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| --- | --- |
| **Course ID:** |  |
| **Location of trip:** |  |
| **Department contact:** |  |

**COURSES WITH SHORT OFF-CAMPUS TRIPS (including Maymesters)**

*The purpose of this form is to ensure that appropriate precautions have been taken regarding student health and safety and trip logistics, and that there is a reasonable academic rationale for the trip. The trip may be part of a longer course, some of which takes place at USC, or the course may consist solely of the study abroad. Trips may occur during university recesses, at the end of the spring semester, or during the summer. (This information will be reviewed in addition to the usual assessment of content and contact hours.)*

Attach this form to your Curriculog proposal. The following information must also accompany your proposal, either included in the syllabus or provided in separately attached documents.

1. **Detailed syllabus, including:**

* Learning objectives stating the rationale for the trip: what are the goals of the travel abroad?
* General itinerary and schedule: what locations will be visited, when and for how long? (It is not necessary to detail exactly what will be done each day, if not known in advance.)
* Lodging: hotel, home stay, dormitory, camping?

2. **Who from USC will accompany the students?**

* Faculty:
* Staff (if any):

3. **Approximately how many students are expected to participate?**

4. **Information about how health and safety issues are being addressed.** For example, handouts you will give to students regarding inoculations, safety precautions, etc. (See “Step 2” of the Student Affairs website below for sample Health and Safety Information for students.)

**REMINDER: USC LEGAL REQUIREMENTS**

USC requires certain documents (e.g., Travel Release Form, Medical Treatment Authorization Form) for all students studying overseas, and also requires a roster of students which must be provided a minimum of 7 days in advance of departure. Further details are available at the website of Student Support and Advocacy, Division of Student Affairs [studentaffairs.usc.edu/ssa/ssa-overseas](https://studentaffairs.usc.edu/ssa/ssa-overseas/) or call (213) 821-4710.