

Process Overview

Travel Seminar Proposal Process: J-term 2026

Drake University established Travel Seminars to offer students courses that integrate an academic experience with intercultural and experiential learning while traveling. Travel Seminars are short-term faculty-led study abroad (or domestic) programs offered during J-term. By completing the travel seminar proposal process, your proposal will be considered for Drake's J-term 2026 travel seminar offerings.

Questions:

If you have questions, contact Chelsea Funk, Assistant Director of Education Abroad at chelsea.funk@drake.edu.

J-term 2026 dates:

- January 5, 2026 - classes start, travel seminar courses begin on-campus meetings (minimum of 2 days)
- January 7, 2026 - earliest date for travel seminar departure from DSM
- January 23, 2026 - programs must return to DSM by this date

Please review our full Travel Seminar guidelines document for details on the program proposal and development process and expectations. If you have any questions, please contact Chelsea Funk (chelsea.funk@drake.edu).

Deadlines:

- Complete the Qualtrics Form by Sunday, October 27, 2024 at 11:59pm
- Dean and Department Chair Approval by Friday, November 1, 2024
- You will be notified if your proposal has been accepted by November 8, 2024

Travel Seminar Proposal

Travel Seminar Proposal submitted by

Travel Seminar Location(s)

Note: List all cities and countries

Leader Info

Travel Seminar Leaders

It is Drake's policy that all travel seminars have two program leaders. There are two structures possible:

1. A Lead Instructor with a Co-Leader serving in a support role
2. Co-Instructors / Team Taught: Seminar is taught with both leaders sharing responsibility for course development and delivery as co-instructors

Compensation if traveling 14 days or more (pay will be prorated for less travel):

1. Lead Instructor: \$6,800; Co-Leader: \$1,500
2. Co-Instructors: \$4,150 each

How will the course be taught?

Option 1: Lead Instructor with a Co-Leader

Option 2: Co-Instructors / Team taught

Travel Seminar Lead Instructor or Co-Instructor #1

First name

Last Name

Cell Phone

Email Address

Lead Instructor's College/School/Department

Travel Seminar Co-Leader or Co-Instructor #2

First name

Last Name

Cell Phone

Email Address

Is the co-leader a Drake employee?

Travel seminars are not only an opportunity to provide high quality international courses for students, but to also further internationalization efforts at Drake by providing international opportunities and professional development to faculty and staff. In order to further internationalization, it is recommended the co-leader is a Drake employee (faculty or staff). If the co-leader is NOT a Drake employee, reach out to Global Engagement to discuss. The Executive Director of Global Engagement and International Programs and your Dean must approve the co-leader. Approval will only be granted in rare instances.

Y

N

Why have you chosen this individual to be your co-leader? What will they add to the student experience?

Co-leader's College/School/Department

Course Info

Travel Seminar Course Title

What year did the travel seminar last travel?

Do you have any changes to make to the following areas?

- course number
- college/school offering the course
- pre-requisites

Yes

No

Please list the updated course number, college/school offering the course, and/or pre-requisites.

Do you plan to make any changes to the program itinerary, such as program length, housing, activities, excursions, transportation, etc?

No, I do not plan to make changes to the program itinerary.

Yes, I plan to make changes to the program itinerary

Please list out any changes to the program and why you hope to make these changes. For any new program activities, what do the new activities contribute to your learning objectives?

Do you wish to make any changes to your group flight logistics, such as using a different airline, traveling through a different layover airport, etc?

No, I was fine with our group flight logistics in the past

Yes, I would like to make changes to our group flight logistics

Please detail what changes you want to make to your group flight

Do you plan to make significant changes in the course content enhanced by location, host culture integration, critical reflection, or physical demands of the program?

No changes

Yes I plan to make changes to the course content and how it is enhanced by the location

Yes I plan to make changes to the way my course integrates students with the host culture

Yes I plan to make changes to how I facilitate critical reflection during the seminar

Yes I plan to make changes to the physical demands of the program

How is the course content and delivery enhanced by the location? (Why is it a great idea to teach this course in this location? What is the connection between course content and this location?)

How does the course integrate students into the host culture? What are specific and tangible ways you can get students on this program to engage with the local population and feel like they are learning by engaging with others?

Critical reflection is a key component of travel seminar courses; it is just as important as doing and experiencing new things. How will you enhance student learning through group discussions and individual reflection? Think deep about what students are engaging with and how to make meaning happen for them.

Describe physical demands of the program. What is physically required to take this course? What is optional?

Do you have any changes to make to the AOsI attached to this course?

Yes

No

See Travel Seminar Guidelines for more information on the AOI approval process. Select all the AOI you are going to seek approval for:

Artistic Literacy

Critical Thinking

Diversity, Equity, and Inclusion Designation

Engaged Citizen

Global and Cultural Understanding

Historical Foundations

Information Literacy

Quantitative Literacy

Scientific Literacy

Values and Ethics

Written Communication

If the course will meet any other requirements such as a major/minor requirement, elective in a major, or honors credit, please list those here.

Travel seminars run with a minimum of 10 and maximum of 20 students. If there are pedagogical reasons to offer the program to more than 20 students, you may request approval.

Do you plan to request approval to run the program with more than 20 students?

Yes

No

What is your proposed enrollment cap?

What is your reason for an enrollment cap other than 20?

Registration preference

Will registration preference be given to a certain group of students? (e.g. LEAD, honors, students in a certain major or minor, students in a certain school or college)

Yes

No

Please describe the student group that will receive preference.

Development

Do you plan to make any changes to the on-site provider, academic partner, or CEL component since you last offered the program?

I plan to work with the same provider/partner(s)

I would like to work with a different on-site provider

I would like to work with a different institutional partner (including removing previous partnerships for the program)

I would like to change (add or remove) the Community Engaged Learning component of the program

Please list which provider you previously worked with and why you would prefer to work

with a different provider. Do you have a new provider in mind? If so, which?

What changes do you wish to make related to the institutional partnership component of your program?

What CEL component would you like to add, change, or remove from your existing program?

Procedures & Submission

Approval from Department Chair

All travel seminar proposals require approval from your Department Chair. They need to approve the course proposal and workload implications for your department. Please include the name and email address of your Department Chair below. Once your application is submitted an automated email will be sent to them with your proposal attached and they will be asked for approval. Make sure you correctly enter their email address below or they will not receive the email to approve.

Department Chair's Name

Department Chair's Email Address

Approval from the Dean

All travel seminar proposals require approval from your Dean. They need to approve the course proposal and any personnel issues. Please select your Dean below. Once your application is submitted an automated email will be sent to them with your proposal attached and they will be asked for approval.

Select your Dean from the dropdown menu below.

Submit Proposal

Once submitted, the Proposal will be reviewed by EAPIC (Education Abroad Policy and Implementation Committee). You will be notified of approval by Friday, November 8, 2024. Once you click the submit button below, your proposal will be submitted. If you are not ready to submit click the back arrow.

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