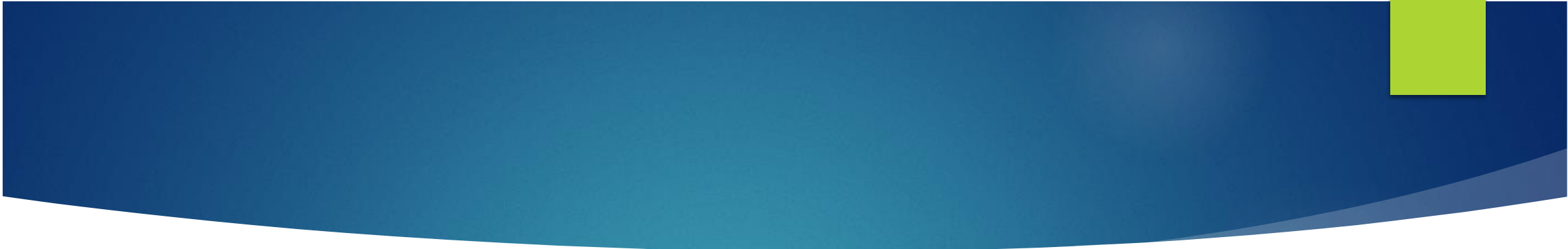




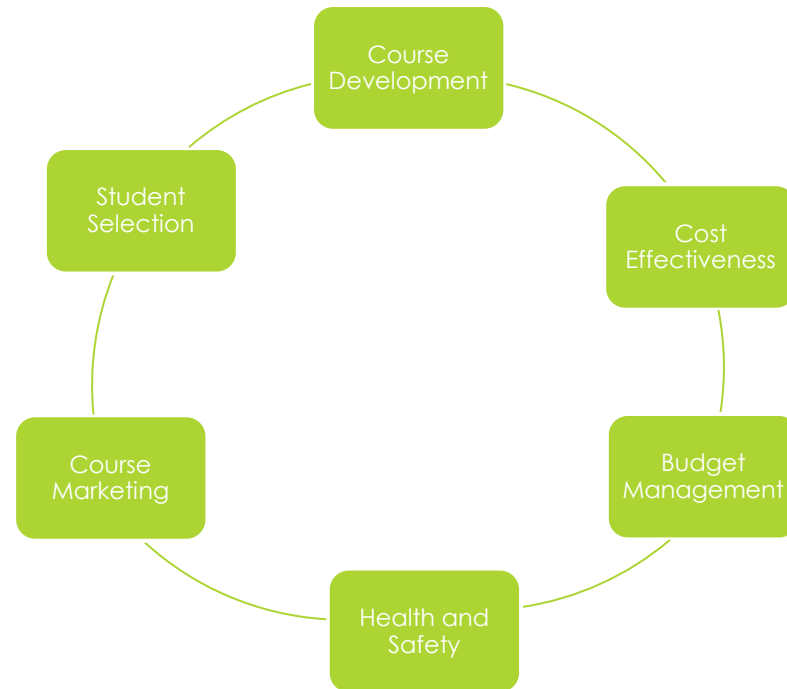
Developing a May Term Travel Course Proposal

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- ▶ What is a May Term Travel Course? Who can submit a proposal?
 - ▶ Developing a Successful May Term Travel Course Idea
 - ▶ What is the timeline for course development?
 - ▶ How to Access May Term Travel Course Online Application

What is a May Term Travel Course?

- ▶ Experiential in practice, these courses are frequently interdisciplinary in design and offer distinct opportunities for exploratory and creative course content. The mixture of travel, experiential learning and interdisciplinary design allows for a series of study options that are unique in composition and provide educational opportunities that are not possible during regular semesters.
- ▶ May Term Travel Courses either fully take place away from the university or offer a split model where courses are divided between a period of on-campus study, with a minimum of 14 days off-campus. Courses can be domestic or international. The average class-size is 14-15 students per course.
- ▶ Only tenured, tenure-track and term-track CAS faculty are eligible to reach a May Term Travel Course.

Developing a Successful MTT Course Idea



Course Development

- ▶ Course meets student needs/interests and is approved for (LAI, Johnston, etc.)
- ▶ Support from within department
- ▶ Utilizes course location (guest lectures, excursions, etc.)
- ▶ Who is involved in course development?
Faculty, program provider
- ▶ Role of course assistant

Cost Effectiveness

- ▶ What does course fee include?
Required – insurance if international destination, housing, excursions, etc.
Optional - group meals
- ▶ What will student out of pocket expenses be? (airfare, visa, vaccinations, meals, etc.)
- ▶ Financial aid and scholarships are limited for May Term Travel Courses
- ▶ How many students needed to make price point appealing for students?

Budget Management

- ▶ Money from course comes from student course fees
- ▶ Overspending of budget comes from departmental budget not CAS Study Away
- ▶ Remaining funds
- ▶ Contingency fees in budget
- ▶ Responsible for payment of course expenses and reconciling expenses after course ends
- ▶ University credit card

Health and Safety

- ▶ Is proposed location a level 1 or 2 with State Department?
- ▶ Familiarity with location and on-site resources to assist with emergency management
- ▶ Student conduct/Title IX/reporting
- ▶ Importance of role of course assistant
- ▶ Student preparation in pre-departure meetings (academic, cultural, identity, logistically, etc.)
- ▶ Expectation setting for course participants

Course Marketing

- ▶ Flyer – on CAS Study Away May Term Travel Course Webpage
- ▶ May Term Travel Fair – organized by CAS Study Away Office
- ▶ Info Sessions – run by faculty
- ▶ In class promotion – organized by faculty
- ▶ CAS Study Away social media promotion

Student Selection

- ▶ Process of student selection is managed by faculty leader
- ▶ Considerations – minimum number needed to meet budget projections, single room add on costs, benefits student would bring to group
- ▶ Some ways faculty determine participants – interviews, required information sessions, etc.
- ▶ Clear communication with students on course fees, out of pocket expenses, withdrawal process and deadlines

Timeline for MTT Course Development

Spring Semester/Summer Year Prior to MTT course

- ▶ March 31st - MTT Course proposal due
- ▶ April – Notification of proposal status
- ▶ Summer – Course approved for LAIs, Johnston, etc.
- ▶ Summer – Finalization of Per Student Cost and Program Flyer

Fall Semester

- ▶ Early September – May Term Travel Fair
- ▶ Early to Mid-October -MTT Course Risk Management Workshop
- ▶ Mid-October – Student Selection Completed
- ▶ Late October/early November – Student Registration in MTT Course/Student charged MTT course fee

Spring Semester Thru MTT Course

- ▶ February - Meeting with Business Office about managing course budget
- ▶ February/March –Spring semester – student pre-departure meetings and collection of student emergency information
- ▶ Spring semester – payment of deposit, course expenses, etc.
- ▶ May Term – course runs
- ▶ One week after return to campus – course expenses reconciled; must be by mid-June, at latest

How to Access May Term Travel Course Application

- ▶ Application:
<https://uredlands.sharepoint.com/sites/myredlands/SitePages/mayterm.aspx>
- ▶ More detailed information about May Term travel courses:
<https://www.redlands.edu/study/study-away/cas-study-away/resources/may-term-travel-courses-faculty-course-proposal-process/>
- ▶ Application Materials
 - ▶ Application
 - ▶ Budget
 - ▶ Travel Itinerary
 - ▶ Course Flyer
- ▶ Deadline: March 31st