



Salve Regina University  
Office of International Programs

**SHORT TERM STUDY ABROAD PROPOSAL**  
**Due no later than March 1, 2010**

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

Location of Proposed Study Abroad Program \_\_\_\_\_

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Winter 2011  
Intersession Year

Spring 2011  
Break Year

Summer 2011  
Year

Please attach a description and rationale for the proposed Study Abroad Program (see Proposal Guidelines). A draft course syllabus is required.

**SHORT TERM PROGRAM POLICIES**

**1. MINIMUM ENROLLMENTS:** A reasonable enrollment deadline will be established and programs will be cancelled if the minimum number of students is not enrolled. For programs conducted by one faculty member, the minimum is ten students. For programs with two faculty members, the minimum is sixteen students.

**2. COMPENSATION GUIDELINES:** Faculty in approved programs enrolling the minimum number of students will be compensated at the adjunct faculty rate on a per credit basis. Travel and lodging expenses directly related to the program will also be covered. **A per diem will not be provided.**

**3. ACCOMPANYING SPOUSES/FAMILY:** Family members/friends traveling with the faculty conducting the course will be expected to pay the per student rate less tuition.

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**Please return this signed form to the Office of International Programs**

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**PROGRAM APPROVAL**

1. Undergraduate Dean \_\_\_\_\_ Date \_\_\_\_\_

2. Director, International Programs \_\_\_\_\_ Date \_\_\_\_\_

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3. VP Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_