

## Process Overview

### Travel Seminar Proposal Process: J-term 2026

Drake University established Travel Seminars to offer students courses that integrate an academic experience with intercultural and experiential learning while traveling. Travel Seminars are short-term faculty-led study abroad (or domestic) programs offered during J-term. By completing the travel seminar proposal process, your proposal will be considered for Drake's J-term 2026 travel seminar offerings.

#### Questions:

If you have questions, contact Chelsea Funk, Assistant Director of Education Abroad at [chelsea.funk@drake.edu](mailto:chelsea.funk@drake.edu).

#### J-term 2026 dates:

- January 5, 2026 - classes start, travel seminar courses begin on-campus meetings (minimum of 2 days)
- January 7, 2026 - earliest date for travel seminar departure from DSM
- January 23, 2026 - programs must return to DSM by this date

Please review our full Travel Seminar guidelines document for details on the program proposal and development process and expectations. If you have any questions, please contact Chelsea Funk ([chelsea.funk@drake.edu](mailto:chelsea.funk@drake.edu)).

#### Deadlines:

- Complete the Qualtrics Form by Sunday, October 27, 2024 at 11:59pm
- Dean and Department Chair Approval by Friday, November 1, 2024
- You will be notified if your proposal has been accepted by November 8, 2024

## Travel Seminar Proposal

Travel Seminar Proposal submitted by

Travel Seminar Location(s)

Note: List all cities and countries

## Leader Info

### Travel Seminar Leaders

It is Drake's policy that all travel seminars have two program leaders. There are two structures possible:

1. A Lead Instructor with a Co-Leader serving in a support role
2. Co-Instructors / Team Taught: Seminar is taught with both leaders sharing responsibility for course development and delivery as co-instructors

Compensation if traveling 14 days or more (pay will be prorated for less travel):

1. Lead Instructor: \$6,800; Co-Leader: \$1,500
2. Co-Instructors: \$4,150 each

How will the course be taught?

Option 1: Lead Instructor with a Co-Leader

Option 2: Co-Instructors / Team taught

### Travel Seminar Lead Instructor or Co-Instructor #1

First name	<input type="text"/>
Last Name	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>

Lead Instructor's College/School/Department

Please share the Lead Instructor's familiarity with the program locations, including past travel experiences, local language fluency, any relevant connections to local organizations or institutions, etc.

### Travel Seminar Co-Leader or Co-Instructor #2

First name	<input type="text"/>
Last Name	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>

Is the co-leader a Drake employee?

Travel seminars are not only an opportunity to provide high quality international courses for students, but to also further internationalization efforts at Drake by providing international opportunities and professional development to faculty and staff. In order to further internationalization, it is recommended the co-leader is a Drake employee (faculty

or staff). If the co-leader is NOT a Drake employee, reach out to Global Engagement to discuss. The Executive Director of Global Engagement and International Programs and your Dean must approve the co-leader. Approval will only be granted in rare instances.

Yes

No

Why have you chosen this individual to be your co-leader? What will they add to the student experience?

Co-leader's College/School/Department

Please share the co-leader's familiarity with the program locations, including past travel experiences, local language fluency, any relevant connections to local organizations or institutions, etc.

### Development

Have you begun working with a third-party provider at this time? (If not, Global Engagement will assist you with selecting an appropriate provider.)

Yes

No

If you have a provider already identified, please list them below.

Are you developing the program with an institutional partner? To see a list of our current international institutional partners, go

to: <https://www.drake.edu/global/partnerships/partners/>

Yes

No

If you have an institutional partner already identified, please list them below.

Is Community Engaged Learning (CEL)/service-learning included in the curriculum?

Yes

No

No budget is needed at this time. If you have an idea of the program cost for this travel seminar, please share below. If not, please write "N/A"

### Course Info

### Academic Program

Travel Seminar Course Title

Are you using an existing course number?

Y

N

Travel Seminar Course Number

For this proposal process, the course only needs to be in draft form at this time; however, curricular and AOI approvals need to happen as well and a full course syllabus will be requested. It is your responsibility to be aware of your college/school curricular approval process, deadlines, and requirements.

Please share a brief course description.

What are the course learning objectives? What are the key course topics covered?

How is the course content and delivery enhanced by the location? In other words – Why teach this course in this location? How is the location directly tied to the course content?

How will your course integrate students into the host culture? What intentional opportunities are you building into the course for students to engage with the local population or experience the culture in authentic ways?

As you think about aligning the program itinerary directly to the course learning objectives, please share what cultural activities, excursions, visits, meetings, guest lectures, etc., you plan to incorporate into the program. This list will help you think more intentionally about developing experiential learning as a teaching method in your course and fully utilizing the location as your classroom. These ideas can be developed out further in a collaborative process with on-site partners.

Critical reflection is a key component to experiential learning ensuring students are making meaning of their experiences. How will you facilitate student learning with reflection exercises throughout the program? Think about reflection activities, group discussion, individual journaling prompts, reflective essay, and more.

Describe physical demands of the program. What is physically required to take this course? What is optional?

The course needs approval by the appropriate curriculum committee, however, the process can vary based on your department policies. Reach out to your Department Chair to seek clarity on what is needed. Sometimes courses are offered as topics courses before going through the full committee. It is the lead instructor’s responsibility to ensure the course has appropriate curricular approvals and then notify Global Engagement once approvals are complete. Interdisciplinary courses can seek approval through the University Curriculum Committee. Approval needs to be confirmed by February.

What college/school curriculum committee will be approving your travel seminar course curriculum?

▼

Are there course prerequisites?

Yes

No

What are the prerequisites?

Does the course already have approval for AOI requirements?

Y



N

Select all AOIs the course will fulfill.

Artistic Literacy

Critical Thinking

Engaged Citizen

Historical Foundations

Information Literacy

Global and Cultural Understanding

Scientific Literacy

Quantitative Literacy

Values and Ethics

Written Communication

Diversity, Equity, and Inclusion Designation

See Travel Seminar Guidelines for more information on the AOI approval process. Select all the AOIs you are going to seek approval for:

Artistic Literacy

Critical Thinking

Diversity, Equity, and Inclusion Designation

Engaged Citizen

Global and Cultural Understanding

Historical Foundations

Information Literacy

Quantitative Literacy

Scientific Literacy

Values and Ethics

Written Communication

If the course will meet any other requirements such as a major/minor requirement, elective in a major, or honors credit, please list those here.

Travel seminars run with a minimum of 10 and maximum of 20 students. If there are pedagogical reasons to offer the program to more than 20 students, you may request approval.

Do you plan to request approval to run the program with more than 20 students?

Yes

No

What is your proposed enrollment cap?

What is your reason for an enrollment cap other than 20?

Program leaders will be expected to complete a [Credit calculation worksheet](#) in collaboration with Education Abroad once program is approved and itinerary is confirmed. See Travel Seminar Guidelines for more details on completing this worksheet.

I understand

Registration preference

Will registration preference be given to a certain group of students? (e.g. LEAD, honors, students in a certain major or minor, students in a certain school or college)

Yes

No

Please describe the student group that will receive preference.

## Procedures & Submission

### Approval from Department Chair

All travel seminar proposals require approval from your Department Chair. They need to approve the course proposal and workload implications for your department. Please

include the name and email address of your Department Chair below. Once your application is submitted an automated email will be sent to them with your proposal attached and they will be asked for approval. Make sure you correctly enter their email address below or they will not receive the email to approve.

Department Chair's Name

Department Chair's Email Address

### Approval from the Dean

All travel seminar proposals require approval from your Dean. They need to approve the course proposal and any personnel issues. Please select your Dean below. Once your application is submitted an automated email will be sent to them with your proposal attached and they will be asked for approval.

Select your Dean from the dropdown menu below.

### Submit Proposal

Once submitted, the Proposal will be reviewed by EAPIC (Education Abroad Policy and Implementation Committee). You will be notified of approval by Friday, November 8, 2024. Once you click the submit button below, your proposal will be submitted. If you are not ready to submit click the back arrow.

Powered by Qualtrics