



2017-2018 Trip Proposal

1. Complete proposal form

For guidelines and policies for each area (*denotes specific requirements), reference the Proposal Packet Guidelines & Requirements found at the end of this document.

2. Submit for signatures

Submit proposal form, course syllabi, and applicable vendor-projected costs to your Chair and Dean/Director for signatures.

3. Submit proposal packet

The Dean or Director should submit the signed completed proposal packet to LU Send in person, through inter-campus mail, or by email to lusend@liberty.edu.

Title of Trip:

School/Department Hosting Trip:

Academic Course(s)*:

Faculty Lead*:

Proposed Destination (City/State/Country)*:

Departure Date, City, and State:

Return Date, City, and State:

- Participants*:**
- (1) Targeted amount (minimum/maximum):
 - (2) Non-student LU participants (leaders, staff, faculty):
 - (3) Degree program of students (if applicable):
 - (4) Age range of students:
 - (5) Qualifications (Online/Residential):

Vendor Projected Cost Per Participant*:

Tour Company/Agency* (If N/A, write LU Send):

Please provide a short rationale* for this trip:

Please provide a short explanation of how you envision the integration of cultural engagement in this travel experience*:

Please provide a sample promotional paragraph:

Additional Items*

Please read and complete the following items related to the trip proposal process. The Faculty/Staff Lead(s) and the Dean/Director should initial in the appropriate spaces.

For ***Dean/Director*** Review:

Budget

Will the department provide any type of funding for this trip (e.g. per diem, faculty travel costs, etc.)? Please initial where appropriate:

Yes _____ Amount \$_____ Purpose: _____

No _____

Faculty Lead(s) Approval

In speaking with the faculty lead(s) for this trip, I understand the various expectations of a LU Send trip leader, not limited to, the ability to participate in the physical demands of international travel, the ability to integrate academic learning while on tour, the ability to mentor students spiritually, and the ability to facilitate cultural engagement. Faculty leads must be credentialed to teach the courses listed.

In considering these expectations:

I approve the faculty lead(s) for this trip _____

I would like to have further conversations about trip leadership _____ (LU Send will follow up)

For **Faculty/Staff** Review:

Training Requirements

The Faculty/Staff Lead(s) will be required to attend two trainings prior to the trip's departure, and one debrief meeting after the trip's return. These trainings will provide further support in areas such as safety and security, international travel logistics, Cultural Intelligence, and cultural engagement.

Please initial that you understand these training requirements:

_____ (Faculty/Staff Lead 1)

_____ (Faculty/Staff Lead 2, if applicable)

Promotional Needs (Faculty/Staff Lead)

LU Send is able to create and produce digital images for trip-specific promotion, including slides, Terra Dotta web pages, posters, and handouts. Any printing will need to be done through your department's budget. These items will be created once your trip enters the Trip Development phase.

Please initial next to your promotional needs:

_____ I will require promotional materials from LU Send

_____ I do not need promotional materials

Signatures*:

For Academic Departments:

(Chair of Academic Department)

(Dean of School or College)

For Non-Academic Departments:

(Director of Department)

Proposal Packet Guidelines and Requirements

Academic Courses: Each student participating in the academic trip must be earning course credit. Traditional three, two, and one-credit courses can be academic options, as well as assignment replacements or substitutions. All options must be specified and approved ahead of time by the appropriate faculty member, Chair, and Dean. Academic offerings must fall within the same academic term in which the trip is taking place. Internship, practicum, clinical, and externship credit are not allowed on LU Send trips. Faculty will only be paid for a maximum of 3 credit hours, despite the number of courses offered for credit. Each faculty of record is required to enroll a minimum of 5 students total across their course offerings (e.g., GLST 200 – 2 students, GLST 210 – 2 students, GLST 301 – 1 student). LU Send will confirm the faculty member's credentials to teach the courses listed in conjunction with the Provost Office.

Faculty/Staff Lead(s): The Faculty/Staff Lead(s) must join the students for the entire duration of the trip and at least one must be the faculty of record for the academic course(s) (for academic trips). Additional faculty and staff members may serve as co-leaders, in order to meet the two-leader minimum. There must be one male and one female faculty/staff member on all mixed-gender trips. All leaders must be approved by their Chair, Dean/Director, and LU Send.

Proposed Destination: Proposed destinations must be clear of any State Department Travel Warnings. Total destinations for any trip are limited so that students may intentionally engage with the culture and the academic content, facilitating a deeper understanding and appreciation for the host culture in relation to their academic area. (In-country time of 7-14 days: two destinations; 14-21 days: three destinations; Exceptions to this policy will be considered on a case-by-case basis). All trip participants must travel with the group from departure through the end of the trip. No go-aheads, stay behinds, or optional excursions of any nature are allowed.

Participants:

(1) Targeted amount: Trips are required to have a minimum of 10 students. Exceptions to this policy will be considered on a case-by-case basis.

(2) Non-student participants: No non-LU persons are allowed on the trip. Any non-student (staff or faculty) participants are required to serve a purpose on the trip (group discussions, academic content, cultural expert, spiritual content, etc.) and must be approved through the LU Send office. Please be intentional in who you invite to participate in your trip, as they will need to further facilitate the purpose of these trips in developing the students academically, culturally, and spiritually.

(3) Degree program(s) of students: You may limit the student participation to a specific degree program, so as to narrow the focus of the international experience.

(4) Age range of students: Be specific in the age range of students for this trip, keeping in mind a wide range may alter the dynamics of your trip. If your trip is going to be fast-paced, for example, you may need to consider what type of student is appropriate for your trip.

(5) Qualifications (Online/Residential): The Liberty student body is vast and varied in both age and life experience. Be specific as to what demographic you are including in your trip.

Vendor Projected Cost Per Participant: Please attach a copy of any quotes and/or any relevant financial information provided by the vendor/agency. Also, please provide any accompanying documents that detail the projected costs. Keep in mind that background checks, stateside transportation, travel and medical insurance, etc. may be added to the total cost of participants.

Tour Company/Agency: If you are working with a specific Tour Company (i.e. EF, ISA, CIEE) or Agency (i.e. non-profit), please state that along with the point of contact.

Rationale: Please state the rationale for this trip, including the benefits to the students, academically, culturally, and spiritually.

Cultural Engagement: Cultural Engagement is viewed as the intentional exposure to the culture and intentional engagement with the culture. This both facilitates learning about the culture, therefore increasing one's understanding of its values, customs, and norms, and engaging with the culture through direct interaction and service within the context of missional living. In essence, students will both grow in their relationship with Christ, and learn to give like Christ through cultural engagement experiences.

Additional Items: These items are required to be reviewed and initialed by the Dean/Director and/or Faculty/Staff lead where indicated. Proposals without these items completed will be returned to the Faculty/Staff lead.

Signatures: For academic trips, both the department Chair (if applicable) and School/College Dean are required to sign your proposal before submission to LU Send. For non-academic trips, the department Director is required to sign off.