

# UMD SHORT-TERM STUDY ABROAD PROGRAM PROPOSAL

University of Minnesota Duluth

International Education Office • 138 Kirby Plaza • Phone: 218-726-8764 • ieo@d.umn.edu

Thank you for your interest in developing a short-term international program at the University of Minnesota Duluth. The International Education Office (IEO) encourages the development of new short-term programs and supports the continued success of the many existing programs. Short-term programs enrich the curriculum, open new doors for students and assist in the University of Minnesota's efforts to internationalize the campus. The IEO will assist you at all stages of the process. The instructions for proposing a new short-term program are listed below. As a first step, please see the instructions below for new program development. If you have any questions about the procedure, please contact the International Education Office at 726-8764.

We urge you to discuss your program ideas with the IEO during the development process. Please call 726-8764 to meet with Leigh Neys or Gail Bier.

Submit a hard copy of the finalized Short-Term Program Proposal to Leigh Neys, International Education Office, 138 Kirby Plaza.

A complete program proposal includes the following:

- Signed program proposal
- Program proposal statement that includes the following information:
  - How will the course be enhanced by being taught abroad?
  - Your background/experience relevant to the host country(ies).
  - Do you have capability in the language to function effectively in the country(ies)? If not, will someone with these necessary language skills assist you?
  - Specify the role of the program leader and assistant(s).
- A course syllabus (including how students will be evaluated and cultural activities integrated into the course)
- An itinerary (including nightly accommodation, mode of transportation if changing locations and daily schedule)
- An abbreviated (no more than 3 pages) curriculum vitae for all non-UMD teaching faculty
- A program budget

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## Program Information

Program name (include information that distinguishes program from other programs in the same country):  
\_\_\_\_\_

County and City of program: \_\_\_\_\_

Dates of program (use month/day/year):

From (day program begins on-site): \_\_\_\_\_ To (day participants depart from program site): \_\_\_\_\_

Program leader travel dates:

Departure date (indicate airport): \_\_\_\_\_ Return date: \_\_\_\_\_

Number of credits that can be earned on program: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Minimum number of students to make the program viable: \_\_\_\_\_

Maximum number of students program can accommodate: \_\_\_\_\_

UMD Primary Program Leader: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Campus Phone: 726- \_\_\_\_\_ Department and College: \_\_\_\_\_

Additional Program Leader (if applicable): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Campus Phone: 726- \_\_\_\_\_ Department and College: \_\_\_\_\_

Would you like to open your program to students from other universities?                      Yes                      No

## Academics

Please note that program leaders are required to have all courses approved by their collegiate curriculum committee prior to program departure.

For each course, please give the following information:

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_ Instructor (s): \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_ Instructor (s): \_\_\_\_\_

List any pre-requisite requirements or additional credit options:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Housing

Students will be housed in: Hotels/apts. \_\_\_\_\_ Residence halls \_\_\_\_\_ Home stay \_\_\_\_\_ Camping \_\_\_\_\_

Other: \_\_\_\_\_

Faculty/staff will be housed in: Hotels/apts. \_\_\_\_\_ Residence halls \_\_\_\_\_ Home stay \_\_\_\_\_ Camping \_\_\_\_\_

Other: \_\_\_\_\_

How far apart will students and faculty be housed? \_\_\_\_\_

## Publicity

Publicity is a shared effort between the IEO and program leaders. The IEO utilizes a comprehensive marketing plan to advertise your program that includes publications, electronic communications, presentations, and web sites. For more information on publicity plans, refer to the Program Leader Handbook. However, the programs with the highest enrollment numbers are those that have program leaders who are very active recruiters. Below are additional ideas for program leaders to use in publicizing the program. Which of the following do you plan to do?

- Classroom presentations
- Send information to colleagues
- Participate in Fall and Spring UMD Study Abroad Fair
- Department/College faculty presentation(s)
- Department/College information distribution (i.e., flyers, emails, etc.)
- Electronic sources (i.e., MySpace, Facebook, etc)
- Faculty developed program website
- Professional List-Servs
- Other (please specify): \_\_\_\_\_

If you currently have a program website, and would like to link my website to the IEO site, please indicate your program website address: \_\_\_\_\_

## Program Cost

The official program cost used to bill students will be posted on the IEO website. Please refer students to [www.d.umn.edu/ieo/programs/programs.htm](http://www.d.umn.edu/ieo/programs/programs.htm) for program cost information. Feel free to use this reference in your publicity.

## Orientation

Accepted short-term program students will be required to attend a general IEO study abroad orientation session. In addition, faculty leaders are required to hold pre-departure orientations with their program participants prior to departure to discuss preparation for the program (academics, cultural norms, health and safety, housing etc...), and once when students arrive at the program site. Refer to the program leader handbook for an outline of required topics. To assist in developing a timeline for the orientation sessions, please provide tentative dates for your meetings.

Orientation #1 Date: \_\_\_\_\_

Content: \_\_\_\_\_

Orientation #2 Date: \_\_\_\_\_

Content: \_\_\_\_\_

If your program will be accepting non-UMN student participants, how do you plan to communicate orientation information to those students?

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## Health and Safety

What potential health and/or safety concerns might be encountered at the program site(s)? Please check all that apply:

- Water and food risks
- Theft (pick pockets, room security, etc.)
- Disease (malaria, dysentery, typhoid, hepatitis, etc.)
- Extreme weather conditions
- Civil Unrest
- Other (please specify): \_\_\_\_\_

What advice will you give participants on how to protect themselves from risk from these risks?:

# UMD SHORT-TERM STUDY ABROAD PROGRAM BUDGET

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Program title: \_\_\_\_\_

Dates of program (month/day/year format):

From (day program begins on-site): \_\_\_\_\_ To (day participants depart from program site): \_\_\_\_\_

Exchange rate used on this document: \_\_\_\_\_ = \$1 US

What source did you use to calculate the exchange rate? \_\_\_\_\_

## A. PROGRAM LEADER/INSTRUCTIONAL COSTS covered by students (estimate price for each item for each leader)

	Program leader 1	Co-leader/assistant
Faculty salary (CE rate: _____ x _____ credits)	\$	\$
Faculty fringe (7% for J-term, 20% for May/summer)	\$	\$
Transportation – air	\$	\$
Transportation – Duluth to Minneapolis airport	\$	\$
Transportation – onsite (bus, subway, trains, etc)	\$	\$
Accommodation: Location 1	\$	\$
Location 2	\$	\$
Location 3	\$	\$
Meal allowance for entire program (please see below per diem policy)*	\$	\$
Entry fees, excursions, field trips	\$	\$
Required vaccinations	\$	\$
Visa	\$	\$
Tour company leader cost (if using a tour company)	\$	\$
CISI international health insurance (\$28.50 for 30 days)	\$	\$
Subtotal	\$	\$
Add together subtotals from both columns in line above	\$	
Additional costs for more than two leaders (third leader, fourth leader, etc). Attach separate sheet with details		
Emergency phone charges** (\$200 limit set by IEO)	\$	
Guest lecturers	\$	
Facility rental (classroom, studio, etc)	\$	
Miscellaneous costs***	\$	
Currency fluctuation cushion: Total instructional costs priced in foreign currency ( _____ ) x 15%	\$	
Subtotal	\$	
Divide above line by minimum number of participants ( _____ )	\$	
<b>Total program/instructional cost per student</b>	<b>\$</b>	

**B. BASIC PROGRAM FEE PER STUDENT (billed to student account)**

Tour company per student cost (if using comprehensive tour package, check lines below for items included in package)	
Airfare, Minneapolis airport to program site (if included in program fee)	
Transportation – onsite (bus, subway, trains, etc)	
Accommodation: Location 1	
Location 2	
Location 3	
Meals included in program: Breakfast # _____ Lunch # _____ Dinner # _____	
Entry fees, excursions, field trips	
Visa (if included in program fee)	
Foreign university per student cost (if using)	
Subtotal	
Total per student costs priced in foreign currency ( _____ ) x 15%	
CISI international health insurance (\$28.50 for 30 days)	
IEO fee	\$400.00
Emergency fund fee	\$5.00
CE registration fee	\$25.00
Program/instructional cost per student (see last line of Table A)	
<b>Estimated basic program fee</b>	

**C. REQUIRED OUT-OF-POCKET PROGRAM EXPENSES PER STUDENT**

Passport	\$100.00
Visa (if not included in program fee)	
Required vaccinations	
Ground transport, Duluth to Minneapolis airport, roundtrip	
Airfare, Minneapolis airport to program site**** (if not included in program fee)	
Course materials	
Meals not included in program fee: Breakfast # _____ Lunch # _____ Dinner # _____	
Accommodation not included in program fee	
Other (please specify)	
<b>Total estimated out-of-pocket expenses</b>	

**D. TOTAL ESTIMATED PROGRAM COST TO STUDENTS**

Estimated basic program fee (from B)	
Estimated out-of-pocket program expenses (from C)	
<b>Total estimated program cost per student</b>	

\*Per University policy, program leaders may claim up to the full per diem for their location as determined by the US Department of State (see <http://travel.umn.edu/perdiemrates.php> for a link). However, IEO strongly encourages program leaders to budget what they actually anticipate spending to keep program costs affordable to potential participants. Program leaders should consider budgeting their meals on the same cost basis as student meals (section B and/or C).

\*\* Emergency phone allotment includes cell phone purchase and any minutes used to make calls. Program leaders will only be reimbursed for program-related phone usage.

\*\*\*Any cost that will be paid by the program that is not reflected on other lines must be included here. Please attach explanation of this amount.

\*\*\*\*The IEO can recommend regional travel agencies that are on the approved U-wide contract.

### **Recognition of Primary Program Leader Responsibility**

I understand that my responsibility as Program Leader, I have responsibilities for general oversight and program leader responsibilities as outlined in the Program Leader's Handbook and Program Leader Guidelines available online or in hardcopy at the International Education Office.

Program Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Department Head's Signature**

I have discussed the program proposal with the Program Leader and reviewed the completed proposal application, syllabus, and program budget. I fully support the program.

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Department Head's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Dean's Signature**

I have reviewed the completed proposal application, syllabus, and program budget, and I fully support the program.

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Dean's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### **International Education Office Director's Signature**

I have reviewed the completed proposal application, syllabus, and program budget, and I fully support the program.

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Director's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_