



## 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.

Submit this packet along with the **proposed itinerary, syllabus, and budget** to the International Center Director in 218 Dinkins Hall by the following deadline(s):

- **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:

<https://www.winthrop.edu/uploadedFiles/international/facultystaffresources/FLPParticipantPolicy2018.pdf>

1. Name of Program Leader(s) \_\_\_\_\_

\_\_\_\_\_

Winthrop Position/Title \_\_\_\_\_

Email Address(es) \_\_\_\_\_

If there are multiple program leaders, please list the primary leader/contact below and explain how responsibilities will be shared and/or divided. (*Add a separate statement if necessary.*)

\_\_\_\_\_

2. Location of program overseas: \_\_\_\_\_

3. Proposed program dates/meetings on-campus: \_\_\_\_\_

4. Proposed program dates off-campus: \_\_\_\_\_

5. Will you be making the travel/lodging arrangements yourself or through another person or agency? If using an outside person or group\*, please list the agency name and contact information below.

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*\*Please note: If a provider is located outside the U.S. (without a U.S. FEI number, or tax ID number), please inform the International Center at least three months in advance of travel to facilitate timely payment of services rendered.*

6. Estimated Program Fee Per Participant (including health insurance): \$ \_\_\_\_\_

*Budget Information:* I/we have attached a detailed budget **including:** Airfare, Lodging, On-Site Transportation, Entrance Fees, Included Meals, Health Insurance (\$40/participant), Application Fee (\$25/participant), Faculty Trip Leader(s) Costs, Tips, Guide Fees, and a 10% Emergency/Contingency Fee with this application.      Yes      No

*If travel is taking place after June 1, does the program fee include tuition?*      Yes      No

*In which semester will students take the course?*      Fall      Spring      Summer      20\_\_\_\_

*Number of students anticipated:*      Minimum (usually 8) \_\_\_\_\_      Maximum \_\_\_\_\_

7. Course Registration, Billing Arrangements, & Program Leader Responsibilities: *In order for your proposal to be processed, please indicate your understanding of the following by initialing each statement.*

*Initials: \_\_\_\_\_ Program leaders include faculty/staff at Winthrop who teach the academic course(s) related to the program and who plan and coordinate the overall program.*

*Initials: \_\_\_\_\_ Program leaders must include at least one full-time staff or faculty member from Winthrop. Program leaders must be present for 100% of the travel experience in order to ensure both the safety of the students as well as the academic integrity of the program.*

*Initials: \_\_\_\_\_ Program leaders agree to adhere to current policies and practices determined by Winthrop University related to staff/employee/student travel. These policies may include but are not limited to Accounts Payable, budgeting, and auditing best practices. Program leaders will also work with the IC staff in a timely manner to facilitate payments to vendors and service providers before, during, and after the program.*

*Initials: \_\_\_\_\_ Original itemized receipts are required whenever possible (take a receipt book if necessary). Please note that program fees are collected into a short-term faculty-led study abroad program account administered by the International Center (IC). IC staff members can offer guidance to program leaders regarding budget processes including Winthrop accounting and reimbursement procedures as needed.*

*Initials: \_\_\_\_\_ Only program leaders are eligible to have expenses covered by participants' fees. Additionally, there is no supplemental funding available beyond the program fees collected from participants for the trip. Program leaders understand that any trip costs exceeding the actual fees collected from participants will **not** be reimbursed.*

Initials: \_\_\_\_\_ Program leaders must be in possession of a cell phone with international calling and messaging capabilities for the duration of the travel component in case of emergencies.

Initials: \_\_\_\_\_ After finalizing the trip budget **and** program fees with the International Center, faculty trip leaders should work with their department chair(s) and/or dean(s) to submit Winthrop's **Special Course Registration Form** (SCRF). Permission to take students off-campus is **not** authorized by Winthrop without the SCRF. Additionally, program charges can't be associated with your course without successful completion and approval of the SCRF. Department chairs typically submit the SCRF online on behalf of program leaders.

#### 8. South Carolina Ethics & Procurement Regulations:

*As state employees we must adhere to the ethics and procurement regulations of the State of South Carolina. Additionally, the International Center has adopted the Forum on Education Abroad's Code of Ethics. In the context of faculty-led study abroad programs, the aforementioned policies and regulations apply to our work with vendors and contractors (airlines, travel agencies, tour companies, etc.). Faculty and staff involved in study abroad programs are expected to follow these regulations, laws, and codes and avoid any real or perceived conflicts of interest at all times. Any rebate, commission, honoraria, gifts, gratuities, or discount provided by a vendor or contractor including incentives or rewards for student enrollment should only be used to defray costs to students or the University and may never be accepted for personal gain. If you have any questions about this policy or a particular situation, please contact the director of the International Center. For more information, please visit: <http://ethics.sc.gov/RulesofConduct/Pages/index.aspx> <https://www2.winthrop.edu/procurement/business.htm> <http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>*

*\*All program leaders must initial that they have read and understand the South Carolina Ethics & Procurement Regulations statement above:*

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Please attach your answers to the following questions (along with proposed syllabus and attached budget sheet):**

9. Briefly outline 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.
10. Please complete the attached proposed budget form.
11. Please describe how the selected foreign destination(s) and proposed experiences will enhance the learning objectives of the course.
11. Are you targeting a specific group of participants (e.g., Social Work majors), or will it be open to all students? Are there prerequisites or other qualifications (e.g., GPA or class standing)?
12. Are there any physical requirements for participation that students should be aware of before enrolling?
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.

### **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**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**College Dean**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**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. If there are any questions about your proposal, an IC staff member will contact you.*
- *Faculty leaders will be notified of the status of their proposal prior to the end of the semester whenever possible.*
- *Faculty-led proposals that have been approved by Winthrop for travel abroad should start working on Winthrop's **Special Course Registration Form (SCRF)** with their department chair.*
  - *The Special Course Registration Form (SCRF) is submitted online by your department chair. It then goes to approximately 9-12 departments electronically for various University approvals.*
  - *Submitting the (SCRF) in a **timely manner** and obtaining the appropriate approvals electronically ensures that your **course & trip fees** will appear online in time for registration.*

**Thank you for your submission!**

## Faculty-Led Study Abroad Program Budget Template

**Program:**

**Faculty Member(s):**

**Minimum Number of Students:**

### Student Costs

- If using provider, base price given: \_\_\_\_\_/per student
- Transportation (Air): \_\_\_\_\_/per student
- Visas & Exit/Entry Taxes: \_\_\_\_\_/per student
- Health Insurance: (CISI \$40) \_\_\_\_\_/per student
- Transportation (local): \_\_\_\_\_/per student
- Accommodations (# nights): \_\_\_\_\_/per student
- Group meals: \_\_\_\_\_/per student
- Excursion costs (museums, parks, etc.): \_\_\_\_\_/per student
- Local guide/tour director: \_\_\_\_\_/per student
- Relevant supplies: \_\_\_\_\_/per student
- Application Fee: \_\_\_\_\_ \$25 /per student
- Other (please specify): \_\_\_\_\_/per student

Total student cost: \$ \_\_\_\_\_.

### Faculty Costs

- If using provider, faculty space included? \_\_\_\_\_/per person
- Transportation (Air): \_\_\_\_\_/per person
- Visas & Exit/Entry Taxes: \_\_\_\_\_/per person
- Health Insurance: (CISI \$40) \_\_\_\_\_/per person
- Transportation (local): \_\_\_\_\_/per person
- Accommodations (# nights): \_\_\_\_\_/per person
- Per Diem: \_\_\_\_\_/per person
  - International Rate: Breakfast-\$ \_\_\_\_\_ ; Lunch-\$ \_\_\_\_\_ ; Dinner-\$ \_\_\_\_\_
  - Domestic Rate: Breakfast-\$7 ; Lunch-\$9 ; Dinner-\$16 (max \$32/day)
- Excursion costs (museums, parks, etc.): \_\_\_\_\_/per person
- Local guide/tour director: \_\_\_\_\_/per person
- Relevant supplies: \_\_\_\_\_/per person
- Other (please specify): \_\_\_\_\_/per person

Total faculty cost: \$ \_\_\_\_\_.

Faculty cost (\$ \_\_\_\_\_) / # \_\_\_\_\_ students = \_\_\_\_\_.

Student cost (\$ \_\_\_\_\_) + faculty cost (\$ \_\_\_\_\_) = \_\_\_\_\_.

\$ \_\_\_\_\_ X 10 % contingency fee= \$ \_\_\_\_\_.

Final cost/student= \$ \_\_\_\_\_.