

College of Charleston  
Center for International Education

FACULTY PROPOSAL  
*2010 Summer Study Abroad Programs*

Proposal Deadline: September 4, 2009

Faculty Member (1) \_\_\_\_\_ Department \_\_\_\_\_

Office Phone \_\_\_\_\_ Email \_\_\_\_\_

Faculty Member (2) \_\_\_\_\_ Department \_\_\_\_\_

Office Phone \_\_\_\_\_ Email \_\_\_\_\_

Program Destination:

\_\_\_\_\_

Proposed Course(s): (1) \_\_\_\_\_

(2) \_\_\_\_\_

*Note:* Each department is responsible for scheduling study abroad courses in the appropriate term. All course section numbers should be "T01" (e.g. COMM 101 T01) the maximum enrollment for each course should be "0." CIE will enroll students in the respective courses.

**Program Description:**

Please provide a brief overview of the program. Include course content, travel plans and any unique features of the program. A detailed itinerary must be submitted to the Assistant Provost for International Education at a date closer to departure.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Faculty Information:**

Please 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.

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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 airlines and/or travel agents. Please contact CIE if you need assistance. When talking with travel agents you should expect the agents to 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 for air tickets.

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.

Airfare (including taxes/fees)	\$_____
Lodging	_____
Meals (specify which meals are included)	_____
Gratuities (tips for tour guides, drivers, etc)	_____
Ground Transportation while abroad	_____
Entrance Fees (e.g. museums)	_____
Travel Agent Fee (if any)	_____
International Student ID card	<u>22.00</u>
Application fee	<u>50.00</u>
Study Abroad Medical Insurance - 31x ___(months)	_____
Other (please describe)	_____
_____	_____
<b>Total per student</b>	<b>\$_____</b>

**Student Payment Schedule for 2010: applications and a \$550 deposit are due no later than March 5, 2010. Balance of program fee to be posted on student's account.**

**Program Directors may change the deposit deadline only to an earlier date. Please specify any date change:**

Application/Deposit Deadline (other than March 5):\_\_\_\_\_

**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 adjustments to the approved proposal, program director and/or courses will require a new proposal.

----- Department Chair	----- Date
----- Dean of School	----- Date
----- Asst. Provost for International Education	----- Date

Once complete, please return the proposal to:  
Center for International Education  
(Attn: Julie Swigert)  
Multicultural Center (207 Calhoun Street)  
Phone: 843-953-7823  
Fax: 843-953-7663  
Email: swigertj@cofc.edu