**SIMPSON COLLEGE**

**RENEWAL of a MAY TERM or SUMMER OFF-CAMPUS TRAVEL COURSE**

Revised 10/16/2020

*Please note: This form is only to be used by instructors of a previously approved international travel course which successfully ran, and at least one of the prior instructors would be teaching the course again. If substantive changes are being made to a previously offered course, and/or none of the previous instructors of an approved travel course would be teaching it again, then the course would need to go through the full proposal and review process by the Study Abroad Committee and therefore the standard travel course proposal form should be used instead of this form.*

**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 internal study abroad website (<https://simpson.edu/internal/study-abroad/resources/faculty>).

Any ECC designations which had previously been obtained for this renewed travel course will automatically carry over to the next rendition of the course. Any new/additional ECC designation proposals should be submitted to [gened@simpson.edu](mailto:gened@simpson.edu) 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 course instructor(s): Department(s):**

**Non-teaching course assistant, if any:**

**Please check one of the following:**

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

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

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?

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. 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. When was this course last offered?
2. Any ECC designations which had previously been obtained for this renewed travel course will automatically carry over to the next rendition of the course. Do you plan to also apply for a new or an additional area of engagement or embedded skill designation under the Engaged Citizenship curriculum for this course which the course didn’t carry previously? 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***](mailto:gened@simpson.edu) ***by no 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.*

N. 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: