

## **Application for Summerterm Off-campus Courses St. Lawrence University**

All faculty who wish to teach a summer course should talk first with the Associate Dean of CIIS and, secondly, file this Application for Summerterm Abroad (ASA) with the Center for International and Intercultural Studies to get authorization to move forward with student recruitment and other planning.

**This form is due to CIIS by October 1**, prior to the summer in which travel is planned.

Before submitting this application, you should check the website for the Centers for Disease Control: <http://www.cdc.gov> and have a conversation with the director of the Diana B. Torrey Health and Counseling Center.

Faculty Leader(s) \_\_\_\_\_ Department \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Course or program title \_\_\_\_\_

Is this a credit-bearing course? Yes No If yes, how many units? \_\_\_\_\_

Department and course number \_\_\_\_\_

Maximum and minimum number of students you are prepared to take \_\_\_\_\_

Names of all faculty/staff accompanying the group \_\_\_\_\_

Have you met with the health center to consult about health related requirements? Yes \_\_\_No\_\_\_

Location of travel \_\_\_\_\_ Dates of travel \_\_\_\_\_

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On separate sheets, please attach your responses to the following questions:

1. Detailed description and/or itinerary of the course or travel program planned.

2. As group leader, it is your responsibility to insure that students have a substantial academic experience (for courses) and are appropriately supervised (all abroad experiences) ; you are responsible for each student's well-being while the student is directly participating in the program. You are essentially on-call twenty-four hours a day, every day of the program, and your primary responsibility while abroad is the students' safety.

## Application Summerterm Abroad

**With this in mind, describe your familiarity with the host location, its resources for academic inquiry as well as for the safety of the students.** If the primary language spoken there is not English, indicate your level of fluency in the primary language of that country and/or your plans for using interpreters for student instruction and excursions. How much time have you spent in the host country?

3. Indicate any particular security or environmental risks that students posed by this travel or any other kind of risk arising from the activities planned. Attach with this application a copy of the Consular Information Sheet on the country or countries you will travel to, along with any relevant public announcements or advisories from the U.S. State Department:

<http://travel.state.gov>.

4. If you plan to have other adults accompanying the program, involved in instructing and/or supervising students, indicate their credentials and their ability to assist in emergencies.

5. Provide a budget for your course. Include:

- All of **your** expenses on-site plus air travel.
- The cost – per student – for housing, room and board. If students will spend some time on campus as part of the course, either before or after travel, include those costs. Do not include the cost of air fare to the site for students.
- Costs for local transportation, guest lecture honoraria, entrance fees, and any other costs related to the teaching of the course on-site.

6. Obtain the signature, which indicates approval for this travel, on the attached Approval Form, of your department chair/supervisor.

## Program Approval Form

The information I have provided about this travel is accurate as of the date of submission. If there are changes to the information, regarding the schedule, the costs, or security, I agree to make these known as soon as possible to the Associate Dean for International Studies.

\_\_\_\_\_  
Faculty Leader (signature)

\_\_\_\_\_  
Date

I have thoroughly reviewed this proposal, and it is submitted with my approval.

\_\_\_\_\_  
Department Chair/Supervisor (signature)

\_\_\_\_\_  
Date

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This proposal will be forwarded by the Associate Dean for International Studies to the Dean of Academic Affairs, the Vice President for Finance, and where appropriate the director for Summerterm for approval

\_\_\_\_\_  
Assoc. Dean for International Studies (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Summerterm (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academic Affairs (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Finance (signature)

\_\_\_\_\_  
Date