**Guidelines for Short-Term Trips**

The Office of Off-Campus Study has a small amount of funds that can be used to support short-term trips connected to on-campus courses. For example, a faculty member may want to take students to a specific location for 4-7 days that would enhance the course in ways that cannot be delivered on campus. The funds are similar in spirit to Beyond Colgate funding that the Office of the Dean of Faculty distributes, however, those funds are generally used for regional travel and not meant to support longer trips and airfare.

The Office of Off-Campus Study and the Off-Campus Study Committee will review proposals each semester. *For trips that would occur in the fall semester, faculty should submit a proposal by March 15. For spring trips, the deadline to request funding is October 1.* In general, two or three proposals will be funded each year depending on the costs of the trips.

For trips that are 4-7 days in duration, faculty should be mindful in scheduling the trip so as not to compete with the academic calendar. For example, fall break, Thanksgiving break and spring break would be the ideal time for trips to occur, as they would take place during the semester but do not conflict with class schedules. Faculty wishing to travel in January or May should consider applying for a [Sophomore Residential Seminar](http://www.colgate.edu/campus-life/housing-options/mellon-sophomore-residential-seminars) or [Extended Study](https://sites.google.com/a/colgate.edu/colgate-university-director-s-extended-studymanual/) (which are typically 2-3 weeks in duration). Faculty should also consider applying for [COVE development grants](http://www.colgate.edu/campus-life/volunteerism/max-a-shacknai-cove/programs/service-learning)for courses with service learning.

Given their limited duration, trips in the Americas will be prioritized (US, Canada, Mexico, Central America, the Caribbean, and the northern part of South America). The OCS committee discourages long-haul flights for short-term trips.

Faculty should include the following information in their proposal:

a. The course number and title and a draft syllabus. Preference will be given to travel that is integral to the course and listed on the syllabus. It is possible that the trip could be construed as a 0.25 credit add-on course; however, faculty will have to submit a new course proposal to the Curriculum Committee in advance.

b. The nature of the trip, and how the trip supports the academic goals of the course. A short explanation as why one week is appropriate (relevant to an extended study, for example, that runs three weeks).

c. Number of participants (students and faculty). Due to scheduling conflicts, we recommend that the trip not be a required component of your course. Please address how you plan to get students to commit to participating. Additionally, briefly articulate an alternative assignment for students who cannot participate.

d. Location and desired date. Please note in your proposal if your dates are flexible and you are open to sharing transportation costs with another class.

e. Estimated budget: please use the template [budget worksheet](https://docs.google.com/a/colgate.edu/spreadsheets/d/1GoBK5cuVIfyVZHKaRyeIgSlzoRRfvft1rF8-mOnKthQ/edit?usp=sharing). Students may be asked to make a contribution ranging between $250-$500 depending on the cost of the airfare (but additional financial aid will be made available for those unable to make a contribution). Meals will be capped to a maximum of $20 per diem for each person or $25 per person for high cost cities. Students may be asked to cover some meals themselves. Students are expected to share rooms and accommodations should be basic, costing approximately $25 per person per night.

f. Possible funding from departments or programs, including any endowed or discretionary departmental funds available may help defray these costs. (Consult your department/program chair regarding the availability of such funds.)

g. Approval from your department/program chair and division director.

Faculty will not be compensated for leading the trip, and will be responsible for working with the Office of Off-Campus Study to sort out trip logistics and safety and security protocols.

Proposals should be emailed to the Office of Off-Campus Study Committee, [off-campusstudy@colgate.edu](file:///C:\ADnew\OCS\short%20term%20trips\off-campusstudy@colgate.edu).