and information on the U.S. State Department’s Smart Traveler Enrollment Program that provides U.S. embassy and consulate information worldwide)
- Maintain a collection of program materials from approved programs as a resource for other faculty
- Assist in connecting to other on campus resources in the planning of short-term programs

Faculty Leader
- Develop program content, including course objectives and syllabus for programs for academic credit
- Develop a comprehensive budget, in consultation with the Business Office
- Market the program
- Recruit, screen and accept applicants
- Work with travel agent to make logistic and flight arrangements
- Ensure that the following documents available through the WAC Short-term Programs Canvas page are completed by participants, compiled, and submitted to the Global Education Office at least 1 month prior to departure:
  - Risk and Waiver Liability form (hard copy)

Updated 6/29/16
• Short-term Program Student form (hard copy)
• Participant List and Contact Information sheet (Excel spreadsheet sent electronically)

• Provide pre-departure information sessions
• Carry with you the ACE Travel Assistance information and incident report form (available through Canvas)
• If the program is for academic credit, teach the course and grade students
• Conduct student evaluations of the academic and travel components

Office of the Provost and Dean