

STUDY ABROAD

NEW STUDY ABROAD PROGRAM PROPOSAL FORM

The SEU Study Abroad Office asks professors who are organizing a new study abroad program submit the following for review. All proposals must be submitted with signature from the sponsoring department chair and college dean. The Study Abroad Advisory Committee and Global Health & Safety Committee will there after review all programs in August before the fall semester.

Department:

College:

Program Professor(s):

The undersigned below certify that the information submitted is as accurate as possible. It is also hereby agreed that this program is in compliance with SEU's academic and administrative policies. The Program Professor(s) understands that the Curriculum Committee approval must be obtained each time a new course code is created for a study abroad program and have read through and agree to all terms listed in the Study Abroad Program Handbook.

Study Abroad Program Professor(s):

Signature

Printed Name

Date

Comments:

Sponsoring Department Chair:

Signature

Printed Name

Date

Comments:

Sponsoring College Dean:

Signature

Printed Name

Date

Comments:

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PROGRAM INFORMATION

SEU Faculty Program Professor(s): _____

SEU Email: _____

Proposed Program Title: _____

Program Country(ies): _____

Program City(ies): _____

Program Term: ☐ Fall Break ☐ Fall Semester ☐ Winter Break
 ☐ Spring Semester ☐ Spring Break ☐ Summer

Year: _____

Program Dates: _____

Cooperating Institutions (if applicable): _____

Study Abroad Provider (if applicable): _____

Housing Used: ☐ University Dorm ☐ Private Apartment ☐ Shared Apartment
 ☐ Homestay ☐ International Student House ☐ Other

List 3-5 activities/excursions to be offered:

Please attach a proposed itinerary. Attach a pdf from the study abroad partner provider you are working with or add a table/chart. It is understood itineraries may change.

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ACADEMIC COURSE INFORMATION

It is the responsibility of the sponsoring college to ensure that the Registrar is given the correct information on the study abroad course to be listed in the SEU course catalog for the appropriate term/year that it will be offered. All study abroad programs will be capped at 0 students. The faculty/adjunct teaching the course will then email the Registrar the list of students taking the course for credit to be enrolled in the course.

Study Abroad Course Code(s): _____

Study Abroad Course Name(s): _____

Pre-requisite(s) (if any): _____

Pre-Approved Course Substitution(s): _____

Language of Instruction(s): _____

Instructor of Record: _____

What type of course does this program fulfill? ☐ Gen. Ed. ☐ Degree Specific

Who can take this course? ☐ Undergraduate ☐ Graduate ☐ Both

Check all that apply: ☐ Study Abroad ☐ Internship ☐ Volunteer
☐ Service Learning ☐ Working ☐ Teaching English
☐ Group Travel ☐ Faculty/Leader Travel

Will part of this course be taught on campus? If so, list dates for on-campus instruction.

Any Specific Eligibility for Participation: _____

List Course Intended Learning Outcomes: _____

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PROGRAM COST BREAKDOWN

All SEU faculty-led study abroad programs are built on a zero-balance, self-supporting budget. All programs must maintain their budget at or below the cost that is originally advertised to students on Via. It is highly discouraged to increase cost of a program after the cost has already been communicated to students. Each faculty-led program is based on a minimum number of students which determines the overall program cost that is advertised. The SEU average study abroad program ranges from 8-10 students.

Please note that tuition is charged to the semester in which the course will be taught. Additionally, the \$250 study abroad fee is charged directly onto each student's account during the term of their travel, a charge that is separate from the program cost. See the Study Abroad Program Calculator when building out the budget for your study abroad program. The budget breakdown will need to be attached and submitted with this Study Abroad Program Proposal Form.

Please attach the program budget breakdown to this proposal. Use the program calculator as the template for the budget breakdown.

Estimated Program Cost (not including Study Abroad Fee): _____

Anticipated Student Enrollment: _____

Professor to Student Ratio: _____

Please check off all that will be included in the program cost:

- | | | |
|--|--|--|
| ☐ Roundtrip Airfare
(from _____ airport) | ☐ Local Transportation | ☐ Textbooks/Materials |
| ☐ Country Visa/Permits | ☐ Excursion | ☐ All Meals |
| ☐ Housing | Transportation | ☐ Some Meals |
| ☐ Language Training | ☐ Laundry | ☐ Meals on Excursions |
| ☐ Internet in housing | ☐ Custom Internship | ☐ No Meals |
| ☐ Internet on all
program sites | Placement | |
| | ☐ Tips for Local Guides | |
| | ☐ Travel Insurance | |

Are there specific scholarship opportunities associated with this study abroad program?



PROGRAM MARKETING INFORMATION

Please provide an overview of the proposed program (approximately 100 words), including what topics will be covered and how the program enhances the course(s) material taught. This text will be used to promote the program to potential student participants on SEU's Study Abroad webpage, Via, social media avenues, and promotional materials.

Why should a student travel to this location in particular? This text will be used to promote the program to potential student participants on SEU Study Abroad's Via platform.