Procedures for Developing a Course with an International Travel Component

Introduction: Proposed courses with an international travel component must follow the regular course approval process along with additional steps addressing the special aspects of such courses.

Flow Chart of the International Course Approval Process: See the new course flow chart, illustrating the additional steps needed. After discussion of the proposed course with the Associate Dean for Academic Affairs, the faculty member needs to (1) consult with the SSW Dean regarding expected budget implications for the course, including faculty travel expenses, (2) consult with the UMB Student Center for Global Education regarding safety implications for the course and also how the course fits with UMB global foci, and (3) consult with the Global Initiatives Committee regarding how the course fits with SSW global foci.

Once the above steps have been completed, the course would move forward per the standard course approval process.

Components for International Course Syllabi: These course syllabi need to include all the overall SSW syllabi components. In addition, the international trip component needs to be described in detail, including approximate SSW class meetings, approximate travel dates, etc. Please see the attached syllabus developed by Dr. Gioia and Dr. Pittman as a model example.