

Independent Travel Experience (ITE) Proposal Instructions

Any “Overseas Travel Experience” that is not affiliated with the University of New Mexico, must take the form of a written proposal as detailed below. To ensure validity and proper consideration, **Independent Travel Experience (ITE)** proposals must be submitted to the ISI Capstone Instructor and either the ISI Director or Associate Director based on the following deadlines:

- 1) **For summer trips:** the proposal must be sent as an email attachment to the Capstone instructor’s email (and copied to isi@unm.edu with the subject line: **Summer ITE Proposal**) **two months prior** to the end of the Spring semester immediately preceding the proposed trip. A confirmation email will be sent once the proposal has been approved.
- 2) **For Winter Break trips:** the proposal must be sent as an email attachment to the Capstone instructor’s email (and copied to isi@unm.edu with the subject line: isi@unm.edu (with the subject line: **Winter ITE Proposal**) **one month prior** to the end of the Fall semester immediately preceding the proposed trip. A confirmation email will be sent once the proposal has been approved.

ITE Proposal Requirements — the following sections must be included:

- 1) **Overview of ITE:** Explain that you are seeking approval for an independent ITE as a prerequisite for INTS 400. Give a descriptive overview of your travel plan. Please include as much detail as possible including: i) your proposed destination; ii) duration of the trip; iii) the purpose of the trip — volunteering, internship, language training, teaching, etc. — include the website of organizations affiliated with your ITE; iv) list your duties during the trip.
- 2) **Rationale for conducting an independent ITE:** Give a detailed explanation of how this ITE will contribute to your intercultural learning skills and how this project will enhance your overall education as an international studies major.
- 3) **ITE and Capstone-related Research:** Include section if you have a specific research topic in mind for the Capstone course. Explain how your **ITE** will contribute to your research topic.