# USCL Travel Study
# Course Travel Program Proposal

**Directions:** Submit this proposal to the student affairs committee for approval of travel study courses. Direct questions to your representative on student affairs. Please email all proposals to humphrlb@mailbox.sc.edu by 5:00 pm on March 17, 2017.

## General Information

Name: _____ Department:_____

E-mail: _____ Phone:_____

Office Address: _____

Proposed Program Location(s): _____

Proposed USC Course Number(s)/ Title (s)/ Number of Credits:

Is this an existing course?

Anticipated academic term:

Anticipated travel dates:

## Financial Estimates

Please make current estimates on what such travel would cost one person. These are just estimates; OSE can help coordinate actual purchases and logistics.

Airfare: _____ Lodging: _____

Local transportation: _____ Site Visits: _____

Food:_____ Other: _____

Total Estimated Program Fee (not including tuition)_____

If needed contact the Office of Student Engagement for assistance with cost estimates.
Office of Student Engagement * 1520 Devine St. * Patterson Hall * University of South Carolina * Columbia, SC 29208 (803)777-2142, saose@mailbox.sc.edu

## General Program Description

Please describe in detail the learning experience that students will have as a result of this travel experience. Please include educational activities and the overall connection between the destination and the course.

## Learning Outcomes

Please describe the intended learning outcomes of the travel study experience for student participants in regards to academic, cultural and personal learning. How will these learning outcomes be evaluated?

Academic:

Cultural:

Personal:

Evaluation Tools:

## Program Leader

Please briefly describe your previous travel experience within and outside of the United States. What qualifications do you possess to lead a group educational program in this topical area.

How is this program destination and/or subject matter in line with your recognized field of expertise?

Describe how you plan to promote this class.

Describe the way this course applies to USC Connect.

Describe past proposals for USCL travel study approved and not.

**ATTACHMENT: COURSE SYLLABUS**

Please attach an initial draft syllabus that includes the following:

1. Course title (including department designator and number)
2. Course objectives as expressed learning outcomes
3. Course requirements and grading
   a. Assignments and/or exams with brief descriptions of expectations and values for each
   b. Grading scheme and weights including what a student must do to receive a grade of A to F
   c. A time allocation framework (e.g. number of pre-departure class meetings and duration of each, number of contact hours expected each day while on-site) to meet minimum contact hour/credit requirements (ACAF 2.03)

**FACULTY LEADER AGREEMENT**

As the faculty leader of a USC Domestic Classroom Program, I agree to:

- Submit all program contracts to the Office of Academic and Student Affairs prior to taking student deposits;
- Submit a Program Participant Roster to Student Engagement and Success;
- Submit all changes to program (including cancelation) to student affairs committee and Office of Student Engagement and Success.
- Consult with the Office of Safety and Security to perform a risk analysis for the proposed destination, when necessary.

Faculty Signature: _____

Date: _____

Name:_____Title: _____

Department: _____

This program is approved as an opportunity by the Department/College of _____for academic credit. Any changes require dean's approval.

Dean's signature: _____

Date: _____

Name:_____Title: _____

Department: _____