

The website for The Center for Service and Learning is <http://www.coloradocollege.edu/servicelearn/>

The website for the International Programs Office is www.coloradocollege.edu/international.

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COLORADO COLLEGE

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Information about International Travel for Purposes of Service, Study, or Independent Research Projects: *What to do and when to do it.*

Do you have plans to participate in an overseas service program/experience? Or for an independent international study or research project?

Colorado College students are increasingly deciding to take some time away from their regular jobs and academic studies to make way for a service project or an international research project. The administration supports such endeavors. To make the planning process easier for you and your group, we have outlined some important steps you need to take to get ready for the wonders and joys of international learning.

For non-academic, independent groups who plan to travel internationally:

1. Contact the Office of International Programs in Gill House (next to Education) to make an appointment with Charlotte Blessing, Director of International Programs.
2. Prepare to meet with Charlotte to discuss in brief the Project Proposal, travel destination (health and safety issues), and cultural appropriateness. The better prepared you are to discuss all of the above issues, the more likely the Proposal is to be approved.
3. Make an appointment with Tónita Lopez, Assistant Director of the Center for Service and Learning.
4. Present your detailed risk management plan for approval. You will also need to read and sign a Risk and Release form.
5. Once both the Risk Management Plan and general Project Proposal are approved, you are ready to go!
6. The Office of International Programs and Center for Service Learning will keep copies on file.

For a single student who plans to travel internationally to engage in service:

The steps are the same as above, but the student, however, completes the Travel Logistics form, **not** the Risk Management Plan.

You can download all forms and releases by going to the website for Center for Service Learning or for International Programs.

If you are planning to apply for a Venture Grant for your international independent academic study or research project, you need to take the following steps:

1. Make an appointment with Charlotte Blessing, Director of the Office of International Programs.
2. Complete the Travel Logistics form and bring it to the meeting.
3. Once the Travel Logistics form is approved, Charlotte Blessing will notify The Dean's and the Payroll Office.
4. Make an appointment with Victor Nelson-Cisneros, Associate Dean of the College.
5. Discuss your Venture Grant Proposal.
6. If and when the Proposal receives academic approval, the Associate Dean notifies the Payroll Office and funds are released.

The Office of International Programs and the Dean's Office will keep copies of the Travel Logistics form.

You can download all forms and releases by going to the website for the Center for Service Learning or for International Programs.