



ITHACA COLLEGE

Office of International Programs

## SHORT-TERM INTERNATIONAL PROGRAMS

### Program proposal

This form is to be used by **all** Ithaca College faculty and staff who plan to travel with students outside of the United States for **any reason affiliated with the College**. This includes, but is not limited to, credit-bearing courses, non-credit bearing courses, athletic events and competitions, music performances, research or field work, community service or service learning, or for any other reason where the faculty or staff person travels with students in an official capacity representing the College.

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**Please submit proposal to the Office of International Programs by the following deadlines:**

- For 2021 summer session programs: deadline extended to September 15, 2020
- For 2021 fall break/Thanksgiving break programs: November 30, 2020
- For 2021-22 winter session programs: March 1, 2021
- For 2022 spring break programs: April 1, 2021
- For 2022 summer session programs: May 31, 2021

*Note that thorough review of this proposal will require considerable time, and therefore the earlier it is submitted the better for all parties concerned.*

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**All International Program proposals must be endorsed by the appropriate individuals before they can be reviewed and approved by the Office of International Programs. Required signatures are listed on page 3.**

Faculty/Staff Group Leader \_\_\_\_\_ Department/Division \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Estimated number of students \_\_\_\_\_ Number of faculty/staff accompanying group \_\_\_\_\_

Location of program \_\_\_\_\_ Dates of program \_\_\_\_\_

**Please consider the following questions, and attach requested information to this form:**

1. Is this program credit-bearing? If so, how many credits, and what is the course number & title? Attach course syllabus to the proposal.
2. If this program is not credit-bearing, is it tied to credit-bearing course? If so, which course?
3. Provide a description of the international program. Include:
  - a. Goal of the program and how it relates to the mission of your department and the broader mission of the College.
  - b. Travel itinerary: Include all locations and planned activities for each day.
  - c. In-Country travel: Include details of the types of transportation that will be used for travel within the country. If services will be contracted, include the contact information for the company you will use.
  - d. Lodging: Include contact details and a description of the type of accommodations that will be used.
  - e. Equipment: Include a list of any Ithaca College equipment or property that will be used for this trip.
4. Provide information about your previous background in the country that you will be visiting. Address how much time you have previously spent in the host country, and dates of your last trip there. Also address the in-country staff you will be working with (individuals, guides, organizations, translators, drivers, etc.) to support in your activities and travel throughout the country). If the primary language spoken there is not English, please also indicate your level of fluency in the primary language of that country, and/or your plans for an interpreter.

5. While abroad with students, it is your responsibility to insure that students are appropriately supervised at all times. With this in mind, please discuss any plans you may have for your time in the host country that are not directly related to the program (i.e. research projects, independent activities, etc.)
6. List any other adults traveling with the group who will be directly involved in the program in an official capacity (i.e. have responsibilities for group supervision, etc.). Provide information about the individuals involved, their connection to Ithaca College, their planned involvement in the program, and how their expenses and/or stipend will be covered. Attach additional information if you need more space. If the program is approved, any changes to this list must be submitted to the Office of International Programs and Extended Studies prior to travel.

Name	Official capacity with the trip (co-leader, translator, chaperone, etc.)	Connection to IC (faculty, staff, student, alumni, no affiliation)	Responsibilities	Expenses to be covered by the College?

7. Please indicate if an individual who is not directly involved in the program (i.e. spouse, partner, family member) will accompany you on this trip. (Please note: If children under the age of 18 will be accompanying you, there must be another adult present who will be able to care for them while you are involved in program activities)

Name	Relationship to group leader	DOB

8. Complete and submit a Budget Worksheet and detailed cost breakdown using your best estimates for program costs. The budget worksheet is available at: <https://bit.ly/IC-short-term-budget>

**Faculty/Staff member:** Sign below and secure required approval from individuals listed on page 3.

**Park School faculty:** note that Park School equipment cannot be used for study abroad programs.

### 1) Faculty/Staff member

*The information and cost breakdown included in this proposal are accurate as of the date of submission. I understand that any changes to the information contained in this proposal must be approved by the Office of International Programs and Extended Studies and either the Provost and Senior Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life prior to travel.*

Faculty/Staff Member

Date

## 2) Department Chair/Supervisor/Program Director

By signing below, I attest that I have thoroughly reviewed this proposal, and agree to its submission. I know of no reason why this faculty/staff member should not be permitted to take students abroad.

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Signature

Date

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Name

Title

## 3) - Dean of School OR

- Associate Vice-President for Student Affairs and Campus Life OR

- Associate Vice-President and Director of Intercollegiate Athletics and Recreational Sports

By signing below, I agree to the submission of this program proposal for review by the Office of International Programs and Extended Studies (OIPES) and either the Provost and Senior Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life. I know of no reason why this faculty/staff member should not be permitted to take students abroad.

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Signature

Date

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Name

Title

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## 4) Faculty/Staff member

After obtaining the above signatures, submit proposal to International Programs and Extended Studies.

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## 5) Director of Study Abroad AND

Assistant Provost for International Programs and Extended Studies

The signatures below indicate that the proposal has been carefully reviewed, and that the signators are confident that reasonable care has been taken in addressing due diligence on behalf of the College. By signing below, we agree to the submission of this proposal and understand it will be subject to further review in order to be considered for approval by the Provost and Senior Vice President for Academic Affairs or the Vice President for Student Affairs and Campus Life.

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Director of Study Abroad

Date

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Assistant Provost for International Programs and Extended Studies

Date

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## 6) - Provost and Senior Vice-President for Academic Affairs OR

- Vice President for Student Affairs and Campus Life

The signature below denotes institutional approval to proceed with program implementation.

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Signature

Date

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Name

Title