



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

**From:** Emma Swift, Director, Office of International Education  
J. Dickinson, Vice Provost for Academic Affairs and Student Success

**Date:** January 31, 2023

**RE:** International Travel Study Courses: Expression of Interest & Proposal Process for AY 23-24

As international travel continues to open up, UVM is open to supporting the development of new travel study courses as well as continuing to support preexisting travel study courses that academic colleges wish to run again. Academic colleges wishing to support faculty in teaching international “travel study” courses or semester programs during the academic year 2023-2024 are invited to engage in the expression of interest (EOI) process.

The expression of interest process for AY 23-24 international travel study courses will take place in February 2023. Both recurring and new international travel study courses will follow the same Expression of Interest (EOI) and Proposal process, and all programs approved will be subject to relevant COVID-19 protocols that may exist at the time of travel. A high-level view of deadlines follows. Please direct questions to [travel.study@uvm.edu](mailto:travel.study@uvm.edu).

Process Component	Timeline
Associate Deans review prior year’s course offerings at the college level and indicate if they wish to run courses again and whether the college will accept Expressions of Interest (EOI) forms for new courses from faculty.	List provided to Associate Deans on OIE 2/3, response requested by 2/10
Call for expressions of interest sent to faculty. Only faculty in colleges open to supporting new course development to submit EOI forms.	Mid-February
EOI forms due.	March 3
OIE sends list of EOI forms from each college to relevant Associate Dean.	March 6
Associate Deans send OIE their final approved unit list for new courses.	March 24
OIE sends instructions and budget template to faculty approved to submit course proposals.	Late March
Faculty receive home academic college curriculum review committee approval for course.	Before proposal is due

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

*Travel Study 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. 1XXX, 2XXX 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?
- 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 chairs, faculty, or curriculum committee chairs regarding these requirements should be directed to [J. Dickinson](#), Vice Provost for Academic Affairs and Student Success.