Office for Global Engagement
Application for Leading a 2019 Winter or Spring Break Program
Guidelines, Compensation, and Responsibilities for 2019

Name: ____________________________________________
Department: _______________________________________

Program Goals: To provide students with short-term study abroad experiences where they can learn about another culture/community and develop intercultural skills.

Location: Due to the length of Slippery Rock University’s winter and spring break and rising transportation costs, we encourage proposals for single country/single city programs. Programs proposals which include visits to multiple countries and/or cities may not be feasible financially and as such, may not be approved. If you are submitting a proposal for visiting multiple countries and/or cities, please provide the rational for such travel. Please note that program approval will depend on the status of the country/city regarding safety & security.

Please specify the country/city of interest: _______________________________________

Course Info
In the past, winter and spring break programs have been connected with an academic course and participants were encouraged to have taken the course or be enrolled in that particular course at the time of participation. While the Office for Global Engagement still encourages this practice, this is no longer a requirement for approval. If however, you do want your program to be associated with a particular course and require that program participants are enrolled in that course at the time of participation, please list that course below so that we can coordinate the registration with Academic Records.

Title: ________________________ Dept. & Course #: ____________________ Credit Hours: ___
Are enrolled students required to participate in the Spring Break travel? Yes/No
If yes, then the enrollment for this course will be set at “0”.
If no, how many seats in this course should be reserved for Spring Break participants? _______

Please note that regardless of whether or not students are enrolled in a required course, we strongly encourage at least four pre-departure meetings with program participants prior to departure and re-entry activities upon your return. We hope that these pre-departure and re-entry meetings will provide students with the opportunity to prepare for and reflect upon their cross-cultural learning experience with you.

Teaching Period
Winter Session or Spring Break 2019

Course Application: On a separate page, please:

1. Explain why you have chosen this country/city and what experiences you have had there. Also, please further describe the learning objectives for your program as they relate to the overall program goals noted above and the country/city that you are proposing to visit.

2. Provide a tentative day to day itinerary for your program (See Attached) clearly identifying academic site visits, including their relevance to your program theme, the cultural activities that are connected to the educational component of your program and the simply touristy activities. Preference will be given to those program proposals that display a balance of academic, cross-cultural and leisure activities.
Student Impact: Briefly explain how you will assess the impact of the international experience on student learning. It is preferable that you use a formal assessment once you return such as survey monkey, student voice, or your own constructed survey. Please also share the results with our office so we can track International student experiences.

Previous Experience: On a separate page, please list any significant experiences such as international travel and supervision of student groups that will support your application. Note, these are not a requirement for approval, but the information will assist us in the planning process.

Applicant Signature: ___________________________ Date: _____________

Approvals:
Dept. Chairperson: ___________________________ Date: _____________
Dean: ___________________________ Date: _____________
Director ___________________________ Date: _____________
Global Partnerships and Exchanges Programs
Assoc. Provost for Transformational Experiences: ___________________________ Date: _____________

APPLICATION DEADLINE: 05/1/2018
Return to: Office for Global Engagement, 002 Spotts World Culture Building
***A call for Summer 2019 programs will be announced in September 2018***
Application Guidelines

1) Application must be completed by a faculty member or a full time, permanent administrator/staff member and approved by department chair, dean, director of faculty-led programs and associate provost for Transformational Experiences. Final approval will be determined by the Provost.

2) The course/program should be one that is relevant to the international setting being proposed.

3) It is recommended that first time applicants shadow a program led by an experienced program leader first or find a co-leader who has previously led a program coordinated by the Office for Global Engagement.

4) If this program is part of a course then it should be affiliated with a minimum three credit-hour course.

5) Course Description (where applicable), student impact assessment model, and a listing of your previous experiences leading programs abroad must be submitted with your application.

6) Only one program per faculty member or a full time, permanent administrator/staff member per academic year will be accepted.

7) Summer courses must meet the 45-hour academic requirement in order to grant three hours of credit.

8) All programs have minimum enrollment requirements that vary by program, location, experience, etc. After the initial program approval, this will be individually discussed and determined.

9) Programs that are based in more than one country or city will significantly increase costs, which in turn will limit the on-site program activities that can be included. To get the most value for the money allocated, it is strongly suggested that all programs limit travel within one country and even one base city. Exceptions will be considered on a case-by-case basis.

10) Faculty members or the full time, permanent administrator/staff members are responsible for marketing the program and recruiting students to ensure sufficient enrollment. This is often the most challenging part of the process. Success here is key to obtaining final approval for international travel. Guidance is available from the Office for Global Engagement if needed.

11) Faculty members or the full time, permanent administrator/staff members are required to submit a short (2-page) report and/or assessment, due at the end of the semester in which the program takes place, describing how the international experience has had an impact on student learning.

Compensation

12) Program leaders will be reimbursed by the Office for Global Engagement at a rate of 50% of the foreign per diem rate set by the U.S. Department of State, [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) or 100% of actual expenses with receipts up to the foreign per diem maximum by location. Individual departments will no longer be involved in the reimbursement process for subsistence expenses associated with these programs. In addition, The Office for Global Engagement will reimburse up to a maximum of $150 per program (with receipts) for miscellaneous expenses like mileage, airport parking and other incidentals. Airfare, accommodations and some meals (breakfasts) will be covered by the program fees. In most countries, breakfast is the only meal included in the program charges.

Responsibilities

13) Office for Global Engagement
a) Assist with program design
b) Coordinate flights, lodging, overseas program events
c) Process student applications & deposits
d) Coordinate student billing
e) Facilitate International Travel Insurance Enrollment Process
f) Assist with marketing materials
g) Assist with recruitment, to possibly include
   (1) listing on SRU website
   (2) listing in master schedules
   (3) class visits and presentations
   (4) Rocket advertisement
14) Program Leader Responsibilities
   a) Identify academic and culturally related site visits and events
   b) Develop a proposed day to day itinerary
   c) **Recruit students.** Activities that have worked in the past include but are not limited to
      (1) Speaking to classes, clubs, etc.
      (2) Rocket article
      (3) mailings
      (4) campus fliers
      (5) website
      (6) **one-on-one conversations with students**
   d) Develop a program schedule to work within program dates and budget for the program.
   e) Inform participants regarding academic expectation, highlights of program, etc.
   f) Travel to/from program site with students (Required)
   g) Supervise activities while overseas

**Family Member Participation Guidelines**
Because these experiences are intended to be intensive academic programs involving complete concentration and almost constant contact between the program leader(s) and students, family members/guests are not permitted to accompany the groups unless participating as an official member of the course/program. Exceptions can be made for spouses/domestic partners. If a spouse/domestic partner will be present during the program, program leaders are asked to respect the following guidelines:

- Program leaders must notify the Office for Global Engagement of their participation during the application or early planning stages for the program.
- Program leaders must consider the appropriateness of their participation in program activities and excursions.
- Program leaders must recognize that, in the event of an emergency, their primary responsibility is to the SRU student group.

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(Updated March 19, 2018)
Please provide a draft itinerary for review and consideration.

**Winter Break Programs (Any 10-12 day period between January 2, 2019-January 20, 2019)**

<table>
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<tr>
<th>Day</th>
<th>Academic Activity</th>
<th>Cultural Activity</th>
<th>Tourist Attraction</th>
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<td>Day 1: Departure/Arrival</td>
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<td>Day 12 Departure Day</td>
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**Spring Break Programs (Departures: March 8, 2019 and Return Date usually 7 days later March 15, 2019)**

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<td>March 15 or 16, 2019 Departure Date from Host Country</td>
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