



## Faculty-led Travel Study

Any faculty member who would like to lead a travel study course must submit the attached request form at least 2 semesters in advance for approval by the Department Chair (School Director), Dean, Provost and President. All faculty-led travel study courses must meet the following requirements under academic, financial and safety considerations:

1. **Academic Considerations:** A travel study course must offer UT Tyler credit (UNIV or specific majors), and justify direct correlation between the travel and the course through syllabus, course assignments, research activities, method of instruction, and examinations. All students in the course must participate in the travel study experience. No community member may participate, unless registered in the course as a student.
2. **Financial Considerations:** The revenue generated by the course must be sufficient to cover instructional costs and travel costs (transportation, meals, lodging, etc. for all participants, including faculty and RUOs.). As a guideline, a minimum of 10 students must be enrolled in the travel study course, unless it is self-supported through other means such as contracts or grants. An approved travel study may be cancelled if it fails to meet its enrollment target.
3. **Safety Considerations:** Instructor of the record for the course must serve as Responsible University Official (RUO), and accompany the students throughout the travel study. One additional RUO is required for every 10 students. RUOs must be employees of the University. All travel arrangements must be made by an approved UT System's travel agency, which may be an approved tour company, if the RUO so chooses.

The Proposal for Travel Study Course Abroad is a preliminary approval form and does not constitute full approval of your Travel Study trip. Tickets must not be purchased and other travel reservations must not be made before the Office of the Provost approves the Faculty International Travel Request and the Faculty Led Student International Travel Request forms. Please note that additional emergency contact and indemnification forms required by [Chapter 13 of the MOPP](#) must also be completed by all travelers prior to travel.

It is critical that you adhere to the mandatory Academic, Financial, and Safety Consideration requirements listed above to avoid cancellation of your Travel Study. **The Study Abroad Advisor at the Office of International Programs will reevaluate the three Considerations for the Travel Study approximately 3 months before the departure date.** The Study Abroad Advisor will issue a recommendation for cancellation to the Office of the Provost for any Travel Study trips that fail to meet the mandatory Academic, Financial, and Safety Considerations.

I acknowledge these requirements and confirm my proposed travel study course's compliance with each of them.

<RUO Signature as acknowledgement> \_\_\_\_\_

## PROPOSAL FOR FACULTY-LED TRAVEL STUDY COURSE ABROAD

### Instructions:

Complete and submit this Proposal for Faculty-Led Travel Study Course Abroad two semesters prior to departure. Follow all international travel requirements as described in UT Tyler's Handbook of Operating Procedures (HOP), the Manual of Policies and Procedures (MOPP) for Student Affairs Chapter 13, and the University of Texas System (UTS) 190. Route the completed form through DocuSign to the Office of the Provost for final review and approval.

**If the travel study country is designated Level 3 on the U.S. Department of State website [Travel Warning List](#) you must complete and submit the [Request for Foreign Travel Exemption](#) form in DocuSign. Please return to this proposal after the Foreign Travel Exemption has been granted.**

**No travel to countries designated Level 4 will be approved.**

Responsible University Official (RUO):

Email:

Title:

Department:

Term:

Location (Country):

Approximate Dates of Travel:

\*\*Travel Agent/Provider:

Is the country listed as Level 2 on the U.S. Department of State website [Travel Warning List](#)?    Yes    No

-If the country is Level 2, describe all precautions being taken:

ESTIMATED STUDENT EXPENDITURES FOR TRAVEL

1. Please list total cost of trip below as well as the total anticipated cost for each student.

- International airfare \_\_\_\_\_
  - Domestic airfare \_\_\_\_\_
  - Other Transportation \_\_\_\_\_
  - Lodging \_\_\_\_\_
  - Meals \_\_\_\_\_
  - Guest lecturers, gifts, hospitality, etc. \_\_\_\_\_
  - Admissions, tickets, special events \_\_\_\_\_
  - Instructional materials \_\_\_\_\_
  - Office of International Programs Processing/Administrative Fee \_\_\_\_\_
  - UT System International Travel and Health Insurance \_\_\_\_\_
  - Other costs (Specify in "Additional Expenditure Notes" below): \_\_\_\_\_
- Total Cost of Trip per Student = \$ \_\_\_\_\_

Additional Expenditure Notes:

TRAVEL LOGISTICS AND COORDINATION

2. Will you be working with a travel study tour company?    Y    N

\*\*If yes, list name of company: \_\_\_\_\_

**\*\*NOTE:**

•The UT Tyler Office of University Counsel must vet all travel study tour company contracts.

Please contact the UT Tyler Study Abroad Advisor [StudyAbroad@uttyler.edu](mailto:StudyAbroad@uttyler.edu) if you need assistance with this step.

•The University of Texas System has mandated that all faculty, staff, students, and guests traveling on University business must use the UTS contracted travel agencies: Corporate Travel Planners (CTP) or Anthony Travel (ATI). For more information, visit the [UT Tyler Transportation-Airlines](#) page.

### ACADEMIC CONSIDERATIONS

3. Attach a course syllabus, which provides a clear description of the objectives of the course and the relationship of the travel component and assignments to the attainment of those objectives.

*(Provide link for attachment in DocuSign)*

4. Describe the on-campus instruction sessions that you propose to conduct prior to and following the travel portion of the course. Estimate the contact hours for each of these. Please note: 45-48 contact hours (2250 minutes) must be held in a 3-hour regular or summer session course.

You may not include trip orientation as part of the contact hours; however, you may count pre- and post- travel sessions and on-site sessions that are not orientation toward contact hours.

*(Provide link for attachment in DocuSign)*

5. Attach the preliminary itinerary you propose to follow. You will have the opportunity to make alterations later if necessary. Your itinerary must include the following: Designated daily activities, hotel accommodations, phone number and address of hotel accommodations, method of travel from location to location. (Should a location not have a proper name, you may submit GPS coordinates instead.)

*(Provide link for attachment in DocuSign)*

### ENROLLMENT

6. Identify the target members for this course and estimate their number. How do you propose to recruit them?

### JUSTIFICATION

7. Does the proposed course require academic, cultural, and physical resources that are not available at UT Tyler? Explain.

### INSTITUTIONAL IMPLICATIONS

(To be confirmed by Department Chair)

8. Will your offering this course affect enrollment distribution in your department and school/college? Y N  
If yes, please explain.

9. Is this course part of an exchange agreement with a foreign institution? Y N  
If yes, give its name and location.

What effect will your absence from campus have on the distribution of workload in your department? If part-time faculty will be hired to replace you, what is the approximate cost to the University?

