



Faculty Travel Course Planning Worksheet

Faculty Leader for the Program _____

Phone _____ Email _____

2nd Faculty Leader for the Program _____

**The university requires a second leader if you plan to stay overnight in more than one city or country*

Phone _____ Email _____

Are there other people we should communicate with? YES NO

If yes, please provide contact's Name/Phone/Email:

Travel Requirements

Estimated # of days _____

Faculty Departure date _____ Return date _____

Travel Course Begins _____ and Ends _____

If your dates are flexible, what are the earliest and latest dates possible:

Anticipated number of paying participants for group: _____

Are there any special needs within a group (disabilities, etc.) that require attention when planning this course?

Main objectives and educational goals (field experience, cultural immersion, academic study, etc.)

Do you want Group Airfare to be included in the proposal? YES NO

Requested cities and locations to visit:

Academic Details

Is this course open to Non-CU Students? YES NO

Number of course credits offered: 3 4 Other___

Anticipated course number _____

Anticipated course name _____

What could this course satisfy? (GE, major, minor) _____

At what level will this course be offered: FR SO JR SR GRAD

Are there Pre-requisite classes or minimum GPA required for this course? YES NO

If yes, please state _____

Program Requirements

How many classes will you hold on the Chapman University campus before departure? Date and Time.

Onsite meeting rooms or classroom space required for lectures or conference times? Date and Time.

What media equipment is required?

WASC guidelines require 15 contact hours per week. Estimate the number of lectures expected to be taught during the course. _____ (Contact hours)

Do you want an onsite program office or guide? Will an onsite orientation be required?

Are you seeking assistance with any academic components of the program (guest lecturers, access to university libraries, field trips, etc.)?

Would you like pre-purchased entrances/activities to specific museums, theatres, weekend trips, tours etc.?

Accommodations

Preference for group accommodations: hotel, homestays, dorms, etc.

Number of paying participants per room while on tour (Double is most common. Single may be available at a premium cost).

We typically put faculty in single rooms in the same location as group participants. If that is not acceptable, please outline your preference.

Rate each aspect as it relates to lodging: 1= Not Important 5= Very Important

- _____ Public Transportation
- _____ Accessibility to tourist sites
- _____ Accessibility to a local university campus
- _____ Facilities at the accommodation (e.g. gym, pool, restaurant)

Will family members or guests accompany you to the course location? If so, provide their names and relationships.

Additional information:

Please submit this completed worksheet to the Center for Global Education: globaled@chapman.edu