

CURRY COLLEGE

OFFICE OF INTERNATIONAL STUDENT AND STUDY AWAY SERVICES

Curry College Short-Term Faculty-Led Study Away Proposal

This form is for proposals related to:

- International travel courses/study tours that are academic in nature
 - Domestic multi-day travel courses/study tours that are academic in nature
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Application Instructions

1. Contact Mireille McLaughlin, Director of the Center for Global & Career Services to schedule a preliminary discussion.
2. Submit the following documents to [Mireille](#) for review:
 - This Curry College Short-Term Faculty-Led Study Away Proposal
 - Program Budget (note the items to be included in the course travel fee paid directly to the College as well as on-site costs to students)
 - Detailed course syllabus
 - Day-to-Day Itinerary
 - If working with a tour operator or study away program provider, information from the provider must be included and vetted as part of this proposal process.

Proposal Guidelines

- All travel courses must be academic in nature, credit bearing and directly linked to the Curry curriculum. Faculty should be explicit in how this program connects to various degree programs as well as the College's mission and strategic plan.
- Ideally, to ensure sufficient enrollment, courses should be open to all Curry students.
- Faculty should consider getting their course approved for General Education requirements, to make the course attractive to a larger application pool.

Proposal Deadlines

- Spring Semester Programs (Winter Intersession or Spring Break)
 - Priority Deadline- April 1 of the academic year prior to program
 - Final Deadline- June 1 of the academic year prior to program
- Summer Programs (late May-early June)-
 - Priority Deadline- May 1 of the academic year prior to program
 - Final Deadline- July 1 of the academic year prior to program

Program Models

- *Travel embedded in a course*
 - For example, a course offering during the Spring semester with travel occurring either during Spring Break or Winter Intersession
 - Tuition is charged at the traditional per-credit undergraduate rate
- *Stand-alone course*
 - For example, a travel course offered outside of the semester, with all teaching during travel, usually offered in late May-early June
 - Registration and payments through Continuing Education

Study Abroad Program Providers

Curry College has affiliation agreements with three study abroad program providers, any of whom can organize a customized program for Curry faculty. The College prefers that faculty work with one of these providers. Each has on site staff who can arrange logistics on site and support the program in country. More information on each provider's available locations is at the links below.

API Abroad- <https://apiabroad.com/faculty-led-customized-programs/>

AIFS Abroad- https://www.aifsabroad.com/customized/program_locations.asp

CIS Abroad- <https://www.cisabroad.com/custom-programs/faculty-led/>

Proposal Review

After an initial proposal review Mireille will schedule a meeting of the Study Away Policy & Proposal Committee. Faculty are expected to attend this meeting and should be prepared to discuss all aspects of their proposal, which will be shared with committee members prior to the meeting. This process is designed to support high quality, safe, and affordable study away experiences for students and faculty.

Curry College Study Away Faculty-Led Program Proposal

General Information

- Trip Leader Name(s): Click or tap here to enter text.
- Academic Department: Click or tap here to enter text.
- Proposed Trip Dates: Click or tap here to enter text.
- Name of Tour Operator or Program Provider (if applicable): Click or tap here to enter text.

Course Information

- Course Number: Click or tap here to enter text.
- Course Name: Click or tap here to enter text.
- Number of Credits: Click or tap here to enter text.
- Course Description: Click or tap here to enter text.
- Is this a pilot course or a course currently offered at Curry College? Choose an item.
- Is this course an elective course or a major requirement? Choose an item.
- Does this course have, or do you anticipate obtaining, special designation for General Education (i.e. Capstone or Global, etc.)? Click or tap here to enter text.
- Which semester or term will the course/trip occur? Choose an item.
- Is the travel embedded as part of a course (i.e. course taught for the entirety of spring semester with travel occurring during Spring Break) or as a stand-alone course, which is taught during the trip? Click or tap here to enter text.
- Are there course prerequisites to participate in this program? If so, what are the prerequisites? Click or tap here to enter text.

Program Goals

- Please describe the program goals and educational objectives: [Click or tap here to enter text.](#)
- Please describe how this course is enhanced with travel: [Click or tap here to enter text.](#)

Program Assessment

- Please describe how you will assess the effectiveness of this program: [Click or tap here to enter text.](#)

Faculty Information

- Please describe your experience, if any, in leading or supporting similar Study Away programs: [Click or tap here to enter text.](#)
- Please describe your experience, if any, in traveling to the location(s) specified in this proposal: [Click or tap here to enter text.](#)

Recruitment Plan

- What is the minimum and maximum number of students desired to participate in this trip? [Click or tap here to enter text.](#)
- How would you describe the target population for this trip (i.e. exclusively nursing students, students from any major, open to traditional, CE and/or Graduate students): [Click or tap here to enter text.](#)
- Curry requires that students complete A Study Away Application which includes passport information, liability release, emergency contact information and health information. Is any further student information required for your trip? [Click or tap here to enter text.](#)
- How do you plan to work to recruit students to participate in the trip? [Click or tap here to enter text.](#)

Logistics

- Are there any travel visas or special permits required? If so, who is responsible for procuring those? [Click or tap here to enter text.](#)

- What is the plan for health insurance/emergency evacuation/cancellation insurance? (The College has a group plan available for emergency medical and evacuation insurance.)
Click or tap here to enter text.
- Have there been any recent travel warnings or travel alerts issued by the U.S. Department of State in the country/countries included in this proposal?Click or tap here to enter text.

Itinerary

Please provide a day-by-day itinerary including the date and description of the activity. Information in the itinerary should also be accounted for in the budget documentation that you submit as an appendix to this proposal. Please provide estimates for the number of contact hours associated with each activity to affirm that this trip maintains the integrity of the credit hours awarded (add additional rows to the below chart if needed). If you are working with a program provider, you may submit their proposed itinerary in lieu of completing the table below.

Budget

Please provide a budget for the experience. It is expected that any proposal will at minimum have sufficient revenue to fund expenses. Please list faculty/chaperone revenues and expenses separately from student activity. The proposed information will be vetted by the Study Away Committee to comply with all contracts associated with this program, any Title IV federal financial aid regulations, and any college policies that may impact this program.

Included in the budget, please propose the total cost for the program, dates when expenditures are required to be made by the College, and clearly identify items that are included in the costs (i.e. hotel room with double occupancy, in-country transportation such as airport shuttle to hotel, any meals included in the program, etc.). Additionally, please note any items that are not included in the course fee (i.e. tuition, airfare-to-and-from the destination country if this is not going to be included as part of the program, any course materials, any transportation costs such as a metro ticket, and any meals not included in the program, etc.).

Link to Budget Template

What are the recommended deadlines and payment scheduled associated with this trip?

	Amount due	Due Date
Deposit Amount to Secure Place on Trip		
First payment		
Final payment		
Tuition payment (if applicable)		

Briefly describe why you believe that these are the appropriate dates, and the distribution of payment amounts that will best support this trip and the expenses associated with the trip.

Click or tap here to enter text.

Appendices

Please include each of the following appendices to supplement this proposal

- Appendix A: Course Syllabus
- Appendix B: Proposed Budget, including prices estimates for airfare, lodging, etc.
- Appendix C: Any proposals from travel partners or Third-Party Study Abroad Providers (if applicable)
- Appendix D: Any additional supporting documents that you feel would be relevant at this stage.

FOR CGCS USE ONLY

Received by: _____

Date: _____

Approved by: _____

Date: _____

Finance acct #: _____

SFS clear by date: _____

Course Fee/Tuition Payment Schedule:

Deposit Date: _____

Deposit Amount: _____

1st Payment Date: _____

1st Payment Amount: _____

Final Payment Date: _____

Final Payment Amount: _____

Tuition Payment Date: _____

Tuition Amount: _____

Trip Cancellation Date: _____

Trip Cancellation Date Rationale: _____