**TRAVEL COMPONENT PROPOSAL**

This form is to be completed after a Travel Learning proposal has been approved for funding. It functions as a temporary course proposal for the .25 unit Travel Component of a Travel Learning Course (TLC). As with other course proposals, APC will evaluate and must approve the proposed travel component before the travel can occur.

If the full-unit Parent Course of the Travel Component is not yet an approved permanent or temporary course, an additional temporary course proposal should also be submitted for the full-unit Parent Course. Please submit both this form and (if necessary) the temporary course proposal for the full-unit Parent Course to the Office of Academic Affairs by the sixth week of the spring semester *preceding* the year in which the course is to be offered.

The .25 unit Travel Component will be given the same number as the full-unit Parent Course, but will be followed by a TL, *eg.* ART 300.4TL.

Originating Department Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course number of Travel Learning Parent Course (if already approved)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester and year TLC will be offered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is travel required of all students in the Travel Learning Parent Course or is it optional? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the Travel Component be graded A-F or S/U? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Graduating seniors will all take the TL course S/U so that their graduation honors can be calculated.*

Please append a preliminary course syllabus. The syllabus may be stand alone for the Travel Component or a clearly identified section of the Parent Course syllabus. Please make sure to include: (a) the schedule of activities (dates and times) for preparatory meetings (outside the Parent Course meeting times) and (b) readings, activities, assignments, learning goals and ways in which the Travel Component complements the Parent Course. Please note that assignments for the Travel Component must require students to engage in a substantial amount of reflection on the travel experience.

ACADEMIC POLICY COMMITTEE:

Action of APC: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reported to the faculty: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies to be filed in the Registrar’s Office, the originating department, and the Office of Academic Affairs.

 March 2013