

WINTHROP *study abroad*

The International Center of Winthrop University

PROPOSAL FORM FOR FACULTY/STAFF TAKING GROUPS ABROAD

To propose a Winthrop-sponsored short-term faculty-led study abroad program please complete this form (attaching additional pages if necessary), including obtaining the necessary approval signatures from your Department Chair and Dean, and submit this packet along with the **proposed itinerary, syllabus, and budget** to the International Center (218 Dinkins Hall) by the following deadlines:

- **Spring, Maymester, and Summer Courses:** **April 1 the year prior**
- **Fall Courses:** **November 1 the year prior**

*****PLEASE NOTE THAT LATE PROPOSALS WILL NOT BE CONSIDERED*****

Title of Course or Program

Submission Date

Course Designator (e.g., HIST 325)

Cross Listed As (*if applicable*)

of Credit Hours

Study Abroad Participant Policy

Study abroad programs are, first and foremost, academic experiences. To preserve the academic integrity of Winthrop faculty-led programs, to align with best practices in the field of international education, and to minimize risk for students and liability for the University, participation should be limited to faculty leaders, Winthrop employees serving in an official capacity, and enrolled students.

I have read and agree to abide by Winthrop University's Study Abroad Participant Policy in its entirety.

Name: _____

Date: _____

Please consult the Faculty Handbook to read the entire participant policy:

<http://www.winthrop.edu/uploadedFiles/international/facultystaffresources/FacultyHandbookSTSA2013.pdf>

1. Name of Trip Leader(s) _____

Winthrop Position/Title _____

Email Address _____

If there are multiple faculty leaders, please explain how responsibilities will be shared and/or divided.
(Add additional pages or a separate statement if necessary.)



13. Are there any known or foreseeable health and safety risks associated with this program/travel to this location? *Please be specific and refrain from listing "None".*

14. How will prospective participants be made aware of the risks/challenges listed in items #12 and #13?

15. Please briefly describe any previous experience in leading groups abroad as well as your experience in the country/region you will visit.

16. Would you like the International Center to advertise your program information online? Yes No

APPROVALS

Please obtain the signatures below from your department chair and dean prior to submitting this form to the International Center for consideration.

Department Chair

College Dean

IC Director for the Int'l Advisory Committee

Signature

Date

Next Steps in the Process:

- *Your proposal will be reviewed by the International Center (IC) and the International Advisory Committee. Should there be any questions during the review process, a staff member from the IC will be in touch with you to follow-up.*
- *Faculty leaders will be notified of the status of their application prior to the end of the semester whenever possible.*
- *Please remember that programs that have been approved by Winthrop for travel abroad should begin to complete the **Special Course Registration Form (SCRF)** with their department chair.*
 - *We **strongly recommend** that the **SCRF** be submitted and entered online by your department chair **either before the end of the current semester OR during the first TWO weeks** in August (before the semester actually begins). This timeline allows ample opportunity to obtain the necessary approvals (9-12 people, depending on your trip) and facilitates the process of having the course appear online prior to students' registration periods for the following semester.*

