

The International Center of Winthrop University

PROPOSAL & COURSE REGISTRATION FORM FOR FACULTY/STAFF TAKING GROUPS ABROAD

To propose a Winthrop-sponsored short-term study abroad program please complete this form, including approval signatures, and submit with the proposed **itinerary, syllabus and budget** to the International Center **at least 180 days prior to the departure date.**

title of course or program

submission date

course designator (eg, HIST 325)

cross listed as, if applicable

of credit hours

1. Name of trip leader(s) _____

Winthrop position _____

Email address _____

If there are multiple faculty leaders, please explain how responsibilities will be shared.

2. Location of program _____

3. Proposed program dates/meetings on-campus: _____

4. Proposed program dates off-campus: _____

5. Estimated program fee per participant (including health insurance) \$ _____

Does this program fee include tuition? Yes No

In which semester will students register? Fall Spring Summer 20____

Number of students enrolled Minimum (usually 8) _____ Maximum _____

A detailed budget including airfare, lodging, on-site transportation, entrance fees, meals (where applicable), health insurance (\$40/participant) and 5-10% contingency is attached.

6. Billing Arrangements

Program fees will be collected into account # _____

Deposit date _____ Amount due \$ _____

Second payment date _____ Amount due \$ _____

Final Payment date _____ Amount due \$ _____

7. Brief outline of your program including academics, locations/sites to be visited, housing and meals (attach a full itinerary if available). Please note that the amount of time that students are engaged in the objectives of the course must be equivalent to or more than those of a traditional on-campus course.

8. Please describe how the selected foreign destination(s) and proposed experiences enhance the learning objectives of the course.

9. Are you targeting a specific group of participants (eg, Social Work majors), or will it be open to all students? Are there prerequisites or other qualifications (eg, GPA or class standing)?

10. Would you like the International Center to post your program on their website? Yes No

11. Please briefly describe your experience in leading groups abroad and your experience in the country/region you will visit.

12. Will you be making the travel/lodging arrangements yourself or through another person or agency? If using an outside person or group, who will you be using to help? Would you like assistance from the International Center?

Recommendations for promoting your program include

Class presentations
Website
Study Abroad Fair

email target audiences
Facebook
Winthrop's TV channel

flyers, posters
Johnsonian article
Share info with colleagues

APPROVALS

Department Chair

College Dean

IC Director for the Int'l Advisory Committee

(signature)

(date)