

Regis College – Travel Learning Proposal and Implementation Timeline

Deadlines to Submit Regis College Travel Learning Course Proposal Forms:

- **March 1** of the prior academic year for Summer and Fall programs
 - For example, March 1, 2014 is the deadline for a Summer 2015 program

- **October 1** of the prior academic year for Spring programs
 - For example, October 1, 2014 is the deadline for a Spring Semester 2016 program

Time Before or After Program	Actions
18-15 Months	Faculty begins brainstorming ideas and reviewing course content interests; visits with department chair about approval to lead a travel learning course; visits with Associate Dean to learn about the travel learning proposal and planning process.
15 Months	Faculty member turns in the Travel Learning Course Proposal Form (with Phase I required documentation); Proposal reviewed by the Travel Learning Program Review Committee (TLPRC)
15-12 Months	Faculty member revises and updates proposal based on TLPRC recommendations. Once approved, faculty member begins compiling Phase II required documentation, and (if applicable) works with Associate Dean to request program bids from third party providers.
13-10 Months	Faculty begins marketing course to students; Faculty and Associate Dean determine billing/deposit/refund timeline; (if applicable) MoU with third party provider is signed and approved
10-6 Months	Faculty continues to market the course to students, and plans the pre-departure orientation session(s). Students begin to apply for course, and register once accepted and as the system allows. Students and Faculty begin to compile necessary health, travel, and insurance documentation.
6-3 Months	Students continue to register for course. Travel arrangements are booked, including flights, once the course roster has been finalized. Student fees are due.
3 Months	Faculty delivers pre-departure orientation session(s). All Phase III documentation from faculty and students that has not been submitted is required at this point.
1 Month	Associate Dean provides faculty member with necessary travel and safety information for all course participants. Faculty member communicates with students to review travel details and expectations.
1 Week	Associate Dean and faculty member confirm travel details and make any necessary last-minute adjustments.
1-2 Weeks After	Program Evaluation sent to students.
2-4 Weeks After	Faculty submits a program summary to the Associate Dean including an analysis of what worked, what didn't, recommended changes for the future, etc.

Travel Learning Additional Documentation Checklist						
Item	Phase I		Phase II		Phase III	
Travel Learning Course Proposal Form	Required					
Faculty Agreement(s)			Required			
Faculty Required Travel, Health, and Insurance Documents			Optional		Required	
Course Syllabus (with readings, assignments, & deadlines)	Draft Required		Revision Required		Final Version Required	
Student Orientation & Re-Entry Plans	Draft Required		Revision Required			
Supplemental Student Application (if applicable)	Optional		Required			
Detailed Trip Itinerary	Draft Required		Revision Required		Final Version Required	
Student Roster					Required	
Students' Required Travel, Health, Conduct, and Insurance Documents					Required	
MoU with Program Provider/Partner (if applicable)	Optional		Required			
Program Budget	Draft Required		Revision Required		Final Version Required	
Crisis Management Plan			Required			
Marketing Plan	Optional		Required			