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Regis College - Travel Learning Course Proposal Form

Faculty Information:

Faculty Leader: _____ _____
Last First

Department: _____ Phone: _____

Additional Faculty/Staff (If applicable)

Faculty/Staff Member #2: _____ _____
Last First

Department: _____ Phone: _____

Faculty/Staff Member #3: _____ _____
Last First

Department: _____ Phone: _____

Course Information:

Course Title: _____

Course Prefix: _____ Course Number: _____ Credit Hours: _____ Enrollment: Min _____ Max _____

Cross-Listing(s): _____ Pre-Requisite(s):_____ Co-Requisite(s):_____

Travel Location(s): _____

Academic Term: _____ Proposed Travel Dates: _____

Course Type: _____ Embedded (some on-campus instruction included)

If embedded, during what academic term will the on-campus instruction occur? _____

_____ Stand-Alone (entire course occurs during travel, aside from orientation and re-entry sessions)

This course is: _____ New, please review for standard course approval as well.
_____ Approved, but the travel component is new.
_____ Approved with the travel component included; Last offered: _____

Enrollment - Notes and Restrictions:

_____ Supplemental Student Application Required *(explain in notes section)*

_____ Majors Only _____ Majors and Minors Only _____ Non-Majors Only

_____ Language Proficiency Requirement *(explain in notes section)*

_____ Other Course Restrictions or Requirements *(explain in notes section)*

_____ Open to Regis University (RU) Students Outside Regis College _____ Open to Students Outside RU

Additional Notes:

Proposed Program Model: ***The program model should be determined in consultation with the Assistant Dean. The selected program model might be changed based on the advice of the Travel Learning Program Review Committee (TLPRC).***

_____ Faculty-Directed (all administrative logistics, trip components, and academic elements of the course are developed wholly in-house through Regis College)

_____ Education Abroad Program Provider (faculty member maintains ownership of the academic components of the course, as well as the core elements of the travel experience, but many of the logistical components and support services are contracted with a third-party program provider with on-site resources)

_____ Consortium/Partner Agreement (collaboration with another academic institution in which some or all of the logistical and academic components of the course are planned by that other institution – an example of this model might be working with a standing program currently offered through another AJCU institution)

Please provide a brief justification for your selected program model:

Course Rationale (100 words or less): ***Please provide a brief overview of the course components, the learning objectives, and a justification for the location(s) selected for travel learning.***

Proposed Course Development Timeline: ***This timeline should be developed in consultation with the Assistant Dean and might be revised based on the advice of the Travel Learning Program Review Committee.***

Phase I Deadline: _____

Phase II Deadline: _____

Phase III Deadline: _____

Additional Documentation Checklist

Item	Phase I		Phase II		Phase III	
Faculty Agreement(s)			Required			
Faculty Required Travel, Health, and Insurance Documents			Optional		Required	
Course Syllabus (with readings, assignments, & deadlines)	Draft Required		Revision Required		Final Version Required	
Student Orientation & Re-Entry Plans	Draft Required		Revision Required			
Supplemental Student Application *(if applicable)*	Optional		Required			
Detailed Trip Itinerary	Draft Required		Revision Required		Final Version Required	
Student Roster					Required	
Students' Required Travel, Health, Conduct, and Insurance Documents					Required	
MoU with Program Provider/Partner *(if applicable)*	Optional		Required			
Program Budget	Draft Required		Revision Required		Final Version Required	
Crisis Management Plan			Required			
Marketing Plan	Optional		Required			

Course Description for University Catalogue (35 words or less): *If this version of the course does not already exist in the University's Catalogue, please provide a brief description to appear in that publication. You may use language present either in the Course Rationale or Syllabus, but it must be edited down to 35 words or less.*

Required Signatures:

Phase I:

Faculty Leader Name	Signature	Date
Department Chair	Signature	Date
Associate Academic Dean* **Required only if it's a new course*	Signature	Date
Assistant Dean on behalf of TLPRC	Signature	Date

Phase II:

Assistant Dean on behalf of TLPRC	Signature	Date

Phase III:

Assistant Dean on behalf of TLPRC	Signature	Date