

**Short-Term Study Abroad**

**Program Proposal Application**

**[COUNTRY] Spring / Summer 2019**

**Center for International Education**

**Email: international@hccfl.edu**

**Phone: 813-253-7009**

**4001 W. Tampa Bay Blvd. DSSC 322**

**Tampa, FL 33614**

 **FACULTY PROPOSAL TO LEAD**

**SHORT-TERM STUDY ABROAD**

* Complete this application in full.
* If you have a co-program leader who will be sharing 50% teaching responsibilities, you will complete one packet together.
* If you are partnering with another program leader who will be teaching a different course, then you both must submit separate proposals.

**When you are done:**

* Send completed Program Proposal Application (without signatures), including the proposal from the selected program provider, in a Word document to the Center for International Education by email international@hccfl.edu by the deadline
* Print paper copy of entire application packet, obtain all required signatures, and sent by interoffice mail to the Center for International Education at DSSC 322 before the deadline

**Obtain all the required signatures and send the original documents to the Center for International Education (DSSC 322) by 5:00 p.m. on Friday, June 15, 2018**.

**PART 1: PRIMARY PROGRAM LEADER INFORMATION**

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| **Complete Name:** |  | **Dean’s Name:** |  |
| **Work Phone:** |  | **Dean’s Phone:** |  |
| **Cell Phone:** |  | **Dean’s Office:** |  |
| **Campus, Office:** |  | **Cluster:** |  |

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| **Are you a full-time faculty?\*** | **Yes No (Circle One)** |
| **Study Abroad Certificate Completion Date:** | **CURRENTLY NOT AVAILABLE** |
| **Describe your experience in detail with study abroad, international travel, the host country language, and/or the proposed host country location.** |  |
| **How do the proposed program dates fit with your teaching obligations during the term of travel? HCC requires that your program not interfere with your assigned teaching load, and a study abroad course will be assigned as an overload. You must ensure that your supervisor understands the workload that you will take on with this program and has approved it.** |  |
| **Have you achieved consensus from the Dean of your department on your study abroad program proposal?** | **Yes No (Circle One)** |
| **Note: If inviting a co-leader, details must be negotiated between faculty, Dean, and CIE. Same applies for family members’ participation.**  |

\* **At this time, we are only accepting applications from full time faculty members.**

**PART 2: CO-PROGRAM LEADER INFORMATION**

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| **Complete Name:** |  | **Dean’s Name:** |  |
| **Work Phone:** |  | **Dean’s Phone:** |  |
| **Cell Phone:** |  | **Dean’s Office:** |  |
| **Campus, Office:** |  | **Cluster:** |  |

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| **Study Abroad Certificate Completion Date:** | **CURRENTLY NOT AVAILABLE** |
| **Describe your experience in detail with study abroad, international travel, the host country language, and/or the proposed host country location.** |  |
| **How do the proposed program dates fit with your teaching obligations during the term of travel? HCC requires that your program not interfere with your assigned teaching load, and a study abroad course will be assigned as an overload. You must ensure that your supervisor understands the workload that you will take on with this program and has approved it.** |  |
| **Have you achieved consensus from the Dean of your department on your study abroad program proposal?** | **Yes No (Circle One)** |
| **Note: If inviting family members, details must be negotiated between Dean and CIE.**  |

**PART 3: PROGRAM & COURSE INFORMATION:**

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| **Country #1:** |  | **Cities in country #1:** |  |
| **Country #2: (if applicable)** |  | **Cities in country #2:** |  |
| **Course Prefix/#:** |  | **Course Title:** |  |
| **Term:** |  | **Travel Dates:** |  |
| **No. of Credits:** |  | **Course Prerequisites:** |  |
| **How many pre-departure meetings do you plan on holding and for how many hours each? Minimum of three pre-departure meetings required.** |  |
| **How many re-entry meetings do you plan on holding and for how many hours each? Minimum of one re-entry meeting required.** |  |
| **Will transient or non-credit students be considered for the program? (no scholarships by HCC)** |  |
| **Will you need an online Canvas course set up?** |  |
| **Are you running this program in partnership with any other college or university?** |  |
| **Explain how you will select students in an event that you receive more applications than seats available (Ex. First-come first-serve, interview, committee review etc.).** |  |

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| **DESTINATION: Why is this destination (these destinations) important to achieving your course learning outcomes?** |  |
| **PROGRAM OVERVIEW: This information will go on the program webpage. It should be a detailed description of the program that will entice students to enroll. It should focus on the program destination/s and what students will learn. Be sure to highlight the cross-cultural component/s of the course.** |  |
| **COURSE DESCRIPTION: This information will go on the program webpage. You can use the official course description and add to it as needed to encompass the entire study abroad learning experience.** |  |
| **INTERNATIONAL INTERNSHIP: Please describe any internship option to students in detail.** |  |
| **INTERNATIONAL SERVICE LEARNING: Please describe any service learning option to students in detail.** |  |
| **THINGS STUDENTS SHOULD CONSIDER BEFORE THEY APPLY: This information will go on the program webpage. List all things that students may find uncomfortable about this experience that is important to know before applying (Ex. travel in small aircraft, travel by boat or ferry, no air-conditioning, lots of walking, inability to accommodate special****dietary needs, etc.).** |  |

**Part 4: Program Itinerary**

**Note the following information in the cells provided below. Use example as reference.**

* Provide itinerary for each day. Specify date for each day on itinerary.
* Add activities/meals and their details as needed.
* Add scheduled debriefings as needed.
* Add transit details where applicable. Include type of transportation, pick-up/drop-off locations, and estimated cost per student, if applicable.
* Include estimated costs for meals not included in program fee.
* Note meals covered by program fee.
* Note accommodation location for each night.
* To complete the “Link to GLOs” (Global Learning Objectives), first complete Part 5.

**Example:**

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| **Day 5****WED****05/15** | **AM** | **BREAKFAST** @ Hotel (Included) |
| **ACTIVITIES:*** Louvre Museum Visit (2 hours)
* Journal Writing at Meeting Room
* Transition to Circle Square by Metro (Use Transit Pass)
 | **LINK to GLOs**#3#3 |
| **PM** | **LUNCH** @ Circle Square (Out of pocket $15-20) |
| **ACTIVITIES:*** Guest speaker lecture at University of Greenvillage (1.5 hours)
* Interact with local students (1 hours) - complete interview assignment
* Transition back to the Hotel by Metro (Use transit pass)
 | **LINK to GlOs**#2#2 & 4 |
| **DINNER** @ Hotel (Included) |
| **ACCOMMODATION:** HOTEL BON VOYAGE |

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| **Pre-Departure Program Activities** | **DD/MM** | **ACTIVITIES** | **LINK to GLOs** |
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| **Day 1****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 2****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 3****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 4****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 5****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 6****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 7****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
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| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 8****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 9****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 10****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 11****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 12****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 13****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Day 14****DAY****MM/DD** | **AM** | **BREAKFAST**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **PM** | **LUNCH**  |
| **ACTIVITIES:** | **LINK to GLOs** |
| **DINNER**  |
| **ACCOMMODATION:**  |

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| **Re-entry Program Activities** | **DD/MM** | **ACTIVITIES** | **LINK to GLOs** |
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**PART 5: CURRICULUM OUTLINE**

You must list the course learning outcomes included on the official course outline and add global learning objectives to each if they are not already part of the course. You will need to include outcomes that teach to the country and culture of each destination. Be sure to list all the learning activities associated with the program. Verify the activities listed on your program provider's proposal, and then add any additional items. It is suggested that you develop your program itinerary first (Part 4), so you can plan out each day, and then complete this section. List the existing learning outcome and the global learning objectives on your program itinerary when you are done. List the learning activities that will be done for each outcome by pre-departure, in-country, and re-entry. List the assessment methods for each learning outcome/objective (include both summative and formative assessments).

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #1** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #2** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #3** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #4** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #5** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #6** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

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| **Existing LEARNING OUTCOME** |  |
| **Global Learning Objective #7** |  |
| **Assessment Method/s** |  |
| **Pre-departure Learning Activities** |  |
| **In-Country Learning Activities** |  |
| **Re-Entry Learning Activities** |  |

**PART 6: PROGRAM PROVIDER & BUDGET**

**NOTE: YOU MUST HAVE THREE QUOTES ON FILE FOR AUDITING PURPOSES BUT ONLY ONE PROGRAM PROVIDER IS TO BE SELECTED**

**SELECTED PROGRAM PROVIDER AND CONTACT INFORMATION**

**Include company name, contact person, phone number, and email. Make sure that the company you select is listed on the CIE approved providers’ list available on AbroadOffice.**

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**Explain the reasons for selecting your program provider (Ex. Cost, itinerary, in-country support, etc.).**

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**List quote/proposal from two other vendors for this short-term study abroad program to administer program comparison for auditing purposes.**

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| **Vendor Quote 1** |  |
| **Vendor Quote 2** |  |

**DESCRIBE THE ACCOMMODATIONS**

**Enter the name of each hotel, the number of stars, the number of students per room, and the number of faculty per room (usually singles). If homestays are used, describe how they are screened and selected.**

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**Which items are included with the program fee and which items are not included in the program fee? Please list all from the program proposal.**

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| **INCLUDED:** | **NOT INCLUDED** |

**Describe any kind of incentive programs. (Ex. one participants free per ten participants)**

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**Use your program provider's proposal to fill in the amounts below. Note that not all fields need to be completed if you have a flat program fee that is inclusive of transportation, accommodation, meals, etc. Only itemize the costs that are separately listed in the proposal. Items required by HCC are in the chart below. List amounts in U.S. dollars and round cents up to the nearest dollar. Follow the instructions in the Description column to calculate the per person fee. Remember that any costs associated with the faculty must be divided out among all the students.**

**Projected Number of Students Traveling (use this number for the calculations below):\_\_\_\_\_\_\_\_\_**

**Note: Minimum of 9 students per program in order to run study abroad program**

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| **PROGRAM EXPENSE** | **PER PERSON COST** | **DESCRIPTION** |
| **Program Registration Fee** |  | Take the per person amount x the number of students + any costs for faculty. Divide by the total number of students: $3000 x 10Ss + $1500 = $31,500 /10Ss = $3150. |
| **Airline Ticket (Estimated)** |  | Take the per person airline ticket x the number of students + faculty and divide by the total number of students: $1500 x 11 participants total / 10 students = $1650. |
| **Accommodations (if not included in the program fee)** |  | Calculate the number of hotel rooms you will need based on the total number of students, the number per room, and gender, add a private room for each faculty member, include all taxes. Multiply by the total number of nights. Be sure to calculate based on the current exchange rate and enter as U.S. dollars. Add up the total and divide by the total number of students: 10 students in 4 rooms + 1 faculty room is 5 rooms at $375 per night including taxes x 9 nights: $375 x 5 x 9 = $16,875 / 10 = $1688. |
| **Meals (that are not included in the program fee)** |  | Some meals are usually included in the program fee. Students must pay for additional meals out of pocket. If you would like to have a group meal and include in the cost of the program, estimate the per person amount, add the faculty and divide by the total number of students: $50 x 11 = $550 / 10 = $55. |
| **Ground Transportation** |  | Calculate all ground transportation and airport transfers NOT included in the program fee. Calculate the total per person amount x the number of students + faculty divided by the total number of students: $125 x 11 = $1375 / 10 = $138. |
| **Tours/Entrance Fees:** |  | Calculate all entrance fees NOT included in the program fee. Calculate the total per person amount x the number of students + faculty divided by the total number of students: $25 x 11 = $275 / 10 = $28. |
| **Guest Lectures and/or Meeting Room Rentals** |  | Take the total amount and divide by the total number of students: $500 / 10 = $50. |
| **Internet Access for faculty (entire program duration cost)** |  | Hotels usually charge a daily rate for this if it is not free. You will need to find out in advance. |
| **Visa for faculty (if applicable)** |  | Some countries require all individuals to secure visas (i.e., Brazil, China). Inform students that they must purchase their visa separately. Take the visa fee for faculty and divide by the total number of students: $170 / 10Ss = $17. |
| **Cell Phone (SIM card or international service)** |  | Faculty must have a phone with international service. If your cell phone network provider does not offer an international plan, faculty is responsible for researching cost for a SIM card at the destination. Contact CIE for more information. Take the cost and divide by the total number of students: $50 / 10Ss = $5. |
| **Other ( )** |  | Enter the expense item. Add up the total amount and divide by the number of students. |
| **Other ( )** |  | Enter the expense item. Add up the total amount and divide by the number of students. |
|  |
| **Estimated Per Person Program Fee Total:** |  | Add up all the items in the second column. Be sure to check your total! |

**PART 7: MARKETING STRATEGIES**

**It is required that program leader(s) market and recruit for their program.**

**It is highly recommended that more than one marketing tactic is used to ensure successful recruitment of participants. The Center for International Education at HCC will provide and distribute a marketing flyer for each program in collaboration with the program leader.**

**Along with these marketing flyers, program leaders should seek participation from campus clubs, including the Student Government Association and other active student groups on campus. Collaboration with supportive faculty members is among other tactics for recruitment that is highly recommended along with community outreach in the Tampa Bay area.**

**Provide a basic outline of several potential marketing tactics and a detailed description of execution for each.**

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**PART 8: SAFETY & EMERGENCY PREPARATION**

**Will there be an on-site tour operator with you throughout the program? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**If you do not have a co-program leader or an in-country tour guide, please provide a name, contact information, and relationship of this person to the program who will be your back up in the event that something happens to you or you must separate yourself from the group.**

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**Has the country been listed on the Dept. of State's Travel Warning List within the last year? If yes, please explain the circumstances.**

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**It is required that the primary program leader have access to email or telephone service during the program in the event that he or she needs to be reached. Describe in detail what communication access you will have, where you will be able to access it, and how often. Also describe the access that students will have as well. Be sure to check with your program provider or hotel to find out the reliability as it may not be to the same standards as in the United States.**

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**What structured free time activities will you provide for students? What requirements will you have for students who want to do sightseeing on their own? What requirements will you have for students regarding curfews? What are the consequences for breaking the rules set by the faculty lead?**

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**There are always inherent risks with study abroad. Based on research that you have done or prior experience in the host country, please list the things that students will be exposed to that may impact their safety. Please describe how you will minimize possible risks for students. Examples include crime, political instability, dangerous animals/reptiles/insects, foreign language challenges, international events, etc.**

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**PART 9: PROGRAM LEADER AGREEMENT SIGN OFF**

**As the program leader and co-program leader (if applicable), I/we agree to the following responsibilities to lead a study abroad program:**

**1. Program Set Up:** Set up will require you to regularly communicate on a variety of items with CIE as soon as this proposal is approved. As part of this set-up process, you are required to meet with a CIE staff member and review and approve a variety of materials.

**2. Academic Content:** Create and assess the academic content of the program, including establishing global learning outcomes; create a syllabus, course description, course materials, and a pre- and post-assessments to demonstrate achievement of the stated course learning outcomes; perform advising for potential applicants; facilitate lectures, classroom/field instruction, and cross-cultural awareness training for students.

**3. Program Itinerary:** Include all activities that students will participate in during the program, including free time, meals, and transportation. Any major changes to the program from the details in this proposal must be approved in advance or by the dean and campus president. This includes changes in travel dates, destinations, or change of a program leader. There must be 45 hours of academic engagement for every one credit hour in the program itinerary.

**4. Travel and Logistical Arrangements:** Communicate with CIE and work with the program provider to arrange program logistics, including air and ground transportation, accommodations, meals, and excursions. CIE will handle program provider communication and payments. Faculty doing custom programs must be approved in advance by CIE.

**5. Marketing and Recruitment:** Conduct program-specific marketing efforts and recruit students into the program. Create/proof copy for flyers and website.

**6. Screening and Selection of Students:** Read all student applications and make recommendations for students into the program. CIE will review for scholarship eligibility and send final acceptance notifications to students. Consider gender for rooming situations and plan for budget impact. Maintain a waitlist of qualified applicants.

**7. Predeparture & Re-Entry Meetings:** Facilitate a sufficient number of predeparture meetings for the number of credit hours for the course, attend the CIE general orientation session along with students, and review the course syllabus requirements. Facilitate at least one re-entry meeting and assist in the close-out process for students.

**8. Course Registration and Payments:** Ensure that all program participants are registered for this course, and understand the program payment process. Direct students who wish to use their financial aid for these programs to the financial aid advisor for information.

**9. Scholarships:** Ensure that students are aware that they must receive at least a C in the course in order to keep their funding, and if they break the Student Code of Conduct, they may lose their scholarship funding.

**10. General Supervision of Students:** Supervise and direct students in the academic and cross-cultural goals of the program, both while in the U.S. and while in the host country. You are the primary adult responsible for the supervision and welfare of the students participating. Supervise and monitor each student’s conformance to the College’s policies, procedures, and rules of conduct including the "no alcohol" policy. Contact an emergency team immediately if there are any situations while overseas.

**11. Safety:** Read the Safety and Emergency-Crisis Management Plan for International Travel and ensure that all procedures are followed with regard to student safety and emergency response. Enforce all College policies while abroad and report any incidents to the CIE Office upon return. If the proposed country appears on the Department of State Warning List at any time prior to departure, approval will be required to run the program. The request must be approved by the dean, campus president, and the Director of International Education.

**12. Close Out:** Close out the program upon return to the U.S. within TWO WEEKS. Ensure that students complete the online program evaluation. Submit copies of all receipts along with completed original OUT OF DISTRICT travel expense form.

**13. Following Procedures:** All program leaders are required to follow the procedures, guidelines, and deadlines dates established by CIE. In addition, collegiality and professional behavior will be considered by the Study Abroad Committee and will impact the approval of faculty-led study abroad and international internship proposals.

**PLEASE INITIAL NEXT TO EACH ITEM:**

**PRIMARY CO-PL**

**PL**

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have read this agreement in full and accept the terms and conditions of leading a study abroad

program.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I have read the Safety and Emergency/Crisis Management Plan for Study Abroad.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I understand that alcohol is not permitted on this program for students or faculty.

**\_\_\_\_\_\_ \_\_\_\_\_\_** I understand that there may be sanctions for not following CIE policies and procedures for

leading a study abroad program.

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| **Primary Program Leader's Name / Signature / Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Co-Program Leader's Name / Signature / Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**PART 10: AUTHORIZATION SIGNATURES**

In order to submit this proposal to the CIE Study Abroad Committee, you must have your Dean and Campus President signatures below:

* Send completed Program Proposal Application (without signatures), including the proposal from the selected program provider, in a Word document to the Center for International Education by email international@hccfl.edu by the deadline
* Print paper copy of entire application, obtain signatures below, and send by interoffice mail to the Center for International Education at DSSC 322 before the deadline

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| --- | --- |
| **Dean’s Name / Signature / Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Campus President’s Name / Signature / Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Due: Wednesday, August 1, 2018 at 5:00pm**