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.