STUDY ABROAD PROGRAM PROPOSAL DEADLINES

Spring 2019 programs: April 27, 2018
Spring break (2019) programs: August 24, 2018
Summer 2019 programs: August 24, 2018
Fall 2019 programs: December 15, 2018

Note: A complete proposal with signatures is required for all new programs, and every three years thereafter. For existing programs of less than 3 years with the same director(s), update only the course information, budget and itinerary and return to Center for International Education. However, a complete proposal is also required whenever a new program director directs an existing program, the program location changes, or when new courses are offered.

Program Director (1) ________________________ Department ________________________
Office Phone ________________________ Email ________________________________

Program Director (2) ________________________ Department ________________________
Office Phone ________________________ Email ________________________________

Program Destination(s): ____________________________
(List all cities and countries)

Program Dates:
Note: Please ensure that the program dates fall within a specified summer term (refer to academic calendars on the Registrar’s Office website).

Proposed Course(s):

<table>
<thead>
<tr>
<th>Course #</th>
<th>Department &amp; Course Number</th>
<th>Course Title</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>HIST 115</td>
<td>Pre-Modern History</td>
<td>3</td>
</tr>
<tr>
<td>Course #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #2</td>
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</tbody>
</table>

Note: Each department is responsible for contacting the Registrar’s Office to schedule study abroad courses in the appropriate term. Maximum enrollment should be set at zero. CIE will enroll students in the respective courses at the appropriate time.
Program Description:
Provide a brief description of the program: course content, travel plans and any unique features of the program. The educational outcomes must be comparable to the outcomes of a course in the same major or concentration that is offered by the College. The course must be approved by your department chair. A detailed itinerary must be submitted to the Associate Provost for International Education at a date closer to departure.

Faculty Information:
Provide a brief description of the faculty on the program including any prior experience or interests related to the program. This information is important in preparing the flier and recruiting students for the program.
Eligible Participants: (other than degree seeking CofC students)

_____ Visiting College Students
_____ Pre-College Students
_____ Auditing Students
_____ Seniors/Retirees*
_____ Alumni/Community Members*

* Please note that only full tuition paying students can be counted toward the 10 students needed for a full faculty salary.

Special Considerations:

1. Is a visa required of program participants? Yes ___ No ___
2. Are there any immunizations required? Yes ___ No ___
   If yes, please list:
   A. ___________________  B. ___________________
   C. ___________________  D. ___________________
3. Are there any physically strenuous activities of which students should be aware?
   Yes (please describe) ______________________________________________________

Proposed Budget:

Program budgets should be based on estimates from bonded travel agents and/or logistical providers. Please contact CIE if you need assistance with determining logistical arrangements. The CIE has established partnerships with organizations that can provide logistical arrangements. Reputable organizations should at least provide the following information/services:

- The least expensive and safest means of air transportation;
- Options for lodging and food;
- Costs of ground transportation;
- Information about any visas or immunizations required;
- Advise on the number of travelers needed to earn free tickets and/or discounts;
- Payment schedules including deposits and final payments.

The program budget should be based on a minimum of 10 participants per faculty member. The total per person cost must include all the expenses of the program director(s) including airfare, lodging, food, entrances, ground transportation, incidentals, etc.

Program Fee Total Per Student: ________________
(Please complete program budget breakdown on next page)

Applications are due no later than October 14 (for Spring programs), March 1 (for Summer programs), or April 1 (for Fall programs). Program directors may change the application deadline only to an earlier date.
Please specify any application deadline change: ________________
# Program Budget Breakdown

**Program:** ______________________________________

**Program Directors:** ______________________________________________________________

**Minimum Number of Students:** __________

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Cost Per Student</th>
<th>Cost for Program Director(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (including taxes/fees)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Meals (specify which meals are included)</td>
<td></td>
<td>(Per Diem $52/day)</td>
<td></td>
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<tr>
<td>Ground transportation while abroad</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Entrance fees (e.g. museums)</td>
<td></td>
<td></td>
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<tr>
<td>Gratuities (tips for tour guides, drivers, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel agent fee (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student ID Card-$25 (optional)</td>
<td></td>
<td></td>
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<tr>
<td>Study abroad application fee $50</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Study abroad medical insurance $32/month</td>
<td></td>
<td>$32/month</td>
<td>$32/month</td>
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<tr>
<td>Other (please describe)</td>
<td></td>
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</tr>
</tbody>
</table>

**Totals**

| Total Program Director(s) Cost              |                  |
| Divided by number of students (minimum of 10) |                  |
| **Total Program Director(s) Cost Per Student** |                  |

| Total Cost Per Student |                  |
| Total Program Director(s) Cost Per Student |                  |
| **Advertised Program Fee** |                  |
Attestation:

As the Program Director, I attest that I have read and understand the regulations and responsibilities for program directors contained in the *Handbook for Study Abroad Program Directors* and accept my responsibilities as such. I further understand that as Program director abroad I remain an employee of College of Charleston and am subject to the rules and regulations governing employees of College of Charleston and the State of South Carolina.

**Program Director 1**

Name: __________________________

Signature: ___________________________ Date: __________________

**Program Director 2**

Name: __________________________

Signature: ___________________________ Date: __________________

**Proposal Review and Approval:**

My signature below attests that I have reviewed the **proposal and course syllabi** and approve them for the study abroad program. Any significant adjustments to the approved proposal and courses, including program director, will require a new proposal.

Department Chair Name

Department Chair Signature

Date

Dean of School Name

Dean of School Signature

Date

Associate Provost, International Education Signature

Date

Once complete, please return the proposal to:
Center for International Education
Multicultural Center, 207 Calhoun Street
Phone: 953-7661
Fax: 953-7663
Email: studyabroad@cofc.edu