College of Health and Human Development

Proposal Form for Faculty Interested in Offering Courses with Short-term, Domestic Travel Experiences for Students

LEAD FACULTY MEMBER:
Name ________________________________________________________________________________
Title _________________________________________________________________________________
Department ___________________________________________________________________________
Email ________________________________ Phone __________________________________________

COURSE:
Course Number ________________________________________________________________________
Course Title __________________________________________________________________________

STUDENT TRAVEL COMPONENT DESCRIPTION:
What off-campus experience would you like your students to have? _____________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
What do you hope your students will learn from this experience? _______________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Will this experience be a required component for the course? _________________________________
How will this experience enhance what students will learn in the classroom? (If you have a syllabus,
please include with this form.)____________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Do you have specific ideas for trip location(s)? If so, please explain. __________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
In which semester would you like to teach this course with the travel component? _________________

Do you have date(s) in mind for the trip component? If so, please explain. ____________________________

____________________________________________________________________________________

Do you have experience with leading off-campus student trips? If so, please explain. _______________

____________________________________________________________________________________

Will anyone else (e.g., other instructors, graduate students, staff, etc.) participate in implementing the travel component? If so, please explain who and how they will participate. ________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Please discuss this proposal with your department head and ask him/her to sign this form indicating his/her support of the submission.

_________________________________________    _______________________
Department Head/School Director Signature         Date

_________________________________________    _______________________
Lead Faculty Member Signature                   Date

Please send completed form to Lisa Clapper in the HHD Outreach Office, 104 Henderson Bldg.
Lisa will contact you shortly after receiving the form to discuss your idea and share information related to planning, securing necessary approvals (e.g., Associate Dean and Risk Management), budgeting, and important deadlines.

For questions, please contact Lisa at lrc139@psu.edu or 814-865-8898.