**SAINT LOUIS UNIVERSITY
SHORT TERM INTERNATIONAL PROGRAM PROPOSAL PROCEDURES**

**General Procedures:**

International Program proposals should originate with faculty or staff and carry the endorsement of appropriate departmental and college administrators. The Office of International Services welcomes and encourages early and informal consultation by faculty, staff and academic units exploring short term international program options. Academic units and colleges are responsible for reviewing the program and/or course subject matter, the instructional delivery methods, and the billing and finances for each program.

**Submission Procedures:**

Faculty or staff members interested in proposing or repeating a short term international program should submit the completed and signed Short Term International Program Proposal to the Office of International Services by **June 1 (7-12 months prior to program departure).** Faculty or staff members submitting proposals for a repeat program are requested to complete the form and list any significant changes or updates to the program from the previous year.

New program proposals that have the support of the chair(s)/director(s) and dean(s)/vice president(s) of the sponsoring SLU department(s) and college(s) will be reviewed by the Office of International Services and the Vice President of Enrollment and Retention Management. Repeat program proposals that have the support of the chair(s)/director(s) and dean(s)/vice president(s) of the sponsoring SLU department(s) and college(s) will be reviewed by the Office of International Services. If there are significant changes to the proposed program from previous terms, the proposal will be routed to the Vice President of Enrollment and Retention Management to have the changes reviewed.

For those program proposals submitted by June 1, the Office of International Services will market and promote the program through: the Billikens Abroad online study abroad portal, study abroad promotional materials for the academic year, and include information within general study abroad information sessions. The Program Leader will also be invited to participate in the annual Study Abroad Fair in September.

**Deadline & Sample Timeline:**

The recommended program proposal submission deadline is the same for all Saint Louis University short term international programs. Although this deadline may appear to be early, the Office of International Services encourages leaders to submit proposals by this date because of the time involved in developing and marketing programs.

Please note that summer programs submitted by the June 1 deadline may not be offered until the following year.

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| **Program Date** | **Proposal Deadline** | **Program Approval** | **Program****Promotion** | **Program** **Deadline** | **Pre-Departure** | **Program** |
| Winter Break | June 1 | July 1 | August–October | October | December | December-January |
| Spring Break | June 1 | July 1 | August-November | December | February | March |
| Summer | June 1 | July 1 | August–March | March | May | May-August |

**Submit completed proposal forms to:** Office of International Services
 Des Peres Hall, Room 102

 Phone: 314-977-4081

 Email: anne.cavedine@slu.edu

**SHORT TERM INTERNATIONAL PROGRAM PROPOSAL**

**FACULTY/STAFF INFORMATION**

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| SLU program faculty or staff:       |
| Sponsoring department :       |
| Telephone #:       |
| Email address:       |
| SLU program faculty/staff assistant (if any):       |
| Sponsoring department :       |
| Email address:       |
| As a Program Leader on a short term international program, you will serve in the role of a Campus Security Authority (CSA), as identified in the Clery Act. Are you familiar with the Clery Act and the role of a Campus Security Authority (CSA)?[ ]  Yes [ ]  No Have you already received training as a CSA at SLU? [ ]  Yes [ ]  No *If not, please note that you will need to complete CSA training prior to departure. You may access the CSA training module online and contact the Clery compliance coordinator if you have any questions, 314-977-7129 or* parkinsonmr@slu.edu*.*  |
| Please describe your previous background in the country that you will be visiting (if any). If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of the country and/or your plans for an interpreter/translator:       |
| Will faculty or staff from a host institution or partner program assist with the teaching or implementation of this program ?[ ]  Yes [ ]  No  |

**BASIC PROGRAM DESCRIPTION**

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| Program title:       |
| Program location:       |
| Sponsoring department(s):       |
| Program term: [ ]  Summer       [ ]  Winter Break       [ ]  Spring Break       [ ]  Other       (*Year)* (*Year)* (*Year)* (*Year)* |
| Approx. program length:       days | Approx. program dates (MM/DD/YY): From       To       |
| Anticipated frequency of program offering: [ ]  One-time only [ ]  Annual [ ]  Biennial |
| Is this a repeat program: [ ]  Yes [ ]  No If yes, please list the approximate dates of the last time this program was offered:       |
| Majors from which students are likely to be drawn:       |
| Please list any eligibility requirements (course prerequisites, class standing, minimum GPA, research, etc.) for this program. Please note: the standard minimum cumulative GPA requirement for study abroad is 2.5.       |
| Target students: [ ]  Undergraduate [ ]  Graduate [ ]  Both  |
| Target enrollment:       |
| Minimum number of participants the program can accommodate :      Maximum number of participants the program can accommodate :       |
| **New Program:** Provide a brief description of the program you are proposing. **Repeat Program:** Please note any significant changes to the program proposal.       |
| Is the location of the program currently under a U.S. Department of State or Centers for Disease Control and Prevention travel warning? [ ]  Yes [ ]  No *If yes, please review the* [SLU Travel Warning Policy](http://www.slu.edu/study-abroad/going-abroad/health-and-safety/travel-warning-policies.php) *and contact the Office of International Services for additional information regarding the special petition to travel to a restricted region.*  |

**PARTNER INSTITUTION OR ORGANIZATION**

For programs collaborating with a partner institution or organization, please complete the following section. For programs not working with a partner institution or organization, please skip this section and indicate “not applicable.”

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| Partner institution or organization:       |
| Sponsoring department within partner institution or organization:       |
| Partner institution or organization web address:       |
| Primary contact name :       |
| Primary email address :       | Primary phone number :       |
| **New Program:** Provide a brief description of the partner institution or organization. **Repeat Program:** Please note any significant changes to the partnership.      |

**RATIONALE – for new program proposals only**

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| Is there any conflict or overlap with existing SLU programs overseas:       |
| What evidence is there of SLU student demand/need for this program:      |
| Explain how the site was chosen and evaluated:      |

**ACADEMIC INFORMATION (CREDIT BEARING PROGRAMS ONLY)**

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| **Course #1** | Course discipline (e.g. ENGL):       Course #:       # Credits:      Requirement fulfilled  i.e. Core/GenEd (if any):        |
| **Course #2** (if any) | Course discipline (e.g. ENGL):       Course #:       # Credits:      Requirement fulfilled  i.e. Core/GenEd (if any):        |
| Total # SLU credits to be awarded:        |
| Will this course be cross-listed: [ ]  Yes [ ]  No If yes, please list departments in which this course will be cross-listed:       |
| Language of instruction:        |
| Detailed course syllabus is attached: [ ]  Yes  |

**STUDENT SUPPORT & LOGISTICS**

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| **PROGRAM ACTIVITIES****New Program:** Describe the activities, field trips and visits you plan to incorporate in the program and how they will enhance the program.**Repeat Program:** Please note any significant changes to program activities.       |
| **PRE-DEPARTURE PREPARATIONS:****New Program:** Provide a summary of how the program will prepare students for this international experience prior to departure. Please include how you plan to address: country specific information, cultural awareness, course specific information, basic language skills, travel preparation and health and safety. **Repeat Program:** Please note any significant changes in the pre-departure preparations.      |
| **ITINERARY:**Provide a tentative calendar/itinerary for your proposed program, including the day-by-day schedule of classes and/or excursions. If a day-by-day schedule is not yet available, please provide a general guideline of what themes you plan to cover each day and what type of experiences you plan to organize to address these themes. *If this is part of the syllabus, please write “see syllabus.”*      |
| **HOUSING:**Type of housing anticipated to be used throughout the program (check all that apply):[ ]  Host university dormitories [ ]  Home stays [ ]  Commercial hotels/apartments [ ]  Hostels[ ]  Other (please explain)      Is the housing:[ ]  Single Occupancy[ ]  Double Occupancy[ ]  Other (please explain)      Please provide the name and address of each place you intend to stay:     *Please note this is used for Clery reporting. If your housing plans change prior to departure, please alert the Office of International Services of the change(s) prior to departure.* |
| **MEALS:****New Program:** Provide a brief summary of the meal plan: Are meals included with the housing or program fee? [ ]  Yes [ ]  No If yes, how many meals per day are included?      If not, where will students have their meals and what is the average price of a meal?      Are there any group meals planned (welcome/farewell dinners)?      **Repeat Program:** Please note any significant changes to the meal plan.       |
| **TRANSPORTATION:**Please note, typically it is discouraged for faculty, staff or students to drive during short term International Programs. Will there be a group flight or will students book flights individually?      What type of ground transportation will be used (public transportation, buses, taxis, etc.)?      What is the name of the transportation provider(s) you intend to use:     Is the transportation provider(s) you plan to use insured? [ ]  Yes [ ]  No Is the driver(s), through the transportation provider(s) you plan to use licensed? [ ]  Yes [ ]  No  |
| **New Program:** Provide a brief summary of the program for advertising materials and the web including the academic topic, location, excursions, academic field trips and visits, etc. **Repeat Program:** Please note any significant changes to program advertising.      |
| Does this program require students to meet specific physical demands to participate?: [ ]  Yes [ ]  No If yes, please explain:       |

**PROGRAM COSTS & ESTIMATED BUDGET**

Estimate the following expenses for the proposed program.

The Program Leader will work in collaboration with his or her Department to collect all payments from the student participants and make payments on behalf of the program.  The Program Leader will assure students participating in the program are aware of the formal program cost, what that cost includes, deadlines for making all payments, and methods to make the necessary payments.  The Program Leader will also inform students of the additional personal expenses they may be responsible for once they are abroad and throughout their travel.  The only payment that is made through the Office of International Services is for the international insurance to cover each participant for the duration of the program.  The Office of International Services will receive an IDO to cover the cost of the entire group.

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| --- | --- |
| SLU Tuition (if not included in semester tuition rate) | $                 |
| Overall Program Fee (amount to be charged student, including international insurance of $20 per week, per traveller) | $       |
| Estimated Air Travel | $       |
| Estimated Personal Expenses per Student(estimated out-of-pocket expenses not included in the overall program fee) | $       |
| ***Total:*** | ***$***      |

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| **PROGRAM COSTS** What are the billing due dates for students:Initial Non-Refundable Payment:  Deadline:       Amount Due:       Remaining Balance:  Deadline:       Amount Due:       Other:  Deadline:       Amount Due:       Provide a general overview of what the overall program fee includes (accommodation, entrance fees, insurance, meals, ground transportation, etc.):      |

**APPROVALS**

Please obtain signatures from the Chair or Director of the sponsoring department as well as the Dean or Vice President of the sponsoring College/School/Division. The Office of International Services will review the petition and route new proposals for review, approval and signature by the Vice President of Enrollment and Retention Management.

**CHAIR OR DIRECTOR OF THE SPONSORING DEPARTMENT:**

Name: Signature: Date:

**CHAIR OR DIRECTOR OF THE SECONDARY SPONSORING DEPARTMENT (if any):**

Name: Signature: Date:

**DEAN OR VICE PRESIDENT OF THE SPONSORING COLLEGE/SCHOOL/DIVISION:**

Name: Signature: Date:

**REVIEW BY THE OFFICE OF INTERNATIONAL SERVICES:**

Name: Signature: Date:

**VICE PRESIDENT OF ENROLLMENT & RETENTION MANAGEMENT:**

*(new programs or repeat programs with significant changes)*

Name: Signature: Date:

**ADDITIONAL CROSS-LISTING APPROVALS**

If a course is going to be cross-listed with another department, please include the appropriate signature of the the Dean or Chair of each of the colleges or departments, as necessary.

Dean/Chair College/Department Date

Dean/Chair College/Department Date

Dean/Chair College/Department Date

**Saint Louis University Policies for Program Leaders
University Sponsored Short-Term Study Abroad Programs**

This agreement serves to confirm that the Program Leader and their designated alternate Program Leader understand his/her responsibilities with regards to the development, marketing and administration of short-term programs sponsored by Saint Louis University.

**Academic Content of the Program**:

Syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the Program Leader.

**Collaboration with the Office of International Services:**

Program Leaders agree to work in collaboration with the Office of International Services to deliver the highest quality program. Program Leaders agree to communicate regularly with a designated Office of International Services staff member to discuss marketing and the administration of the program.

**Financial Arrangements and Payments:**

The Program Leader will work in collaboration with his or her Department to collect all payments from the student participants and make payments on behalf of the program.  The Program Leader will assure students participating in the program are aware of the formal program cost, what that cost includes, deadlines for making all payments, and methods to make the necessary payments.  The Program Leader will also inform students of the additional personal expenses they may be responsible for once they are abroad and throughout their travel.  The only payment that is made through the Office of International Services is for the international insurance to cover each participant for the duration of the program.  The Office of International Services will receive an IDO to cover the cost of the entire group.   Upon approval, it is strongly recommended that the Program Leader complete the Study Abroad Budget Proposal to create a detailed budget analysis and program pricing structure.

**Travel and Logistical Arrangements:**

If available, the Office of International Services will provide the Program Leader with in-country contacts and/or a variety of third-party providers to assist in arranging program logistics (housing, in-country transportation, excursions and possibly meals, guest lectures, etc.).

**Marketing and Recruitment:**

The Office of International Services will work with the Program Leader to develop a recruitment strategy and will provide assistance as needed. Faculty/departments agree to promote their program to students and peers, conduct classroom visits to promote the program, as well as market to colleagues and groups outside of Saint Louis University, when appropriate.

**Student Orientations:**

The Office of International Services will provide the Program Leader with pre-departure orientation materials. The Program Leader is responsible for distributing these materials and incorporating them into the pre-departure requirements. The Office of International Services will be available to provide additional assistance with pre-departure orientations on an as-needed basis.

Because the program is an intense group experience and success depends on good group dynamics and clear expectations, Program Leaders are encouraged to host additional pre-departure meetings.

All programs should have an on-site orientation conducted shortly after arrival. Program Leaders are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.

**General Supervision of Students:**

Program Leaders will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Program Leaders are the primary person responsible for the supervision and well-being of the students participating in the program, and are responsible for supervising and monitoring each student’s conformance to University and other applicable policies, rules, regulations and standards of conduct. Program Leaders should be familiar with the Saint Louis University Code of Conduct.

**Program Leader Preparation:**

As leading a short-term program is both challenging and complex, all Program Leaders and Supporting Leaders are required to meet with the Office of International Services in the term prior to their leading a program for updates on the University policies and procedures. Meetings are typically held in November for winter and spring break programs and April for summer programs.

**Health, Safety and Communication:**

In the interest of the health and safety of participants in short-term international programs, the Program Leader is required to confirm the group’s arrival with the Office of International Services within 24 hours of arriving to the program site(s),and is expected to maintain a clear communication link to the office (usually via email) throughout the duration of the program. Regardless of the location(s), Program Leaders should be prepared to respond to health and safety problems whether emergency or routine in nature.

**Financial Reporting:**

The University requires complete financial reporting for all expenses incurred by the program. The Program Leader is required to submit all required receipts and other documentation for expenses incurred to the appropriate sponsoring academic unit, adhering to appropriate departmental and University procedures.

**Post Trip Meeting(s):**

Program Leaders are expected to host at least one meeting for all participants after returning from the trip. Post trip meetings are critical for the re-entry process with time for student reflection, reunion with fellow participants, and application of the experience to daily life and professional careers. The Office of International Services can provide additional resources.

**Cancellation:**

The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of the program are insufficient enrollment and travel warnings and advisories from the U.S. Department of State or the Centers for Disease Control and Prevention. The Office of International Services closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.

If the program does not reach the minimum target enrollment by the final application deadline, it may be cancelled. The sponsoring department will assess the budget and the program will run if financially viable. If the program is cancelled due to low enrollment or any other reason, it is up to the sponsoring department or academic unit to determine if the Program Leaders will or will not receive any monetary compensation.

**Withdrawal:**

It is expected that the Program Leader and Supporting Leader submitting a proposal are making a commitment to the program and will not withdraw from their position for the program except in an emergency. The Office of International Services requires that Program Leaders identify an alternate faculty/staff member to lead the group in the event that the duties cannot be performed. In the event the Program Leader must withdraw from the program the alternate will be called upon to take over the program.

I have read, understand and agree to the above described expectations and responsibilities of a Saint Louis University Short-term International Program Leader.

I understand that my role as Program Leader is critical to the success of the proposed program.

**SUPPORTING LEADER (if applicable):**

Name: Signature: Date:

**PROGRAM LEADER:**

Name: Signature: Date:

**ALTERNATE PROGRAM LEADER:**

Name: Signature: Date: