

Summer Study Abroad 2010 Program Proposal

Welcome Aboard!

The office of Summer Study Abroad (SSAb) appreciates the opportunity to partner with you and your Department and College to develop a rich and exciting educational program, bound to provide life changing experiences for all involved.

In the summer of 2009 the SSAb Office offered a record number of programs (20+) and had a record number of students (250+) participate. Based on the interest level we are currently experiencing, we suspect that our numbers for 2010 will equal or surpass those from last year. Though much work and effort is required to develop and lead a successful program, the SSAb Office is ready and willing to assist you every step of the way. Please do not hesitate to contact us as you work your way through the proposal process and program development phase. Let's get started! We look forward to working with you!

Carolyn Thompson, Coordinator, SSAb

New Program Proposal Checklist

A complete SSAb Program Proposal includes the following:

- _____ Completed and signed Program Proposal Application with the signatures of your Department Chair/Program Director and Dean
- _____ A course syllabus for each course offered, including evaluation methods and how cultural activities will be integrated into the course
- _____ Program Itinerary and Academic Schedule
- _____ A Program Budget using the SSAb Spreadsheet

Note: Should you need assistance while developing your Program Proposal please contact SSAb Coordinator, Carolyn Thompson, at 328-9218 or thompsonc@ecu.edu

Upon completion and approval by your Department Chair/Program Director and Dean, please submit the proposal to Carolyn Thompson, 404E Self Help Center, Division of Continuing Studies, where the budget and logistics will be reviewed further by the Summer Study Abroad Review Committee, and the additional required signatures will be secured.

Academics

Credits to be earned: 3 CH _____ 6CH _____ Other _____

Student Eligibility: Undergraduates _____ Graduates _____ Open to other Universities _____

Required GPA: ____ (SSAb Office requires 2.0 minimum; Faculty may impose a higher GPA requirement)

Primary Faculty Director _____ Sponsoring Dept/College _____

Campus Phone: _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Additional Faculty/Teaching Asst _____ E-Mail _____

Course Number	Course Title	Credits	Instructor	Banner ID
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Note: Courses offered from other departments require approval from appropriate Dean and Dept. Head.

Logistics

Will a Travel Agency/Overseas Provider be used to assist the Faculty Director with program logistics? Yes _____ No _____

If "yes", Name & Address of Provider: _____

Services to be Provided: _____

Have you used this provider previously? Yes _____ No _____

Note: In most cases, when using a provider, formal contracts are required. Contracts must be reviewed by the University Attorney, SSAb, and signed by the Provost. Faculty Directors are not authorized to sign contracts for the university.

What flight arrangements are you considering for the group?

Note: The Office of SSAb encourages Faculty Directors to assist with flight arrangements for the group; however, it is recommended that the students purchase their own airline tickets.

Housing

Students will be housed in:

Commercial hotels/apts _____ Residence Halls _____ Home Stay _____ Other _____

Faculty/staff will be housed in:

Commercial hotels/apts _____ Residence Halls _____ Home Stay _____ Other _____

How far apart will students and faculty be housed? _____

Additional Information

On-site Classroom Arrangements

Please report the classroom arrangements for instruction.

Budget and Enrollment

Each SSAb program must be 100% self-supporting. This means that if a certain enrollment threshold level is not achieved, it may be necessary to reduce the salaries and expenses of the faculty members and assistants, raise the cost of the program, or cancel the program. SSAb salaries follow the standard summer school salary guidelines for programs with sufficient enrollment.

What is the minimum and maximum number of students you will require to lead your program abroad?

Minimum _____ Maximum _____

What are the criteria for participant selection? _____

Comments: _____

What is the anticipated cost of the program per participant? _____

Publicity

Faculty Directors are responsible for recruiting students. The programs with the highest enrollment numbers are those that have Faculty Directors who are very active recruiters. Faculty Directors are encouraged to attend the Study Abroad Fairs held in November and January to publicize their programs. Once a program is approved, it will be included on the Summer Study Abroad website. What additional plans do you have for publicizing the program?

We encourage Faculty Directors to develop their own program websites. If you would like to develop a website or already have one, please check the appropriate box.

_____ I would like to link my website to the SSAb site. Website address: _____

_____ I plan to develop a site. It will be ready by _____

_____ I would like to advertise my program and participate in the Study Abroad Fairs
(November /January)

_____ I plan to market my program to other universities _____

Orientation and Instruction

Faculty Directors are encouraged to meet at least twice with their program participants prior to departure to discuss preparation for the program including academics, cultural norms, health and safety, housing, code of conduct, etc., and at least once when students arrive at the program site. The Summer Study Abroad Coordinator wishes to attend one of the meetings to reiterate the Code of Conduct, Dismissal Protocol and Emergency Procedures. Please provide tentative dates for your meetings. If instruction is planned prior to departure please indicate dates and locations.

Pre-Departure Orientation Date_____ Location_____

Pre-Departure Orientation Date_____ Location_____

On-site Orientation Date_____ Location_____

Pre-Departure Instruction Date_____ Location_____

Financial Support

Will the sponsoring department/college assist with travel funds/Faculty Director expenses?

Yes _____ No _____

If “yes” please indicate the amount and source of funds that will be contributed.

Will a grant be used to assist with travel/program costs? Yes_____ No_____

If “yes,” please share details.

Submission and Approvals Page

Submitted by:

Faculty Director: Signature & Date_____

Approved by:

Department Chair/Program Director: Signature & Date_____

Dean of College/School: Signature & Date_____

Coordinator, Summer Study Abroad: Signature & Date_____

Director, Continuing Studies: Signature & Date_____

Vice Chancellor, International Affairs: Signature & Date _____