

May Term Travel Course Information Sheet

(International and Domestic Travel Courses)

Name _____ Department _____

Campus phone _____ email address _____

Course Number _____ Course Title _____

Preferred Time M-F/9-12 pm
 M-F/1-4 pm
 Other: _____

Course Description: Please provide a description of your May Term travel course, limited to 150 words, to be included in Banner, for student registration. In addition, send the description via email, in the form of a Word Doc, to the Mellon Center at: melncntr@iwu.edu

List any prerequisites: _____

What is the **enrollment cap** for your course? _____ (Please note that team-taught courses must have enrollment caps between 25 and 35 for both instructors to receive teaching credit.)

Check all that apply:

- _____ Will count toward (both) major or minor
- _____ Will count toward major only
- _____ Will count toward minor only

Currently approved for GenEd/flag

_____ Will count for general education in:

- | | |
|---|---|
| <input type="checkbox"/> Analysis of Values | <input type="checkbox"/> Life Sciences - Lab |
| <input type="checkbox"/> The Arts | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Contemporary Social Institutions | <input type="checkbox"/> Physical Education |
| <input type="checkbox"/> Cultural and Historical Change | <input type="checkbox"/> Physical Education Fitness |
| <input type="checkbox"/> Formal Reasoning | <input type="checkbox"/> Physical Sciences - Issues |
| <input type="checkbox"/> Intellectual Traditions | <input type="checkbox"/> Physical Sciences - Lab |
| <input type="checkbox"/> Second Language | |
| <input type="checkbox"/> Life Sciences – Issues | |

- _____ Will count for U.S. Diversity Flag
- _____ Will count for Global Diversity Flag
- _____ Will count for Writing Intensive Flag

Plan to submit for GenEd/flag approval

Category/Flag: _____

Travel Details

- Complete both the Course Cost Grid and Student Cost Grid to determine the information below.
 - Return both cost grids with this Travel Course Information Sheet.
 - Keep the Mellon Center informed of all revisions/updates through-out the planning process.
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_____ International Travel Course _____ Domestic Travel Course

Course Fee: \$ _____

**Please note: Fees cannot be increased once a May Term course is published. Please plan accordingly.*

Dates of Travel: _____

Is there a segment of your course which requires students stay on-campus: _____ YES _____ NO

If yes, when? _____ before departure _____ after departure _____ upon return. Total number of days _____

What is the minimum number of students for your course to be viable? _____

Name of travel assistant (required for international courses): _____

Will you need a meeting room on campus any time during May Term? _____ YES _____ NO

If yes, please indicate the dates: _____

Signature of Travel Course Leader

Signature of the Department Chair/Program Director