**2025 May Term or Summer Term   
Off-campus Course Proposal**

**Timeline:**

Open Review/feedback of draft proposal and draft budget by Office of Off-campus Programs. 01/16/24 Submit travel course proposal budget to Office of Off-campus Programs.

03/01/24 If applicable, ECC/Simpson Core designation proposals should be sent to [gened@simpson.edu](mailto:gened@simpson.edu) for review and vote by full faculty before the end of the semester.

May Term: ☐ Summer Term: ☐

Date of submission: Lead instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: Department chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department chair approval signature/date\*:

Co-instructor:

\**Department chair: Is this travel course part of the lead instructor’s load* ☐ *or overload* ☐*? Is the travel course part of the co-instructor’s load* ☐ *or overload* ☐*? Overload pay requires approval from the Vice President of Academic Affairs.*

Load / Overload Policy: *“May Term needs to be treated like the semester - one load credit distributed (4-0, 3-1, 2-2 [sic]) between two faculty; no one not under contract with Simpson leads a trip unpaid; costs of overloads may NOT be passed onto students.”*

*From the Academic Dean*

**Pre-course Site Visit**

Site visits are intended to assist in the development of a travel course for the purposes of safety and risk management, logistics, lodging options, and excursion assessment. Each travel course is unique with differing requirements for implementation. A pre-course site visit approval is contingent on many factors including cost, destination, and host country provider/contact. Detailed information for site visit proposal is available on the Off-campus Programs website.

Is a site visit part of your proposal? ☐YES ☐NO

**Travel Course Information:**

|  |  |
| --- | --- |
| Title: (ex. Canada: Culture and Language of Quebec): | |
| Transcript title: (ex. Canada: Culture & Lang): | |
| Course level (197, 297, 397): |  |
| Approximate dates of course: |  |
| Number of days, including travel: | |
| Maximum & minimum number of students: | |
| Anticipated per student cost: | $ |

**Travel Course Description:**

Catalog description (110 words); Promotional description (200 words)

**Syllabus:**

As an addendum to this proposal, provide a draft travel course syllabus, including the spring semester preparatory course. Include in the syllabus: a) student learning objectives, b) activities, and c) collectibles for assessment.

**Itinerary:**

Please provide an draft itinerary for the proposed travel course. Include in the itinerary the following: dates, travel logistics, locations, lodging, and activities.

**Budget:**

Please complete the excel file “May Term Budget Template.”

Note: This travel course proposal is one of several steps leading to May 2025. Co-instructors will continue to work with the Director of Off-campus Programs and the provider in developing the proposed travel course. This will include the purchasing of flights, provider payment, the development of a safety and risk management protocol, contingency plans, and student recruitment. Lead instructors are principally responsible for following up with deadlines, payment to provider, and student data (names, birthdates, passport numbers, application completion).

**General Expectations:**

Travel course leaders are expected to attend workshops relating to safety and risk management, as well as facilitating reflective practice while abroad.

Part of Simpson College's commitment is to "**inclusive**educational access." State specific steps that will be taken to make sure students from different backgrounds are considered in the recruitment phase. We *highly encourage* faculty to present your plans to Tisha Carter-Smith for further recommendations.

Specific expectations regarding student application review, fair participation, travel planning, and timeline will be provided at the beginning of the 2024 fall semester.