

UW- GREEN BAY

TRAVEL COURSE PROPOSAL INSTRUCTIONS

For Winter 2022 and Summer 2022 travel course programs there are updates from the Office of International Education for faculty leaders to be aware of. This information is also found on [our website](#). Please refer to that site for a summary of the updated approval process and new and updated policies. An updated faculty leader handbook will be available by the Fall 2021 semester.

NEW POLICIES/UPDATES

- We are accepting proposals for **Domestic Faculty-Led Travel Courses** (within the 50 U.S. states and Puerto Rico). Please complete the same travel course proposal form as international programs.
- **All programs are required to have at least two faculty/staff leaders.** These leaders must be identified on the proposal form. This policy would be to address a scenario in which one or more members of the group develops COVID-19 and be forced to quarantine or remain in place while the rest of the group returns or travels on. This policy also helps ensure continuity of programming/academics should one of the faculty leaders become ill. Leaders both must *be professional staff or faculty members who have the ability to interchange duties and the capacity to lead both operational and academic portions of the course. This is an opportunity to expose new faculty to this experience or involve staff with expertise in this type of program.*
- **Continual program reviews.** Due to the constantly changing travel situations here and abroad there will be at least 3 reviews of each travel course (initial, mid-way, final). These are to help be on top of changes in border entry policies, restrictions on the ground, and to help update responses that are unknown at time of proposal. Program reviews are strategically placed to help UWGB reduce any financial losses if a program needs to be adjusted or cancelled.

UPDATED PROCESS

More details on the site listed above, in summary once this academic proposal has been approved the Office of International Education will work with faculty leaders to complete a COVID risk management assessment of each program and submit for approval by the UWGB Travel Safety Committee and the Provost office. Adjustments to programs may be needed before approval is given. Once approved then the program can be advertised to students.

Please refer any questions on these updates to the Office of International Education at oie@uwgb.edu.

UW- GREEN BAY

TRAVEL COURSE PROPOSAL FORM

This Travel Course Proposal Form must be completed in its entirety and approved by your Budget Unit Chair and your Academic Dean. The Dean reviews all study abroad program proposals, and makes final approval/disapproval decisions. The criteria used by the Dean may include: academic merit, risk and safety, strategic objectives of the unit, expected cost, likelihood of sufficient enrollment, and diversity of program array within the University. Late submission of the Travel Course Proposal will result in your proposal being denied. A link to the faculty leader handbook can be found on [our website](#).

Deadlines for submission of proposals to the Academic Dean are listed below. **These are firm deadlines.** Approved proposals will be forwarded to the Office of International Education.

Term to be offered	Proposals due to Dean
Summer Term	October 1 (previous fall semester)
Fall Term	October 1 (previous fall semester)
Winter Interim	April 1 (previous spring semester)
Spring Break Term	April 1 (previous spring semester)
Spring Term	April 1 (previous spring semester)

COURSE INFORMATION

COURSE/PROGRAM TITLE: Click here to enter text.

DISCIPLINE: Click here to enter text.

COURSE NUMBER: 299 (lower level) 499 (upper level) 699 (graduate level)

CROSS-LISTED? NO YES, WITH: Click here to enter text.

INSTRUCTORS (2 faculty or professional staff required): Click here to enter text.

CREDIT HOURS: 1 2 3 4 6 OTHER/VARIED: Click here to enter text.

TERM: FALL WINTER INTERIM SPRING BREAK SPRING SUMMER

YEAR TO BE OFFERED: Click here to enter text.

PREREQUISITE REQUIREMENTS: NO YES, DESCRIBE: Click here to enter text.

MAXIMUM ENROLLMENT LIMIT: Click here to enter text. **PROPOSED MINIMUM ENROLLMENT:** Click here to enter text.

***All courses conducted outside the geographical boundaries of the United States fulfill the Global Culture General Education Requirement (if course is 3 or more credits).**

If you believe that this course would fulfill another General Education requirement, please indicate this in the boxes below (Check all that apply; must be approved by the General Education Council).

- | | | |
|--|--|--|
| <input type="checkbox"/> LL WRITING EMPHASIS | <input type="checkbox"/> BIOLOGICAL SCIENCES | <input type="checkbox"/> SOCIAL SCIENCE |
| <input type="checkbox"/> UL WRITING EMPHASIS | <input type="checkbox"/> HUMANITIES | <input type="checkbox"/> SUSTAINABILITY PERSPECTIVE |
| <input type="checkbox"/> FINE ARTS | <input type="checkbox"/> NATURAL SCIENCES | <input type="checkbox"/> CAPSTONE |
| <input type="checkbox"/> ETHNIC STUDIES | <input type="checkbox"/> QUANTITATIVE LITERACY | <input type="checkbox"/> WORLD CULTURE (Domestic only) |

TRAVEL INFORMATION

DEPARTURE DATE: Click here to enter text. **PREFERRED DEPARTURE CITY:** Click here to enter text.

ARRIVAL CITY/CITIES: Click here to enter text. **RETURN CITY/CITIES:** Click here to enter text.

RETURN DATE: Click here to enter text. **PREFERRED RETURN CITY:** Click here to enter text.

VISA(S) REQUIRED? NO YES UNSURE

RESEARCH PERMITS REQUIRED? NO YES UNSURE

CITIES/DESTINATIONS/COUNTRIES TO BE VISITED DURING PROGRAM: Click here to enter text.

WILL YOU NEED A FLIGHT DEVIATION? NO YES **RETURN DATE:** Click here to enter text.

WILL YOU BRING A DEPENDENT (i.e. child, spouse, or partner)? NO YES

If Yes, provide details (must be approved by the OIE):

SYLLABUS

I have attached a course syllabus that includes a course description, learning outcomes, required/suggested readings, student responsibilities, evaluation/grading standards and method, and a tentative itinerary and budget. Examples are available from the Office of International Education.

PROCESS

Pending approval, your proposal will be forwarded to the Office of International Education. The Study Abroad Manager will contact you with next steps of planning your travel course program. If you have any questions about this proposal form or the process, please contact the Office of International Education at 920-465-2413 or at oie@uwgb.edu.

AUTHORIZATIONS

PROPOSAL PREPARED BY:

Signature

Date

Signature

Date

BUDGET UNIT CHAIR: Approved

Denied

Signature

Date

ACADEMIC DEAN: Approved

Denied

Signature

Date

OFFICE OF INTERNATIONAL EDUCATION

Received by

Date

ATTACHED

COURSE SYLLABUS

TENTATIVE ITINERARY

FOREIGN PARTNER CONTACTS (Names/contact information for hotels, tours, etc. if available)

TENTATIVE PROGRAM BUDGET (Any information available at time of proposal)

OTHER: [Click here to enter text.](#)