

Proposal for

Faculty-Led Cultural Immersion Program (2019)

SUU’s Cultural Immersion Programs provide learning experiences of 5-7 days abroad for SUU students. The programs, open to all SUU students, are subsidized by the Office of International Affairs and are designed to give study abroad experiences to students who might not otherwise have the financial means and/or time to participate in other study abroad programs. A Cultural Immersion Program must cost less than $1500 per student (ideally, much less than that), including airfare, lodging, on-site travel and activities, and instructor travel. No more than one credit may be offered on a Cultural Immersion Program.

The Advisory Board for Learning Abroad (ABLA), a group of faculty, staff, and students representing SUU’s six colleges, governs all programs abroad offered through the Office of Learning Abroad. Based on the information provided in your proposal, and taking into account the funds available for Cultural Immersion Programs, the ABLA will recommend a subsidy amount for this (and other) proposed Cultural Immersion Programs for the academic year. In the event that SUU faculty propose more Cultural Immersion Programs than the Office of International Affairs can subsidize, the ABLA will determine which Cultural Immersion Programs to offer this year, and those proposed programs deemed viable and beneficial for students, but that cannot be subsidized this year, will be given priority in the following year.

**INSTRUCTIONS:**

1. Complete this form and save a copy as a PDF.
2. Email the PDF to the Office of Learning Abroad at [tessadouglas@suu.edu](mailto:tessadouglas@suu.edu)

**DEADLINE:** September 15 at 5:00 p.m.

Program Director(s):

Director e-mail address(es):

Program location(s):

Proposed program dates (students’ departure from and return to the U.S.):

Please answer all of the questions below in as much detail as possible:

1. Describe the **design** of the program.
2. What are the proposed beginning and ending **dates** of the program (the dates students depart from and return to the U.S.)?
3. In what **city**/cities will the program take place?
4. Who will be the **faculty director** with ultimate responsibility for the program?
5. What **expertise** and experience does the faculty director have to lead the program?
6. What **language** skills will be required of the students and/or faculty director?
7. What **cultural experience(s)** will students focus on? (Is the trip designed to focus mainly on art, service, education, history, local customs, etc.?)
8. Please list the likely planned **activities**, excursions, museum visits, etc., as well as approximate costs of each in as much detail as possible.
9. The questions below are about **lodging**.

* Where will students and program directors probably stay (name of hotel, university dorms, apartments, etc.)?
* How and by whom will lodging be arranged?
* What is the approximate cost per night per student?
* Are any meals included in this cost?

1. The questions below are about **airfare** and local travel to and from the program’s lodging site.

* How will students and program directors travel to the program site? (Include airline[s] and airports as well as travel to and from the overseas airport.)
* How and by whom will this travel be arranged?
* What is the approximate cost per student for airfare?
* What is the approximate cost to get from the overseas airport to the lodging site and back to the airport?

1. What are the **safety** and security risks at the proposed program site(s), and how will your Emergency Action Plan address them?
2. How will you **advertise** this program?
3. How would the program **differ** from current study abroad and Cultural Immersion Programs, or would it replace a current offering? If the latter, what compelling arguments are there for such a replacement (e.g. less expensive, more attractive location, etc.)?
4. The questions below are about the **numbers** of students and faculty who will participate in this program.
5. What is the *maximum* number of students you can take on your program?
6. What is the *minimum* number of students you would take?
7. What is the *ideal* number of students?
8. What is the ideal student:faculty ratio?
9. Please complete the preliminary **student budget** below. Costs are *per student*.
10. Airfare:
11. Travel to/from overseas airport:
12. Lodging for all days on-site:
13. On-site local travel:
14. All activities:
15. Insurance: $50
16. Other (give details):
17. TOTAL cost per student *not including faculty costs*:
18. Please complete the preliminary **faculty budget** below. Costs are *per faculty*.
19. Travel to/from U.S. airport:
20. Airfare:
21. Travel to/from overseas airport:
22. Lodging for all days on-site:
23. On-site local travel:
24. Activities:
25. Meals (per diem):
26. Insurance: $50
27. Other (give details):
28. TOTAL cost per faculty member:
29. Divide the faculty cost by the minimum number of students who will go on your trip. Add this amount to the total cost per student to get your program price per student.
30. A maximum of **one course credit** may be offered on Cultural Immersion Programs.
31. Will you offer course credit for this program?
32. If so, what course will be offered?
33. What is your justification for awarding this specific course credit for your program?

**SIGNATURES:**

This program is approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Academic Dean Date