

College of Nursing and Health Sciences: Travel Program Pre-proposal

The College of Nursing and Health Sciences welcomes all new travel course ideas that have the potential to enhance the college's strategic position within the university and amongst its peers. This form is to be completed by faculty interested in bringing forward new ideas related to travel, both domestic and international BEFORE formal course development occurs. Please note applicable approvals within and external to the college still apply. Please click on this link for information on the Travel Course proposal process and approval routing timeline: ([CNHS - CPC website](#))

Several principles have been developed to guide decision-making around recommending new proposals. Faculty should consider these principles when submitting the pre-proposal:

- There is strong alignment between the proposed course and the college's strategic plan;
- There are opportunities for inter-professional student engagement;
- There is an emphasis on student learning related to elements of our action plan for inclusive excellence;
- The logistics for the proposed site/course provide reasonable access and ensure student and faculty safety;
- The course offers a unique experience is not in competition with similar offerings that exist elsewhere.

***Please note, travel courses are **minimally three credits**.

Please indicate your status: full-time _____ Part-time _____
Name of proposed travel course: _____
Elective or Required? (please circle) _____
Partner organization/affiliation (if applicable): _____
Location/site: _____

Is this location on the US Dept of State list of travel advisories or warnings? _____ YES _____ NO
(see: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>)

If yes, at what level? _____ 1 (normal precautions) _____ 2 (exercise increased caution)
_____ 3 (reconsider travel)* _____ 4 (do not travel)*

**Those at levels 3 or 4 will not be approved*

1. In which semester(s)/session will you offer the program? _____
2. What are your target majors? _____ What are allowable majors? _____
3. Please check applicable student population: graduate _____ undergraduate _____ nondegree _____
4. How many students can your program enroll? _____
5. Tell us your 'elevator speech' (in just a few sentences): why would students want to participate in this program, why would the college/university want to sponsor this course, and what is your distinct advantage?
6. Does this program address specific priorities in your discipline, or related disciplines? (e.g., new accreditation standards, degree requirements, focus on a particular population, etc.) If yes, please describe.
7. What challenges/obstacles do you anticipate, in launching and sustaining the program over time?
8. Are you aware of similar programs offered by a competing entity (another department, another institution)? If yes, please describe.
9. Have you discussed this proposal with your chair/program director? _____ Yes _____ No
10. For this program to be successful (to launch and sustain it over time), what resources or assistance might you need? *Please list examples and discuss in advance with your Chair.*
11. Will this course be offered within your existing workload or on Workload B (full-time only)?
12. How frequently do you anticipate offering the program?

Submitted by: _____ Date: _____

Please submit this pre-proposal (gilberto.diaz-santos@med.uvm.edu) by January 15 for consideration in the coming cycle of programs.