



To: Deans, Program Directors, Academic Department Chairs, Faculty

From: Kim Howard, Director, Office of International Education
Beth Taylor-Nolan, Associate Dean, Continuing and Distance Education (CDE)
J. Dickinson, Vice Provost for Academic Affairs and Student Success

RE: **Travel-study courses 2021-22 Expression of Interest: Deadline March 4, 2021**

Faculty planning to teach courses (“travel-study courses”) or lead semester programs to international or domestic locations during the upcoming academic year must submit an [Expression of Interest](#) no later than **March 4**. Only proposals for courses or programs which have previously run may be submitted for winter and spring breaks or spring semester. A high-level view of deadlines follows. Please direct questions to travel.study@uvm.edu.

With the uncertainties of international and domestic travel due to COVID-19, no new travel study courses will be considered for next winter or spring breaks. New domestic travel study courses may be considered for spring break 2022 by exception only, if all advance preparations are expected to be completed prior to the course running. Given the uncertain course of the pandemic, all travel study course approvals will be provisional and dependent on updated UVM travel guidelines.

Requirement	Deadline
Chair reviews prior year’s course evaluations	February 2021
Expression of Interest (EOI) due	March 4, 2021
CDE sends full list of EOI courses to Associate Deans	March 5, 2021
Associate Deans send CDE their final approved unit list, after a university-wide review to ensure a set of courses which neither overlap nor compete	March 22, 2021
Instructions and budget template are distributed to approved faculty to propose/renew courses or semester programs	March 25, 2021
* Faculty receive home academic unit curriculum committee review	Before course is proposed

* The Provost’s Office requires that all travel-study courses demonstrate that they have the approval of their academic unit’s curriculum committee. Courses must:

- *Adhere to the credit hour rule.* Is there enough instructional time to justify the number of credits? Or is travel time without an academic component being counted as instructional time inappropriately?
- *Demonstrate academic rigor.* Does the course correspond to the regular offerings from your School/College at the same level (e.g. 00X, 1XX etc.) in prerequisite requirements and academic expectations?
- *Have a well-developed syllabus.* Does the syllabus outline a course that adheres to the credit hour rule, expectations for academic rigor, and show the instructor’s expertise in the subject matter?

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- *Put academic purpose first.* Is the academic purpose of the course the primary reason for it to be a travel study course? If the academic purpose is taking a back seat to the travel itself, then that could signal that this should not be approved for academic credit.

Questions from curriculum committees on this requirement should be directed to [J. Dickinson](#), Vice Provost for Academic Affairs and Student Success.