

# Office of International Education

## Short-Term Faculty-Directed Program Proposal

To help guide you through the program planning process, please follow the checklist below:

- Complete the Short-Term Faculty-Directed Program Proposal Form (below).
- Review the [Office of International Education \(OIE\) Faculty Handbook](#) for additional guidance and an overview of expectations.
- Attach a syllabus, which should include information on how you will complete the following New York State Education Department (NYSED) Requirement:

*The NYSED requires that there be 15 hours of instruction and 30 hours of supplementary assignments for each course credit. For example, a typical three-credit course would have 45 hours of instruction and 90 supplementary hours, for a total of 135 hours. Three-credit graduate courses that meet for two hours per week meet for 30 contact hours. These courses are therefore required by NYSED to have 120 hours of supplementary assignments for a total of 150 hours. Please indicate the suggested distribution of students' time spent on the supplementary assignments (e.g., for a three-credit graduate course that meets two hours per week, the distribution might be 40 hours for an in-depth term paper, 40 hours for a research project, and 40 hours for readings). Mini-session and summer session courses, including those offered, as part of study abroad, must also meet this requirement.*

- Complete a draft itinerary with a breakdown of the day-to-day activities. Please indicate where students will have free time, as well as if meals are to be included in the program fee or “on your own”
- Review the Office of International Education [Marketing Strategy for Faculty-Led Programs](#)
- Review the [Roles of Faculty](#) and the Office of International Education
- Review the University's revised “Policy on Family and Visitors on Faculty-Led Programs Abroad,” for details, please click [here](#).
- Attach a 1-2 paragraph program description and a faculty bio for the website
- Submit all material to your chair and then your dean. (Kindly submit the original proposal to your dean and send a copy of all materials by email to [Greg Bruhn](#).) The final approval should be forwarded to Marillac Hall, Room 210, once

### A Note about Program Costs

As you consider the course itinerary and ways to keep the program affordable—please keep in mind that short-term program costs consist of three elements:

	Program fee (housing/meals/excursions including transportation/insurance/, etc.)
+	Tuition for a three-credit course (unless embedded model)
+	Airfare
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	Total Cost to Student

Unfortunately, there is no financial aid for winter programs and only limited aid for summer. For further information, please refer to [the OSFS page on Summer Aid](#). For student scholarship, opportunities, please visit the OIE financial aid webpages [at studyabroad.stjohns.edu](#).

# Office of International Education

**PROPOSAL DEADLINES: March 15 for Winter/Spring; August 15 for Summer/Fall**

## Proposal Form

### PERSONAL INFORMATION

Name:	
Cell:	Date:
School:	
Email:	Extension:

### GENERAL PROGRAM INFORMATION

Program Type:  Embedded Spring     Stand-Alone Summer  
 Embedded Fall     Stand-Alone January Intersession

### PROGRAM INFORMATION

Location (City and Country)	
Course (Course Name and Number)	
Targeted Student Population	

### SIGNATURES

<b>Your Signature</b>	Print Name	Date
<b>Chair's Signature</b>	Print Name	Date

**Chairs, please describe how this program fits with your department's internationalization goals:**

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**Dean's Signature**

**Print Name**

**Date**

*Please return this form to Greg Bruhn, Office of International Education in Marillac Hall, RM 210 along with completed program planning form, syllabus and draft itinerary.*

*For questions, please contact Greg Bruhn at [bruhng@stjohns.edu](mailto:bruhng@stjohns.edu)*

# Program Planning Form

## ACADEMICS

What makes this study abroad program a good academic fit for St. John's University?

List or describe the academic strengths.

How is the proposed location relevant to the academics of the course?

How will the local environment and resources be integrated into the academic experience?

What is your experience in the proposed region?  
Note your connection to and interest in the proposed location.

Do you speak the local language? If not, how do you anticipate leading a tour through this country/region?

## GENERAL INFORMATION

Will anyone else lead the group?

## TRAVEL INFORMATION

Will your group require round-trip airport transfers?

Are entry visas required for US citizens? If so, do you plan to work with a travel agent who could assist students in securing visas?

## HOUSING

Will students be housed in dorms or hotels?

**Note: For Rome and Paris, students will normally be housed at the St. John's University locations, if space allows.**

## MEALS

Typically, we provide two meals a day, four times a week. In Paris, this means breakfast and dinner (M-R); in Rome, students receive 45 euros in meal tickets to use around the city.

Do you wish to include additional meals?

## LOCAL TRANSPORTATION

Will the group need public transit passes for the entire program or merely for program events?

How will students travel to excursion and service sites?

How will students travel to classes?

## EXCURSIONS

What excursions are planned?

- Transportation
- Tour guides
- Entrance fees

If there are overnight excursions, what accommodations will be provided?

Will you organize site visits or would you like OIE to assist with this?

Do you have contacts in the host country that will provide you with assistance?

If so, please provide contact information.

## SERVICE

How might this program fulfill the Vincentian mission of St. John's University?

Explain what possible service learning activities are available to students that would allow them to work with underserved local community members.

Please note that Public Safety will vet all program locations through the Department of State. If you have any other information that you would like to share regarding safety.

# Itinerary

For each activity, please estimate the general timing, such as 9am to 11:30am.

Date	Activity

# Faculty-Directed Short-Term Program Deadlines

• Approved program proposal	March 15
• Brochure text (blurb) and website information	May 1
• Finalized itinerary (to build out the program budget/student program fee)	May 1
• Faculty-created flyer	May 1
• Program fee set	May 15
• Student applications due	October 8
• Student Notifications due	October 15
• Student deposits and confirmation paperwork due	October 22
• Program confirmed to run	six weeks prior to program departure