FACULTY GUIDELINES
FOR SHORT-TERM, FACULTY-LED COURSES

The Office of Study Abroad and the Study Abroad Committee recognize that courses incorporating a travel component require a high level of time, energy, and commitment on the part of our faculty. To make the development and implementation experience as straightforward and comprehensible as possible, the Office of Study Abroad and the Study Abroad Committee has developed the attached set of guidelines.

I. DESCRIPTIONS AND GENERAL GUIDELINES

Proposed courses with a travel component must have an academic focus, and students must be full-time matriculated HPU students. Students must have a minimum of 2.0 GPA to be academically eligible to participate in the course; however, the faculty member teaching the course may add other prerequisites or requirements deemed necessary for students to be successful in the class.

All of the students must fulfill the study abroad component to successfully complete the course. In addition, only students registered for the course may participate in the travel component. The travel component can be either domestic or abroad. A minimum of 10 days (excluding days of travel to and from the destination) is required for travel components that extend from the spring semester. A minimum of 15 days for May/Summer-only courses is recommended.

The following is a list of options regarding the incorporation of the travel component into classes:

- Fall course with December/January travel component
- Spring course with May/June travel component
- May Term course with May travel component
- Summer I course with Summer I travel component
- Summer II course with Summer II travel component

Travel over Spring and Fall Break cannot be considered for a short-term faculty led program due to time/day constraints.

Important items to note:

- Courses taught in their entirety in May (May term) cannot fulfill General Education Requirements (except in the case of Global Studies.) General Education courses must be offered as continuations of the previous semester (e.g., spring semester with May travel, fall semester with December/January travel).
• Major requirements can be offered as stand-alone courses during the May term, only with written permission from the respective dean(s).
• To receive a Global Studies designation the course will need to be reviewed by the Global Studies Committee (GSC).
• Approval by the Study Abroad Committee is valid for three years in a four-year span, unless substantial changes have been made to the course (changes in location, content, etc.)
• All travel study courses have to be approved by the Educational Policies Committee and the full faculty.

II. STEPS TO PREPARE AND PROPOSE A COURSE WITH A TRAVEL COMPONENT

1. Secure the approval of the Department Chair.
2. Meet with the Director of Study Abroad to discuss the feasibility, cost and logistics of the course and its location.
3. Complete a proposal and submit it to the chair of the Study Abroad Committee. The course proposal consists of (1) the form found online at www.highpoint.edu/studyabroad/for-hpu-faculty/, (2) a complete course syllabus (syllabus guidelines are attached), (3) a complete daily itinerary template (online); and (4) a complete EPC cover sheet.
4. Present the proposal (in person) to the Study Abroad Committee.
5. Once approved present the proposal to the Global Studies Committee (if the course is designed to fulfill the GBS requirement).

If you have further questions or comments related to the academic aspect of planning a course, please contact Dr. Claudia Femenías, Chair of Study Abroad Committee, at cfemenia@highpoint.edu or 336-841-4594 or any member of the committee in your area of study. In addition, questions pertaining to cost, logistics, travel planning and feasibility should be directed to Heidi Fischer, Director of Study Abroad at hfischer@highpoint.edu or 336.841.9636.

Study Abroad Committee
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