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## Individual Travel Guidelines

The following guidelines have been developed to ensure consistency in meeting the departmental travel requirement. Individual plans must be proposed and approved prior to travel.

1. Talk to the LAEP Travel Coordinator to discuss your travel ideas well in advance of the proposed semester in which travel would occur. The first meeting should happen at least two months prior to the submittal deadline for travel proposal.
2. Prior to enrollment for individual travel, students must submit a proposal to the LAEP Travel Coordinator (Dr. Benjamin George ) by the deadline stated at the end of this document. Students can talk to LAEP Faculty for more information of previously led trips, or look at previous examples of individual travel proposals with the individual travel coordinator. The proposal is a 7-10 page document describing the following:
  - *Introduction*  
Brief summary of the trip's learning focus, as well as its destination and proposed travel times.
  - *Justification*  
Explain the reasons why this trip offers an exceptional and unique learning experience, and how this is comparable in relevance, duration and rigor to a faculty-led trip. **Financial need is not grounds for justification.**
  - *Focus or theme of your trip*  
As each destination offers different learning experiences, describe what is unique in the area you will visit. The main destination components and the preliminary research in support of the trip should be primarily focused in the theme selected.
  - *Relevance*  
How is this trip enhancing the student's education as a landscape architect?
  - *Preliminary research*  
The student needs to write a research paper on the trip destination as it relates to the theme selected. It should be supported by a bibliographic review and complemented by online search. This paper should provide the student with enough background information to visit all the places with effectiveness and focus based on previously acquired knowledge.

- *Proposed dates and detailed itinerary plans*

Even though some changes may occur between the time the proposal is submitted and the trip, it is important to outline the details of the proposed travel project. Last minute cancellations or new opportunities found after the trip has been approved can be managed better if there is a solid plan for the trip. Outline your planned activities including destinations, travel times, visits duration, location, and contacts. Examples of destinations include:

- Site visits to places with special historical or cultural significance and with direct connection to landscape architecture or design.
- Projects such as award winning or well-known designed spaces and places.
- Exhibits of works relevant to landscape architecture
- Events or special activities with a theme relevant to landscape architecture, such as conferences, demonstrations, tours, etc.
- Design and planning firms.
- Institutions that can offer special insight to landscape architecture students. This can include other landscape architecture programs, governmental institutions, and organizations with special interests, such as energy, green infrastructure, construction, etc.

As each destination is a learning exercise, the student needs to secure support to visit the place with the necessary insight and knowledge. Before the trip, the student needs to arrange for a learning guide when available. A learning guide will vary according to the type of place visited, but in any case it needs to provide the student with the best information available to make the visit a valuable learning experience. Learning guides could include the principal or a partner in a design firm, the specialized expert in a site visit (a tourist guide is rarely the best source of a focused visit), the “park” landscape architect, the designer/planner of a project, etc. In cases when a person is not available for the visited place, the learning guide becomes the research done before the trip, where specific questions about the place can be answered with the visit. This section should also outline the outcome products or activities planned to conduct during each visit (meetings, sketches, photography, taking measurements, verifying design elements and their impact on people, behavior, current condition, etc.).

- *Supporting documents*

Maps, reviewed bibliography, websites, contact list, and other complementary information.

- *Cost estimates*

Breakdown of trip costs including transportation to the destination(s) and once there, lodging, meals, entrance fees, etc.

3. The LAEP Travel Coordinator will evaluate the proposal based on the following criteria:

- Is there a reasonable relationship to the profession or practice of landscape architecture and environmental planning as evidenced by the proposal?

- Does the travel experience include urban environments (or other human impacted environments) that generally are not found in the Intermountain West?
  - Is the justification for the travel based predominantly upon the outstanding learning opportunities of the proposed educational experience?
  - Does the content of the proposed substitute equate in intensity (i.e., duration, rigor, diversity and relevance) to the Faculty sponsored travel course?
4. If approved, the LAEP Travel Coordinator will specify what type of documentation should be submitted and what the expectations are in terms of quality in order to fulfill the requirements of LAEP 4350 / 6550. Unless otherwise noted, the student will be responsible for the following:
- Report on the travel experience to the students and faculty of LAEP in the form of a publicly announced presentation of 30 min + 15 min discussion (the student will post flyers and email peers via LAEP's student list service 1wk prior)
  - Submit daily journal with meeting notes, sketches, and other activities performed on each site visited (journal will be returned one week after public presentation to be able to share it with other students interested).
  - Write a reflection paper of the trip as a learning experience for a landscape architect.
  - Share the travel experience by posting a description of your travels on the LAEP web site (see office staff for assistance), including a download of an electronic presentation (e.g., power point slide show used in public presentation) and the reflection paper.
5. Enroll in LAEP 4350 / 6550 for two credit hours.
6. Present and submit the required documentation by the following dates:

	Semester in which travel will occur:	
	Spring & Summer semesters	Fall semester
Submit Individual Travel proposal	November 1 <sup>st</sup>	March 15 <sup>th</sup>
Decision made on Individual Travel proposal	December 1 <sup>st</sup>	April 15 <sup>th</sup>
Undergraduates apply for Candidacy for Graduation	First day of last week of classes of the preceding Fall semester to graduation.	First day of last week of classes of the preceding Spring semester to graduation.
Graduate students submit Program of Study	First day of last week of classes of the preceding Fall semester to graduation.	First day of last week of classes of the preceding Spring semester to graduation.
LAEP presentation, trip journal and paper	Scheduled by the LAEP office on the last month of classes in the Spring semester.	Scheduled by the LAEP office on the last month of classes in the Fall semester.