



*The Bernard P. McDonough Center
for Leadership and Business
at Marietta College*

EXPERIENTIAL EDUCATION AND SERVICE-LEARNING OFFICE

International Experience Pre-Approval Form

Directions: Complete this form and submit it to the Director of Experiential Education and Service-Learning for pre-approval of an international experience that is either (1) an international trip sponsored by a Marietta College faculty member or (2) an international trip which has a substantial emphasis on service. Once you have received a copy with a signature and number of hours, you can engage in the activity. **This signed form must be submitted prior to your departure in order to be considered for your international experience.**

Student Name: _____

Organization (if any): _____

Activity Title: _____

Date of proposed trip: _____

Supervisor: _____

Respond to the following questions:

1. Brief description of the trip (you may attach an itinerary instead): _____
2. Describe what you expect to learn from your international experience: _____
3. **(International trips sponsored by Marietta College faculty only)** Describe the research project you plan to conduct during your trip: _____
4. **(Service trips only)** Describe how your work will provide a service to those in the international community: _____

Approvals:

Student Signature: _____ Date: _____

Approval: Trip Supervisor Name: _____

Signature: _____ Date: _____
**you may attach a letter from your supervisor in lieu of a signature on this form*

Approval: Dean of the McDonough Center

Signature: _____ Date: _____

Approval: Director of Experiential Education and Service-Learning

Signature: _____ Date: _____

Attach any supporting documentation to this form. This may include a trip itinerary, or a letter/brochure describing the service work you will be engaging in.