

This worksheet can help you prepare answers prior to submitting the [Request Form](#).

2021/22 Faculty-Led Travel Course: Proposal Registration and Request

It is with optimism that we announce the call for proposals for 2021/22 faculty-led travel courses!

This year, the process has been modified, in part due to delays resulting from COVID-19. Instead of a concept proposal, faculty are asked to register their intent to propose by November 1, 2020. They will then be provided with a proposal packet, with a deadline of early January 2021.

Please complete this form if you wish to receive a proposal packet for a 2021/22 MassArt Faculty-Led Travel Course.

***2020/21 Faculty Proposals:** If you submitted a proposal for Fall 2020 or Spring 2021 and wish to have your proposal reconsidered for Fall 2021 or Spring 2022, please indicate that below.

***Returning Faculty:** If you taught a travel course in a previous semester and if you intend on proposing the same or a new course, please indicate that below.

***New Faculty:** If you have never proposed or taught a MassArt Faculty-Led Travel Course, please indicate that below. We will reach out to you for an introductory meeting.

In all cases, don't hesitate to contact Erica Puccio, Director of the International Education Center (IEC), at erica.puccio@massart.edu with questions. Thank you!

*** Required**

Faculty: *Please enter your name and contact information below.*

1. Faculty Leader #1 First Name *
2. Faculty Leader #1 Last Name *
3. Faculty Leader #1 Phone Number *
4. Faculty Leader #1 Email Address *
5. Faculty Leader #1 Academic Department *

Second Leader: *The second leader can be another faculty member to co-teach the course or a MassArt staff member to act as administrative support. At this stage, you might not have a second leader confirmed; if that's the case, these responses can be left blank. Responses here are not binding.*

1. Leader #2 First Name
 2. Leader #2 Last Name
 3. Leader #2 Phone Number
 4. Leader #2 Email Address
 5. Leader #2 Academic Department/Office/Area
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Course Information: *In this section, we ask you to complete some basic, initial information about the course you intend to propose. Please answer the questions to the best of your ability, with the knowledge that some of this information may change as you go through the proposal process.*

1. What is the name and course number (if available) of the course? Your response is not binding if the course name changes during the proposal process. *
2. What is/are the destination country/countries? *
3. What is/are the destination city/cities? *
4. What semester do you plan to run the course and when, generally, is travel? * *Mark only one oval.*
 - Fall 2021 with January 2022 Travel Dates
 - Spring 2022 with February/March (Spring Break) 2022 Travel Dates
 - Spring 2022 with May/June (Summer) 2022 Travel Dates
 - Other (Travel outside of the above dates would need special approval)
5. Please give a brief overview of your experience in the destination. *
6. Is this your first time proposing a MassArt Faculty-Led Travel Course? *[If you reply 'yes' to this question, a member of the IEC staff will contact you for an introductory meeting prior to sending you a proposal packet.]* *
Mark only one oval.
 - Yes
 - No
7. *2020/21 Faculty Proposals: If you submitted a proposal for Fall 2020 or Spring 2021 and wish to have your proposal reconsidered for Fall 2021 or Spring 2022, do you intend to propose the same course for 2021/22? *[If you reply 'yes' to this question, a member of the IEC staff or the Travel Course Review Committee will reach out to you regarding any updates needed for your proposal.]* *Mark only one oval.*
 - Yes
 - No
 - N/A (I did not propose a travel course for 2020/21.)
8. *Returning Faculty: If you have run a travel course(s) previously, are you planning to propose the same course? *[For all responses below, you will receive a proposal packet.]* *Mark only one oval.*
 - Yes
 - No

- N/A (I have not run a travel course previously.)

9. Please add other relevant information about your course below. **This form serves only to request a proposal packet, and is not part of your proposal; adding information here is not required*. We simply wanted to give you an opportunity to share relevant information that we may not have requested. You may also pose questions for the International Education Center or the Travel Course Review Committee here.*

Travel Safety Information

During the COVID-19 pandemic, it is critically important that the College, the International Education Center, and individual faculty proposing travel courses maintain up-to-date knowledge of global travel and safety guidelines. At this point, most countries will be at an elevated travel risk level due to COVID-19; we acknowledge that travel is prohibited right now, and that this information will need to be within approved limits by the time of travel. Our hope is that a vaccine will be widely available, the pandemic will be under control, and travel will be permitted by the time we are running these courses.

With that in mind, please answer the questions below. We encourage you to copy and save the links for future reference.

1. **International Travel Only:** What is the current State Department Travel Advisory Level for your destination country/countries? Advisory levels can be found here:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

2. **International Travel Only:** What is the current Centers for Disease Control and Prevention Travel Health Notice for your destination country/countries? COVID-19 Travel Health Notices can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>

3. **International Travel Only:** Are there any current travel restrictions on inbound travelers - generally and/or specially from the United States - to your destination country/countries? If so please note here. You can search here: <https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>

4. **Domestic Travel Only:** Are there any current travel restrictions to the state(s) you are proposing to visit? If so, please note here. This is a helpful resource:

<https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>