

DOANE UNIVERSITY TRAVEL COURSES GENERAL INFORMATION

The Doane University Travel Course Bulletin contains information about travel courses offered the academic year. Students are urged to read this bulletin carefully for information about courses and deadlines for deposits and payments each year.

Travel courses are open to all Doane students. Travel scholarships are available for juniors and seniors.

TRAVEL COURSE INFORMATION

TVL 300: Students participating in a Travel Course enroll in the appropriate section of TVL 300. See WebAdvisor for section information.

- **January 2019 Travel Courses:** register for a Fall TVL 300 section no later than **August 30, 2018.**
- **May 2019 Travel Courses:** register for a Spring TVL 300 section no later than **January 24, 2019.**

Course Description: This one-credit two-part course, taught by faculty sponsoring off-campus trips, prepares students for the travel course experience in either January or May. The first part, the on-campus portion of this course, takes place during the semester before the travel portion of the course and will introduce students to the scope of the course content including cultural experiences and the logistics and realities of the travel process. The second part, the off-campus travel portion of the course, follows the on-campus experience and will include guided reflection activities and assignments for student participants. **This course satisfies the Experiential Learning component of the Doane University Core Curriculum.**

Pass/Fail

GOOD ACADEMIC AND DISCIPLINARY STANDING: Students must be in good academic and disciplinary standing with Doane University in order to participate in a travel course. If the academic or disciplinary standing of a student changes at any time between the date the initial deposit is paid until the course departure date, the student may be denied the opportunity to travel and could forfeit all monies paid. **Students must complete the pre-travel verification contract at the time of deposit and are responsible for maintaining status until the date of departure. Instructions and forms are available online www.doane.edu/oip**

CONTRACT: When students pay their deposit at the Business Office they will be required to sign a pre-travel verification contract that outlines college policies about payment, refunds, and other issues relating to travel courses. This form is available online at www.doane.edu/oip. Any trips for which participants must utilize their own financial resources (including Doane's travel scholarship) are totally and unconditionally voluntary. Students cannot be subjected to penalties of any kind for choosing not to participate.

COMPLETION OF COURSE PAPERWORK: At time of deposit, students must complete the Pre-travel Verification Contract Form. In addition, once students register for the appropriate section for their travel course they must complete their pre-departure travel documentation. Forms and instructions are available at www.doane.edu/oip

DEPOSIT DEADLINES: Doane University requires that all students participating in travel courses must complete the Pre-Travel Verification Contract Form that verifies understanding of college policies about payment, refunds, eligibility, and other issues relating to travel courses when they deposit at least 10 % of the total cost of the travel course by the following deadlines (check with the faculty sponsor for additional deadlines):

- **Deposit Deadline for January 2019 courses: September 30, 2018**
- **Deposit Deadline for May 2019 courses: February 10, 2019**

COSTS: Full-time students enrolled at Doane University pay the additional student costs for courses as indicated in this bulletin. Included with these costs is **a \$150 administrative fee** which also covers the cost of the required basic international supplemental travel insurance that each student is required to have in order to participate in travel courses as well as other travel contingencies. **The fee will be added to each participating student's Doane University account.** Final cost will be dependent on total number of enrolled students. **Important note:** Travel costs are approximate and can change as the value of the U.S. dollar and travel costs change. Refer to each course description for additional costs.

THE TRAVEL SCHOLARSHIP: Juniors and seniors who have completed 60 or more credit hours must be enrolled in the appropriate section of **TVL 300** during the **Fall 2018 semester** to be eligible for the **\$1,000 travel scholarship** for travel courses. To qualify, the travel course must last 10 days or more. Travel scholarship funds can cover **no more than 75%** of the expenses of any one trip paid for from the travel scholarship. Transfer student vouchers will be pro-rated by the number of semesters students will have attended Doane. Eligible students should consult with faculty sponsors for details about application procedures for the travel fund.