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.

   o The following deadlines apply (if requesting a fee):
     - May/Summer  January 1
     - Fall  February 1
     - Winter/Spring  August 1

   o Attach the following typed documents:
     - Basic budget showing how fee was determined
     - Tentative itinerary

   o After obtaining departmental approval, please submit to Christie Dunn in Coke 204A by the applicable deadline.

Who may I contact with questions?

Christie Dunn  
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