

GLOBAL EXPERIENCE APPLICATION FORM

If you are interested in arranging a Faculty-Led Global Experience (semester-long study abroad program, course-embedded study tour, service trip, etc.), you will need to complete this form in order to secure official approval from the College. The Director of Global Education is available to assist you in the process. We also encourage you to use the Global Education Implementation Guidelines which provide specific details of required processes.

Before beginning the Global Experience (GE) application, please meet with your supervisor to seek preliminary approval to develop a proposal for a new program, destination, and/or exchange. You are encouraged to discuss your ideas with the Director of Global Education, and other faculty/staff who have designed and implemented similar programs.

I have discussed and received preliminary approval to develop a Global Experience proposal from my supervisor(s) (for faculty: Department Chair/ Program Director and School Dean; for staff: Direct Supervisor).

Name:

Title:

Department:

Phone:

Email:

Have you previously taken students abroad or an a service trip experience?

Have you offered the proposed global experience at another institution?

Please identify the proposed destination(s) (cities & countries)?

Please provide the current travel advisory status provided by the State Department for the proposed destination(s):

During what academic term will the program run?

Departure & Return Dates (or if unknown, indicate preferred program length):

Estimated number of travelers:

Target number of travelers:

Who will be accompanying you to supervise on this trip?

Are you including people other than students/faculty/staff on the trip? If so, please explain.

Have you explored possible partnerships with other institutions to reduce costs?

If yes, please provide brief description:

Does this program require a Visa?

If yes, please provide brief description:

Does this program require Immunizations?

If yes, please provide brief description:

Are there any licensure concerns that need to be addressed (e.g., if administering health care)?

If yes, please provide brief description:

What company are you intending to use for the Global Experience?

If "Other" company, please identify here:

Are you interested in a group transportation package (airfare & airport transfers)?

If yes, what is your preferred U.S. airport?

What is your housing preference?

If you selected "other" housing, please explain:

Are there any specific excursions or cultural/academic activities you would like included or offered on an optional basis

If yes, please explain:

Do you have a target price/price range in mind, not including airfare?

If yes, please explain:

Would you like the cost of faculty housing/participation in all program activities to be included in the student program fee?

Would you like faculty airfare to be included in the student program fee?

Risk assessment has been done regarding the GE destination site(s) with regards to health, safety and security. Emergency procedures and exit strategies have been developed and documentation is attached.

How will the GE be assessed and then reviewed for relevance and effectiveness?

Please note, once approval has been secured , you must electronically submit a pdf file containing a list of all participants with emergency contact information, all signed liability waiver forms, and the passport photo page of each SJFC-affiliated traveler at least one week prior to departure.