

Application for Short-term and Summer-term Travel St. Lawrence University

All faculty and staff who take students out of the country on a program or course must, **as a first step**, file this form with the Center for International and Intercultural Studies to get authorization to move forward with student recruitment and other planning. This form covers: summer courses, January courses, short-term travel components that are part of a semester course, faculty-student research groups, and recreational travel.

For summer course planning, this form is due to CIIS by November 1, prior to the summer in which travel is planned.

Faculty applying for additional funding for a travel component must complete this form by October 11 for travel in the following January or May.

Group Leader _____ Department _____

Phone # _____ Email _____

Course or program title _____

Is this a credit-bearing course? Yes No If yes, how many units? _____

Department and course number _____

Estimated number of students _____

Number and names of faculty/staff accompanying the group _____

Location of travel _____ Dates of travel _____

On separate sheets, please attach your responses to the questions on the following page.

1. Detailed description of the course or travel program planned.
2. If this is a component that is part of a regular course, explain how it strengthens the course. If it is a summer or January course, explain how it adds to our curricular offerings.
3. Provide a detailed budget that includes:
 - total anticipated costs, including all staff and student expenses
 - projected per student cost
 - course registration fees, if any (for summer and January courses)
 - instructor stipends
 - cost for use of any institute, hosting organization or travel guide within host country
 - (budgets should show breakdowns that include air fare, instructional costs, housing, meals, travel within country, and other significant expenses)
 - information about any sources of funding for this program (departmental, external grant, internal subsidy for travel components to semester courses, etc.)

Note: the per student enrollment cost will be determined by the associate dean for international studies and the vice-president for finance.

4. As group leader, it is your responsibility to insure that students have a substantial academic experience (for courses) and are appropriately supervised; you are responsible for each student's well-being while the student is directly participating in the program. You are essentially on-call twenty-four hours per day, every day of the program, and your primary responsibility while abroad is the students' safety. With this in mind, describe your familiarity with the host location, its resources for academic inquiry as well as for safety of students. If the primary language spoken there is not English, indicate your level of fluency in the primary language of that country and/or your plans for using interpreters for student instruction and excursions. How much time have you spent in the host country?

5. Before submitting this application, meet with the director of the Health Center to discuss any particular health risks arising from the proposed travel. Establish with her whether students on your program will need to arrange for 1) individual consultation with the health center and 2) inoculations, if required. You should also check the website for the Centers for Disease Control: <http://www.cdc.gov>.)

6. Indicate any particular security or environmental risks to students posed by this travel or any other kind of risk arising from the activities planned. Attach with this application a copy of the Consular Information Sheet on the country or countries you will travel to, along with any relevant public announcements or advisories from the U.S. State Department: <http://travel.state.gov>.

7. If you plan to have other adults accompanying the program, involved in instructing and/or supervising students, indicate their credentials and their ability to assist in emergencies.

8. Obtain the signature, which indicates approval for this travel, on the attached Approval Form, of your department chair/supervisor.

Program Approval Form

The information I have provided about this travel is accurate as of the date of submission. If there are changes to the information, regarding the schedule, the costs, or security, I agree to make these known as soon as possible to the Associate Dean for International Studies.

Faculty/staff Leader (signature)

Date

I have thoroughly reviewed this proposal, and it is submitted with my approval.

Department Chair/Supervisor (signature)

Date

This proposal will be forwarded by the Associate Dean for International Studies to the Dean of Academic Affairs, the Vice President for Finance, and where appropriate the director for Summerterm for approval.

Assoc. Dean for International Studies (signature)

Date

Director of Summerterm (signature)

Date

Dean of Academic Affairs (signature)

Date

Vice President for Finance (signature)

Date