It is time to begin the process of planning of travel seminars for **Summer 2017 and January 2018**. This message outlines the proposal process, timeline, and compensation. Please contact Maria Rohach, Global Learning Program Coordinator, to begin the planning process at maria.rohach@drake.edu.

**PROPOSALS:**

Note: If your travel seminar was approved under the new process starting fall 2014 or later*,* and there are no significant changes to the syllabus or itinerary, it does not need to be re-reviewed by the school/college curriculum committee. You still need to inform the school/college curriculum committee that you wish to offer the course again, so they can move it forward through the process. Do not simply forward it to Maria or myself. School/college curriculum committees need to approve it, even if they do not need to review it again.

**Faculty/staff members proposing new travel seminars will need to provide curriculum committees and Drake International with:**

1. Syllabus

2. Draft itinerary

3. Credit calculation worksheet: <http://www.drake.edu/studyabroad/draketravelseminars/forfacultystaff/>

4. Routing Form: <http://www.drake.edu/studyabroad/draketravelseminars/forfacultystaff/>

Please also provide answers to the following questions:

A. Curricular evaluation:

1. How does the course meet curricular requirements (major, minor, AOI, etc.)

2. How is course content and delivery enhanced by the international or domestic location?

3. How does the course propose to integrate students into the host culture?

4. How do proposed excursions or site visits link to the learning objectives of the course?

B: Best Practice: (Please note answering no to these questions does not mean that your proposal will not be accepted.  Rather, it helps the Drake International staff with the planning of your proposal should it be accepted by the appropriate curriculum committee):

1. How familiar is the lead instructor or co-leader with the proposed international location? (e.g. professional connections, experience visiting/living/working there, language abilities, etc.) If neither have prior experience, please note there is financial support available through Drake International for travel seminar scouting trips: <https://drake.qualtrics.com/SE/?SID=SV_bDFI4qFjoQT7KtL>.

2. Has the faculty member successfully taught the proposed course or a similar course at either Drake or through another academic institution?

3. Is the proposed course being offered in collaboration with a university abroad?  Does Drake currently have a formal relationship with that university?  See list of current partner universities here:

<http://www.drake.edu/studyabroad/exchanges/partners/>

4. Is service-learning included in the curriculum?  If so, has an appropriate organizational partner been identified to facilitate service-learning activities on site?

After you have compiled all the documents send them to your curriculum committee as well as Maria Rohach in Drake International.

Should more than 20 travel seminars be proposed, a subcommittee of the Global/International Policy and Academic Council (GIPAC) will decide which of the 20 that have been approved by the appropriate curriculum committee will go forward this year. The criteria used to make these decisions will be: Geographical distribution; school/college distribution; whether or not the course is offered in collaboration with one of Drake’s international strategic partners; distribution between new and repeat offerings; whether the course emphasizes community engagement/service-learning; the degree to which the program integrates the site’s location/culture, and input from the appropriate department chair and/or Dean.

NOTE: Summer courses will need to provide rationale for why they cannot be offered in January (i.e. academic calendar; climate; length of course – 4 weeks, for example; course offered in collaboration with partner university, etc.)

**COMPENSATION:**

Note that all Summer/May and January Travel seminars will be compensated according to the same formula, and the costs of that compensation will not be built into student costs. This has been the case in January in the past, and is now the case in Summer/May.

Compensation for a three-week travel seminar (defined as at least 14 days of travel) will be $6800 for the instructor, $1500 for the co-leader. (Per HR policy, compensation is lower for Drake staff who are instructors or co-leaders on travel seminars. See the policy below) If the course has co-instructors (two people both responsible for the academic component of the course - assignments, grading, etc.), the co-instructors will each receive $4150.  Should the travel seminar involve less than 14 days of travel or less than 3 credits of work (as indicated by the Credit Calculation worksheet), compensation would be reduced.  We can clarify the exact amount based on the specifics of the travel seminar in question.  Finally note that for a 3-credit travel seminar, an instructor or co-instructor (though not a co-leader) in a January travel seminar, can, with permission of the department and the appropriate Dean, replace monetary compensation with a course reassignment.  Experience tells us that this is, in reality, rarely an option that departments or colleges/schools can afford, but it is allowed.

**TIMELINE:**

*New* travel seminars will be required to go through a full curricular review process by the appropriate college/school curriculum committee. Proposals should be submitted to curriculum committees by:

August 19, 2016, for Summer 2017 travel seminars

November 4, 2016, for January 2018 travel seminars

If you are planning to include a week of travel during a spring semester 2017 course, the deadline for submission to school/college curriculum committees will be August 19th.

**STAFF COMPENSATION:**

Drake University exempt staff may, with manager approval, lead Drake University January experiences so long as there is reasonable nexus between the staff member’s regular duties and the January experience, while remaining in paid status and without taking vacation. In addition to the exempt staff member’s regular salary, the following compensation is available:

* A staff member serving in a lead role on a travel seminar will receive $3400.
* A staff member sharing the lead role on a travel seminar will receive $1700.
* A staff member serving in a support role on a travel seminar will receive $850.
	+ In rare and exceptional cases, a non‐exempt hourly employee may serve in a support role on a travel seminar. Before such assignment is made, Human Resources, the non‐exempt employee’s supervisor and the leader of the travel seminar shall meet to determine whether the assignment is feasible and how it will be handled in light of the requirements of the Fair Labor Standards Act.