**LEWIS UNIVERSITY**

**FACULTY-LED TRAVEL STUDY**

**PROPOSAL TEMPLATE**

To ensure that Lewis University Travel Study programs are aligned with University standards and policies, faculty must submit a proposal describing the intended program. This template can be used to prepare answers for the online program proposal application, which is located on the Study Abroad website in the Faculty Resources section. In addition to answering the proposal questions, faculty leaders will be required to submit supplementary materials which are listed below. Prior to submitting the proposal, faculty are encouraged to consult the Travel Study Faculty Handbook, which describes Travel Study policies and procedures in detail.

**PROGRAM PROPOSAL**

In addition to providing a general outline of the program, the proposal must also include the following information:

1. Names and contact information of the faculty proposing the Travel Study program. Please include names, departments, colleges, office phones, and e-mail addresses.
2. Course/Seminar Number(s) and Title(s)
3. Proposed Program Start Date
4. Proposed Program End Date
5. Program Location(s) (please list all cities and sites the program intends to visit)
6. A description of the faculty member(s)' past involvement in coordinating Travel Study programs.
7. A description of any prior travel to this location, including the type and duration of trips.
8. Estimated number of students participating.
9. Estimated number of faculty/staff participating. If known, lease include their names.
10. Is there a host institution? If so, include name and contact information.
11. How does the travel location(s) relate to the course? How will it support and enhance the course objectives?
12. How will learning be assessed?
13. Which graduation requirement does it satisfy? (major, minor, general education, elective)
14. How many credits will students receive for completing this program?
15. Any additional requirements (year in school, major, etc.) beyond the 2.75 GPA requirement?
16. Is this program for undergraduate students, graduate students, or both?
17. Is the US Department of State Travel Advisory Level higher than 2 for the location?
18. Indicate any other safety and risk issues particular to the location (health, food, crime, etc)

**SUPPORTING MATERIALS**

The following supporting materials must be submitted online with the proposal:

* Course Syllabus/Syllabi
* Course Contact Hours Form for each course/seminar offered
* Draft Program Itinerary
* Preliminary Budget (A template is located in the Faculty Resources section on the Study Abroad website)

**APPROVALS**

Once the proposal and supporting materials are submitted on the Study Abroad website, they will be sent to the department chair and the Dean for their approval. The Director of Study Abroad will then review the proposal and initiate the final approval process by the Office of the Provost and the Executive Vice President/CFO.

**Study Abroad**

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