



## **STUDY ABROAD COURSE PROPOSAL**

The Study Abroad Program Committee (SAPC) thanks you for your interest in proposing a new Stephens College-approved study abroad course(s). Please complete all areas of this proposal. You will be notified in writing of the decision made by the committee.

### **General Instructions**

- Allow at least 1 semester for the processing and approval of your program. In some cases, more than one semester may be necessary.
- Failure to complete this form in its entirety may result in delays and/or cancellation of the course proposal.
- Please be aware that promotion of a study abroad course may take considerable time, and should take into consideration the time a student needs to prepare academically and economically.
- If brochures are printed, your department will be responsible for the cost of the printing.
- If approved, your program will be placed, free of charge, on the Study Abroad web page.
- A pre-departure orientation in conjunction with the Study Abroad Office will be required.

All applications must be submitted to the Study Abroad Program Committee, care of Catherine Withrow, Box 2073 or office DUD117.

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### **GENERAL DATA**

Before the proposal can go forward to the SAPC you must first meet with your department head to discuss the course's academic requirements. Please answer the following questions.

Proposed location of the program (City and Country): \_\_\_\_\_

Language of Instruction: \_\_\_\_\_

Have you discussed the proposed program with your department chair?  Yes  No

Have you discussed the proposed program with your Dean?  Yes  No

What classification of students are you targeting?

Undergraduate  Graduate  Both

Is this a...?  One-time program  Occasional program  Permanent program

Length of the course  Semester-long  Year-long  Summer Program

Credits to be granted \_\_\_\_\_

Minimum/Maximum Enrollment: \_\_\_\_\_ / \_\_\_\_\_

Number of Stephens Faculty who will attend: \_\_\_\_\_

*\*\* The SAPC strongly recommends that the ratio of students to faculty be 8-1.*

Who will teach the course(s)?

Stephens faculty  Faculty from another university  Both

Can students use these credits toward their major and/or LBA requirements?

Yes  No

Please list guest lecturers and include

- (1) The school where they currently teach:
- (2) The area/subject that they teach:
- (3) Their contact information (e-mail or phone):

**Mandatory:** Include your Curriculum Vitae (C.V.) as well as the C.V. for all professors teaching a course in the program (we don't need a C.V. for one-time speakers, just those with major responsibility for the course(s))

**Mandatory:** Include a copy of Curriculum Committee Approval for your abroad course if it is given for credit, and relevant materials (syllabus, course description, prerequisites, language requirements, etc).

### **LOGISTICS**

A large part of setting up a new study abroad program involves establishing the logistics. The Study Abroad Coordinator will work with you in this area should you need assistance. Feel free to make an appointment with the Study Abroad Coordinator during this stage in order to talk about the different details involved in this area.

Who is your contact at the partner College/University/Other Institution?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

School's Web Site: \_\_\_\_\_

**Location: For the following questions, you may attach fliers, brochures, or other material from host city and university. However, please provide a short reply in addition to the material included.**

Provide a description of the location (City and Country):

Provide information about the partner College/University/Other Institution:

**Program of Study: If the following questions are already addressed in your syllabus and/or curriculum committee proposal, you may simply write "see syllabus", etc. Otherwise, please respond to the following:**

Provide a description of the program you're proposing:

What are the minimum requirements for students to participate in your program? For example, minimum GPA of 2.5, 1 or 2 letters of recommendation, official transcripts from all colleges attended, class status (junior, senior, etc.), course prerequisites, and good academic/disciplinary standing. If there are language requirements, other than English, please note them.

How will the abroad experience be evaluated, including instructional quality and program quality?

Describe the orientation that will be offered to students, both prior to their departure from Stephens and upon arrival at their study abroad site?

What are the proposed program dates? (e.g. Fall Semester: August 27-December 13, Summer: May 20-June 25, etc.)

What is the tentative calendar for your proposed program? (This is the day-by-day schedule of classes and/or excursions.):

**Additional Details: Please address the following questions. If you are using a service which provides room, board, transport, insurance, etc, please include their brochure and any other relevant information.**

Housing: Where will students be housed during program? How many students per room? Are linens and towels included? Is there access to the internet/e-mail in their rooms? Any other relevant information?

Communication: What kind of communication will be available? Will the students have cell phones? How will they be able to communicate with the coordinator and other faculty members? How will the faculty be able to be reached?

Meals: Are meals included with the housing? If so, how many meals a day will students have? If not, where will students take their meals and what is the average price of a meal?

Safety and risk management: Who would the students contact in the event of an emergency regarding health or safety of a Stephens student? (Note that students must be given numbers at which they can reach this person 24 hours a day).

Where will the student be instructed to go in case of a medical emergency?

How will the student and faculty be insured?

Address any additional issues related to safety and risk management that are particular to this study abroad program, such as transportation, immunizations, food and water safety, etc.

**Cost: Please Estimate the cost of the following on a per student basis.**

Student fees for trip:

Housing \_\_\_\_\_

Meals \_\_\_\_\_

Transportation within the country (buses, taxis, vans, etc) \_\_\_\_\_

Any other fees related to the program (please specify) \_\_\_\_\_

Estimated air travel from the U.S. \_\_\_\_\_

Estimated personal expenses per student (spending money) \_\_\_\_\_

Student fees for instruction:

Anticipated enrollment on which you base the following estimations \_\_\_\_\_

- Cost to student per credit hour for Stephens faculty (if applicable) \_\_\_\_\_  
*If a Stephens faculty member will be instructing a course, he/she should receive \$900 per credit hour to be included in the student cost, divided by the total number of students.*

- Cost to student per credit hour for non-Stephens faculty (if applicable) \_\_\_\_\_

- Cost per student to cover faculty expenses while abroad (room, meals, transportation, supplies, communication) \_\_\_\_\_

**Total cost per student:** \_\_\_\_\_

*(Price charged to student should be increased by 15-20% to cover unexpected or increased cost).*

## APPROVALS

As the final stage of the program proposal, you must get the approvals of various departments/offices. Approval means a signature **AND** letter, from each office/department, stating it has reviewed and discussed the program proposal with you, and that it is approving this program.

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Department Chair	Date
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Vice President for Academic Affairs	Date
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Chair of the Curriculum Committee	Date
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Chair of the Study Abroad Committee	Date
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**Mandatory:** If your classes are going to be cross-listed with another department, then you must get the signature of the Dean or Chair of each of the colleges or department (whichever applies):

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Dean/Chair	College/Department	Date
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Dean/Chair	College/Department	Date
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Please submit completed applications to:  
Cat Withrow, Study Abroad Program Coordinator  
DUD117, Box 2073

If you have any questions, please contact the Study Abroad Program Coordinator at x4366

If submitting proposal in summer months, please submit by email to members of the committee:

Tina Marks

Jonna Wiseman

Sheryl Brady

Chelsey Brandenburger

David Adams

Margaret Campbell

Mary Hassinger

Jane Matranga

Cat Withrow, Chair