



**CALDWELL**  
UNIVERSITY™

Caldwell University  
Center for Student Success  
Program Coordinator Application  
for Short Term Study Abroad Programs

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## Application for Short Term Study Abroad Programs\*

\*One application per Short-Term Study Abroad Program

### Date of Submission\* \_\_\_\_\_

\*Submission must be prior to the Curriculum Committee Meeting for Informational Review of Program.

### I. Program Coordinator Information

Name \_\_\_\_\_ Department \_\_\_\_\_

Phone Ext. \_\_\_\_\_ E-mail \_\_\_\_\_ Office \_\_\_\_\_

Passport Origin\* \_\_\_\_\_ Passport Number \_\_\_\_\_

Passport must still be valid six months after your return date

Contact Information while abroad \_\_\_\_\_

Qualifications to lead this program \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact (ie. parent, guardian, spouse, children)

Name \_\_\_\_\_ Relationship to You

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Telephone (Cell)

\_\_\_\_\_

Please provide your health insurance information and notify your insurance carrier\*:

Insurance Carrier \_\_\_\_\_ Policy #

Name on Policy \_\_\_\_\_ Insurance Company Telephone #

\_\_\_\_\_

\*Participants who cannot show proof of health insurance are required to purchase, at minimum, Cultural Insurance Services International’s (CISI) Basic Plan. Other students may purchase the insurance as an option.

Are you a participant in need of this insurance\*? Please circle: Yes No

\*A separate check must be attached with your \$300 non-refundable deposit

Are you interested in purchasing an optional additional worldwide insurance\*?

Please circle: Yes No

\*Cultural Insurance Services International - see VIII. Cost of insurance will not be included in the trip, and will need to be paid for separately.

**2<sup>nd</sup> Faculty Coordinator**

Name \_\_\_\_\_ Department

\_\_\_\_\_

Phone Ext. \_\_\_\_\_ E-mail \_\_\_\_\_ Office

\_\_\_\_\_

Passport Origin\* \_\_\_\_\_ Passport Number

\_\_\_\_\_

Contact Information while abroad

\_\_\_\_\_

Qualifications to lead this program

\_\_\_\_\_

\_\_\_\_\_

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Emergency Contact (ie. parent, guardian, spouse, children)

Name \_\_\_\_\_ Relationship to You  
\_\_\_\_\_

Address  
\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Telephone (Cell)  
\_\_\_\_\_

Please provide your health insurance information and notify your insurance carrier\*:

Insurance Carrier \_\_\_\_\_ Policy #  
\_\_\_\_\_

Name on Policy \_\_\_\_\_ Insurance Company Telephone #  
\_\_\_\_\_

\*Participants who cannot show proof of health insurance are required to purchase, at minimum, Cultural Insurance Services International's (CISI) Basic Plan. Other students may purchase the insurance as an option.

Are you a participant in need of this insurance\*? Please circle: Yes No

\*A separate check must be attached with your \$300 non-refundable deposit

Are you interested in purchasing an optional additional worldwide insurance\*?

Please circle: Yes No

\*Cultural Insurance Services International - see VIII. Cost of insurance will not be included in the trip, and will need to be paid for separately.

## II. Proposed Program Information

Department(s) Sponsoring  
\_\_\_\_\_

Proposed Session \_\_\_\_\_ Proposed Dates/Length of  
Program \_\_\_\_\_

Location: Country  
\_\_\_\_\_

Cities \_\_\_\_\_  
\_\_\_\_\_

Land/Air Tour Provider  
\_\_\_\_\_

Provider Website

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Provider Contact Information

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### III. **Course Information**

How many courses will be offered on this program? \_\_\_\_\_

Please list the Course Title(s) and the corresponding Course Number(s) (per discussion with Registrar)\*

\*The course title must be different than an existing course name

Please also indicate and detail which requirements, or required courses, participating students can meet.

1.

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Foundational Core

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Enriched Core

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Major Requirement

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2.

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Foundational Core

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Enriched Core

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Major Requirement

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3. -

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Foundational Core

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Enriched Core

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Major Requirement

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4.

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Foundational Core

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Enriched Core

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Major Requirement

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5.

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Foundational Core

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Enriched Core

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Major Requirement

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Final Grades Due Date (Per Discussion with Registrar):

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1. Briefly describe(or attach) the course and its objectives

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2. Briefly outline(or attach) the overall design of program, including but not limited to, field trips, excursions, site visits, activities, etc...

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3. Briefly discuss (or attach) what your plan is to market and recruit for this program?

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4. Briefly summarize (or attach) how students will be evaluated, assessed, and graded

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5. Briefly discuss (or attach) how you plan to prepare your students prior to departure

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**IV. Proposed Budget**

The following is a proposed budget, and general guidelines to help establish your budget. Items can be modified by the Program Coordinators in consultation with the Center for Student Success.

- The cost per student should cover the air and land costs for a minimum of two Program Coordinators.
- There should be at minimum a 1:10 ratio between Program Coordinator and students.
- The cost of the trip generally should not exceed \$2500/student, not including the cost of tuition.

Estimated cost:

Land Package \_\_\_\_\_

Air Package \_\_\_\_\_

To help calculate the estimated cost per student, including two Program Coordinators, please fill in the following this sample formula.

Formula	Your Numbers
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Air Package + Land Package= Cost of Trip	
Cost of Trip x 22 (20 students + 2 Program Coordinators) = Income	
Income /20 (20 students) = Cost for Student	
Cost for Student + Tuition = Total Cost for Student	
Total Cost for Student: _____	

Please include any information regarding Refund policies/deadlines that you are currently aware of from your travel organization:

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## V. Signatures

Faculty Coordinator

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Name	Signature	Date
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Second Faculty Coordinator

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Name	Signature	Date
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Center for Student Success

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Name	Signature	Date
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Informational Item at Curriculum Committee

Date: \_\_\_\_\_

## VI. Attachments

Please attach the following items:

Proposed Syllabus

Additional Information for Flyers

Copy of Passport

Proof of Health Insurance (see attachment)

## VII. Post Application

**To completed one-two months prior to departure with the Director of Advisement & Study Abroad:**

**Contact:**

Name & Contact Information of Hotel(s)

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**Schedule:**

Briefly outline (or attach) the proposed schedule of program

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**Finalized Budget:**

Land Package: \_\_\_\_\_

Air Package: \_\_\_\_\_

Tuition: \_\_\_\_\_

Total Cost per Student: \_\_\_\_\_

Final Cost per Student:

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**Attachments:**

Please attach the following:

Finalized Syllabus



## VIII. **Insurance Information & Timeline**

### **Insurance Information**

The College does not provide any type of travel accident protection, American Assistance service, baggage protection, or travel cancellation insurance.

1. **Cultural Insurance Services International** (CISI) is a leader in providing comprehensive insurance coverage, travel assistance, and claim paying capabilities to cultural exchange participants worldwide.

Caldwell College Program Coordinators and Short-Term Study Abroad students may select to purchase CISI's Basic or Upgraded Comprehensive insurance package and receive health coverage, as well as medical evacuation, repatriation, and accidental death and dismemberment.

All Short-Term Study Abroad students who do not have health insurance or cannot show proof of health insurance will be required to purchase, at minimum, CISI's Basic Plan.

➤ Program Coordinators interested in electing this coverage should check the box on this application and attach a check for the amount of the insurance as outlined on the CISI website. The Director of Advisement will register all Caldwell members who elect this coverage with CISI.

Please visit CISI online to review their current coverage and cost:

<http://www.culturalinsurance.com/>

2. **Access American's** travel insurance is designed to cover travelers with unforeseen events such as trip cancellation and loss of baggage.

➤ Program Coordinators interested in electing this coverage may arrange for this optional travel protection with Access America directly.

Please visit Access America online to review their current coverage and cost:

<http://www.accessamerica.com/>

### **Program Coordinator Timeline at a Glance\***

\*Dates below will serve as an example for any Short-Term Study Abroad programs:

Program Coordinators speak with Director of Advisement & Study Abroad, Center for Student Success. Initial budget discussions.

Program Coordinators submit "Program Coordinator Short-Term Study Abroad Application" to Director of Advisement, Center for Student Success.

Program Coordinators present “Short-Term Study Abroad Course Proposal” to Curriculum Committee as an informational item.

Publicity and Marketing begins prior/during Course Registration

<b>Short-Term Study Program</b>	<b>Finalized Budget</b>	<b>Student App. &amp; Deposit Due</b>	<b>Finalized Itinerary</b>
Winter (January)		Last Friday in September, 12 PM	November/December
Spring (March)		Last Friday in November, 12 PM	January/February
Summer (May)		Last Friday in January, 12 PM	March/April

## IX. **Suggested Tips**

The following are several suggested guidelines:

1. When choosing a country, take into account the policies around required Visas and Vaccinations. Be mindful of how many students this may impact and communicate early on what is required so students can begin planning.
2. Stay up to date with any on-going issues and the current state of the country.
3. When planning your program, note that limiting the number of cities you are visiting may help to minimize the extra costs involved with traveling and accommodations.
4. Clearly articulate in the course syllabus:
  - a. the attendance policy and any penalties related to failed attendance and participation before, during, and/or after the trip.
  - b. any penalties related to student behavior/misconduct
  - b. expectations of specific attire students should plan to pack based on the destination, ie. covered arms and legs when visiting a mosque
5. Prepare your students when going through customs and the response in terms of “reason for traveling”, ie. for business or for pleasure.

## X. **Course Credit**

Short-Term Study Abroad programs that take place in the spring semester are part of the flat tuition rate for traditional students who take 12-18 credits, including the travel course; adult students will pay tuition for 1-credit. For programs that take place in the winter and summer sessions , all students must pay 1-credit to earn

3-credits. Determination of credit hours will be made by the faculty coordinators and their respective department.