

Faculty-Led Travel Course Handbook

The MassArt faculty-led travel courses are opportunities for our students to learn about the world beyond Boston and to grow as citizen artists of the world. Please see the handbook and addenda below for a comprehensive guide from initial course development to processes upon return.

Handbook:



Appendices

[Appendix A_Registration and Request Form MassArt Travel Courses.pdf](#)

[Appendix B\(1\)_Travel Course Proposal Instructions.pdf](#)

[Appendix B\(2\)_Department Chair Approval Form.pdf](#)

[Appendix B\(3\)_Proposal Form Section 1 Program Leader and Academic Information.pdf](#)

[Appendix B\(4\)_Proposal Form Section 2 Program Logistics and Safety.pdf](#)

[Appendix B\(5\)_Written Proposal and Required Attachments.pdf](#)

[Appendix C_Full Proposal Considerations.pdf](#)

[Appendix D_Budget Planning Template.xlsx](#)

[Appendix E_Travel Course Support Staff Application.docx](#)

[Appendix F_Sample Acceptance-Waitlist Letters.docx](#)

[Appendix F_Travel Course Acceptance Checklist \(SP'19\).pdf](#)

[Appendix G_TBA Insurance Summary.pdf](#)

[Appendix H_Emergency Plan.docx](#)

[Appendix I_Timeline_Fall Course_Winter Break Travel.xlsx](#)

[Appendix I_Timeline_Spring Travel Course_Spring Break Travel.xlsx](#)

[Appendix I_Timeline_Spring Travel Course_Summer Travel.xlsx](#)

[Appendix J_Forum on Education Abroad_Standards for Short Term Study.pdf](#)