

Office of International Programs

Room LWH 0007 / 5500 N St Louis Ave, Chicago, IL 60625

Phone: 773-442-5493 / E-mail: c-toffolo@neiu.edu

FACULTY-LED STUDY TOUR PROPOSAL FORM (AFY19-20)

Submitted by _____

Telephone & E-Mail _____

1. Destination(s): _____

2. Semester: Fall _____ Spring _____ Summer _____

3. Estimated Travel Dates: Departure (+/- 2 days) _____
Return (+/- 2 days) _____

4. Identified NEIU Course Information:

Table with 3 columns: Course #, Course Title, Instructor(s)

5. Anticipated student enrollment: _____ (N.B. Minimum number of students needed to offer program = 10).

6. Name & qualifications of co-trip leader: _____ *

*Best practice for such trips is to have 2 trip leaders accompany students - for 2 reasons: (1) if the primary faculty can't go due to a last minute emergency, the trip can still run; and (2) emergencies do happen during trips - it is good to have 1 trip leader who can attend to a crisis while the other continues to work with the other students on the pre-planned schedule of events. Trip cancelation insurance is also now a cost which may be required (final decision pending).

7. Briefly describe your motivation and/or experience for the chosen study tour location. Include your familiarity with location and its significance for your course content.

Multiple horizontal lines for text entry.

Please include the following documents along with this Proposal Form:

1. **Learning Objectives for the Study Tour:** Succinctly state the course objectives and explain how these objectives will be strengthened by the proposed trip. In addition, please explain how you plan to assess student-learning outcomes.
2. **Course Syllabi** (if course linked). If not course linked, detailed description of the study tour experiences must be provided. One component of the description must show the connection to courses of study and to the strategic plan of the university.
3. **Suggested Daily Itinerary** including identification of planned learning experiences and planned cultural encounters (a sample Study Tour Itinerary Form attached below). Note: A final itinerary will need to be submitted by the deadline indicated in the Faculty-Led Study Tour Policies (attached).
4. **Estimated Budget:** Please calculate on the higher end of the costs. Make certain to include transportation, meals, accommodation, and any anticipated additional expenses (e.g., speakers’ fees, entrance fees, local transport, etc.). Provide all expenses per person (see budget worksheet attached).
5. **Concrete Course Outcomes:** Indicate what the students will gain as a result of the study tour and how this experience will be shared with the University community upon return.
6. **Department Chair Name and Signature** (By signing below, the chair of the department acknowledges that he/she is aware of and approves the proposal and the associated information as detailed by the faculty member).

Name

Signature

Date

NOTE: Please e-mail the completed proposal by July 9, 2018 to Dr. Cris Toffolo, Office of International Programs, LWH 0008C

STUDY TOUR ITINERARY PROPOSAL FORM

(Please add extra rows as needed to indicate daily activities)

SUGGESTED ACTIVITIES			ASSOCIATED NEEDS			
DAY	LOCATION(S)	SCHEDULE	TRANSPORT	LODGING	MEALS	ADDITIONAL
e.g.			Public transportation; tour bus; other (N.B. Add cost if not included in package)	Hotel; home stay; dormitory; other (N.B. Add cost if not included in package)	Home stay family; dining hall; restaurant; other (N.B. Add cost if not included in package)	Museum visit; tour guide; books; etc. (N.B. Add each additional cost if not included in package)
1						
2						
3						

DAY	LOCATION(S)	SCHEDULE	TRANSPORT	LODGING	MEALS	ADDITIONAL
e.g.			Public transportation; tour bus; other (N.B. Add cost if not included in package)	Hotel; home stay; dormitory; other (N.B. Add cost if not included in package)	Home stay family; dining hall; restaurant; other (N.B. Add cost if not included in package)	Museum visit; tour guide; books; etc. (N.B. Add each additional cost if not included in package)
4						
5						
6						
7						