

INTERNATIONAL TRAVEL COURSE PROPOSAL
Virginia Western Community College

Course Name & Number _____ Instructor _____

Country Where Course Will Be Taught & Dates of Trip _____

1. Attach a detailed syllabus for the class, which will include the following:
 - a. Identify the program's specific academic goals.
 - b. How many credit hours and contact hours will be involved in the course?
 - c. Attach an outline for the orientation session for students. Make sure the orientation includes comments on the security of the country, both politically and medically, as determined from reports issued by the State Department.
 - d. What is the format of the course (classroom lectures, field trips, and seminars with local experts, etc.)? Include this information for the portions of the course that are conducted within the United States and within the international country.
 - e. For whom is the course designed (VWCC students, senior citizens, others)?
 - f. How many students can participate?
 - g. How will the students' academic performance be evaluated? Include copies of tests and a final exam, if applicable.

2. Attach a statement providing the following information:
 - a. How will the students be recruited? Regular VWCC students should have a recommendation from a faculty member other than the teacher for the overseas course. If a participant is sponsored by a business, a recommendation from the employer should be submitted.
 - b. Give the cost of the trip for participants with an itemized expenditure breakdown.
 - c. What are the logistical arrangements (housing, meals, transportation, safety/security, etc.)?
 - d. Has research been done to assure that the country to which the students are traveling is safe? Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the State Department within ninety (90) days of travel.
 - e. Attach a copy of any brochures or publicity, which you plan to distribute off-campus. Show that the materials have been approved by the Public Information Office.

3. Have the individuals shown below indicate by their signature that they are aware of and approve your proposal.

Division Dean _____ Date _____

School Dean _____ Date _____

Vice-President of Financial & Admin. Services _____ Date _____

Vice-President of Academic & Student Affairs _____ Date _____

President _____ Date _____