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.