

SIMPSON COLLEGE
2011 MAY TERM OFF-CAMPUS TRAVEL COURSE PROPOSAL

Date:

Completed forms should be submitted to the Office of International Education no later than Jan. 15, 2010 for international travel courses and no later February 15, 2010 for domestic travel courses.

Name of proposer(s):

Department(s):

Instructor:

Co-instructor/assistant:

Course Supervisor(s) (if any):

Please check one of the following:

- INTERNATIONAL Off-Campus Travel Course
- DOMESTIC Off-Campus Travel Course

I. Course Information

- A. Course number, if course has been offered previously:
- B. Title of Course:
(Note: The name of the place of study should appear in the title)
- C. Transcript Course Title (max. 21 characters):
- D. Destination (country, cities, etc.)
- E. Course level (100/200/300): What is the rationale for offering the course at this level?
- F. Minimum enrollment:
(For 1 instructor, must be at least 10 students; for 2 instructors, must be at least 20 students.)
If proposed minimum is less than the requirement, provide a rationale for receiving variance.
- G. Maximum enrollment:
- H. Estimated expected enrollment (most important):
- I. Travel Dates:

II. Course Description

- A. Course goals and objectives: Given that Simpson May Term Off-Campus Travel Courses aim to provide students with an active learning curriculum that integrates a rigorous academic program with experiential immersion activities, please outline the learning objectives for your course.

- B. Rationale for the course: Please explain how the course fits in with your department and/or the college's curriculum.

- C. In-country activities: Describe how the planned immersion activities (these could include home stays, service learning opportunities, interviews with locals, Q & A sessions with local guest lecturers/speakers, etc.) will be integrated into educational goals of the course.

- D. Required course assignments and evaluation
 1. Explain specific course requirements and indicate when they would occur (e.g., P=during the on-campus spring semester prep course, O=off-campus, and D=during the de-briefing portion of the off-campus experience; it's possible that some assignments will happen in all of the periods, e.g., Readings could be P-O-D)
 - a. Participation

 - b. Readings (please specify what these will be)

 - c. Journal reflections

 - d. Exams

 - e. Papers/Presentations/Field reports, etc.

 - f. Other assignments

2. Approximately what percentage will each of the above course requirements contribute toward the final course grade?

E. Catalog course description of about 100 words which includes a statement of expected course work (papers, exams, journal writing, presentations, etc.)

- F. Are there prerequisites for this course? Yes No
If yes, please list them and briefly provide a rationale.

IV. Other Information

- A. Has this course been offered in a previous May Terms? Yes No
If yes, please indicate *when* it was offered and the approximate enrollment.
- B. Department(s)/Division(s) in which credit is to be awarded (e.g., SOC, ECON, MUS, HUM, NASC, etc):
- C. If this course will meet requirements for a departmental major or minor, please explain briefly:
- D. Should this travel course need to be cancelled due to low enrollment or other factors, what course do you plan to teach on campus during May Term 2011 instead? (*If more than one instructor is planning on teaching this travel course, please list each instructor's alternative on-campus course offering.*)
- E. Proposed dates of the travel course, including dates you anticipate being abroad:
(*Note: Groups should not depart earlier than Sat., Apr. 30, 2011, and must be back in Iowa on or before Thurs., May 19, 2011. Any exceptions to this policy must be approved by Dean Steve Griffith.*)
- F. Proposed location(s) and how the site location(s) relate to the core objectives of the course:
- G. Indicate your level of familiarity with the site(s) visited during the course.
- H. Will the off-campus component of this course require a significant amount of physical exertion on the part of the course participants? On a scale of 1-5, with 1 being little physical exertion and 5 being a tremendous amount of physical exertion, please rate the anticipated activities related to this course. Do you anticipate that the course activities would pose any significant challenges for someone with physical disabilities?

**V. Proposed Budget for the Course (NOTE: in most cases, the following costs will be estimates)
(An updated budget is due to the OIE and to Adam Voigts in the Business Office by September 1, 2010)**

Please estimate the **cost per-student** based upon the expected estimated enrollment number (___) from page 1 of this document:

1. Total payment to tour company, if applicable:

	\$
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2. Transportation: Air transportation (airfare to and from site, if NOT included in the payment to tour company). In-country transportation (airport to hotel, bus to museums, other field trips, etc...). Include applicable tips.

	\$
	\$
	\$
	\$
	\$
	\$

3. Accommodations: Hotel, residence hall, hostels

	\$
	\$
	\$
	\$
	\$
	\$

4. Meals: list meals that will be covered as part of the program, including any meal stipends given to students.

	\$
	\$
	\$
	\$
	\$
	\$

5. Other expenses:

Events: tickets, admissions, excursions, etc.	\$
Honorariums	\$
Tips	\$
Int'l Student I.D. card is now optional, if desired	\$ 22
SC Study Abroad Program Fee	\$ 100
Any necessary entry visas	\$
Contingency fund (\$100 recommended)	\$
Other (explain):	\$
Additional suggested reserve to cover for unforeseen expenses (an amount between \$50-\$100 is suggested)	\$

6. Subtotal per-student expense (please add sections 1-5)

Subtotal per student expenses	\$
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7. Please estimate expenses for instructor(s) and course assistant(s), if any, (in total, not per student).

Air transportation	\$
In-country transportation	\$
Lodging	\$
Meals	\$
Events: tickets, admissions, excursions, etc.	\$
Any necessary entry visas	\$
Misc.	\$
Other (explain):	\$
Total instructor(s) and course assistant expenses	\$

8. Budgeted cost of course (= 6 + 7): _____

9. Proposed amount to be charged to students: _____

10. Additional per-student expenses not covered by the program for which students need to budget (for example, passport @ \$100, books, meals, immunizations, trip cancellation insurance, meals not covered by program cost, etc.)

	\$
	\$
	\$
	\$
	\$
Total estimated additional expenses	\$

Instructor signature: _____ Date: _____

Instructor signature: _____ Date: _____

Dept Chair approval: _____ Date: _____
(department(s) in which credit is to be awarded)

Dept Chair approval: _____ Date: _____
(department(s) in which credit is to be awarded)

Div. Head approval: _____ Date: _____
(division of the instructor)

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(division of the instructor)