

## Application to Teach a Casper College Credit Course Outside Natrona County

*This form is for courses in which the majority of hours are taught outside Natrona County, not regularly scheduled clinical sites or field trips.*

*It is due to your Dean by Sept. 1st for proposed Spring classes, by Oct. 1st for proposed Summer classes, and by Jan. 30 for proposed Fall classes.*

1. Course prefix, number, title, & credit hr.: \_\_\_\_\_

2. Approximate dates of travel: \_\_\_\_\_

3. Include a travel itinerary including names/addresses of hotels or other facilities where students will be housed and names/addresses of any location where classes will be taught.

For international travel review destination country(s) status on the US State Dept. warning list. (*Travel warnings are listed at:*

<https://travel.state.gov/content/passports/en/alertswarnings.html>)

Country/Area of Travel	Travel Warning	
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Value added to course by visiting off-campus location(s) versus on campus?

5. Describe how students will be made aware of potential health and safety issues and important cultural differences before departure?

6. Does the travel credit course have a prerequisite?

7. Will classes/meetings be held for students prior to departure and how many meetings/classes will be held?

8. What is the proposed total number of travelers for this course? \_\_\_\_\_

a. Expected # of students (*All students must be 16 or older by date of travel*): \_\_\_\_\_

b. Expected # of CC personnel: \_\_\_\_\_

9. Will anyone besides CC employees and students be traveling with the group? Yes No  
a. If yes, what is the rationale for their involvement with this course?

10. Travel Costs:

a. How will student travel costs be paid/collected?

b. How will travel costs for CC personnel be paid/collected?

c. How will travel costs for "others" accompanying the trip be paid/collected?

11. What are the travel costs including supplemental travel and emergency medical insurance that will be quoted to students? Please consult the Office of International Education regarding insurance.

Casper College personnel acting as responsible party(s):

(Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Dean(s) approval of this travel course application:

(Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Notification of Campus Security/Clery Act Compliance Officer:

(Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

*Approval by Deans Council*

(Print) \_\_\_\_\_

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

*Upon approval of this application by the respective Dean and notification of the college's security officer/Clery Act compliance officer Deans Council, and no later than one calendar week before departure, submit the following information to the VP for Student Services:*

- A. an itinerary*
  - B. a list of all travelers, with 16- and 17-year-olds identified*
  - C. emergency contact information for all persons traveling*
  - D. a list of the course's learning objectives & assessments in the course syllabus*
- \*\*\* If it's a special topics course, notify the Curriculum Committee. \*\*\**

**YOUR PROPOSED TRAVEL COURSE IS APPROVED ONLY WHEN YOU HAVE RECEIVED  
NOTIFICATION  
FROM THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.**