

TRAVEL COURSE PROPOSAL REVIEW CRITERIA

When travel course proposals are reviewed, the paramount considerations will be the health and safety of our students and the academic integrity and rigor of the course. Overall criteria to be considered in either the initial or full proposal phase are detailed below. It is strongly recommended that you talk with Center for Global Education staff while developing your initial proposal and prior to submitting your final proposal.

INITIAL PROPOSAL REVIEW (due October 15)

Simmons Strategic Review

- Review of travel courses individually and as a group (location, subjects, timing)
 - Do travel courses go to the same country or region?
 - Do travel courses overlap in terms of content or subject areas?
 - Are courses offered at different times of the academic year? (January, spring break and summer)
- Does the course “fit” with the College, School and/or department mission and strategy?

Academic

- Course outline reflects a course that can be implemented realistically and appropriately abroad
- Academic justification for travel component
- Statement of fit with program/department goal(s)
- Clearly articulated and measurable student learning objectives

Health and Safety

- Faculty/In-country Provider
 - What is the experience of the faculty leader in the country, region or city?
 - Does the faculty leader or assistant have facility in the local language?
 - What is the experience of the faculty with leading travel groups?
 - What is the faculty leader’s knowledge of the course subject?
- Local Considerations/Site Review [see *travel.state.gov* and *wwwnc.cdc.gov/travel*]
 - Health issues and medical care
 - Are there physicians nearby to address medical issues? Are there hospitals nearby that can handle medical emergencies requiring surgery?
 - Are there any current medical outbreaks in the particular destination?
 - What are the medical illnesses in a particular area and the vaccinations or immunizations required prior to travel?
 - Will Simmons students have full access to local medical care? How will they be required to pay for the services? *
 - Availability of emergency services
 - In the event of an urgent medical matter, are emergency services located nearby? *
 - Do faculty and students know relevant local laws, how to contact local police and have contact information for the closest U.S. embassy or consulate?
 - Transportation
 - Simmons faculty should not transport students to and from destinations. Are local drivers licensed and insured? Are buses or taxis equipped with proper safety features?
 - How safe are the roads in the areas that the course will travel?

- Are there additional forms of transportation that will be used during the trip that may involve risk? (flights, subway, scooters, etc)
 - Political climate
 - How stable is the political climate; what is the likelihood of demonstrations or violence in the area?
 - What historic issues might be problematic in the future?

*Additional international health insurance information available in the Study Abroad Office.

FULL PROPOSAL REVIEW (due January 15)

Application Process

- Clearly stated program requirements for students
 - Academic pre-requisites
 - Academic objectives and course requirements
 - Physical and mental health considerations (how much walking is required? is the site or areas to be visited wheelchair accessible? Would food options need to be a consideration for those with food allergies?)
- Overall Engineering, Education & Enforcement (Gerald Wilde, *Target Risk*)
 - Engineering: Is the program structured in a way to reduce overall risk to participants?
 - Education: Is information shared with participants in a timely manner to educate participants of potential risks?
 - Enforcement: Are policies, rules and in-country protocol clearly stated so that participants are aware of expectations and consequences of their actions and decisions?
- Physical and Mental Health of Student
 - Does the faculty member have a plan for interviewing students as part of the application process or do they have classroom time with them before travel?
 - Has the faculty member provided students with a self-assessment by which they may determine their own level of comfort with foreseeable issues?
 - Are all students registered on StudioAbroad so that medical forms and waivers are signed?
- Safe housing
 - If home stays are required, who has vetted the families and homes?
 - What criteria and standards are necessary for the home to be approved?
 - What are the plans if there is a problem in a particular home situation?

Academic

- Justification for travel component; how travel and in-class time fit together
- Quality of academic experience provided by in-country partner
- Review and approval by School curriculum committee

Plans for Orientation and Reentry/Return the U.S.

- Pre-departure (site specific, faculty-designed relative to the travel destination)
- On-site orientation
- Reentry discussion: in-country and/or in Boston