

## International Field Trips College of Liberal Arts

### What is an international field trip?

An international field trip is a form of faculty-led student travel. International field trips are short-term, often credit-bearing, and embedded in a campus-based course, wherein less than 50 percent of the course is taught outside the United States. One example is a Shakespeare course offered on campus during spring semester, with the class traveling to London during spring break. Please refer to the Study Abroad Programs Office website for additional information on [Short Term Group Trips](#).

Faculty interested in teaching a course largely, or entirely, outside the U.S. should refer to faculty-led study abroad.

### What is the approval process and deadline?

International field trip approval is a two-part process:

1. [Register](#) the field trip online, at least 6 months prior to departure, through the Study Abroad Programs Office.
2. Prepare a typed [Request and Approval for a Field Trip with or without a Fee](#), also available through the online process in item 1.
  - The following deadlines apply (if requesting a fee):
    - May/Summer/Fall                      January 15
    - Winter/Spring                              August 15
  - Attach the following typed documents:
    - Basic budget showing how fee was determined
    - Tentative itinerary
  - After obtaining departmental approval, please submit to Christie Dunn in Coke 204A by the applicable deadline.

### Who may I contact with questions?

Christie Dunn  
International Programs Manager  
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