

Travel Opportunities for Academic Credit*

(not including Cross-Cultural Engagement (CCE 073) unless it also falls into one of the categories below)

	AU Field Trips	Internships & Practicums		AU Faculty-Led Travel Course	"Off-Campus" Programs	
		Internships	Practicums		"Outside" non-AU	Asbury Faculty-Led
Required Forms (Budget Info**)	<ul style="list-style-type: none"> Request to Offer External Program Form, Budget Section only if deposits are required 	<ul style="list-style-type: none"> Contract Form Request to Offer External Program Form, Budget Section only if deposits are required 	<ul style="list-style-type: none"> Mostly by Contract Request to Offer External Program Form, Budget Section only if deposits are required 	<ul style="list-style-type: none"> Request to Offer External Program Form (Updated Form if repeat course) 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Request to Offer External Program Form (Updated Form if repeat program)
Oversight	<ul style="list-style-type: none"> Faculty/Department 	<ul style="list-style-type: none"> Advisors 	<ul style="list-style-type: none"> Department 	<ul style="list-style-type: none"> Faculty/Department Global Engagement Office 	<ul style="list-style-type: none"> Academic Dean Global Engagement Office 	<ul style="list-style-type: none"> Academic Dean Global Engagement Office Faculty Sponsor
Duration	<ul style="list-style-type: none"> Up to 2 class days as part of a semester course 	<ul style="list-style-type: none"> Semester (usually) 	<ul style="list-style-type: none"> Length varies 	<ul style="list-style-type: none"> 1-3 weeks Meetings/classes prior to departure 	<ul style="list-style-type: none"> Semester 	<ul style="list-style-type: none"> Semester
Admission	<ul style="list-style-type: none"> Part of a course 	<ul style="list-style-type: none"> By contract 	<ul style="list-style-type: none"> Mostly by contract 	<ul style="list-style-type: none"> Faculty approval 	<ul style="list-style-type: none"> By application Approval by Academic Dean/GEO & Acceptance by Sponsoring Program 	<ul style="list-style-type: none"> By application Approval of Academic Dean/GEO & Acceptance by Sponsoring Faculty
Academic Credit	<ul style="list-style-type: none"> Part of a course 	<ul style="list-style-type: none"> Credit through the internship 	<ul style="list-style-type: none"> Credit through the practicum 	<ul style="list-style-type: none"> Credit through travel course 	<ul style="list-style-type: none"> Credit through program 	<ul style="list-style-type: none"> Credit through Asbury
Payment for Trip	<ul style="list-style-type: none"> Tuition remains with the institution May be extra fees 	<ul style="list-style-type: none"> Tuition remains with the institution May be extra fees 	<ul style="list-style-type: none"> Tuition remains with the institution May be extra fees 	<ul style="list-style-type: none"> Tuition revenue is included in project revenue May be extra fees 	<ul style="list-style-type: none"> Tuition revenue is included in project revenue May be extra fees 	<ul style="list-style-type: none"> Tuition revenue is included in project revenue May be extra fees
Faculty Pay	<ul style="list-style-type: none"> Faculty load 	<ul style="list-style-type: none"> Faculty load 	<ul style="list-style-type: none"> Faculty load 	<ul style="list-style-type: none"> Faculty overload funded by course 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Budgeted in program
Overhead	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 11.11% 	<ul style="list-style-type: none"> \$200 for Summer \$500 for Fall or Spring 	<ul style="list-style-type: none"> 11.11%
Examples	<ul style="list-style-type: none"> Washington Federal (subsidized) Urban Studies Art Field Trips 	<ul style="list-style-type: none"> Most majors have internships – 435 Olympics 	<ul style="list-style-type: none"> SW, Ex Sci, PED, REC Practicums Education – Clinicals 	<ul style="list-style-type: none"> Central Europe (Sp 16) NYC (Sum 16) Turkey (Sum 17) 	<ul style="list-style-type: none"> BestSemester (CCCU) Semester in Spain Jacques Lefevre Inst. 	<ul style="list-style-type: none"> Paris Semester (AU) China Study Abroad (AU)

* Trips which do not include academic credit are excluded from these requirements.

** Deposits are required if advanced payments are made to outside entities. Travel Request Form Budget Section is required if budget information is not already included in other forms.