

# North Dakota State University Faculty-led Study Abroad Course Proposal

Please note: 379 courses must be approved by the College Curriculum Committee.

<b>Course Title:</b>	
----------------------	--

<b>New Course:</b>	Yes	No	If no, list previous years
--------------------	-----	----	----------------------------

<b>Country/Location:</b>	
--------------------------	--

<b>Sponsoring Department(s):</b>	
----------------------------------	--

<b>Program Director:</b>	
--------------------------	--

<b>Co-Director:</b>	
---------------------	--

Electronic copy submitted	
Copy of proposal forwarded	
Final report submitted (if offered previously)	
Required Signatures	
Department	
Dean	
Budget tables	
IAC Program Action	
Approved	
Not approved	
Decision pending	
<b>Comments</b>	

<b>Brief Program Description and Subject Areas (e.g., Communication):</b> <i>(No more than 50 words, please)</i>	
---	--

<b>Term Offered:</b> <i>(check one)</i> <i>Students must be registered for the same session in which they travel.</i>	Fall Semester	Winter Break <i>(Please indicate semester credits will be awarded)</i>	Spring Semester	Spring Break	Summer
--	---------------	---	-----------------	--------------	--------

<b>Departure Date:</b>		<b>Return Date:</b>	
------------------------	--	---------------------	--

<b>Student Application Deadline:</b>
--------------------------------------

<b>Signatures:</b>					
Tour Director	Date	Department approval	Date	College approval	Date

<b>Additional signatures (if more than one department involved):</b>					
Department	Department approval	Date	College approval	Date	
Department	Department approval	Date	College approval	Date	

<b>Submission information:</b> Submit <b>ONE PAPER COPY</b> of the proposal with <b>ALL SIGNATURES</b> and <b>ONE ELECTRONIC COPY</b> (no signatures needed) to: Christina Larson, Office of International Programs, 116 Memorial Union, <a href="mailto:Christina.Larson@ndsu.edu">Christina.Larson@ndsu.edu</a>
<b>Proposal Deadlines:</b> Summer/Fall Programs - October 1 & Winter/Spring – February 1

# Detailed Program Information

## Program Directors

<b>Tour Director:</b>		<b>Appointment, qualifications, and international experiences if not holding an NDSU appointment (C.V. may be attached):</b>
<b>Department:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

<b>Co- or Assistant Tour Director:</b>		<b>Appointment, qualifications, and international experiences (C.V. may be attached):</b>
<b>Department:</b>		
<b>Office address:</b>		
<b>Phone:</b>		
<b>e-mail:</b>		

## Marketing and Advertising

<b>Methods used to market and advertise the program:</b>

<b>Anticipated number of participants:</b>	NDSU students:		Non-NDSU students:*	
--	----------------	--	---------------------	--

*\* If recruiting outside NDSU, remember that all participants must register at NDSU before taking part in an NDSU study abroad program. Students may register as non-degree seeking students. Applications can be downloaded from the Admissions Office Web page.*

<b>Do you expect the program to be offered again?</b>	Yes:		No:	
---	------	--	-----	--

# Goals and Objectives

<b>Program goal(s):</b>	Or attach syllabus.
<b>Learning objectives:</b>	At the end of the program, students will:
<b>Program prerequisites and criteria for student selection:</b>	

# Student Preparation

<b>Pre-tour meetings. Please list dates, meeting times, and meeting objectives, if not included in syllabus. Remember that one meeting should be a pre-departure orientation that OIP staff will attend.</b>

# Complete Travel Itinerary

Specify dates, locations, activities for each day, housing arrangements, and in-country contact information (including telephone numbers so that you can be contacted in case of emergency):

--	--

# Study Tour Program Budget

Program name:			
Date budget prepared:		Projected number of students on program:	
Program dates (departure and return):			
Tour Director(s)' names:			
Currency of budget:		Exchange rate used:	
Comments:			

## Step 1: Calculate costs for each Program Director

Table 1 - Program Fee Expenses for Tour Director	Amount
Passport (if purchasing or renewing for this program)	
Visa (if needed)	
Vaccinations and preventive medicines	
Salary (When offered through the office of Distance & Continuing Education, salary is covered under standard tuition rates at an amount of \$180 per student for a three-credit course.)	
Housing	
Round-trip airfare	
Round-trip airport transportation	
Local ground transport (bus, subway, etc.)	
Entrance fees	
Meals	
Service providers (faculty share of group meals, group transportation, etc.)	
Additional expenses (specify)	
<b>Subtotal</b>	
Subtract funding from other sources	
Subtract remaining funding from previous program	
<b>Total Tour Director costs</b>	
<b>Tour Director costs divided by # students</b>	<i>enter this amount on Table 2, line 1</i>

Note: faculty salary/benefits may not be included in program fee

**Step 2: Calculate program fee for each student**

<b>TABLE 2 - Program Fee Expenses Per Student</b>	<b>Amount</b>
Students' share of faculty cost (from Table 1)	
Housing	
Round-trip airfare (if students not responsible for own transportation)	
Round-trip airport transportation (shuttle bus, etc.)	
Local ground transportation (bus, subway, etc.)	
Entrance fees (museums, etc.)	
Service providers (student share of group meals, group transportation, etc.)	
Course materials	
Advertising cost	
Contingency fee	
Existing program deficit	
<b>Total Program Fee expense per student</b>	<i>enter this amount on Table 5, line 1 (A and B)</i>

**Step 3: Calculate other (non-program fee) expenses for each student**

<b>TABLE 3 - Other Student Expenses (non-Program Fee)</b>	<b>Amount</b>
International Student Identity Card (Optional)	
Meals not included in Table 2	
Incidentals	
Books, equipment, and supplies not included in Table 2	
Airfare (if not included in Table 2)	
Passport (includes 2 photos)	\$112.00
Health insurance (if applicable)	
Visa (if required)	
Visa mailing costs	
Vaccinations and preventive medicines	
Other (please specify)	
<b>Total other (non-program fee) expenses per student</b>	<i>enter this amount on Table 5, line 2 (A and B)</i>

**Step 4: Calculate tuition and fees for each student**

<b>Table 4 - NDSU Tuition and Fees Per Student</b>	<b>Resident</b>	<b>Non-Resident</b>
Tuition for _____ credits		
Student Fees		
<b>Subtotal</b>		
Other course fees		
<b>Total</b>	<i>enter this amount on Table 5, line 3, column A</i>	<i>enter this amount on Table 5, line 3, column B</i>

**Step 5: Calculate total cost per student**

<b>Table 5 - Total Cost Per Student</b>	<b>Resident (A)</b>	<b>Non-Resident (B)</b>
1. Program Fee per student (from Table 2)		
2. Non-Program Fee per student (from Table 3)		
3. Tuition and fees per student (from Table 4)		
<b>Total program cost per student</b>		