**SIMPSON COLLEGE**

**MAY TERM or SUMMER 2022 OFF-CAMPUS TRAVEL COURSE PROPOSAL**

Revised 9/28/2020

**Timeline:**

**Jan. 15, 2021 –** completed forms for May 2022 courses due to the Office of International Education.

**Feb. 15, 2021** – completed forms for Summer 2022 courses due to the OIE.

**April 1, 2021** – detailed preliminary budget must be submitted to the OIE for approved courses using the Business Office’s “International Travel Course Logistics” spreadsheet available on the Faculty Resources section of the college’s study abroad website.

ECC designations proposals should be submitted to gened@simpson.edu at the same time as you submit this travel course proposal, or at least by **March 1** so that it can be reviewed and voted on by the full faculty before the end of the Spring semester.

**Date:**

**Name of proposer(s): Department(s):**

**Instructor:**

**Co-instructor/assistant:**

**Course Supervisor(s) (if any):**

**Please check one of the following:**

**\_\_\_⁪ May Term 2022 International Travel Course, OR**

**\_\_\_⁪ Summer 2022 International Travel Course**

**I. Course Information**

 A. Title of Course:

(*Note: The name of the place of study should appear in the title)*

 B. Transcript Course Title (max. 21 characters):

 C. Destination (country, cities, etc.):

 D. Course level (197/297/397) and rationale for offering the course at this level:

 E. Approximate length of time the course would be off campus:

 F. ***Federal regulations require that students are academically engaged throughout the duration of May Term*.** Do you anticipate having any on-campus class days during MT ’22, if so how many? Will they be before or after the travel component or both? If not, will there be an online component that will engage students through the last day of the term?

**II. Course Description**

1. Catalog course description of about 100 words (please, no more than 110 words) which describes the academic content of the course including a statement of expected course work (papers, exams, journal writing, presentations, etc.). If desired, a second “promotional” description can also be provided which gives more details about the course’s activities, sites that will be visited, etc. which the OIE will include in electronic formats when length considerations are not a concern.
2. Course goals and learningobjectives:
	1. What are the activities in the course that will help students achieve the following learning objectives. What are the students going to do to demonstrate that learning? Please provide the committee with some specific examples of the types of assignment(s) or activities and how they will engage the students in fulfilling the learning objectives. Your answer for demonstration of student learning should consist of more specificity than simply ‘reflection paper’, ‘written assignment’, ‘discussion’. The committee would like to see how the assignments connect to the course content and expected learning outcomes.

For example,

* Guided reflection asking students to consider X, Y, Z.
* A reflection paper that asks students to consider X (the main theme of the course) and how it impacts their understanding of the world they live in.

Complete the following table with your answers.

| **Short Term Study Abroad Student Learning Outcomes (SLO)** | **What activities will students be asked to complete?**  | **What will students do to demonstrate their learning?****Please provide specific examples of how some of the activities/assignments work to demonstrate learning.** |
| --- | --- | --- |
| **Students will be able to articulate how on-site learning (in the location of your course) enhances their understanding of the course content and empowers them to fulfill the larger course objectives for the class.** |  |  |
| **Students will be able to describe one or more of the over-arching perspectives that shape products and practices within the culture of the country(ies) they are studying in.** |  |  |
| **Students will be able to reflect on and articulate how this particular study abroad experience informs their worldview now.** |  |  |

* 1. Simpson Off-Campus Travel Courses aim to provide students with an active learning curriculum that integrates a rigorous academic program with experiential immersion activities. In the following table, please outline the specific learning objectives for:

| **Your Spring Preparatory Course** | **The May Term Travel Course** |
| --- | --- |
|  |  |

1. Rationale for the course: Please explain how the course fits in with your department and/or the college’s curriculum, and explain why it must be a travel course at the specific location you propose. In other words, what do students gain academically from taking this course in the location you propose rather than on campus?
2. 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 the educational goals of the course?
3. Required course assignments and evaluation. In the following table, please describe what do you anticipate being the required readings and assignments?

| **Your Spring Preparatory Course** | **The May Term Travel Course** |
| --- | --- |
|  |  |

F. Are there prerequisites for this course? Yes \_\_\_ No \_\_\_ ⁪

 If yes, please list them and briefly provide a rationale.

**III. Other Information**

1. Faculty should have some qualifications or expertise in both knowledge of the location and topic being covered in their course. Please complete the following table with information about your expertise, or your plan to gain some expertise before leading the study abroad experience.

| **What is you**r **familiarity or expertise with the location?** | **What is your familiarity or expertise with the topic?** |
| --- | --- |
|  |  |
| **What are your plans to strengthen your location expertise?** | **What are your plans to strengthen your topic expertise?** |
|  |  |

1. Please give an estimate of how much the course will cost per student:

***Please note: A detailed preliminary budget must be submitted to the OIE by April 1, 2021 for approved courses before the course can be advertised to students.***

1. Has this course been offered in a previous May Terms? Yes \_\_\_ No \_\_\_ ⁪

 If yes, please indicate *when* it was last offered.

1. Do you envision offering this course on a repeated basis in the future? Yes \_\_\_ No \_\_\_ ⁪

If yes, please indicate how often.

If yes, how do you see this course meeting requirements for a departmental major, minor, or program?

1. Do you plan to also apply for an area of engagement or embedded skill designation under the Engaged Citizenship curriculum for this course? Yes \_\_\_ No \_\_\_⁪

If yes, which one(s)?

***Note: If you plan to apply for ECC designations, please submit the appropriate proposal to*** ***gened@simpson.edu*** ***at the same time as you submit this travel course proposal, or at least by March 1 so that it can be reviewed and voted on by the full faculty before the end of the Spring semester.***

1. 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?
2. Normally, May Term travel courses will be part of a faculty member’s regular 24-credit course load. If the course proposed will be taught as an overload, the proposer should have already discussed the overload with his or her department chair. Only in rare instances will compensation for May Term overloads be approved by the academic dean.

Primary instructor Co-instructor

This course will be part of my normal 24 credit course load:  □ Yes □ No □ Yes □ No

This course will be taught as an overload: □ Yes □ No □ Yes □ No

I will request overload compensation for teaching this course: □ Yes □ No □ Yes □ No

If requesting overload compensation, please make a case here why it is important to the college for this course to be offered as an overload:

*Note: Funding of May Term travel course overloads is at the discretion of the academic dean and is extremely limited by financial resources. SAC approval does not automatically mean that funding for overload compensation has been approved.*

H. Should this travel course need to be cancelled due to low enrollment or other factors, what course do you (and/or your co-instructor) plan to teach on campus during May Term 2022 instead?

**Please note: A preliminary course budget MUST be submitted by April 1, 2021 to Angie McKelvey, Asst. VP for Business Services, and to Jay Wilkinson, Director of International Education, using the Business Office’s “International Travel Course Logistics” spreadsheet available on the Faculty Resources section of the college’s study abroad website.**

*By signing below, the travel course instructors indicate that they have received and reviewed the “Expectations for Short-term Study Abroad Faculty Leaders” document available on the Faculty Resources section of the college’s internal Study Abroad website (*[*http://simpson.edu/internal/study-abroad/resources/faculty/*](http://simpson.edu/internal/study-abroad/resources/faculty/)*).*

 Instructor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Instructor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

 Dept. Chair approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Dept. Chair approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: