The Center for International Education

**Central Connecticut State University**

2025 Course Abroad Proposal Form

**Course Abroad Program Model**

Please refer to the *Proposal Guide for 2025 Courses Abroad* for important details concerning these programs models. Check the type of program you are proposing for 2025:

Winter Session 2025 course with Winter Session 2025 travel component

Full-semester Spring 2025 course with Spring Break 2025 travel component   
 Full-semester Spring 2025 course with Summer 2025 travel component—Travel in May

Five-week Summer Session 2025 course with Summer 2025 travel component

**Instructor Information**

|  |  |  |
| --- | --- | --- |
| ***Faculty Director:***  Name:  Department: |  |  |
| ***Co-Faculty Director, if applicable:***  Name:  Department: |  |  |
| **Destination** (*city/cities and country*): |  |  |

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**Course Abroad Program Title** (*will be published; should clearly reference main academic theme of the program*):

|  |
| --- |
|  |

**Courses Offered in Conjunction with this Course Abroad Program:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Department/Course Number*** | ***Complete Course Title*** | ***# of Credits*** | ***Instructor of Record*** | ***Course Prerequisite(s)*** | ***Is the Travel Session Mandatory?*** |
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*If any Course above is cross-listed, linked, or bridged, please indicate the pairings below. (Cross-listed, linked, or bridged courses must be listed as such in the Undergraduate and Graduate Catalogs).*

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**Do you limit the maximum number of students?**

Yes  No

If yes, how many?

**Course Abroad Learning Outcomes**

Which of the following Learning Outcomes will be incorporated into your course? You must incorporate at least 4 of the following international/intercultural competencies:

Knowledge of world geography

Knowledge of world history

An understanding of diversity of values, beliefs, ideas, and world views

An understanding of one’s own culture and its relationship to the rest of the world

Knowledge of a foreign language

Curiosity and openness toward new opportunities, ideas and ways of thinking

An awareness of ethnic and cultural differences

The ability to examine issues objectively and without prejudice

Appreciation for multiple perspectives

An awareness of one’s own identity and culture

Thinking critically and creatively and integrating knowledge of the world

Communicating effectively, including using a foreign language, and interacting with people from other cultures

Coping with unfamiliar and challenging settings with resiliency

Locating information and investigating issues about international topics

**Course Abroad Program Schedule***(Note: Keep in mind CCSU’s academic calendar, major U.S. and overseas holidays, as well as days when required museums, etc. are closed.)*

**Phase I: Pre-Departure On-campus Meetings**

On-campus class meetings will begin on       and end on      . Contact Hours:

**Phase II: Travel Component**

The travel component of the Course Abroad will begin on       and end on     . Contact Hours:

**Phase III: Post-Travel On-campus Meetings**

On-campus class meetings will begin on       and end on     . Contact Hours:

Total Contact Hours:

Please specify on-campus meeting dates and times. On-campus contact hours should align with the contact hours noted above.

**Course Abroad Description**

Attach a 300 word description that richly describes your Course Abroad Program. Be sure to include the program title, primary academic theme, curriculum, and the major cultural and historical points of interest you will incorporate into your course. This 300-word description will be used in print media generated by the Center for International Education. You may also submit a longer, more detailed version for web-media, but you must submit a 300 word description for the catalog.

**NOTE**: Your description will be the most compelling means of recruiting students to your Course Abroad. It will be published in the *Course Abroad Catalog,* and in other electronic and print resources that the CIE makes available to students. (Please do not ***promise*** specific activities/excursions but rather use language to suggest possible options for the itinerary.)

**Tentative Program Itinerary**

Please provide a tentative itinerary for your program, including your dates of departure and return, the dates when you change cities/locations, destination for each day, location of the nightly lodging, and any excursions or academic site visits tentatively planned. Final itineraries will be due in the Center for International Education according to the following schedule:

* Final itineraries for **winter programs** are due June 1
* Final itineraries for **spring programs** are due September 1
* Final itineraries for **summer programs** are due December 1

**NOTE**: Final itineraries may be submitted earlier than the dates noted above and, in fact, should be submitted earlier if any of the sites, including hotels, that you wish to use require advanced booking.

Using the template below, please attach a preliminary itinerary. Please also attach a preliminary budget (see example on page 4). These will be used to:

● Establish the **tentative budget** for your program.

● Calculate the per-student cost of your program; and

● Initiate a contract with the external agencies that will provide logistical services.

***In all cases, the CIE will make a timely final determination concerning financial arrangements,*** including airfare, vendors, excursions, and accommodations. State and CCSU regulations, as well as strict vendor deadlines and fluctuating currency rates, mandate cost efficiency and early decisions.

**Proposed Itinerary**

***Note***: Before completing this itinerary, be sure you have checked the schedule of national holidays for the country/countries you will be visiting. This can have a major impact on program costs and some site visits (e.g., museums, historical sites, etc.) that you wish to incorporate into your program may be closed on national holidays. If you are planning to visit an institution of higher education, please check their academic calendar to see if they will be in session during your planned visit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date*** | ***Destination/Location*** | ***Location of Lodging*** | ***Excursions or Academic Sites to be Visited\**** | ***Total number of contact hours on this day*** *(Note: The total of this column must equal the Phase II contact hours noted above).* |
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**Faculty Budget Estimate (required)**

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| --- | --- | --- |
| **Course Title:** |  | |
| **Course Period:** | MM/DD/YYYY-MM/DD/YYYY | |
| **Faculty Name(s):** |  | |
| **Anticipated # of Participating Students:** |  | |
| How will students and faculty arrange travel? | Group Flight ( ) | Individual Flights ( ) |
| Will fleet vehicles be used to/from the local airport? | Yes ( ) | No ( ) |
| **Proposed Budget** |  |  |
| **1. Faculty Expenses (Per faculty director)** | | |
| **Item Description** | **Total Price** | **Description (e.g., hotel cost per night)** |
| Airfare: |  |  |
| Room: |  |  |
| Per Diem: | $500.00 |  |
| Books & Supplies, if applicable: |  |  |
| Health Insurance (International, CIE purchases): | $41.65 |  |
| On-site Travel (trains, buses, taxis, etc.): |  |  |
| Tours/ City Pass/ Museums |  |  |
| Other Travel expenses: |  |  |
| Immigration (passport, visas, photos, etc.): |  |  |
| Immunization/Inoculations: |  |  |
| **Total** |  |  |
| **2. Student Expenses (Per student) Please carefully structure to ensure there is no additional tuition charges.** | | |
| Airfare: |  |  |
| Room: |  |  |
| Health Insurance (International, CIE purchases for part-time students): | $41.65 |  |
| On-site Travel (trains, buses, taxis, etc.): |  |  |
| Tours/ City Pass/ Museums |  |  |
| Other Travel Expenses: |  |  |
| Immigration (passport, visas, photos, etc.): |  |  |
| Immunization/Inoculations: |  |  |
| Study Abroad Program Fee | $150.00 |  |
| Study Abroad Application Fee | $75.00 |  |
| Contingency Fee | $25.00 |  |
| **Total** |  |  |
| **3. Group / Miscellaneous Expenses** | | |
| Consultant Contracts/Honoraria |  |  |
| Classroom Reservations |  |  |
| Fleet Vehicle Transport |  |  |
| Group Expenses (tips, excursions, cultural activities, group dinner, etc.) |  |  |
| Other |  |  |
| **Total** |  |  |

**Course Abroad APPROVAL – REQUIRED Signatures**

**Important Note:** Course Abroad approval is a multi-step process. The first step is to forward the original document to your chair ***with a copy to Zongxiang Mei in the CIE* by April 12, 2024.** It is essential that you or your chair present your completed Proposal – with all required attachments – to your Dean’s Office **by April 19, 2024**. Any changes to the proposal and all approval signatures must be received by CIE by **May 6, 2024**.

1. **Faculty Consent and Departmental Approval**

**The Department Chair’s signature(s) indicates the Course has the support and approval of the sponsoring department(s).** (The Department Chair will notify the Dean of any approved Course(s) Abroad as part of the regular scheduling process for winter, spring and summer session classes.)

Faculty’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chairperson’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Faculty’s Signature (as applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chairperson’s Signature (as applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Check Box:

* Initial: Confirm that course section information for this program has been submitted to the Registrar.

*Department Chair Comments, if any:*

1. **International Studies Approval** *(Needed* ***only*** *if the proposal includes an International Studies (IS) course offering.)* **If applicable, this IS Course has the support and approval of the International Studies Program.**

Dr. Brian Sommers (Undergraduate) or Dr. Paul Petterson (Graduate)  
International Studies Program Co-Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*International Studies Program Comments, if any:*

1. **Dean’s Approval(s) -** If this proposal involves faculty from two schools, it must be approved by each Dean respectively.

Dean’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Check Box:

* Initial: Course sections meet contact hour and scheduling requirements.
* Initial: The maximum student number aligns with the class size student limit.
* Is this proposal conducive to fostering interdisciplinary collaboration within your school?

*Dean’s Comments, if any:*

1. **Graduate Dean’s Approval (***Programs offering graduate credit must be approved by the Dean of Graduate Studies.* **This Course has the support and approval of the Graduate Studies Program.)**

Dean’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Graduate Dean’s Comments, if any:*

**CIE must receive all approved proposal by MAY 6TH.**

1. **CIE Approval**

AVP for Academic Affairs (or designee) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*CIE Comments, if any:*