

Concept Proposal Packet For Domestic and International Travel Courses Academic Year 2019/20

A MassArt travel course is a credit-bearing, semester-long course with on-campus class meetings that culminate in on-site instruction, typically a trip spanning approximately 2 weeks. Travel courses can be proposed by faculty from any discipline and are open to students of all majors. Class time during the semester prepares the students for travel, providing them with the historical, cultural, and artistic context of their destination. Staff members may partner with faculty as support staff to a travel course, especially if they have experience in the destination.

Faculty and staff proposing to lead domestic and international travel courses must follow the process outlined below. Day-long travel with students, with no overnight component, does not require this proposal packet.

- **Timeframe of Travel:** To be submitted by MassArt faculty and staff proposing domestic and international travel courses, that include an overnight stay with students, during:
 - Fall 2019/Winter 2020;
 - Spring/Summer 2020.
- **Components:** Concept proposals have two components:
 1. Concept Proposal Data Form (page 2 of this packet; please complete the basic information);
 2. Brief, one-page description of travel concept and planned activities (please attach additional page).

Please note: Faculty or staff submitting proposals for previously approved travel are not required to attach the one-page description, unless their proposal or course has changed. They only need to provide the Concept Proposal Form (page 2 of this packet).

- **Deadline and Submitting Your Proposal:**
 - Submit proposal to the International Education Center (IEC) by email: erica.puccio@massart.edu.
 - Concept proposals for travel courses in 2018/19 submitted **by October 15, 2018** are given priority consideration.
- **Review Process:** Submissions for domestic and international travel courses are reviewed by the International and Intercultural Opportunities Committee, or a subcommittee thereof. Faculty currently on the review committee may not propose travel courses.
 - Faculty and staff whose concept proposals for travel courses are approved will be given a full proposal packet, with a submission deadline of **January 4, 2019**.
 - The same review committee mentioned above will make final decisions on travel courses by approximately **February 1, 2019** for the 2019-20 academic year.
- **Helpful Guidelines:** Please see Domestic and International Travel: Considerations for Concept Proposals (attached) for a list of helpful ideas to consider when drafting your one-page description.

For questions related to project development and the proposal process, please contact: Erica Puccio, Director of the International Education Center, x7716; erica.puccio@massart.edu.

**Concept Proposal Form
For
Domestic and International Travel Courses
Academic Year 2019/20**

Travel Course Concept Proposal Data Form	
Leader 1:	
Phone:	Email:
Department/Area/Office:	
Leader 2:	
Phone:	Email:
Department/Area/Office:	
City and Country Destination(s):	
Estimated dates of student travel (month/day/year):	
Travel leader(s) experience in the destination(s):	
State Department Travel Advisory Level (at current date):	
Center for Disease Control and Prevention Travel Health Notice (at current date):	
Previously run travel or course (number and name):	

Submit this form to the International Education Center (IEC) by email: erica.puccio@massart.edu. Please also send a brief, one-page description of the travel course, as described in this packet.

Domestic and International Travel Courses: Considerations for Concept Proposals

Concept Proposal (Deadline: October 15, 2018)

Following are suggested considerations when writing the one-page description. A more extensive list of considerations for travel courses will be provided for the full proposal process.

Justification for Travel

- Does proposed travel connect with MassArt's mission?
- Is the destination of the travel integral to the academic content?
- Does the proposal fit with the department of origin's mission and goal(s)?
- Does the travel component draw upon the resources of the country/region/city to enhance the student experience and learning?
- Does the proposal reflect a course or experience that can be implemented realistically and appropriately in the destination?
- Does the proposal reflect clearly articulated and measurable student learning objectives?

Health and Safety

- What is the faculty member's or in-country/region/city contact's experience in the destination?
- Has the faculty member identified the State Department Advisory Level(s) of the country/countries of destination (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>)? Has the faculty member identified the CDC Travel Health Notice (<https://wwwnc.cdc.gov/travel/notices>)?
- What research has been completed on local considerations regarding: health issues and medical care; availability of emergency services; on-site transportation; the political climate?

Proposals for domestic and international travel courses submitted by MassArt faculty and/or staff will be reviewed for approval by the International and Intercultural Opportunities (IIO) Committee, or a subcommittee thereof. Following are additional considerations the IIO will discuss when reviewing concept proposals for travel courses.

Strategic Comparative Review

- Do proposals have the same country or a similar region as destinations?
- Do proposals have the same departments, academic content or subject areas?
- Do proposals have similar dates of travel (fall / spring / summer)?