



# CENTRAL PIEDMONT COMMUNITY COLLEGE

## Global Learning Office - Overcash 303; 704.330.6167

### Faculty-Led Study Abroad Program Proposal Guideline

Thank you for your interest in developing a short-term study abroad program! The Global Learning Office appreciates your interest in facilitating this opportunity for students to enhance their education at Central Piedmont community College through international study.

Please review the following steps, which will guide you through how to proceed in the development of your study abroad program.

**1. Meet with the Global Learning Office.**

Timeline 12-18 Months prior to program start date.

To arrange a meeting, please contact the Director of Global Learning Nadine Russell ([Nadine.Russell@cpcc.edu](mailto:Nadine.Russell@cpcc.edu)). In this meeting we will discuss your preliminary ideas and the process for moving ahead with your proposal.

**2. Meet with Division Director**

Timeline: 9-12 months prior to program start date.

Support of your department is integral to the planning and execution of a new study abroad program. When meeting with your Division Director, please discuss your ideas for developing a new study abroad program, including the course(s) you plan to teach, location, potential costs, etc. This ensures that your program meets departmental standards and is consistent with the department's mission and goals.

**3. Review and submit the Faculty-Led Study Abroad Program Proposal Form and additional items indicated on this form to the Global Learning Office.**

Timeline: 9-12 months prior to program start date

The Faculty-Led Study Abroad Program Proposal Form explains what is necessary to complete your program proposal and will assist you as you move forward with the development of your study abroad program.

**4. Program Administration**

Once your program proposal materials have been received and reviewed, the Global Learning Office will contact you regarding the next steps in developing and administering your program.

**Central Piedmont Community College**

**Global Learning Office: Faculty-Led Study Abroad Program Proposal Form**

Please complete this form and attach the following items to complete your study abroad program proposal. Further information regarding these items is located on the following pages.

- Program narrative
- Course information
- Program itinerary
- Preliminary costs and table of payments
- Letter of departmental support

Deadlines for completed program proposals:

- March 1<sup>st</sup> for spring break programs
- April 30<sup>th</sup> for summer programs

**I. Faculty and Program Information**

Faculty member name and department: \_\_\_\_\_

Program Title: \_\_\_\_\_

Proposed Term, Please circle:    Spring Break    Summer    Other

Date program will depart United States (this is the official program start date): \_\_\_\_\_

Date Program ends: \_\_\_\_\_

Program destination(s): Please include a list of all cities and countries to be visited by the program:

\_\_\_\_\_

\_\_\_\_\_

**II. Academic Offerings**

Host Institution/ University (if applicable): \_\_\_\_\_

Course Sponsor (CPCC Faculty)	Course Prefix and Number	Course Title	Credit Hours

Total number of CPCC credits to be awarded: \_\_\_\_\_ Projected enrollment \_\_\_\_\_

Programs from which students are likely to be drawn:

---

### III. Supplemental Materials

#### a. Program Narrative

Please use this as an opportunity to describe the nature and purpose of the proposed program, which will be used for the study abroad website. What are the program's academic goals and objectives? If you are planning to incorporate a service-learning component into the program, please describe that in this section as well.

#### b. Course Information

Please provide a detailed description of the course(s) that you will offer on the program, including the following:

- Course title, number, and the number of credit hours awarded for each course
- Outline of course goals and objectives
- Course prerequisites and/ or requirements

If you already established a syllabus for the course(s), you may attach it as well.

### IV. Program Itinerary

Please provide a detailed itinerary for the program

### V. Preliminary Program Costs and Table of Payments

After you have determined an itinerary, you will be able to identify logistical arrangements that are necessary to determine preliminary costs. The Global Learning Office will work with you to finalize the program budget after the costs for logistical arrangements such as those listed below are determined. Please submit an **itemized estimate of costs** for each of the below categories and other additional items as necessary.

This will assist the Global Learning Office in creating the final program budget and determining the final cost per student. Additionally, please provide a **table of payments** that details when service providers (host, institution, hotels, etc.) require payments and in what amounts. If these arrangements are being arranged by a third-party provider, please indicate that as appropriate.

#### A. Academic costs

What are the costs associated with course delivery? These may include:

- Management fees to host institution
- Fees or honoraria for local instructors
- Classroom rental

#### B. Local housing arrangements

Will students be housed in residence halls, hotels, or home stays? Include the cost of accommodation's for the entirety of the program (including accommodation's for overnight or weekend excursions).

#### C. Meals

Will any meals be included in the cost of the program (i.e. breakfasts if staying in a hotel, group meals, etc.)? If so, please indicate those in the itemized list of cost. Be aware that there will likely be meals for which students are directly responsible.

D. Local transportation costs

Is the cost of local transportation arrangements (public transportation, airport transfers, etc.) included? Please note that for some programs, students may arrange for their own international airfare to and from the program site.

E. Excursions and activities

Please indicate the costs associated with activities such as cultural excursions and activities that you wish to include in the program. This may include:

- Entrance fees to museums and other sites
- Tickets for cultural events
- Excursion (total cost including guides, admission fees, transportation, etc.)

F. Faculty expenses

Please include a list of expenses for the following items per faculty member:

- Accommodations
- Meals included in the program cost (these will be deducted from the daily per-diem received by the faculty member during the program dates)
- Transportation costs
  - 1) International airfare
  - 2) Local transportation arrangements
- Activities for which you will accompany the students (entrance fees, tickets for cultural events, excursions, etc.)
- Miscellaneous (visa fees, cell phone costs, vaccinations, etc.)

Also, for planning purposes, please provide an estimate of other costs that the students will likely incur as program participants but not pay directly as part of their program fee to the Global Learning Office. This may include visa expenses, vaccinations, etc.

## 6. Letter of Departmental Support

It is important to have the support of your department prior to planning a new study abroad program in order to ensure that your program meets departmental academic standards and is consistent with the department's mission and goals. Early planning in consultation with the department also guarantees that the proposed program does not compete with existing study abroad programs or other enrollment objectives. Please meet with you Division Director to discuss your ideas for developing a new study abroad program, including the course(s) proposed, course information (course prefix and number, contact and credit hours), and location. After you have met with your Division Director, please have him/her submit a letter of support for the proposed program.