



USC Upstate Faculty-Led Study Abroad Program Approval Form

PROGRAM INFORMATION

Program Faculty Leader:

Program Name:

Department:

Program Location (City/Country)

Rank:

Phone:

Projected Program Dates:

Email:

Courses Offered; Credits and Instructor:

(Note: Study abroad courses should have 200 or higher section numbers.)

APPROVALS**

New programs: Obtain chair and dean signatures, and submit all information. **Renewals:** May submit only the chair's signature, and provide other updated information as applicable.

Department Chair

Yes No Comment: _____

Date

Dean of the College

Yes No Comment: _____

Date

Center for International Studies

Yes No Comment: _____

Date



USC Upstate Faculty-Led Study Abroad Program Description

Please address all of the topics listed below as thoroughly as possible. If you need additional space, please attach additional sheets.

If you are renewing a proposal for a program that you previously led, you will only need to submit the Approval Form.

Program Faculty Leader: _____

Projected Program Dates: _____

Program Name: _____

1. Educational Objectives and Outcomes

Nature and purpose of the program: Describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit(s).

2. Course information

Please provide the course information and credit hours to be earned for each course.

A. USC Upstate Course

_____	_____	_____
Course Number & Title	Credit hours	Instructor

B. Non-USC Upstate Course

If students will receive credit from another institution please list below.

_____	_____	_____	_____
Institution	Course Number & Title	USC Upstate Equivalent	Credit Hours

3. PLEASE, ATTACH YOUR PROJECTED SYLLABUS



9. Your budget should reflect all of the expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable. Please provide program fee schedule below.

_____	_____	_____
Date (D/Y)	Amount	Payee
_____	_____	_____
Date (D/Y)	Amount	Payee
_____	_____	_____
Date (D/Y)	Amount	Payee

10. Promotional materials
Have you developed any promotional materials for the program, if so a copy should be attached. If you have a website, please provide the link below.

11. If applicable, provide a description of the institution/agency with which the program may be affiliated. Please include the name of any faculty member that may assist with the administration of the program.

12. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued a current travel warning (see: <http://www.state.gov>). Have you consulted the “Emergency Action Plan for USC Upstate Faculty-Led Study Abroad Programs” on the CIS website?

13. Are you aware of the resources to which you would turn for assistance if a participant were in need of medical or counseling care during the program? [Consult the above-mentioned “Emergency Action Plan for USC Upstate Faculty-Led Study Abroad Programs”.]



14. ALL programs are required to purchase travel insurance. The policy is offered by iNext. Copies of the policy are available from the CIS office and on our webpage.

15. Are there participants in your program who are non-USC Upstate students? Yes
No Therefore, you must inform the Center for International Studies, and complete a non-USC Upstate student application.

16. As a means of evaluation for the program all study abroad participants are required to participate in the Global Perspectives Inventory (GPI). The survey link will be sent to each Director prior to your trip and shortly after your return.

17. If it's USC Upstate course(s), a USC Upstate course evaluation should be completed at the end of the program.