

MassArt Travel Course Considerations Full Proposals

Proposals for travel courses sponsored by MassArt faculty and/or staff will be reviewed by the Travel Course Review Committee, and recommendations will be sent to MassArt's Provost/Senior Vice President for Academic Affairs, and Vice President for Administration and Finance for final approval.

The following criteria will be considered during proposal review. The information is requested in one or more locations in the travel course proposal, summarized here for your convenience.

Review of Basic Requirements

Academic

- Approval of the appropriate department chair(s) and/or Provost (if a department chair is proposing a course)

Application and Enrollment

- Previously run or new course, and if a repeat course, has it run in the year immediately preceding
- Availability to all majors, first year students, and to the COF/ProArts/Graduate/Continuing Education community
- Meets target enrollment for a travel course based on number of faculty
- Provisions for students with accessibility service requirements

Health and Safety

- List of local hospitals or medical/emergency services
- List of required immunizations/vaccinations
- List of potential health issues and medical care
- List of local Embassies and/or Consulates
- Information on local laws and police, including 9-1-1 equivalent
- Information on on-site transportation: buses or taxis, subway, flights, etc
- Up-to-date information on the political climate and stability
- If homestays are to be used, who will vet the families and homes, and is there a plan if problems arise in a particular homestay situation?

Budget

- Proposed budget provides sufficient detail
- Proposed budget reflects adequate research on local costs
- Proposed course is fee reasonable

Review of Course Proposal

Academic

- Proposal fits with the department of origin's mission and goal(s)
- Destination is integral to the academic content; appropriate academic rigor
- Plans for on-campus (pre- and post-travel) academic or other meetings fit together with travel
- Proposal reflects clearly articulated and measurable student learning objectives

Faculty/Staff International Travel Leader

- Experience of the faculty leader in the country, region or city
- Faculty leader or assistant has fluency or facility in the local language
- Experience of the faculty with leading travel groups
- Faculty leader's knowledge of the course subject
- Plans for engaging in-country, in-region experts/faculty

Comparative Review

Strategic Components as Compared to Other Proposed Courses

- Do the proposed courses connect with MassArt's mission*?
- Are the proposed destinations considered non-traditional locations?
- Do the proposals have the same country or a similar region as destinations? (The committee will consider if multiple courses to the same geographic location should run simultaneously.)
- Do the proposals have the same departments, academic content or subject areas?
- Are the proposals for the same/different semesters and do they have similar dates of travel?
- Does the travel component draw upon the resources of the country/region/city to enhance the student experience and learning?

Additional Considerations

- How will the proposed courses appeal to MassArt students?
- Do the proposed courses interact with their subject matter in an innovative way?
- Does the proposal reflect a reasonable experience and itinerary?

***MassArt Mission Statement:**

Massachusetts College of Art and Design is a public, independent institution that prepares artists, designers, and educators from diverse backgrounds to shape communities, economies, and cultures for the common good.