

# Travel Study Committee (TSC) Form: Request for Travel Study under PGCC Auspices

The goals and values inherent in travel/study learning are reflected in the part of the college's mission that seeks to promote intellectual challenges and cultural exploration and in the faculty's stated value that recognizes the need for a broad cultural and historical perspective. The policies and procedures contained in this **Travel/Study Program Planning Form** have been developed to assist in planning, promoting and successfully carrying out travel/study opportunities.

The preparation of the attached form is primarily the responsibility of the faculty sponsor for the proposed trip (referred to as the "travel coordinator"), but it also requires close collaboration with the Travel Study Committee (TSC) the department chair, the division dean and the dean of financial services in order to be a useful tool for planning. The planning process requires ample lead time because the logistics involved in program design, promotion, financing and contracting of the services associated with travel are complicated and time consuming. Initial conversations about a possible program should begin at least a year in advance with initiation of the steps in this form at least nine months before the projected departure date for the program. See attached flowchart and timeline.

The process for planning travel/study includes discussion at the departmental level to determine that the rationale for the travel/study program is appropriate in the context of departmental offerings and programs. It also includes the Curriculum Committee if the course involved is a new one, and also the divisional dean and dean of financial services to address questions of the feasibility of the program and the financing of it.

## ***Before Meeting with TSC, Complete a Concept Approval Request:***

- ✓ Purpose: (Check all applicable choices)
  - Study Abroad Group (number of students \_\_\_\_\_)
  - International Trip
    - Credit (number of students/faculty/staff \_\_\_\_\_)
    - Non-credit (number of students/faculty/staff \_\_\_\_\_)
  
- ✓ Professional Development/Personal Enrichment
  - Study Abroad
  - International Trip
  - Other \_\_\_\_\_
  
- ✓ Brief Description of Travel Locations
  
- ✓ Length of and Time Period for Travel (January, Spring Break, Summer, Fall or Spring Semesters)

- ✓ Existing PGCC Course(s) to Be Taken/Number of Credits
- ✓ New PGCC Courses to Be Created/Number of Credits
- ✓ Potential Service Providers/Partnerships: TSC will provide you with a list of potential service providers/partners; please check information with a minimum of two providers/partners in order to achieve the best value for the trip or study abroad. TSC needs the names of the ones you contacted and which one(s) you selected and why.
- ✓ Safety Issues (ex: State Department Travel Warnings) for Travel Areas
- ✓ Center for Disease Control Information for Travel Areas
- ✓ Potential Participants of Trip or Study Abroad Experience
- ✓ Expected Outcomes

***If Concept is Approved, Complete a Detailed Travel Study Proposal and Submit to TSC:***

- ✓ Detailed Itinerary: Attach itinerary and list modes of transportation that will be used throughout the trip/study abroad experience, including charter or commercial transportation, lodging, etc.
- ✓ Departure Date
- ✓ Return Date
- ✓ Safety Guidelines/Medical Coverage: TSC has Emergency Card, health coverage, and other appropriate forms that must be read, signed, and dated by all participants. Also indicate the name and role of the person who would stay behind with a participant who is not able to continue the experience for medical or other reasons.

✓ Required PGCC Support, Services, and Signatures

- Dean of Financial Affairs: procurement, payment, safety issues, insurance, etc.
- Director of Admissions and Records: registration process for courses, etc.
- Director of Financial Aid: financial aid issues for participants
- Travel Studies Coordinator: emergency forms, orientation, etc.
- Department Chair: permission to teach courses, etc.
- Division Dean

✓ Projected Costs

- --Set Up Costs
- --Running Costs
- --Cost to Participant (including tuition if required)

✓ Marketing Strategies

***After the Trip/Study Abroad, Arrange the Following Events:***

- ✓ Schedule Debriefing with TSC regarding "what worked" and "what did not work" (required)