

APPLICATION FOR TRAVEL-STUDY APPROVAL

This completed form is due to the Office of Extended Learning by (Date:TBD).

See the Faculty and Student Study Abroad Handbooks for SJC Study Abroad Policies

INSTRUCTOR(S) OF RECORD	COURSE INFORMATION
<p>Name:</p> <p>(Name):</p> <p><i>Two instructors are recommended for most trips.</i></p>	<p>Course Number:</p> <p>Course Title:</p> <p>Number of credits:</p>
DESTINATION	PRE-REQUISITES (if any)
<p>City/Cities:</p> <p>Region:</p> <p>Country:</p>	<p>Course pre-requisites:</p> <p>Language proficiency requirements:</p> <p>Other pre-requisites:</p> <p>Is this course offered as a Learning Community? _____</p> <p>If so, are students required to register for both courses in order to go on the trip? _____</p>
TRAVEL DEPARTURE DATE	TRAVEL RETURN DATE
LOCAL CONTACT INFORMATION	EMBASSY/CONSULATE INFORMATION
<p>Local Contacts (If any):</p> <p>Other travel networks in place (if any):</p> <p>Will you need an interpreter? ___ Yes ___ No <i>(interpreter costs should be included in the budget)</i></p>	<p>Name and address of the nearest US Consulate or Embassy to the travel destination:</p>
ESTIMATED COSTS	TRAVEL ADVISORIES
<p>Minimum number of students to make trip viable: ____</p> <p>Maximum number of students for this trip: ____</p> <p>DIRECT STUDENT TRAVEL COSTS (not including travel costs for instructors)</p> <p>\$ ____ Air transportation</p> <p>\$ ____ Ground/marine transportation</p> <p>\$ ____ Lodging</p> <p>\$ ____ Meals</p> <p>\$ ____ Park/museum/activity fees</p> <p>\$ ____ Other _____</p> <p>OTHER COSTS (these costs will eventually be included in total student costs)</p> <p>\$ ____ All travel/lodging/meals costs for instructor(s)</p> <p>\$ ____ Fees for local guides or interpreters</p> <p>\$ ____ Travel costs for local guides</p> <p>\$ ____ Other _____</p>	<p>DEPARTMENT OF STATE http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html Are there currently travel warnings posted for this destination through the US Department of State? ___ Yes ___ No <i>Any trip to a nation with a current US Department of State Travel Warning will not be approved by San Juan College.</i></p> <p>CENTERS FOR DISEASE CONTROL http://wwwn.cdc.gov/travel/destinationList.aspx Are there currently travel notices posted for this destination through the Centers for Disease Control? (If yes, please attach the postings to this application along with a narrative providing context and/or explaining safety measures) ___ Yes ___ No</p>

ADDITIONAL INSTRUCTIONS

- *At least one trip leader must serve on the International Programs Committee for the duration of the academic year prior to the trip, in order to fully participate in planning and publicity.*
- *Trip leaders and students will be required to participate in at least one college presentation or general public activity following the trip.*
- *Trip leaders should be aware that planning and leading a trip is time-intensive and requires substantial communication with Center for Student Engagement and Business Office staff.*
- *At least one trip leader must be a full-time faculty member or professional staff member.*
- *Trip proposals may be submitted for up to two years in advance of the actual travel dates.*

ATTACHMENTS

TIMELINE

Attachments to this Proposal (may be submitted later):

- Course Guide including goals, objectives, outcomes, readings, assessment methods, and course requirements
- A detailed itinerary, including a description of travel and lodging arrangements; these may be modified after approval
- Applicable Dept. of State and CDC travel notices/warnings.

Trip Proposals Due: 5:00 pm, 10/7/11
Committee Recommendations to VP: 10/18/11
Programs Approved (tentative): 10/28/11
Student Recruitment Begins: 10/31/11
Student Applications Due (priority deadline): 1/27/12*
Student Airfare or first payment Due: 2/10/12
Final deadline for student payments: TBA
** Applications may be accepted after this deadline for trips which have not yet filled.*

SIGNATURE

SIGNATURE

Instructor

Date

Instructor

Date

SIGNATURE

SIGNATURE

Coordinator of International Programs/ SR
Director of Student Engagement

Date

Dean of the School for this course

Date

SIGNATURE

SIGNATURE

Vice President of Learning

Date

President

Date