



# Developing a May Term Travel Course Proposal

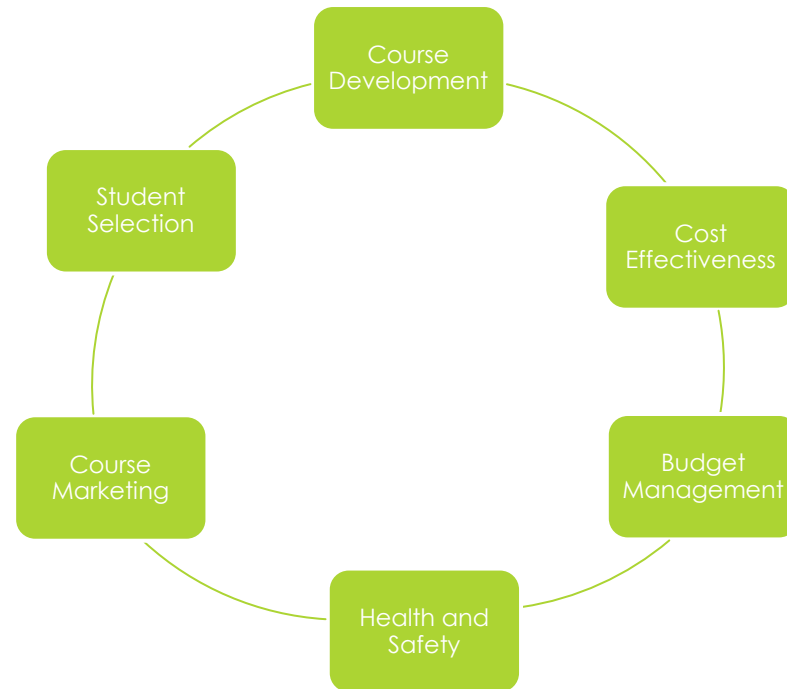
# Outline

- ▶ 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 teach 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?
- ▶ Withdrawal/cancelation policy

## Budget Management

- ▶ Money from course comes from student course fees
- ▶ Over spending 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, group dynamics, logistically, etc.)
- ▶ Expectation setting for course participants

## Course Marketing

- ▶ Flyer & Video – on CAS Study Away May Term travel course Webpage
- ▶ May Term Travel Fair – early September – organized by CAS Study Away
- ▶ Info Sessions – run by faculty
- ▶ In class promotion – organized by faculty

## 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 May Term Course

- ▶ March 31<sup>st</sup> - MTT course proposal due
- ▶ End of May Term – Notification of proposal status
- ▶ Summer – Finalization of per student cost and program flyer
- ▶ Summer - Course approved for LAIs, Johnston, etc.

## Fall Semester

- ▶ Early September – May Term Travel Fair
- ▶ October – Course Risk Management Workshop
- ▶ Mid October – Student selection completed & post-acceptance materials collected
- ▶ Late October/early November – Student registration in MTT Course/student charged MTT course fee

## Spring Semester Thru MTT Course

- ▶ January - Meeting with Business Office about managing course budget
- ▶ Spring semester – student pre-departure meetings
- ▶ Spring semester – payment of deposits/invoices/course expenses/airfare, 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 Online Applications

▶ **International Travel Course application:**

<https://studyabroad.redlands.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=48118>

Four application sections:

- Faculty and Travel Course Details
- International Travel Preparation
- Travel Course Budget
- U of R Faculty Leader Responsibilities

▶ **Domestic Travel Course application:**

<https://studyabroad.redlands.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=48126>

Three application sections:

- Faculty and Travel Course Details
- Travel Course Budget
- U of R Faculty Leader Responsibilities

# Additional Resources

- ▶ [Step by Step Instructions on How to Start a May Term Travel Course Application](#)
- ▶ [More detailed information about May Term Travel Courses](#)
- ▶ [List of most recent May Term travel course offerings](#)

# Questions?

Contact Andrea Muilenburg  
Director, Office of Global Education

[Andrea\\_muilenburg@redlands.edu](mailto:Andrea_muilenburg@redlands.edu)

909.748.8717