

LPC Travel Study Proposal Form

This travel study proposal form is designed to provide the Vice President of Academic Services and other college stakeholders with a comprehensive plan for an academic learning experience abroad. To offer a high quality program, it is necessary to think ahead about everything from curriculum to contact hours to budget to financial aid and risk management. For this reason, proposals are due at least one year before the planned departure date.

The college will approve all travel study proposals based on the following criteria. Faculty should keep them in mind when filling out the proposal:

- Goal alignment with LPC Mission, Vision, Values, Priorities, and Educational Master Plan;
- Academic integrity and alignment with course outline and SLOs (or PSLOs or ISLOs as applicable), with specific location of travel study enhancing the learning experience;
- Course within faculty area of expertise;
- Consideration of equity and global representation, whether in the chosen site or attention paid to the diversity of cultures in the site or both;
- Fiscal and budgetary responsibility and transparency;
- Clear and realistic recruitment and marketing plan;
- Vendor (hereafter called “provider”) alignment with LPC and CLPCCD criteria.

The college will initially limit their offerings to two trips (maximum four courses) per term.

Only students 18 years of age and older by the trip departure date will be permitted to participate. (See “Risk Management,” below.)

Person(s) Submitting Proposal:

Submission Date:

Travel Study Working Title:

Proposed Semester and Year/Dates:

Proposal Specifics:

____ **Course(s) Offered:**

____ **Internship:**

____ **Experiential Travel (Community Education):**

____ **Service Learning Project:**

FTEF Required for Credit-Bearing Travel Study (e.g. 3 unit course = .2 FTEF):

Note: FTEF must come from existing program allocation on the CEMC discipline plan.

Provider/Contractor Information (if applicable):

Target audience(s):

Overview/Description of Proposed Travel Study:

Please answer the following questions to the best of your ability.

Faculty Leader Role:

In answering these questions, faculty should consider their own academic goals as well as the unique demands of teaching abroad. For example, faculty should consider the benefits of delivering the course abroad and how they will integrate a consideration of diverse cultures into the curriculum. In addition, faculty should describe the additional responsibilities they will need to be prepared to embrace, for example spending additional time mentoring students, traveling with them on field trips, counseling them about their experiences and cross-cultural challenges, or having to send the student home in extreme circumstances.

- Why are you proposing this program? What do you hope to gain from your participation?
- How does your academic background and/or experience in and knowledge of the proposed site and culture prepare you for leading this program?
- Describe what you think your role should include as a Faculty Leader. What kinds of advising do you expect students will need? What are some challenges you might face, and how will you approach meeting them?

Student Benefits:

In answering these questions, faculty should consider students' academic goals, career preparation, and/or personal development. Keep in mind that students will have learning

experiences inside the classroom or internship or service learning site but will also have learning experiences outside these spaces.

- What do you expect students to gain from the proposed study abroad experience? Please pay some attention to their appreciation for the diversity of cultures in the chosen site.
- LPC's Vision Statement expresses our desire that students become "engaged participants and leaders in their local and global communities." How will this program address the development of intercultural competence and a global perspective? For help, see ["An Educator's Guide to Intercultural Learning."](#)

Curriculum and SLOs:

- How will this program meet the measurable objectives and Student Learning Outcomes (CSLOs) for the course? Alternatively or in addition, will the program support any of the following?
 - PSLOs (Program Learning Outcomes)
 - ISLOs (Institutional Learning Outcomes or "Core Competencies")
 - LPC mission, vision, or values statements
 - Educational Master Plan
- How is your proposed curriculum or itinerary appropriate to the country/site in which it will be offered? In your answer, identify at least two assignments or activities that you will develop or adapt for the program.

FTEF and Staffing Considerations:

- Is your program prepared to set aside the required FTEF for the program? If so, how will that impact the program or student access?
- Has the faculty and program coordinator discussed staffing with the division dean? Staffing must follow the contract.

Transferability:

- Is the course/courses transferable to the CSU and UC?

Itinerary and Site Specifics:

In answering the questions below, faculty should consider how they will adapt the course to the location and meet the required hours inside and outside the class with instructional time, experiential learning, field trips, participation in community service, and the like. Note: a 3-lecture-unit class = 54 inside + 108 outside hours.

- Provide your draft syllabus, with lecture topics, major assessments, and SLOs, for the proposed program (attached).
- In the area below, provide a general breakdown of instructional hours inside and outside of the classroom.

Class #1:

_____ inside instructional hours + _____ outside hours = total hours _____

Class #2:

_____ inside instructional hours + _____ outside hours = total hours _____

TOTAL HOURS to be covered in _____ weeks = _____

- What are some of the creative ways you'll schedule coursework and homework in a compressed time period?
- If doing an internship, service learning, or other travel study experience, what additional enrichment activities will you provide for or suggest to students when they are not participating in a supervised activity?

Risk Management:

Please check next to all the requirements below to indicate that you are prepared to meet them:

Check below

	Get training from VPSS or designee on emergency protocols, process of providing appropriate documentation as outlined by Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act and Title IX.
	Create an application process (with a provider or through LPC) that states eligibility requirements (2.5 GPA, 18 or older, 12 units completed) and asks about any challenges that might impact participation.
	Ensure that all students have sufficient insurance in line with AP 4027, Travel Study, and CLPCCD'S VC of Business Services.
	Collect emergency contact information for all student participants and the faculty leader(s) and share with college and provider, if any.

	Register group with the U.S. Embassy/Consulate through the U.S. Department of State's Smart Traveler Enrollment Program (STEP).
	Provide an emergency contingency plan in the event a student is separated from the group or the faculty leader/s becomes incapacitated. This plan should include: College Public Safety phone number, a meeting place, an alternate meeting place in the event the meeting place is compromised.
	Provide a complete itinerary with contact information for all accommodations.
	Provide emergency contact information for all student participants and the faculty leader and assistant coordinator. (Faculty leaders are required to be accessible via cell phone for the entire time the group is abroad.) Provide emergency contact information for on-site provider and US offices of provider if applicable.

Health and Fitness:

- Describe any health and fitness demands that the travel abroad might involve. Are there any accessibility challenges that prospective students should be aware of? Will the student need to be able to carry their own baggage?
- Are any vaccinations required or recommended?
- How might you inform students of potential emotional challenges, for instance culture shock, homesickness, etc.?

Logistics and Lodging:

- How will on-site logistics (housing, meals, transportation, field trips, etc.) be arranged?

Budget:

- Provide a preliminary budget for your proposed trip, including international airfare estimates. Include costs that are not included, for example passport, visas, immunizations, meals, insurance. (This will be important for the financial aid office.)
- The faculty member and the provider may reach agreements with regard to compensation, for example flight, housing, and/or included meals. For these costs, please write "paid by vendor."

Note: All costs, including faculty costs absorbed by vendor/provider, should be disclosed to students.

- Faculty should list any other costs that they anticipate incurring, but this is for information only. LPC will compensate faculty for course load only.

	Student Fixed	Student Estimated	Notes
Program fee			
LPC Tuition and administrative fees			
Textbooks			
Round-trip Airfare			
Medical and Trip Cancellation Insurance (Cancel for Any Reason, Interrupt for Any Reason)			
Passport/visas, passport photos, postage to Dept. of State			
Immunizations			
Housing and utilities (if not covered by program fee)			
Meals not covered by program fee			
Local transport not covered by program fee			
Additional field trips and excursions			
Tips (tour guides, bus driver, etc.)			
First Aid/Medicine			
Other Personal Expenses (souvenirs, etc.)			
TOTALS:			
ESTIMATED GRAND TOTAL:			

Note: Non-refundable fees kept by the provider in the event of trip cancellation or interruption are recoverable through the student's CFAR or IFAR.

	Faculty Fixed	Faculty Estimated	Notes
Program fee			
LPC Tuition and administrative fees			
Textbooks			
Round-trip Airfare			
Medical and Trip Cancellation Insurance (Cancel for Any Reason, Interrupt for Any Reason)			
Passport/visas, passport photos, postage to Dept. of State			
Immunizations			
Housing and utilities (if not covered by program fee)			
Meals not covered by program fee			
Local transport not covered by program fee			
Additional field trips and excursions			
Tips (tour guides, bus driver, etc.)			
First Aid/Medicine			
Other Personal Expenses (souvenirs, etc.)			
TOTALS:			
ESTIMATED GRAND TOTAL:			

Marketing and Promotion:

- How do you plan to recruit and generate excitement for this program?

- What promotional materials, publications, events, and/or social media do you plan to use?
 - Please also describe strategies or activities for assisting students who will need financial assistance to enroll in study abroad programs. (For more information on this, please consult the LPC Financial Aid Office.)
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Travel Study Timeline:

- Proposal submitted at least one year prior to trip, ideally more to allow for timely board approval.
- Electronic Submission to signatories at the end of this form.
- Board Approval. (Requires board docs to be completed one month in advance of board meeting. See [LPC Instructions for preparing and submitting board docs.](#))
- Marketing, Promotion, Recruitment, and Preparation.
- 5-6 months prior to the trip, faculty lead(s) meet with VP of Student Services, train and obtain Title IX Certification.
- 4 months prior to the trip, faculty lead(s) meet with VP of Academic Services to review the number of recruited students. The program needs a minimum of 20 students to run.
- Trip cancellation deadlines: 3 months out for college and individual travelers, after that amount forfeited by traveler can vary based on how close the cancellation is to departure.
- 1-2 months prior to the trip, faculty lead(s) and division dean or designee meet to go over the Pre-departure Checklist, including risk management requirements and student preparation and requirements met.
- Pre-departure orientations scheduled 1-2 months prior and either 1 week prior or in first week if departure for travel study is not immediate. Orientation for students will be offered. Post-departure meeting and survey scheduled within one week of return.
- Faculty shall provide a post-travel study report at a town meeting or similar venue early in the subsequent semester.

Signatures and Approval Queue:

Faculty Member(s) Submitting Proposal:

Program Coordinator:

Division Dean:

Global Engagement Task Force Lead:

VP of Academic Services:

VP of Administrative Services:

Executive Team:

Attachments:

Draft syllabus with lecture topics, assessments, SLOs

Proposed Vendor (Provider) Contract with itinerary