

Faculty-Led CWRU Study Abroad Courses Program Information Form

INSTRUCTIONS

Please complete this form by the date listed below. Download it to your Google Drive, complete it, the budget sheet and the agreement form, then send all three for signatures (See section V). See also [Creating Study Abroad Courses: A Step-by-Step Guide](#).

- August 1 for all SPRING BREAK programs (spring semester CWRU enrollment)
- August 1 for all SPRING MAY ABROAD programs (spring semester CWRU enrollment)
- October 15 for all MAY TERM/SUMMER programs (*summer CWRU enrollment)
- March 15 for all WINTER BREAK programs (fall semester CWRU enrollment)

*Note that summer CWRU courses will charge undergraduates summer tuition *in addition to* the program fee for study abroad. By contrast, fall semester and spring semester enrollment charge a flat rate tuition fee for full-time undergraduate enrollment (see program fees [here](#)).

SECTION I: PROGRAM BASICS

Your Program

The program name will be listed in the study abroad application system, Terra Dotta, and all marketing publications as: "Program Name: Country (SIS designation)". Ex: Biology Field Studies: Costa Rica (BIOL 309/409). Any redundancies in naming conventions will be removed.

1. What is the name of your study abroad program?

2. What is the SIS course designation? (Ex: CLSC 199)

3. Has this course completed the university's course approval process? (Note that all study abroad courses need the "Instructor Consent Required" box checked in SIS so that eligibility, advising, and costs can be determined prior to students enrolling.)

Yes _____ No _____

Other (please explain) _____

4. Please list the name(s) of the CWRU faculty member(s) who will be *teaching* the course

5. Please list the name(s) of any other faculty who will be *traveling with the course*

6. Please list the email address(es) and phone number(s) of all CWRU faculty member(s) who will be *traveling with the course* below
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STEP Registration (US Department of State)

For the purpose of registration in the US Department of State's Smart Traveler Enrollment Program (STEP), provide the following for each faculty member traveling with the program. The Office of Education Abroad (OEA) will register students and faculty prior to departure.

7. Please provide the faculty member's name *exactly* as it appears on their passport
-
8. Please provide the faculty member's date of birth
-
9. Please provide the passport number and expiration date
-
10. Please provide a phone number where the faculty member can be reached while abroad
-

Study Abroad Terms

The term chosen for each study abroad faculty-led program determines many things: student finances, registration, travel et. al. These are below. Please select the appropriate answer.

11. In which study abroad term is this program running? Please mark the line below.

Spring Break _____ (travels over spring break)

OR

Spring May Abroad _____ (travels in may session)

- *Spring semester CWRU enrollment (flat rate undergraduate tuition)*
- *Student applications due (with deposit) before spring semester drop/add ends*

May Term _____ (travels in May)

OR

Summer I _____ (travels in June)

OR

Summer II _____ (travels in July)

- *Summer semester CWRU enrollment (tuition charged at the prevailing rate)*
- *Student applications due (with deposit) before March 15*

Winter Break _____ (travels over winter break)

- *Fall semester CWRU enrollment (flat rate undergraduate tuition)*
- *Student applications due (with deposit) before fall semester drop/add ends*

SECTION II: APPLICATION BASICS

Student Application Maintenance

Please note that 1) students cannot be admitted to the study abroad program until after the [application deadline](#) has passed (see “Study Abroad Terms” above) and 2) a meeting or interview with the faculty leader/coordinator for the program (and a deposit) is required before the application deadline.

The faculty leader/coordinator will mark the meeting complete in the study abroad application system, Terra Dotta, once it has occurred and accept eligible students to their program once their applications are complete. (The OEA will track deposits and send weekly reminders via Terra Dotta to students who are missing required application materials.)

Following acceptance to the program, the faculty leader/coordinator will check off additional items such as course registration. The OEA will continue to send weekly reminders throughout.

Please designate WHO will be completing these steps for your program below. You may list more than one person. Training and assistance with Terra Dotta will be provided by the OEA.

1. Please designate the individual(s) who will work most often within the application system, Terra Dotta, for your program. Include name(s) and email address(es).

2. Should we reach out to this individual(s) for a refresher/training on using Terra Dotta?

Yes _____ No _____

Other (please explain) _____

Program Fees and Budget Maintenance

After students are admitted to the study abroad program in Terra Dotta, they can be given permission to enroll in the course in SIS. Upon enrollment in the course, the program fee (less the deposit) for courses with fall and spring enrollments will be assessed as a course fee and automatically journaled to your department so that you can pay overseas vendors. For May and summer terms, all fees will be collected by the OEA and journaled to your department.

Please list the speedtype where study abroad programs fees should be journaled so you can have access to them for paying overseas invoices, and the name and email address of the department assistant or financial manager to be copied on journals.

3. Speedtype to journal program fees _____

4. Name and email address of department assistant or finance manager

5. What is the total program fee per student? _____

Please use the chart below to indicate which of the following are included in the program fee.

A note on flights: if group flights are required, they must be included in the program fee and any flight delays, cancellations, or emergencies become the responsibility of the University and faculty leaders to coordinate. Sometimes, this is still the best option. If students purchase their own flights, the OEA will require each student to turn in a copy of their itineraries for risk management purposes and the program must have a scheduled start time/meet-up in-country on the first day to ensure all students arrived safely.

ITEM	INCLUDED	NOT INCLUDED	NOTES
Flight			
Housing			
Meals (specify in notes: all, some, or no meals; breakfasts, lunches, dinners, etc.)			
Admission Fees (museums, excursions, exhibits)			
In-country transportation (metro pass, flight or land travel)			
Other (specify in notes)			

SECTION III: TRAVEL AND ITINERARY

Travel Dates

Please list the dates of the study abroad program here. Start with the date the course begins in-country and end with the date the course concludes in-country. Do not include travel days. Dates cannot conflict with the [academic calendar](#) nor are they optional for any students

Travel dates: _____

Program Details

Please type out a bulleted list of the activities, travel, excursions, etc. for *each day* of the program. Example:

DATE	ACTIVITY	LOCATION
Ex: March 12, 2023	Orientation & city tour, 6pm Dinner on own	Amsterdam, Netherlands

SECTION V: DEAN AND DEPARTMENT HEAD APPROVALS

Signatures

This form must be approved by your department chair and dean's office before the course can be marketed or posted for students. Ensure that your dean and department chair also see your [budget](#) and signed [faculty-led agreement form](#). Then, gather their signatures here before submitting to the Office of Education Abroad all three (3) forms (plus any marketing materials) to Autumn Beechler Stebing via email: autumn@case.edu.

Thank you for your support of study abroad!

Department Chair:

Printed Name: _____

Signature: _____ Date: _____

Dean's Office Approval:

Printed Name: _____

Signature: _____ Date: _____