

Full Proposal Instructions For Domestic and International Travel Courses 2021/22

Faculty proposing to teach courses with affiliated domestic or international travel must follow the process outlined below. MassArt faculty and staff leading day-long travel with students, with no overnight component, or non-academic, overnight travel are not required to complete this proposal packet.

You are encouraged to consult the MassArt Faculty-Led Travel Course Handbook, found on the [MassArt wiki](#).

Instructions:

1. Full proposals must include parts A-H. See summary table and checklist below.
2. Submit all components of the full proposal via email (erica.puccio@massart.edu) or via the online forms by **Sunday, January 10, 2021**.
3. Proposals will be reviewed by the Travel Course Review Committee. Faculty on the TCRC committee may not propose travel courses to be considered. Final decisions on Travel Courses will be made by approximately **February 1, 2021** for the 2021/22 academic year.
4. Please see the “MassArt Travel Course Guidelines.” These are meant to be a helpful guideline for faculty and staff submitting proposals to understand with more clarity the categories and types of information the committee will consider when reviewing proposals. They are not exhaustive, nor will every proposal address each item due to the different types of travel courses. The rubric following these guidelines, used by the Travel Course Review Committee during review of proposals, is also available upon request.
5. Please contact Erica Puccio at 617-879-7716 or erica.puccio@massart.edu with questions.

MassArt Travel Course Proposal

DEADLINE: January 10, 2021

Proposal Section	Proposal Requirement	Description	Access/Attachment Name
A	Department Chair Approval	Department chair approval is required. Please complete the top portion of this document and have your department chair sign it.	Travel Course Proposal_PART A DEPT CHAIR APPROVAL
B	Faculty-Led Program Proposal Form Section 1: Program Leader and Academic Information	This worksheet outlines every question in this section. *You cannot save and return to the online form. Therefore, I suggest you review the worksheet in its entirety, enter the information requested into the worksheet, and then cut and paste your responses into the online form.*	Travel Course Proposal_PART B_SECTION 1 WORKSHEET Access Section 1 Form Here
C	Faculty-Led Program Proposal Form Section 2: Program Logistics and Safety	This worksheet outlines every question in this section. *You cannot save and return to the online form. Therefore, I suggest you review the worksheet in its entirety, enter the information requested into the worksheet, and then cut and paste your responses into the online form.*	Travel Course Proposal_PART B_SECTION 2 WORKSHEET Access Section 2 Form Here
D	Written Proposal	This section includes the purpose and significance of travel, relation to department goals and MassArt's mission, sites visited, and other related information.	Travel Course Proposal_PART C D DESCRIPTION
E/F/G	Attachments	This includes the course syllabus (E), the proposed Itinerary (F), including map and detailed daily activities), and 4-5 high resolution photos (G) to be used for promotional purposes	Travel Course Proposal_PART C D DESCRIPTION
H	Budget Template	Certain cells of the template are locked because they have pre-set formulas intended to help calculate the fee for your course based on estimated expenses. This template has been updated each year based on faculty and IEC feedback, and we hope that it is clear.	Travel Course Proposal_PART E BUDGET TEMPLATE
I	Additional Guidelines	This approved list of considerations should provide clarity, in particular to first time proposers. There is nothing to submit; we hope that they will be helpful.	Travel Course Proposal_GUIDELINES

MassArt Travel Course Proposal Document Checklist

DEADLINE: January 10, 2021

Proposal Section	Proposal Requirement	Complete/Submitted?
A	Department Chair Approval	
B	Faculty-Led Program Proposal <i>Online Form</i> Section 1: Program Leader and Academic Information	
C	Faculty-Led Program Proposal <i>Online Form</i> Section 2: Program Logistics and Safety	
D	Written Proposal	
E	Course Syllabus	
F	Proposed Itinerary	
G	4-5 High Resolution Promotional Photos	
H	Budget Template	

Parts A, D, E, F, G, H: When completed, email to erica.puccio@massart.edu

Part B, Online Form Section 1: Online form (see instructions for links)

Part C, Online Form Section 2: Online form (see instructions for links)