

2023-2024 Faculty-led Study Abroad Proposal

Please review these policies before submitting your application. By submitting your application, you are indicating that you understand and agree to the following:

- a. Faculty Led Study Abroad Trips that do not have 10 students (or the minimum required by a third-party provider) may be canceled at the discretion of the Study Abroad Office.
- b. After trips have been approved, trip leaders cannot change travel agents or 3rd party providers without prior approval by the Study Abroad Office.
- c. Both trip leaders are expected to book travel on the same flight as the students from the point of departure in the US until the group returns to the US. Exceptions require prior approval by the Study Abroad Office.
- d. No minors on faculty-led study abroad programs.
- e. Non-SVSU students/faculty/staff are not allowed on a trip unless approved by the Study Abroad Office at least 30 days prior to departure. If approved, leaders can bring one authorized travel partner who must pay their own travel expenses and submit a copy of their passport and emergency contact information to the Study Abroad Office.
- f. For trips that take place during the Fall or Winter semester, trips cannot depart outside of the days specified in the academic calendar without permission from the Study Abroad Office.
- g. Trip leaders are required to work with the Study Abroad Office and Disability Services to help students with disabilities participate in successful experiences abroad.
- h. Communication is an important part of a successful trip and repeated failure to respond to communication from the Study Abroad Office may lead to trip cancellation.
- i. For the duration of the trip, trip leaders are acting as SVSU employees and covered by and adhere to all applicable contracts, policies, and procedures.
- j. Budget Requirements:
 - a. The budget must include costs for 10 students and 2 faculty leaders.
 - b. The provided Excel template **MUST** be used for the budget proposal
 - c. Faculty must budget all foreseeable expenses; including airfare, accommodation, transportation and any other program fees.
- k. Trip leaders are required to have a mobile phone with international service available to ensure that both routine and emergency contact may be made with SVSU. This service must be established at least two weeks prior to trip departure. Cell phone expenses related to the international trip will be reimbursed (following university protocol).

Steps for Faculty-led Study Abroad Proposal

- Submit completed application(s) by June 1, 2023 for Winter 2024, Spring/Summer 2024, or Fall 2024 Faculty-led Study Abroad programs. Applications for 2025 programs will also be accepted.
- For additional resources regarding Faculty-led programs, please visit <https://www.svsu.edu/studyabroad/facultyresources/>
- All applications will be reviewed by appropriate Department Chairs, Deans, and the Vice President for Academic Affairs. Faculty leaders will be notified whether their program(s) is/are approved by the start of the academic year.
- For questions regarding a program's status, please contact Study Abroad at studyabroad@svsu.edu.

1. Proposal Submission -- Required Documents

Templates for all required documents can be located in the Supporting Documents.
When available, previous **examples** of required documents (as well as examples of prior marketing fliers) are also located there.

Proposal:

Please attach a completed proposal at submission, using the template provided.

Budget *:

- a) The budget must include costs for 10 students and 2 faculty leaders, unless a third-part provider requires a minimum of over 10 students for the program.
- b) The provided Excel template (in Supporting Documents) **MUST** be used for the budget proposal
- c) Faculty must budget all foreseeable expenses; including airfare, accommodation, transportation and any other program fees. (Because SVSU requires plane tickets to be bough through a travel agent approved by the Study Abroad Office, if you need to include a quote for plane tickets, please use the approved travel agent as your source and not Google search, Expedia, Kayak, etc.)

*Please note that all budgets are subject to the review, modification, and approval of the Study Abroad Office.

Annotated Itinerary:

The itinerary for the proposed program should include **the estimated activity length for every ACADEMIC event listed on the itinerary** (this allows the reviewers a more comprehensive description of the total academic experience).

3rd party provider contract or proposal (required, if available):

If a contract or proposal with the 3rd party provider is available at the time of application, please submit this document. If one is obtained at a later time, please provide this to the Study Abroad Office.

2. General Information	
Program Destination(s):	
Sponsoring Department(s):	
Dates of Program:	
Faculty Leader 1:	
Faculty Leader 2:	
3 rd party provider(s):	

3. Trip Leadership		
Leader		
Leader must be a full-time SVSU faculty member or a SVSU employee approved by the appropriate department chair and dean.		
Faculty Leader:		
Position at SVSU:		Department:
Campus Address:	Campus Phone:	Email:
Please name your <u>one</u> authorized travel partner who must pay their own travel expenses. They will be required to submit a copy of their passport and emergency contact information to the Study Abroad Office.		
Have you previously led a study-abroad trip? Yes / No. If yes, please indicate trip leadership experience including destination and years. If no, please describe your experience that has prepared you to lead a trip.		
Please provide a 100-word minimum response identifying and explaining the extent of your knowledge and understanding of the country to be the destination of travel, and the connection of its institutions or its cultural or natural conditions or resources to your teaching and/or research. If the major language(s) of the state is not English, please indicate the degree of your proficiency in the major language(s).		

First Co-Leader (mandatory)

All trips must have a co-leader. Co-leaders must be current SVSU faculty or staff and preference is for co-leaders to be SVSU faculty. SVSU staff must be approved by the Office of Academic Affairs.

Co-Leader:

Position:	Full-time SVSU Faculty	Adjunct SVSU faculty	SVSU Staff	
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Campus Address:

Phone:	Email:
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Please name your one authorized travel partner who must pay their own travel expenses. They will be required to submit a copy of their passport and emergency contact information to the Study Abroad Office.

Have you previously led a study-abroad trip? Yes / No. If yes, please indicate trip leadership experience including destination and years. If no, please describe your experience that has prepared you to lead a trip.

Please provide a 100-word minimum response identifying and explaining the extent of your knowledge and understanding of the country to be the destination of travel, and the connection of its institutions or its cultural or natural conditions or resources to your teaching and/or research. If the major language(s) of the state is not English, please indicate the degree of your proficiency in the major language(s).

Second Co-Leader (optional)

Co-leaders must be current SVSU faculty or staff and preference is for co-leaders to be SVSU faculty. SVSU staff must be approved by the Office of Academic Affairs.

Co-Leader:

Position:	Full-time SVSU Faculty	Adjunct SVSU faculty	SVSU Staff	
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Campus Address:

Phone: _____ Email: _____

Please name your one authorized travel partner who must pay their own travel expenses. They will be required to submit a copy of their passport and emergency contact information to the Study Abroad Office.

Have you previously led a study-abroad trip? Yes / No. If yes, please indicate trip leadership experience including destination and years. If no, please describe your experience that has prepared you to lead a trip.

Please provide a 100-word minimum response identifying and explaining the extent of your knowledge and understanding of the country to be the destination of travel, and the connection of its institutions or its cultural or natural conditions or resources to your teaching and/or research. If the major language(s) of the state is not English, please indicate the degree of your proficiency in the major language(s).

4. Course Information

Course I	Name:	Course No.:	No. of Credits:
Required/Optional	Instructor:		
Rationale for including this course in a Study Abroad Program (100-word minimum):			
Course II	Name:	Course No.:	No. of Credits:
Required/Optional	Instructor:		
Rationale for including this course in a Study Abroad program (100-word minimum):			
Course III	Name:	Course No.:	No. of Credits:
Required/Optional	Instructor:		
Rationale for including this course in a Study Abroad program (100-word minimum):			

5. Student Eligibility

In order to participate in study abroad, students must have a minimum GPA of 2.5 and cannot be on probation for a conduct violation during the semester that the trip takes place.

The Study Abroad Office will build any other requirements you specify for your program into the study abroad application portal once your program is accepted.

Please include below any other eligibility requirements your program requires (GPA, class standing, major/minor, etc.)?

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6. Trip Logistics

All trips must use a third-party provider to handle trip logistics. The Study Abroad Office can assist identifying a provider. If not included in the program cost from provider, plane tickets must be purchased from a travel agent approved by the Study Abroad Office. Please provide the following information regarding the third-party provider. Please upload the contract or proposal from the third-party provider if they have provided it.

Name of Provider	
Address of Provider	
Email of provider	
Phone for Provider	
Website for Provider	

7. Marketing Information

The Study Abroad Office assist faculty in making some marketing materials for their program. We always produce fliers that faculty members may use to attract students to their program. Once we know a program has been accepted, we begin creating the flier.

Please look at the example(s) of previous marketing materials provided in Supporting Documents on this application.

After reviewing, please write a short paragraph description of your program. Please also put 3-5 additional bullet points we can include.

Please provide any photos (following copyright) that you would like us to use in the marketing materials to highlight your program.
Pixabay is a good place for free-to-use images.